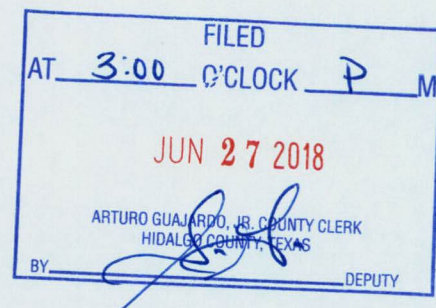


**HIDALGO COUNTY  
Professional Engineering Services  
Agreement #C-17-243-09-05**

**WORK AUTHORIZATION NO. 7**



**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 7 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **B2Z ENGINEERING LLC**, professional engineers of Mission, Texas, hereinafter called "**Engineer**".

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Engineer** to provide Preliminary Design and Construction Phase Services for the County Service Facility located in Hidalgo County Precinct 4.

The scope of services to be provided by the **Owner** is identified in **EXHIBIT "A" – Scope of Services to be provided by the Owner** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **EXHIBIT "B" – Scope of Services to be provided by the Engineer** attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$315,000.00**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D"**.

**PART 3. PAYMENT**

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Articles 5 and 6 of the Agreement.

**PART 4. FUNDING**

This Work Authorization No. 7 shall be funded through funding source:

Account No. 8-1351419-40-220-051-0730

Requisition Number \_\_\_\_\_ (**MUST BE INCLUDED AFTER CC APPROVAL**)

**PART 5. PERIOD OF SERVICE**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate **upon completion of scopes of the work authorization.**

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and Confirmation by Hidalgo County Precinct No. 4, Commissioner, Joseph Palacios, as to content and detail of this **Work Authorization No. 7.**

**HIDALGO COUNTY  
COMMISSIONER PRECINCT No. 4:**

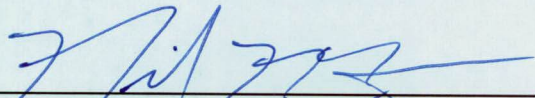
BY: \_\_\_\_\_

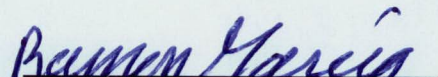
**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below and effective as of \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

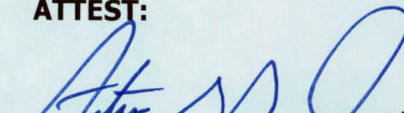
**THE ENGINEER:  
B2Z ENGINEERING**

**THE OWNER:  
HIDALGO COUNTY**


  
By: Nicholas Muñoz, Vice President

  
By: Ramon Garcia, County Judge

**ATTEST:**

  
By: Arturo Guajardo Jr., County Clerk



APPROVED BY  
COMMISSIONERS' COURT  
ON: 6/19/18 

**EXHIBIT "A"**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE OWNER**

---

The following provides an outline of the services to be provided by the **Owner** in the development of the proposed improvements to County Service Facility located within Hidalgo County hereinafter denoted as the **Project**.

**GENERAL:**

The **Owner** will provide to the **Engineer** the following:

- 1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.
- 2) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 5 of the Agreement.
- 3) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the **Engineer** cannot easily obtain.
- 4) Provide any available relevant data the **Owner** may have on file concerning the **Project**.
- 5) Provide timely review and decisions in response to the **Engineer's** request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain the agreed upon work schedule prepared in accordance with Exhibit "C" attached to this Work Authorization.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by **Engineer**.

# EXHIBIT B

## Scope of Services to be provided by the Engineer

### SECTION I - PROJECT DESCRIPTION

The services designated herein as "Services provided by the ENGINEER" shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: Precinct No. 4 On-Call Services for "Road and Bridge, C.I.P. and Other Projects in General" Work Authorization No. 7 ~ Preliminary Design and Construction Phase Services – County Service Facility (FC102 & FC320)

ENGINEER shall mean B2Z Engineering.

STATE shall mean Texas Department of Transportation.

COUNTY shall mean Hidalgo County.

ARCHITECT shall mean Architect of Record

---

# **EXHIBIT B**

## **Scope of Services to be provided by the Engineer**

### **SECTION 2 – PRELIMINARY DESIGN VALUES** (Function Code 102)

#### **Preliminary Design Values**

The ENGINEER will work with the COUNTY and ARCHITECT to establish basic design concepts, project controls and general scope of Projects.

