

# HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

## NOTICE OF AND AGENDA FOR A REGULAR MEETING

### TO BE HELD BY THE BOARD OF DIRECTORS

DATE: MONDAY, SEPTEMBER 23, 2024  
TIME: 5:30 PM  
PLACE: HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY  
LARGE CONFERENCE ROOM  
203 W. NEWCOMBE AVE.  
PHARR, TEXAS 78577

PRESIDING: S. DAVID DEANDA, JR, CHAIRMAN

*An electronic copy of the agenda packet can be obtained at [www.hcrma.net](http://www.hcrma.net)*

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#### PLEDGE OF ALLEGIANCE

#### INVOCATION

#### CALL TO ORDER AND ESTABLISHMENT OF A QUORUM FOR A REGULAR MEETING

#### PUBLIC COMMENT

#### 1. REPORTS

- A. Report on Program Management Activity for 365 Tollway Project – Ruben Alfaro, HCRMA
- B. Report on Construction Activity for 365 Tollway Project – Ramon Navarro IV, HCRMA.

**2. CONSENT AGENDA** (*All matters listed under Consent Agenda are considered to be routine by the Governing Body and will be enacted by one motion. There will be no separate discussion of these items; however, if discussion is desired, that item(s) will be removed from the Consent Agenda and will be considered separately. The Governing Body may also elect to go into Executive Session on any item on this agenda, whether or not such item(s) are posted as an Executive Session Item, at any time during the meeting when authorized by provisions of the Open Public Meeting Act.*)

- A. Approval of Minutes for the Regular Board Meeting held August 27, 2024.
- B. Approval of Project & General Expense Report for the period from August 8, 2024, to September 6, 2024.
- C. Approval of Financial Reports for August 2024.

#### 3. REGULAR AGENDA

- A. Resolution 2024-38 – Approval of Award of Contract with Burton McCumber & Longoria to provide Auditing Services to the Hidalgo County Regional Mobility Authority and Authorization for staff to negotiate and execute the annual engagement letter.

- B. Resolution 2024-39 – Approval of Amendment and Restated Interlocal Agreement with the Texas Department of Transportation and the Hidalgo County Regional Mobility Authority for the overweight/oversize permit system.

#### **4. CHAIRMAN'S REPORT**

- A. Discussion regarding 365 Tollway Segment 4, Section "A" West and Section "C" of the Hidalgo County Loop System.

#### **5. TABLED ITEMS**

- A. None.

#### **6. EXECUTIVE SESSION, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION OF REAL PROPERTY), AND SECTION 551.074 (PERSONNEL MATTERS)**

- A. Consultation with Attorney on legal issues pertaining to the advance project development of the 365 Tollway Segment 4, Section "A" West and Section "C" of the Hidalgo County Loop System (Section 551.071 T.G.C.).
- B. Consultation with Attorney on legal issues pertaining to the Joint Use Agreement between Hidalgo County Irrigation District Number 2 and the Hidalgo County Regional Mobility Authority for the 365 Tollway Project (Section 551.071 T.G.C.).
- C. Consultation with Attorney on legal issues pertaining to Change Order Number 1-13 to that certain contract with Pulice Construction Inc. for the 365 Tollway Project (Section 551.071 T.G.C.).
- D. Consultation with Attorney on legal issues pertaining to the Financial Assistance Agreement with the Texas Department of Transportation for the 365 Tollway Project (Section 551.071 T.G.C.).
- E. Consultation with Attorney on legal issues pertaining to Professional Service Agreements for Inspection, Engineering, Surveying and Environmental Services to include construction material testing (Section 551.071 T.G.C.).
- F. Consultation with Attorney on legal issues pertaining to the voluntary acquisition of real property for various parcels for the 365 Tollway Project and International Bridge Trade Corridor Project (Sections 551.071 and 551.072 T.G.C.).
- G. Consultation with Attorney on legal issues pertaining to the acquisition, including the use of Eminent Domain, for property required to complete the project alignments of the 365 Tollway Project (Sections 551.071 and 551.072 T.G.C.).
- H. Consultation with Attorney on legal issues pertaining to the Environmental Clearance Document for the International Bridge Trade Corridor Project (Section 551.071 T.G.C.).
- I. Consultation with Attorney on legal issues pertaining to Professional Services Agreements (Section 551.071 T.G.C.).

#### **ADJOURNMENT OF REGULAR MEETING**

## **CERTIFICATION**

I, the Undersigned Authority, do hereby certify that the attached agenda of the Hidalgo County Regional Mobility Authority Board of Directors is a true and correct copy and that I posted a true and correct copy of said notice on the Hidalgo County Regional Mobility Authority Web Page ([www.hcrma.net](http://www.hcrma.net)) and the bulletin board in the Hidalgo County Regional Mobility Authority office (203 W. Newcombe Ave, Pharr, Texas 78577), a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 18<sup>th</sup> day of September 2024 at 5:00 pm and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Maria E. Alaniz  
Program Coordinator

Note: If you require special accommodations under the Americans with Disabilities Act, please contact Maria E. Alaniz at 956-402-4762 at least 96 hours before the meeting.

## **PUBLIC COMMENT POLICY**

Public Comment Policy: "At the beginning of each HCRMA meeting, the HCRMA will allow for an open public forum/comment period. This comment period shall not exceed one-half (1/2) hour in length and each speaker will be allowed a maximum of three (3) minutes to speak. Speakers addressing the Board through a translator will be allowed a maximum of six (6) minutes.

All individuals desiring to address the HCRMA must be signed up to do so, prior to the open comment period. For meetings being held by telephonic or videoconference, individuals may contact Maria. E. Alaniz at (956) 402-4762 before 5:00 pm day of the meeting.

The purpose of this comment period is to provide the public an opportunity to address issues or topics that are under the jurisdiction of the HCRMA. For issues or topics which are not otherwise part of the posted agenda for the meeting, HCRMA members may direct staff to investigate the issue or topic further. No action or discussion shall be taken on issues or topics which are not part of the posted agenda for the meeting. Members of the public may be recognized on posted agenda items deemed appropriate by the Chairman as these items are considered, and the same time limitations applies."

**Note:** Participation by Telephone/Video Conference Call – One or more members of the HCRMA Board of Directors may participate in this meeting through a telephone/video conference call, as authorized by Sec. 370.262, Texas Transportation Code.

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Item 1A

## HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

### AGENDA RECOMMENDATION FORM

BOARD OF DIRECTORS  
PLANNING COMMITTEE  
FINANCE COMMITTEE

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TECHNICAL COMMITTEE

AGENDA ITEM  
DATE SUBMITTED  
MEETING DATE

1A  
9/16/2024  
9/24/2024

1. Agenda Item: REPORT ON PROGRAM MANAGEMENT ACTIVITY FOR 365 TOLLWAY PROJECT AND HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY PROJECTS
2. Nature of Request: (Brief Overview) Attachments:  Yes  No  
Report on 365 Tollway Segment 4, Section A (West) and Section C.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted:  Yes  No  N/A
5. Staff Recommendation: Report Only
6. Program Manager's Recommendation:  Approved  Disapproved  None
7. Planning Committee's Recommendation:  Approved  Disapproved  None
8. Board Attorney's Recommendation:  Approved  Disapproved  None
9. Chief Auditor's Recommendation:  Approved  Disapproved  None
10. Chief Financial Officer's Recommendation:  Approved  Disapproved  None
11. Chief Development Engineer's Recommendation:  Approved  Disapproved  None
12. Chief Construction Engineer's Recommendation:  Approved  Disapproved  None
13. Executive Director's Recommendation:  Approved  Disapproved  None



## HCRMA Board of Directors

**S. David Deanda, Jr., Chairman**

**Ezequiel Reyna, Jr., Vice-Chairman**

**Juan Carlos Del Angel, Secretary/Treasurer**

**Gabriel Kamel, Director**

**Francisco "Frank" Pardo, Director**

**Sergio Saenz, Director**

**Michael J. Williamson, Director**

## HCRMA Administrative Staff

**Pilar Rodriguez, PE, Executive Director**

**Ramon Navarro IV, PE, CFM, Chief Constr. Eng.**

**Celia Gaona, CIA, Chief Auditor/Compliance Ofcr.**

**Jose Castillo, Chief Financial Ofcr.**

**Ruben Alfaro, PE, CFM, PMP, Development Engineer**

## General Engineering Consultant

**HDR ENGINEERING, INC.**

**Ruben Alfaro, PE, CFM, PMP  
Development Engineer**

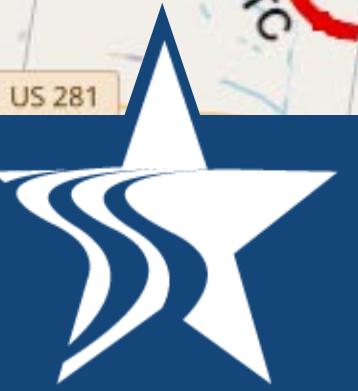
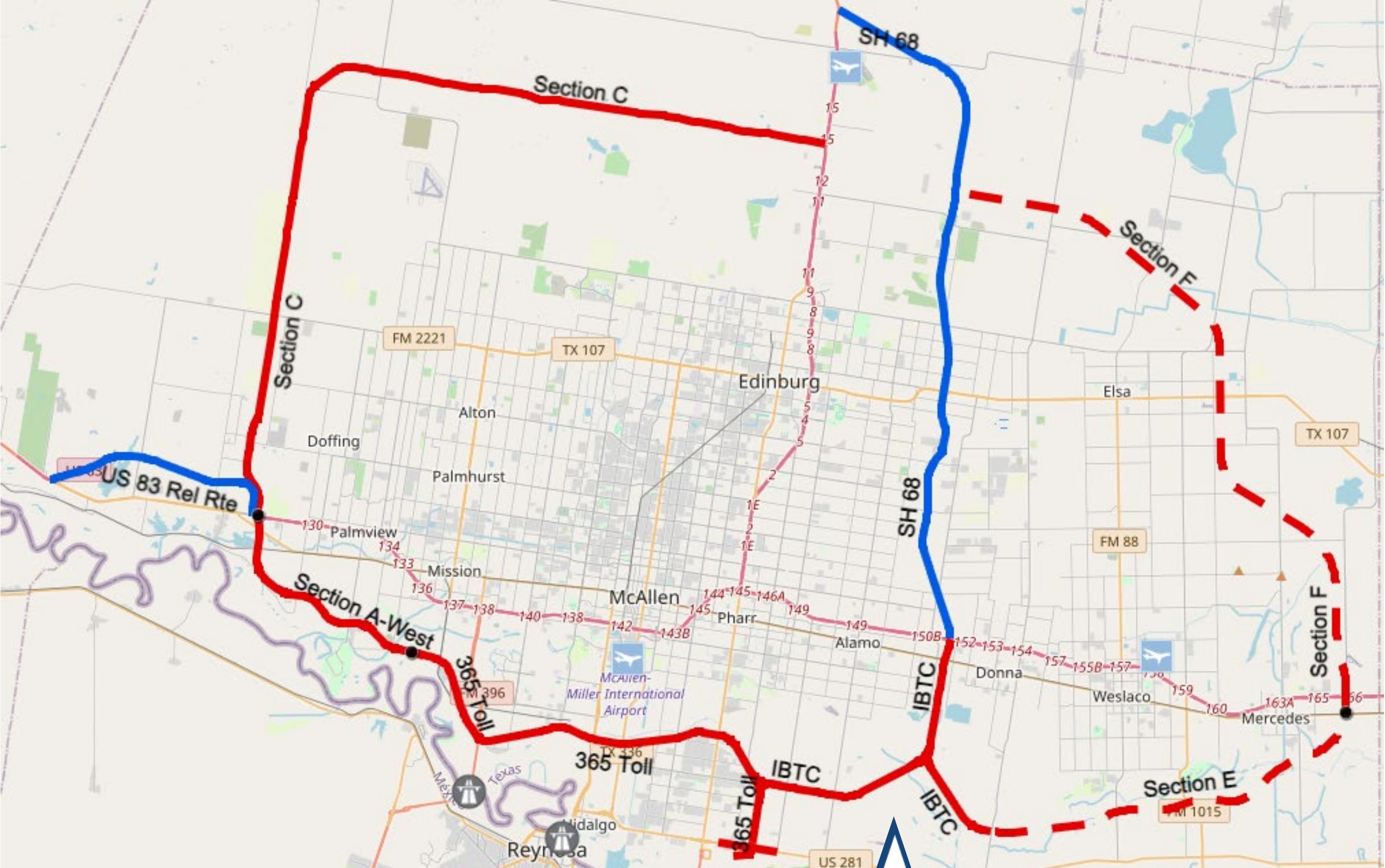
## **Report on HCRMA Development Activities**

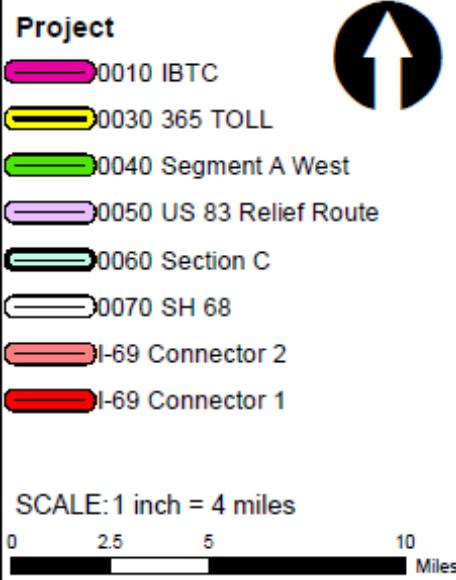


- Strategic Plan Update Project Overview
- Overweight Permit Summary

## **MISSION STATEMENT:**

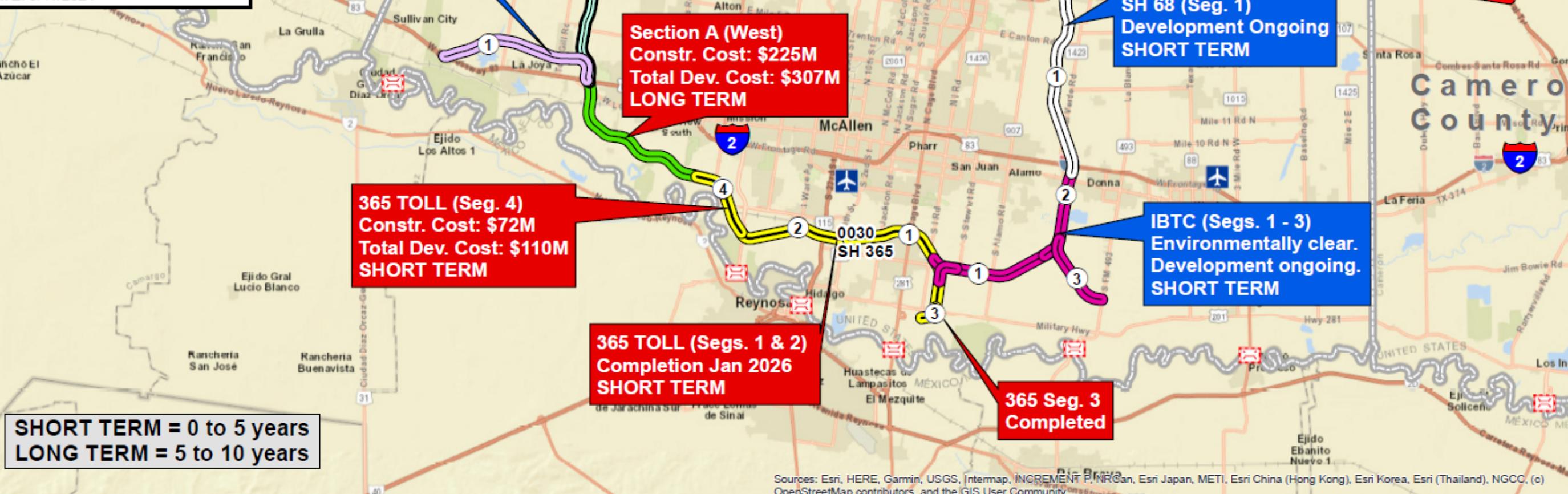
To provide our customers with a rapid and reliable alternative for the safe and efficient movement of people, goods, and services.





AUTHOR: Ruben Alfaro, PE, CFM, PMF  
DATE: 9/11/2024

## 2025-2029 Strategic Plan Priorities



## Specialized Overweight Permits

Hidalgo County allows shippers to securely order specialized overweight permits online. The permits cover travel over the Hidalgo County roads listed below for vehicles weighing no more than the Mexican Legal Weight Limit or 125,000 lbs. For a more detailed explanation, see below.

### Permit Information

The Hidalgo County Regional Mobility Authority (HCRMA) administers the overweight permit corridor system for the Hidalgo County. Overweight permits issued through the HCRMA are only valid for destinations originating from the following points of entry:

- Anzalduas Bridge
- Pharr-Reynosa Bridge
- Donna-Rio Bravo Bridge
- Progresso Bridge

Or for movement on the following roads:

- (1) U.S. Highway 281 between its intersection with Pharr-Reynosa International Bridge and its intersection with State Highway 336.
- (2) State Highway 336 between its intersection with U.S. Highway 281 and its intersection with Farm-to-Market Road 1016.
- (3) Farm-to-Market Road 1016 between its intersection with State Highway 336 and its intersection with Trinity Road.
- (4) Trinity Road between its intersection with Farm-to-Market Road 1016 and its intersection with Farm-to-Market Road 396.
- (5) Farm-to-Market Road 396 between its intersection with Trinity Road and its intersection with the Anzalduas International Bridge.
- (6) Farm-to-Market Road 2061 between its intersection with Farm-to-Market Road 3072 and its intersection with U.S. Highway 281.
- (7) U.S. Highway 281 between its intersection with the Pharr-Reynosa International Bridge and its intersection with Spur 29.
- (8) Spur 29 between its intersection with U.S. Highway 281 and its intersection with Doffin Canal Road.
- (9) Doffin Canal Road between its intersection with the Pharr-Reynosa International Bridge and its intersection with Spur 29.
- (10) FM 2557 (Stewart Road) from US 281/Military Highway to Interstate 2 (US 83).
- (11) FM 3072 (Dicker Road) from Veterans Boulevard ('I' Road) to Cesar Chavez Road.
- (12) Route 12: US 281 (Cage Boulevard) from US 281/Military Highway to Anaya Road.
- (13) US 281/Military Highway from Spur 29 to FM 1015.
- (14) Farm to Market 1015 - Progresso International Bridge to Mile 9 North.
- (15) US 83 Business - Farm to Market 1015 to South Bridge Avenue.



# OVERWEIGHT / OVERSIZE CORRIDOR SEGMENTS MAP



## OVERWEIGHT / OVERSIZE CORRIDOR

### CORRIDOR SEGMENTS

- (1) US HWY 281 - PHARR BR TO SH 336
- (2) SH 336
- (3) FM 1016
- (4) TRINITY RD
- (5) FM 396
- (6) FM 2061
- (7) US HWY 281 - PHARR BR TO SP 29
- (8) SPUR 29
- (9) DOFFIN CANAL RD
- (10) SAN JUAN - FM 2557
- (11) SAN JUAN - FM 3072
- (12) PHARR - US 281 CAGE BLVD
- (13) US 281 MIL HWY - SP 29 TO FM 1015
- (14) FM 1015 - PROGRESO BR TO MI 9 N
- (15) US 83 BUS - FM 1015 TO BRIDGE AVE
- (16) W DOFFING RD BSIF EXIT TO 0.8 MI S

Scale:  
0 0.5 1 2 Miles  
Author: Ruben Alfaro, PE, CFM Date: 09/03/2024



# MONTHLY OVERWEIGHT REPORT:

August 1, 2024 – August 31, 2024

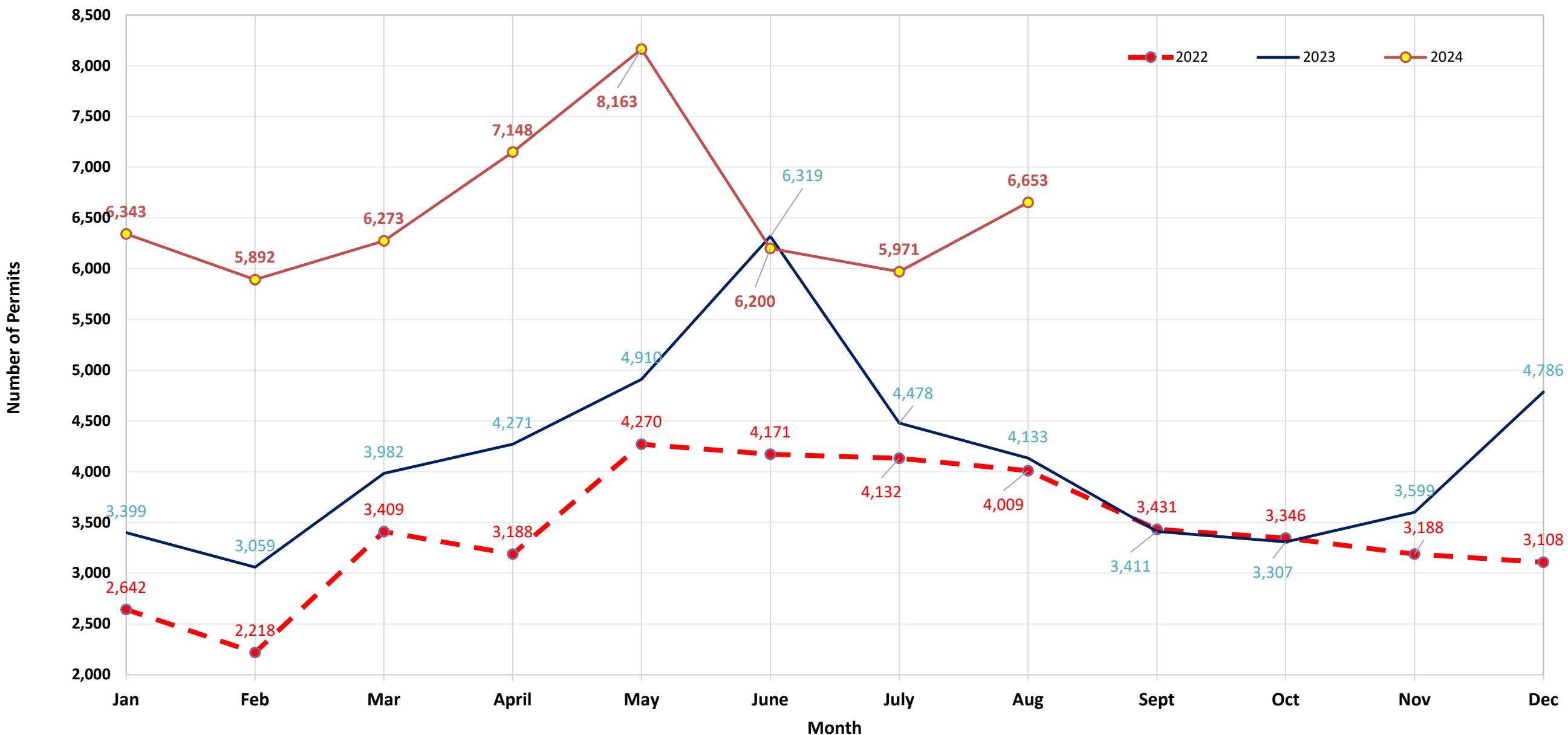
<b>Total Permits Issued:</b>	<b>6,653</b>
<b>Total Amount Collected:</b>	<b>\$ 1,359,010</b>
■ Convenience Fees:	\$ 28,410
■ Total Permit Fees:	\$ 1,330,600
– Pro Miles:	\$ 19,959
– TxDOT:	\$ 1,131,010
– HCRMA:	\$ 179,631

\*Effective November 13, 2017, permit fee increased from \$80 to \$200



# Latest 3-Years monthly permit Comparison

Overweight/Oversized Permit Count  
2022 - 2024 Monthly Comparison



# YEARLY OVERWEIGHT REPORT:

January 1, 2024 – August 31, 2024

<b>Total Permits Issued:</b>	<b>52,643</b>
<b>Total Amount Collected:</b>	<b>\$ 10,756,402</b>
■ Convenience Fees:	\$ 227,802
■ Total Permit Fees:	\$ 10,528,600
– Pro Miles:	\$ 157,929
– TxDOT:	\$ 8,949,310
– HCRMA:	\$ 1,421,361

\*Effective November 13, 2017, permit fee increased from \$80 to \$200



# ACCUMULATED OVERWEIGHT REPORT:

January 1, 2014 – August 31, 2024

<b>Total Permits Issued:</b>	<b>367,351</b>
<b>Total Amount Collected:</b>	<b>\$ 64,968,348.00</b>
■ Convenience Fees:	\$ 1,281,948.00
■ Total Permit Fees:	\$ 63,686,400.00
– Pro Miles:	\$ 1,092,753.00
– TxDOT:	\$ 54,133,440.00
– HCRMA:	\$ 8,460,207.00



Item 1B

**HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

**AGENDA RECOMMENDATION FORM**

**BOARD OF DIRECTORS**  
**PLANNING COMMITTEE**  
**FINANCE COMMITTEE**  
**TECHNICAL COMMITTEE**

X  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENDA ITEM**  
**DATE SUBMITTED**  
**MEETING DATE**

1B  
09/17/2024  
09/23/2024

1. Agenda Item: **REPORT ON CONSTRUCTION ACTIVITY FOR THE 365 TOLLWAY PROJECT.**
2. Nature of Request: (Brief Overview) Attachments: X Yes    No  
Report on 365 Tollway Project Construction Activities.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted:    Yes    No X N/A
5. Staff Recommendation: Report only.
6. Program Manager's Recommendation:    Approved    Disapproved X None
7. Planning Committee's Recommendation:    Approved    Disapproved X None
8. Board Attorney's Recommendation:    Approved    Disapproved X None
9. Chief Auditor's Recommendation:    Approved    Disapproved X None
10. Chief Financial Officer's Recommendation:    Approved    Disapproved X None
11. Chief Development Engineer's Recommendation:    Approved    Disapproved X None
12. Chief Construction Engineer's Recommendation: X Approved    Disapproved    None
13. Executive Director's Recommendation:    Approved    Disapproved X None



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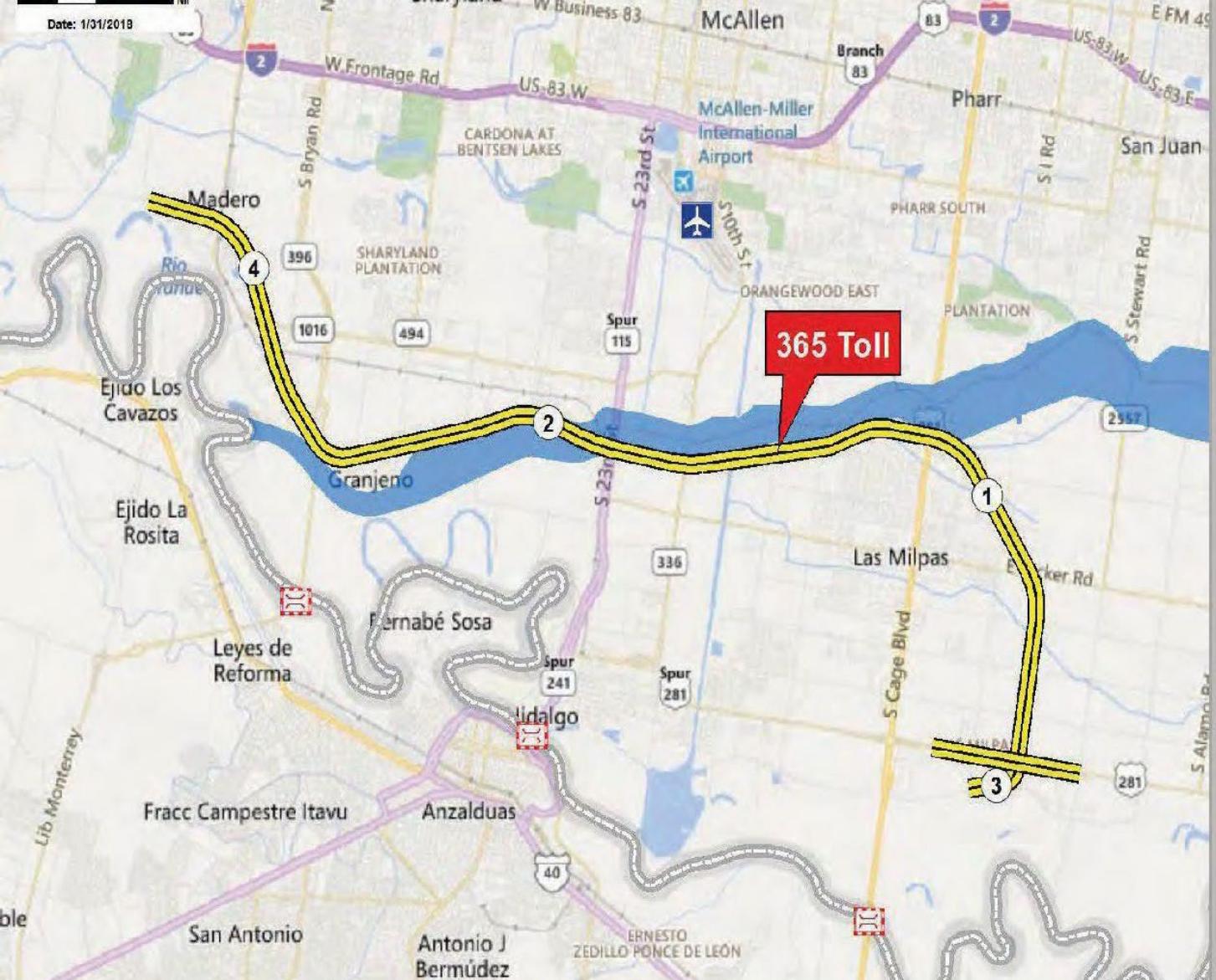
**Celia Gaona, CIA, Chief Auditor/Compliance Ofcr.**

**Jose Castillo, Chief Financial Ofcr.**

### General Engineering Consultant

**HDR Engineering, Inc.**





[SEGS. 1 & 2] LIMITS FROM 0.8 MI. W. FM 396 / ANZ. HWY.  
TO US 281 / BSIFCONNECTOR [365 SEG. 3 COMPLETED]  
[SEG. 4 FUTURE] LIMITS FROM FM 16 / CONWAY  
TO 0.8 MI. W. FM396 / ANZALDUAS HIGHWAY



**MAJOR MILESTONES:**  
**NEPA CLEARANCE**  
**07/03/2015**

**100% ROW ACQUIRED**

**PH 1: 365 SEG. 3**  
**LET: 08/2015**  
**COMPLETED**

**PH 2: 365 TOLL**  
**SEGS. 1 & 2**  
**LET: 11/2021**  
**OPEN: 01/2026**



**HCRMA**  
HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

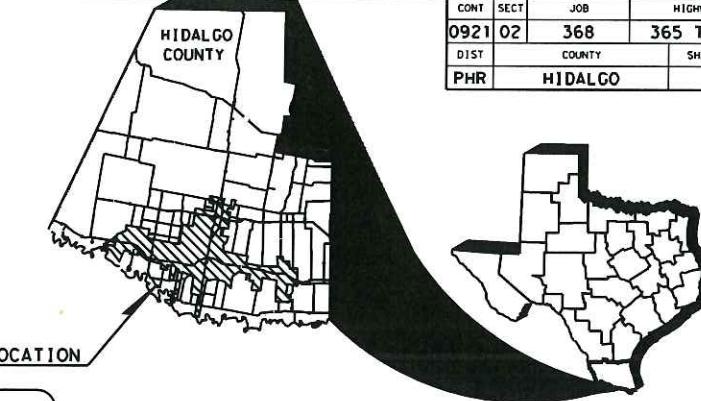
INDEX DATA SHEET ON PAGE 2	
LOCAL ENTITIES	
HIDALGO COUNTY CONCURRENCE :	DATE :
NAME _____ TITLE _____	
HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 CONCURRENCE :	DATE :
NAME _____ TITLE _____	
CITY OF MISSION CONCURRENCE :	DATE :
NAME _____ TITLE _____	
CITY OF GRANJENO CONCURRENCE :	DATE :
NAME _____ TITLE _____	
CITY OF MCALLEN CONCURRENCE :	DATE :
NAME _____ TITLE _____	
CITY OF PHARR CONCURRENCE :	DATE :
NAME _____ TITLE _____	
CITY OF SAN JUAN CONCURRENCE :	DATE :
NAME _____ TITLE _____	
I.B.W.C. CONCURRENCE :	DATE :
NAME _____ TITLE _____	
HCD NO. 2 IRRIGATION DISTRICT CONCURRENCE :	DATE :
NAME _____ TITLE _____	
HCD NO. 19 IRRIGATION DISTRICT CONCURRENCE :	DATE :
NAME _____ TITLE _____	
H.C.W.C. & I.D. NO. 3 CONCURRENCE :	DATE :
NAME _____ TITLE _____	
APPROVED FOR LETTING :	APPROVED FOR LETTING : <i>6-20-17</i>
1-1	
HCRMA, CHAIRMAN	HCRMA, EXECUTIVE DIRECTOR
APPROVED FOR LETTING :	APPROVED FOR LETTING : <i>6/20/17</i>
2-2 <i>T.E. PMP, CCM</i>	
HCRMA, CHIEF CONSTRUCTION ENGINEER	HCRMA, CHIEF DEVELOPMENT ENGINEER
APPROVED FOR LETTING :	SUBMITTED FOR LETTING : <i>6/14/17</i>
3-3 <i>T.E. P.E.</i>	
TDOT, DISTRICT ENGINEER	DANNENBAUM ENGINEERING, PROGRAM MANAGER
SUBMITTED FOR LETTING : <i>6/14/17</i>	SUBMITTED FOR LETTING : <i>6/15/17</i>
4-4 <i>T.E. D. Glin, P.E.</i>	
L&G ENGINEERING, PROJECT MANAGER	S&B INFRASTRUCTURE, PROJECT MANAGER
SUBMITTED FOR LETTING : <i>6/14/17</i>	
5-5 <i>T.E. D. Glin, P.E.</i>	
TEDSI INFRASTRUCTURE GROUP, PROJECT MANAGER	
6-6 <i>T.E. D. Glin, P.E.</i>	

# HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

## PLANS OF PROPOSED ROADWAY IMPROVEMENT

FEDERAL AID PROJECT NO. DMO 2013 (420)

365 TOLL



PROJECT LOCATION

LEVEE RELOCATION:

12,232.62 FT = 2.32 Mi.

