

**TAKE NOTICE THAT A REGULAR MEETING OF THE  
PHARR INTERNATIONAL TOLL BRIDGE BOARD  
WILL BE HELD AT THE  
CITY COMMISSIONERS' ROOM  
118 S. CAGE, 2<sup>ND</sup> FLOOR, PHARR, TX  
ON TUESDAY, MARCH 15, 2022 AT 12:00 PM**

At any time during the course of this meeting the Toll Bridge Board may retire to Executive Session under Texas Government Code § 551 to confer on any subject matter in accordance with the Texas Open Meetings Act.

Should any final action, decision, or vote be required in the opinion of the Board with regard to any item discussed during the closed meeting, then such final action, decision, or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.101 government Code V.T.C.S.

**1. CALL TO ORDER:**

- A) Roll call and possible action on the excusing of any absent member.
- B) Pledge of Allegiance/Invocation. (BRIDGE)

**2. DIRECTOR'S ADMINISTRATIVE REPORT:** *(Director's Administrative Reports and discussion, if any, with Bridge Board. The Director may also assign a designated spokesperson for any particular listed topic)*

- A) Crossings and Revenues Report for February 2022
- B) Finance Report for February 2022
- C) Engineer's Report
- D) Director's Report

**3. ADMINISTRATIVE:**

- A) Approval of Minutes for February 16, 2022.
- B) Discussion and action, if any, on Advertising in the Port of Brownsville's 2022 Directory for \$2,900.
- C) Discussion and action, if any, on Holt Power Systems 3 year Maintenance Agreement for \$13,807.42.

AGENDA BRIDGE BOARD MEETING  
March 15, 2022

**4. CLOSED SESSION:** *In accordance with Chapter 551 of the Texas Gov't. Code, the International Toll Bridge Board hereby gives notice that it may meet in Executive session to discuss and deliberate any items listed on the public portion of the meeting agenda including items in accordance with the following:*

Pursuant to Section 551.071, the Board may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.072, the Board may convene in a closed, non-public meeting to discuss any matters related to **real property and deliberate the purchase, exchange, lease, or value of real property as such would be detrimental to negotiations between the City and a third party in an open meeting.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Board may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Board may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Board may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.087, the Board may convene in a closed, non-public meeting to discuss any matters regarding **economic development issues.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**5. RECONVENE:** *into regular session and consider action, if any, on item(s) discussed in executive session.*

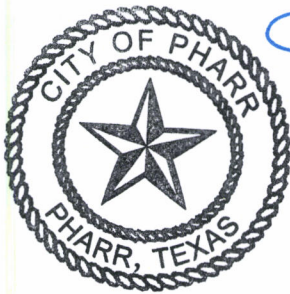
**6. ADJOURNMENT:**

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

City Hall is a wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Pharr Bridge Office at (956)402-4660 ext. 6106/6101 or FAX (956)223-2013 or E-Mail [vanessa.guzman@pharr-tx.gov](mailto:vanessa.guzman@pharr-tx.gov) or [cleo.salinas@pharr-tx.gov](mailto:cleo.salinas@pharr-tx.gov) for further information. Braille is not available.

I, the undersigned authority, do certify that the above agenda of said meeting of the Pharr International Bridge Board is a true and correct copy and that said notice was posted on the bulletin board of City Hall and on the City's webpage at [www.pharr-tx.gov](http://www.pharr-tx.gov). The Notice was posted at a place convenient and readily accessible to the general public at all times; that said Notice was posted on the 11<sup>th</sup> day of March 2022 at 11:00 a.m. and will remain posted continuously for 72 hours preceding the scheduled time of said meeting in compliance with Chapter 551 of the Texas Government Code (Open Meetings Act).

**WITNESS MY HAND AND SEAL, this 11<sup>th</sup> day of March 2022.**



  
IMELDA PEREZ, TRMO  
ASSISTANT CITY CLERK



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 2.A.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:** Luis Bazan

**Agenda Item:** Crossings and Revenues Report for February 2022.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:** Monthly crossings and revenues report.

**Fiscal Consideration:**

**Staff Recommendation:** N/A

**Alternatives:** N/A

**Exclude Material from Public Packet?** No

**Reason:** N/A

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### **ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022

**CROSSINGS AND REVENUES  
FOR THE MONTH OF FEBRUARY  
FISCAL YEAR 2021 – 2022**

**a) BRIDGE CROSSINGS**

Crossings for the Pharr International Bridge totaled **96,158** vehicles for the month of February F.Y. 2021-2022, which showed a decrease of **(-300)** vehicles or **-0.31%** over the same month in F.Y. 2020-2021.

**b) CAR CROSSINGS**

Car crossings for the Pharr International Bridge totaled **35,226** cars for the month of February F.Y. 2021 – 2022, showing a decrease of **(-6,000)** cars or **-14.55%** over the same month in F.Y. 2020 – 2021.

**c) SOUTHBOUND TRUCK CROSSINGS**

Truck crossings totaled **60,932** trucks for the month of February F.Y. 2021-2022, showing an increase of **5,700** trucks or **10.32%** over the same month in F.Y. 2020 - 2021.

**d) TOTAL REVENUES**

Revenues for the Pharr International Bridge totaled **\$1,373,791** dollars for the month of February F.Y. 2021 – 2022.

|    |                       |
|----|-----------------------|
| \$ | 140,780 Autos & other |
| \$ | 1,227,452 Trucks      |
| \$ | 5,559 Profit on pesos |
| \$ | 1,373,791 TOTAL       |

Revenues showed an increase of **\$101,322** or **7.96%** over the same month in F.Y. 2020 – 2021.

**e) NORTHBOUND TRUCKS**

Northbound trucks at the Pharr International Bridge totaled **52,772** trucks for the month of February F.Y. 2021-2022, showing a decrease of **(-4,843)** trucks or **-8.41%** over the same month in F.Y. 2020-2021.

**SOUTHBOUND TRUCK CROSSINGS SHOWED AN INCREASE OF 8,160 TRUCKS OR 15.46% FOR THE MONTH OF FEBRUARY, COMPARED TO NORTHBOUND TRUCK CROSSINGS.**

**TOTAL NORTHBOUND AND SOUTHBOUND TRUCK CROSSINGS FOR THE MONTH OF FEBRUARY TOTAL 113,704 REPRESENTING AN INCREASE OF 857 OR 0.76% OVER THE SAME TIME PERIOD IN F.Y. 2020-2021.**

**PHARR INTERNATIONAL BRIDGE  
TOTAL CROSSINGS COMPARISON BY FISCAL YEAR (CARS & TRUCKS)**

|                     | F.Y. 2020-2021   | F.Y. 2021-2022 | GAIN<br>(LOSS)  | INC %<br>(DEC%) |
|---------------------|------------------|----------------|-----------------|-----------------|
| OCTOBER             | 105,010          | 97,565         | (-7,445)        | (-7.09%)        |
| NOVEMBER            | 92,617           | 102,518        | 9,901           | 10.69%          |
| DECEMBER            | 107,179          | 107,076        | (-103)          | -0.10%          |
| JANUARY             | 111,060          | 102,505        | (-8,555)        | (-7.70%)        |
| <b>FEBRUARY</b>     | <b>96,458</b>    | <b>96,158</b>  | <b>(-300)</b>   | <b>(-0.31%)</b> |
| <b>YTD TOTAL</b>    | <b>512,324</b>   | <b>505,822</b> | <b>(-6,502)</b> | <b>(-1.27%)</b> |
| MARCH               | 111,567          |                |                 |                 |
| APRIL               | 99,140           |                |                 |                 |
| MAY                 | 97,077           |                |                 |                 |
| JUNE                | 92,833           |                |                 |                 |
| JULY                | 86,950           |                |                 |                 |
| AUGUST              | 87,118           |                |                 |                 |
| SEPTEMBER           | 92,514           |                |                 |                 |
| <b>TOTAL CROSS.</b> | <b>1,179,523</b> |                |                 |                 |