- 1) Review of existing materials (drawings, programs, maps, budgets, schedules, surveys and project requirements) to familiarize the team with the project and work complete to date.
- 2) Prepare our Project Management Plan and Project Management software to address the needs of the COUNTY and project.
  - ❖ Identify all project stakeholders and assist the County in development of Steering and Governing Committee's for the project.
  - ❖ Assist the County in the development of the guiding principles and project imperatives which will become the basis of all future decisions regarding he project.
  - ❖ Review of the Contractor procurement methodology options with consideration to state and local public procurement regulations.
  - ❖ Development of risk analysis to identify project risks and suggested mitigation strategies.

#### **Preliminary Cost Estimates**

The ENGINEER will calculate preliminary construction cost estimates for of the various phases of the Project.

- 1) Compilation of a project budget for the entire project. The new budget will be compared with the existing budget to identify issues for discussion and resolution.

#### **Meetings, Coordination & Support for Project Development**

The ENGINEER shall provide coordination services and shall assist in meetings and workshops with the COUNTY, ARCHITECT, and all other affected parties. The ENGINEER shall serve as representative for the Owner in coordination items. The ENGINEER shall coordinate with the Owner's staff on all Project related items.

- 1) Coordinate with the County's IMS team all technology, cabling and phone, security and data systems for the project.
  - 2) Consultation with the County consultant contracts (Geotechnical, Environmental, Surveyor, Materials Testing & Inspections, etc.).
  - 3) Assistance to the Planning Department as needed to facilitate any required master plan amendments, zoning changes, permitting requirements, and procurement restrictions.
  - 4) Meet with Utility companies to understand specific requirements and risks. Coordinate the requirements with design team.
  - 5) Conduct design meetings as needed to discuss progress, review designs and documents, and provide direction.
-

## **EXHIBIT B**

### Scope of Services to be provided by the Engineer

- 6) Report to the Governing and Steering Committees on progress and decisions needing to be made.
  - 7) Coordinate a design review at 30%, 60%, 90% to review:
    - a. Constructability
    - b. Program adherence
    - c. Building code
    - d. ADA
    - e. Security
  - 8) Coordinate with the Information Management Services Department for the inclusion of specific requirements for the phone and data systems.
  - 9) Coordinate with the Facilities Management Division for the input and design review of building systems and equipment.
  - 10) Coordinate with Parks Maintenance Division for input and design review of the site, landscaping, and irrigation systems.
  - 11) Implement and maintain communication tools identified in the program management plan.
  - 12) Provide and maintain PMIS software as the central filing system for project official documents information and communications records. This will be turned over to the County at the end of the project as a record of all project files.
  - 13) Document and record meeting minutes for all design meetings, pre-construction meetings, construction meetings and post-construction meetings. The minutes will be the official project meeting record.
  - 14) Create a monthly report that will provide the County with the following:
    - a. Executive Summary
    - b. Discussion of major activities on the project
    - c. Outstanding issues
    - d. Budget changes (detailed description of change orders)
    - e. Schedule and related issues
-

# **EXHIBIT B**

## Scope of Services to be provided by the Engineer

### **SECTION 12 - CONSTRUCTION PHASE SERVICES** (Function Code 320)

#### **Const. Management Services:**

The ENGINEER will provide support services for and during the planning/design/construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the ENGINEER will include the following:

#### **Construction Bidding:**

- 1) The ENGINEER will prepare and assist the COUNTY with the needed procurement package based on a One-step Construction Manager at Risk (CMAR) delivery method for the various aspects of this project.
  - i. Preparation of documents for contractor selection to include:
    1. Request for Qualifications/Proposals
    2. Contract language to promote collaboration and limit liability
    3. Design guidelines and imperatives (project scope)
    4. Incentives
    5. Schedule
  - ii. Contractor Outreach
  - iii. Pre-qualifying of Contractors
  - iv. Assist in the preparation of advertisements and postings in publications and the County website
  - v. Conduct any pre-selection meetings with the contractors at large
  - vi. Respond to all inquiries and questions in writing
- 2) The ENGINEER will assist the COUNTY on the tabulation of bids, make recommendations to the Owner as to the proper action on all bid proposals received.
- 3) Preparation of formal contract documents for the award of the construction contract.