PROJECT LENGTH:

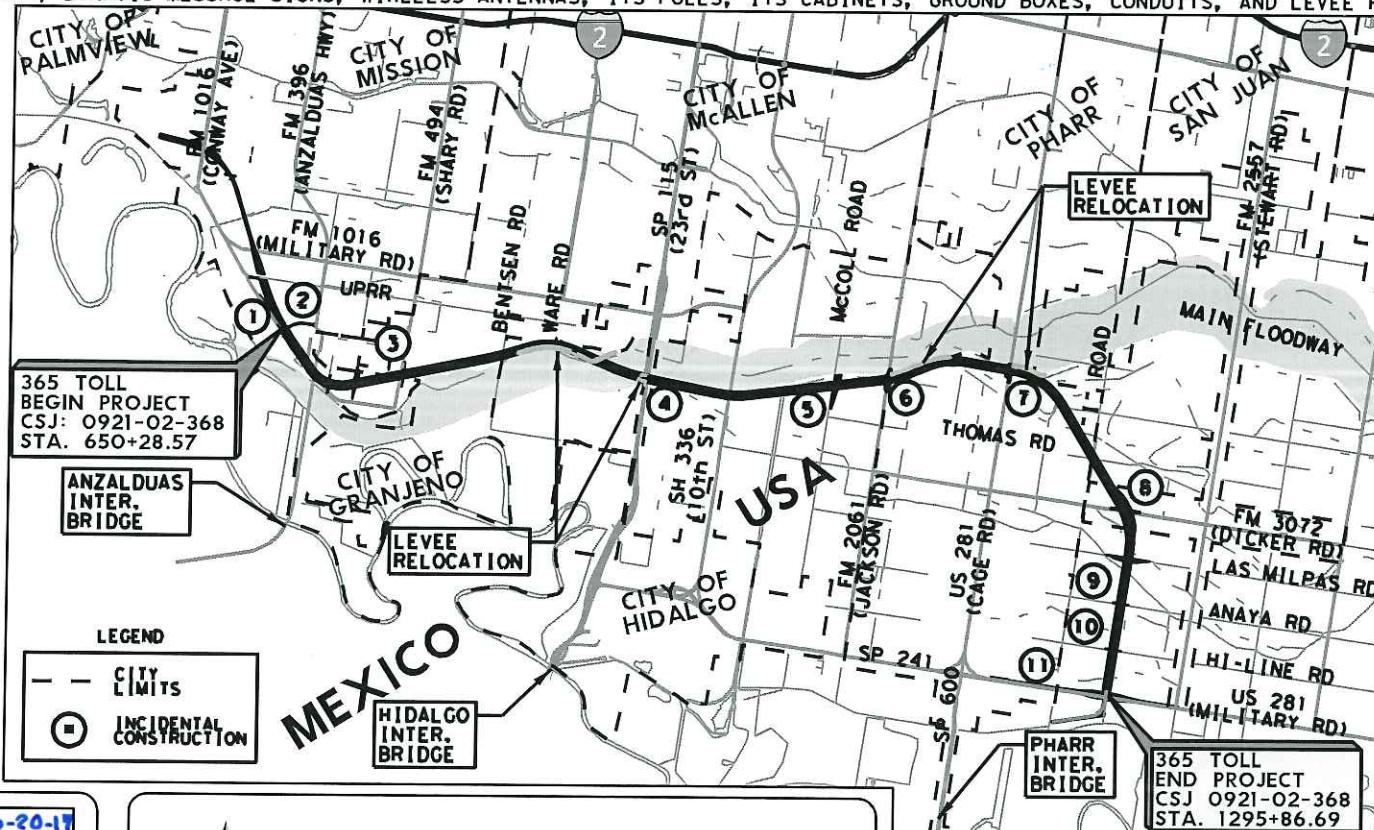
ROADWAY: 58,504.54 FT = 11.08 Mi.  
BRIDGE: 6,042.00 FT = 1.14 Mi.  
TOTAL: 64,546.54 FT = 12.22 Mi.

LIMITS:

FROM: FM 396 (ANZALDUAS HWY) & GSA CONNECTOR  
TO: US 281 (MILITARY HIGHWAY)

### CONSTRUCTION OF

A NEW ROADWAY CONSISTING OF GRADING, FLEXIBLE BASE, LIME TREATED SUBGRADE, ASPHALTIC CONCRETE PAVEMENT, CRCP, RETAINING WALLS, CULVERTS, IRRIGATION STRUCTURES, BRIDGE STRUCTURES, TRAFFIC SIGNALS, ILLUMINATION, SIGNING, PAVEMENT MARKINGS, TOLL GANTRIES, TOLL EQUIPMENT, FIBER OPTIC NETWORK, CCTV CAMERAS, VEHICLE DETECTION SYSTEM, BLUETOOTH, DYNAMIC MESSAGE SIGNS, WIRELESS ANTENNAS, ITS POLES, ITS CABINETS, GROUND BOXES, CONDUITS, AND LEVEE RELOCATION



SCALE: 1"=2 MI.

FINAL PLAN DATA :
FINAL CONTRACT PRICE: _____
CONTRACTORS NAME: _____
CONTRACTORS ADDRESS: _____
LETTING DATE: _____
DATE WORK BEGAN: _____
DATE WORK COMPLETED: _____
DATE OF ACCEPTANCE: _____
CHANGE ORDERS & SUPP. AGREEMENTS :

ALL CONSTRUCTION WORK WAS PERFORMED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS AND CONTRACT. ALL PROPOSED CONSTRUCTION WAS COMPLETED UNLESS OTHERWISE NOTED.

ROADWAY OF INCIDENTAL CONSTRUCTION	BEGIN INCIDENTAL CONSTRUCTION	END INCIDENTAL CONSTRUCTION
1 365 TOLL EB FRTG RD	STA 20639+85.55	STA 20650+06.81
2 GSA CONNECTOR	STA 105+59	STA 120+62
3 FM 494 (SHARY RD)	STA 139+25	STA 153+43
4 SP 115 (23RD ST)	STA 226+30	STA 236+22.93
5 MCCOLL ROAD	STA 29+50	STA 51+50
6 FM 2061 (JACKSON RD)	STA 12+00	STA 22+72
7 US 281 (CAGE RD)	STA 12+00	STA 21+32
8 FM 3072 (DICKER RD)	STA 12+60	STA 29+66
9 ANAYA ROAD	STA 17+80	STA 27+40
10 HI-LINE ROAD	STA 27+40	STA 17+80
11 US 281 (MILITARY RD)	STA 10100+00	STA 10227+00
12 BSIF CONNECTOR	STA 1302+18	STA 1338+00



©2017 PROGRAM MANAGEMENT CONSULTANT  
**DANNENBAUM**  
ENGINEERING CORPORATION  
T.B.P.E. FIRM REGISTRATION #392  
1109 NOLANA LOOP, STE 208 MCALLEN, TX 78504 (956) 682-3677

L&G Engineering  
Highway / Civil  
Structural / Bridge  
Environmental  
Firm No.: F-4105

TEDSI INFRASTRUCTURE GROUP  
Consulting Engineers  
1201 E. Expressway 83  
Mission, Texas 75752  
(956) 424-7898

**S&B**  
S&B INFRASTRUCTURE, LTD.  
TEXAS BOARD OF PROFESSIONAL ENGINEERS # F-1582

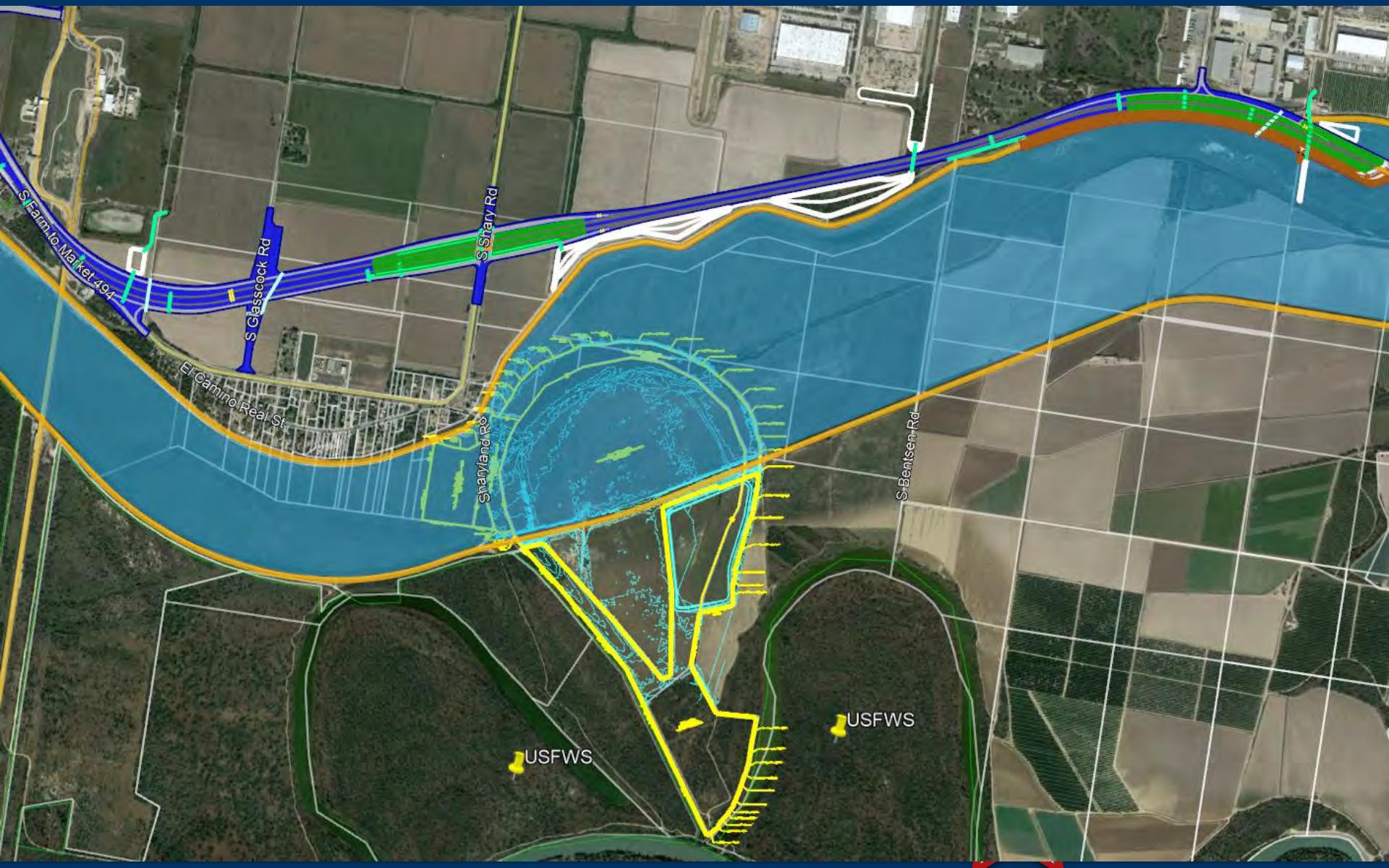
DESIGN SPEED:	RAILROAD CROSSINGS: NONE
MAINLANES	70 MPH
FRONTAGE ROADS	50 MPH
RAMPS	50 MPH
GSA CONNECTOR	45 MPH
GLASSCOCK ROAD	30 MPH
FM 494 (SHARY RD)	55 MPH
WARE ROAD	30 MPH
SP 115 (23RD ST)	55 MPH
SH 336 (10TH ST)	60 MPH
McCOLL ROAD	50 MPH
SH 336 (10TH ST)	55 MPH
FM 2061 (JACKSON RD)	55 MPH
US 281 (CAGE BLVD)	55 MPH
FM 3072 (DICKER RD)	55 MPH
ANAYA ROAD	30 MPH
Hi-line	45 MPH
FUNCTION CLASS:	PRINCIPAL ARTERIAL (FREEWAY)
BRIDGE:	TOTAL = 23 BRIDGES (SEE INDEX SHEET FOR DETAILS)
RAILROAD CROSSINGS:	NOT BE REQUIRED

REGISTERED ACCESSIBILITY SPECIALIST (RAS) INSPECTION REQUIRED.

TDLR No. EABPRJ

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION ON NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS SHALL GOVERN ON THIS PROJECT. REQUIRED CONTRACT PROVISIONS FOR FEDERAL-AID CONSTRUCTION CONTRACTS (FORM FHWA 1273, MARCH 2012).

# WETLAND MITIGATION SITE





## 365 TOLLWAY COLLECTION SYSTEM INSTALLATION, INTEGRATION & MAINTENANCE PROJECT

**SEPTEMBER 8, 2022**

- Request for Proposals was released

**OCTOBER 3, 2022**

- Mandatory Pre-Bid meeting conducted with In-Person or Virtual Attendance option

**DECEMBER 9, 2022**

- Five Proposals received for the 365 Toll Collection System, Integration, and Maintenance Project

**DECEMBER 16, 2022**

- Compliance reviews conducted on all electronic bids

**FEBRUARY 6, 2023**

- Evaluation committee (HCRMA staff and HDR [GEC]) thoroughly reviewed proposals and conducted oral presentations, in accordance with RFP's two-step scoring process

**FEBRUARY 14, 2023**

- Proposal bid prices opened, evaluated, scored by evaluation committee

**FEBRUARY 28, 2023**

- First Executive Briefing

**MARCH 13, 2023**

- Second Executive Briefing

**MARCH 14, 2023**

- Negotiation of contract terms, condition, & BAFO

**MARCH 28, 2023**

- Award of contract to SICE, Inc. for \$13,980,669 with a score of 905

**OCTOBER 28, 2023**

- Single Gantry amendment

**MARCH 26, 2024**

- CO#1 \$645,170 for Single Gantry Implementation

# EXECUTIVE SUMMARY

- The Notice to Proceed (NTP) was issued to Pulice Construction Inc. (PCI) on February 15, 2022, with time charges commencing on March 17, 2022.
- The work under this contract shall be substantially completed within **1,264 CALENDAR** days [September 22, 2025] After Substantial Completion, Pulice will be allowed up to an additional 60 calendar days for Final Acceptance. Therefore, all improvements must be final accepted by [November 21, 2025].
- Working days will be charged Sunday through Saturday, including all holidays [with exception of:

New Year's Day (January 1<sup>st</sup>)

Independence Day (July 4<sup>th</sup>)

Labor Day (1<sup>st</sup> Monday in the month of September)

Thanksgiving Day and day after (4<sup>th</sup> Thursday and Friday in the month of November);

Christmas Eve and Day (December 24<sup>th</sup> and 25<sup>th</sup>)]

regardless of weather conditions, material availability, or other conditions not under the control of the Contractor, except as expressly provided for in the Contract. If Contractor fails to complete the work on or before the contract time, Pulice Construction Inc. agrees to pay the Authority \$ 16,500 per day as liquidated damages to cover losses, expenses and damages of the Authority for every Calendar Day which the Contractor fails to achieve Substantial Completion of the Project.

- The total construction cost submitted \$ 295,932,420.25.

## HCRMA 365 TOLL PROJECT CSJ#0921-02-368: CHANGE ORDER SUMMARY

### HCRMA 365 TOLL PROJECT CSJ#0921-02-368: CHANGE ORDER SUMMARY

Thirteen (13) approved Changes Order(s): **[\$9,089,135.16]** +0 days

CO#1 11/11/2021 entering VECP process	+000 days	\$000,000,000.00	.0%
CO#2 12/21/2021 VECP Plan Revisions	+000 days	\$(14,208,622.30)	(4.80%)
CO#3 04/26/2022 VECP Contractor Risk	+000 days	\$000,000,000.00	(0%)
CO#4 01/24/2023 Drill Shafts	+000 days	\$171,516.59	0.06%
CO#5 06/24/2023 VECP True Realized Savings	+000 days	\$4,257,969.18	1.44%
CO#6 07/09/2024 Depot Road rmve cul-de-sac	+000 days	(-\$30,843.33)	(0.01%)
CO#7 07/09/2024 Mission waterline conflict	+000 days	\$13,075.83	0.004%
CO#8 07/09/2024 drill shaft casing conflict	+000 days	\$29,932.00	0.01%
CO#9 07/09/2024 irrigation PVC / LHPP	+000 days	(-\$1,782.00)	(0%)
CO#10 07/09/2024 TCP amendments	+000 days	\$249,919.32	0.08%
CO#11 07/09/2024 add McColl driveway	+000 days	\$23,450.97	0.008%
CO#12 07/09/2024 City of Pharr waterline	+000 days	\$135,487.78	0.005%
CO#13 07/09/2024 Trffic sgnal/cntrl cabinets	+000 days	\$212,599.20	0.717%

### Change Order No.1 Summary: November 10, 2021, Resolution 2021-54

- The Primary purpose of Change Order No. 1 is for the HCRMA and contractor to enter a defined VECP proves to reduce the overall cost of the project based on a 30% design furnished by the contractor.
- Cost to the Project include: 30% of 5% of the project savings to the project or direct costs to the contractor, whichever is less. These costs are intended to pay the contractor for design work achieve a 30% design.
- The HCRMA assumes ownership of all design work developed by the contractor, and cost savings are shared by the HCRMA and contractor by 40% and 60% respectively.

### Change Order No. 2 Summary: December 20, 2021, Resolution 2021-78

- Change order No. 2 amended the contract price from \$295,932,420.25 to \$281,723,797.95.
- By execution of Change Order No. 1, the contractor completed a 30% design to an effort to estimate cost savings for the project. Payment for the contractor's initial design work is \$613,285.06 in accordance with calculations presented in Change Order No. 1. This is the only cost due to the contractor based on the execution of Change Order No. 2 and is non-participating.
- Notice to proceed was issued 2/15/2022, the HCRMA reimburse the contractor for the remaining design costs to not exceed 5% of the total cost savings. Payments made will be based upon design milestones at 60%, 90% and 100% completion and acceptance.

VECP calculations for Contract Price of	\$281,723,797.95	
VECP Gross Savings	\$38,010,382.63	
Less est. Total Design Cost	\$1,943,648.45	(Schematics + Final Design)
Less Est. Owner's Fees	\$545,178.43	(GEC, Environmental, T&R Costs)
VECP Net Savings	\$35,521,555.75	
60% Contractor Saving:	\$21,312,933.45	Paid as Progress Payments
40% Owner Savings:	\$14,208,622.30	Reduced from original Project

## Change Order No. 3 Summary: April 26, 2022, Resolution 2022-36

- As provided for Contract Amendment #1 and Change Order No. 2, the Contractor's share of the net savings includes the "Contractor Risk" that the actual costs of implementing the approved VECP concepts in Change Order No. 2 may not result in the saving approved by the parties. To the extent total actual costs exceed the total amount approved, all overages due to errors, oversights, omissions, additions, or corrections to final units, final quantities, or final unit prices or costs increases shall be deducted from Contractor 60% portion of the net savings.
- To the extent actual costs exceed the amounts presented in Exhibit A, Contractor agrees that such overages due to errors, oversight, omission additions, or corrections to final units, quantities or unit pricing shall be deducted from contractor's 60% portion of the net savings (the "Contractor Risk").
- Contractor VECP Savings Payments.

Contractor's share of the savings shall be calculated and paid out as progress payments under the terms of the contract, as follows:

Construction Progress	Proposed Savings Payment
20% Completion	\$4,262,586.69
40% Completion	\$4,262,586.69
60% Completion	\$4,262,586.69
80% Completion	\$4,262,586.69
Final Acceptance	<u>\$4,262,586.69</u>
	<b>\$21,312,933.45</b>

The parties agrees that if the Savings are not apparent or justified during a designated progress period, all, or part of any such Savings Payment, on the recommendation of the General Engineering Consultant, may be (i) deferred to the next progress period or (iii) reduced to reflect the Contractor's Risk for unrealized Savings/overages.

## Change Order No. 4 Summary: January 24, 2023, Resolution 2023-05

Change Order No. 4 removes 1,524LF of Item 416-6005 Drill Shaft (42") introduces 48" drill shafts to incorporate detailed, finalized quantities and unit costs; and establishes State/Federal participation on odified unit costs, assuring compliance with the standard specifications included within the contract. Change Order No. 4 introducing 1,585LF of Item 416-6006 Drill Shaft (48 IN) at a unit cost of \$308.39/LF for a net cost of \$171,516.59 to be fully paid by HCRMA [Owner].

## Change Order No. 5 Summary: June 24, 2023, Resolution 2023-30

In Lieu of \$38,010,382.63 savings, they only can truly account for \$30,565,888. They are claiming that of the \$7,444,494.63 shortfall, only \$3,186,525.45 is from their 60%; additional \$4,257,969.18 are contributable to busts in original plans, design errors and quantity mistakes and are to be attributed to HCRMA contingency[\$ 5,000,000>>\$570,514.23].

- As provided for Contract Amendment #1 and Change Order No. 2, the Contractor's share of the net savings includes the "Contractor Risk" that the actual costs of implementing the approved VECP concepts in Change Order No. 2 may not result in the saving approved by the parties. To the extent total actual costs exceed the total amount approved, all overages due to errors, oversights, omissions, additions, or corrections to final units, final quantities, or final unit prices or costs increases shall be deducted from Contractor 60% portion of the net savings. **The unrealized savings presented are \$2,367,208.20**
  - To the extent actual costs exceed the amounts presented in Exhibit A, Contractor agrees that such overages due to errors, oversight, omission additions, or corrections to final units, quantities or unit pricing shall be deducted from contractor's 60% portion of the net savings (the "Contractor Risk"), **revised shall be \$18,945,725.25**
  - Contractor VECP Savings Payments **are amended, as such:**

Contractor's share of the savings shall be calculated and paid out as progress payments under the terms of the contract, as follows:

Construction Progress	Proposed Savings Payment	Paid Date
**20% Completion	\$4,262,586.69	12/22/22
40% Completion	<del>\$4,262,586.69</del> <b>\$3,670,784.64</b>	
60% Completion	<del>\$4,262,586.69</del> <b>\$3,670,784.64</b>	
80% Completion	<del>\$4,262,586.69</del> <b>\$3,670,784.64</b>	
Final Acceptance	<del>\$4,262,586.69</del> <b>\$3,670,784.64</b>	
	<del>\$21,312,933.45</del> <b>\$18,945,725.25</b>	

\*\*[\$18,945,725.25 - \$4,262,586.69 = \$14,683,138.56 / 4 = \$3,670,784.64]

**Change Order No. 6 Summary: (-\$30,843.33)**

The scope of this change is to compensate the for changes related to Depot Road (southbound frontage road for SP115) which will remain in place at the directive of TxDOT. The existing SB frontage road (Depot) will be left in place in lieu of obliteration and cul-de-sac. As a result, the proposed levee will be reduced, guard rail and rail Ty T80PP will be added to protect columns. In addition, the TCP is revised to allow for the phased additional work.

**Change Order No. 7 Summary: \$13,075.83**

This change resolves an unanticipated utility conflict between the city of Mission 16" waterline casing and proposed drainage line at station 649+00. In lieu of the proposed 5' x 5', an 8'x8' Conflict Manhole must be installed to accommodate construction.

**Change Order No. 8 Summary: \$20,932.00**

The 60" drill shafts from FM 494 Bent 2 are in conflict with placed 24" water line casing. The existing 24" RCP CL V water line casing would need to be removed and relayed using the same pipe. Estimated damaged pipe would need to be new RCP.

**Change Order No. 9 Summary: (-\$1,782.00)**

Due to existing field conditions, the irrigation line from station 752+36.15 to 760+66.11 increased from 18" Pressure Irrigation PVC pipe to 36" LHPP. CO#5 instrumented replacement to 36" LHPP. However, due to immediate material need and unavailability, a 30" LHPP was placed in lieu of 36".

**Change Order No. 10 Summary: \$249,919.32**

Pertinent plan sheets depicted traffic control plan implementing portable concrete traffic barriers and crash cushion appurtenances for safety of traveling public; however, items were not included in estimate.

**Change Order No. 11 Summary: \$23,450.97**

This change adjusts items per driveway revisions on McColl Rd. The proposed NW driveways were revised to provide better access for the local businesses and to add end treatment components for safety purposes at driveway intersections.

**Change Order No. 12 Summary: \$**

The scope of this change is to add and adjust items related to the 18" waterline relocation. Items were accounted in plans but not placed on estimate.

**Change Order No. 13 Summary: \$212,599.20**

TS pole mounted cabinets (TY 2 CONF 2) to be installed, attached to the vertical mast of existing and proposed traffic signal poles. Installing ITS cabinets on traffic signal poles is not per TxDOT standard. Cabinets are to be installed as ground mounted to specifications.

# PROJECT PRODUCTION

## □ CAPTURING VECP PACKETS

- 2/8/23 VECP Team met, exchanged concepts, formats
- 3/8/23 VECP meeting formal report submitted
- 4/20/23 VECP concepts completed and negotiations underway
- 7/07/23 New revised baseline schedule
- 7/10/23 CO#5 terms and conditions
- 2/23/24 CO#6 conditions and negotiations
- 7/09/24 CO#6 - 13 various

## □ FORMAL SUBMITTALS, REVIEW OF DOCUMENTS

- RFIs 221
- SUBMITTALS 204

## □ TESTING [Soils/Concrete]

- Levees / embankment / select fill
- Drill Shafts / Bents / Slab
- Roadway: limed subgrade / Cement Treated base / CRCP
- MSE backfill
- Irrigation Structures

## □ ENVIRONMENTAL JUSTICES [SW3Ps] Archeological sites

## □ EMBANKMENT Shary / SH336 / SP115 / Highline/ McColl /Anaya

## □ UNDERGROUND WORK Storm Sewer / Irrigation structures / Tolling Conduit

## □ LEVEE WORK

## □ Bridge Substructure FM494 / Floodway / SP115 / SH336 / McColl / Ditch Bridge / Highline

- BEAMS SET: McColl / Canal Bridge / Floodway/ FM494

## □ RETAINING WALLS Highline / Anaya / SP115/ SH336 / Jackson [6/6/24 suspension]

## General Information

Awarded Amount

\$295,932,420.25



Authorized Amount

\$265,757,983.23



Approved Changes

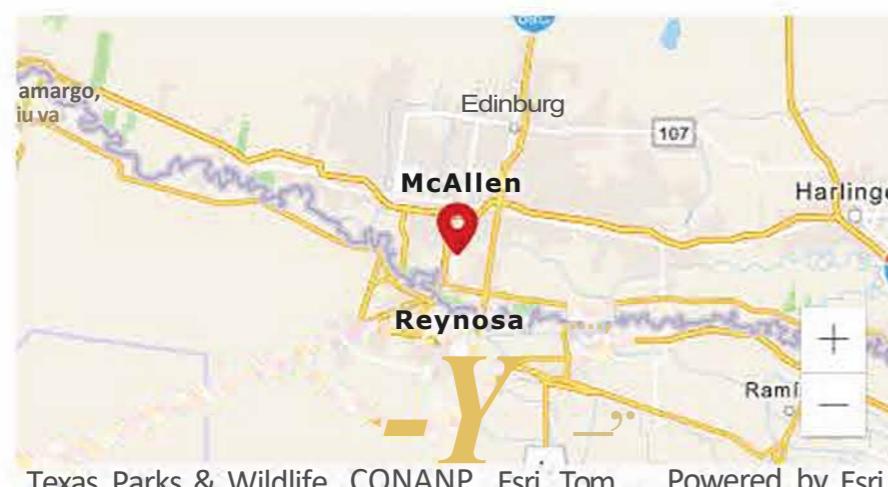
-\$30,174,437.02

## Project

Work Type

Heavy Highway

## Location



Coordinates

26.14052384945899, -98.24062242016183

Location

FM-396 (ANZALDUAS HIGHWAY) TO US-281 MILITARY HIGHWAY

## Management

Prime Contractor

PULICE CONSTRUCTION, INC.

Project Manager

Ramon Navarro, IV, P.E.

Managing Office

HCRMA Construction Department

Created By

Sergio Mandujano

## Description

GREENFIELD PROJECT, PRINCIPAL ARTERIAL, CONTROLLED ACCESS HIGHWAY, TOLL IMPROVEMENT, CSJ: 0921-02-368

## Amount Paid

Amount paid so far

\$133,728,905.98

45%  
of your  
Awarded  
\$295,932,420.25

50%  
of your  
Authorized  
\$265,757,983.23

e  
of your  
Approved  
Payments  
\$133,728,905.98

## Important Dates

Date Created

Apr 22, 2022

Notice to Proceed

Feb 15, 2022

Construction Start

Mar 17, 2022

Work Completion

Sep 22, 2025

## Progress

Time Complete: 916 Days



Time Remaining: 348 Days

Amount Posted: \$113,042,497.34



Awarded Amount: \$295,932,420.25

Amount Posted: \$113,042,497.34



Authorized Amount: \$265,757,983.23

Total Retainage

\$0.00



Retainage Released

\$0.00



Liquidated Damages

\$0.00



Business: **HCRMA**  
 Project Name: **365 TOLL PROJECT CSJ:0921-02-368**  
 Project Description: **GREENFIELD PROJECT, PRINCIPAL ARTERIAL, CONTROLLED ACCESS HIGHWAY, TOLL IMPROVEMENT, CSJ: 0921-02-368**  
 Prime Contractor: **PULICE CONSTRUCTION, INC.**  
 Notice to Proceed Date: **2/15/2022**  
 Construction Start Date: **3/17/2022**  
 Awarded Project Amount: **\$ 295,932,420.25**  
 Net Change by Change Orders: **\$ (30,174,437.02)**  
 Authorized Project Amount: **\$ 265,757,983.23**  
 % Complete Paid Awarded Amount: **45.189**  
 % Complete Paid Authorized Amount: **50.32**

**Payment History:**

Payment Number	Pay Period Start	Pay Period End	Payment Amount	Payment To Date	Payment Status	% Production/	
						MONTH	Commulative
30	8/16/2024	9/15/2024	\$ 3,213,288.84	\$ 136,942,194.82	Pending	1.209	<b>51.529</b>
29	7/16/2024	8/15/2024	\$ 5,786,638.29	\$ 133,728,905.98	Paid	2.177	50.320
28	6/16/2024	7/15/2024	\$ 2,006,402.82	\$ 127,942,267.69	Paid	0.755	48.142
27	5/16/2024	6/15/2024	\$ 3,637,006.93	\$ 125,935,864.87	Paid	1.369	47.387
26	4/16/2024	5/15/2024	\$ 2,271,351.76	\$ 122,298,857.94	Paid	0.855	46.019
25	3/16/2024	4/15/2024	\$ 5,798,909.13	\$ 120,027,506.18	Paid	2.182	45.164
24	2/16/2024	3/15/2024	\$ 2,969,884.58	\$ 114,228,597.05	Paid	1.118	42.982
23	1/16/2024	2/15/2024	\$ 4,352,674.67	\$ 111,258,712.47	Paid	1.638	41.865
22	12/16/2023	1/15/2024	\$ 3,798,704.58	\$ 106,906,037.80	Paid	1.429	40.227
21	11/16/2023	12/15/2023	\$ 7,678,808.97	\$ 103,107,333.22	Paid	2.889	38.797
20	10/16/2023	11/15/2023	\$ 6,172,155.46	\$ 95,428,524.25	Paid	2.322	35.908
19	9/16/2023	10/15/2023	\$ 5,115,697.33	\$ 89,256,368.79	Paid	1.925	33.586
18	8/16/2023	9/15/2023	\$ 7,157,089.08	\$ 84,140,671.46	Paid	2.693	31.661
17	7/16/2023	8/15/2023	\$ 5,532,158.94	\$ 76,983,582.38	Paid	2.082	28.968
16	6/16/2023	7/15/2023	\$ 2,803,225.26	\$ 71,451,423.44	Paid	1.055	26.886
15	5/16/2023	6/15/2023	\$ 2,402,150.75	\$ 68,648,198.18	Paid	0.904	25.831
14	4/16/2023	5/15/2023	\$ 1,672,812.23	\$ 66,246,047.43	Paid	0.629	24.927
13	3/16/2023	4/15/2023	\$ 2,302,505.87	\$ 64,573,235.20	Paid	0.866	24.298
12	2/16/2023	3/15/2023	\$ 1,571,621.63	\$ 62,270,729.33	Paid	0.591	23.431
11	1/16/2023	2/15/2023	\$ 1,519,297.77	\$ 60,699,107.70	Paid	0.572	22.840
10	12/16/2022	1/15/2023	\$ 943,705.68	\$ 59,179,809.93	Paid	0.355	22.268
9	11/15/2022	12/15/2022	\$ 8,892,613.75	\$ 58,236,104.25	Paid	3.346	21.913
8	10/15/2022	11/14/2022	\$ 4,085,602.35	\$ 49,343,490.50	Paid	1.537	18.567
7	9/16/2022	10/14/2022	\$ 1,427,873.36	\$ 45,257,888.15	Paid	0.537	17.030
6	8/19/2022	9/15/2022	\$ 657,136.92	\$ 43,830,014.79	Paid	0.247	16.492
5	7/20/2022	8/18/2022	\$ 378,458.17	\$ 43,172,877.87	Paid	0.142	16.245
4	6/21/2022	7/19/2022	\$ 2,793,575.17	\$ 42,794,419.70	Paid	1.051	16.103
3	6/1/2022	6/20/2022	\$ 2,336,832.39	\$ 40,000,844.53	Paid	0.879	15.052
2	5/1/2022	5/31/2022	\$ 14,029,200.82	\$ 37,664,012.14	Paid	5.279	14.172
1	2/15/2022	4/30/2022	\$ 23,634,811.32	\$ 23,634,811.32	Paid	8.893	8.893

Total: **\$ 136,942,194.82**



August 06, 2024 9:14 PM



















September 12, 2024 9:26 PM



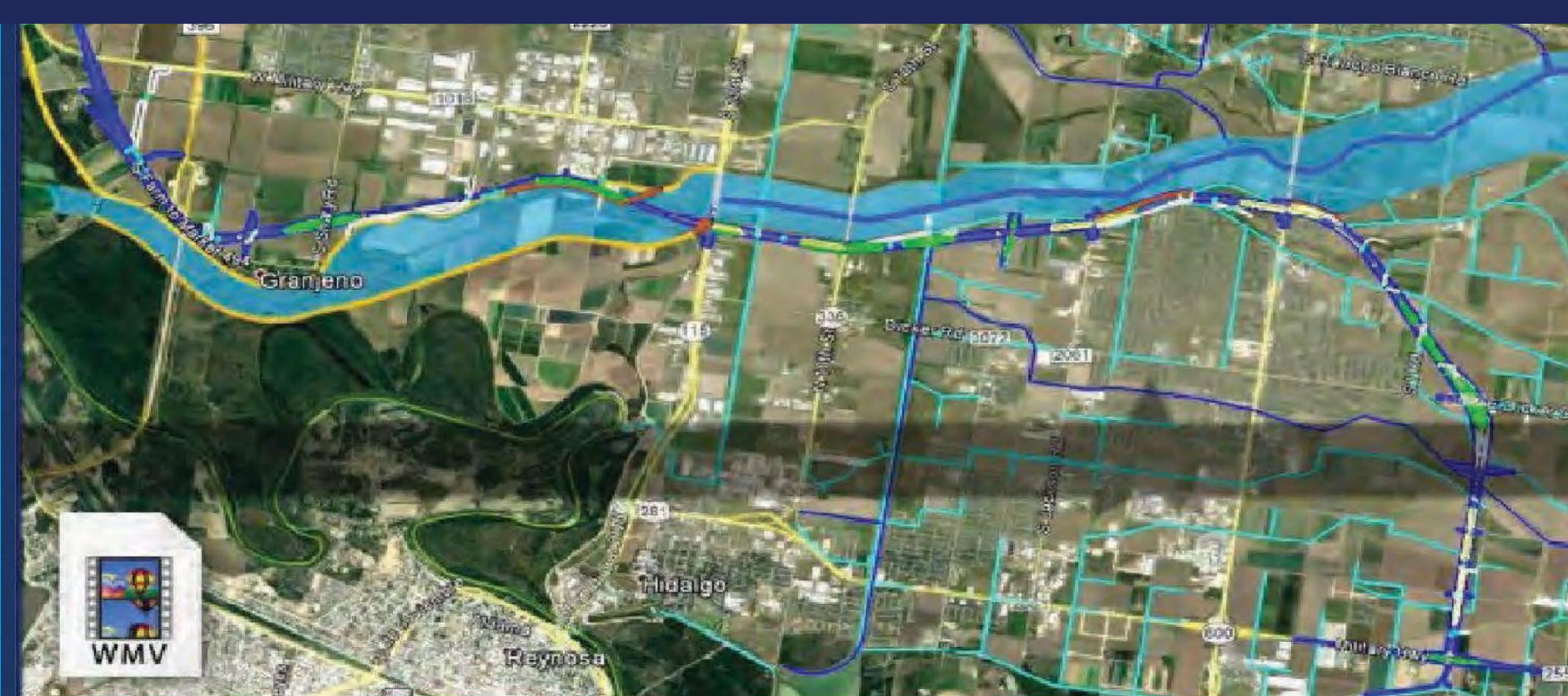




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Item 2A

## **HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

### **AGENDA RECOMMENDATION FORM**

**BOARD OF DIRECTORS**  
**PLANNING COMMITTEE**  
**FINANCE COMMITTEE**  
**TECHNICAL COMMITTEE**

X  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENDA ITEM**  
**DATE SUBMITTED**  
**MEETING DATE**

2A  
09/17/2024  
09/23/2024

1. Agenda Item: **APPROVAL OF MINUTES FOR THE BOARD OF DIRECTOR'S REGULAR MEETING HELD AUGUST 27, 2024.**

---
2. Nature of Request: (Brief Overview) Attachments: X Yes    No  
Approval of Minutes for the Hidalgo County Regional Mobility Authority Board of Directors Regular Meeting held August 27, 2024.