**a) VEHICLE CROSSINGS SHOWED A DECREASE OF (-300) VEHICLES OR -0.31% OVER THE SAME MONTH IN F.Y. 2020-2021.**

**b) VEHICLE CROSSING SHOWED A DECREASED OF (-6,502) VEHICLES OR (-1.27%) OVER THE FIVE (5) MONTHS IN F.Y.2020- 2021**

**PHARR INTERNATIONAL BRIDGE  
CAR CROSSING COMPARISON BY FISCAL YEAR**

|                         | F.Y. 2020-2021 | F.Y. 2021-2022 | GAIN<br>LOSS     | INC%<br>(DEC%)   |
|-------------------------|----------------|----------------|------------------|------------------|
| OCTOBER                 | 45,618         | 33,259         | (-12,359)        | (-27.09%)        |
| NOVEMBER                | 35,957         | 36,102         | 145              | 0.40%            |
| DECEMBER                | 50,008         | 42,277         | (-7,731)         | (-15.46%)        |
| JANUARY                 | 48,242         | 35,684         | (-12,558)        | (-26.03%)        |
| <b>FEBRUARY</b>         | <b>41,226</b>  | <b>35,226</b>  | <b>(-6,000)</b>  | <b>(-14.55%)</b> |
| <b>YTD TOTAL</b>        | <b>182,548</b> | <b>221,051</b> | <b>(-38,503)</b> | <b>(-17.42%)</b> |
| MARCH                   | 48,110         |                |                  |                  |
| APRIL                   | 40,742         |                |                  |                  |
| MAY                     | 38,493         |                |                  |                  |
| JUNE                    | 32,009         |                |                  |                  |
| JULY                    | 26,463         |                |                  |                  |
| AUGUST                  | 23,104         |                |                  |                  |
| SEPTEMBER               | 29,257         |                |                  |                  |
| <b>TOTAL CAR CROSS.</b> | <b>459,229</b> |                |                  |                  |

**a) CAR CROSSINGS SHOWED A DECREASE OF (-6,000) CARS OR -14.55% OVER THE SAME MONTH IN F.Y. 2020-2021.**

**b) CAR CROSSING SHOWED A DECREASED OF (-38,503) CARS OR -17.42% OVER THE FIVE (5) MONTH IN F.Y.2020 – 2021**

**PHARR INTERNATIONAL BRIDGE  
TRUCK CROSSING COMPARISON BY FISCAL YEAR**

|                                     | F.Y. 2020-2021 | F.Y. 2021-2022 | <b>GAIN<br/>LOSS</b> | <b>INC%<br/>DEC%</b> |
|-------------------------------------|----------------|----------------|----------------------|----------------------|
| OCTOBER                             | 59,392         | 64,306         | 4,914                | 8.27%                |
| NOVEMBER                            | 56,660         | 66,416         | 9,756                | 17.22%               |
| DECEMBER                            | 57,171         | 64,799         | 7,628                | 13.34%               |
| JANUARY                             | 62,818         | 66,821         | 4,003                | 6.37%                |
| <b>FEBRUARY</b>                     | 55,232         | 60,932         | 5,700                | 10.32%               |
| <b>YTD TOTAL</b>                    | 323,274        | 291,273        | 32,001               | 10.99%               |
| MARCH                               | 63,457         |                |                      |                      |
| APRIL                               | 58,398         |                |                      |                      |
| MAY                                 | 58,584         |                |                      |                      |
| JUNE                                | 60,824         |                |                      |                      |
| JULY                                | 60,487         |                |                      |                      |
| AUGUST                              | 64,014         |                |                      |                      |
| SEPTEMBER                           | 63,257         |                |                      |                      |
| <b>TOTAL TRUCK CROSSING 720,294</b> |                |                |                      |                      |

- a) TRUCK CROSSINGS SHOWED AN INCREASE OF 5,700 TRUCKS OR 10.32% OVER THE SAME MONTH IN F.Y. 2020-2021
- b) TRUCK CROSSING SHOWED AN INCREASE OF 32,001 TRUCKS OR 10.99% OVER THE FIVE (5) MONTH IN F.Y. 2020-2021

**PHARR INTERNATIONAL BRIDGE  
NORTHBOUND TRUCK CROSSINGS (FULL, EMPTY & AG.)**

|                         | F.Y.<br>2020-2021 | F.Y.<br>2021-2022 | GAIN<br>LOSS | INC%<br>(DEC%) | FULL<br>TRUCKS | EMPTY  | AG<br>TRUCKS | NARP<br>NO INSP. |
|-------------------------|-------------------|-------------------|--------------|----------------|----------------|--------|--------------|------------------|
| OCTOBER                 | 62,346            | 55,089            | -7,257       | -11.64%        | 38,839         | 16,250 | 16,166       | 8,920            |
| NOVEMBER                | 57,904            | 55,973            | -1,931       | -3.33%         | 38,715         | 17,258 | 16,020       | 8,211            |
| DECEMBER                | 56,949            | 55,061            | -1,888       | -3.32%         | 38,149         | 16,912 | 18,455       | 10,190           |
| JANUARY                 | 60,544            | 57,439            | -3,105       | -5.13%         | 41,971         | 15,468 | 21,275       | 12,931           |
| FEBRUARY                | 57,615            | 52,772            | -4,843       | -8.41%         | 39,413         | 13,359 | 17,786       | 10,589           |
| MARCH                   | 64,795            |                   |              |                |                |        |              |                  |
| APRIL                   | 60,197            |                   |              |                |                |        |              |                  |
| MAY                     | 59,248            |                   |              |                |                |        |              |                  |
| JUNE                    | 58,176            |                   |              |                |                |        |              |                  |
| JULY                    | 54,204            |                   |              |                |                |        |              |                  |
| AUGUST                  | 55,594            |                   |              |                |                |        |              |                  |
| SEPTEMBER               | 54,725            |                   |              |                |                |        |              |                  |
| <b>TOTAL NORTHBOUND</b> | <b>702,297</b>    |                   |              |                |                |        |              |                  |

Northbound trucks at the Pharr International Bridge totaled **52,772** trucks for the month of February F.Y. 2021-2022, showing a decrease of **(-4,843)** trucks or **-8.41%** over the same month in F.Y. 2020-2021.

**TRUCK CROSSING SHOWED A DECREASE OF -19,024 TRUCKS OR -6.44% OVER THE SAME FIVE (5) MONTH IN F.Y. 2020-2021.**

**Agriculture trucks at the Pharr International Bridge totaled 17,786 crossings for the month of February representing a 34% of the imports from Mexico.**

Agriculture trucks at the Pharr International Bridge Import Lot showed a decrease of **(-635)** or **-3.45%** over the same month in F.Y. 2020-2021.