#### **Construction Contract Administration and Oversight:**

- 1) In general, the ENGINEER will provide the management and engineering support/data required for consultation and advisement to the COUNTY and act as the COUNTY's representative as it relates to the various aspects of design, as well as construction as provided in the General Condition of the Construction Contract.
  - 2) The ENGINEER will coordinate and conduct a pre-construction conference.
  - 3) Defects and Deficiencies. The ENGINEER will use his best efforts to protect the COUNTY against defects and deficiencies in the work of the ARCHITECT and Contractor. The ENGINEER will promptly notify the COUNTY of any such defect or deficiency and take all steps possible to require the ARCHITECT or Contractor to correct the defect or deficiency.
-

# **EXHIBIT B**

## Scope of Services to be provided by the Engineer

### **Miscellaneous Technical Activities:**

- 1) The ENGINEER will coordinate various aspects of the project development component as directed by the COUNTY.
- 2) The ENGINEER will act as an agent of the COUNTY when dealing with the ARCHITECT hired by the COUNTY.
- 3) The ENGINEER will coordinate with the COUNTY on a bi-weekly basis to ensure that the project is meeting all defined project goals.
- 4) The ENGINEER will perform other various coordination tasks as directed by the COUNTY to push the project through various aspects of project development.
  - i. Administer the construction contract.
  - ii. Assist the contractor to confirm that all permits have been obtained to maintain the schedule.
  - iii. Arrange for Owner contracted independent testing agency for required materials testing and special inspections in conjunction with County officials. Reports will be posted to the PMIS.
  - iv. Track construction progress and compliance with the construction schedule.
  - v. Track and control project construction contingency funds
  - vi. Facilitate the integration of the various County departments, government agencies and public and private utilities into the process as needed to maintain the schedule.
  - vii. Daily project site visits to document and photograph the activity for a permanent record to be stored in PMIS.
    - i. Site visits will be documented via daily report that will include but not limited to:
      1. Weather
      2. Work logs with man hour quantities.
      3. General Notes, Issues and Concerns
      4. Site Safety Observations
      5. Quality Control Observations
      6. Delays
      7. Equipment on site
  - viii. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
  - ix. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare and process Change Orders (CO's) as needed.
  - x. Review and verify all Contractor pay requests.
  - xi. Verify stored material with architect prior to approval of payment.

## **EXHIBIT B**

### **Scope of Services to be provided by the Engineer**

- xii. Participate in the creation of the final punch list with the architect during the architect's evaluation of substantial completion. Once the certificate of substantial completion is issued, we'll monitor the completion of the punch list work. The project manager will participate in the architect's final inspection and acceptance of the work.
  - xiii. Act as liaison and central point of communication between contractor, architect, the County and other affected stakeholders.
  - xiv. Conduct bi-weekly OAC (owner, architect, and contractor) construction progress meetings.
  - xv. Interact daily with the contractor to resolve potential problems or issues before they turn into change orders or cause delays
  - xvi. Obtain and review record drawings from the architect.
  - xvii. Conduct a 6-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.
  - xviii. Conduct an 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Following up with contractor to insure completion of all open items.
-

**EXHIBIT "C"**  
**PROJECT SCHEDULE**  
 County Service Facility  
 Hidalgo County

TASK AND DESCRIPTION	2018												2019											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT								
WA #7 ~ County Service Facility																								
Preliminary Design Values																								
Preliminary Cost Estimate																								
Meetings, Coordination & Support for Project Development																								
Construction Bidding																								
Construction Contract Administration and Oversight																								

 BZZ Engineering



**EXHIBIT D  
FEE PROPOSAL**

On Call Contract # C-17-243-09-05  
County Service Facility  
Hidalgo County  
Work Authorization #7