---
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy

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4. Budgeted:    Yes    No X N/A
5. Staff Recommendation: **Motion to approve the minutes for the Board of Director's Regular Meeting held on August 27, 2024.**

---
6. Program Manager's Recommendation:    Approved    Disapproved X None
7. Planning Committee's Recommendation:    Approved    Disapproved X None
8. Board Attorney's Recommendation:    Approved    Disapproved X None
9. Chief Auditor's Recommendation:    Approved    Disapproved X None
10. Chief Financial Officer's Recommendation:    Approved    Disapproved X None
11. Chief Development Engineer's Recommendation:    Approved    Disapproved X None
12. Chief Construction Engineer's Recommendation:    Approved    Disapproved X None
13. Executive Director's Recommendation: X Approved    Disapproved    None

**STATE OF TEXAS  
COUNTY OF HIDALGO  
HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

The Hidalgo County Regional Mobility Authority Board of Directors convened for a Regular Board Meeting on Tuesday, August 27, 2024, at 5:30 pm at the Pharr City Hall, 2nd Floor City Commission Chambers, 118 S. Cage, Blvd, Pharr, TX 78577, with the following participating:

Board Members:	Ezequiel Reyna, Vice-Chairman Gabriel Kamel, Director (Teleconference) Frank Pardo, Director Sergio Saenz, Director (Teleconference) Michael Williamson, Director
Absent:	David Deanda, Jr., Chairman Juan Carlos Del Ángel, Secretary/Treasurer
Staff:	Pilar Rodriguez, Executive Director Ramon Navarro, Chief Construction Engineer Ruben Alfaro, Development Engineer Celia Gaona, Chief Auditor/Compliance Officer Maria Alaniz, Executive Assistant Blakely Fernandez, Bracewell, LLP, Legal Counsel (Teleconference) Richard Cantu, Law Office of Richard Cantu, Legal Counsel

**PLEDGE OF ALLEGIANCE**

Vice-Chairman Ezequiel Reyna led the Pledge of Allegiance.

**INVOCATION**

Mrs. Maria Alaniz led the invocation.

**CALL TO ORDER AND ESTABLISHMENT OF A QUORUM FOR A REGULAR MEETING**

Vice-Chairman Ezequiel Reyna called the Regular Meeting to order at 5:48 p.m.

**PUBLIC COMMENT**

*No Comments*

**1. REPORTS**

A. Report on Program Management Activity for 365 Tollway Project – HCRMA Staff  
*Mr. Ramon Navarro reported on Program Manager Activity for 365 Tollway Project. No action taken.*

- B. Report on Construction Activity for 365 Tollway Project – Ramon Navarro IV, HCRMA.  
*Mr. Ramon Navarro reported on the construction activity for 365 Tollway Project. No action taken.*

## **2. CONSENT AGENDA**

***Motion by Frank Pardo with a second by Michael Williamson, to approve the Consent Agenda. Motion carried unanimously.***

- A. Approval of Minutes for the Regular Board Meeting held July 23, 2024.  
*Approved the Minutes for the Regular Board Meeting held July 23, 2024.*
- B. Approval of Project & General Expense Report for the period from July 6, 2024 to August 7, 2024.  
*Approved the Project & General Expense Report for the period from July 6, 2024 to August 7, 2024.*
- C. Approval of Financial Reports for June 2024 and July 2024.  
*Approved the Financial Reports for June 2024 and July 2024.*

## **3. REGULAR AGENDA**

- A. None.

## **4. CHAIRMAN'S REPORT**

- A. None.

## **5. TABLED ITEMS**

- A. None.

## **6. EXECUTIVE SESSION, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION OF REAL PROPERTY), AND SECTION 551.074 (PERSONNEL MATTERS)**

***Motion by Michael Williamson, with a second by Frank Pardo, to enter into Executive Session to consult with board Attorney on legal issues pertaining to Item 6A, under Section under Section 551.071 of the Texas Government Code at 6:19 p.m. Motion carried unanimously.***

- A. Consultation with Attorney on legal issues pertaining to the Joint Use Agreement between Hidalgo County Irrigation District Number 2 and the Hidalgo County Regional Mobility Authority for the 365 Tollway Project (551.071 T.G.C.).  
***No Action taken.***
- B. Consultation with Attorney on legal issues pertaining to Change Order Number 1-13 to that certain contract with Pulice Construction Inc. for the 365 Tollway Project (551.071 T.G.C.).  
***No Action taken.***

- C. Consultation with Attorney on legal issues pertaining to the Financial Assistance Agreement with the Texas Department of Transportation for the 365 Tollway Project (551.071 T.G.C.).  
**No Action taken.**
- D. Consultation with Attorney on legal issues pertaining to Professional Service Agreements for Inspection, Engineering, Surveying and Environmental Services to include construction material testing (Section 551.071 T.G.C.).  
**No Action Taken.**
- E. Consultation with Attorney on legal issues pertaining to the voluntary acquisition of real property for various parcels for the 365 Tollway Project and International Bridge Trade Corridor Project (Sections 551.071 and 551.072 T.G.C.).  
**No Action Taken.**
- F. Consultation with Attorney on legal issues pertaining to the acquisition, including the use of Eminent Domain, for property required to complete the project alignments of the 365 Tollway Project (Sections 551.071 and 551.072 T.G.C.).  
**No Action Taken.**
- G. Consultation with Attorney on legal issues pertaining to the Environmental Clearance Document for the International Bridge Trade Corridor Project (Section 551.071 T.G.C.).  
**No Action Taken.**
- H. Consultation with Attorney on legal issues pertaining to Professional Services Agreements (Section 551.071 T.G.C.).  
**No Action Taken.**

**Motion by Michael Williamson, with a second by Frank Pardo, to reconvene the regular board meeting at 7:22 p.m. Motion carried unanimously.**

#### **ADJOURNMENT**

*There being no other business to come before the Board of Directors, motion by Michael Williamson, with a second by Frank Pardo, to adjourn the meeting at 7:23 p.m.*

---

S. David Deanda, Jr., Chairman

Attest:

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Carlos Del Ángel, Secretary/Treasurer  
HCRMA Minutes – August 27, 2024

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Item 2B

**HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

**AGENDA RECOMMENDATION FORM**

BOARD OF DIRECTORS	<u>X</u>	AGENDA ITEM	<u>2B</u>
PLANNING COMMITTEE	<u>  </u>	DATE SUBMITTED	<u>09/19/24</u>
FINANCE COMMITTEE	<u>  </u>	MEETING DATE	<u>09/23/24</u>
TECHNICAL COMMITTEE	<u>  </u>		

1. Agenda Item: **APPROVAL OF PROJECT AND GENERAL EXPENSE REPORT FROM AUGUST 8, 2024 TO SEPTEMBER 6, 2024**
2. Nature of Request: (Brief Overview) Attachments: X Yes    No  
Consideration and approval of project and general expense report for the period from August 8, 2024, to September 6, 2024
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted: X Yes    No    N/A      Funding Source: VRF Bond

Operating Account	\$ 159,316.60
Toll Revenue Series 2022A&B	\$ 4,524,870.77
Disbursement Account	\$ 519,539.58
VRF Series 2020A	\$ 0.00
<b>Total Project Expenses for Reporting Period</b>	<b>\$ 5,203,726.95</b>
Fund Balance after Expenses	\$ 133,108,728

5. Staff Recommendation: **Motion to approve the project and general expense report for the August 8, 2024, to September 6, 2024, as presented.**
6. Planning Committee's Recommendation:   Approved   Disapproved X None
7. Finance Committee's Recommendation:   Approved   Disapproved X None
8. Board Attorney's Recommendation:   Approved   Disapproved X None
9. Chief Auditor's Recommendation:   Approved   Disapproved X None
10. Chief Financial Officer's Recommendation: X Approved   Disapproved   None
11. Chief Development Engineer's Recommendation: X Approved   Disapproved   None
12. Chief Construction Engineer's Recommendation: X Approved   Disapproved   None
13. Executive Director's Recommendation: X Approved   Disapproved   None



# Memorandum

**To:** S. David Deanda Jr., Chairman  
**From:** Pilar Rodriguez, PE, Executive Director  
**Date:** September 19, 2024  
**Re:** **Expense Report for the Period from August 8, 2024, to September 6, 2024**

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Attached is the expense report for the period commencing on August 8, 2024, to September 6, 2024.

Expenses for the General Account total \$159,316.60, Toll Revenue Series 2022A&B total is \$4,524,870.77, Disbursement Account total \$519,539.58, and the VRF Series 2020A Account is \$0. The aggregate expense for the reporting period is \$ 5,203,726.95.

Based on review by this office, **approval of expenses for the reporting period is recommended in the aggregate amount of \$ 5,203,726.95.**

This leaves a fund balance (all funds) after expenses of \$133,108,728.

If you should have any questions or require additional information, please advise.

August 8 - September 6  
 September 2024

**Plains Capital 41**

Make Check Payable to	Inv Date	Amount	
Valero Fleet	9/15/2024	\$ 527.56	
City of Pharr	9/5/2024	\$ 3,241.13	
City of Pharr	9/10/2024	\$ 114,788.40	
City of Pharr	9/9/2024	\$ 205.00	
City of Pharr	9/9/2024	\$ 6,150.00	
City of Pharr	9/13/2024	\$ 5,641.80	
Pharr Economic Development Corp.	9/4/2024	\$ 4,480.00	
Bracewell, LLP	9/9/2024	\$ 950.00	
HUB International	8/30/2024	\$ 7,000.00	
Office Depot	9/4/2024	\$ 234.95	
Advance Publishing LLC	9/4/2024	\$ 189.00	
Gateway Printing & Office Supply Inc.	8/22/2024	\$ 263.54	
Daney Rodriguez	9/9/2024	\$ 1,344.00	Previously paid ACH
Law Office of Richard A. Cantu, P.C.	8/27/2024	\$ 300.00	
A-Fast Delivery, LLC	9/4/2024	\$ 140.00	
Pathfinder Public Affairs	8/31/2024	\$ 10,000.00	
Pena Designs	9/5/2024	\$ 200.00	
Xerox Financial Services	9/11/2024	\$ 1,002.88	
Xerox Financial Services	9/11/2024	\$ 219.46	
Credit Card Services	9/3/2024	\$ 334.43	
Credit Card Services	9/3/2024	\$ 959.68	
Credit Card Services	9/3/2024	\$ 1,144.77	
Credit Card Services	9/3/2024	\$ -	
		\$	<b>159,316.60</b>

**Wilmington Trust 44/365 Project Construction & Related Costs**
**2022 A**

Pulice Construction, Inc.	8/15/2024	\$ 3,999,289.82	
HDR Engineering, Inc.	8/20/2024	\$ 58,384.75	
HDR Engineering, Inc.	9/6/2024	\$ 31,416.32	
HDR Engineering, Inc.	9/6/2024	\$ 184,092.06	
HDR Engineering, Inc.	9/6/2024	\$ 1,760.00	
Sames, Inc.	8/30/2024	\$ 5,782.00	
Atlas Technical Consultants, LLC	9/12/2024	\$ 12,749.96	
Bracewell, LLP	9/9/2024	\$ 14,875.00	
Quintanilla, Headley and Associates, Inc.	8/16/2024	\$ 20,055.00	
Escobedo & Cardenas, LLP	9/6/2024	\$ 8,570.50	
Law Office of Richard A. Cantu, P.C.	9/6/2024	\$ 4,971.50	
SWG Engineering, LLC	8/31/2024	\$ 24,622.50	
Texas Department of Transportation			
Terracon Consultants, Inc.	9/6/2024	\$ 114,641.45	
B2Z Engineering	9/6/2024	\$ 43,659.91	
		\$	<b>4,524,870.77</b>

**Wilmington Trust 45/Capital Projects**
**CP**

Hidalgo County Drainage District No.1	8/26/2024	\$ 278,184.04	
Hidalgo County Drainage District No.1	8/26/2024	\$ 241,355.54	
		\$	<b>519,539.58</b>

Sub Total - General -41 (Operating)	\$ 159,316.60	
Sub Total - Construction/Related Costs-44 (New Bonds A)	\$ 4,524,870.77	
Sub Total - Capital Projects-45 (Disbursement)	\$ 519,539.58	
<b>Total</b>	<b>\$ 5,203,726.95</b>	

**Approved:**

S. David Deanda, Jr., Chairman

Pilar Rodriguez, Executive Director

**Approved:**

Juan Carlos Del Ángel, Secretary/Treasurer

9/23/2024

Item 2C

**HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

**AGENDA RECOMMENDATION FORM**

BOARD OF DIRECTORS  
PLANNING COMMITTEE  
FINANCE COMMITTEE  
TECHNICAL COMMITTEE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENDA ITEM  
DATE SUBMITTED  
MEETING DATE

**2C**  
**09/17/24**  
**09/23/24**

1. Agenda Item: **APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF AUGUST 2024**
2. Nature of Request: (Brief Overview) Attachments:  Yes  No  
Consideration and approval of financial report for the month of August 2024.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted:  Yes  No  N/A  
Funding Source:
5. Staff Recommendation: **Motion to approve the Financial Report for the months of August 2024, as presented.**
6. Planning Committee's Recommendation:  Approved  Disapproved  None
7. Finance Committee's Recommendation:  Approved  Disapproved  None
8. Board Attorney's Recommendation:  Approved  Disapproved  None
9. Chief Auditor's Recommendation:  Approved  Disapproved  None
10. Chief Financial Officer's Recommendation:  Approved  Disapproved  None
11. Chief Development Engineer's Recommendation:  Approved  Disapproved  None
12. Chief Construction Engineer's Recommendation:  Approved  Disapproved  None
13. Executive Director's Recommendation:  Approved  Disapproved  None

**HIDALGO CO. REGIONAL MOBILITY AUTHORITY**  
**STATEMENT OF NET POSITION AUGUST 31, 2024**

ASSETS		
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	\$	15,038,945
Cash with fiscal agent-promises		62,152
Cash & cash equivalents-Capital Projects		84,983,641
Investment-Capital Projects nonrestricted		5,504,806
Accounts Receivable - VR Fees		597,590
Accounts Receivable - Promises		29,754
Advance		2,513,637
Prepaid expense		578
Prepaid bond insurances		<u>275,498</u>
Total Current Assets		<u>109,006,601</u>
<b>RESTRICTED ASSETS</b>		
Cash & equivalent-Construction 2022 A&B series		18,618,848
Investments-Construction 2022 A Series		12,656,616
Investment-2020 debt service		2,197,137
Investment-debt service 2013 series		21
Investment-debt service: 2022 A&B		2,332,214
Cash & equivalents-debt service reserves: 2022 A&B		19,538,679
Investment-2022 liendebt service		1,053,258
Cash & equivalent-debt service jr. lien		189
Total Restricted Assets		<u>56,396,962</u>
<b>CAPITAL ASSETS</b>		
Land-ROW		914,934
Land-environmental		441,105
Leasehold improvements		388,932
Office equipment/other		40,946
Right to use-Bldg		437,340
Road-BSIF		3,010,637
Construction in progress		254,192,172
Accumulated depreciation		(491,277)
Accumulated amortization		<u>(251,471)</u>
Total Capital Assets		<u>258,683,319</u>
<b>TOTAL ASSETS</b>		
	<u>\$</u>	<u>424,086,882</u>
LIABILITIES AND NET POSITION		
<b>CURRENT LIABILITIES</b>		
Accounts payable-City of Pharr	\$	120,938
Lease Payable		208,697
Unearned Revenue - Overweight Permit Escrow		62,152
Current Portion of Bond Premium 2020A		45,256
Current Portion of Bond Premium 2022 A		356,126
Current Portion of Bond Premium 2022 B		<u>132,309</u>
Total Current Liabilities		<u>925,478</u>
<b>RESTRICTED LIABILITIES</b>		
Current Portion of Long-Term 2020 Debt		2,325,000
Retainage payable		<u>172,375</u>
Total Restricted Liabilities		<u>2,497,375</u>
<b>LONG-TERM LIABILITIES</b>		
2020 Series A Bonds Payable		9,870,000
2020 Series B Bonds Payable		53,260,000
2022 Series A Bonds Payable		157,343,753
2022 Series B Bonds Payable		66,398,144
Bond premium 2020A		1,165,340
Bond premium 2022A		11,366,348
Bond premium 2022B		<u>4,222,858</u>
Total Long-Term Liabilities		<u>303,626,443</u>
Total Liabilities		<u>307,049,296</u>
<b>NET POSITION</b>		
Investment in Capital Assets, Net of Related Debt		(16,907,423)
Restricted for:		
Debt Service		22,624,123
Capital projects		31,275,464
Unrestricted		<u>80,045,422</u>
Total Net Position		<u>117,037,586</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>		
	<u>\$</u>	<u>424,086,882</u>



Pharr, TX

# Balance Sheet

## Account Summary

As Of 08/31/2024

Account	Name	Balance
<b>Fund: 41 - HCRMA-GENERAL</b>		
<b>Assets</b>		
<a href="#">41-1-1100-000</a>	GENERAL OPERATING	152,751.36
<a href="#">41-1-1102-000</a>	POOL INVESTMENTS	8,406,833.24
<a href="#">41-1-1102-001</a>	INVESTMENT-ROAD MAINT,	1,111,078.06
<a href="#">41-1-1102-002</a>	INVESTMENT-GENERAL	6,361,732.22
<a href="#">41-1-1110-000</a>	CLEARING ACCOUNT-WT 000-VRF	-450.00
<a href="#">41-1-1113-000</a>	ACCOUNTS RECEIVABLES-VR FEES	597,590.00
<a href="#">41-1-1113-009</a>	ACCOUNTS RECEIVABLES- PROMILES	29,754.00
<a href="#">41-1-1113-100</a>	PROMILES-PREPAID/ESCROW OVERWE	62,151.56
<a href="#">41-1-1601-000</a>	PREPAID EXPENSE	577.72
<a href="#">41-1-1601-001</a>	PREPAID BOND INSURANCE	275,497.51
<a href="#">41-1-1910-001</a>	LAND - RIGHT OF WAY	914,933.99
<a href="#">41-1-1910-002</a>	LAND - ENVIRONMENTAL	441,105.00
<a href="#">41-1-1920-004</a>	LEASEHOLD IMPROV.	388,932.22
<a href="#">41-1-1922-000</a>	ACCUM DEPR - BUILDINGS	-161,660.23
<a href="#">41-1-1940-001</a>	OFFICE FURNITURE & FIXTURES	32,339.94
<a href="#">41-1-1940-002</a>	COMPUTER/SOFTWARE	8,606.51
<a href="#">41-1-1940-003</a>	RIGHT TO USE- BLDG	437,340.00
<a href="#">41-1-1942-000</a>	ACCUM DEPR - MACH & EQUIP	-25,553.06
<a href="#">41-1-1942-001</a>	ACCUM AMORT-BLDG	-251,471.00
<a href="#">41-1-1950-001</a>	ROADS - BSIF	3,010,636.97
<a href="#">41-1-1952-000</a>	ACCUM DEPR - INFRASTRUCTURE	-304,063.71
<a href="#">41-1-1960-000</a>	CONSTRUCTION IN PROGRESS	254,192,172.08
<b>Total Assets:</b>		<b><u>275,680,834.38</u></b>
<b>Liability</b>		
<a href="#">41-2-1212-001</a>	A/P CITY OF PHARR	120,938.40
<a href="#">41-2-1212-010</a>	LEASE PAYABLE	208,697.00
<a href="#">41-2-1213-007</a>	CURRENT-UNAMORTIZED-PREM 2022 A	356,125.78
<a href="#">41-2-1213-008</a>	CURRENT-UNAMORTIZED-PREM 2022 B	132,308.88
<a href="#">41-2-1213-010</a>	CURRENT- UNAMORTIZED- PREM 2020A	45,255.92
<a href="#">41-2-1213-012</a>	BONDS PAYABLE CURRENT- 2020B	2,325,000.00
<a href="#">41-2-1213-100</a>	UNEARNED REV.-OVERWEIGHT	62,151.56
<a href="#">41-2-1214-004</a>	UNAMORTIZED PREM- 2020A	1,165,339.94
<a href="#">41-2-1214-005</a>	LT UNAMORTIZED PREM 2022 A	11,366,347.66
<a href="#">41-2-1214-006</a>	LT UNAMORTIZED PREM 2022 B	4,222,858.10
<a href="#">41-2-1214-011</a>	LONG TERM BONDS- 2020A	9,870,000.00
<a href="#">41-2-1214-012</a>	LONG TERM BONDS- 2020B	53,260,000.00
<a href="#">41-2-1214-013</a>	LT BOND PAY 2022 A	157,343,752.50
<a href="#">41-2-1214-014</a>	LT BOND PAY 2022 B	66,398,144.30
<b>Total Liability:</b>		<b><u>306,876,920.04</u></b>
<b>Equity</b>		
<a href="#">41-3-3400-000</a>	FUND BALANCE	-32,977,689.46
<b>Total Beginning Equity:</b>		<b><u>-32,977,689.46</u></b>
Total Revenue		6,981,965.63
Total Expense		5,200,361.83
Revenues Over/Under Expenses		<b><u>1,781,603.80</u></b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b><u>-31,196,085.66</u></b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>275,680,834.38</u></b>

**Income Statement****Account Summary**

For Fiscal: 2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 41 - HCRMA-GENERAL</b>						
<b>Revenue</b>						
<u>41-4-1504-000</u>	VEHICLE REGISTRATION FEES	7,500,000.00	7,500,000.00	597,140.00	5,013,750.00	2,486,250.00
<u>41-4-1505-005</u>	PROMILES-OW/OS PERMIT FEES	1,300,000.00	1,300,000.00	162,162.00	1,408,644.00	-108,644.00
<u>41-4-1506-000</u>	INTEREST REVENUE	200,000.00	200,000.00	71,268.61	554,068.18	-354,068.18
<u>41-4-1999-006</u>	TRANSFER IN DEBT SERVICE	0.00	0.00	0.00	5,492.81	-5,492.81
<u>41-4-4664-000</u>	MISCELLANEOUS	0.00	0.00	0.00	10.64	-10.64
	<b>Revenue Total:</b>	<b>9,000,000.00</b>	<b>9,000,000.00</b>	<b>830,570.61</b>	<b>6,981,965.63</b>	<b>2,018,034.37</b>
<b>Expense</b>						
<u>41-52900-1100-000</u>	SALARIES	770,700.00	770,700.00	41,776.80	351,524.43	419,175.57
<u>41-52900-1104-000</u>	OVERTIME	500.00	500.00	236.18	1,216.50	-716.50
<u>41-52900-1105-000</u>	FICA	61,945.00	61,945.00	2,437.02	27,828.40	34,116.60
<u>41-52900-1106-000</u>	HEALTH INSURANCE	50,465.00	50,465.00	2,474.52	19,791.48	30,673.52
<u>41-52900-1106-001</u>	HEALTH INSURANCE- OTHER	1,500.00	1,500.00	55.00	330.00	1,170.00
<u>41-52900-1115-000</u>	EMPLOYEES RETIREMENT	96,763.00	96,763.00	5,073.88	41,475.38	55,287.62
<u>41-52900-1115-001</u>	RETIREMENT- USCT	90,000.00	90,000.00	0.00	0.00	90,000.00
<u>41-52900-1116-000</u>	PHONE ALLOWANCE	7,500.00	7,500.00	392.30	3,208.46	4,291.54
<u>41-52900-1117-000</u>	CAR ALLOWANCE	26,400.00	26,400.00	1,292.30	10,569.20	15,830.80
<u>41-52900-1122-000</u>	EAP- ASSISTANCE PROGRAM	122.00	122.00	0.00	0.00	122.00
<u>41-52900-1178-000</u>	ADMIN FEE	13,650.00	13,650.00	750.00	6,375.00	7,275.00
<u>41-52900-1179-000</u>	CONTINGENCY	38,538.00	38,538.00	0.00	0.00	38,538.00
<u>41-52900-1200-000</u>	OFFICE SUPPLIES	12,000.00	12,000.00	118.38	2,082.58	9,917.42
<u>41-52900-1603-000</u>	BUILDING REMODEL	20,000.00	20,000.00	0.00	964.30	19,035.70
<u>41-52900-1604-000</u>	MAINTENANCE & REPAIR	10,000.00	10,000.00	0.00	1,696.76	8,303.24
<u>41-52900-1605-000</u>	JANITORIAL	1,000.00	1,000.00	0.00	0.00	1,000.00
<u>41-52900-1606-000</u>	UTILITIES	2,800.00	2,800.00	251.23	1,734.37	1,065.63
<u>41-52900-1607-000</u>	CONTRACTUAL ADM/IT SERVICES	12,000.00	12,000.00	850.00	6,800.00	5,200.00
<u>41-52900-1607-001</u>	CONTRACTUAL SERVICES	0.00	0.00	1,920.00	2,592.00	-2,592.00
<u>41-52900-1610-000</u>	DUES & SUBSCRIPTIONS	18,000.00	18,000.00	325.00	14,489.00	3,511.00
<u>41-52900-1610-001</u>	SUBSCRIPTIONS-SOFTWARE	1,200.00	1,200.00	5.70	35.40	1,164.60
<u>41-52900-1611-000</u>	POSTAGE/FEDEX/COURTIER	2,500.00	2,500.00	157.45	1,194.67	1,305.33
<u>41-52900-1620-000</u>	GENERAL LIABILITY	5,000.00	5,000.00	0.00	3,727.20	1,272.80
<u>41-52900-1621-000</u>	INSURANCE-E&O	2,000.00	2,000.00	0.00	1,661.02	338.98
<u>41-52900-1622-000</u>	INSURANCE-SURETY	800.00	800.00	0.00	693.36	106.64
<u>41-52900-1623-000</u>	INSURANCE-LETTER OF CREDIT	500.00	500.00	0.00	0.00	500.00
<u>41-52900-1623-001</u>	INSURANCE-OTHER	4,000.00	4,000.00	0.00	5,419.64	-1,419.64
<u>41-52900-1623-002</u>	INSURANCE- CYBERSECURITY	10,000.00	10,000.00	0.00	8,093.08	1,906.92
<u>41-52900-1630-000</u>	BUSINESS MEALS	2,000.00	2,000.00	0.00	194.42	1,805.58
<u>41-52900-1640-000</u>	ADVERTISING	2,000.00	2,000.00	1,527.35	1,727.33	272.67
<u>41-52900-1650-000</u>	TRAINING	8,000.00	8,000.00	399.00	3,048.00	4,952.00
<u>41-52900-1660-000</u>	TRAVEL	8,000.00	8,000.00	551.28	551.28	7,448.72
<u>41-52900-1662-000</u>	PRINTING & PUBLICATIONS	10,000.00	10,000.00	0.00	383.05	9,616.95
<u>41-52900-1703-000</u>	BANK SERVICE CHARGES	100.00	100.00	0.00	0.00	100.00
<u>41-52900-1705-000</u>	ACCOUNTING FEES	40,000.00	40,000.00	205.00	32,435.00	7,565.00
<u>41-52900-1710-000</u>	LEGAL FEES	50,000.00	50,000.00	1,581.42	15,243.45	34,756.55
<u>41-52900-1710-001</u>	LEGAL FEES-GOV.AFFAIRS	120,000.00	120,000.00	0.00	70,000.00	50,000.00
<u>41-52900-1712-000</u>	FINANCIAL CONSULTING FEES	55,000.00	55,000.00	2,777.58	19,217.95	35,782.05
<u>41-52900-1712-001</u>	INSURANCE CONSULTANT	10,000.00	10,000.00	0.00	0.00	10,000.00
<u>41-52900-1715-000</u>	RENT-OFFICE	54,000.00	54,000.00	4,480.00	35,840.00	18,160.00
<u>41-52900-1715-001</u>	RENT-OFFICE EQUIPMENT	8,500.00	8,500.00	591.60	5,452.82	3,047.18
<u>41-52900-1715-002</u>	RENT-OTHER	3,000.00	3,000.00	258.00	1,460.00	1,540.00
<u>41-52900-1716-000</u>	CONTRACTUAL WEBSITE SERVICES	2,400.00	2,400.00	200.00	1,400.00	1,000.00
<u>41-52900-1731-000</u>	MISCELLANEOUS	500.00	500.00	0.00	3,500.00	-3,000.00