**PHARR INTERNATIONAL BRIDGE  
NORTHBOUND & SOUTHBOUND  
TRUCK CROSSING COMPARISON BY FISCAL YEAR**

|                           | F.Y. 2020-2021   | F.Y. 2021-2022 | GAIN<br>LOSS | GAIN %<br>LOSS % |
|---------------------------|------------------|----------------|--------------|------------------|
| OCTOBER                   | 121,738          | 119,395        | -2,343       | -1.92%           |
| NOVEMBER                  | 114,564          | 122,389        | 7,825        | 6.83%            |
| DECEMBER                  | 114,120          | 119,860        | 5,740        | 5.03%            |
| JANUARY                   | 123,362          | 124,260        | 898          | 0.73%            |
| <b>FEBRUARY</b>           | 112,847          | 113,704        | 857          | 0.76%            |
| MARCH                     | 128,252          |                |              |                  |
| APRIL                     | 118,595          |                |              |                  |
| MAY                       | 117,832          |                |              |                  |
| JUNE                      | 119,000          |                |              |                  |
| JULY                      | 114,691          |                |              |                  |
| AUGUST                    | 119,608          |                |              |                  |
| SEPTEMBER                 | 117,982          |                |              |                  |
| <b>TOTAL TRUCK CROSS.</b> | <b>1,422,591</b> |                |              |                  |

- a) **TRUCK CROSSINGS SHOWED AN INCREASE OF 857 TRUCKS OR 0.76% OVER THE SAME MONTH IN F.Y. 2020-2021**

**PHARR INTERNATIONAL BRIDGE  
REVENUE COMPARISON BY FISCAL YEAR**

|                   | F.Y. 2020-2021       | F.Y. 2021-2022      | GAIN<br>(LOSS)    | INC%<br>DEC% |
|-------------------|----------------------|---------------------|-------------------|--------------|
| OCTOBER           | \$ 1,377,188         | \$ 1,418,151        | \$ 40,963         | 2.97%        |
| NOVEMBER          | \$ 1,290,701         | \$ 1,350,178        | \$ 59,476         | 4.61%        |
| DECEMBER          | \$ 1,437,554         | \$ 1,605,104        | \$ 167,550        | 11.66%       |
| JANUARY           | \$ 1,452,900         | \$ 1,496,333        | \$ 43,433         | 2.99%        |
| <b>FEBRUARY</b>   | <b>\$ 1,272,469</b>  | <b>\$ 1,373,791</b> | <b>\$ 101,322</b> | <b>7.96%</b> |
| <b>YTD TOTAL</b>  | <b>\$ 6,830,812</b>  | <b>\$ 7,243,557</b> | <b>\$ 412,745</b> | <b>6.04%</b> |
| MARCH             | \$ 1,412,253         |                     |                   |              |
| APRIL             | \$ 1,342,469         |                     |                   |              |
| MAY               | \$ 1,299,017         |                     |                   |              |
| JUNE              | \$ 1,389,202         |                     |                   |              |
| JULY              | \$ 1,417,363         |                     |                   |              |
| AUGUST            | \$ 1,408,338         |                     |                   |              |
| SEPTEMBER         | \$ 1,466,226         |                     |                   |              |
| <b>TOTAL REV.</b> | <b>\$ 16,565,680</b> |                     |                   |              |

a) **REVENUES SHOWED AN INCREASE OF \$101,322 OR 7.96%  
OVER THE SAME MONTH IN F.Y. 2020-2021.**

b) **REVENUES SHOWED AN INCREASE OF \$412,745 OR 6.04%  
OVER THE SAME FIVE (5) MONTHS IN F.Y. 2020 – 2021.**

**PHARR INTERNATIONAL BRIDGE  
F.Y. 2021-2022 CROSSINGS COMPARISON BY AXLE**

|                     | CARS   | 2X<br>TRUCKS | 3X<br>TRUCKS | 4X<br>TRUCKS | 5X<br>TRUCKS | 6X<br>TRUCKS | MOBILE<br>HOME | WIDE<br>LOAD | SPEC.<br>CROSS. | MONTH<br>TOTAL |
|---------------------|--------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|-----------------|----------------|
| OCTOBER             | 33,626 | 2,888        | 4,759        | 1,450        | 45,912       | 8,811        | 2              | 89           | 28              | 97,565         |
| NOVEMBER            | 36,220 | 2,818        | 4,869        | 1,437        | 45,808       | 11,200       | 4              | 113          | 49              | 102,518        |
| DECEMBER            | 42,624 | 2,647        | 4,140        | 3,129        | 44,274       | 10,109       | 1              | 86           | 66              | 107,076        |
| JANUARY             | 36,032 | 2,710        | 4,222        | 1,337        | 48,502       | 9,611        | 4              | 58           | 29              | 102,505        |
| FEBRUARY            | 35,195 | 2,738        | 4,124        | 1,332        | 44,626       | 8,050        | 0              | 60           | 33              | 96,158         |
| MARCH               |        |              |              |              |              |              |                |              |                 |                |
| APRIL               |        |              |              |              |              |              |                |              |                 |                |
| MAY                 |        |              |              |              |              |              |                |              |                 |                |
| JUNE                |        |              |              |              |              |              |                |              |                 |                |
| JULY                |        |              |              |              |              |              |                |              |                 |                |
| AUGUST              |        |              |              |              |              |              |                |              |                 |                |
| SEPTEMBER           |        |              |              |              |              |              |                |              |                 |                |
| <b>TOTAL CROSS.</b> |        |              |              |              |              |              |                |              |                 |                |

**b) Total percentage for September on cars and trucks for the month of September F.Y. 2021-2022.**

- 1X cars      36.00%
- 2x Trucks    3.0%
- 3x Trucks    5.0%
- 4x Trucks    1.6%
- 5x Trucks    44.00%
- 6x Trucks    10.00%



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 2.B.

**DATE SUBMITTED:** March 11, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:**

**Agenda Item:** Finance Report for February 2022.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/11/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 2.C.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:**

**Agenda Item:** Engineer's Report.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 2.D.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:**

**Agenda Item:** Director's Report.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 3.A.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:** Luis Bazan

**Agenda Item:** Approval of Minutes for February 16, 2022.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:** Monthly bridge board meeting minutes.

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:** N/A

**Exclude Material from Public Packet?** No

**Reason:** N/A

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### **ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022

**REGULAR MEETING  
TOLL BRIDGE BOARD  
HELD ON FEBRUARY 16, 2022, AT 12:00 P.M.  
CITY HALL, 118 S. CAGE BLVD., 2<sup>ND</sup> FLOOR, PHARR, TEXAS**

On the 16th day of February 2022, the Toll Bridge Board met in a regular Bridge Board Meeting. Following is the record of attendance.

**MEMBERS PRESENT:** Edgar Delgadillo, Chairman  
Tony Martinez, Vice-Chairman  
Larry Hernandez, Member

**MEMBER ABSENT:** Adalberto Campero, Secretary  
Luis Flores, Member

**EX-OFFICIO MEMBERS  
PRESENT:** None

**EX-OFFICIO MEMBERS  
ABSENT:** Mayor Ambrosio Hernandez  
Mayor Pro-Tem Daniel Chavez

**STAFF PRESENT:** Luis Bazan, Bridge Director  
Fred Brouwen, Director of Operations  
Vanessa Guzman, Marketing Coordinator  
Cleo Salinas, Administrative Assistant  
Freddy Flores, Trade Liaison

**OTHERS PRESENT:** Ed Wylie, City Manager  
Anali Alanis, Asst. City Manager  
Hilda Pedraza, City Clerk  
Daniel Gonzalez, Asst. City Attorney  
Maria Rangel, Asst. Engineering Department  
Karla Saavedra, Finance Director  
Joel Robles, Asst. Police Chief  
William Edmundson, Deputy Police Chief  
Cynthia Garza, Director External Affair  
Ezequiel Ordonez, Bridge Mexico Liaison  
Eddie Gutierrez, Financial Consultant  
Hollis Rutledge, Governmental Affairs  
Robert Vale, Mid-Valley Customs Brokers Association  
Steve Taylor, Rio Grande Guardian

There being a quorum established Chairman Edgar Delgadillo called the meeting to order.

## **A. CALL TO ORDER:**

### **ITEM 1 ROLL CALL-EXCUSE ABSENT MEMBERS**

Member Hernandez moved to excuse absent member. Vice-Chairman Martinez seconded the motion and when put to a vote, it carried unanimously.

### **ITEM 2 PLEDGE OF ALLEGIANCE/INVOCATIONS**

Luis Bazan, Bridge Director, led in the Pledge of Allegiance and said the prayer.

**B. DIRECTOR'S ADMINISTRATIVE REPORT: *(Director's Administrative Reports and discussion, if any, with Bridge Board. The Director may also assign a designated spokesperson for any particular listed topic)***

### **ITEM 3 CROSSING AND REVENUES COMPARISON FOR JANUARY 2022**

Chairman Edgar Delgadillo introduced the item.

Fred Brouwen, Director of Operations, went over the total crossings and revenues report for the month of January 2022. He reported total crossings were 102,505, which was a decrease of -8,555 vehicles or -7.70% compared to last year. Mr. Brouwen stated that total crossing for cars were 35,684, which was a decrease of -12,558 cars or -26.03% and showed a car crossing compassion from other bridges across the board. Mr. Brouwen further reported the total truck crossings were 66,821, which was an increase of 4,003 trucks or 6.37% increase. Mr. Brouwen then showed a truck crossing compassion from other bridges across the board. Mr. Brouwen further reported northbound crossings were 57,439, which was a decrease of -3,105 trucks or -5.13% increase. Mr. Brouwen further stated for the agriculture for the month of January they had 21,275 trucks, which represents a 36% of all imports from Mexico to the U.S. He also reported Northbound and Southbound combination of both crossings for the month of January were 124,260, which was an increase of 898 or 0.73%. Mr. Brouwen stated total revenue collected for the month of January was \$1,496,333, which shows an increase of \$43,433 or 2.99% in revenues. Lastly, Mr. Brouwen reported on crossing comparison by axle and stated that cars and trucks were 36,032, 2X trucks were 2,710, 3X trucks were 4,222, 4X trucks were 1,337, 5X trucks were 48,502, 6X trucks 9,611, mobile homes were 4, wide loads were 58 and special crossings were 29 and total combination for the month of January was 102,505.

Discussions ensued on the crossings.

### **ITEM 4 FINANCE REPORT FOR JANUARY 2022**

Chairman Edgar Delgadillo introduced the item.

Luis Bazan, Bridge Director, stated Karla Saavedra, Finance Director, was in the audience and would give the board a quick report on the finances for the bridge.

Karla Saavedra, Finance Director, then began to give a quick report on the expenditures and revenues year to date for the bridge.

After several discussion, Chairman Edgar Delgadillo moved to the next item.

## **ITEM 5 PROJECT ENGINEER REPORT**

Chairman Edgar Delgadillo introduced the item.

Luis Bazan, Bridge Director, stated Maria Rangel, Assistant City Engineer, was present and questions on projects could be entertained at this time.

Maria Rangel, Asst. City Engineer, reported on the projects that were under construction. She stated that on time to date they are about 88% and on place to date they are at about 74%. She reported that the installation of forms for the RPM bullnose walls and installation of forms and reinforcement for booths in Primary Inspection were in progress. She added that the concrete pavement and curb between Catwalk and Secondary Inspection Building was completed, and that concrete repair is still ongoing. She also added that the erection of the steel canopy at 2<sup>nd</sup> BSIF Exit was the last area in progress. She stated that the next step is to complete the work over at the Primary Inspection and continue work at the 2<sup>nd</sup> BSIF exit. Maria Rangel, Asst. City Engineer, stated that they are still on schedule for competition date of Spring of this year.

Maria Rangel, Asst. City Engineer, reported on FY16. She stated that 95% of the PS&E has been received from the Engineer and is being submitted to TX-DOT.

Maria Rangel, Asst. City Engineer, reported on the 2<sup>nd</sup> Span Project. She stated they are currently on track with the schedule, and they had the environmental scoping meeting with TX-DOT last month. She added they will be submitting 50% of all the technical and environmental reports to TX-DOT, so they are just waiting for their comments. Several discussions then took place regarding the environmental reports and the project competition date.

After several discussions, Chairman Edgar Delgadillo moved to the next item.

## **ITEM 6 DIRECTORS ADMINISTRATIVE REPORT**

Chairman Edgar Delgadillo introduced the item.

Luis Bazan, Bridge Director, stated that they have been discussing infrastructure so he would like to bring Cynthia Garza, Governmental Affairs Director for the City of Pharr to give an update on the Infrastructure Bill. Cynthia Garza-Reyes, Director of External Relations, then began to give an update on the Infrastructure Bill that was

passed in November of 2021. Several discussions took place regarding the Infrastructure Bill.

Luis Bazan, Bridge Director, stated that as everyone knows they are members of the Mid-Valley Customs Brokers Association which is one of the many associations that they are members of in Transportation, Logistics, Custom Brokerages, even some of the different sectors that they service. He added that they brought Mr. Robert Vale the new President for the Mid-Valley Customs Brokers Association so they could introduce him to the board. Robert Vale, President for Mid-Valley Customs Brokers Association then began his presentation.

Luis Bazan, Bridge Director, stated that as they know every year, they put out a trade study and have been doing it since 2012. He added that it runs January through December, but their fiscal year is October through September so one of the things that they have been working on with Eddie Gutierrez their Financial Consultant is having the information available also for crossings and revenues based on the calendar year and not just fiscal year. He also added that the reason this is so important is because they received the new trade numbers even through, they do not have the actual publication done yet, they do get the information a month later. He stated that back in 2019 their trade value with Mexico and the rest of the world was about \$36 billion dollars, with the pandemic in 2020, that number across the board went down to \$33 billion, so there was a loss of about 9%-10% in value of imports and exports. He also stated that looking into the future for 2021 they estimated it at being around \$39 or \$40 billion in trade by the end of the calendar year and right now they are almost at \$42 billion. He stated that he just wanted to share that information with the board and would like to call Eddie Gutierrez up to give the board the crossings report on the entire calendar year so they can see how that growth does mesh and go together with the trade numbers. Luis Bazan, Bridge Director, then gave the board a brief update on the Pharr Bridges trade number values for 2021. He then called Eddie Gutierrez, Financial Consultant for the Bridge to give a presentation on the Crossings and Revenues for the calendar year.

Eddie Gutierrez, Blue Stone Capital Solutions, Financial Consultant for the Pharr Bridge then began his presentation on the Crossings and Revenues for the calendar year.

After several discussions, Chairman Edgar Delgadillo moved to the next item.

### **C. ADMINISTRATIVE:**

#### **ITEM 7      CONSIDERATION AND ACTION ON APPROVAL OF MINUTES- JANUARY 19, 2022.**

Chairman Edgar Delgadillo introduced the item.

Vice-Chairman Tony Martinez **moved** to approve the minutes as presented. Member Hernandez seconded the motion and when put to a vote, it carried unanimously.

**ITEM 8      DISCUSSION AND ACTION, IF ANY, ON 2022 INDEX REYNOSA  
MEMBERSHIP RENEWAL FOR \$1,814.40.**

Chairman Edgar Delgadillo introduced the item.

Vice-Chairman Tony Martinez **moved** to approve. Member Hernandez seconded the motion and when put to a vote, it carried unanimously.

**D. ADJOURNMENT:**

**ITEM 9      ADJOURNMENT**

Member Hernandez **moved** to adjourn the meeting at 1:05pm. Vice-Chairman Tony Martinez seconded the motion and when put to a vote, it carried unanimously.

APPROVED AS SUBMITTED:

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EDGAR DELGADILLO, CHAIRMAN

ATTEST:

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ADALBERTO CAMPERO, SECRETARY

**STATE OF TEXAS                    §  
COUNTY OF HIDALGO           §  
CITY OF PHARR                   §**

**ON THE 16th DAY OF FEBRUARY 2022**, the Toll Bridge Board convened in a Regular Meeting at the Pharr International Bridge, the meeting being open to the public and notice of said meeting, giving the date, place and subject thereof, having been posted to the public and notice of said meeting, given in accordance to Chapter 551, of the Texas Government Code, (Open Meetings Act) and their being present a quorum, **I, VANESSA GUZMAN, BRIDGE ADMINISTRATIVE ASSISTANT**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

---

VANESSA GUZMAN, BRIDGE  
ADMINISTRATIVE ASSISTANT

DATE APPROVED: \_\_\_\_\_  
Word/C:BoardMeetings/BoardMtgMinutes2-16-22



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 3.B.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:** Luis Bazan

**Agenda Item:** Discussion and action, if any, on Advertising in the Port of Brownsville's 2022 Directory for \$2,900.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:** Advertise in the Port of Brownsville 2022 Directory.

**Fiscal Consideration:**

**Staff Recommendation:** Authorization to advertise in the Port of Brownsville 2022 Directory.

**Alternatives:** N/A

**Exclude Material from Public Packet?** No

**Reason:** N/A

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### ROUTING:

Vanessa Guzman

Created/Initiated - 3/10/2022

## ADDED VALUE

### DIRECT SALES

Presented as part of all port sales initiatives and in response to inquiries for information including international trade missions.

### DIRECT MAIL

Direct mail throughout the southeastern United States and Mexico to:

- Shipping and Vessel Operations
- Customs House Brokers, Ocean Freight Forwarders
- Steamship Agents, NVOCCs
- Consolidators, Stevedores, Interstate Truckers
- Railroads
- Other maritime related businesses listed in the Business Directory

### TRADE SHOW

Distributed at Maritime Industry Trade Shows subject to authorized travel due to COVID-19 established protocols.

### RIO GRANDE VALLEY DISTRIBUTION

Copies of the directory are delivered free of cost to chambers of commerce and economic development agencies in the Valley subject to authorized travel due to COVID-19 established protocols.

### ONLINE

The entire directory will have global access via the port's website. Advertisements can be hyperlinked to the company's website via the directory's online edition.

### YOUR KEY CUSTOMERS

Advertisers can send copies of the directory to their key customers and/or prospects. Extra copies are available; please see COMPLIMENTARY COPIES section.

## TERMS AND CONDITIONS

### COPY ACCEPTANCE

Publisher reserves the right to refuse any advertising considered objectionable as to wording or appearance or deemed inappropriate for the character and/or objectives of the publication. All advertising that resembles editorial will be labeled: ADVERTISEMENT.

### PAYMENT TERMS

A 50 percent deposit is required upon signing of the space reservation order. The balance is due upon publication. Advertiser shall be liable for all legal fees and other costs incurred by publisher in the collection of any money due. These terms are strictly enforced with no exceptions.

### CANCELLATIONS

The deadline is five days prior to closing date. Cover position contracts cannot be cancelled. Ad change deadline is same as closing date.

## RESERVE YOUR AD TODAY!

Contact Jorge I. Montero  
956-838-7006

jmontero@portofbrownsville.com



[portofbrownsville.com](http://portofbrownsville.com)

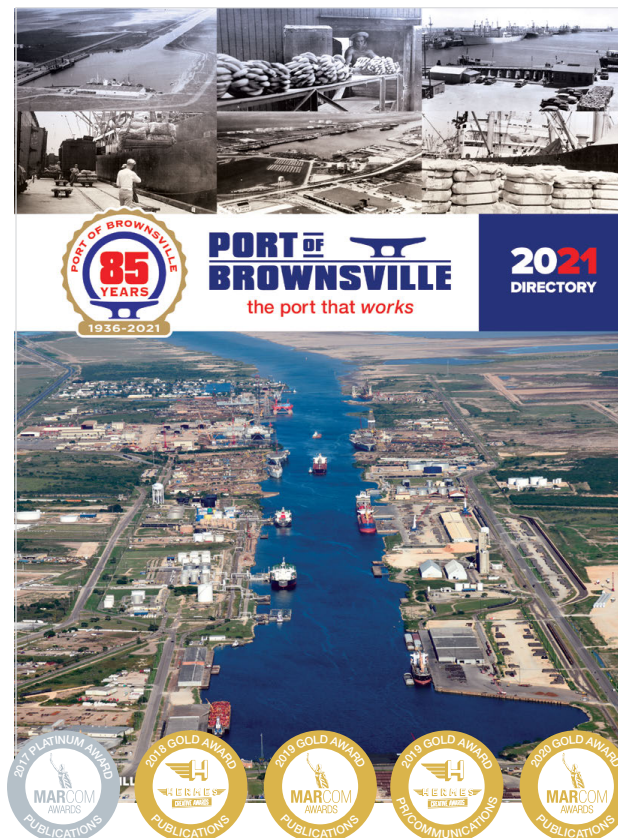
1000 Foust Rd • Brownsville, TX 78521  
(956) 831-4592 1-800-378-5395



# 2022

## DIRECTORY

# RATE CARD



## ADVERTISING RATES

Space rates for full color display advertising

### PREMIUM POSITIONS

|                                      |         |
|--------------------------------------|---------|
| Double page .....                    | \$4,835 |
| Back cover .....                     | 3,250   |
| Inside front cover.....              | 3,000   |
| Page 1 (first right hand page) ..... | 3,250   |
| Inside back cover.....               | 3,150   |
| Facing Table of Contents.....        | 3,150   |

### STANDARD POSITIONS

|                           |       |
|---------------------------|-------|
| Full page .....           | 2,900 |
| Half page island .....    | 1,950 |
| Half page horizontal..... | 1,650 |
| Third page.....           | 1,150 |
| Quarter page.....         | 895   |

### GUARANTEED POSITIONS

(if available) ..... add 10% to gross rate

### COMPLIMENTARY COPIES

Advertisers are provided complimentary copies in relation to the size of the advertisement.\*

|                         |            |
|-------------------------|------------|
| Premium Positions ..... | 100 copies |
| Full page .....         | 75 copies  |
| Half page .....         | 50 copies  |
| Third page.....         | 30 copies  |
| Quarter page.....       | 20 copies  |

\* Additional copies are subject to availability.

## AD ARTWORK SERVICES

Advertisers may purchase ad layout services for an amount equal to 15 percent of the display advertising cost. Copy, photographs, artwork and logos must be furnished.

## DEADLINES

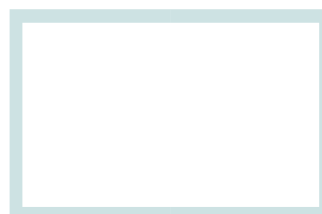
|                             |                |
|-----------------------------|----------------|
| Ad Space Closing.....       | March 25, 2022 |
| Receipt of Ad Artwork ..... | April 1, 2022  |
| Publication.....            | June 2022      |

## PRODUCTION GUIDELINES

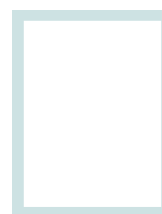
PAGE TRIM SIZE: 8 1/2" wide X 11" deep  
Please keep all live matter on full page bleed ads at least 3/8" from trim edges and gutter

### - AD SIZE SPECIFICATIONS -

|                       | Non-Bleed<br>Width/Depth | Bleed<br>Width/Depth |
|-----------------------|--------------------------|----------------------|
| Double page           | 15.75" X 9.75"           | 17.25" X 11.25"      |
| Full page             | 7.25" X 9.75"            | 8.75" X 11.25"       |
| Half page horizontal  | 7.25" X 4.625"           | —                    |
| Half page island      | 4.7" X 7.25"             | —                    |
| Third page horizontal | 7.25" X 3.125"           | —                    |
| Third page square     | 4.7" X 4.625"            | —                    |
| Quarter page square   | 4.7" X 3.388"            | —                    |
| Quarter page vertical | 3.388" X 4.7"            | —                    |



Double page



Full page



Half page horizontal



Half page island



Third page horizontal



Third page square



Quarter page square



Quarter page vertical

## TO PLACE AN ADVERTISING ORDER

Send an e-mail to Jorge I. Montero at:  
**jmontero@portofbrownsville.com**

Please indicate:

- Ad Size
- Premium Position Request (if applicable)
- Any Special Requests

All orders must be received by  
Ad Space Closing date: MARCH 25, 2022

### - FREE LISTING -

All advertisers receive a free Business Directory listing in the Green Pages section of the book. Please include the following information with your advertising order:

- Company Name
- Address
- Telephone
- Fax
- Email
- Website

## DIGITAL ARTWORK PRE-PRESS CHECKLIST

ADVERTISING ARTWORK REQUIREMENTS:

- ☐ Conform to ad size specifications
- ☐ Use CMYK colors
- ☐ Export the ad in a pdf file format
  - ☐ Hi-Resolution (300 pixels per inch)
  - ☐ Fonts and Images Embedded
- ☐ EMAIL Digital Artwork Attachment or TRANSFER Large Files Via Dropbox or OneDrive To:  
**jmontero@portofbrownsville.com**

**PORT OF BROWNSVILLE**  
the port that works



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:** 3.C.

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Bridge

**DIRECTOR:** Luis Bazan

**Agenda Item:** Discussion and action, if any, on Holt Power Systems 3 year Maintenance Agreement for \$13,807.42.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:** Holt Power Systems 3 year Maintenance Agreement

**Fiscal Consideration:**

**Staff Recommendation:** Authorization to enter into a 3 year Maintenance Agreement with Holt Power Systems for generator at bridge.

**Alternatives:** N/A

**Exclude Material from Public Packet?** No

**Reason:** N/A

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### ROUTING:

Vanessa Guzman

Created/Initiated - 3/10/2022



# MAINTENANCE AGREEMENT



DEALER: **HOLT CAT**  
5685 Southeast Loop 410  
San Antonio, TX 78222

PRODUCT REP: **Jeremy Gonzales**

QUOTE DATE: **2/21/2022**  
Quote Valid through Date: **3/23/2022**

START DATE: **2/1/2022**  
END DATE: **1/31/2025**

SPECIAL INSTRUCTIONS

CUSTOMER: **City of Pharr**  
ACCOUNT NO: **0261700**  
ADDRESS: **9900 S Cage Blvd.**  
CITY, ST, ZIP: **Pharr, TX 78577**

CONTACT NAME: **Fred Brouwen**  
PHONE NUMBER: **(956) 802-3062**  
EMAIL: [fred.brouwen@pharrtx.gov](mailto:fred.brouwen@pharrtx.gov)

NEW/RENEW: **New**  
INVOICING: **Per Incident**  
YEARS: **3**

SERVICING FREQUENCY: **Quarterly**

Holt Power Systems is pleased to offer you a Scheduled Maintenance program for your emergency generator(s) at your location. Holt follows NFPA 110 and manufacturer's recommendations in maintaining stand-by generators. As stated and recommended, PM Level 1 services should be performed on a quarterly basis, PM Level 2 services should be performed on an annual basis and PM Level 3 services should be performed once every three years. In addition, it is recommended that a minimum two (2) hour Load Bank Test be performed in conjunction with the annual services, when the load on the generator is less than 30% of the name plate rating on the generator. Please reference the attached "Detailed Description of Service Levels" to provide you with an accurate definition of the service levels mentioned herein.

| Year 1                       |            | Year 2                       |            | Year 3                       |            |
|------------------------------|------------|------------------------------|------------|------------------------------|------------|
| Manufacturer                 | AA         | Manufacturer                 | AA         | Manufacturer                 | AA         |
| Serial Number                | KJ200186   | Serial Number                | KJ200186   | Serial Number                | KJ200186   |
| Site Name/Unit #             |            | Site Name/Unit #             |            | Site Name/Unit #             |            |
| PM1                          | \$508.00   | PM1                          | \$508.00   | PM1                          | \$508.00   |
| QUARTERLY INSPECTION QTY     | 3          | QUARTERLY INSPECTION QTY     | 3          | QUARTERLY INSPECTION QTY     | 3          |
| ANNUAL SERVICE PM2           | \$1,304.60 | ANNUAL SERVICE PM2           | \$1,304.60 | ANNUAL SERVICE PM2           | \$1,304.60 |
| TRIENNIAL SERVICE PM3        | \$ -       | TRIENNIAL SERVICE PM3        | \$ -       | TRIENNIAL SERVICE PM3        | \$3,476.22 |
| 2 Hr LOADBANK TEST           | \$800.00   | 2 Hr LOADBANK TEST           | \$800.00   | 2 Hr LOADBANK TEST           | \$800.00   |
| 4 Hr LOADBANK TEST           | \$ -       | 4 Hr LOADBANK TEST           | \$ -       | 4 Hr LOADBANK TEST           | \$ -       |
| AUTOMATIC TRANSFER SWITCH PM | \$250.00   | AUTOMATIC TRANSFER SWITCH PM | \$250.00   | AUTOMATIC TRANSFER SWITCH PM | \$250.00   |
| FUEL SAMPLE TESTING          | \$ -       | FUEL SAMPLE TESTING          | \$ -       | FUEL SAMPLE TESTING          | \$ -       |
| Megger TESTING               | \$ -       | Megger TESTING               | \$ -       | Megger TESTING               | \$ -       |
| ADDITIONAL SERVICES          | \$ -       | ADDITIONAL SERVICES          | \$ -       | ADDITIONAL SERVICES          | \$ -       |
| EXTENDED TOTAL               | \$3,878.60 | EXTENDED TOTAL               | \$3,878.60 | EXTENDED TOTAL               | \$6,050.22 |
| Year 1 Total                 |            | Year 2 Total                 |            | Year 3 Total                 |            |
| \$ -                         |            | \$ -                         |            | \$ -                         |            |
| Total                        |            | Total                        |            | Total                        |            |
| \$ -                         |            | \$ -                         |            | \$13,807.42                  |            |

**Jeremy Gonzales**  
Product Support Sales Representative  
Holt Cat

Customer Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**  
The Tri-Annual service (PM3) is performed once every three years in place of the Annual service (PM2).  
All listed pricing includes normal hour labor rates, travel & applicable parts. Additional charges will apply for after-hours service.  
Prices are subject to change without signed Customer Support Agreement.  
This agreement can be cancelled with a 30-day written notice by either party.  
Holt CAT agrees to provide the above-mentioned services at the stated prices for the length of this agreement and gives authorization for the commencement of stated services.  
IronPro Maintenance Agreements are auto-renewed prior to the end of your agreement at current year pricing.  
To opt out of auto-renew initial here: \_\_\_\_\_

## CURRENT GENERATOR SERVICE LABOR RATES ARE AS FOLLOWS:

Normal Hour Labor (Monday through Friday, 8:00 A.M. to 5:00 P.M.)  
Overtime Labor  
Holiday Labor  
A trip fee per day will apply for work performed outside of this agreement dependent on location.  
The above labor rates are subject to change without notice

\$165.00/Hour  
\$247.50/Hour  
\$330.00/Hour



## DETAILED DESCRIPTION OF SERVICE LEVELS

Holt Power Systems, your Caterpillar® Dealer, provides maintenance to all makes and models of generator sets in accordance with the National Electric Code (NEC), the Life Safety Code, the National Fire Protection Association, and the Joint Commission. The following services will be provided in accordance with these specifications and Manufacturer's recommendations.

**As a Preventive Maintenance Technician for Holt Power Systems it is mandatory that all findings be recorded throughout the inspection.**

### **Scheduled Maintenance LEVEL 1 - Recommended Quarterly:**

#### **GENERAL**

- Visual Inspection - Visual inspection of overall condition of unit to identify foreign objects, loose or broken fittings, guards, and components.
- Wipe off unit - Clean oil, coolant, fuel, and acid deposits. Police generator area.

#### **COOLING SYSTEM**

- Radiator/Heat Exchanger - Visual inspection for leaks, damage, and debris. Check louver operation.
- Coolant - Visual inspection for correct level and condition of coolant (rust, oil, and contaminants). Check coolant conditioner concentration and temperature protection. Check filler cap gasket and sealing surface. Replace filler cap as required at additional cost.
- Hoses and Connections - Visual inspection of all hoses for deterioration. Check tightness of connections.
- Fan Drive Pulley and Fan - Check for loose or worn pulleys. Check fan operation and clearance.
- Fan Belts - Inspect for wear or deterioration. Check tension and adjust as necessary.
- Jacket Water Heater - Inspect for proper operation. Record engine temperature prior to starting unit.
- Water Pump - Visual and operational inspection for leaks or unusual noises.

#### **FUEL SYSTEM – LIQUID (DIESEL/GASOLINE)**

- Fuel Tank - Visually inspect fuel tank system for leaks and fuel level (Natural gas and LP as well). Test day tank pump for proper operation.
- Water Trap/Separator - Drain water from fuel tank if possible or water separator if applicable.
- Fuel Lines and Connections - Inspect for leaks and check line brackets mounting (Natural gas and LP as well).
- Governor and Controls - Inspect governor oil level. Inspect controls and linkage for proper operation. Add oil as necessary.
- Fuel Filters (Primary/Secondary) - Inspect for damage, leaks, and proper operation.
- Fuel Pressure- Record if available.

#### **AIR INDUCTION AND EXHAUST SYSTEM**

- Air Filter Service Indicator - Record reading. Inspect for proper operation. Reset indicator.
- Air Filter - Inspect. Clean as necessary. Replace as required at additional cost.
- Air Inlet System - Inspect piping and air filter housing for damage, loose connections, and evidence of leaks. Clean air filter housing if air filter is cleaned or replaced. Check housing seals and gaskets.
- Turbocharger - Inspect for oil leakage, exhaust leakage, or unusual noises.
- Exhaust Manifold - Inspect for damage, loose or missing hardware, evidence of exhaust leakage, and wet-stacking. Provide load bank recommendation.
- Exhaust System - Inspect silencer and piping for damage, corrosion, or leakage. Check rain cap. Check supports for vibration damage and loose connections.

#### **LUBE OIL SYSTEM**

- Oil Level - Inspect for correct oil level. Visually inspect unit for leaks. Add as required at additional cost.
- Oil Pressure - Record oil pressure reading. Operational and visual inspection of prelube pump if applicable.
- Crankcase Breather - Inspect for proper operation. Check connections and inspect hose for deterioration. Visual inspection for excessive blowby.
- S.O.S. - Obtain oil sample for analysis.

#### STARTING SYSTEM

- Batteries - Inspect for damage or leakage, clean battery with acid neutralizer. Clean and tighten all battery cable connections. (Lead acid batteries only)
- Batteries (Specific Gravity) - Check electrolyte level and specific gravity. (Lead acid batteries only)
- Battery Charger - Inspect for proper operation, loose terminals, and deteriorated wiring. Record output.
- Starting Motor - Inspect electrical connections and wiring. For air starters, inspect oil jar and feeder operation. Perform operational check for abnormal engagement and cranking noises.
- Alternator - Inspect for proper operation, loose connections, and mounting hardware. Check belts, pulley, and voltage output. Record output if applicable.

#### ENGINE MONITORS AND SAFETY CONTROLS

- Safety Controls - Inspect for loose connections, wiring deterioration, and proper operation.
- Remote Annunciator and Alarms - Inspect and test all panel and system alarms for proper operation..

#### CONTROL PANEL

- Start Controls-Manual/Auto - Operational check for proper operation. Check automatic start: with customer approval.
- Voltmeter - Operational check for correct readings. Record readings.
- Ammeter - Operational check for correct readings if load is available. Record readings.
- Frequency Meter - Operational check for correct readings. Load and no load readings if load is available.

#### GENERATOR

- Verify anti-condensation heater operation if applicable. Record temperature.
- Vibration Isolators - Check for proper adjustment and condition.
- Check reduction gearbox oil level if applicable.

#### **Scheduled Maintenance LEVEL 2 (Includes All Service Level 1 Inspections. As Well As The Following) - Recommended Annually:**

##### FUEL SYSTEM

- Fuel Filter - Replace. Inspect for proper sealing and operation.

##### LUBE OIL SYSTEM

- Oil and Filters - Change. Inspect all gaskets and seals.
- Crankcase Breather - Inspect and clean as required. Replace if applicable at additional cost.

##### COOLING SYSTEM

- Lube fan drive bearing as required.

##### GENERATOR

- Generator Rear Bearing - Lubricate if applicable per manufacturer specification.
- Change reduction gearbox oil – if applicable.

##### CONTROL PANEL

- Circuit Breakers - Inspect for free movement and tight connections, if accessible.

#### **Scheduled Maintenance LEVEL 3 (includes All Services Previously Listed Under Level 1 And Level 2, As Well As The Following)-Recommended Every Three (3) Years:**

##### COOLING SYSTEM

- Coolant - Drain and replace coolant. (Coolant flush as required at additional cost.)
- Thermostats - Replace
- Fan Belts - Replace
- Hoses - Replace all cooling system hoses including jacket water heater hoses.

##### STARTING SYSTEM

- Batteries – Replace (Lead Acid ONLY)
- Alternator – Verify pulley alignment if applicable.

##### GENERATOR

- Visually inspect exciter, Permanent Magnet (PMG) if applicable, and rotating rectifiers.

## AIR INDUCTION AND EXHAUST SYSTEM

- Air Filter - Replace.

## OTHER SERVICES (Available From Your Caterpillar® Dealer)

### TRANSFER SWITCH PREVENTIVE MAINTENANCE - Recommended Annually (Two Level Options)

#### Level 1 (Energized Switch):

##### INTERIOR WIRING COMPONENTS

- Perform visual inspection of all wiring and connections for signs of tracking, overheating, and insulation deterioration.
- Check all time delay settings and adjust to the customer's specifications. Record settings.
- Check all common and ground wires. Measure and record resistance to ground readings.
- Check for proper automatic transfer operation and sequencing of time control relays: **with customer approval only.**

##### ENCLOSURE

- Wipe down.
- Clean interior of enclosure and remove accumulated dust and/or dirt.
- Check door closure, locking bar, and mechanism for proper operation.

##### MISCELLANEOUS

- Record findings of the inspection. Record corrective action taken.
- Report unsafe conditions.
- Report recommendations for replacement of major components.

#### Level 2 (De-Energized Switch) All of the above plus:

- Check condition of main and arcing contacts and auxiliary contacts.
- Check manual switches for free movement and contact continuity.
- Check lug connections and mounting insulator bolts.
- Check and tighten all control circuit wiring terminals.
- Megger test for grounds or leakage.
- Test all phase and voltage sensitive relays as required.
- Lubricate per manufacturers specifications.
- Perform relative infrared heat scan on all contacts.

### LOAD BANK TESTING - Required Annually For Most Applications (SEE NFPA 110 & NFPA 99)

In addition to your scheduled Preventive Maintenance services, we also recommend having a 1.5 hour Load Bank Test performed annually, in conjunction with your P.M. service. This test will help prevent a condition known as "wet stacking", which is the presence of carbon particles, unburned fuel, acids, and condensed water in the exhaust system, which accumulates due to incomplete combustion caused by low combustion temperatures. The presence of continual black smoke during operation is an indication that wet stacking is occurring.

NFPA 110 (2016) Chapter 8 states the following regarding Load Bank Testing (this also applies to NFPA 99 for Healthcare Facilities, pertinent information is underlined):

#### **8.4 Operational Inspection and Testing.**

- 8.4.1\*** EPSS's, including all appurtenant components, shall be inspected weekly and shall be exercised under load at least monthly.

*Exception: If the generator set is being used for standby power or for peak load shaving, such use shall be recorded and shall be permitted to be substituted for scheduled operations and testing of the generator set, provided the appropriate data are recorded.*

- 8.4.2\*** Diesel generator sets in service shall be exercised at least once monthly, for a minimum of 30 minutes, using one of the following methods:

- (a) Under operating temperature conditions or at not less than 30% of the EPS nameplate rating.
- (b) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer.

The date and time of day for required testing shall be decided by the owner, based on facility operations.

**8.4.2.3** Diesel-powered EPS installations that do not meet the requirements of 8.4.2 shall be exercised monthly with the available EPSS load and exercised annually (8.4.2.3) with supplemental loads at not less than 50% of the name-plate rating for 30 continuous minutes and not less than 75% of nameplate rating for 1 continuous hour for a total test duration of 1.5 continuous hours.

In summary, the engine needs to be exercised at monthly intervals. This must be done at the manufacturer's recommended operating temperature, which can only be achieved by running it under recommended load (usually 30% to 50% of the generator's designed capacity). If this is not possible due to the inability to transfer adequate building loads to the generator, a Load Bank Test will be required to satisfy the supplemental load requirement.

Holt Power Systems offers the 3 year test for Level 1 EPSS as specified in 8.4.9\* and 8.4.9.7. as well: Not less than 30% of the EPS nameplate rating for 3 continuous hours and not less than 75% of the EPS nameplate rating for 1 continuous hour for a total test duration of not less than 4 continuous hours.

#### **INSULATION (MEGOHMETER) TESTING – Recommended Annually**

Test main stator, main rotor, exciter stator, and exciter rotor. Record data: Report current issues and trend data as reference for potential issues.

#### **FUEL ANALYSIS - Recommended Annually**

Fuel analysis will include but is not limited to testing in accordance with ASTM D 975 requirements.

#### **SWITCHGEAR PREVENTIVE MAINTENANCE - Recommended Annually:**

- Individualized quote based on Switchgear type and customer scope.

#### **UPS PREVENTIVE MAINTENANCE - Recommended Annually:**

- Individualized quote based on UPS type and customer scope.

#### **FLYWHEEL UPS PREVENTIVE MAINTENANCE - Recommended Quarterly:**

- Individualized quote based on customer scope.



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 9, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.071, the Board may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/9/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 9, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.072, the Board may convene in a closed, non-public meeting to discuss any matters related to **real property and deliberate the purchase, exchange, lease, or value of real property as such would be detrimental to negotiations between the City and a third party in an open meeting.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/9/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 9, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.074, the Board may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

---

**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/9/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 9, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.076, the Board may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices**. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/9/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.084, the Board may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

---

**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022



## AGENDA MEMORANDUM



**BOARD:** Pharr International Toll Bridge Board

**AGENDA ITEM #:**

**DATE SUBMITTED:** March 10, 2022

**MEETING DATE:** March 15, 2022

**FROM:** Vanessa Guzman, Administrative Assistant

**DEPARTMENT:** Administration

**DIRECTOR:**

**Agenda Item:** Pursuant to Section 551.087, the Board may convene in a closed, non-public meeting to discuss any matters regarding **economic development issues**. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

**Classification:** Regular

(\* If closed session, City Attorney must review and approve.)

**Issue:**

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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**ROUTING:**

Vanessa Guzman

Created/Initiated - 3/10/2022