TASKS	MANHOURS				Total Line Item Cost
	Senior Project Manager	Construction Inspector	Admin/ Clerical	Total Hours	
<b>1.0 Preliminary Design Values</b>					
1.1 Review of Existing Materials	12	8		20	\$3,331.36
1.2 Prepare Project Management Plan	40	4	8	52	\$9,584.12
<b>2.0 Preliminary Cost Estimate</b>	12	8	4	24	\$3,587.64
<b>3.0 Meetings, Coordination &amp; Support for Project Development</b>					
3.1 Coordinate plans with all County's Departments (IMS, Facilities, Parks, etc.)	20	32	4	56	\$7,482.76
3.2 Consultation & Coordination with the County Consultants (Geotech, Survey, CMT, FF&E, etc.)	30	50	8	88	\$11,531.66
3.4 Utility Coordination	8	24	4	36	\$4,151.40
3.5 Coordinate Design Review at 30%, 60% & 90%	16	24	4	44	\$5,893.96
3.6 Monthly Design Meetings	24	24	8	56	\$7,892.80
<b>4.0 Construction Bidding</b>					
4.1 Assist in preparation of One Step CMAR Procurement Package/Advertisement Docs	32	8	40	80	\$10,250.56
4.2 Contractor Outreach/Contractor Pre-Qualification	20	8		28	\$5,073.92
4.3 Conduct Pre-RFP Meeting	6	4	4	14	\$1,921.96
4.4 Coordinate and prepare responses to Contractor Questions	6	4	2	12	\$1,793.82
4.5 Assist in the grading, ranking, interview (optional) and selection of CMAR Contractor.	28	16	8	52	\$8,046.56
4.6 Assistance, preparation and coordination of formal contract documentation (AIA Documents).	40	4	10	54	\$9,712.26
<b>5.0 Construction Contract Administration and Oversight</b>					
5.1 Coordinate and conduct a Pre-Construction Conference (PCC)	6	4	4	14	\$1,921.96
5.2 Bi-Weekly Construction Meetings	60	60	20	140	\$19,732.00
5.3 Permit Coordination	2	8	2	12	\$1,281.30
5.4 Daily Project Site Visits with field reports and photographs.	200	760	100	1060	\$118,135.40
5.5 Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)	180	120	40	340	\$52,533.20
5.6 Change Order Review, Negotiation, and Preparation.	50	30	10	90	\$14,222.40
5.7 Review and verify Contractor Applications for Payment	28	20	4	52	\$8,149.04
5.8 Conduct 6 and 11 month walk through and Contractor follow-up.	10	8	4	22	\$3,152.00
<b>Subtotal Labor Hours</b>	<b>830</b>	<b>1228</b>	<b>288</b>	<b>2346</b>	
<b>Labor Hours</b>	<b>830</b>	<b>1228</b>	<b>288</b>	<b>2346</b>	
Hourly Base Rates	\$ 80.00	\$ 28.00	\$ 20.00		
Contract Rate FY2018	\$ 217.82	\$ 89.69	\$ 64.07		
<b>Total Costs</b>	<b>\$ 180,790.60</b>	<b>\$ 110,139.32</b>	<b>\$ 18,452.16</b>		<b>\$309,382.08</b>

Direct Expenses Mileage: \$0.56/mile \$ 5,617.92  
Total Direct Expenses \$ 5,617.92

**B2Z Engineering Total Cost**

**\$315,000.00**

June 13, 2018

Valde Guerra, Executive Officer  
**Attn: Glinda Pacheco, Planning Analyst III**  
County of Hidalgo Texas Executive Office  
2818 S. Bus. Hwy. 281  
Edinburg, Texas 78539

**RE: On-Call Services for “Road and Bridge, C.I.P. and Other Projects in General”  
(C-17-243-09-05)**

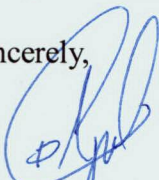
**Work Authorization No. 7 ~ Preliminary Design and Construction Phase Services –  
County Service Facility**

Dear Ms. Pacheco,

Attached for your review and approval is Work Authorization No. 7 to provide Preliminary Design and Construction Phase Services – County Service Facility located within Precinct 4. These services are being proposed under our Contract for On-Call Services for “Road and Bridge, C.I.P and Other Projects in General”. This submittal is made to you in duplicate form for your further coordination with Executive Officer Mr. Guerra.

We appreciate the opportunity to provide our professional services and look forward to working with you. Should you have any questions, please feel free to give me a call at (956) 585-3773.