## Income Statement

For Fiscal: 2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#"><u>41-52900-1732-000</u></a>	PENALTIES & INTEREST	100.00	100.00	0.00	0.00	100.00
<a href="#"><u>41-52900-1850-000</u></a>	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#"><u>41-52900-1850-001</u></a>	LAND ACQUISITION	1,085,000.00	1,085,000.00	0.00	0.00	1,085,000.00
<a href="#"><u>41-52900-1899-000</u></a>	NON-CAPITAL	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#"><u>41-52900-1999-003</u></a>	TRANSFER OUT TO DEBT	0.00	0.00	0.00	24,800.00	-24,800.00
<a href="#"><u>41-52900-1999-006</u></a>	TRANS OUT- 2020 DEBT SVC	3,973,317.00	3,973,317.00	331,109.78	2,648,878.24	1,324,438.76
<a href="#"><u>41-52900-1999-011</u></a>	TRANSFER OUT 2022 DEBT	0.00	0.00	739,175.00	1,050,007.94	-1,050,007.94
<a href="#"><u>41-53000-1100-000</u></a>	SALARIES	727,860.00	727,860.00	36,467.51	393,822.41	334,037.59
<a href="#"><u>41-53000-1104-000</u></a>	OVERTIME	50,000.00	50,000.00	8,189.60	55,294.45	-5,294.45
<a href="#"><u>41-53000-1105-000</u></a>	FICA	62,290.00	62,290.00	3,404.63	34,355.12	27,934.88
<a href="#"><u>41-53000-1106-000</u></a>	HEALTH INSURANCE	74,234.00	74,234.00	3,093.15	35,871.18	38,362.82
<a href="#"><u>41-53000-1115-000</u></a>	EMPLOYEES RETIREMENT	97,303.00	97,303.00	5,873.49	58,971.02	38,331.98
<a href="#"><u>41-53000-1116-000</u></a>	PHONE ALLOWANCE	12,000.00	12,000.00	461.50	4,914.99	7,085.01
<a href="#"><u>41-53000-1117-000</u></a>	CAR ALLOWANCE	7,200.00	7,200.00	553.84	4,529.64	2,670.36
<a href="#"><u>41-53000-1122-000</u></a>	EAP- ASSISTANCE PROGRAM	174.00	174.00	0.00	0.00	174.00
<a href="#"><u>41-53000-1178-000</u></a>	ADMN FEE	19,500.00	19,500.00	900.00	10,575.00	8,925.00
<a href="#"><u>41-53000-1179-000</u></a>	CONTINGENCY	36,393.00	36,393.00	0.00	0.00	36,393.00
<a href="#"><u>41-53000-1200-000</u></a>	OFFICE SUPPLIES	5,000.00	5,000.00	51.00	1,690.68	3,309.32
<a href="#"><u>41-53000-1201-000</u></a>	SMALL TOOLS	10,000.00	10,000.00	0.00	1,702.87	8,297.13
<a href="#"><u>41-53000-1604-000</u></a>	MAINTENCE & REPAIRS	0.00	0.00	0.00	20.00	-20.00
<a href="#"><u>41-53000-1605-000</u></a>	JANITORIAL	300.00	300.00	0.00	0.00	300.00
<a href="#"><u>41-53000-1606-001</u></a>	UTILITIES	750.00	750.00	58.10	406.70	343.30
<a href="#"><u>41-53000-1608-000</u></a>	UNIFORMS	6,000.00	6,000.00	367.67	712.08	5,287.92
<a href="#"><u>41-53000-1610-000</u></a>	DUES & SUBSCRIPTIONS	2,000.00	2,000.00	0.00	339.00	1,661.00
<a href="#"><u>41-53000-1610-001</u></a>	SUBSCRIPTIONS - SOFTWARE	25,000.00	25,000.00	0.00	21,325.00	3,675.00
<a href="#"><u>41-53000-1611-000</u></a>	POSTAGE/FEDEX/COURTIER	250.00	250.00	0.00	0.00	250.00
<a href="#"><u>41-53000-1640-000</u></a>	ADVERTISING	4,000.00	4,000.00	-1,826.32	32,641.35	-28,641.35
<a href="#"><u>41-53000-1650-000</u></a>	TRAINING	10,000.00	10,000.00	0.00	200.00	9,800.00
<a href="#"><u>41-53000-1660-000</u></a>	TRAVEL	20,000.00	20,000.00	0.00	1,618.33	18,381.67
<a href="#"><u>41-53000-1662-000</u></a>	PRINTING & PUBLICATIONS	100.00	100.00	0.00	0.00	100.00
<a href="#"><u>41-53000-1715-000</u></a>	RENT CONSTRUCTION OFFICE	0.00	0.00	3,595.37	3,595.37	-3,595.37
<a href="#"><u>41-53000-1715-001</u></a>	RENTAL - OFFICE EQUIPMENT	3,500.00	3,500.00	219.46	1,755.68	1,744.32
<a href="#"><u>41-53000-1715-002</u></a>	RENT-OTHER	2,800.00	2,800.00	0.00	0.00	2,800.00
<a href="#"><u>41-53000-1715-010</u></a>	VEHICLE RENTAL	70,000.00	70,000.00	0.00	42,427.90	27,572.10
<a href="#"><u>41-53000-1715-011</u></a>	VEHICLE INSURANCE	6,000.00	6,000.00	0.00	2,106.59	3,893.41
<a href="#"><u>41-53000-1715-012</u></a>	VEHICLE MAINTENANCE	2,500.00	2,500.00	583.96	1,523.60	976.40
<a href="#"><u>41-53000-1715-013</u></a>	VEHICLE FUEL	10,000.00	10,000.00	627.80	6,674.60	3,325.40
<a href="#"><u>41-53000-1850-000</u></a>	CAPITAL OUTLAY	8,000.00	8,000.00	0.00	0.00	8,000.00
<a href="#"><u>41-53000-1899-000</u></a>	NON-CAPITALIZED	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#"><u>41-54000-1100-000</u></a>	SALARIES	500,000.00	500,000.00	5,384.62	5,384.62	494,615.38
<a href="#"><u>41-54000-1105-000</u></a>	FICA	38,300.00	38,300.00	428.17	428.17	37,871.83
<a href="#"><u>41-54000-1106-000</u></a>	HEALTH INSURANCE	29,694.00	29,694.00	616.81	616.81	29,077.19
<a href="#"><u>41-54000-1115-000</u></a>	EMPLOYEES RETIREMENT	37,600.00	37,600.00	734.01	734.01	36,865.99
<a href="#"><u>41-54000-1116-000</u></a>	PHONE ALLOWANCE	4,800.00	4,800.00	46.15	46.15	4,753.85
<a href="#"><u>41-54000-1117-000</u></a>	CAR ALLOWANCE	21,600.00	21,600.00	276.92	276.92	21,323.08
<a href="#"><u>41-54000-1122-000</u></a>	EAP- ASSISTANCE PROGRAM	70.00	70.00	0.00	0.00	70.00
<a href="#"><u>41-54000-1178-000</u></a>	ADMN FEE	7,800.00	7,800.00	75.00	75.00	7,725.00
<a href="#"><u>41-54000-1179-000</u></a>	CONTINGENCY	21,600.00	21,600.00	0.00	0.00	21,600.00
<a href="#"><u>41-54000-1200-000</u></a>	OFFICE SUPPLIES	2,500.00	2,500.00	250.00	250.00	2,250.00
<a href="#"><u>41-54000-1610-000</u></a>	DUES & SUBSCRIPTIONS	3,000.00	3,000.00	0.00	595.00	2,405.00
<a href="#"><u>41-54000-1610-001</u></a>	SUBSCRIPTIONS-SOFTWARE	75,000.00	75,000.00	2,076.36	45,298.60	29,701.40
<a href="#"><u>41-54000-1611-000</u></a>	POSTAGE/FEDEX/COURTIER	100.00	100.00	0.00	0.00	100.00
<a href="#"><u>41-54000-1640-000</u></a>	ADVERTISING	3,500.00	3,500.00	0.00	99.99	3,400.01
<a href="#"><u>41-54000-1650-000</u></a>	TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#"><u>41-54000-1660-000</u></a>	TRAVEL	8,000.00	8,000.00	0.00	0.00	8,000.00
<a href="#"><u>41-54000-1899-000</u></a>	NON-CAPITALIZED	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#"><u>41-58000-1604-001</u></a>	MAINTENANCE AND REPAIR -BSIF	3,000.00	3,000.00	0.00	1,395.00	1,605.00



Pharr, TX

**Bank Statement Register**

GENERAL OPERATING

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04629

09/18/24

Bank Statement		General Ledger	
Beginning Balance	227,287.69	Account Balance	152,751.36
Plus Debits	471,818.54	Less Outstanding Debits	0.00
Less Credits	539,804.01	Plus Outstanding Credits	6,550.86
Adjustments	0.00	Adjustments	0.00
Ending Balance	159,302.22	Adjusted Account Balance	159,302.22
		Statement Ending Balance	159,302.22
		Bank Difference	0.00
		General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

41-1-1100-000

GENERAL OPERATING

**Cleared Deposits**

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089241</a>	Deposit	TO RECORD MONTHLY CASH DISB	307,830.22
08/31/2024	<a href="#">DEP0089580</a>	Deposit	TO RECLASS ACCOUNTS FUND 41 HCRMA ,	37,314.00
08/31/2024	<a href="#">DEP0089582</a>	Deposit	TO RECLASS ACCOUNTS FUND 41 HCRMA ,	39,717.00
08/31/2024	<a href="#">DEP0089583</a>	Deposit	TO RECLASS ACCOUNTS FUND 41 HCRMA ,	43,983.00
08/31/2024	<a href="#">DEP0089584</a>	Deposit	TO RECLASS ACCOUNTS FUND 41 HCRMA ,	41,148.00
08/31/2024	<a href="#">DEP0089587</a>	Deposit	TO RECORD REIMB PLAINS CAPITAL	1,826.32
				Total Cleared Deposits (6)
				471,818.54

**Cleared Checks**

Item Date	Reference	Item Type	Description	Amount
07/24/2024	<a href="#">2835</a>	Check	A FAST DELIVERY	-138.50
07/24/2024	<a href="#">2836</a>	Check	AURORA PERALES	-300.00
07/24/2024	<a href="#">2838</a>	Check	OFFICE DEPOT	-92.80
07/24/2024	<a href="#">2839</a>	Check	SOUTHERN COMPUTER WAREHOUSE	-2,076.36
07/24/2024	<a href="#">2840</a>	Check	XEROX CORPORATION	-811.06
				Total Cleared Checks (5)
				-3,418.72

**Cleared Other**

Item Date	Reference	Item Type	Description	Amount
07/20/2024	<a href="#">DFT0012079</a>	Bank Draft	SAN MIGUEL LAWN CARE SERVICES	-465.00
07/22/2024	<a href="#">DFT0012078</a>	Bank Draft	JESSICA GARCIA	-97.41
07/31/2024	<a href="#">DFT0012081</a>	Bank Draft	PATHFINDER PUBLIC AFFAIRS	-10,000.00

### Cleared Other

Item Date	Reference	Item Type	Description	Amount
08/02/2024	<a href="#">DFT0012082</a>	Bank Draft	PENA DESIGNS	-200.00
08/04/2024	<a href="#">DFT0012075</a>	Bank Draft	PHARR ECONOMIC DEVELOPMENT CORPOR	-4,480.00
08/05/2024	<a href="#">DFT0012077</a>	Bank Draft	CELIA GAONA	-312.99
08/07/2024	<a href="#">DFT0012070</a>	Bank Draft	CITY OF PHARR	-850.00
08/07/2024	<a href="#">DFT0012072</a>	Bank Draft	CITY OF PHARR	-205.00
08/07/2024	<a href="#">DFT0012080</a>	Bank Draft	ESCOBEDO & CARDENAS, LLP	-75.00
08/08/2024	<a href="#">DFT0012071</a>	Bank Draft	CITY OF PHARR	-102,691.83
08/08/2024	<a href="#">DFT0012073</a>	Bank Draft	CITY OF PHARR	-5,535.00
08/08/2024	<a href="#">DFT0012074</a>	Bank Draft	CITY OF PHARR	-3,595.37
08/08/2024	<a href="#">DFT0012076</a>	Bank Draft	BRACEWELL LLP ATTORNEYS AT LAW	-1,506.42
08/15/2024	<a href="#">DFT0012069</a>	Bank Draft	VALERO FLEET	-627.80
08/31/2024	<a href="#">EFT0005182</a>	EFT	CREDIT CARD SERVICES HCRMA AUGUST :	-1,017.29
08/31/2024	<a href="#">EFT0005183</a>	EFT	CREDIT CARD SERVICES HCRMA AUGUST :	-45.00
08/31/2024	<a href="#">EFT0005184</a>	EFT	CREDIT CARD SERVICES HCRMA AUGUST :	-1,420.33
08/31/2024	<a href="#">EFT0005185</a>	EFT	CREDIT CARD SERVICES HCRMA AUGUST :	-1,340.85
08/31/2024	<a href="#">EFT0005190</a>	EFT	TO RECORD WIRE TRANSFER ACCOUNT FU	-400,000.00
08/31/2024	<a href="#">EFT0005191</a>	EFT	TO RECORD ACH EXPENSE FROM FUND 41	-1,920.00
Total Cleared Other (20)				-536,385.29

### Outstanding Checks

Item Date	Reference	Item Type	Description	Amount
08/15/2024	<a href="#">2841</a>	Check	SOUTHERN COMPUTER WAREHOUSE	-2,076.36
08/28/2024	<a href="#">2842</a>	Check	A FAST DELIVERY	-148.50
08/28/2024	<a href="#">2843</a>	Check	ADVANCE PUBLISHING LLC	-252.00
08/28/2024	<a href="#">2844</a>	Check	AIM MEDIA TEXAS BUSINESS OFFICE	-485.36
08/28/2024	<a href="#">2845</a>	Check	HILLTOP SECURITIES INC.	-2,777.58
08/28/2024	<a href="#">2846</a>	Check	XEROX CORPORATION	-811.06
Total Outstanding Checks (6)				-6,550.86



Pharr, TX

# Bank Statement Register

## POOL INVESTMENTS

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04628

09/18/24

Bank Statement		General Ledger	
Beginning Balance	7,969,727.36	Account Balance	8,406,833.24
Plus Debits	437,105.88	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	8,406,833.24	Adjusted Account Balance	8,406,833.24
Statement Ending Balance		8,406,833.24	
Bank Difference		0.00	
General Ledger Difference		0.00	

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

41-1-1102-000

POOL INVESTMENTS

### Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089239</a>	Deposit	TO RECORD EXPENSES INT AUG 2024 FUN	37,105.88
08/31/2024	<a href="#">DEP0089586</a>	Deposit	TO RECORD WIRE TRANSFER ACCOUNT FU	400,000.00
Total Cleared Deposits (2)				437,105.88



Pharr, TX

# Bank Statement Register

RMA LOGIC ROAD MAINT

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04631

09/18/24

## Bank Statement

Beginning Balance	1,106,026.66
Plus Debits	5,051.40
Less Credits	0.00
Adjustments	0.00
Ending Balance	1,111,078.06

## General Ledger

Account Balance	1,111,078.06
Less Outstanding Debits	0.00
Plus Outstanding Credits	0.00
Adjustments	0.00
Adjusted Account Balance	1,111,078.06

Statement Ending Balance	1,111,078.06
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

41-1-1102-001 INVESTMENT-ROAD MAINT,

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089591</a>	Deposit	TO RECORD INTEREST ACCOUNT 41-1-110	5,051.40
Total Cleared Deposits (1)				5,051.40



Pharr, TX

# Bank Statement Register

INVESTMENT-GENERAL

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04632

19/8/24

## Bank Statement

Beginning Balance	7,071,795.89
Plus Debits	29,111.33
Less Credits	739,175.00
Adjustments	0.00
Ending Balance	6,361,732.22

## General Ledger

Account Balance	6,361,732.22
Less Outstanding Debits	0.00
Plus Outstanding Credits	0.00
Adjustments	0.00
Adjusted Account Balance	6,361,732.22

Statement Ending Balance	6,361,732.22
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

41-1-1102-002 INVESTMENT-GENERAL

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089240</a>	Deposit	TO RECORD INT REV	29,111.33
Total Cleared Deposits (1)				29,111.33

## Cleared Other

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">EFT0005163</a>	EFT	TO RECORD TRANS OUT TO 2022 DEB SVC	-739,175.00
Total Cleared Other (1)				-739,175.00



Pharr, TX

**Balance Sheet**  
**Account Summary**  
As Of 08/31/2024

Account	Name	Balance
<b>Fund: 42 - HCRMA-DEBT SERVICE</b>		
<b>Assets</b>		
<u>42-1-1102-002</u>	INVESTMENTS D/S 2022 A SERIES	2,329,976.51
<u>42-1-1102-003</u>	INVESTMENTS D/S2022 B SERIES	542.39
<u>42-1-1102-004</u>	INVESTMENT SR 2022A	1,696.59
<u>42-1-1102-010</u>	INVESTMENTS RESERVE D/S 2022 A SERIE	13,465,610.54
<u>42-1-1102-011</u>	INVESTMENTS RESERVE D/S 2022 B SERIE	6,073,068.29
<u>42-1-1102-012</u>	INVESTMENT JR LIEN REV BDS 2022B	1,053,258.41
<u>42-1-4105-000</u>	WILMINGTON-DEBT SERVICE	20.92
<u>42-1-4105-001</u>	DEBT SVC - JR LIEN	190.19
<u>42-1-4105-002</u>	DEBT SERVICE- 2020 SERIES	2,197,137.07
	<b>Total Assets:</b>	<b>25,121,500.91</b>
<b>Liability</b>		
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<u>42-3-4400-000</u>	FUND BALANCE	23,256,075.42
	<b>Total Beginning Equity:</b>	<b>23,256,075.42</b>
Total Revenue		4,572,686.72
Total Expense		2,707,261.23
Revenues Over/Under Expenses		<b>1,865,425.49</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>25,121,500.91</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>25,121,500.91</b>



Pharr, TX

**Income Statement****Account Summary**

For Fiscal: 2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 42 - HCRMA-DEBT SERVICE</b>						
<b>Revenue</b>						
<a href="#">42-4-1506-000</a>	INTEREST INCOME	0.00	0.00	0.00	60,850.97	-60,850.97
<a href="#">42-4-1506-001</a>	INTEREST INCOME-JR LIEN	0.00	0.00	0.00	4.35	-4.35
<a href="#">42-4-1506-002</a>	INTEREST 2020 SERIES	0.00	0.00	7,029.09	35,385.45	-35,385.45
<a href="#">42-4-1506-003</a>	INTEREST 2022 A SERIES	0.00	0.00	9,788.04	113,321.97	-113,321.97
<a href="#">42-4-1506-004</a>	INTEREST 2022 B SERIES	0.00	0.00	1,068.77	4,001.23	-4,001.23
<a href="#">42-4-1506-010</a>	INTEREST RESERVE 2022 A SERIES	0.00	0.00	61,577.16	419,041.92	-419,041.92
<a href="#">42-4-1506-011</a>	INTEREST RESERVE 2022 B SERIES	0.00	0.00	27,771.62	216,394.65	-216,394.65
<a href="#">42-4-1999-000</a>	TRANSFERS IN-FROM GENERAL FUND	0.00	0.00	1,070,284.78	3,723,686.18	-3,723,686.18
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,177,519.46</b>	<b>4,572,686.72</b>	<b>-4,572,686.72</b>
<b>Expense</b>						
<a href="#">42-52900-4703-005</a>	INTEREST EXPENSE- 2020 SERIES	0.00	0.00	0.00	686,798.70	-686,798.70
<a href="#">42-52900-4703-006</a>	INTEREST EXPENSE- 2022 A BOND	0.00	0.00	0.00	1,373,292.00	-1,373,292.00
<a href="#">42-52900-4703-007</a>	INTEREST EXPENSE- 2022 B BONDS	0.00	0.00	0.00	615,979.00	-615,979.00
<a href="#">42-52900-4727-000</a>	FEES	0.00	0.00	898.72	25,698.72	-25,698.72
<a href="#">42-52900-8899-002</a>	TRANSFER OUT GEN FUND	0.00	0.00	0.00	5,492.81	-5,492.81
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>898.72</b>	<b>2,707,261.23</b>	<b>-2,707,261.23</b>
<b>Fund: 42 - HCRMA-DEBT SERVICE Surplus (Deficit):</b>						
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,176,620.74</b>	<b>1,865,425.49</b>	
		<b>0.00</b>	<b>0.00</b>	<b>1,176,620.74</b>	<b>1,865,425.49</b>	



Pharr, TX

# Bank Statement Register

INVESTMENT D/S 2022A SERIES

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04626

09/18/24

## Bank Statement

Beginning Balance	2,320,195.60
Plus Debits	9,780.91
Less Credits	0.00
Adjustments	0.00
Ending Balance	2,329,976.51

## General Ledger

Account Balance	2,329,976.51
Less Outstanding Debits	0.00
Plus Outstanding Credits	0.00
Adjustments	0.00
Adjusted Account Balance	2,329,976.51

Statement Ending Balance	2,329,976.51
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-002

INVESTMENTS D/S 2022 A SERIES

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089261</a>	Deposit	TO RECORD INT REV AUG 2024 FUND 42	9,780.91
Total Cleared Deposits (1)				9,780.91



Pharr, TX

# Bank Statement Register

INVESTMENT D/S 2022B SERIES

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04625

09/18/24

Bank Statement		General Ledger	
Beginning Balance	540.22	Account Balance	542.39
Plus Debits	2.17	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	542.39	Adjusted Account Balance	542.39
Statement Ending Balance		542.39	
Bank Difference		0.00	
General Ledger Difference		0.00	

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-003

INVESTMENTS D/S2022 B SERIES

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089262</a>	Deposit	TO RECORD INT REV FUND 42 AUG 2024	2.17
Total Cleared Deposits (1)				2.17



Pharr, TX

# Bank Statement Register

INVESTMENT SR 2022A

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04624

09/18/24

## Bank Statement

Beginning Balance	1,689.46
Plus Debits	7.13
Less Credits	0.00
Adjustments	0.00
Ending Balance	1,696.59

## General Ledger

Account Balance	1,696.59
Less Outstanding Debits	0.00
Plus Outstanding Credits	0.00
Adjustments	0.00
Adjusted Account Balance	1,696.59

Statement Ending Balance	1,696.59
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-004

INVESTMENT SR 2022A

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089264</a>	Deposit	TO RECORD INT REV AUG 2024	7.13
Total Cleared Deposits (1)				7.13



Pharr, TX

# Bank Statement Register

## INVESTMENT RESERVE D/S 2022A SERIES

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04623

09/18/24

Bank Statement		General Ledger	
Beginning Balance	13,404,033.38	Account Balance	13,465,610.54
Plus Debits	61,577.16	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	13,465,610.54	Adjusted Account Balance	13,465,610.54
		Statement Ending Balance	13,465,610.54
		Bank Difference	0.00
		General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-010

INVESTMENTS RESERVE D/S 2022 A SERIES

### Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089271</a>	Deposit	TO RECORD INT REV	61,577.16
Total Cleared Deposits (1)				61,577.16



Pharr, TX

# Bank Statement Register

## INVESTMENT RESERVE D/S 2022B SERIES

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04622

09/18/24

Bank Statement		General Ledger	
Beginning Balance	6,045,296.67	Account Balance	6,073,068.29
Plus Debits	27,771.62	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	6,073,068.29	Adjusted Account Balance	6,073,068.29
Statement Ending Balance		6,073,068.29	
Bank Difference		0.00	
General Ledger Difference		0.00	

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-011

INVESTMENTS RESERVE D/S 2022 B SERIES

### Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089274</a>	Deposit	TO RECORD INT REV AUG 2024	27,771.62
Total Cleared Deposits (1)				27,771.62



Pharr, TX

# Bank Statement Register

## INVESTMENT JR LIEN REV BDS 2022B

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04621

09/18/24

Bank Statement		General Ledger	
Beginning Balance	313,016.81	Account Balance	1,053,258.41
Plus Debits	740,241.60	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	1,053,258.41	Adjusted Account Balance	1,053,258.41

Statement Ending Balance	1,053,258.41
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-1102-012

INVESTMENT JR LIEN REV BDS 2022B

### Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089276</a>	Deposit	TO RECORD INT & TRANSFER IN	740,241.60
Total Cleared Deposits (1)				740,241.60



Pharr, TX

# Bank Statement Register

INVESTMENTS D/S 2020 SERIES -

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04620

09/18/24

Bank Statement		General Ledger	
Beginning Balance	1,858,998.20	Account Balance	2,197,137.07
Plus Debits	338,138.87	Less Outstanding Debits	0.00
Less Credits	0.00	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	2,197,137.07	Adjusted Account Balance	2,197,137.07
Statement Ending Balance		2,197,137.07	
Bank Difference		0.00	
General Ledger Difference		0.00	

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

42-1-4105-002

DEBT SERVICE- 2020 SERIES

## Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089278</a>	Deposit	TO RECORD INT / TRANSF IN AUG 2024	338,138.87
Total Cleared Deposits (1)				338,138.87



Pharr, TX

**Balance Sheet**  
**Account Summary**  
As Of 08/31/2024

Account	Name	Balance
<b>Fund: 44 - HCRMA-365 CONSTRUCTION</b>		
<b>Assets</b>		
	INVESTMENTS - 2022 A SERIES	31,275,461.54
	INVESTMENTS - 2022 B SERIES	2.39
	<b>Total Assets:</b>	<b>31,275,463.93</b>
		<b><u>31,275,463.93</u></b>
<b>Liability</b>		
	RETAINAGE PAYABLE	172,375.16
	<b>Total Liability:</b>	<b>172,375.16</b>
<b>Equity</b>		
	FUND BALANCE	61,035,692.50
	<b>Total Beginning Equity:</b>	<b>61,035,692.50</b>
Total Revenue		1,495,212.05
Total Expense		31,427,815.78
<b>Revenues Over/Under Expenses</b>		<b>-29,932,603.73</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>31,103,088.77</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>31,275,463.93</u></b>



Pharr, TX

## Income Statement

### Account Summary

For Fiscal: 2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 44 - HCRMA-365 CONSTRUCTION</b>						
<b>Revenue</b>						
<u>44-4-1506-000</u>	INTEREST REVENUE	0.00	0.00	367,030.14	1,495,212.05	-1,495,212.05
	Revenue Total:	<b>0.00</b>	<b>0.00</b>	<b>367,030.14</b>	<b>1,495,212.05</b>	<b>-1,495,212.05</b>
<b>Expense</b>						
<u>44-52900-8800-000</u>	CONSULTING AND ENGINEERING	0.00	0.00	109,271.15	1,628,384.65	-1,628,384.65
<u>44-52900-8810-000</u>	SH 365-ENVIROMENTAL	0.00	0.00	104,190.00	148,617.50	-148,617.50
<u>44-52900-8810-003</u>	SH365-ROW	0.00	0.00	0.00	24,399.50	-24,399.50
<u>44-52900-8841-000</u>	PROFESSIONAL SERVICES	0.00	0.00	19,588.35	110,662.09	-110,662.09
<u>44-52900-8844-000</u>	365 PROJECT CONSTRUCTION A-FEDERAL	0.00	0.00	0.00	22,804,268.85	-22,804,268.85
<u>44-52900-8844-001</u>	365 PROJECT CONSTRUCTION A-LOCAL	0.00	0.00	19,518.92	5,961,759.72	-5,961,759.72
<u>44-52900-8860-000</u>	365 TOLLWAY SYSTEM	0.00	0.00	0.00	749,723.47	-749,723.47
	Expense Total:	<b>0.00</b>	<b>0.00</b>	<b>252,568.42</b>	<b>31,427,815.78</b>	<b>-31,427,815.78</b>
<b>Fund: 44 - HCRMA-365 CONSTRUCTION Surplus (Deficit):</b>						
	Total Surplus (Deficit):	<b>0.00</b>	<b>0.00</b>	<b>114,461.72</b>	<b>-29,932,603.73</b>	
		<b>0.00</b>	<b>0.00</b>	<b>114,461.72</b>	<b>-29,932,603.73</b>	



Pharr, TX

**Bank Statement Register**

INVESTMENTS - 2022 A SERIES

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04635

09/18/24

Bank Statement		General Ledger	
Beginning Balance	37,004,741.58	Account Balance	31,275,461.54
Plus Debits	376,945.22	Less Outstanding Debits	0.00
Less Credits	6,106,225.26	Plus Outstanding Credits	0.00
Adjustments	0.00	Adjustments	0.00
Ending Balance	31,275,461.54	Adjusted Account Balance	31,275,461.54
		Statement Ending Balance	31,275,461.54
		Bank Difference	0.00
		General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

44-1-1102-001 INVESTMENTS - 2022 A SERIES

**Cleared Deposits**

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089290</a>	Deposit	TO RECORD EXPENSES FUND 44 AUG 2024	84,648.85
08/31/2024	<a href="#">DEP0089322</a>	Deposit	TO RECORD INT EARNINGS	65,343.25
08/31/2024	<a href="#">DEP0089323</a>	Deposit	TO RECORD REDEM INVEST 8/15/2024	226,953.12
Total Cleared Deposits (3)				376,945.22

**Cleared Other**

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">EFT0005192</a>	EFT	TO RECLASS EXPENSES FROM 44 TO CORR	-6,042,681.34
08/31/2024	<a href="#">EFT0005194</a>	EFT	TO RECLASS EXPENSES FROM 44 TO CORR	-17,358.72
08/31/2024	<a href="#">EFT0005195</a>	EFT	TO RECLASS EXPENSES FROM 44 TO CORR	-2,160.20
08/31/2024	<a href="#">EFT0005197</a>	EFT	TO RECLASS EXPENSES FROM 44 TO CORR	-44,025.00
Total Cleared Other (4)				-6,106,225.26



Pharr, TX

**Balance Sheet**  
**Account Summary**  
As Of 08/31/2024

Account	Name	Balance
<b>Fund: 45 - HCRMA - CAP.PROJECTS FUND</b>		
<b>Assets</b>		
<a href="#">45-1-1102-000</a>	Pool Investment	90,488,446.44
<a href="#">45-1-1267-000</a>	ADVANCE	2,513,637.48
	<b>Total Assets:</b>	<b>93,002,083.92</b>
<b>Liability</b>		
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<a href="#">45-3-1400-000</a>	Fund Balance	75,581,482.41
	<b>Total Beginning Equity:</b>	<b>75,581,482.41</b>
Total Revenue		18,088,353.10
Total Expense		667,751.59
<b>Revenues Over/Under Expenses</b>		<b>17,420,601.51</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>93,002,083.92</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>93,002,083.92</u></b>



Pharr, TX

## Income Statement

### Account Summary

For Fiscal: 2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 45 - HCRMA - CAP.PROJECTS FUND</b>						
<b>Revenue</b>						
<a href="#">45-4-1506-000</a>	Interest Revenue	0.00	0.00	566,685.21	2,671,033.10	-2,671,033.10
<a href="#">45-4-4700-000</a>	Federal Grant	0.00	0.00	2,115,141.86	15,417,320.00	-15,417,320.00
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2,681,827.07</b>	<b>18,088,353.10</b>	<b>-18,088,353.10</b>
<b>Expense</b>						
<a href="#">45-52900-8810-003</a>	365 RIGHT OF WAY	0.00	0.00	0.00	1,091.21	-1,091.21
<a href="#">45-52900-8810-004</a>	365 UTILITIES RELOCATION	0.00	0.00	0.00	662,085.38	-662,085.38
<a href="#">45-52900-8820-003</a>	IBTC - ROW	0.00	0.00	0.00	3,500.00	-3,500.00
<a href="#">45-52900-8820-004</a>	IBTC - Construction	0.00	0.00	0.00	850.00	-850.00
<a href="#">45-52900-8841-000</a>	LEGAL FEES	0.00	0.00	0.00	225.00	-225.00
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>667,751.59</b>	<b>-667,751.59</b>
<b>Fund: 45 - HCRMA - CAP.PROJECTS FUND Surplus (Deficit):</b>						
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,681,827.07</b>	<b>17,420,601.51</b>	



Pharr, TX

# Bank Statement Register

## Pool Investment

Period 8/1/2024 - 8/31/2024

Packet: BRPKT04619

*(09/18/24)*

### Bank Statement

	General Ledger
Beginning Balance	87,808,069.37
Plus Debits	2,681,827.07
Less Credits	1,450.00
Adjustments	0.00
Ending Balance	90,488,446.44

Statement Ending Balance	90,488,446.44
Bank Difference	0.00
General Ledger Difference	0.00

CASH BALANCE CONSISTS OF THE FOLLOWING GENERAL LEDGER ACCOUNTS

45-1-1102-000 Pool Investment

### Cleared Deposits

Item Date	Reference	Item Type	Description	Amount
08/31/2024	<a href="#">DEP0089324</a>	Deposit	TO RECORD INT REV FUND 45 HCRMA AUG	386,370.12
08/31/2024	<a href="#">DEP0089325</a>	Deposit	TO RECORD INT REV FUND 45 HCRMA AUG	180,315.09
08/31/2024	<a href="#">DEP0089326</a>	Deposit	TO RECORD FED GRANT #26	2,115,141.86
Total Cleared Deposits (3)				2,681,827.07

### Cleared Other

Item Date	Reference	Item Type	Description	Amount
07/18/2024	<a href="#">DFT0012094</a>	Bank Draft	SAN MIGUEL LAWN CARE SERVICES	-850.00
07/19/2024	<a href="#">DFT0012093</a>	Bank Draft	SAN MIGUEL LAWN CARE SERVICES	-600.00
Total Cleared Other (2)				-1,450.00

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Item 3A

## **HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY**

### **AGENDA RECOMMENDATION FORM**

BOARD OF DIRECTORS  
PLANNING COMMITTEE  
FINANCE COMMITTEE  
TECHNICAL COMMITTEE

X  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENDA ITEM  
DATE SUBMITTED  
MEETING DATE

3A  
09/17/24  
09/23/24

1. Agenda Item: **RESOLUTION 2024-38 – APPROVAL OF CONTRACT WITH BURTON MCCUMBER & LONGORIA, LLP, TO PROVIDE AUDITING SERVICES TO THE HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY AND AUTHORIZATION FOR STAFF TO NEGOTIATE AND EXECUTE THE ANNUAL ENGAGEMENT LETTER.**
2. Nature of Request: (Brief Overview) Attachments: X Yes    No  
Consideration and approval of contract with BML to provide auditing services to the HCRMA.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted:    Yes    No X N/A
5. Staff Recommendation: **Motion to approve Resolution 2024-38 – Approval of contract with Burton McCumber & Longoria, LLP, to provide auditing services to the Hidalgo County Regional Mobility Authority and authorization for to negotiate and execute an annual engagement letter, as presented.**
6. Program Manager's Recommendation:    Approved    Disapproved X None
7. Planning Committee's Recommendation:    Approved    Disapproved X None
8. Board Attorney's Recommendation:    Approved    Disapproved X None
9. Chief Auditor's Recommendation:    Approved    Disapproved    None
10. Chief Financial Officer's Recommendation: X Approved    Disapproved    None
11. Chief Development Engineer's Recommendation:    Approved    Disapproved X None
12. Chief Construction Engineer's Recommendation:    Approved    Disapproved X None
13. Executive Director's Recommendation: X Approved    Disapproved    None



# Memorandum

**To:** S. David Deanda, Jr., Chairman

**From:** Pilar Rodriguez, PE, Executive Director

**Date:** September 17, 2024

**Re:** **Approval of Award of Contract for Auditing Services to Burton McCumber & Longoria, LLP, with authorization to negotiate and execute the Annual Engagement Letter.**

---

## Background

Texas Administrative Code, Title 43, Part 1, Chapter 26, Subchapter G, §26.62 requires the HCRMA to have an annual financial and compliance audit of its books and records conducted by an independent certified public accountant in accordance with generally accepted auditing standards. Also, the HCRMA bylaws requires the HCRMA to submit an annual audit conducted by an independent certified public accountant in accordance with generally accepted auditing standards to Texas Department of Transportation, the County of Hidalgo, and the City of McAllen within one hundred twenty (120) days after the end of the fiscal year.

On August 23, 2024, the Hidalgo County Regional Mobility Authority (HCRMA) received three (3) responses to the formal solicitation for Request for Qualifications for Auditing Services. A Selection Committee comprised of three (3) staff members reviewed the proposals and ranked the respondents according to the rating criteria on Exhibit A. The Selection Committee ranked the three respondents in the following order (Exhibit B):

- 1<sup>st</sup> Burton, McCumber, & Longoria, LLP
- 2<sup>nd</sup> BerryDunn
- 3<sup>rd</sup> Juarez CPA

## Goal

In order to comply with its bylaws and the Texas Administrative Code Requirement, the Board of Director must have an annual financial and compliance audit of its books and records to be conducted by an independent certified public accountant in accordance with generally accepted auditing standards.

## Options

The Board of Directors could opt to not to award the contract for Auditing Services.

## Recommendation

Based on review by this office, approval of Resolution 2024-38 – **Award of Contract for Auditing Services to Burton McCumber & Longoria, LLP, with authorization to negotiate and execute the Annual Engagement Letter** is recommended.

If you should have any questions or require additional information, please advise.

EXHIBIT A

**RATING CRITERIA FOR AUDITING SERVICES**

<b>No.</b>	<b>Evaluation Criteria</b>
1	Firm provided confirmation that it will begin the audit engagement no later than January following the end of year and complete audit services within 90 days after year end or no later than March 31. (0-20 points)
2	Firm described the overall audit, quality assurance, and quality control process that will be provided in the proposed areas. (0 - 10 points)
3	Firm provided brief overview of the firm's history and management philosophy in providing audit services (0- 10 points)
4	Indicated whether firm is local, national, or international. Provided office location where work will be done and the number of partners, managers, supervisors, seniors and other professional staff employed at the office. (0-10 points)
5	Identify the responsible partner(s) and appropriate supervisor(s) who will work on the audit, including staff from other than the local office. Lead Auditor responsible for field work and primary contact for the engagement must hold a CPA license. Each resume should indicate the number of years of experience with governmental entities, including Regional Mobility Authorities, at what level(s), as well as, the specific entities. Resumes for each should also include, showing compliance with continuing professional education. (0-20 points)
6	Firm's experience in auditing governmental entities/Regional Mobility Authorities similar to the type requested. Firm provides as references the names, email addresses, and telephone numbers of current clients. (0-25 points)
7	Firm's involvement in state and local government organizations, seminars, etc. Indicate any planned participation by minority and/or local firms. (0-5 points)

EXHIBIT B

**SCORE SUMMARY**

<b>FIRM NAME</b>	<b>EVALUATOR #1</b>	<b>EVALUATOR #2</b>	<b>EVALUATOR #3</b>	<b>TOTAL</b>	<b>RANK</b>
<b>Burton, McCumber &amp; Longoria, LP</b>	98	99	97	294	1
<b>BerryDunn</b>	74	95	85	254	2
<b>Juarez CPA</b>	73	67	65	205	3

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY  
BOARD RESOLUTION NO. 2024-38

**AWARD OF CONTRACT FOR AUDITING SERVICES TO BURTON MCCUMBER &  
LONGORIA, LLP, FOR THE HIDALGO COUNT REGIONAL MOBILITY AUTHORITY  
AND AUTHORIZATION FOR STAFF TO NEGOTIATE FEES AND EXECUTE AN  
ENGAGEMENT LETTER**

THIS RESOLUTION is adopted this 23<sup>rd</sup> day of September, 2024 by the Board of Director of the Hidalgo County Regional Mobility Authority.

WHEREAS, the Hidalgo County Regional Mobility Authority (the “Authority”), acting through its Board of Directors (the “Board”); is a regional mobility authority created pursuant to Chapter 370, Texas Transportation Code, as amended (the “Act”); and

WHEREAS, the Authority was created by Order of Hidalgo County (the “County”) dated October 26, 2004; Petition of the County dated April 21, 2005; and a Minute Order of the Texas Transportation Commission (the “Commission”) dated November 17, 2005, pursuant to provisions under the Act the Authority; and

WHEREAS, the Authority now operates pursuant to, among other statutory provisions, Chapters 370 and 502, Texas Transportation Code, and the corresponding Commission regulations, policies and procedures, as amended from time to time (collectively, the “Authorizing Law”); and

WHEREAS, the Authority is required by Texas Administrative Code, Title 43, Part 1, Chapter 26, Subchapter G, §26.62 to have an annual financial and compliance audit of its books and records to be conducted by an independent certified public accountant in accordance with generally accepted auditing standards ; and

WHEREAS, the Authority is required by Section 37(d) of its bylaws to submit an annual audit conducted by an independent certified public accountant in accordance with generally accepted auditing standards to the Hidalgo County and the City of McAllen within one hundred twenty (120) days after the end of the fiscal year; and

WHEREAS, on August 23, 2024, the Authority received three (3) responses to the Request for Qualifications for Auditing Services; and

WHEREAS, a Selection Committee reviewed and ranked the proposals submitted by the responding firms; and

WHEREAS, the Authority has determined to award a Professional Service Agreement to Burton McCumber & Longoria, LLP;

\*\*\*\*

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

- Section 1. The recital clauses are incorporated in the text of this Resolution as if fully restated.
- Section 2. The Board hereby awards a Professional Service Agreement Services to Burton McCumber & Longoria, LLP, to provide auditing services to the Hidalgo County Regional Mobility Authority.
- Section 3. The Board hereby authorizes the Executive Director to execute the Professional Service Agreements with Burton McCumber & Longoria, LLP, and to negotiate and execute the Annual Engagement Letter.

\*\*\*\*\*

PASSED AND APPROVED AS TO BE EFFECTIVE IMMEDIATELY BY THE BOARD OF DIRECTORS OF THE HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY AT A REGULAR MEETING, duly posted and noticed, on the 23<sup>rd</sup> day of September, 2024, at which meeting a quorum was present.

---

S. David Deanda, Chairman

Attest:

---

Juan Carlos Del Ángel, Secretary/Treasurer



## REQUEST FOR PROPOSALS

### INDEPENDENT AUDITING SERVICES

**RFP NO. 2024-06**

*Presented by*

*The Right Choice.*

**BML**

Burton  
McGumber  
& Longoria, LLP  
*CPAs & Advisors*

Brownsville • McAllen

***A HUB CERTIFIED FIRM***



**AICPA®**

GAQC Member



WE ARE AN INDEPENDENT MEMBER OF  
THE GLOBAL ADVISORY  
AND ACCOUNTING NETWORK

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August 23, 2024

Hidalgo County Regional Mobility Authority  
c/o Pilar Rodriguez, Executive Director  
203 West Newcombe Avenue  
Pharr, Texas 78577

We are pleased to submit our proposal to continue to provide professional auditing services to the Hidalgo County Regional Mobility Authority (the “Authority”). BML has had a strong presence in South Texas and the Rio Grande Valley for over 40 years. Our commitment to providing quality audit services is evidenced by the clients we serve. As a member of the *American Institute of Certified Public Accountants and Government Audit Quality Center*, we are committed to ensuring your audit meets the highest levels of professional standards which meet your expectations. The partners and staff of BML are dedicated to delivering quality client services as part of their service strategies; for organizations that appreciate Excellent Work – BML is that Firm.

- **Firm Understanding.** Burton McCumber & Longoria, LLP proposes to perform an audit of the financial statements of the Hidalgo County Regional Mobility Authority as of and for the years ending December 31, 2024, 2025, and 2026, with an option to extend for two additional one year terms. The audit services provided to the Authority will be conducted in accordance with auditing standards generally accepted in the United States of America as included in Statements on Auditing Standards, published by the American Institute of Certified Public Accountants, *Government Auditing Standards* issued by the Comptroller General of the United States, the Federal and Texas Single Audit Acts, and if applicable, the provisions of the U.S. Office of Management and Budget's Uniform Guidance “Audit of State and Local Governments, Non-Profit Organizations” and Uniform Guidance Compliance Supplement, and the provisions of the relevant General Accounting Standards Board Statements.
- **Firm Representation.** **Ricky Longoria, CPA, CFE** will be the engagement partner for the scope of audit services stated above and is authorized to bind the firm and can be reached at our McAllen, Texas office, located at 205 Pecan Boulevard at (956) 618-2300.
- The audit department of Burton McCumber & Longoria, LLP includes 25 experienced auditors of which **8 are certified public accountants and 5 who are also certified fraud examiners**. The professionals who possess both a CPA license and are also certified fraud examiners include Ricky Longoria (Partner), Ben Pena (Partner), Amy Alvarez (Manager), Luis Lopez (Manager), and Joshua Longwell (Manager).
- **Ranked in the Top 500 Firms.** BML has been ranked as a top 500 firm for 2023 and 2024. BML is the **first and only** locally owned firm in our region to be recognized.

- **Locally Owned with National Resources.** We are a firm headquartered in the Rio Grande Valley with a regional footprint that serves clients throughout Texas. **Therefore, all decisions regarding your audit will be made locally.** BML is a member firm of the **HLB network** which is a global network of independent advisory and accounting firms who provide consulting, tax and audit and assurance services. As a member firm, BML has the support and resources of much larger regional and national firms. Information regarding HLB and its member firms can be found at [www.hlbusa.com](http://www.hlbusa.com).
- Burton McCumber & Longoria, LLP is **minority owned and HUB certified** through the State of Texas.
- **All staff** involved in audits of governmental and non-profit entities **acquire yearly training** on the latest accounting and auditing trends **specific to governmental and non-profit entities.** Our **managers and senior staff attend yearly continuing education conference** hosted by the AICPA or the local chapter of the TSCPA.
- BML is a member firm of the **HLB network** which is a global network of independent advisory and accounting firms who provide consulting, tax and audit and assurance services. **As a member firm, BML has the support and resources of much larger regional and national firms.** Several members of the network such as Whitley Penn service a number of governmental entities throughout Texas. Information regarding HLB and its member firms can be found at [www.hlbusa.com](http://www.hlbusa.com).
- We are member firm of the **AICPA Government Audit Quality Center** which ensures our professionals are updated on current accounting and audit issues related to governments.
- **Document Portal and Request Manager.** We will provide a **secure online document upload portal** called **Suralink.** This portal is an engagement management tool that provides automated weekly status updates to management and governance and all those involved in the audit process, as well as the audit team, to ensure timely progress of the audit.

**BML is part of the local community** and has a desire to be of service. The Hidalgo County Regional Mobility Authority would continue to be a very important client to our firm. As with all the clients we serve, we strive to develop professional relationships based on trust, friendship and professional respect. BML will always bring a *fresh perspective* and point of view to the audit engagement for which the Hidalgo County Regional Mobility Authority can only continue to benefit. We look forward to meeting with you and discussing further our service philosophy, approach, and methodology.

Sincerely,

**Burton McCumber & Longoria, LLP**

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# EXECUTIVE SUMMARY

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The mission of the Hidalgo County Regional Mobility Authority (the “Authority”) is to provide the region with a rapid and reliable alternative for the safe and efficient movement of people, goods and services. One of the Authority’s core values is insuring financial accountability and stability. In order to meet these objectives, the Authority needs a CPA and advisory firm that understands audits of state and local governmental units. The Authority needs a firm that is knowledgeable in governmental accounting and auditing standards and a firm with a strong understanding and proficiency in auditing of federal and state grants and awards under Uniform Guidance and Texas Grant Management Standards, respectively. **BM<sup>L</sup> is that firm.**

## Understanding of the Authority’s Challenges

BM<sup>L</sup> has had a presence in the Rio Grande Valley of over 40 years. Our work with a number of current governmental clients across the Valley, such as the Hidalgo County Regional Mobility Authority, Cameron County Regional Mobility Authority, County of Hidalgo, Hidalgo County Juvenile Probation, Hidalgo County Adult Probation, Willacy County, Willacy County Juvenile Probation, Urban County Program of Hidalgo County, and the Hidalgo County Drainage District #1 is an indication of our commitment to governments in our region. We understand the Authority wants to avoid:

- ✖ Untimely delivery of audit services
- ✖ Missed audit deadlines with timely reporting of the Authority’s financials
- ✖ Lack of continuity of CPA firm key staff
- ✖ Poor or infrequent communication from the Authority’s CPA Firm
- ✖ Audit services that are not efficient nor cost-effective

A lack of timeliness and poor communication places unnecessary stress on the audit process. Audit services that drag out over an extended period of time can make the Authority and its staff work more difficult. Failure to work with a professional service provider that brings continuity in key engagement staff and that is proactive with ideas means the Authority may potentially overlook opportunities for contribution and improved operations.

It is important for the Authority to engage a firm that understands operations and reporting requirements of a governmental entity such as the Authority and the relationship between the Authority and all the services it provides to its residents and taxpayers. A firm that does not have the experience providing audit services to government agencies such as the Authority may affect the efficiency of the audit and reporting process.

## Authority’s Desired Outcomes and Solutions

A mobility authority plays a crucial role in enhancing the road system to effectively manage increasing traffic and trade in the border region, ensuring efficient and sustainable transportation infrastructure to support regional growth. Finding the right CPA firm can assist the Authority be more resourceful and attain efficiencies and effectiveness of the administrative operations specifically designed for the Authority’s audit. This requires working with a **trusted and reputable firm** that can offer proactive governmental insight the Authority’s staff seeks as well as **year-round suggestions and solutions**.

**ML would like to be part of your team** by bringing knowledge and experience which would help the Authority achieve:

- Timely delivery of its financial statements
- Peace of mind and open communication about areas of concern, including management letter comments and findings
- Receive suggestions to help improve the financial reporting process and operations in general
- Benefit from cost-effective and thorough audits completed by a professional team

As we focus on the Authority's needs and address its unique challenges, BML can help the Authority by providing year-round communication and timely audit services.

The Authority has requested a proposal for the following professional services for the fiscal years ending December 31, 2024, 2025, and 2026 with an option to renew for two additional one-year terms.

- Fiscal year financial audit of the Hidalgo County Regional Mobility Authority financial statements.
- Audit of all applicable major federal programs in accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance Audits of States, Local Governments, and Non-Profit Organizations (Single Audit).
- Audit of all applicable major state programs in accordance with *Government Audit Standards*

**Audit services may appear alike on paper, but the fact of the matter is that the quality of the process, the timeliness of service and experience in the industry can vary among providers. For these reasons, it is important the Authority engage a CPA firm that understands the Authority's unique needs and is receptive to open dialog about issues identified. BML is that firm.**

## **BML, the Right Choice for Hidalgo County Regional Mobility Authority**

We believe BML is the right choice to provide the Authority with professional audit services because, in addition to 40+ years of experience and quality service, we can provide the following:

- Proactive planning and communication
- Convenient year-round availability
- Timely delivery of audit and confidence in the financial statements
- Unparalleled client service

We are certain that after reviewing our proposal, you will find that BML is well qualified to provide professional services to the Authority. Beyond providing these services, we believe the Authority will find dependability and trust in the value we will provide in the years to come.

## AUDIT APPROACH

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Burton, McCumber & Longoria, LLP proposes to perform an audit of the basic financial statements of Hidalgo County Regional Mobility Authority for the years ended December 31, 2024, 2025, and 2026 with an option to renew for two additional one-year terms.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

In addition, the Schedule of Expenditures of Federal and State Awards accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole. We will also assist in preparing the Data Collection Forms as required by the *Federal Audit Clearinghouse*.

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*. These standards are set forth in the "Yellow Book" and outlines the report requirements, professional qualification standards and requirements for internal quality control related to entities that receive government awards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations, and Texas Grant Management Standards*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Guidance and Texas Grant Management Standards, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance and Texas Grant Management Standards, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Authority's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance or Texas Grant Management Standards, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance or Texas Grant Management Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance or Texas Grant Management Standards.

**Service Approach and Methodology.** Our firm thoroughly understands the nature of the work to be performed and has developed programs of procedures designed specifically for these engagements. In addition to the heavy involvement of our partners and managers, our staff will have some familiarity with the Authority's general operating environment due to prior audit experience.

**Segmentation of Audit and Staffing Plans.** Our goal is to assure a seamless service approach with continuity of staff from the earliest planning stages through fieldwork to report issuance exit conferences. This approach is achieved through the application of our understanding of the environment and heavy involvement in all phases of work by management personnel. A brief overview of the different phases or segments of our audit process is as follows.

**The Planning Phase.** Prior to any fieldwork being performed, strategic risk assessment and planning sessions are held both internally and with the Authority's staff to identify key audit and operational issues, establish communications between appropriate firm and Authority's staff and relevant third parties, as well as determining timing and individual responsibility schedules.

We will utilize **Suralink**, an audit management software. A summary of some of the benefits **Suralink** brings to your audit process is as follows:

- **Simple, easy** way to provide information to the audit team
- **Efficiencies** in the entire audit process will be realized
- **Dynamic**— all requests are in one place, updated in real time and accessible by everyone
- **Secure** platform to send sensitive data more securely than email
  - Encrypted with AES-256 bit encryption and backed up daily
  - Data Centers are SSAE16 Type II SOC1, SOC2 compliant
- **Communication** regarding pending items is significantly enhanced
- **Transparency and accountability** - Key client personnel are routinely kept abreast as to the status of the audit

**Fieldwork.** Our audit programs for the Authority will include procedures related to review and evaluation of internal administrative and accounting control, determination of compliance with finance related legal issues, the evaluation of errors and fraud, statistical sampling and analytical procedures designed to determine reasonableness of costs that can lead toward evaluating efficiency and effectiveness in administrative operations. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards* and will include tests of accounting records, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports.

Throughout the fieldwork process, our partners and staff will remain in constant contact and communication with the Authority's management personnel. When questions or concerns arise in the course of our work, we will take steps to assure ourselves that critical information is passed on to the proper level of management through regular meetings and discussions.

**Report Issuance and Closure.** Report issuance and exit conferences of an audit are often the most critical portions because it is in this phase that most external communications are discussed. We will render our report on the audited financial statements. The results of our audit will be reviewed with the appropriate level of management prior to the issuance of a report. This review of findings and proposed recommendations with management often leads to a plan of action for management to make any needed improvements in a manner that is not only theoretically, but practically, sound. We find this method of exiting on the audit process brings the most value to our clients. We expect timely delivery of our audit opinions.

## Work Plan

Below is our proposed summary timing schedule for the audit. We will establish detailed arrangements with the Authority's management to formulate and complete the specific timing requirements detailed in the Request for Proposals.

### PROPOSED SUMMARY TIMING SCHEDULE

Date	Action
Upon Engagement	BML will work with the Authority's management to plan the audit and perform preliminary procedures for the audit. PBC lists are reviewed and agreed upon by the Authority and BML. <b>Fieldwork begins as soon as the information necessary to complete the audit is available.</b>
January 2025	Begin year-end fieldwork
February 2025	Completion of fieldwork
March 2025	Auditor will provide the Authority with recommendations, revisions and suggestions for improvement. We will also conduct exit conference with Management to review the conduct of the audit.
March 2025	Complete audited financial statements.

Ultimately, our ability to meet all the required deadline's date is subject to the Authority's ability to provide us complete and final auditable trial balances which means that the trial balances will not need to be adjusted further by us. In addition, we will provide the Authority a list of schedules and information we will need prior to commencement of the audit.

All items on the list must be completed and submitted to us prior to the commencement of fieldwork procedures. Any delays by the Authority in providing us the information requested by us will only delay the completion of fieldwork procedures. During the course of the audit, we also anticipate that the Authority will address any and all questions and prepare any additional schedules requested during the course of our audit without delay.

If during the course of the audit, information is not received timely or is incorrect or such other unexpected circumstances arise that require us to spend more time than what was originally contemplated causing fees to increase, we will notify management. Such notification will include all pertinent facts related to the circumstances together with our estimate of the additional necessary time and cost.

## **FIRM QUALIFICATIONS**

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As a full-service international accounting and management consulting firm, Burton McCumber & Longoria, LLP has been providing requested services to governmental organizations in Texas for over 40 years. We provide accounting, auditing, income tax planning and compliance, and management consulting services to both domestic and international businesses, as well as governmental and non-profit agencies. We offer our clients the distinct advantage of strength of diversity and the depth of experience that can only be found in a large accounting firm. With this experience and extensive knowledge and specialization in several significant industries, the individual partners, managers and staff members of Burton McCumber & Longoria, LLP have developed specialized proficiencies in several key practice areas. With offices located in South Texas and the Northern Mexico border, Burton McCumber & Longoria, LLP is uniquely positioned to handle any diverse needs and challenges.

All audit partners, managers and staff are trained in **IDEA Data Analytics**, which enables us to audit computerized systems, including database management, electronic data analytics and fraud and forensic testing to bring economic efficiency and effectiveness to all of our audit engagements.

As the firm is heavily involved in providing professional auditing and consulting services to a wide variety of governmental and non-profit entities, our reports and work papers are always subject to review by both state and federal desk and field reviews. We have been successful at receiving non-adverse desk and field reviews by stressing quality reviews and open and proactive communications with regulatory cognizant agents/agencies. We have not received any reprimands or penalties from the Texas State Board of Public Accountancy. We received a pass rating on our latest system of quality control for accounting and auditing practice peer review report dated August 11, 2023. A copy of our last peer review is attached.

The operating structure of the Firm is unique to any other firm located in the Rio Grande Valley in that Burton McCumber & Longoria, LLP functions with various departments. This operating structure is similar to that of large national firms. In summary, personnel assigned to a department are educated and trained in specific practice areas. Employees assigned to the audit department are specifically trained in the area of conducting audits and have no other responsibilities such as providing tax services to other clients. Given the complexity of providing audit services, it is our belief that clients are better served by our professionals who are focused in providing these services.

More in-depth information regarding the Firm can be found by visiting our website at [www.BMLtx.com](http://www.BMLtx.com).

### **Confirmations and Affirmations**

Burton, McCumber & Longoria, LLP has the capability to perform the annual audit in accordance with generally accepted auditing standards, generally accepted government auditing standards as set forth by the U.S. GAO, State and Federal Grant Single Audit in conformance with Uniform Guidance, State of Texas Grant Management Standards and requirements under Government Code, Title 10, 2256.023 (d). We are members of the AICPA Governmental Audit Quality Center. We are independent auditors properly licensed for public practice. We are independent with respect to the audit of Hidalgo County Regional Mobility Authority. We meet the independence standards of *Government Auditing Standards*. Our firm does not have a record of substandard work. BML carries adequate insurance related to general liability and other insurances considered a “best practice” in the profession.

## Proposed Office and Staff

The firm has US offices located in McAllen and Brownsville, Texas. The firm has 65 employees including 53 professionals of which 7 are partners. Our McAllen, TX office, located at 205 Pecan Boulevard will be the location from which the proposed work for the Authority will be performed. **There are a total of 25 dedicated experienced audit professionals, of which 9 are certified public accountants, within Burton McCumber & Longoria, LLP.** In addition, **5 of these professionals are also certified fraud examiners.** We are adequately staffed with professional and support personnel to provide all necessary services and to maintain personalized involvement with each client. Each client is actively encouraged to call on us any time the need arises. Our proposed audit team will include an engagement partner, a quality assurance partner, one manager, a senior in-charge accountant and various staff personnel. We feel this staffing level allows our firm to provide the necessary service quality based on the Authority's requirements.

**All members of the audit engagement team have met the continuing education requirements in accordance with *Government Audit Standards (Yellow Book)* audits.** Our staff members come from a variety of different backgrounds. We strive for diversity in our staff in our hiring practices. The quality of staff involved with our clients is ensured through the heavy involvement of management personnel in all phases of the engagement, including key planning and fieldwork engagement segments. We have included a brief résumé of the all proposed engagement team. **All key professional staff are properly registered/licensed to practice public accounting in the State of Texas.**

**BML – COMMUNITY STRONG** In an effort to serve our community, the firm has developed a series of free educational seminars to assist governmental and non-profit entities. These educational seminars cover a variety of topics related to accounting, auditing and reporting issues. They also cover unique topics such fraud, internal controls and tax issues. Seminars are held in Brownsville and McAllen.

**We believe in creating a sense of continuity in the professionals assigned to engagements.** Doing so reduces the client's cost of the engagement and helps to build relationships based on trust and confidence. All of the professionals who are assigned to complete this engagement have successfully provided services for other governmental audits similar to those of the Authority. Accordingly, the audit team is familiar with the timelines, standards of engagement and the Authority personnel that will ultimately lead to an efficient, effective, and timely audit. The following is a flowchart of the proposed engagement team:

### Key Engagement Team Members

Ricky Longoria, CPA, CFE  
Engagement Partner

Ben Pena, CPA, CFE  
Quality Assurance Partner

Luis Lopez, CPA, CFE  
Audit Manager

Joshua Longwell, CPA, CFE  
Audit Manager

Amy Alvarez, CPA, CFE  
Audit Manager

Various  
Audit Staff

# FIRM & PROPOSED STAFF LICENSES

## Firm License

<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752	
<b>BURTON MCCUMBER &amp; LONGORIA, L.L.P.</b> <b>OFFICE</b> 205 PECAN BLVD MCALLEN TX 78501	
Office License ID: V08984 Firm License ID: P04844	Expires: 6/30/2025

## Engagement Staff License

<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752	<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752
<b>RICARDO MIGUEL LONGORIA</b> CERTIFIED PUBLIC ACCOUNTANT 205 PECAN MCALLEN TX 78501	<b>BENJAMIN PENA</b> CERTIFIED PUBLIC ACCOUNTANT 112 W PALMA LN BAYVIEW TX 78566
License ID: 052230 Expires: 6/30/2025	License ID: 078425 Expires: 3/31/2025
<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752	<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752
<b>JOSHUA AARON LONGWELL</b> CERTIFIED PUBLIC ACCOUNTANT 5111 N 10TH ST #367 MCALLEN TX 78504	<b>LUIS ANGEL LOPEZ</b> CERTIFIED PUBLIC ACCOUNTANT 205 PECAN BOULEVARD MCALLEN TX 78501
License ID: 094980 Expires: 7/31/2025	License ID: 101007 Expires: 9/30/2024
<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752	
<b>AMY BOOTH ALVAREZ</b> CERTIFIED PUBLIC ACCOUNTANT 508 E YARROW AVENUE MCALLEN TX 78504	
License ID: 088429 Expires: 1/31/2025	

# RICKY LONGORIA, CPA, CFE

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**Ricky Longoria, CPA**  
Assurance Services Partner  
McAllen, Texas

## Experience

Burton, McCumber & Longoria, LLP (28+ years)  
Partner 1997 – Present  
Ernst & Young  
Auditor 1987-1989

## Areas of Special Knowledge

- Responsible for the direct supervision of the planning, coordination, control and review of the audits.
- Works directly with the account managers to ensure quality of service to the Firm's clients.
- Has a broad background of experience, including retail, financial institutions, non-profits, governmental and agriculture industries.
- Responsible for the Firm's Mexico office, BML Y Fragoso, S.C. in Matamoros, Mexico.
- Acts as firm liaison for clients doing business in Mexico and provides assistance to maquiladoras in the areas of entity structure and formation, accounting and transfer pricing and audits.

## Education

University of Texas, Austin  
Bachelor of Business Administration - 1987

## Certifications

Certified Public Accountant, Texas  
Certified Fraud Examiner, License #138057

## Affiliations

American Institute of Certified Public Accountants  
Texas Society of Certified Public Accountants  
RGV Chapter of TSCPAs  
Association of Certified Fraud Examiners

**Specific Governmental Experience**

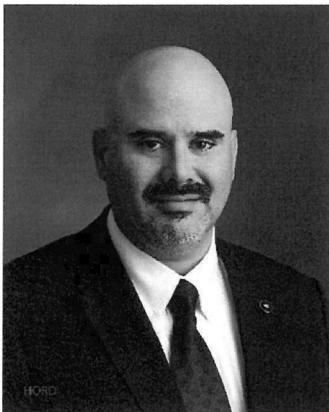
Over 25 years of experience with governmental entities, most recently including City of Pharr, City of Edinburg, City of Mercedes, County of Hidalgo, County of Hidalgo County Drainage District #1, Hidalgo County Head Start Program, Hidalgo County Urban County Program, Hidalgo County Community Service Agency, Hidalgo County Juvenile Probation Department, South Texas College and Hidalgo County RMA.

**Yellow Book CPE Courses**

GAQC Annual Update (2021, 2022, 2023)  
Texas School District Accounting and Auditing Conference  
Basics of Governmental Accounting and Auditing  
Basics of School District Auditing Compliance Requirements  
Not-for-profit Accounting and Audit Update  
Governmental Compliance Requirements and Reporting Parts I & II  
Data Breaches, What's my Risk?  
2020, 2023, 2024 ACFE Global Fraud Conference  
Audit Methodologies and Documentation

# Ben Pena, CPA, CFE

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**Ben Pena, CPA, CFE, CVA**

**Burton, McCumber & Longoria, LLP**  
**Certified Public Accountants and Management Consultants**  
1950 Paredes Line Road  
Brownsville, Texas 78521  
956-542-2553  
956-542-8940 (fax)  
Email: [ben.pena@bmctexas.com](mailto:ben.pena@bmctexas.com)  
Website: [www.bmltexas.com](http://www.bmltexas.com)

Ben Pena is an audit partner with Burton, McCumber & Longoria, LLP in Brownsville, Texas. In his 26+ years of practice, Ben has worked in the assurance services area of the practice as well as the fraud and forensic accounting services.

## Education

University of Texas, Pan American, Edinburg, Texas  
Bachelor of Business Administration, Accounting – 1996

## Work Experience

**Burton, McCumber & Longoria, LLP (26+ Years)**  
Assurance Services, 1996 – Present

## Certifications

- Certified Public Accountant, Texas, 2000, License #78425
- Certified Fraud Examiner, 2011, License #107628
- Certified Valuation Analyst, 2019, License #1017028

## Areas of Special Knowledge

- Audits of State Local Governments in accordance with *Governmental Auditing Standards* and Uniform Guidance – Single Audits
- Fraud Investigation and Forensic Accounting Services
- Internal Control Environments and Fraud Risk Mitigation
- Data Analytics, Benford's Law Data Analysis, Data Mining Techniques
- Audits in accordance Generally Accepted Auditing Standards (GAAS) of Financial Institutions, Retail, Manufacturing, Real Estate, Construction, Employee Benefit Plans, Non-profit Organizations and Governmental Entities

## Affiliations

- Government Finance Officers Association (GFOA) – Member
- American Institute of CPAs (AICPA), Member
- Texas Society of CPAs (TSCPA), State Director At-large
- Association of Certified Fraud Examiners (ACFE), Member
- Texas State Board of Public Accountancy – Board Member
- RGV Chapter of TSCPAs – Past President
- RGV Chapter of ACFEs – Past President
- Brownsville Chamber of Commerce – Board Member
- Brownsville Community Foundation – Board Member

**Publications**

“Who’s Watching the Cash?” Valley Business Report, p.26, September 2015

**Specific Governmental Experience**

Over 26 years of experience with governmental entities, most recently including the Cameron County, Cameron County RMA, Willacy County, Housing Authority of the City of Brownsville, County of Hidalgo, County of Hidalgo County Drainage District #1, Hidalgo County Head Start Program, Hidalgo County Urban County Program, Hidalgo County Community Service Agency, Cameron County Juvenile Probation Department, South Texas College and Hidalgo County RMA.

**Yellow Book CPE Courses**

GAQC Annual Update  
Basic Background and Overview of SLG Accounting  
Government & Not for Profit Accounting and Auditing Update  
OMB Uniform Guidance Compliance and Auditing Issues  
Internal Control in Government and Not for Profit Entities  
Understanding the Mindset of a Fraudster  
Contract and Procurement Fraud  
Advanced Fraud Examination Techniques  
Fraud Schemes  
ACFE Global Fraud Conference

# LUIS LOPEZ, CPA, CFE

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**Luis Lopez, CPA, CFE**  
**Manager, Assurance Services**

**Experience** Burton McCumber & Longoria, LLP  
Manager 2018 – Present  
Auditor 2010 – 2018

## Areas of Special Knowledge

- Over 14 years experience in assurance services primarily focused in the public sector including audits of counties, cities, school districts special purpose districts, and non-profit organizations.
- Knowledge in governments receiving federal and state funding requiring compliance with *Government Auditing Standards* promulgated by the U.S. Government Accountability Office; OMB Uniform Guidance; and State of Texas Grant Management Standards.
- Responsible for direct oversight of staff including training and development.
- Other areas of experience also include audits of financial institutions, manufacturing, construction, distribution, employee benefit plans and internal audit services.

## Education

University of Texas Pan American, Edinburg, Texas  
Masters of Science in Accounting - 2010  
Bachelor of Business Administration, Accounting - 2010

## Certifications

Certified Public Accountant, License #101007  
Certified Fraud Examiner

## Awards

Named 2024 Rising Star by the Texas Society of Certified Public Accountants

## Affiliations

Texas Society of Certified Public Accountants, Member  
RGV Chapter of TSCPAs, Past Board Member  
Association of Certified Fraud Examiners, Member  
RGV Chapter of ACFEs, Member

## Specific Governmental Experience

Over 14 years of experience with governmental entities, including the City of Mission, City of Mercedes, City of Pharr, City of Edinburg, County of Hidalgo, Hidalgo County Urban County Program, Hidalgo County Community Service Agency, County of Hidalgo, Agua Special Utility District, Hidalgo County Regional Mobility Authority, Edcouch-Elsa ISD, McAllen ISD and Weslaco ISD.

**Yellow Book CPE Courses**

Subrecipient Monitoring Under Uniform Guidance  
Texas School District Accounting & Audit Conference  
Public Sector Training & Update Parts 1 and 2  
GAQC Annual Update Webcast (2021, 2022, 2023)  
ACFE Global Fraud Conference  
GFOA 2022 Annual Conference  
Implementing the CARES Act Funds for State and Local Govts

# JOSH A. LONGWELL, CPA, CFE

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**Joshua A. Longwell, CPA, CFE**  
**Manager, Assurance Services**

## Experience

Burton McCumber & Longoria LLP, McAllen, Texas  
Manager 2021- Present  
Auditor 2011 - Present

## Areas of Special Knowledge

- Governmental and not-for-profit experience including audits of county and municipality governments receiving federal and state funding requiring compliance with *Government Auditing Standards* promulgated by the U.S. Government Accountability Office; Uniform Guidance, Audits of States, Local Governments and Non-Profit Organizations (Single Audit Act); U.S. Department of Housing and Urban Development, U.S. Department of Health and Human Services, U.S. Department of Homeland Security.
- Other areas of experience include audits of financial institutions, agricultural, manufacturing, employee benefit plans, internal audit services and litigation support services.

## Education

University of Texas at Austin, Austin, Texas  
Bachelor of Business Administration, Accounting - 2006

## Certifications

Certified Public Accountant, Texas, License #094980  
Certified Fraud Examiner, License #957757

## Affiliations

Texas Society of Certified Public Accountants, Member  
RGV Chapter of TSCPAs, Board Member  
Association of Certified Fraud Examiners, Member

## Specific Governmental and Non-profit Experience

Over 10 years of experience with non-profit and governmental entities, including County of Hidalgo, Hidalgo County Community Service Agency, Hidalgo County Head Start Program, Urban County Program of Hidalgo County, City of Pharr, Children's Advocacy Center of Hidalgo County Inc. and North Alamo Water Supply Corporation.

**Yellow Book CPE Courses**

GAQC Annual Update Webcast (2021, 2022, 2023)  
Public Sector Training & Update Parts 1 and 2  
Common Frauds in Governmental Entities  
Audit Methodologies and Documentation  
Basics of Governmental Accounting and Auditing  
Basics of School District Auditing Compliance Requirements  
Yellow Book and Single Audit Deficiencies  
Single Audits of Governmental and Nonprofit Entities  
Internal Controls in Governmental and Nonprofit Entities  
OMB Uniform Guidance Compliance and Auditing Issues  
2021,2022 Texas School District Accounting & Audit Conference  
Nonprofit Conference 2021, 2022, 2023  
ACFE Global Fraud Conference

# AMY ALVAREZ, CPA, CFE

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**Amy Alvarez, CPA, CFE**  
**Manager, Assurance Services**

**Experience**

Burton McCumber & Longoria, LLP  
Manager 2013 – Present  
Auditor 2007 – 2013  
Ernst & Young, Houston, Texas  
Staff Consultant 2005-2007

**Areas of Special Knowledge**

- Audits in accordance with Generally Accepted Auditing Standards (GAAS) of financial institutions.
- Governmental and not-for-profit experience including audits of non-profit agencies receiving federal and state funding requiring compliance with *Government Auditing Standards* promulgated by the U.S. Government Accountability Office; OMB Uniform Guidance, *Audits of States, Local Governments and Non-Profit Organizations* (Single Audit Act); U.S. Department of Housing and Urban Development, U.S. Department of Health and Human Services, U.S. Department of Homeland Security.
- Has a broad background of other experience, including retail, non-profits, agricultural industries, as well as internal audit services and employee benefit plans (ESOP & 401k).
- Trains and supervises firm staff.

**Certifications**

Certified Public Accountant, License #088429  
Certified Fraud Examiner, License #730797

**Education**

University of Texas, Austin  
Bachelor of Business Administration, Accounting – 2005  
Masters in Professional Accounting - 2005

**Affiliations**

Texas Society of Certified Public Accountants  
RGV Chapter of TSCPAs  
Association of Certified Fraud Examiners  
Junior League of McAllen  
Leadership McAllen, Class XXVIII  
Texas Exes, Life Member

**Specific Governmental and  
Non-profit Experience**

Over 15 years of experience with non-profit and governmental entities, including County of Hidalgo, Hidalgo County Community Service Agency, Children's Advocacy Center of Hidalgo County Inc., Easter Seals of the Rio Grande Valley Inc. and North Alamo Water Supply Corporation.

**Yellow Book CPE Courses**

Government Accounting and Auditing Update  
Government and Not-for-Profit A&A Update  
OMB Uniform Guidance compliance and Auditing Issues  
Internal Control in Governmental and Not-for-Profit Entities  
Uniform Audit Requirements for Federal Awards  
Common Frauds in Governmental Entities  
GAQC Annual Update Webcast (2021, 2022, 2023)  
Public Sector Training & Update Parts 1 and 2  
ACFE Global Fraud Conference  
Nonprofit Conference 2022, 2023

# FIRM EXPERIENCE

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## Experience with Similar Projects within the Past Five Years

Burton McCumber & Longoria, LLP has provided significant services to governmental clients including but not limited to the following clients:

- **Hidalgo County Regional Mobility Authority (10 years)**  
Pilar Rodriguez, Executive Director  
[prodiguez@hcrma.net](mailto:prodiguez@hcrma.net)  
(956) 402-4762
- **Hidalgo County Drainage District No. 1 15+ Years**  
Lora Briones, Financial Officer  
[lora.briones@hcddl.org](mailto:lora.briones@hcddl.org)  
(956) 292-7080
- **County of Hidalgo 15+ Years**  
Letty Chavez, County Auditor  
[letty.chavez@auditor.co.hidalgo.tx.us](mailto:letty.chavez@auditor.co.hidalgo.tx.us)  
(956) 381-2511
- **Willacy County\* 6 Years**  
Maria Maldonado, County Auditor  
[maria.maldonado@co.willacy.tx.us](mailto:maria.maldonado@co.willacy.tx.us)  
(956) 689-3422
- **Cameron County Regional Mobility Authority (6 years)**  
Victor Barron, CFO  
[vbarron@ccrma.org](mailto:vbarron@ccrma.org)  
(956) 621-5571
- **City of Pharr 1 Year**  
Fabiola Sanchez, Assistant Finance Director  
[fabiola.sanchez@pharr-tx.gov](mailto:fabiola.sanchez@pharr-tx.gov)  
(956) 402-4762
- **Cameron County\* 5 Years**  
Lorena Hernandez, County Auditor  
[lorena.hernandez01@co.cameron.tx.us](mailto:lorena.hernandez01@co.cameron.tx.us)  
(956) 544-0822

\*Audit performed out of Brownsville office.

The services provided to these clients include not only audit engagements but also specialized engagements such as the following:

- Internal control reviews
- Review of policies and procedures manuals and recommendations for improvement
- Fraud awareness training

**Many of the entities above have issued bonds to finance a variety of capital projects. Our experience with these clients includes not only the audit of these bonds and projects as it relates to our audit of the financial statements, but other engagements such as agreed-upon procedures to ensure that the bond monies were used in accordance with the bond indenture.**

With respect to our prior relationship in completing the audits above, we were engaged as independent auditors. Unless otherwise noted above, Ricky Longoria was the engagement partner assigned to these projects and were performed out of our McAllen office.

## **ADDITIONAL INFORMATION**

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1. Most Recent Firm's Peer Review Report
2. HUB Certification
3. Conflict of Interest Questionnaire

# PEER REVIEW REPORT



**ADKF**

with you  
all the way

Member of the AICPA & TXCPA  
Registered with Public Company  
Accounting Oversight Board

## Report on the Firm's System of Quality Control

August 11, 2023

To the Partners

**Burton McCumber & Longoria, L.L.P.**

and the Peer Review Committee of the Texas Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Burton McCumber & Longoria, L.L.P. in effect for the year ended December 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

- 1 -

#### MAIN OFFICE:

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San Antonio, Texas 78216

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Fax: 210.829.4080

672 Ridge Hill Dr, STE B  
New Braunfels, TX 78130

Phone: 830.387.4441

510 E. Blanco, STE 3000  
Boerne, TX 78006

Phone: 830.815.1100



[WWW.ADKF.COM](http://WWW.ADKF.COM)

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Burton McCumber & Longoria, L.L.P. in effect for the year ended December 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies), or fail*. Burton McCumber & Longoria, L.L.P. has received a peer review rating of *pass*.

ADKF,PC

ADKF, P.C.

## Texas Historically Underutilized Business (HUB) Certificate



Statewide Historically Underutilized Business Program

Certificate/VID Number: 1742609610100  
Approval Date: November 18, 2021  
Scheduled Expiration Date: November 18, 2025

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

### Burton, McCumber & Longoria, LLP

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **November 18, 2021**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program  
Statewide Procurement Division*

**Note:** In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbssearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006.

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

Signature of vendor doing business with the governmental entity

8/15/2024

Date



PROPOSAL TO



TO PROVIDE

## Independent Auditing Services

PROPOSAL FROM



**Katharine Balukas, CPA | Principal**  
kbalukas@berrydunn.com

**Jason Badeau, CPA, MBA | Engagement  
Senior Manager**  
jbadeau@berrydunn.com

**Proposal Due:** August 23, 2024 before 4 p.m. in  
response to RFP No. 2024-06

August 20, 2024

Pilar Rodriguez, Executive Director  
Hidalgo County Regional Mobility Authority  
203 West Newcombe Avenue  
Pharr, TX 78577

Dear Mr. Rodriguez:

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) is pleased to submit this proposal to the Hidalgo County Regional Mobility Authority (HCRMA) in response to your Request for Proposals (RFP) No. 2024-06 to provide Independent Auditing Services.

As an independent certified public accounting (CPA) firm recognized by the American Institute of Certified Public Accountants (AICPA), BerryDunn is well qualified to provide the annual financial statement audit services you require, and our depth of expertise in and focused commitment to the governmental industry makes our team particularly well-suited for this engagement. The services HCRMA requires are core to who we are and work we perform every day.

The following proposal introduces you to the firm and our proposed engagement team, and discusses our service approach, timetable, quality assurance and quality control processes, fees, and references. As you review it, please consider the following points that position BerryDunn as the firm that is best qualified to meet your needs:



**You will benefit from our experience working with governmental agencies like HCRMA.** Our proposed audit team specializes in governmental work. We understand that government agencies encounter a variety of challenging accounting and regulatory issues that require significant experience in this specialized environment. Our long history of working with governmental agencies like HCRMA means we add value to our engagement with you through knowledge sharing and a smooth onboarding process.



**We are a stable and well-established firm.** BerryDunn has grown consistently, without a change in ownership. We have successfully completed numerous multiyear, high-profile engagements and have served the same clients for 5-, 10-, and 20-year durations. This stability gives our clients confidence when engaging BerryDunn.



**We deliver a high level of principal and manager participation.** Our principals and managers are heavily involved during the audit process and throughout the year. Throughout every phase of the audit, they will address questions as they arise and review the audit progress. This approach gives you continuous, hands-on involvement from professionals who have expertise in

your industry and allows us to execute efficient engagements and serve as valuable advisors.



**We offer education and training to fit your needs.** We take pride in the fact that we want to help our clients succeed, and we are committed to providing ongoing education to our clients and their Board of Directors. Throughout the year, we provide updates on issues that affect your organization, and we hold regular educational and training sessions to help keep you informed. We're available year-round to answer questions as they arise.

We are committed to performing the work you have requested within the agreed-upon time frame, and our team approach and staff continuity helps ensure that there is someone familiar with your organization available to serve you when you need us. We would be glad to work with HCRMA and contribute to your success. If I may clarify any information in this proposal, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Katharine Balukas".

**Katharine Balukas, CPA | Principal**  
t/f: 603.518.2648 | e: [kbalukas@berrydunn.com](mailto:kbalukas@berrydunn.com)

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# Audit Approach

## 2) Timeline

We confirm we can meet your required timeline of beginning the audit engagement no later than January 31 following the end of the year and complete audit services within 90 calendar days after year end or no later than March 31.

We have a deep bench of experienced governmental auditors and CPAs, which will help ensure we can fulfill your timing needs. At BerryDunn, we know how important it is our staff members are focused on you during their time working with your organization. Therefore, we schedule our audit staff and seniors to dedicated engagements each week. During the planning and fieldwork phases of the engagement, the audit staff and seniors will be focused solely on the HCRMA audit engagement. The managers, senior managers and principals typically have two to three similar sized engagements running at any given time during the year. We work effectively and efficiently as a group to prioritize our audits based on agreed-upon due dates and client expectations in order to deliver high-quality work on time.

We understand and value your desire for timely reporting, and we are willing and able to adjust the timing to accommodate any potential conflicts with your schedule. Our timeline below assumes that the final trial balance, audit support, and financial statements will be provided to the auditors no later than February 1 of each year. Below is our anticipated timing for this engagement:



## 3) Audit, Quality Assurance, and Quality Control Processes

HCRMA is comprised of an Enterprise General Fund, a Debt Service Fund, a Capital Projects Fund, and a Construction Fund, and all financial activities are recorded on an accrual basis. We are familiar with cooperative accounting environments such as the inter-local agreement between HCRMA and the City of Pharr and with the City's financial system, Incode.

### Audit Approach

BerryDunn's audit approach leverages in-depth planning and is designed for both uncompromising quality and cost-effectiveness. We focus on accounting and reporting issues that are significant to HCRMA's business and financial reporting process. Our objective is to conduct an efficient and thorough engagement while identifying opportunities to improve your processes.

We conduct our audit services in accordance with the requirements of U.S. Generally Accepted Government Auditing Standards (GAGAS) and the Uniform Guidance. Our audit approach is based on identifying key audit risk areas. We then design our procedures to focus on these key areas. This risk-based approach allows us to provide our services efficiently and effectively.

Our approach to the financial statement audit and Uniform Guidance compliance testing is integrated whenever possible to maximize audit efficiencies. Uniform Guidance testing will be coordinated with our interim and final fieldwork to help ensure there is minimal disruption for personnel. Our testing is compliant with the most recent modifications to the Uniform Guidance and provides for an approach that is both value-added and risk sensitive. The proposed team is well-versed and up to date with the regulations of relevant federal funding sources, and we keep abreast of compliance through attending regular trainings and monitoring industry publications. In addition, since the proposed team has worked with similar governmental entities, they have extensive experience auditing the significant programs included in your schedule of expenditures of federal awards.

Our proposed audit plan for the each of the years ending December 31 is outlined below.

### **Proposed Audit Work Plan**

#### **Auditor Transition (initial year only)**

##### **Tasks:**

- We will meet with the HCRMA's finance team to introduce our engagement team and discuss the key objectives and timeline for the audit. We will discuss the processes HCRMA has previously followed and where the finance team would like to see improvement in future engagements. This collaborative process builds the foundation for obtaining a clear understanding of HCRMA, so that we may better plan the audit and ask more relevant and effective questions. We will discuss the HCRMA team's preferred method of communication for the interim and year-end audit weeks and the frequency of those communications.
- We will request certain documents from HCRMA management in this first year to build our permanent workpaper file, including organizational documents, grant agreements (if applicable), and other key operational documents that will quickly bring our experienced principals, managers, and staff up-to-speed on issues that affect the HCRMA. In subsequent years, we will request copies of new agreements or changes to the existing documents.
- We strive to schedule the timing of planning and year-end audit procedures as soon as possible to help ensure there is sufficient time for the HCRMA to prepare for the audit and for BerryDunn to perform the audit and meet the time requirements proposed. We will also coordinate with the HCRMA's team to determine mutually agreeable dates for planning and year-end procedures. We have the staffing resources available to complete the audit within HCRMA's requested timeline stated in the RFP.
- During the transition process, we typically leverage the schedule requests and information that you have provided to the predecessor firm to maintain consistency in the information gathered and to minimize the disruption to your staff. We find this to be a more efficient approach than the "start from scratch" approach. Your input is welcomed as we continually refine the schedule request to help ensure that it best fits your needs.

## Auditor Transition (initial year only)

- Some specific procedures we will perform during this phase of the audit are as follows:
  - ✓ Obtain an understanding of your account structure and how it maps to the audited financial statements
  - ✓ Provide you with a letter authorizing us to review the predecessor audit workpapers
  - ✓ Review the audit workpapers prepared by the predecessor and conduct our standard inquiries required by auditing standards
  - ✓ Perform overall assessment of the control environment through discussions with management
  - ✓ Obtain an understanding of the role of IT on the financial reporting process
- We will review the Financial Statements from the prior fiscal year to make recommendations for modifications or enhancements to the presentation for future years.

### Outputs:

- Initial Planning Documentation Request List
- Letter to Predecessor Auditor

## Planning Procedures

### Tasks:

- Each year, we will meet with members of management prior to the pre-audit fieldwork dates to learn about recent activities and discuss the planned audit schedule. During the meeting, we will also review the interim and preliminary year-end schedule request. We will also discuss new accounting pronouncements and standards that will affect the financial statements of HCRMA.
- We will present our audit plan to the Audit Committee and/or Board of Directors.
- We will review interim financial results, perform risk assessments, and create our year-end audit plan.
- We will consider existing internal control processes and perform walkthroughs of significant accounting cycles. This will be done during each year to update our understanding of HCRMA and its internal control structure.
- We will roll forward the prior-year financial statement and review the draft roll forward with HCRMA's management to agree to any modifications or significant changes from the prior year's presentation.
- We will review the interim Schedule of Expenditures of Federal Awards (SEFA) to determine the major programs for the Uniform Guidance audit.
- Using sampling methodologies from the Government Auditing Standards (GAS)/Single Audit (SA) Audit Guide, we will make our selections for testing for the internal controls and compliance with the major programs for the Uniform Guidance audit.

## Planning Procedures

- We will complete the majority of the required testing for the Uniform Guidance audit.
- We will make inquiries of management and other personnel regarding risk of fraud, and other fraud procedures in compliance with auditing standards.
- We will perform a review of existing IT general controls related to financial reporting. This review is part of our financial statement audit procedure and is not intended to encompass information security audit procedures to satisfy regulatory requirements. We typically include members from our Management and Information Technology Consulting Group since they have the necessary expertise to learn more from your team about potential risks, then develop recommendations to mitigate risks and improve your operational effectiveness.
- We will review minutes of the Board and related committee meetings.
- We will update the year-end schedule request.
- During this phase, we will conduct an exit meeting with management to discuss the results of the planning procedures and the year-end schedule request. This will be held by December 31 of each year.

## Outputs:

- Pre-audit communications presentation materials for the Audit Committee
- Interim audit schedule request
- Year-end audit schedule request
- Exit meeting agenda

## Year-End Fieldwork – Audit of Balances and Financial Statement

### Tasks:

- At the end of our annual audit planning procedures, we provide a detailed list of items that are required for the audit and will be requested before the start of year-end procedures to help reduce the time and effort required of your employees during audit fieldwork.
- We will perform substantive audit procedures on your financial statements as of year-end, including auditing the financial statement disclosures. These procedures will be scheduled and performed to both fit your team's schedule and meet applicable reporting deadlines.
- We anticipate the audit areas of most significance that will be audited through substantive procedures will include:
  - ✓ Cash, investments, and net position
  - ✓ Accounts/grants receivable, revenue recognition (including leases)
  - ✓ Accounts payable and accrued expenses
  - ✓ Payroll and related liabilities
  - ✓ Capital assets

## Year-End Fieldwork – Audit of Balances and Financial Statement

- In addition to the substantive procedures performed on the areas noted above, we will perform analytical procedures over the areas deemed to be less significant in size and overall risk to HCRMA.
- We use the information customarily generated by client personnel to minimize their time requirements and to allow us to complete our work efficiently and in a timely manner. We believe this approach allows us to concentrate on those matters truly important to the engagement process and to provide top-quality professional service at a reasonable cost.
- We generally begin our fieldwork with a focus on more complex audit areas to allow time for any follow-up questions.
- We will review the year-end SEFA, finalize our major program determination, and make any modifications to the overall Uniform Guidance audit approach.
- We will complete our Uniform Guidance audit procedures.
- As required by our professional standards, our audit will include an element of unpredictability from year to year, determined based on our risk assessment process.
- We will send an audit confirmation to HCRMA's attorney as part of the audit process.
- We can provide oral updates on the audit progress at HCRMA's request.
- We will arrange an exit meeting with management at the end of fieldwork.
- The quality assurance department within BerryDunn will perform their review before we send the draft reports to HCRMA's management for review no later than the last week of September. The draft reports will include the Audited Financial Statements, the Uniform Guidance Report, the Required Communications Letter, and an Executive Summary presentation. Our Executive Summary presentation provides a high-level summary of all the draft reports in a way a non-financial user can understand.
- We will schedule a meeting to review the draft reports with HCRMA's management team prior to the release of the drafts to the Audit Committee and/or Board.
- The management team will coordinate the delivery of the final draft reports at least one week prior to the meeting with the Audit Committee and/or the Board.
- We will meet with the Audit Committee and/or the Board to review the final draft reports and the Executive Summary Presentation.
- Once approved, we will date and finalize the financial statements and related letters for issuance prior to HCRMA's reporting deadline of March 1.
- We are also available at any time outside of the traditional audit period for questions, consultations, or assistance.

## Year-End Fieldwork – Audit of Balances and Financial Statement

### Outputs:

- Exit meeting agenda
- Draft Financial Statements
- Draft Uniform Guidance Report
- Draft Required Communications Letter
- Draft Executive Summary Presentations of Reports

### Quality Assurance and Quality Control Processes

Our professional services—including our quality assurance and control procedures—comply with the regulations of the AICPA, Public Company Accounting Oversight Board (PCAOB), the Federal Deposit Insurance Corporation (FDIC), and other regulatory bodies. As a client of BerryDunn, HCRMA can expect the same dedication to quality and integrity.

BerryDunn is a member of the Private Companies Practice Section of the AICPA, its Center for Governmental Audit Quality and Employee Benefit Plan Audit Quality Center (EBPAQC), and the affiliated Center for Audit Quality. As a member of the AICPA, we are subject to independent quality control peer review every three years. In 2021, Briscoe, Burke & Grigsby, LLP performed our most recent peer review. **We received a grade of “pass,” the highest rating given.** A copy of our external quality review report and the AICPA's acceptance of that report are included in **Section 10** of this proposal.

In addition, we conduct our internal quality control program each year through annual reviews of engagements representing a wide range of clients in various industries. Each engagement is subject to our quality control process, which includes engagement principal review and quality assurance principal reviews prior to the release of the final auditor's report. All professional staff meet the requirements of GAS, including (but not limited to) independence, requisite skills and experience, continuing professional education (CPE), and peer review.

BerryDunn is independent of HCRMA as defined by U.S. GAS and GAGAS.

## Firm Qualifications

### 4) History and Management Philosophy

#### Qualifications Earned Through 50 Years of Service

BerryDunn was founded 50 years ago by three principals who sought to embrace a client focus, an entrepreneurial spirit, and a commitment to the communities where we live and work. Today, we are the largest independently owned accounting firm headquartered in New England. *Accounting Today* recently ranked BerryDunn the #1 CPA firm in the region, and we are ranked #43 nationwide. Additionally, BerryDunn was recognized as a Best CPA Firm for Women by the American Women's Society of CPAs and was recently named a Fastest Growing Firm for 2024 and ranked as #43 on *Inside Public Accounting*'s Annual List of the Nation's Top CPA firms.



Sarah Belliveau,  
CEO



An  
AccountingTODAY  
Top 50 Firm



Founded in 1974



875+ professionals  
across 50 industries  
and 90 service areas



Winner of the BDO  
Alliance workplace  
culture award



Employees in  
49 states



**BerryDunn is an independent member of the BDO Alliance USA**, a nationwide association of independently owned accounting, consulting, and service firms with similar client service goals. Through this membership, clients like HCRMA gain access to a wider range of services without impairing our professional independence.

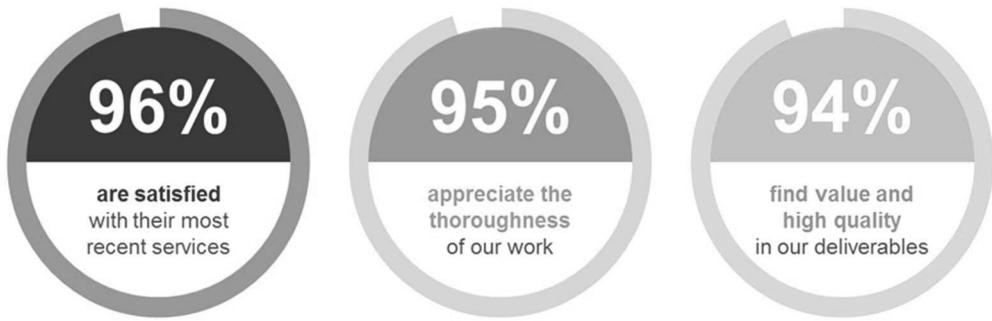
#### Audit Management Philosophy

##### Great Work for Great Clients

BerryDunn's **GREAT** values focus on both the success of our clients as well as the satisfaction of our people. We hold the values of:

- ✓ Great work for great clients
- ✓ Respect for others
- ✓ Ethical behavior and fair dealing in all we do
- ✓ Appropriate work/personal life balance
- ✓ Team first

The culture that our employees and clients experience is built on these values. As we grow as a firm, we are working hard to ensure that these values continue to be at the forefront of all we do. Each year, BerryDunn solicits feedback through an independently conducted client satisfaction survey. The results of our most recent client satisfaction survey show we continue to meet or exceed clients' expectations:



### **Communication as Part of the Audit**

**The most effective tool in the process is communication.** Our communication with management begins during the planning process. We will meet with the Board and/or Audit Committee prior to the commencement of the audit to discuss upcoming issues and develop a concrete plan for how to address them in a smooth and efficient manner. We will meet again at the conclusion to report the audit results.

We view communication throughout the year as a critical component of a healthy professional relationship and encourage periodic check-ins to stay apprised of issues affecting HCRMA. This gives us the ability to get a head start on audit planning as well as proactively address potential issues. We value close communication with you during our fieldwork and prefer to keep you apprised of important issues as they arise. We will conduct exit meetings at interim and year-end points to help ensure management receives timely communication of our audit results.

### **5) Firm Size and Location**

BerryDunn is a national CPA and consulting firm with eight offices throughout the country, from our original location in Portland, Maine, to our newest space in San Juan, Puerto Rico, as well as a nationwide network of 450 remote employees. We work with clients across the continental United States, as well as Alaska, Hawaii, and the U.S. territories. Our strong client references and repeated selection to perform additional work speak to the firm's ability and commitment to respond to each client's needs, regardless of location or time zone.



Portland  
ME



Bangor  
ME



Manchester  
NH



Boston  
MA



Hartford  
CT



Charleston  
WV



Phoenix  
AZ



San Juan  
PR

We offer the breadth and depth needed to provide the quality audit, accounting, and tax support provided by a national firm, but with the price structure, responsiveness, and efficiencies of a regional firm.

BerryDunn is organized along industry group lines, and as such, our staff do not render services from a single office location. HCRMA will be served by a team of specialists that work with governmental and quasi-public agencies. Our professionals stay up to date on accounting issues, technical issues, and upcoming and emerging industry issues impacting our clients.

The principal proposed to work with HCRMA, Katharine Balukas, is a hybrid employee based out of our Manchester, New Hampshire, office. Jason Badeau, the proposed engagement senior manager, is a hybrid employee based out of our Portland, Maine, headquarters, which hosts 302 employees. As of July 31, 2024, the staff level breakdown of each of these offices is:

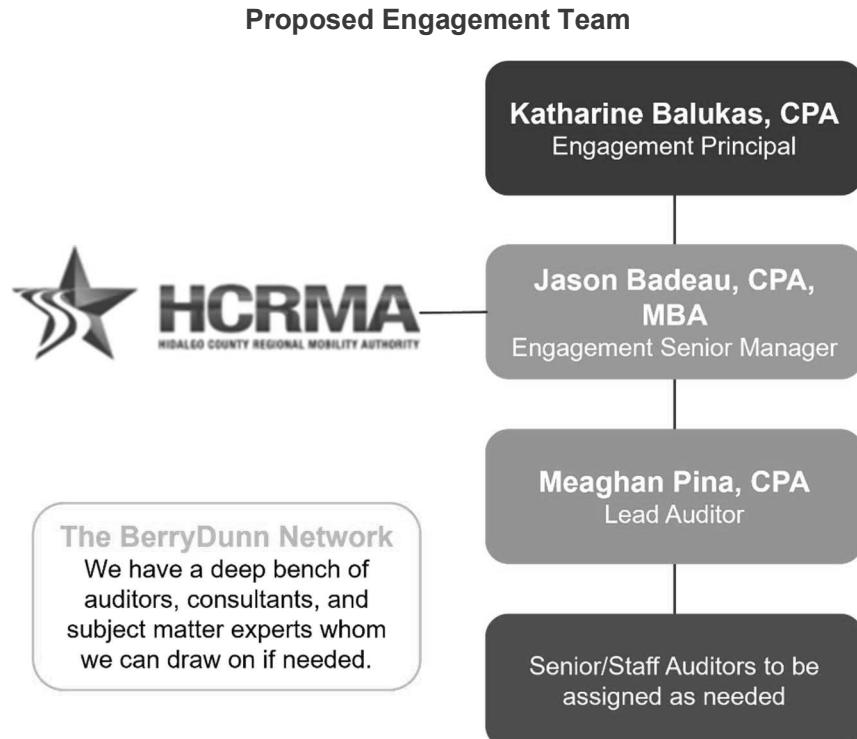
Staff	Manchester	Portland
Principal	13	36
Manager/Senior Manager	12	93
Seniors	10	63
Other Professional Staff	17	74

## 6) Engagement Team Key Personnel

### Our People Are What Sets Us Apart

Our project team's experience with organizations like HCRMA means they can quickly orient themselves to your processes and environment while bringing knowledge of industry best practices from other engagements. Once a team is in place, we aim to help ensure staff continuity for our clients, including maintaining our consistently high staff retention rate.

The figure below presents our proposed engagement team's organization chart. Additional experienced staff will be assigned when the engagement is officially scheduled.



Our proposed team brings decades of experience auditing governmental and lending institutions under the applicable auditing standards, including but not limited to the Yellow Book guidelines. We also help ensure that our CPAs meet or exceed the CPE requirements set forth by the AICPA and the states in which they are licensed.

Biographies of the proposed team members are included on the following pages.

### Committed to Staff Professional Education

All members of our professional staff have received requisite continuing education within the preceding two years. Team members proposed to work with HCRMA have completed the requirements below applicable to their CPA licenses and their work as GAGAS specialists.

BerryDunn is a deliberately developmental organization where employees are encouraged to grow both professionally and personally. Our personnel are required to complete CPE, with a minimum of 40 hours earned each year in both technical and industry-specific programs. We believe our dedication to helping ensure the continued education of our staff is directly correlated to the firm's overall proficiency and distinguishes BerryDunn as a uniquely qualified and experienced audit and consulting firm.

Backed by nearly 30 professionals proficient in GAGAS, BerryDunn performs over 200 audit engagements annually. All professionals performing audits under GAGAS must complete at least 24 hours of related CPE biennially. During this period, each of the firm's GAGAS auditors must also obtain 80 or more total CPE hours to enhance their professional proficiency in audits and attestation engagements.

## Team Member Resumes



### Katharine Balukas, CPA Engagement Principal

Katharine is a principal in BerryDunn's Not-for-Profit Practice group. She has spent her entire career working with governmental and not-for-profit clients. As part of Katharine's expertise in assurance, she has provided clients advice on improving their internal controls and processes, implementation of new accounting standards and other technical accounting assistance, and she assists her governmental clients with the unique challenges surrounding compliance with federal and state grant requirements. She has extensive experience assisting her clients with implementation of new accounting assistance. In 2015, Katharine received national recognition by being selected to participate in the American Institute of Certified Public Accountants' (AICPA's) prestigious Leadership Academy.

Katharine has led audit and accounting engagements for several governmental organizations, including the New Hampshire Secretary of State (NHSOS) Elections CARES Act Grant Management, Community College System of New Hampshire, Vermont Economic Development Authority, Vermont Student Assistance Corporation, Vermont State Colleges System, Pease Development Authority, the New Hampshire Liquor Commission, Washington Health Benefit Exchange, Massachusetts Bay Transportation Authority and the Connecticut Health and Education Facilities Authority.

#### Relevant Experience

##### **BerryDunn (04/2015 to present)**

##### **Pease Development Authority (component of the State of NH) – *Financial Statement and Uniform Guidance Audits (04/2015 to present)***

Katharine leads a team that provides the Authority with the financial and Uniform Guidance audits. This engagement includes the review of the rental and fee revenues association with an airport, golf course, and rental of various office spaces, accounts receivable, capital assets, long-term debt and documentation of the Authority's internal control processes.

##### **Community College System of New Hampshire (component of the State of NH) – *Financial Statement and Uniform Guidance Audits (05/2014 to present)***

Katharine leads a team that provides the System with the financial and Uniform Guidance audits. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **Vermont Economic Development Authority (VEDA) (component of the State of VT) – *Financial Statement and Uniform Guidance Audits (03/2022 to present)***

Katharine leads a team that provides the annual audit of the VEDA. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **Washington Health Benefit Exchange – *Financial Statement (05/2020 to present)***

As the audit manager on the engagement, Katharine led a team that provides the annual audit of the

Authority. This engagement includes the financial statement audit and improvements and efficiencies in internal controls.

**Casco Bay Island Transit Authority – Financial Statement and Uniform Guidance Audits (06/2023 to present)**

Katharine leads a team that provides the annual audit of the Authority. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

**City of Burlington, Vermont – Audit Readiness and Technical Accounting Assistance (06/2023 to present)**

BerryDunn is engaged by the City in June 2023 to provide accounting assistance in preparation for the June 30, 2023 financial statement audit. BerryDunn's areas of focus are capital assets, debt, and new GASB standard implementations. BerryDunn was able to help the City implement *DebtBook* to track debt activity including leases and SBITAs. Additionally, BerryDunn assisted the City in preparing their Annual Comprehensive Financial Report.

**Massachusetts Bay Transportation Authority (MBTA) – GASB Pronouncement Implementation Assistance and On-going Technical Accounting Assistance (06/2023 to present)**

BerryDunn was engaged to assist the MBTA with their adoption of GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* and GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The work included developing an inventory of all relevant contracts, determining eligibility with the standard, performing necessary calculations, developing policies and tools for future use and drafting the required financial statement footnotes and support.

**Ventura County Transportation Commission (VCTC) –On-going Technical Accounting Assistance (04/2024 to present)**

BerryDunn was engaged to assist the VCTC with their on-going compliance and technical accounting assistance with, GASB Statement No. 87 *Leases*, GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* and GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The work included developing an inventory of all relevant contracts, determining eligibility with the standard, performing necessary calculations, developing policies and tools for future use and drafting the required financial statement footnotes and support.

**Portland Maine Public Schools – Audit Readiness and Technical Accounting Assistance (06/2023 to present)**

BerryDunn is engaged by Portland Public Schools to provide accounting assistance in preparation for the June 30, 2023 financial statement audit. BerryDunn assisted Portland Public Schools by preparing key balance sheet reconciliations and assisting in new GASB standard implementations. BerryDunn was able to successfully keep Portland Public Schools on schedule for their annual audit by effective communication with Portland Public School management and their independent auditors.

**New Hampshire Liquor Commission – Audit Readiness and Business Process Improvement (06/2017 to 12/2020)**

BerryDunn was engaged to review the current processes and procedures in place (including the organizational chart, job descriptions and policies and procedures related to the financial reporting

process) to prepare for, and respond to, the Annual Comprehensive Annual Financial Report (ACFR) audit. BerryDunn has continued to assist with audit readiness and ACFR assistance annually.

**Connecticut Health and Educational Facilities Authority (quasi component unit of the State of Connecticut) – Internal Audit Services (05/2017 to present)**

BerryDunn was engaged to perform an internal risk assessment followed by evaluation of and recommendation of internal audit projects that should be completed based on ranked risk factors related to each entity's operation and internal controls. BerryDunn is also engaged to perform internal audit services on an ongoing basis. This has included internal audits of the bond monitoring process, equipment loan program, and the functions of Human Resources and Payroll.

**New Hampshire Public Defenders (NHPD) – Organization Assessment, Internal Control Review, and Process Improvement (04/2020 to 10/2020 and 08/2022 to 12/2022)**

BerryDunn was engaged to review current financial and organization process of the NHPD to identify areas for improvement, promote efficiencies and strength existing internal controls. After the initial report, BerryDunn was re-engaged to perform a review over the corrective action taken to verify if the areas for improvement were resolved.

**Biddeford, Saco, Old Orchard Beach Transit (BSOOB) – Audit Readiness and Technical Accounting Assistance (06/2023 to 12/31/23)**

BerryDunn is engaged by BSOOB to provide accounting assistance in preparation for the June 30, 2023 financial statement audit. BerryDunn assisted BSOOB by preparing key balance sheet reconciliations, reviewing reconciliations prepared by management, and assisting in new GASB standard implementations.

**City of Portsmouth, New Hampshire – GASB Implementation Assistance (07/2022 to 10/2023)**

BerryDunn was engaged by the City on July 2022 to help implement GASB Statement No. 87, *Leases*. BerryDunn reviewed and analyzed approximately 30 contracts, prepared lease calculations, prepared journal entries and financial statement footnote disclosures. BerryDunn also provided a template for the City to track leases and corresponding calculations on an annual basis. In May 2023, BerryDunn was engaged to help the City implement GASB Statement No. 96, *Subscription-Based-IT Arrangements*. BerryDunn reviewed and analyzed 44 contracts, prepared calculations, prepared journal entries and footnote disclosures. We also provided a tool for the City to analyze potential SBITA agreements on an annual basis.

**Town of Danvers, Massachusetts – Audit Readiness and Technical Accounting Assistance (06/2023 to 10/2023)**

BerryDunn was engaged by the Town in June 2023 to provide accounting assistance in preparation for the June 30, 2023 financial statement audit. BerryDunn performed tax receivable reconciliations and prepared journal entries for year-end. Additionally, BerryDunn performed an operational assessment over the Town's current payroll process. Alan was able to help the Town evaluate specific risks and operational inefficiencies over their payroll process.

**Vermont State Colleges – Payroll Internal Audit (02/2021 to 10/2021)**

Katharine was the audit manager for the internal audit performed over payroll. BerryDunn was engaged to perform an internal audit over all of the functions of the payroll and human resource functions including processing payroll, on and off boarding, and benefits administration.

**New Hampshire Secretary of State (NHSOS) – CARES Act Grant Management (06/2020 to 06/2021)**

On the CARES Act Grant Management project for the New Hampshire Secretary of State, Katharine helped the State to identify and claim costs under the CARES Act to help prevent, prepare for, and respond to COVID-19 for the 2020 federal election cycle. Katharine performed research and analysis to develop the grant agreements, terms and conditions, and reimbursement requests for the subrecipients. She also developed and led a training session for all of the subrecipients. Katharine helped identify costs eligible for reimbursement and claim those costs to the federal grant. She worked with a wide variety of cities and towns with varying degrees of capacity to answer any questions that arose and responded to requests for information and data under very short and non-negotiable timelines. Katharine also helped develop a methodology to calculate a standard cost rate for processing the additional absentee ballots that resulted from voters' reactions to the COVID-19 pandemic.

**California State University San Marcos (CSUSM) – Organization Assessment and Internal Control Review (04/2021 to 07/2021)**

Katharine was the lead financial analyst for the organizational assessment of CSUSM. BerryDunn was engaged to conduct assessments on the internal control processes within specific scope areas of the accounting and finance functions at CSUSM to identify areas for improvement, create areas of efficiencies and strength the overall internal control structure.

**Martha's Vineyard Airport – Organization Assessment and Process Improvement (11/2018 to 01/2019)**

BerryDunn was engaged to review current internal Financial Reporting practices, procedures, and systems, and to make recommendations to improve the monthly reporting provided to the Board of Commissioners. The Airport is owned by the County of Dukes County, Massachusetts. The project consisted of three phases: project planning, review and assessment and developing a tool for ongoing financial reporting. The tasks involved in these phases included conducting fact-finding meetings with the Commissions on the Budget and Finance Committee as well as the Airport and County staff, developing recommendations and presentations to the Commission. Katharine served as the Project Manager on the engagement.

## **Education and Certifications**

BA, Accounting, Saint Anselm College  
Certified Public Accountant (CPA)  
American Institute of Certified Public Accountants  
New Hampshire Society of Certified Public Accountants

## **Publications and Presentations**

*Update for GASB-Governed Organizations: Lease Accounting, LIBOR Transition, SBITA, and Section 457 Plans*

*Uniform Guidance Overview – Human Services Finance Officer (HSFO) 2018 Annual Conference Beyond Right Now*, presented at the New Hampshire Society of CPAs Leadership Program



## Jason Badeau, CPA, MBA Engagement Senior Manager

Jason provides audit and accounting services to a variety of government and not-for-profit organizations ranging in size and complexity. Significant audit clients include Cary Medical Center, Maine Community College System, and Maine Veterans' Homes. Jason focuses on Uniform Guidance audits, and audits in accordance with GAS (Yellow Book). His understanding of the complexities of GASB and compliance audits allows him to provide his clients with a valuable perspective on the latest pronouncements and how they may affect the organization's operations. Clients rely on Jason to provide unbiased and all-inclusive feedback on improving internal controls and processes based on best practices he has learned while working with similar organizations. Jason also audits employee benefit plans in compliance with AICPA and Department of Labor standards.

### Relevant Experience

#### **BerryDunn (08/2015 to present)**

##### **Maine Community College System (component of the State of ME) – *Financial Statement and Uniform Guidance Audits (05/2016 to present)***

Jason is the audit senior manager for the annual audit of the System. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **University of Maine System (Component of the State of ME) – *Uniform Guidance Audits (05/2015 to 12/2018)***

Jason was the audit senior for the annual Uniform Guidance audit of the System. This engagement included review of the Student Financial Aid and Research and Development clusters, as well as improvements and efficiencies in internal controls.

##### **Cary Medical Center – *Financial Statement and Uniform Guidance Audits (11/2015 to present)***

Jason is the audit senior manager for the annual audit of Cary Medical Center. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **Maine Veterans' Homes – *Financial Statement and Uniform Guidance Audits (08/2015 to 05/2022)***

Jason was the audit manager for the annual audit of Maine Veterans' Homes. This engagement included financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **Maine's Housing Authorities**, including Auburn Housing Authority, Brewer Housing Authority, Brunswick Housing Authority, MDI & Ellsworth Housing Authorities, Housing Authority of the City of Old Town, Waterville Housing Authority - *Financial Statement and Uniform Guidance Audits (03/2021 to Present)*

Jason is the audit senior manager for the annual audits of the Maine Housing Authorities noted above. These engagements include financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

**Biddeford, Saco, Old Orchard Beach Transit (BSOOB) – Audit Readiness and Technical Accounting Assistance (06/2023 to 12/31/23)**

BerryDunn is engaged by BSOOB to provide accounting assistance in preparation for the June 30, 2023 financial statement audit. BerryDunn assisted BSOOB by preparing key balance sheet reconciliations, reviewing reconciliations prepared by management, and assisting in new GASB standard implementations.

**Education and Memberships**

BS, Accounting, *summa cum laude*, Thomas College

MBA, Accounting, Thomas College

American Institute of Certified Public Accountants



## Meaghan Pina, CPA

### Lead Auditor

Meaghan joined BerryDunn in 2017 and is a member of our Not-For-Profit Practice Group, where she brings over seven years of auditing experience. As manager in Meaghan provides audit and accounting services to clients in a variety of governmental and not-for-profit organizations ranging in size and complexity, including but not limited to housing authorities, colleges and universities, hospitals, and assisted and senior living organizations. Significant audit clients include Northern Light Health, Cary Medical Center, Community Care, Natural Resources Council of Maine, Maine Seacoast Mission, Maine Central Institute, Maine Technology Institute, and University of Maine.

Her understanding of compliance audits allows her to provide her clients with a valuable perspective on the latest pronouncements and how they may affect the organization's operations. Clients rely on Meaghan to provide objective and comprehensive feedback on improving internal controls and processes based on best practices she has learned while working with similar organizations.

### Relevant Experience

#### **BerryDunn (07/2017 to present)**

##### **Maine Community College System (component of the State of ME) – *Financial Statement and Uniform Guidance Audits (06/2018 to present)***

Meaghan is the audit manager for the annual audit of the System. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **University of Maine System (Component of the State of ME) – *Uniform Guidance Audits (07/2017 to 12/2018)***

Meaghan was the audit staff for the annual Uniform Guidance audit of the System. This engagement included review of the Student Financial Aid and Research and Development clusters, as well as improvements and efficiencies in internal controls.

##### **Cary Medical Center – *Financial Statement and Uniform Guidance Audits (02/2019 to present)***

Meaghan is the audit manager for the annual audit of Cary Medical Center. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

##### **Maine Technology Institute – *Financial Statement and Uniform Guidance Audits (07/2017 to present)***

Meaghan is the audit manager for the annual audit of Maine Technology Institute. This engagement includes financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

**Maine's Housing Authorities**, including Auburn Housing Authority, Brewer Housing Authority, Brunswick Housing Authority, MDI & Ellsworth Housing Authorities, Housing Authority of the City of Old Town, Waterville Housing Authority - *Financial Statement and Uniform Guidance Audits*  
*(03/2021 to present)*

Meaghan is the audit manager for the annual audits of the Maine Housing Authorities noted above. These engagements include financial and Uniform Guidance components, as well as improvements and efficiencies in internal controls.

### **Education and Memberships**

BS, Accounting, *summa cum laude*, University of Maine  
American Institute of Certified Public Accountants

## Firm Experience

### 7) Experience with Similar Projects

#### Governmental Audit Experience

At BerryDunn, we understand that public agencies operate in unique and dynamic environments and experience specific challenges and opportunities. The professionals assigned to your engagement team have experience in performing auditing and accounting consultation services for organizations that report their financial statements in accordance with the Government Accounting Standards Board (GASB) and preparing applicable reports in accordance with GAS.

Because of our commitment to specialization, we are well-versed in how to run an efficient and effective engagement. You will benefit from having a team of auditors who understands the complex accounting and regulatory issues of GASB clients, and who enjoy working in this multifaceted, ever-changing environment. Governmental organizations encounter a variety of challenging accounting and regulatory issues that require significant experience in the area, particularly with the current economic challenges. We help our clients address these issues efficiently and feel they appreciate a relationship with professionals who are up to date on current and emerging developments in their environment.

Although we have not been previously directly engaged with HCRMA, we have significant experience providing similar financial statement and compliance audit services and other consulting services to similar authorities and agencies throughout the country, including:

Client	
Financial Statement Audits in Accordance with GASB	
<ul style="list-style-type: none"><li>• Anson-Madison Sanitary District</li><li>• Auburn Housing Authority</li><li>• Brewer Housing Authority</li><li>• Brunswick Housing Authority</li><li>• Caribou Hospital District</li><li>• Cary Medical Center</li><li>• Casco Bay Island Transit District (CBITD)</li><li>• Child Development Services (State of Maine)</li><li>• Community College System of New Hampshire</li><li>• City of Manchester Employees Contributory Retirement System</li><li>• HealthSource RI</li><li>• Houlton Water Company</li><li>• Housing Authority of the City of Old Town</li><li>• Maine Community College System</li><li>• Maine Public Employee Retirement System</li></ul>	<ul style="list-style-type: none"><li>• Maine Technology Institute</li><li>• Maine Veteran's Home</li><li>• Mayo Regional Hospital</li><li>• Minnesota Health Benefits Exchange (MNSure)</li><li>• Mount Desert Island &amp; Ellsworth Housing Authority</li><li>• Portland Water District</li><li>• Pease Development Authority</li><li>• Silver State Health Insurance Exchange</li><li>• Rhode Island Student Loan Authority</li><li>• Vermont Economic Development Authority</li><li>• Vermont Health Connect</li><li>• Vermont Student Assistance Corporation</li><li>• Washington Health Benefit Exchange</li><li>• Waterville Housing Authority</li><li>• York Housing Authority</li></ul>

<b>Grants Management Services</b>	
<ul style="list-style-type: none"> <li>• Androscoggin County, Maine</li> <li>• City of Ann Arbor, Michigan</li> <li>• City of Boise, Idaho</li> <li>• City of Meridian Idaho</li> <li>• City of Stonecrest, Georgia</li> <li>• Kennebec County, Maine</li> </ul>	<ul style="list-style-type: none"> <li>• Lewis County, Washington</li> <li>• New Hampshire Secretary of State</li> <li>• Outagamie County, Wisconsin</li> <li>• State of Delaware, Governor's Office</li> <li>• State of North Carolina, Office of Budget</li> </ul>
<b>Audit Readiness and Technical Accounting Assistance including GASB Implementation Assistance</b>	
<ul style="list-style-type: none"> <li>• Biddeford-Saco-Old Orchard Beach Transit</li> <li>• City of Biddeford, Maine</li> <li>• City of Burlington, Vermont</li> <li>• City of Portland, Maine School Department</li> <li>• Town of Danvers, Massachusetts</li> </ul>	<ul style="list-style-type: none"> <li>• City of Portsmouth, New Hampshire</li> <li>• New Hampshire Liquor Commission</li> <li>• Massachusetts Bay Transportation Authority (MBTA)</li> </ul>
<b>Internal Controls, Operational Assessments, and/or Internal Audits</b>	
<ul style="list-style-type: none"> <li>• Connecticut Health and Educational Facilities Authority</li> <li>• Martha's Vineyard Airport</li> <li>• New Hampshire Bar Association</li> <li>• New Hampshire Judicial Council</li> </ul>	<ul style="list-style-type: none"> <li>• New Hampshire Liquor Commission</li> <li>• New Hampshire Public Defender Office</li> <li>• Vermont Agency of Education</li> <li>• Vermont State Colleges</li> </ul>

Our professionals remain current with the existing GASB standards as well as those that are under consideration, and we are committed to sharing insights and implementation strategies with those we serve. In addition, we use education gained through involvement with relevant industry associations to inform our accounting services as well as to educate our clients.

### Annual Financial and Single Audit Experience

Industry specialization and a commitment to client education differentiate our financial statement audit services from those of other firms. We set ourselves apart by taking a team approach to the way we manage our engagements. Through consistent principal and manager engagement and open lines of communication, financial leaders in your organization receive timely and accurate deliverables while gaining insight into the latest guidance that will affect compliance and reporting. Our service approach includes a deep understanding of industry-specific applications of audit and accounting standards.

Our auditors and consultants have considerable experience performing audits under GAS, the Single Audit Act, and Uniform Guidance (formerly A-133). Over the years, several of our Uniform Guidance audits have received quality control reviews from federal agencies. These oversight organizations have reviewed our audit processes, policies, and practices and have reported that our approach meets all federal, state, and professional requirements, remarking specifically upon the degree of professionalism our approach exhibits. This attests to our knowledge and quality in delivering audit services and to the high level of standards to which we hold ourselves accountable.

As noted in the Audit Approach section of this proposal, we integrate our approach for the financial statements and the Uniform Guidance compliance audits, utilizing the same audit team to maximize audit efficiencies. This testing is coordinated with our fieldwork to help ensure there is minimal disruption for finance and program personnel. If an issue should arise, coordination with the financial statement process gives you time to address the issue in a timely manner before it potentially impacts the next fiscal year's compliance audits.

Our testing is done in compliance with the most recent modifications to federal compliance audit requirements and provides for an approach that is both value-added and risk-sensitive.

Our client base includes component units, water and sanitary utilities, utility authorities, transportation organizations, affordable housing agencies, community action agencies, economic development organizations, healthcare organizations, behavioral health agencies, institutions of higher education, and others that receive federal and state grants and are subject to the compliance requirements of Uniform Guidance. We perform more than 150 Uniform Guidance audits a year, and therefore, have developed deep expertise in performing audits under these requirements.

In addition to performing compliance reviews, we have had numerous opportunities to provide a variety of financial consulting services to public-sector clients. Our team has more than 20 years of experience helping clients reduce risks by strengthening internal controls, increasing compliance with regulatory requirements, and enhancing system security. We can proactively identify and address complicated and sometimes rapidly evolving issues, so you have time to develop strategies to respond to the changing landscape.

### **GASB New Accounting Pronouncements Expertise**

At BerryDunn, we take a collaborative approach with our clients when it comes to implementing new accounting standards. We begin by providing insight to new accounting pronouncements in advance of their effective dates. We do this through periodic articles on our website, annual trainings, and through our pre-planning meetings with management and those charged with governance. We also reach out directly to clients we believe will be affected by upcoming standards to discuss the best way to address the required changes in your organization's accounting procedures.

In most recent years, we have issued formal "white papers" that can be used as implementation guides under GASB standards. These white papers included systematic guidance for implementation in addition to various example statements and disclosures. We have also developed a tool to track and calculate software contracts that meet the requirements of GASB Statement No. 96.

There are many new accounting pronouncements on the horizon within GASB that could have an impact on HCRMA's financial statements. As your auditor, we will have regular conversations with management and those charged with governance and be a partner in the research and implementation phase of any applicable standards.

### **References**

As evidenced by the client feedback below, we consistently surpass industry standards in areas like planning and collaboration, the quality of our deliverables, timeliness and communication, identifying and addressing critical issues, and overall client satisfaction.



BerryDunn's team is always willing to go above and beyond to help when we need it.



Our one-time project with BerryDunn has led to a valued, long-term relationship.



My team and I look forward to our work with BerryDunn—their help makes us better.

To demonstrate our relevant experience and the quality of our past work, below we provide contact information for three clients for whom we have performed similar projects. The representatives listed can speak to our industry expertise, proven methodology, and effective project communications.

#### **Pease Development Authority**

**(A Component Unit of the State of New Hampshire)**

**Financial Statement Audit in accordance with GASB and Uniform Guidance Reporting**

**\*Includes the Airport, Tradeport, and Port Authority**

##### **Client Contact Information**

##### **Suzanne Anzalone, CPA**

Finance Director

603.766.9195

[s.anzalone@peasedev.org](mailto:s.anzalone@peasedev.org)



#### **Casco Bay Island Transit District**

**Financial Statement Audit in accordance with GASB and Uniform Guidance Reporting**

**\*New client in FY23 – can speak to the transition to BerryDunn**

##### **Client Contact Information**

##### **Laurie Bowie**

Director of Finance & HR

207.774.7874

[laurieb@cascobaylines.com](mailto:laurieb@cascobaylines.com)



#### **Community College System of New Hampshire (CCSNH)**

**(A Component Unit of the State of New Hampshire)**

**Financial Statement Audit in accordance with GASB and Uniform Guidance Reporting**

##### **Client Contact Information**

##### **Ann Marie Hartshorn**

Director of Internal Audit

603.230.3595

[ahartshorn@ccsnh.edu](mailto:ahartshorn@ccsnh.edu)



## 8) Additional Relevant Information

### Using Technology as a Tool for a Successful Audit

We have adapted well to remote auditing and have found videoconferencing allows us to effectively implement a fully remote approach to our engagements, saving you both time and travel expense while maintaining access to our audit team even when we are not on-site. We regularly use both Zoom and Microsoft Teams, which are Health Insurance Portability and Accountability Act (HIPAA)-compliant, based on our clients' preferences.

Additionally, our audits are highly automated and continuously incorporate new technology to increase efficiencies and reduce errors:

- BerryDunn uses **CaseWare**, an Interactive Data Extraction and Analysis (IDEA) software, to extract and analyze information. IDEA allows us to apply auditing data analytics to enhance audit quality, increase transparency, and increase efficiency, all while working in a paperless environment.
- We will utilize an encrypted client portal called **BerryDunn KnowledgeLink** that provides an interactive communication tool and serves as a secure mechanism for you to transfer files to the engagement team. Our clients have told us that this tool dramatically reduces email traffic discussing status of outstanding items. We have used BerryDunn KnowledgeLink on several similar sized engagements to great success.

BerryDunn KnowledgeLink features a document repository to store deliverables and maintain live open request items, along with a calendar view to capture on-site visits and major project milestones. Through KnowledgeLink, BerryDunn will manage all project deliverables, documentation, and other related materials. The site incorporates automated workflows so that the status of the deliverables and outstanding items can be tracked in real time.

HCRMA's KnowledgeLink site will be set up to allow for controlled access and will include security and safeguards to help prevent unauthorized access.

- We have electronic file sharing capabilities that provide an organized approach to document requests and real-time tracking open items. We have implemented an online confirmation system, **Capital Confirmation**, which allows us to streamline third-party confirmations, and reduce the number of documents to sign as well as the redundancy of signing those same documents from year to year. Capital Confirmation provides secure electronic confirmation services that minimize fraud and bring efficiency to the audit confirmation process.
- We have adopted the use of a new software, **DataSnipper**. DataSnipper is an add-on to Microsoft Excel, and streamlines many audit tasks in an efficient manner, such as snipping certain items within workpapers for summarization, automatic text recognition on scans and other images, and document organization for audit files. DataSnipper is also used to extract information on forms and other paperwork automatically. We have adapted well to remote auditing and have found videoconferencing allows us to effectively implement a fully remote approach to our audits, saving you both time and travel expense while maintaining access to our audit team even though we are not on-site. We regularly use both Zoom and Microsoft Teams based on our clients' preferences.

### ***Commitment to Innovation***

At BerryDunn, our commitment to innovation stems from our continuous desire to improve and grow. Recognizing the need for beneficial, constant, and occasionally unorthodox changes, we instituted BerryDunn's Innovation Council. This unique team is dedicated to fueling the spirit of innovation within the firm, fostering a culture that values and rewards original ideas. Through various initiatives such as training programs, resource provisions, and motivational incentives, the Council seeks to accelerate the pace of transformative change within our organization. Reporting directly to the Board of Directors, CEO, and Leadership Team, the Innovation Council holds the vital responsibility of leading firm-wide communication about all upcoming and groundbreaking innovations.

Ultimately, our investment in innovation is aimed at enhancing the value we deliver to our clients. By fostering an environment that encourages continuous improvement, we help ensure that our services remain competitive, relevant, and beneficial in an ever-changing business landscape.

### ***Artificial Intelligence (AI) and Data Analytics***

BerryDunn is constantly exploring and embracing advanced technological tools to deliver superior auditing services. Currently, we are piloting several AI tools, including Trullion and DataSnipper, aiming to create more insightful and dynamic audits. These AI tools have the potential to significantly streamline and enrich our auditing processes, delivering more precise results with less manual data manipulation for not just our employees, but our clients too.

We continue to harness the power of data analytics through platforms such as KnowledgeLink, our client communication portal. Enhanced with features like drag-and-drop uploads and Dashboard Reporting powered by Microsoft Power BI, KnowledgeLink, in conjunction with Trullion and DataSnipper, is designed to minimize our clients' effort in document preparation for audits while facilitating the delivery of dynamic audit and financial reports. Our data analytic tools provide us with detailed audit data analytics across the entire general ledger. This analytical capability helps us identify transactions that may pose a higher audit risk, thereby enhancing audit quality, increasing transparency, and promoting efficiency in a paperless environment.

### ***Securing Our Clients' Data***

As part of our commitment to our clients who we work with on a remote basis, BerryDunn takes IT security seriously and works hard to keep your data safe. For over 10 years, we have conducted security risk assessments for state and local governments and assisted clients with updating their policies, processes, procedures, and implementing new security controls. We utilize these same practices internally, including contracting a third-party vendor to provide an independent security assessment on an annual basis.

## 9) Conflict of Interest Form

## EXHIBIT A

FORM CIQ

**CONFFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

Berry, Dunn, McNeil & Parker, LLC

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

Not Applicable\*\*

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

\*\*Pursuant to Sec. 176.006(a)(1-3), BerryDunn has no conflict of interest with any local government officer

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

Signature of vendor doing business with the governmental entity

August 20, 2024

Date

## 10) Peer Review Report

### Briscoe, Burke & Grigsby LLP CERTIFIED PUBLIC ACCOUNTANTS

#### Report on the Firm's System of Quality Control

October 11, 2021

To the Members of Berry Dunn McNeil & Parker LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Berry Dunn McNeil & Parker LLC (the firm) applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berry Dunn McNeil & Parker LLC applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Berry Dunn McNeil & Parker LLC has received a peer review rating of *pass*.

*Briscoe, Burke & Grigsby LLP*  
Certified Public Accountants

Members American Institute of Certified Public Accountants  
4120 East 51<sup>st</sup> Street Suite 100 Tulsa, Oklahoma 74135-3633 (918) 749-8337



National Peer  
Review Committee

January 28, 2022

John Chandler  
Berry Dunn McNeil & Parker LLC  
23 White Rock Drive  
Falmouth, ME 04105

Dear John Chandler:

It is my pleasure to notify you that on January 28, 2022, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2024. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Wagner".

Michael Wagner  
Chair, National PRC

+1.919.402.4502

cc: Warren Grigsby, Todd Desjardins

Firm Number: 900010005255

Review Number: 586562

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**Response to Request for Proposals  
Independent Auditing Services – 2024-06**

**Proposer**  
Juarez CPA Firm PLLC  
513 E. Jackson St., Ste 321  
Harlingen, TX 78550  
(956) 465-0465

**Submitted By:**  
Antonio Juarez, CPA, CIA, Ed.D  
Firm Principal  
[ajuarez@jcpafirm.com](mailto:ajuarez@jcpafirm.com)

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Auditing | Accounting | Advisory

513 E. Jackson St., Ste 321  
Harlingen, TX 78550  
(956) 465-0465  
ajuarez@jcpafirm.com

Antonio Juarez, CPA, Ed.D

## Cover Letter

Mr. Pilar Rodriguez  
Executive Director  
Hidalgo County Regional Mobility Authority  
203 West Newcombe Avenue  
Pharr, Texas 78577

Dear Mr. Rodriguez:

Juarez CPA PLLC (Firm) appreciates the opportunity to submit the accompanying proposal to provide professional auditing services to the Hidalgo County Regional Mobility Authority (HCRMA).

We are eager and look forward to the opportunity to demonstrate our extensive auditing experience while preserving the personalized touch and dedication that sets us apart.

### The Firm's Highlights:

- The firm's auditing experience includes single audits of various Texas school districts, City, and non-profits.
- Tony Juarez, CPA, CIA, Ed.D, the Firm's principal, worked as a financial auditor at the Texas Education Agency for eight (8) years and has 25 years of governmental accounting and auditing experience.
- Dr. Juarez is a member of the Texas Society of CPA's Texas School Districts Accounting and Auditing and the Governmental Auditing Planning Committees.
- In January 2024, the Firm earned a peer review rating of pass.
- The Firm is a proud member of the American Institute of CPA's Governmental Audit Quality program, dedicated to promoting excellence in governmental audits.

I, Antonio Juarez, CPA, EdD., am the Firm's representative. My signature binds the Firm to the terms and conditions and engagement timelines specified in this proposal, with no deviations or exceptions. This proposal is a firm and irrevocable offer. The Firm accepts financial responsibility for any expense incurred in preparing the proposal, including travel for oral presentations and interviews.

I can be reached by telephone at (956) 465-0465, email at [ajuarez@jcpafirm.com](mailto:ajuarez@jcpafirm.com), or at 513 E. Jackson St., Ste 321, Harlingen, TX 78550.

Sincerely,



Dr. Antonio Juarez, CPA, EdD  
JUAREZ CPA FIRM PLLC

### **Firm's Qualifications**

The firm started providing financial auditing services in June 2019. In January 2021 and 2024, it earned a peer review rating of pass. Refer to the attached copy of the 2024 Peer Review Report.

### **License to Practice**

Dr. Juarez is a certified public accountant licensed to practice in Texas.

The Firm is licensed to practice in Texas. Juarez CPA Firm is not under the terms of a public or private reprimand by the Texas State Board of Public Accountancy or licensing boards of other states.

### **Quality of Firm and Professional Education**

In January 2021 and 2024, the Firm earned a Passing rating in its external peer review.

Our staff completed continuing professional education (CPE) hours to meet the Yellow Book, Government Auditing Standards, and Texas State Board of Public Accountancy CPE requirements. Our staff is the most critical factor in providing our clients with a high level of service.

Our Firm offers a wide range of services, which include:

- Local Government and school district auditing and consulting services
- Nonprofit auditing and taxation
- Agreed Upon Procedures-for school districts
- Accounting
- Taxation

Our unyielding commitment to exceptional client service has resulted in the growth of our client base.

### **Independence**

Juarez CPA Firm PLLC confirms that the Firm and its staff are independent in all aspects of the HCRMA, including all direct and indirect financial interests of HCRMA employees and the Board of Trustees.

### **Scope of Services**

We will perform the annual independent audit services that will include, but not be limited to, the following.

1. Conduct our audit to obtain sufficient and appropriate audit evidence to express opinions on the audited financial statements.
2. Perform the audit in accordance with Generally Accepted Auditing Standards (GASS) and *Governmental Auditing Standards*.
3. Prepare and provide the financial audit reports as the HCRMA requires.
4. Present the audit report to the Board of Trustees by 90 days after the end of the fiscal year, but no later than March 31, 2025.
5. Submit the financial audit report to the Federal Audit Clearing House 90 days after the close of the calendar year for which the audit was conducted.
6. Meet with the Board of Directors, Executive Director, and Finance Staff as necessary throughout the engagement.

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### **Technical Component**

We will perform the HCRMA's audit according to the generally accepted government auditing standards in the United States of America. The financial audit report will encompass the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which comprise the HCRMA's financial statements for the periods to be audited.

#### **Generally Accepted Government Auditing Standards**

The Statement on Auditing Standards establishes a foundation for the credibility of an auditor's work.

The generally accepted government auditing standards include:

**Independence:** In all matters relating to the audit work, the audit organization and the individual auditor must be independent, whether government or public.

**Professional judgment:** Auditors must use professional judgment to plan, perform audits, and report results.

**Competence:** The staff assigned to perform the audit must collectively possess the professional competence to address the audit objectives and perform the work according to Government Auditing Standards.

**Quality control and assurance:** The audit firm will conduct the audits According to Government Auditing Standards. The audited entity must establish and maintain a quality control system to provide reasonable assurance that the auditors comply with professional standards and applicable legal and regulatory standards requirements. The Firm will comply with the external peer review requirements. Reviewers independent of the

audit firm will perform the review. Every three years, the Firm will have an external peer review.

In January 2024, the Firm earned a Passing rating in its external peer review. Our staff completed continuing professional education (CPE) hours to meet the Yellow Book, Government Auditing Standards, and the Texas State Board of Public Accountancy CPE requirements. Our staff is the most critical factor necessary to provide our clients with a high level of service.

#### **Generally Accepted Auditing Standards**

Generally accepted auditing standards provide the framework for performing the audit engagement. This framework includes the purpose of the audit, the auditor's responsibilities, and the auditor's actions in reporting.

#### **Audit Approach**

Our approach is precision in every phase of your audit. We are committed to establishing a long-term audit engagement partnership.

The Firm will coordinate the HCRMA's audit using a TEAM approach. Our mission is to meet the HCRMA's needs and exceed the HCRMA's expectations.

#### **Audit Framework**

Our audit framework includes Methodology, Nature, Timing, and Audit Procedures. The methodology, timing, and audit procedures sections explain the nature of our audit.

#### **Methodology**

We will audit the HCRMA's financial statements to ensure that they are reliable, internal control is effective, and local, state, and federal programs comply with applicable laws and regulations.

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The Firm will perform the audit according to *Government Auditing Standards* issued by the Comptroller General of the United States of the US Government Accountability Office.

The Firm will audit federal programs following the Single Audit Act and Title 2 US *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

Additionally, we will perform audit procedures required by the Texas Department of Transportation and the state of Texas grant audit requirements.

**Nature**

Our responsibility is to express an opinion on the HCRMA's financial statements based on our audit. We will perform the audit on the HCRMA's premises and remotely when necessary, according to the HCRMA's schedule. We are committed to completing and delivering the audit within the HCRMA's timelines. We will keep the HCRMA informed at every engagement stage. After completing the audit, the Firm will remain available to the HCRMA for follow-up procedures and assist the HCRMA in implementing corrective or value-added procedures if necessary.

**Audit Timing**

Our audit will commence as soon as the Board appoints the Firm. We will present the preliminary draft of the Annual Financial Report to the HCRMA's administration for their review. We will present the final Annual Financial Report to the Board of Directors no later than the March 31, 2025 board meeting. We will assist the HCRMA with submitting the financial audit report to the Texas Education Agency and the Federal Audit Clearing House.

**Audit Procedures**

Our audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The audit procedures selected depend on our judgment. We will use our experience to assess the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we will consider internal control relevant to the HCRMA's preparation and fair presentation of the financial statements to design appropriate audit procedures. However, we will not express an opinion on the entity's internal control effectiveness. Our audit will include evaluating the appropriateness of the accounting policies used, the reasonableness of significant accounting estimates made by management, and the overall presentation of the financial statements.

The firm's key audit phases are preliminary audit planning, audit fieldwork, final review, and audit conclusion.

**Preliminary Audit Planning**

In this phase, we will establish an overall audit strategy that sets the scope, timing, and direction of the audit and guides the development of an audit plan.

During this phase, the Firm will:

- Establish the terms of the engagement by issuing an engagement letter.
- Review the HCRMA's prior year financial audit reports.
- Review the status of the previous year's findings and recommendations
- Review and document our understanding of the HCRMA's accounting processes
- Obtain an understanding of the HCRMA's internal controls related to significant transactions and operating processes

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- Evaluate the HCRMA's use of finance technology, software, and internal controls.
- Conduct a risk assessment to identify and assess the risks of material misstatement at the financial statement level
- Determine materiality
- Discuss our audit plan with the HCRMA's financial officer and determine if management identified other audit risks and concerns.
- Finalize our audit plan

### **Audit Strategy and Fieldwork**

During this phase, we will perform on-site audit fieldwork to:

- Obtain account balance confirmations from funding sources, creditors, and institutions
- Perform preliminary analytical procedures
- Perform substantive tests of account balances and tests of controls and compliance
- Identify the single audit major programs
- Determine the materiality of the federal programs
- Document, monitor, and review our fieldwork
- Draft required memorandums and reports
- Discuss with management, if any, audit findings and audit adjusting entries

### **Final Review and Audit Conclusion**

This phase will commence as the fieldwork concludes. These are some of the tasks we will complete in this phase:

- Complete the final analytical review and document results
- Evaluate contingencies and subsequent events and obtain legal representations
- Review audit work papers

- Provide management with a draft report for review
- Communicate any significant deficiencies, material weaknesses, or other comments
- Present the final report to management
- Present the audit report to the HCRMA's Board of Directors (Board).

### **Multi-Year Contract Audit Approach**

Our goal is to develop and maintain a long-term relationship with the HCRMA. We will provide continuity by maintaining consistency with staff assigned to the audit engagement. We will assign staff to the engagement with the skills and competencies needed to complete the audit. As you can see from the resumes in this proposal, the Firm's audit team has significant and proven experience in public school finance administration and auditing. This experience and the staff's involvement in professional organizations to keep abreast of new developments will benefit the HCRMA through a multi-year contract.

### **Independence**

Juarez CPA Firm PLLC confirms that the Firm and its employees are independent in all aspects of the HCRMA, including all direct and indirect financial interests, employees of the HCRMA, and all of the HCRMA's Board.

### **Management Component**

Dr. Antonio Juarez will manage and supervise the HCRMA's audit from start to completion.

Dr. Juarez was the audit manager for Pattillo, Brown, & Hill LLP and Cascos & Associates PC. He managed ten public school HCRMAs, two colleges, and various governmental financial audits.

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As the audit manager, Dr. Juarez completed the financial examinations listed on page 10 within the client's and state and federal agencies' audit report timelines.

**Peer Review Membership**

AICPA Peer Review Program and TXCPA  
Peer Review Program  
Administered by the Texas Society of CPAs  
14651 Dallas Parkway Suite 700  
Dallas, TX 75254-7408

**External Firm Conducting Review of the System of Quality Control**

Erickson Krentel LLP  
Certified Public Accountants  
4227 Canal Street  
New Orleans, LA 70119

**Firm's Peer Review Rating**

In January 2024, the Firm received its peer review for its System of Quality Control for the Firm's accounting and auditing practice.

The Firm earned the peer review rating of pass with no findings or deficiencies.

Our Firm is subject to a peer review every three (3) years. We attached a copy of the report.

**Geographical Location**

Juarez CPA Firm is a local certified public accounting firm in Harlingen, TX. Our proximity will enable us to meet in person at the request of the HCRMA's Administration and the Board and address questions or concerns promptly.

**Organizational Memberships**

We are proud members of these organizations.

---

- American Institute of Certified Public Accountants (AICPA)
- Governmental Audit Quality Center of the AICPA
- Institute of Internal Auditors
- Texas Society of CPAs

**Response to Public or Private Reprimands**

The Firm is not under the terms of a public or private reprimand by the Texas State Board of Public Accountancy or licensing boards of other states and is licensed to practice in Texas.

**Response to Nonperformance Terminations**

The Firm has not had any Texas contracts terminated in the last ten years.

**Response to Litigation**

The Firm is not a party, in any capacity, to any current, actual, or pending litigation, securities regulatory, or Internal Revenue Service proceedings.

**Response to Sale or Expansion**

The Firm is not currently for sale or involved in any transaction to expand or to become acquired by another business entity.

**Outside Specialists and Consultants**

We do not anticipate needing assistance from external specialists and consultants during the audit engagement.

**Staff Rotation Plans for Multi-Year Contract**

We do not anticipate rotating staff because we recognize the importance of maintaining continuity.

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**Level of Assistance from HCRMA**

The Firm does not expect significant aid from the HCRMA's personnel. However, we will need assistance from the HCRMA staff to gather and promptly provide the information and documents listed in our request for information.

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**Firm's Audit Experience**

**Relevant Finance Administrator Experience**

The Firm adds value to your audit due to Dr. Juarez's experience as a Texas finance administrator. This experience enhances the Firm's understanding of your day-to-day finance operations and audit.

Dr. Juarez's public school work experience includes:

<u>Organization</u>	<u>Years</u>	<u>Position</u>
Texas Education Agency	1987-1994	School finance auditor
Elgin ISD	1994-1995	Business Manager
Region 19 ESC	1995-1997	Director Finance and Business Operations
Region 4 ESC	1997-2000	Chief Financial Officer
San Antonio ISD	2000-2008	Deputy Superintendent for Business Operations

**Direct Audit Engagements Supervision**

Dr. Juarez directly supervised and conducted these public school district auditing engagements during his tenure with Patillo, Brown, & Hill LLP.

Region One Education Service Center  
Three Years

South Texas ISD  
ADA 4,083.13  
Three Years

Progreso ISD  
ADA 1,627  
Three Years

Rio Hondo ISD  
ADA 1,735  
Three Years

Los Fresnos CISD  
ADA 9,272.95  
Three Years

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**Juarez CPA Firm's Audit Engagements References**

<b>Government or Nonprofit Entity</b>	<b>Contact Person</b>
Edcouch-Elsa ISD Single Audit Engagement	Amanda Najar Executive Director of Finance and Operations 956-262-6000
Progreso ISD (Agreed Upon Procedures)	Juan Hernandez Finance Director (956) 565-3002
City of Port Isabel Port Isabel, TX	Jared Hockema City Manager (956) 943-2682
	Linda Chullino Finance Director (956) 943-2682
Economic Development Corporation of City of Port Isabel, TX	Jared Hockema City Manager (956) 943-2682
	Linda Chullino Finance Director (956) 943-2682
Valley AIDS Council Harlingen, TX Single Audit Engagement	Kin Mendoza Chief Financial Officer (956) 688-1149
Bishop Enrique San Pedro Ozanam Center, Inc. Brownsville, TX	Victor Maldonado Executive Director (956) 831-6331
Donna Housing Authority Single Audit Engagement	Janie Villa Executive Director (956) 464-4473

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**Proposed Audit Team**

Our proposed service team knows school district, governmental, and nonprofit auditing. The team has extensive experience auditing various entities similar to the HCRMA. The team is well-versed in the intricacies of *Generally Accepted Government Auditing Standards* and *Title 2 US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, and Texas audit requirements.

Dr. Antonio Juarez and the following team of experienced professionals will perform the HCRMA's audit.

Antonio Juarez, CPA, EdD—Engagement Partner  
Beatrice Lopez, MBA — Quality Assurance and Review  
Neela Lopez, BBA --- Financial Auditor  
Jose Jimenez, BBA – Financial Auditor  
Cynthia Lucio, BBA – Financial Auditor

To maintain the highest quality of technical understanding, each of the Firm's staff members attends and completes the CPE hours required by the Yellow Book and the Texas Board of Public Accountancy. Their annual training includes CPE related to governmental auditing and accounting. Proof of continued professional (CPE) hours completed by our staff is available upon request.

The following pages provide the HCRMA with a summary of the proposed service team members' resumes. We do not anticipate the need for an outside specialist. Furthermore, each proposed professional has significant governmental and nonprofit auditing experience.

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**Antonio Juarez, CPA, EdD**

Dr. Juarez will serve as the principal of this engagement. He will supervise and direct our services to the HCRMA, serve as the primary client contact for the engagement, and ensure its overall quality. He earned a Doctorate in Education at the University of Texas at Austin. He is a Certified Internal Auditor and Public Accountant with over 25 years of governmental and auditing experience. As a Texas Education Agency financial auditor, he audited Texas public schools. Dr. Juarez has conducted numerous training seminars for his former employers and local government organizations. Dr. Juarez has a Texas School Superintendency Certificate. Dr. Juarez served as an Audit Manager for Pattillo, Brown, & Hill LLP and Cascos & Associates, PC. He has completed the required Texas State Board of Public Accountancy, Yellow Book, and Governmental continuing professional education.

**Beatrice Lopez, MBA, Reviewer**

Ms. Lopez has over twenty-five (25) years of business management experience and serves as a Board member in various nonprofit organizations. She received the Accounting Excellence Award from the Texas Society of Certified Public Accountants and oversees the Firm's Quality Assurance and Review component. She earned her Bachelor's and Master's degrees in Business from the University of Texas at Brownsville. She has completed the required Yellow Book and Governmental continuing professional education.

**Neela Lopez, BBA, Financial Auditor**

Ms. Lopez graduated from the University of Texas-Rio Grande Valley with a Bachelor of Business Administration in Financial Data Analysis. She performs diversified auditing assignments under the direction of Dr. Juarez. She performs single audit testing and procedures by the Yellow Book and Uniform Guidance. Ms. Lopez is working towards earning a Master's Degree in Accounting through the Texas A&M of Corpus Christi online program. She has completed the required Yellow Book and Governmental continuing professional education.

**Jose Jimenez, BBA, Financial Auditor**

He graduated from the University of Texas-Rio Grande Valley with a Bachelor of Business Administration. Jose worked as a financial accountant for the City of San Antonio, TX, and assisted with the annual financial audit. He also worked as an auditor with Patillo Brown & Hill and Cascos & Associates. His audit experience includes supervising school district, nonprofit, and city annual financial audits. Jose performs single audit testing and procedures using the Yellow Book and Uniform Guidance. He has completed the required Yellow Book and Governmental continuing professional education.

**Cynthia Lucio, BBA, Financial Auditor**

Ms. Lucio has 24 years of experience in governmental accounting and auditing. She performs single auditing procedures according to the Governmental Auditing Standards and the Uniform Guidance. She has completed the required Yellow Book and Governmental continuing professional education.

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**Continuing Professional Education**

We recognize the importance of providing our professional staff with the required continuing professional education each year. Our staff receive and earn continuing education annually to meet the Yellow Book and Uniform Guidance requirements.

The courses listed below enhance our auditor's professional proficiency in performing audits and attestation engagements. These courses directly relate to government auditing, the government environment, and the Single Audits.

These are courses completed by our staff to meet and comply with the continuing professional education requirements:

- Governmental Audit Quality Control Center Annual Webinar
- Single Audit/Generally Accepted Government Auditing Standards and OMB's 2 CFR Part 200 Uniform Administrative Requirements
- Yellow Book Update—Governmental Auditing Standards
- Texas Internal Auditing Act
- Texas Society of CPA's 2024 Texas School District Accounting and Auditing Conference
- Texas Society of CPA's Government Accounting and Auditing Conference

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<b>Audit Engagement Plan</b>	<b>Proposed</b>	<b>Hours</b>			<b>Total</b>
		<b>Principal</b>	<b>Reviewer</b>	<b>Staff</b>	
<b>Preliminary Financial Audit Procedures</b>	<b>Date 2024</b>				
Audit Engagement Letter and client acceptance	ASAP				Hours
Meet with Executive Director and finance administrator to discuss the Engagement Scope and respond to Client's questions.	October - November				
Assigned staff members Beatrice Lopez, Neela Lopez, and Jose Jimenez to Audit Engagement	Completed	5	5	5	15
Firm internal meetings to plan and discuss audit engagement	On Going				
Start the audit general planning					
<b>Risk Assessment and Planning and Fieldwork</b>	<b>Date 2024-25</b>				
Obtaining an understanding of internal control					
Fraud risk inquiries					
Risk assessments for cash, investments, capital assets, debt, fund balance, revenue, expenses, and grant programs					
Develop audit plans, programs, and checklists based on risk assessment.					
General planning, major program determination, materiality, prior year financial statement review.	December-January	4	10	210	214
Perform analytical procedures					
Perform substantive procedures					
Perform audit procedures to compliance with Texas Public Funds Investment Act					
Perform test of: internal controls, cash disbursements, payroll, cash, investments, fixed assets, inventories, liabilities, equity, revenues, expenses, and IT					
<b>Single Audit and Public Funds Investment Act</b>	<b>Date 2025</b>				
Obtain from Client a schedule of expenditures of federal awards					
Evaluate whether Client addressed, if any, prior year findings and recommendations					
Complete the single audit and major program determination worksheet					
Prepare audit programs and audit strategy					
Identify relevant and document assessment of fraud risk factors	January	20	5	210	235
Perform tests of compliance with major program requirements					
Prepare conclusion on whether the summary schedule is reasonable and meets the requirements of the Uniform Guidance					
Determine if governing body adopted a written investment policy and reviewed the investment policy and strategies not less than annually.					
<b>Report and Conclusion</b>	<b>Date 2025</b>				
Conduct additional tests if needed, review audit procedures and results.					
Discuss audit results with management					
Prepare annual financial report.	February-March	20	30	24	74
Meet with management to discuss report.					
Issue audited financial statements and compliance reports to the Board and management.					
<b>Total Hours</b>		49	50	449	538

## EXHIBIT A

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**
**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

JUAREZ CPA FIRM PLLC. Submitting with RFP response..

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)**3 Name of local government officer about whom the information is being disclosed.**

NOT APPLICABLE

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

NOT APPLICABLE

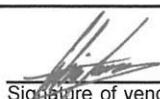
A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

 Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

 Yes       No
**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

NOT APPLICABLE

**6**  **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).****7**
  
 Signature of vendor doing business with the governmental entity

8/21/2024

Date

## Report on the Firm's System of Quality Control

January 17, 2024

To the Shareholder of Juarez CPA Firm, PLLC  
and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Juarez CPA Firm, PLLC (the firm) in effect for the year ended July 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Juarez CPA Firm, PLLC in effect for the year ended July 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Juarez CPA Firm, PLLC has received a peer review rating of *pass*.

**Ericksen Krentel, LLP**

Certified Public Accountants

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**Exhibit B—Estimated Fee for Performing External Audit Services**

We provide our fee in a separate sealed envelope. Our fee includes the required proposal services, Single Audit auditing services, lease and subscription-based IT arrangements (SBITA) procedures, annual financial report preparation, and submission to the Federal Audit Clearing House. The estimated fee includes report reproduction, word processing, postage, travel, copies, telephone, etc.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement.

The proposed fee may increase if the Firm must render additional services to supplement the services requested in this proposal or perform additional services throughout the year as requested by the HCRMA.

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Auditing | Accounting | Advisory

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Item 3B

## HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

### AGENDA RECOMMENDATION FORM

BOARD OF DIRECTORS	<u>X</u>	AGENDA ITEM	<u>3B</u>
PLANNING COMMITTEE	_____	DATE SUBMITTED	<u>09/17/24</u>
FINANCE COMMITTEE	_____	MEETING DATE	<u>09/23/24</u>
TECHNICAL COMMITTEE	_____		

1. Agenda Item: RESOLUTION 2024-39 - CONSIDERATION AND APPROVAL OF INTERLOCAL AGREEMENT BETWEEN THE TEXAS DEPARTMENT OF TRANSPORTATION AND THE HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY FOR THE OVERWEIGHT AND OVERSIZED VEHICLE CORRIDOR
2. Nature of Request: (Brief Overview) Attachments: X Yes    No  
Approving Resolution 2024-39 -- Consideration and Approval of Interlocal Agreement between the Texas Department of Transportation and the Hidalgo County Regional Mobility Authority for the Overweight and Oversized Vehicle Corridor.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted:    Yes    No X N/A
5. Staff Recommendation: Motion to approve Resolution 2024-39 -- Consideration and Approval of Interlocal Agreement between the Texas Department of Transportation and the Hidalgo County Regional Mobility Authority for the Overweight and Oversized Vehicle Corridor, as presented.
6. Program Manager's Recommendation:    Approved    Disapproved X None
7. Planning Committee's Recommendation:    Approved    Disapproved X None
8. Board Attorney's Recommendation: X Approved    Disapproved    None
9. Chief Auditor's Recommendation:    Approved    Disapproved X None
10. Chief Financial Officer's Recommendation:    Approved    Disapproved X None
11. Chief Development Engineer's Recommendation:    Approved    Disapproved X None
12. Chief Construction Engineer's Recommendation:    Approved    Disapproved X None
13. Executive Director's Recommendation: X Approved    Disapproved    None

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY  
BOARD RESOLUTION No. 2024-39

APPROVAL OF INTERLOCAL AGREEMENT BETWEEN THE TEXAS  
DEPARTMENT OF TRANSPORTATION AND THE HIDALGO COUNTY  
REGIONAL MOBILITY

THIS RESOLUTION is adopted this 23rd day of September, 2024, by the Board of Directors of the Hidalgo County Regional Mobility Authority.

WHEREAS, the Hidalgo County Regional Mobility Authority (the “Authority”), acting through its Board of Directors (the “Board”), is a regional mobility authority created pursuant to Chapter 370, Texas Transportation Code, as amended (the “Act”);

WHEREAS, on November 17, 2005, the Texas Transportation Commission (the “Commission”) created the Authority pursuant to (i) the Act; (ii) Title 43, Texas Administrative Code; (iii) a petition of the Hidalgo County Commissioners Court (the “County”); and (iv) findings by the Commission that the creation of the Authority would result in certain direct benefits to the State of Texas (the “State”), local governments, and the traveling public and would improve the State’s transportation system;

WHEREAS, during its 83<sup>rd</sup> Regular Session, the Texas Legislature passed House Bill 474 amending Texas Transportation Code 626 by adding Subchapter Q providing that The Texas Department of Transportation (“TxDOT”) may authorize the Authority to issue permits for the movement of oversize or overweight vehicles carrying cargo on certain roads in Hidalgo County;

WHEREAS, the Department has adopted rules prescribing procedures for issuing permits for the movement of oversize and overweight vehicles in Chapter 28 of Title 43 of the Texas Administration Code and has published rules authorizing the Authority to issue such permits and prescribing procedures for the same;

WHEREAS, oversize and overweight vehicles have a unique commercial purpose but also cause considerable wear and tear on roadways requiring additional maintenance, repair and reconstruction;

WHEREAS, the issuance of permits for such oversize and overweight vehicles for travel on restricted corridors creates a revenue stream to offset the increased maintenance expenses for such roadways; and

WHEREAS, on December 18, 2013, the Board approved Resolution 2013-72 – Approval of an Interlocal Agreement with the Texas Department of Transportation for overweight permitting;

WHEREAS, the Interlocal Agreement between the Texas Department of Transportation and the Authority terminates on April 1, 2018;

WHEREAS, on May 28, 2015, the Board approved Resolution 2015-29 – Approval of an Interlocal Agreement (Amendment 1) with the Texas Department of Transportation to designate additional routes to the Hidalgo County overweight and oversized vehicle corridor;

WHEREAS, on July 26, 2016, the Board approved Resolution 2016-91 – Approval of an Interlocal Agreement (Amendment 2) with the Texas Department of Transportation to amend the oversized and overweight corridor;

WHEREAS, on February 28, 2017, the Board approved Resolution 2017-08 – Approval of an Interlocal Agreement (Amendment 4) with the Texas Department of Transportation to designate additional routes to the Hidalgo County overweight and oversized vehicle corridor;

Whereas, Amendment 4 to the Interlocal Agreement revised the termination date to April 1, 2019.

WHEREAS, on August 29, 2017, the Board approved Resolution 2017-65 – Approval of an Interlocal Agreement (Amendment 3) with the Texas Department of Transportation and the Hidalgo County Regional Mobility to include a fee increase to \$200 per permit;

WHEREAS, on September 26, 2017, the Board approved Resolution 2017-77 – Approval of an Interlocal Agreement (pending TxDOT approval) with the Texas Department of Transportation to designate additional routes to the Hidalgo County overweight and oversized vehicle corridor;

WHEREAS, on November 27, 2018, the board approved Resolution 2018-67 – Approval of Amended and Restated Interlocal Agreement with the Texas Department of Transportation combining all of the amendments into a new agreement with a termination date of April 1, 2022;

WHEREAS, on January 25, 2022, the board approved Resolution 2022- 05 - Approval to amend the oversized and overweight corridor (pending TxDOT approval) designating an additional route to the Hidalgo County overweight and oversized vehicle corridor;

WHEREAS, on March 22, 2022, the board approved Resolution 2022-18 – Approval of Interlocal Agreement with the Texas Department of Transportation with a termination date to April 1, 2025;

WHEREAS, on August 22, 2024, the Texas Transportation Commission passed Minute order 116755, amending section §28.102, Authority's Powers and Duties, to be codified under Title 43, Texas Administrative Code, Part 1;

WHEREAS, the amendment adds an off-system route defined as W. Doffing Road from the intersection with Doffin Canal Road/S. Veterans Blvd. (Spur 29) to 0.8 miles east of that intersection (Doffin); and authorizes the AUTHORITY to issue overweight permits on this route until September 30, 2025.

WHEREAS, the Board finds it to be in the best interest of the Authority to enter into an Interlocal Agreement with the Texas Department of Transportation to add the additional off-system route and revise the Interlocal Agreement termination date to April 1, 2028;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Hidalgo County Regional Mobility Authority that:

- Section 1. The recital clauses are incorporated in the text of this Resolution as if fully restated.
- Section 2. The Board hereby approves the Interlocal Agreement between the Texas Department of Transportation and the Authority, attached hereto as Exhibit A.
- Section 3. Subject to Legal Counsels final approval, the Board hereby authorizes the Executive Director to execute the Interlocal Agreement between the Texas Department of Transportation and the Authority.

\*\*\*\*\*

PASSED AND APPROVED AS TO BE EFFECTIVE IMMEDIATELY BY  
THE BOARD OF DIRECTORS OF THE HIDALGO COUNTY REGIONAL  
MOBILITY AUTHORITY AT A SPECIAL MEETING on the 23<sup>rd</sup> day of September,  
2024, at which meeting a quorum was present.

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S. David Deanda, Jr., Chairman

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Juan Carlos Del Ángel, Secretary/Treasurer

EXHIBIT A

INTERLOCAL AGREEMENT BETWEEN THE TEXAS DEPARTMENT OF  
TRANSPORTATION AND THE HIDALGO COUNTY REGIONAL MOBILITY  
AUTHORITY FOR THE OVERWEIGHT AND OVERSIZED VEHICLE CORRIDOR

THE STATE OF TEXAS §  
THE COUNTY OF TRAVIS §

### INTERLOCAL AGREEMENT

**THIS CONTRACT** is entered into by the Contracting Parties under Government Code, Chapter 791.

**I. CONTRACTING PARTIES:**

The Texas Department of Transportation Hidalgo County Regional Mobility Authority	TxDOT Local Government
--	---------------------------

**II. PURPOSE:** This is an Agreement between TxDOT and the Local Government, to allow the Local Government to issue permits for the movement of oversize or overweight vehicles carrying cargo on designated routes.

**III. STATEMENT OF SERVICES TO BE PERFORMED:** The Local Government will undertake and carry out services described in **Attachment A**, Scope of Services.

**IV. CONTRACT PAYMENT:** The total amount of this contract is unknown as the payment is based on the number of permits issued and payment shall conform to the provisions of Attachment B, Budget.

**V. TERM OF CONTRACT:** This contract begins when fully executed by both parties and terminates on April 1, 2028 or when otherwise terminated as provided in this Agreement.

**VI. LEGAL AUTHORITY:**

**THE PARTIES** certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties

The governing body, by resolution or ordinance, dated \_\_\_\_\_, has authorized the Local Government to provide the scope of services.

This contract incorporates the provisions of **Attachment A**, Scope of Services, **Attachment B**, Budget, **Attachment C**, General Terms and Conditions, **Attachment D**, Resolution or Ordinance, and **Attachment E**, Location Map Showing Project.

**Hidalgo County Regional Mobility Authority**

By \_\_\_\_\_ Date \_\_\_\_\_  
AUTHORIZED SIGNATURE

Pilar Rodriguez, P.E.

TYPED OR PRINTED NAME AND TITLE

Title Executive Director

**FOR THE STATE OF TEXAS**

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By \_\_\_\_\_ Date \_\_\_\_\_  
Kenneth Stewart  
Director of Contract Services

**ATTACHMENT A**  
**Scope of Services**

**The Local Government shall:**

- A. Issue permits for the transport of oversize and overweight loads in compliance with all Federal and State laws and in accordance with Transportation Code, Chapter 623, Subchapter S, and 43 TAC §28.100 – §28.107 on designated routes:
  - (1) U.S. 281/Cage Boulevard between its intersection with Anaya Road and the Pharr-Reynosa International Bridge;
  - (2) U.S. 281/Military Highway from its intersection with State Highway 336 to its intersection with Farm-to-Market Road 1015;
  - (3) State Highway 336 between its intersection with U.S. Highway 281 and its intersection with Farm-to-Market Road 1016;
  - (4) Farm-to-Market Road 1016 between its intersection with State Highway 336 and its intersection with Trinity Road;
  - (5) Farm-to-Market Road 396 between its intersection with Trinity Road and its intersection with the Anzalduas International Bridge;
  - (6) Farm-to-Market Road 2061 between its intersection with Farm-to-Market Road 3072 and its intersection with U.S. Highway 281;
  - (7) Spur 29 between its intersection with U.S. Highway 281 and its intersection with Doffin Canal Road;
  - (8) Farm-to-Market Road 2557 from its intersection with U.S. Highway 281 to its intersection with Interstate Highway 2;
  - (9) Farm-to-Market Road 3072 from Veteran Boulevard ("I" Road) to Cesar Chavez Road;
  - (10) Farm-to-Market Road 1015 from the Progreso International Bridge to Mile 9 Road North;
  - (11) U.S. Highway 83 Business between its intersection with Farm-to-Market Road 1015 and its intersection with South Bridge Avenue.
  - (12) the segment of W. Doffing Road from the intersection with Doffin Canal Road/S. Veterans Blvd (Spur 29) to 0.8 miles east of that intersection, which segment is not on the state highway system.
- B. The Local Government shall utilize an automated permitting system for the issuance of oversize or overweight permits, collection of fees, and generation of reports. The Local Government shall be responsible for ensuring that all applicable and required information necessary for the issuance of a permit is properly entered into the permitting system.
- C. A permit shall be issued for each one-way trip. The Local Government shall ensure that truck axle configurations, and each axle group load are accurately entered on each permit. The Local Government shall require permits to show an address, port, or port of entry where a permitted haul begins, and where it either terminates or leaves the corridor.
- D. The Local Government may retain administrative costs up to 15% (fifteen percent) of the fees and shall disburse fees to TxDOT as prescribed in Attachment B, Budget.
- E. The Local Government shall post a surety bond in the amount of \$50,000 to cover the estimated annual maintenance costs of roads identified in Attachment A, Scope of Services, Paragraph A above. The Local Government shall renew and maintain the surety bond for the full time this

agreement is in effect. The face value of the surety bond shall be maintained at the most currently effective amount, unless by August 1 TxDOT notifies the Local Government that the bond amount will change for the coming fiscal year. Upon such notification, the Local Government shall obtain a surety bond in the updated amount to begin on September 1.

- F. The surety bond must be issued by a company authorized to do business in the State of Texas and shall be approved by the State. The Local Government shall provide a copy of the surety bond to be kept on file with TxDOT.
- G. The Local Government shall be responsible for the actual cost of the maintenance on these specific roadways that is attributed to the operation of vehicles issued permits by the Local Government in accordance with this agreement. TxDOT will draw on the bond only if revenue collected from permits issued under this agreement is insufficient to pay for roadway maintenance costs attributed to traffic permitted under the agreement, and the Local Government fails to reimburse the Department for the shortfall. The establishment of the estimated maintenance costs and the surety bond amount does not limit TxDOT's authority to provide maintenance services that exceed the surety bond amount.
- H. Before the Local Government may issue a permit and collect a fee for the movement of a vehicle or vehicle combination on a roadway designated in Attachment A, Scope of Service, Paragraph A, the Local Government must demonstrate to the satisfaction of the TxDOT that the roadway has sufficient structure to safely sustain the overweight loads. The Local Government may not issue a permit for the movement of a vehicle or vehicle combination after September 30, 2025, on a roadway designated in subsection A(12) of this section.
- I. The Local Government is responsible for the maintenance and repair cost of each roadway designated in Attachment A, Scope of Service, Paragraph A that is not on the state highway system to the level of service determined by the City of Pharr or the local government that is responsible for that roadway. The Local Government must maintain and provide to TxDOT if requested the records detailing the use of the permit fees allocated to the Local Government for the maintenance of the roads that are not on the state highway system. **The parties acknowledge that the roadway designated in subsection A(12) of this section will be maintained by the City of Pharr pursuant to an interlocal agreement between the City of Pharr and the Local Government attached hereto as Exhibit A.**
- J. The Local Government shall provide TxDOT with monthly reports by the 15<sup>th</sup> of the following month of all permits issued and funds collected in the issuance of oversize or overweight permits in a format to be approved by TxDOT. The Local Government shall maintain and make available electronic copies of all permits issued and fees transacted through the automated permitting system.

## **TxDOT Responsibilities**

- A. TxDOT will periodically maintain and repair the designated routes **on the state highway system** identified in Attachment A, Scope of Service, Paragraph A, similar to the performance and pavement conditions of other system roadways in accordance with established TxDOT regulations, specifications and engineering standards and practices.
- B. Proceeds from permits sold, less administrative costs, will be used to pay for maintenance on the designated routes. Maintenance costs will include routine and preventive maintenance, restoration, or reconstruction of pavement or bridge assets as a result of overweight and oversize vehicles issued permits by the Local Government in accordance with the terms of this agreement.

- C. The responsibility for determining the extent, frequency, and schedule of maintenance, repair and reconstruction operations, related inspections, and traffic routing during such operations shall rest with the TxDOT District Engineer in Pharr, Texas or his duly authorized representative.
- D. Expenses for repair due to damage caused by deterioration, normal wear and tear and damages by vehicles not eligible for permits under this Agreement and that use the designated routes **on the state highway system** shall be the responsibility of TxDOT as determined by the TxDOT District Engineer in Pharr, Texas.

**ATTACHMENT B****Budget****Permit Fee Collections and Distribution**

- A. The Local Government shall collect a fee for permits issued under this agreement. The maximum fee may not exceed \$200 per trip. On September 1 of each year, the Local Government may adjust the maximum fee amount reflective of the 12-month percentage change occurring since September 1 of the preceding year as documented in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, published monthly by the United States Bureau of Labor Statistics or its successor in function. The Local Government shall notify TxDOT of any increase in the maximum permit fee and its basis of calculation prior to its implementation.
- B. The Local Government may retain administrative costs not to exceed 15% (fifteen percent) of permit fees.
- C. The remaining portion of the permit fees not authorized to be maintained by the Local Government under paragraph B of this Attachment will be split between TxDOT and the Local Government based on the provisions of this paragraph. The total length of the designated routes in Attachment A is 57.8-miles, of which 57-miles is managed and will be maintained by TxDOT, and 0.8-miles is managed and will be maintained by City of Pharr. The collected permit fee less administrative costs should be shared based on pro-rated miles between TxDOT and the Local Government. Based on the ratio of miles TxDOT will be paid 98.62% of the remaining permit fees and the Local Government 1.38% of the remaining permit fee. The TxDOT portion of the permit fees shall be electronically deposited by the Local Government into the State Highway Fund. The Local Government is solely responsible for transferring the 1.38 % of the fees to the City of Pharr.
- D. Upon execution of the agreement and the commencement of permit issuance under this agreement, the Local Government will deposit collected permit fees, less allowable administrative costs, to the State Highway Fund on a weekly basis.

**ATTACHMENT C**  
**General Terms and Conditions**

**Article 1. Additional Work**

All work performed by the Local Government under this Agreement shall be funded by the permit fees collected under this Agreement or other revenue sources available to the Local Government. No additional State funds shall be authorized to facilitate the issuance of the oversize or overweight permits.

**Article 2. Amendments**

This contract may only be amended by written agreement executed by both parties before the contract is terminated.

**Article 3. Nonconforming Work**

If the Local Government submits work that does not comply with the terms of this contract, TxDOT shall instruct the Local Government to make any revisions that are necessary to bring the work into compliance with the contract. No additional compensation shall be paid for this work.

**Article 4. Termination**

- A. This contract terminates at the end of the contract term, by mutual written agreement, or 30 days after either party gives notice to the other party, whichever occurs first. The Local Government shall neither incur nor be reimbursed for any new obligations after the date of termination.
- B. In the event that for any reason, the Local Government defaults under the terms of this agreement, TxDOT will notify the Local Government in writing of the defaults. If the Local Government does not correct the defaults within thirty (30) days, TxDOT will terminate the agreement and revoke the Local Government's authority to issue permits.
- C. Upon termination of the Agreement, the Local Government shall discontinue the issuance of permits and transfer all funds owed to the State to the State Highway Fund. The Local Government will be responsible for any needed maintenance to the roadways listed in Attachment A and attributed to the operation of vehicles permitted under this Agreement that is not covered by the permit fees transferred to TxDOT at the time of termination. The agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

**Article 5. Funding**

Fees collected by the Local Government shall be credited to the appropriate account as directed by TxDOT.

**Article 6. Gratuities**

Any person who is doing business with or who reasonably speaking may do business with TxDOT under this contract may not make any offer of benefits, gifts, or favors to employees of TxDOT.

**Article 7. Conflict of Interest**

The Local Government shall not assign an employee to a project if the employee:

- A. owns an interest in or is an officer or employee of a business entity that has or may have a contract with the state relating to the project;
- B. has a direct or indirect financial interest in the outcome of the project;

- C. has performed services regarding the subject matter of the project for an entity that has a direct or indirect financial interest in the outcome of the project or that has or may have a contract with TxDOT; or
- D. is a current part-time or full-time employee of TxDOT.

## **Article 8. Local Government Resources**

All employees of the Local Government shall have adequate knowledge and experience to enable them to perform the duties assigned to them. The Local Government certifies that it currently has adequate qualified personnel in its employment to perform the work required under this contract or will be able to obtain adequate qualified personnel from sources other than TxDOT. On receipt of written notice from TxDOT detailing supporting factors and evidence, the Local Government shall remove from the project any employee of the Local Government who is incompetent or whose conduct becomes detrimental to the work. Unless otherwise specified, the Local Government shall furnish all equipment, materials, supplies, and other resources required to perform the work.

## **Article 9. Responsibilities of the Parties**

Each party acknowledges that it is not an agent, servant, or employee of the other party. Each party is responsible for its own acts and deeds and for those of its agents, servants, or employees.

## **Article 10. Disputes**

The Local Government shall be responsible for the settlement of all contractual and administrative issues arising out of procurements entered in support of contract services. TxDOT shall be responsible for the settlement of any dispute concerning this contract unless the dispute involves a subcontract.

## **Article 11. Remedies**

This agreement shall not be considered as specifying the exclusive remedy for any default, but either party may avail itself of any remedy existing at law or in equity, and all remedies shall be cumulative.

## **Article 12. Records and Ownership**

- A. The Local Government agrees to maintain all books, documents, papers, accounting records, and other evidence pertaining to costs at its office during the contract period and for four years from the date of final payment under the contract. These materials shall be made available for inspection and copying by TxDOT, by the State Auditor's Office, and by their authorized representatives. If the contract is federally funded, these materials shall also be made available for inspection and copying by the U.S. Department of Transportation and by the Office of the Inspector General.
- B. After completion or termination of this contract, all documents prepared by the Local Government or furnished to the Local Government by TxDOT shall be delivered to and become the property of TxDOT. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, on request, to TxDOT without restriction or limitation of further use.
- C. TxDOT shall own all title to, all interests in, all rights to, and all intellectual property (including copyrights, trade and service marks, trade secrets, and patentable devices or methods) arising from or developed under this contract.
- D. Except to the extent that a specific provision of this contract states to the contrary, all equipment purchased by the Local Government or its subcontractors under this contract shall be owned by TxDOT and will be delivered to TxDOT at the time the contract is completed or terminated.
- E. The State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit

committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit.

### **Article 13. Equal Employment Opportunity**

The Local Government agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented by Department of Labor regulations, 41 CFR Part 60. The Local Government agrees to consider minority universities for subcontracts when the opportunity exists. The Local Government warrants that it has developed and has on file appropriate affirmative action programs as required by applicable rules and regulations of the Secretary of Labor.

### **Article 14. Civil Rights Compliance**

- A. **Compliance with Regulations:** The Local Government will comply with the Acts and the Regulations relative to Nondiscrimination in Federally assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.
- B. **Nondiscrimination:** The Local Government, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- C. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Local Government of the Local Government's obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. **Information and Reports:** The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. **Sanctions for Noncompliance:** In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Local Government under the contract until the Local Government complies and/or
  - b. cancelling, terminating, or suspending of the contract, in whole or in part.
- F. **Incorporation of Provisions:** The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local

Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

### **Article 15. Noncollusion**

The Local Government warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Local Government, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. If the Local Government breaches or violates this warranty, the TxDOT shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, contingent fee, or gift.

### **Article 16. Lobbying Certification**

In executing this agreement, each signatory certifies that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This statement is a material representation of fact upon which reliance was placed when this agreement was made or entered into. Submission of this statement is a prerequisite for making or entering into this agreement imposed by Title 31 U.S.C. §1352. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

By executing this agreement, the parties affirm this lobbying certification with respect to the Project and affirm this certification of the material representation of facts upon which reliance will be made.

### **Article 17. Compliance with Laws**

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations and with the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. After receiving a written request from TxDOT, the Local Government shall furnish TxDOT with satisfactory proof of its compliance with this Article.

### **Article 18. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

**Article 19. Notices**

All notices to either party shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to that party at the following address:

<b>Local Government:</b>	HCRMA Executive Director 203 W. Newcombe Ave Pharr, Texas 78577
<b>TxDOT:</b>	Texas Department of Transportation Director of Contract Services 6230 E Stassney Lane Austin, TX 78744

All notices shall be deemed given on the date delivered in person or deposited in the mail. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

**Article 20. Pertinent Non-Discrimination Authorities**

During the performance of this contract, the Local Government, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).

- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

**ATTACHMENT D**

**Resolution or Ordinance**

Local Government will provide resolution just before signing

**ATTACHMENT E**  
**Location Maps Showing Project**