Sincerely,



Carlos Del Angel  
Executive Vice President  
Construction Phase Services

Attachments:  
Work Authorization No. 7

cc: Commissioner Joseph Palacios



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

B2Z Engineering, LLC  
Mission, TX United States

Certificate Number:  
2018-367441

Date Filed:  
06/13/2018

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Hidalgo County

Date Acknowledged:

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

C-17-243-09-05  
Precinct 4 "Road and Bridge, C.I.P. and Other Projects in General" (On-Call) - Work Authorization No. 7 - County Service Facility

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gonzalez, Aisha	Mission, TX United States	X	

5 Check only if there is NO Interested Party.

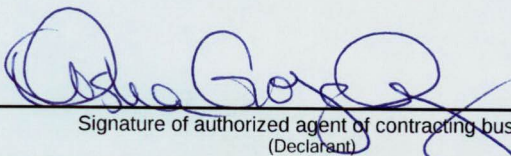
**6 UNSWORN DECLARATION**

My name is Aisha Gonzalez, and my date of birth is 1/23/79.

My address is 900 S. Stewart Rd., Ste. 4, Mission, TX, 78572, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 13 day of June, 20 18.  
(month) (year)

  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

*John*

22.

**Purchasing Department - Notes:**

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FORWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.  
B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

*BMS 6/26/18*

A.

**Executive Office**

1. **AI-65300**

**APPROVED**

Requesting approval of Work Authorization No. 7 in the amount of \$ 315,000.00 under "on call" agreement with B2Z Engineering, LLC (C-17-243-09-05) for "engineering services" to provide "Preliminary Design and Construction Phase Services for the County Service Facility", located in Hidalgo County Precinct 4.

B.

**Pct. 1**

1. **AI-65359**

A. Acceptance and approval of an Interlocal Cooperation Agreement between the County of Hidalgo and the City of Weslaco for the road improvement project to a portion of Mile 10 Westgate (Mile 6) to FM 88 (Mile 5);  
B. In accordance with Section 791.014 of the Texas Government Code, requesting approval of the Interlocal Cooperation Agreement in it's desires to assist each other in multiple projects to be defined by mutual agreement in which both the City and the County would benefit from the outcome of the work (the "Work") by decreasing the cost of services and increasing the quality of life for both the citizens of the County and the City.

C.

**Pct. 4**

1. **AI-65380**

a. Requesting approval of Supplemental Agreement No. 1 to Agreement # C-16-048-02-03 with L&G Consulting Engineering, Inc. for the purposes of *[revising the the project "limits" as requested by TxDOT to extend from Wallace Road East to 10th Street, as identified on location map]* for Project Specific: "FM 1925 (from 1,500 feet West of FM 2220 (Ware Road) to 10th Street", located within Hidalgo County Precinct No. 4.  
b. Requesting approval of Supplemental Agreement No. 1 to Work Authorization No. 1 in connection to C-16-048-02-03 with L&G Consulting Engineering, Inc. for the purposes of *[revising the the project "limits" as requested by TxDOT to extend from Wallace Road East to 10th Street, as identified on location map]* and to *[Amend Exhibits A, B C, with an increase to Exhibit D-1 in the amount of [\$ 501,750.00] from its original amount of \$ 681,350.00 totaling \$1,183,100.00]* for Project Specific: "FM 1925 (from 1,500 feet West of FM 2220 (Ware Road) to 10th Street", located within Hidalgo County Precinct No. 4.  
c. Pursuant to Article 14 of the "professional engineering services" agreement #C-16-048-02-03 with L&G Consulting Engineers, Inc. d/b/a L&G Engineering, is requesting approval to engage the services of SUB-CONTRACTOR (AMA TERRA ENVIRONMENTAL, INC.) with adherence to insurance provisions required by said article;

2. **AI-65343**

Acceptance and approval of Change Order #3, due to changes in the Traffic Control Plan (TCP) with a decrease of \$21,608.50 Contract #C-17-218-01-16 with Texas Cordia Construction, LLC as reviewed/recommended by project engineer, L & G Engineers, (concurrence by TxDOT) for Project Specific "10th Street Extension (from SH 107 to FM 1925 Monte Cristo Rd)".

D.

**Health & Human Services Dept.**

1. **AI-65049**

A. Presentation of the scoring grid (from appointed evaluation committee) for the purpose of Commissioner's Court to declare/rank the sole submitted response received from UT-RGV Medical School as "Qualified" in order to proceed to the next phase of the procurement process.  
B. Authority to negotiate an agreement in connection with "Request for Qualifications for Hidalgo County Health & Human Services Department-Substance Abuse Treatment & Primary Care Services for Adolescents"-RFQ 2018-076.

E.

**Sheriff's Office**

1. **AI-65309**

Pursuant to Tx. Local Government Code, Chapter 791, acceptance and approval of a Memorandum of Understanding between Hidalgo County and Jim Hogg County for the housing of County inmates on an as needed basis.

2. **AI-65306**

A. Approval for Hidalgo County Sheriff Office to request temporary credit line increase from the current \$40K to \$70K.  
B. Authorization to provide and forward as required by Citibank the County' Financial Statement.



**AGENDA**  
**CC REGULAR**  
**HIDALGO COUNTY**  
**COMMISSIONERS COURT MEETING**  
**June 19, 2018**  
**9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at the Edinburg Council Chambers 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call**

Judge Ramon Garcia called the meeting to order at 10:00 a.m.

All members of the court were in attendance.

2. **Pledge of Allegiance**

Judge Garcia led the courtroom in reciting the Pledge of Allegiance.

3. **Prayer**

Opening prayer offered by Julia Sullivan.

*Court proceeded to Item. 18.A.*

4. **Approval of Consent Agenda**

Commissioner Fuentes stepped away from the meeting.

On motion by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU, seconded by COMMISSIONER PCT. 3, JOE FLORES, the Court made a UNANIMOUS vote of approval with the exception of Item. 12.H 2, 4 and 6 to be pulled for discussion.

**Vote:** 4 - 0 -Unanimously

*Court proceeded to Item. 6.A.*

5. **District Clerk - Laura Hinojosa:**

- A. **AI-65196** Review and acknowledgement of Agreement between the Office of Court Administration (OCA) and the District Clerk that allows the OCA to provide the eService File for the Clerk's use, which contains all attorney email addresses designated for electronic service (dissemination of notices and other court-related information/correspondence).

On motion by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU, seconded by COMMISSIONER PCT. 3, JOE FLORES, the Court made a UNANIMOUS vote of approval.

**Vote:** 5 - 0 -Unanimously

*Court proceeded back to Item. 7.C.*

6. **County Clerk's Office - Arturo Guajardo, Jr.:**

- A. **AI-65231** Presentation, discussion and update on the relocation of the County Clerk's Vitals and Records Management departments from the Hidalgo County Courthouse, 100 N. Clossner, Edinburg, TX, to the Records Facility Building located on 317 N. Clossner, Edinburg, TX,

In anticipation of the new Hidalgo County Courthouse, County Clerk Arturo Guajardo, Jr., and his team developed a concept that will continue to provide services to constituents during the construction of the courthouse. In consideration to the large amount of foot traffic the Vitals Statistics Department and the Deed and Recording departments receive, the county clerk decided to relocate these two department to the Records Facility warehouse located on 317 N. Clossner in Edinburg.

Guajardo informed that there was no additional expenses, the office worked with current furniture to

**SPECIAL MEETING - June 19, 2018**

**BE IT REMEMBERED**, that on this 19th day of June A.D., 2018, there was begun and held a **SPECIAL MEETING** of the Honorable Commissioners' Court of Hidalgo County, Texas, wherein the following members thereof were present, to-wit:

HONORABLE RAMON GARCIA

HONORABLE DAVID FUENTES

HONORABLE EDUARDO "EDDIE" CANTU

HONORABLE JOE M. FLORES

HONORABLE JOSEPH PALACIOS

HIDALGO COUNTY JUDGE

COMMISSIONER, PRECINCT NO. 1

COMMISSIONER, PRECINCT NO. 2

COMMISSIONER, PRECINCT NO. 3

COMMISSIONER, PRECINCT NO. 4

and **ARTURO GUAJARDO, JR.**, COUNTY CLERK & EX-OFFICIO CLERK OF THE COMMISSIONERS' COURT of Hidalgo County, Texas, wherein the following proceedings were had, to-wit: