



MEETING AGENDA

DATE: Wednesday, March 26, 2025

TIME: 8:30 a.m.

Administration & Finance Committee & Operations & Capital Projects Committee,
Legislative Committee *(No Meeting)*, and Rural and Small Cities Committee *(No Meeting)*

LOCATION: Staples Street Center – 2ND Floor Boardroom (602 North Staples St., Corpus Christi, TX)

ADMINISTRATION & FINANCE COMMITTEE

Beatriz Charo, Committee Chair

David Berlanga Gabi Canales Armando Gonzalez Anna Jimenez

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Confirm Posting of Meeting’s Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	B. Charo	1 min.	-----
4.	Receipt of Conflict of Interest Affidavits	B. Charo	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	B. Charo	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
6.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of October 23, 2024 & November 20, 2024	B. Charo	3 min.	Pages 1-8
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Safe Fleet Holdings, LLC for NVR, and Camera Replacements	R. Saldaña	3 min.	Page 9 <i>PPT</i>
8.	Discussion and Possible Action to Recommend the Board of Directors Adopt a Revised Accident Review Board Policy	M. Rendón	3 min.	Pages 10-29 <i>PPT</i>
9.	Discussion and Possible Action to Recommend the Board of Directors Adopt the Revised 2025 Emergency Preparedness Policy	M. Rendón	3 min.	Pages 30-45 <i>PPT</i>
10.	Committee Chair Report	B. Charo	3 min.	-----
11.	Adjournment	B. Charo	1 min.	-----

Total Estimated Time: 27 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

Aaron Muñoz, Committee Chair

Lynn Allison Jeremy Coleman Eloy Salazar Amanda Torres

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	A. Muñoz	1 min.	-----
4.	Receipt of Conflict of Interest Affidavits	A. Muñoz	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	A. Muñoz	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
6.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 20, 2024	A. Muñoz	3 min.	Pages 1-4
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Clean Energy for the Purchase and Installation of 6 Compressed Natural Gas Dispensers	S. Montez	3 min.	Pages 5-6 <i>PPT</i>
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, Neopart, and Vehicle Maintenance Program for IFB 2025-SP-05 Brake System Bus Parts Supply	G. Robinson	3 min.	Pages 7-8 <i>PPT</i>
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, and Neopart for IFB 2025-SP-03 Electrical Bus Parts Supply	G. Robinson	3 min.	Pages 9-10 <i>PPT</i>
10.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Gillig, Muncie, Neopart, and Rush Truck Centers of Texas for IFB 2025-SP-04 Suspension Bus Parts Supply	G. Robinson	3 min.	Pages 11-12 <i>PPT</i>

11.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, and Muncie for IFB 2025-SP-06 Cooling System Bus Parts Supply	G. Robinson	3 min.	Pages 13-14 <i>PPT</i>
12.	Committee Chair Report	A. Muñoz	3 min.	-----
13.	Adjournment	A. Muñoz	1 min.	-----

Total Estimated Time: 33 min.

LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair

Gabi Canales Jeremy Coleman Aaron Muñoz Amanda Torres

NO MEETING

RURAL AND SMALL CITIES COMMITTEE

Armando Gonzalez, Committee Chair

David Berlanga Beatriz Charo Anna Jimenez Eloy Salazar

NO MEETING

On **Friday, March 21, 2025** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unites communities and promotes local economic growth.

Vision Statement

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, October 23, 2024**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Opportunity for Public Comment – No Public Comments**
6. **Approved the Administration & Finance Committee Meeting Minutes of May 22, 2024 and June 26, 2024**
7. **Approved to Recommend the Board of Directors Approve the Fiscal Year 2025 Board & Committee Meetings Calendar**
8. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five-Year Contract to Collier, Johnson & Woods PC for Financial Auditing Services**
9. **Approved to Recommend the Board of Directors Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3**
10. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year with Unum for Employee Long-Term Disability and Short-Term Disability Insurance**
11. **Heard Committee Chair Report**
12. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Beatriz Charo; Committee Chair, called the meeting to order at 8:47 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Beatriz Charo, David Berlanga, Armando Gonzalez (virtual), and Anna Jimenez.

Board Members Absent

Gabi Canales.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón, Robert Saldaña and JoAnna Serna.

Public Present

Caitlin Chupe, Collier, Johnson & Woods. Ralph Perez & Chris Bandel, A. Ortiz Construction. Philip Ramirez & Kira Bonestead, Turner Ramirez Associates.

Safety Briefing

Mr. Miguel Rendon, Deputy CEO, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Montiel would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting.

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of May 22, 2024 and June 26, 2024

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MAY 22, 2024 AND JUNE 26, 2024. DIRECTOR DAVID BERLANGA SECONDED THE MOTION. CHARO, BERLANGA, GONZALEZ, AND JIMENEZ. VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Approve the Fiscal Year 2025 Board & Committee Meetings Calendar

Mr. Derrick Majchszak, Chief Executive Officer, presented the item noting each Board Member has a copy of the Draft 2025 Board and Committee Meetings Calendar for reference. Each year, the Board adopts a meeting calendar for the upcoming year. The CCRTA Board Meetings are typically scheduled on the first Wednesday of each month. The Administration & Finance and the Operations & Capital Projects Committees are typically held on the fourth Wednesday of each month. The Rural & Small Cities and

Legislative Committees will meet quarterly or as required. Director Berlanga requested clarification if there would be a December Committee Meeting and Mr. Majchszak replied that was correct, there are no December Committee Meetings.

DIRECTOR DAVID BERLANGA MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE FISCAL YEAR 2025 BOARD AND COMMITTEE MEETINGS CALENDAR. VICE-CHAIR JIMENEZ SECONDED THE MOTION. CHARO, BERLANGA, GONZALEZ, AND JIMENEZ. VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five-Year Contract to Collier, Johnson & Woods PC for Financial Auditing Services

Mr. Robert Saldaña, Managing Director of Administration, presented the item and introduced Caitlyn Chupe with Collier, Johnson & Woods PC to the Board. He provided background noting in accordance with Texas and Federal Statutes including Section 451.451 of the Texas Transportation Code, an annual audit is required of CCRTA's financial statements for regulatory compliance. In addition, a single audit is required when a non-federal entity expends \$750,000 or more in federal awards during its fiscal year. Mr. Saldaña noted the Federal Transit Administration (FTA) requires an auditor to review the annual data reported by CCRTA to the Federal Funding Allocation Statistics through the National Transit Database (NTD) reporting system for compliance and accuracy. He discussed the annual audit requirements for the five-year contract. He noted the current contract with Carr, Riggs, & Ingram, LLC expires at the end upon completion of the 2023 audit. There is no DBE requirement for this procurement. Mr. Saldaña noted a total of five proposals were received and displayed a table displaying the ratings after Best and Final Offer (BAFO). Collier, Johnson & Woods PC had the highest score among all the proposers. The cost to perform the financial auditing services under a five-year contract equates to \$95,500 per year and sufficient funds are allocated in the proposed 2025 Operating Budget.

VICE CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A FIVE-YEAR CONTRACT TO COLLIER, JOHNSON, AND WOODS PC FOR FINANCIAL AUDITING SERVICES. DIRECTOR DAVID BERLANGA SECONDED THE MOTION. CHARO, BERLANGA, GONZALEZ, AND JIMENEZ. VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3

Mr. Miguel Rendón presented the item noting the Board Priority is Safety & Security. He provided background stating that on July 19, 2019, the Federal Transit Administration (FTA) implemented a requirement that public transit agencies receiving federal funding

create, approve and implement a Public Transportation Agency Safety Plan (PTASP) to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. The compliance date was set for July 20, 2020. He adds that on July 1, 2020, the CCRTA Board of Directors approved CCRTA's PTASP, Version 1. On December 8, 2023, the Safety Committee approved CCRTA's PTASP, version 2 to include the new Bipartisan Infrastructure Law change updates. On July 19, 2023, the CCRTA Board of Directors approved the amended version 2. Mr. Rendón presented an image displaying the four pillars of the Public Transportation Agency Safety Plan which include: Safety Promotion, Safety Risk Management, Safety Assurance and Safety Management Policy. He displayed a chart of common types of changes including agency information. Key staff has been added to the agency information to include: Derrick Majchszak, CEO, and Mike Rendón, Deputy CEO/Chief Safety Officer. The CCRTA updated organizational chart was also displayed.

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT THE 2024 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) VERSION 3. DIRECTOR DAVID BERLANGA SECONDED THE MOTION. CHARO, BERLANGA, GONZALEZ, AND JIMENEZ. VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year with Unum for Employee Long-Term Disability and Short-Term Disability Insurance

Ms. Angelina Gaitan, Director of Human Resources, presented the item noting representative Stephanie Cadwallader with Unum is present via Zoom. She provided background information stating the original contract began January 1, 2022 through December 31, 2023, with two one-year options. She stated that CCRTA provides LTD coverage to full-time employees with the completion of one-year employment at no cost to the employees. LTD pays out the employee 66.67% of an employee's base wages after a 90-day elimination period. CCRTA provides STD to employees who work 32 hours per week and employees are responsible for premium payment. STD pays out 60% of an employee's base wages after a 14-day elimination period. She noted that services have been satisfactory and annual projected cost is \$196,046.29, split cost of LTD \$148,482.07 paid by CCRTA and STD \$47,564.22 reimbursable by employee. There is no DBE requirement and UMUM is holding the same pricing from the original contract with no additional increases for the 2nd option year.

DIRECTOR DAVID BERLANGA MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE THE SECOND OPTION YEAR WITH UNUM FOR EMPLOYEE LONG-TERM DISABILITY AND SHORT-TERM DISABILITY INSURANCE. VICE-CHAIR ANNA JIMENEZ SECONDED THE MOTION. CHARO, BERLANGA, GONZALEZ, AND JIMENEZ. VOTING IN FAVOR. ABSENT CANALES.

Heard Committee Chair Report

Director Charo thanked the staff for the information in the reports.

Adjournment

There being no further review of items, the meeting adjourned at 9:14 a.m.

Submitted by: Marisa Montiel

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, November 20, 2024**

Summary of Actions

1. Roll Call
2. Heard Safety Briefing
3. Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551
4. Receipt of Conflict of Interest Affidavits – None Received
5. Opportunity for Public Comment – No Public Comments
6. No Action- Administration & Finance Committee Meeting Minutes of October 23, 2024
7. No Action- Recommend the Board of Directors Adopt a Resolution for the Proposed Change to the Reserve Policy
8. No Action - Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$766,576 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2025: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance
9. No Action - Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with State of Texas for Senator Hinojosa Office Lease Space at the Staples Street Center Building
10. No Action- Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with General Land Office Lease Space at the Staples Street Center Building
11. Heard Committee Chair Report
12. Adjournment

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Beatriz Charo; Committee Chair, called the meeting to order at 8:37 a.m. Stephanie Alvarez called roll and stated there was not a quorum present.

Board Members Present

Beatriz Charo and David Berlanga.

Board Members Absent

Anna Jimenez, Gabi Canales, and Armando Gonzalez.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Stephanie Alvarez, Rita Patrick, Gordon Robinson, Miguel Rendón, Robert Saldaña and JoAnna Serna.

Public Present

Luis Rubio and Thomas Arredondo with Safety-Klean. Robert Ramirez and John Pena with Cummins. James Duenes, TGLO. Virtual: Michael Enders, Adan Ayala, Andy Rodriguez, Seth G. and Michael.

Safety Briefing

Mr. Miguel Rendón, Deputy CEO, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Alvarez would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Alvarez confirmed proper posting of the meeting.

Receipt of Conflict of Interest Affidavits

None received.

Opportunity for Public Comment

None received.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of October 23, 2024

Committee Chair Charo noted no quorum was present to vote on this item.

Discussion and Possible Action to Recommend the Board of Directors Adopt a Resolution for the Proposed Change to the Reserve Policy

Mr. Robert Saldaña presented the item for informational purposes only.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$766,576 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2025: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

Mr. Miguel Rendón presented the item for informational purposes only.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with State of Texas for Senator Hinojosa Office Lease Space at the Staples Street Center Building

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item for informational purposes only.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with General Land Office Lease Space at the Staples Street Center Building

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item for informational purposes only.

Heard Committee Chair Report

Director Charo thanked the staff for their presentations.

Adjournment

There being no further review of items, the meeting adjourned at 9:02 a.m.

Submitted by: Marisa Montiel

Subject: Award a contract to Safe Fleet Holdings, LLC for NVR and Camera Replacements

Background

The CCRTA bus fleet is equipped with On-Board Surveillance Systems to record internal and external video on the bus for deterrence, safety, and risk management. Currently the video is provided to Management Staff, Security, and Law Enforcement daily as requested.

Identified Need

The CCRTA faces challenges maintaining older On-Board Surveillance Equipment on a portion of our bus fleet. Ten (10) buses are equipped with a surveillance system that is past its end of life (EOL), parts are no longer available and require each bus to be physically boarded to retrieve video. The replacement of the outdated system will allow for central management and wireless video retrieval.

Financial Impact

The CCRTA will be purchasing these services through the BuyBoard Purchasing Cooperative which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for the NVR and Camera replacements is \$90,292. Funds for the video surveillance equipment purchase were identified in the FY 2025 Capital Budget using local funds.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff request that the Administration & Finance Committee recommend the Board Authorize the Chief Executive Officer (CEO) or designee to award a contract to Safe Fleet Holdings, LLC for NVR and Camera Replacements at a cost not to exceed \$90,292.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Adoption of a Revised Accident Review Board Policy**Background**

The purpose of the Accident Review Board Policy is to provide guidelines for the Accident Review Board for evaluation and determination of contributing factors that cause accidents.

RTA's current Accident Review Board Policy (ARB) was originally adopted by the CCRTA Board of Directors on March 15, 1988. Revisions were adopted by the Board of Directors on May 2, 2012.

Identified Need

The Accident Review Board is comprised of the Managing Director of Operations, 1 Road Supervisor, 1 Mechanic, and 2 bus operators. They determine if the accident/incident could have been prevented; ensure compliance with the Accident Rating Plan; and recommend remediation measures.

The revised policy (attached) now offers a clearer and more concise process, making it easier for individuals to follow and understand. It also reflects the shift toward digital reporting processes; a monetary rating for accident determination; department title updates; and alignment with Human Resources policies on reporting procedures of accidents, incidents, and near misses as well as personal accidents.

Board Priority


This item aligns with the Board Priority Safety and Security.

Recommendation

Staff requests the Administration and Finance Committee recommend the Board of Directors adopt a revised Accident Review Board Policy.

Respectfully Submitted,

Submitted by: Miguel Rendón
Deputy Chief Executive Officer

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

ACCIDENT REVIEW BOARD POLICY

Effective: (ENTER DATE)



ACCIDENT REVIEW BOARD POLICY

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**Corpus Christi Regional Transportation Authority
Policies and Procedures**

Subject: Accident Review Board

Policy: #210

I. POLICY

The Corpus Christi Regional Transportation Authority is committed to providing and maintaining safe and dependable transportation service for its customers as well as a safe working environment for all CCRTA employees. Safety is the highest priority, and no operational requirement or other activity should take precedence.

The CCRTA is committed to developing aggressive programs to reduce accidents. Such programs will include appropriate safety programs, incentives/awards for accident preventions as well as appropriate disciplinary actions when required.

In order to establish a means of providing consistent direction and review of safety-related issues, specifically in the areas of accidents, a committee of employees has been established. This committee is the Accident Review Board, such committee will review accidents independently of any issues related to incentive programs.

II. PURPOSE

To clarify the establishment, operation, and responsibility of the CCRTA Accident Review Board and to provide guidelines for evaluation and determining the contributing factors that cause accidents.

III. BOARD COMPOSITION

- The Managing Director of Operations serves as the Chairperson and Facilitator. **The Chairperson votes only when required to break a tie.**
- Two (2) bus operators and one (1) alternate that serves for two (2) years staggered terms.
- One (1) Maintenance Department employee and one (1) alternate that serves for two (2) years staggered terms.
- One (1) Transportation Department Street Supervisor and one (1) alternate that serves for a two (2) year term.

IV. ACCIDENT REVIEW BOARD MEMBER PLACEMENT CRITERIA

The criteria for selection and maintaining of performance to meet standards for serving on the ARB are as follows:

- Any prospective member or sitting member of the committee, unless specified otherwise, must not have any Preventable Vehicular Collision/Incident or Preventable Employee Personal Incident/Injury in his/her prior twelve (12) consecutive working months.
- The employee must maintain a successful overall performance record and adhere to all CCCRTA safety policies.
- **ARB** members must be employed by the CCRTA for a minimum of three (3) years prior to selection and must not be on probation for any reason.
- When the need arises for the selection of an additional **ARB** member to represent a department, all eligible employees in that department who wish to serve on the committee will have their name placed in a 'pool'. A name will be drawn from the eligible department employees by the Managing Director of Operations and Department Head of Safety and Security.
- After selection, **ARB** members who no longer meet these minimum requirements will be replaced.
- Additional members may be selected to fulfill any unexpired term left vacant for any reason.

V. ADMINISTRATIVE GUIDELINES OF THE ACCIDENT REVIEW BOARD

a. GENERAL RESPONSIBILITIES

- The Accident Review Board will initially determine if the accident could have reasonably been prevented in part or completely by the CCRTA employee.
- They will take the necessary actions to ensure compliance with the intent of the Accident Rating Plan.
- The Accident Review Board will recommend measures that department directors and managers can take to help avoid similar situations in the future.
- The Managing Director of Operations will serve as the Chairperson of the Accident Review Board.
- The Safety & Security Department will maintain records showing name, date of accident, classification and action taken.
- The Safety & Security Department will recommend corrective actions in the form of retraining and/or review for employees who appear to be experiencing difficulty in following prescribed CCRTA safety procedures.
- The Accident Review Board (ARB) may refer recurring issues to the Safety Committee.

b. RULES AND PROCEDURES

- Generally, regularly scheduled monthly meetings take place the second (2nd) Tuesday of the month.
- Ad Hoc meetings may be called on as needed basis.
- The ARB must utilize the "Simple Majority Rule" of members present in making the final determination. The Chairperson of the ARB, as stated previously, will vote only when required to break a tie.

- Original electronic reports will be on file in the electronic reporting system under Safety and Security oversight. Paper reports will be on file with the Safety and Security Department. If a modification to a report is necessary, employees should make additions or clarifications themselves, by submitting an additional page to the original report. The purpose of this action is to provide employees with the opportunity to add or clarify information on their original accident/incident report. The additional page to the original report must be signed and dated by the employee.

c. INITIAL DETERMINATION

- The Accident Review Board will review and discuss details of all submitted accident/incident reports. They will then determine if the CCRTA employee could have reasonably prevented the accident/incident in part or completely and proceed to classify the case and assess points according to the ARB point system.
- Following the review of an accident, the Safety and Security Department will notify the employee of the Board's determination by completing appropriate form letters which include employee appeal rights procedure and distributing a copy to the employee.
- In addition, a copy will be sent to the employee's director, one to Human Resources (employee's personnel file) and one retained in the Accident Review Board file.

d. APPEAL PROCESS

- All requests for appeals to the Chief Executive Officer will be made to the Safety and Security Department. Notifications in writing to appeal against the decision must be received by the Safety and Security Department no later than ten (10) days after receipt of notification letter.
- Requests for appeals submitted later than (10) days after the initial determination may be denied.
- An employee wishing to appeal may appear in person, present witnesses to the accident/incident and at the appeal, present additional information that may not have been available at the time of the original classification. Employees should remember that the purpose of an appeal should be to present additional information (not available sooner) and not to be used as a tool to complete a required accident form, which should have been completed as soon as possible after the accident.
- The Chief Executive Officer (CEO) or designee will review details of all submitted accident reports.
- The Managing Director of Operations on behalf of the ARB will provide the CEO with an explanation as to why the CCRTA employee could have reasonably prevented the accident in part or completely.
- The Managing Director of Operations will also provide the CEO with justification of the classification of the case and points assessed according to the ARB point system.

The Chief Executive Officer or designee will hear only new and/or additional information related to the case. A successful appeal is one in which it is found that proper procedures were not followed or not all information was considered in the determination of the outcome.

The decision of the Chief Executive Officer or designee will be final.

- Following the review of the appeal, the Safety & Security Department will notify the employee of the CEO's decision by completing appropriate form letters and distributing a copy to the employee. In addition, a copy will be sent to the employee's department director, one to Human Resources (employee's personnel file) and one retained in the Accident Review Board file. Notice of the decision should be provided to the employee within five (5) workdays of the CEO's decision.

VI. EMPLOYEE ACCIDENT REPORTING PROCEDURES

Definitions

Incident: An incident is defined as an event that interrupts normal procedures; this includes an unusual situation which occurs outside the scope of the normal routine/tasks associated within the employee's assigned duties. An incident usually creates the need to notify an CCRTA supervisor of the circumstances regarding the situation.

Accident: Accidents are defined as an unexpected and undesirable event that interrupts normal procedure; such event may or may not involve injury or damage to person or object.

a. Employee General Responsibilities

- Employees are required to complete a written report of the involvement in and/or witnessing of any accident. The written report is to be filled out as soon as possible, but no later than 24 hours from the time of the accident/incident. Failure to submit a written report in a timely manner may result in disciplinary action. If unsure as to whether an accident report is necessary employees should seek clarification from their superior or department head.
- Falsifying an accident report or attempting to settle a claim with the parties involved in an accident may result in disciplinary action up to including termination.

b. Reporting Accidents, Incidents, and Near Misses

- Employees are expected to familiarize themselves with CCRTA's Accident Review Board ("ARB") Policy, attached hereto as Appendix I, and any revisions or amendments as may develop from time to time, including the Employee Accident Reporting Procedures.
- An employee must report any accident or incident immediately to the employee's Supervisor or designee if injury is threatened and complete a written report by the end of the employee's shift, if possible, but no later than 24 hours from the time of the accident/incident. The reporting requirement includes accidents, incidents, and near misses that do not involve a major injury and do not involve the employee or involve other employees, riders, vendors, or other members of the public. Employees unsure whether an accident/incident report is necessary should seek clarification from their Supervisor or DH.
- The Supervisor or DH shall be responsible for notifying DCEOS.
- Employees involved in a collision-type or passenger-related accident while operating any CCRTA vehicle or driving on CCRTA business are required to do the following:
 1. Stop the vehicle where the accident/incident occurred if they can safely do so or stop at a safe location when the employee/passenger first reports their accident/incident (whichever is first).
 2. Unless injured, stay at the accident scene until cleared to leave by a police officer and/or a Transportation Supervisor or an official representative of CCRTA.
 3. Call the dispatcher by vehicle radio (or phone) to notify the appropriate supervisor on duty of the accident regardless of whether damage and/or injuries occurred and wait for further instructions.
 4. Write down the name of all witnesses, including drivers, or any identifying information the employee can obtain.
 5. Request the passengers and/or other witnesses to fill out a courtesy card.
- Employees who sustain a personal injury while working must comply with the ARB Policy on Reporting of Personal Accidents, including notifying HRD before seeking medical attention, if possible, when injury requires a visit to an HCP.
 - Failure to promptly report accidents, incidents, and/or injuries, or to contact HRD, as required in the ARB Policy and this Handbook, is grounds for discipline. Delayed reports may be excused only in the case of an emergency.

c. Employee Reporting of Passenger Accidents

- Employees involved in a passenger-related accident while operating an Authority vehicle should:
 1. Stop the vehicle at the location where the incident occurs or at the location when the passenger first reports their accident to you (whichever is first);
 2. Check for injuries;
 3. Call the dispatcher by radio or telephone (non-revenue vehicle), report the situation and injuries if any, and wait for further instructions.

d. Employee Reporting of Personal Accidents

NOTE: *In general, personal accident's which occur as a normal course of one's occupational duties or which are a direct result of "nature" and/or do not require a doctor's visit and/or lost time do not generally require review by the Accident Review Board. However, it is critical that such accidents be reported to Human Resources within 24 hours as failure to do so may jeopardize and/or delay benefits due under the Workers Compensation Act. Receipt of Benefits are subject to State Statute provisions.*

Employees who have an on-the-job accident which does not meet the parameters as defined above must report it immediately to their supervisor, and if their supervisor is not available, to any CCRTA supervisor. A complete written report of every accident, occurring on the bus or any Authority property must be completed by the employee. Employees involved in a personal injury must:

- **Notify their supervisor immediately;**
- If needed ask for and obtain medical attention;
- Complete a CCRTA Accident/Incident Report through the Department's reporting procedure (electronic/paper) turned in to Dispatcher or Department as soon as possible.
- In the event of a preventable accident, the employee may be disciplined in accordance with his/her failure to follow professional safety precautions, the severity of the accident, and the employee's past record.
- If a visit to a medical facility is made and/or an injury occurs, contact the Human Resource Department by phone or in person immediately. If unable to do so, the employee should be prepared to provide a medical reason.
- The employee must notify their supervisor if they are instructed by the physician not to return to work. If able, the employee should return the disposition form to Human Resources department upon leaving the medical facility. It is the responsibility of the employee to notify Human Resources immediately after an employee has been instructed by the attending Physician not to return to work and after each subsequent visit with the personal physician or CCRTA approved physician. Failure to do so may result in disciplinary action up to and including termination.

When the physician releases an employee for regular duty, the employee must bring the doctor's release to Human Resources before reporting for duty. If the employee is under the care of a private physician, the employee must first secure a "Back to Work Release" from the private physician. However, the Authority will require confirmation from an Authority appointed physician.

VII. MANAGEMENT RESPONSIBILITIES

- The Employees Department in coordination with the Safety and Security Department may investigate all accidents.
- A detailed report of the circumstances of the accident should be submitted via the Department's reporting procedure (electronic/paper) to the Department Director or designee system, **within 24 hours** of the accident. The Department Head will be held accountable for non-compliance.
- Supervisors are responsible for making sure all injured employees receive proper first aid treatment by:
 - a) Transporting the employee to the Authority's designated medical provider. The supervisor will notify the Human Resource Department immediately.
 - b) If the injury is of a serious nature an ambulance should be called.
 - c) The supervisor must also complete a report of the accident using the Department's reporting procedure (electronic/paper). The investigating supervisor and Department Director will be held accountable for non-compliance.

ADDENDUM A

ACCIDENT CLASSIFICATION GUIDELINES

Members of the Accident Review Board may use the following set of criteria as a tool/guideline to determine the preventability or non-preventability of accidents.

If the collision with another vehicle/object has an overall repair cost exceeding \$500 it will be classified as an accident. If it is below \$500 it will be classified as an incident.

- 1) **NON-PREVENTABLE ACCIDENT** is an accident in which the employee could not have taken any defensive action to prevent the accident from occurring.

The following criteria may be used as a guideline in assigning this classification:

i) Authority Vehicle Collision Accident

The vehicle must be where it has a legal right to be.

The vehicle would most likely not be in motion.

It must be proven beyond a reasonable doubt the accident was beyond the control of the employee whether they were in or out of the vehicle at the time of the accident.

ii) Passenger Accident

No action(s) taken by the driver of the Authority vehicle was a contributing factor(s) leading to the passenger's accident

iii) Employee Personal Accident

Employee must be performing assigned task where, when, and how they were instructed to do so. Injury or accident should not be considered if within the normal course/scope of his/her position or a direct result of nature.

It must be proven beyond a reasonable doubt the accident was beyond the control of the employee and that the nature of the accident was outside the "expected" occurrences of such a position.

Employee must be in compliance with all safety rules, practices, and procedures as outlined in Authority Policy.

- 2) **PREVENTABLE ACCIDENT**, in general is defined as one in which the employee failed to do everything he/she reasonably or defensibly could have done to prevent the accident despite the action of others or the presence of adverse conditions.

Many accident situations are covered in the following material. For each type of accident a series of questions is asked. If the answer to any question is "no", then the employee was not practicing the best safety procedures. The questions asked help to determine preventability and serve to inform employees what is meant by preventable accidents. When the facts about an accident have been gathered, these questions are used as a guide to assess preventability and not meant as an inclusive list.

All Accidents

Did the employee:

Call Dispatch?

Take all reasonable actions to avoid the accident?

Operate the vehicle at a speed safe for conditions?

Obey all traffic signals?

Have full control of the vehicle?

Follow the routing and delivery instructions?

Call in for help when in doubt?

If the answer to any questions is no, the employee was not driving defensively, and the accident may be considered preventable.

Intersection Accident

Did the employee:

Approach the intersection at a speed safe for the condition?

Prepare to stop before entering the intersection?

Pull out slowly at a blind corner, ready to shift their right foot to the brake pedal?

Make sure the other driver would stop for a traffic light or stop sign?

Obey all traffic signs?

Signal well in advance of any change in direction?

Turn from the proper lane?

Allow for the turns of other vehicles?

Avoid overtaking and passing in the intersection?

If the answer to any question is no, the employee was not likely driving defensively and the accident may be considered preventable.

Rear End Collision

Did the employee:

Maintain the safe following distance, namely one car length for every ten miles per hour of travel; (for buses an employee must observe the one thousand and four second rule or 1 ½ bus length for each 10 miles of speed) with the distance doubling at night and doubling again in wet weather?

Keep their eyes and attention on the vehicle/object ahead.

Approach the green traffic light cautiously, expecting the driver ahead to stop suddenly on the signal change?

Keep away from rail tracks?

Keep from skidding?

If the answer is no, the employee was not driving defensively and the accident is considered to be preventable.

Backing Accident

Did the employee:

Call Dispatch to request assistance?

Park so close to the car ahead as to require backing to leave the parking space?

Drive into the Narrow Street, dead end alley, or driveway from which they were forced to back?

If they could not see where they were backing -- Try to get someone to guide them.

Look all around the vehicle before getting in?

Back immediately after looking?

Use their horn while backing?

Have the four-way flashers on?

Look to the rear without depending on the rear view mirror?

If the distance was long, did they stop, get out, and look around occasionally?

Back-up slowly?

Judge backing clearance accurately?

If the answer to any question is no, the employee may not have been driving defensively and the accident may be considered to be preventable.

To avoid skidding (as in bad weather conditions)

Did the employee:

Drive at a speed safe for condition of weather and road?

Keep at least twice the safe following distance?

Make all actions gradual?

Remain alert for ice, freezing in the shade, loose gravel, ruts, sand, etc.?

Expect ice on bridges, in gutters, ruts, and near the curb?

Remain out of car tracks and cross them at wide angles? (on ice)

If the answer to any question is no, the employee was likely not driving defensively and the accident may be considered preventable.

Pedestrians

Did the employee:

While turning right or left, yield to pedestrians who also have the green light?

Drive through congested sections expecting that pedestrians would step in front of their vehicle?

If warranted, toot horn to make pedestrian aware of the presence of vehicle?

Parked

Did the employee:

Park on the right side of the road?

Park on the traveled part of the highway near the curve when possible?

Warn traffic by flag or flare where required?

Park parallel to curb?

If the answer to any question is no, the employee was not driving defensively and the accident maybe considered preventable.

Employee Personal Accidents

Was the employee:

Using the proper tools, equipment, or substances properly?

Sure not to use defective tools, materials, equipment, etc.?

Careful not to wear defective or misapplied personal protective equipment?

Using the equipment, materials, etc. provided?

Careful not to be improperly dress or wear any item which might contribute to an accident?

Correctly lifting or carrying?

Using or warding the proper safety equipment or devices?

Sure not to clean, adjust, etc. machines in motion?

Sure to warn or secure when dangers to person or property exist?

Following instructions?

Operating with authority?

Sure not be involved in horseplay?

Physically fit to perform his/her duties?

Assisted by another employee while attempting a task normally requiring assistance?

Following Authority cleanliness procedures?

Careful not to misjudge their steps?

Using good judgment and extra caution in an area or situation which may be conducive to accidents?

If an answer to any question is no, the employee was not using proper safety measures and the accident maybe considered preventable.

ADDENDUM B

VEHICLE COLLISION ACCIDENT RESPONSIBILITY RATING PLAN

For the purpose of simplifying and standardizing the process of determining the degree of responsibility of CCRTA employees involved in collision accidents with CCRTA owned or operated vehicles, the following classifications and points system will be used. **NOTE:** A collision with another vehicle where all damages are less than \$500 are classified as an incident.

In general, if no injury to those involved or damage to property of those involved is sustained as a result of the collision and it is determined to be preventable, the minimum amount of points within the category will be assessed.

If injuries requiring medical attention to those involved are noted, additional points above the minimum may be assessed. In addition, one (1) point will be added to the points assessed if there is damage requiring any vehicle involved to be towed due to mechanical reasons.

CLASS	FACTORS OF CONSIDERATION (VEHICLE COLLISION)	CLASSIFICATION	POINTS
A	Includes any collision accident in which CCRTA vehicle was parked, not in motion, or was otherwise standing in a position where it had an appropriate reason to be standing.	NON-PREVENTABLE	0-0
A-1	Includes any collision accident where the vehicle was in motion, but it can be determined the accident was reasonably beyond the control of the CCRTA employee.	NON-PREVENTABLE	0-0
B	Includes collision accidents of an unusual nature where it determined that some degree of responsibility for the prevention of the accident rests with the CCRTA employee and the person or thing other than the CCRTA employee. Examples could include situations such as maneuvering a vehicle inside a building or any other unusual incidents where the CCRTA employee cannot totally be eliminated as a factor in causing the collision.	PREVENTABLE	1-9

CLASS	FACTORS OF CONSIDERATION (VEHICLE COLLISION)	CLASSIFICATION	POINTS
B-1	<p>Could include situations of abuse of CCRTA owned or leased vehicles. Examples in this category can include parked vehicles and fixed objects such as poles and trees. Includes accidents where there is belief the CCRTA employee did not take sufficient reasonable action to prevent the accident despite the actions of others or adverse conditions.</p>	PREVENTABLE	7-15
B-2	<p>This category includes accidents of a more serious nature under category B where it is determined that the CCRTA employee took no reasonable preventative measures, and the responsibility for the accident rests <u>mainly</u> with the CCRTA vehicle operator. Accidents involving traffic violations, gross negligence, or misuse of CCRTA owned or leased vehicles fall into this category.</p>	PREVENTABLE	12+

POINT ADMINISTRATION FOR VEHICLE COLLISION ACCIDENTS CONSEQUENCES

TWELVE-MONTH CUMULATIVE POINTS	(VEHICLE COLLISION) ACTION TO BE TAKE
0-0	Record on employee's file Administrative action as deemed necessary
1-7	Discussion by appropriate safety/security representative with the employee or Department Director in question with emphasis on determining action that caused the accident and preventative measures which can be used to prevent similar accidents. Review of employee's record by the safety/security representative or Department Director to determine if additional training is necessary to prevent future accidents.
7+	Review of employee's record by the safety/security representative or Department Director and schedule additional training to prevent future accidents. Notification to be sent via letter.
12+	Discussion of the case by the Department Head of Safety and Security and the Department Director of Human Resources to determine suspension for a limited period or termination, depending upon the severity of occurrences.

Accrual of two preventable collision accidents or 14 points in any 12 consecutive working months requires assignment to appropriate driver re-training as determined by Safety and Security in coordination with the Department Director.

Points will be removed from a safety record after the completion of twelve (12) consecutive working months.

Violations of CCRTA safe driving policies or traffic ordinances will be handled as a separate disciplinary matter aside from the preventability issue and the accumulation of points which reflects cumulative driving performance.

Any employee charged with a preventable accident is required to submit to safety training.

A preventable collision/accidents on the transit bus yard or any off-road location, while driving a CCRTA owned/leased vehicle may subject the employee (depending on the severity of the accident) to temporary suspension or termination.

In the event an employee becomes subject to termination for excessive collision accident points and/or preventable collision accidents, the final decision may be based not only on the employees accident record, but also on their overall work performance.

Revised: _____

Revised: **May 2, 2012**

Board Adoption Date: **March 15, 1988**



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Response Plan (the “Plan”), which is issued annually.

The CCRTA includes within its service area the cities of Corpus Christi, Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Robstown, Gregory and San Patricio, Texas, as well as all unincorporated areas of Nueces County. The purpose of this Policy is to provide emergency preparedness and evacuation services in these communities within the CCRTA’s service area relating to hurricanes and other emergencies requiring evacuation. The CCRTA has a responsibility to work cooperatively with the City of Corpus Christi and the Nueces County Emergency Management Offices (“EMO”). Each community will provide staff or designated volunteers as necessary in order to help coordinate the evacuation and provide security and traffic control as necessary. Such services shall include registration of evacuees, security and traffic control, water and snacks, and health services, as needed.

The CCRTA agrees to provide emergency evacuation services upon the occurrence of a hurricane or other emergency in order to transport residents to designated Evacuation HUB sites in the CCRTA’s service area and return individuals to their communities after the areas have been cleared for return. In the event of an emergency declaration by the County Judge of Nueces County as a result of the imminent threat of a hurricane or other disaster, a community may notify the CCRTA’s CEO or designee of the need for emergency evacuation services, and the CEO or designee will provide transportation services to transport individuals to an emergency HUB determined by the CCRTA. The CCRTA will provide an appropriate number of additional vehicles for special needs transportation as it has available. In the event sustained wind speeds are greater than or equal to 35 miles per hour prior to, during, or after landfall or water levels or other conditions become unsafe, buses shall not operate due to safety reasons. The CEO or designee is delegated the authority, in his or her complete discretion and judgement under the circumstances existing at that time, to determine which buses and staffing should be made available to provide these services.

While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear

expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.

3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.

4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.

5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.

6. **“Emergency Operations Center”** or “EOC,” as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. **PHASES OF THE EMERGENCY EVENT:** The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation

and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. **Beginning of the Disaster Vulnerability Season**: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. **Condition 3 - Readiness Phase**: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Director or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, emergencies by their very nature are unpredictable and CCRTA makes no guarantees.

2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. The Director will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Directors discretion.

3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Director, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.

4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return-to-Work phase is announced.)

5) After securing all CCRTA property, the Director will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**

6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

1) The CEO or his/her designee will declare that this Policy is in effect.

2) As stated in the Plan, Directors are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct the Director to assist in any other areas deemed necessary for the protection of CCRTA property.

3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Directors of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.

4) All essential employees not on duty will report to work upon the declaration of Condition 2, unless advised otherwise by the Director or the CEO. Employees must advise the Director or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time and are required to report back to work as outlined in the Return to Duty Phase.

D. **Activation Phase:** Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if doing so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. Return to Duty Phase: The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Director to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.

4) It is important that Directors have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.

RESPONSIBILITIES:

CEO, DEPUTY CEO, MANAGING DIRECTORS AND DIRECTORS:

The CEO, Deputy CEO, Managing Directors and Directors share the responsibility of communicating the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

DIRECTORS:

1) Each Director is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.

2) Directors will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.

3) Director policy must maintain an up-to-date list designating the essential and non-essential positions in their S, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.

4) Each Director will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.

5) Directors will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Director, for failure to adhere with this Policy.

2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."

3) Supervisors, in conjunction with Directors, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.

2) Unless instructed otherwise by the Director, all employees must assist with securing CCRTA property prior to the emergency/disaster.

3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

4) Employees are required to phone in or check in personally with their director on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.

5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.

6) Every employee is responsible for timely reporting to his/her director, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO, Deputy CEO, Managing Directors, and Directors in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

1) Essential Positions: EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Deputy CEO/Chief Safety Officer
Managing Director of Administration
Managing Director of Capital Projects and Customer Services
Managing Director of Operations
Managing Director of Public Relations
Director of Transportation
Director of Planning (<i>OEM Representative-City</i>)
Director of Vehicle Maintenance
Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
Assistant Director of Vehicle Maintenance
Bus Operators*
Dispatchers*
Custodial Supervisor
Facilities Building Manager
Facilities Maintenance Supervisor
Facilities Maintenance Tech I Supervisor
Facilities Maintenance Technicians II*
Garage Service Supervisor
Garage Service Technicians*
IT Systems Administrator
Lead Facilities Maintenance Tech
Network Systems Administrator
Parts Clerk
Public Communications Administrator
Safety Administrator
Security Administrator
Service and Scheduling Planner
Street Operations Supervisors*
Street Operations Administrator, Transportation Service Administrator, Dispatch Operations Administrator*
Training Instructors*
Transit Planner
Vehicle Electronics Technician (1)

ESSENTIAL EMPLOYEES CON'T.

Vehicle Maintenance Supervisor*
Vehicle Maintenance Technician*
Vehicle Maintenance Training Instructor
M.V. General Manager

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

FACILITIES MAINTENANCE/CUSTOMER SERVICE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Capital Projects and Customer Services
 - Facilities Building Manager
 - Facility Maintenance Supervisor
 - Lead Facilities Maintenance Technician
 - 7 – Facilities Maintenance Technicians II
 - Custodial Supervisor
 - Facilities Maintenance Tech I Supervisor

ADMINISTRATION

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Administration
 - Director of IT (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Transportation Administrators
- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Street Operations Supervisors
 - 1-2 Dispatchers
 - 1-5 Bus Operators

- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Training Instructors
 - 1-3 Street Operations Supervisors
 - 1-4 Dispatchers
 - 1-30 Bus Operators

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Bus Operators
 - Saturday level service
 - 54(L)-72(F) Bus Operators
 - Weekday service
 - 78(L)-105(F) Bus Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (OEM)-City
 - Transit Planner (OEM) County

- Essential on-duty (post event) – shift(s) to be determined by CCRTA
 - Service and Scheduling Analyst
 - Service and Scheduling Planner

PUBLIC RELATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Public Relations
 - Public Communications Administrator

VEHICLE MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Vehicle Maintenance
 - Assistant Director of Vehicle Maintenance
 - Vehicle Maintenance Supervisor
 - Vehicle Maintenance Training Instructor
 - 2 Vehicle Maintenance Technicians
 - Garage Service Supervisor
 - 1-2 Garage Service Technicians (GST)
 - 2 Parts Clerks
 - Maintenance Manager of Contracted Services

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
- 2) **Non-Essential Positions:** Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Director *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as non-essential:

Accountant
Accounts Payable Specialist
Budget Analyst
Bus Operator Trainee
Buyer
Capital Projects Analyst
Capital Projects Manager
Comptroller
Custodian I
Custodian II
Customer Service Administrator
Customer Service Representatives
DBE Liaison Officer
EEO/ADA Compliance Officer
Eligibility Program Administrator
Eligibility Specialist
Executive Administrative Assistant
Facility Maintenance Assurance Technician
Facilities Maintenance Technician I
Human Resources Specialist
Human Resources Assistant
Interns
IT Support Technician
Marketing Specialist
Parts Clerks (2)
Payroll Administrator
Procurement Coordinator
Procurement Specialist
Public Relations Customer Advocate
Receptionist
Revenue Counters

NON-ESSENTIAL EMPLOYEES CON'T

Safety & Security Management Aide
Senior Administrative Assistant
Service and Scheduling Analyst
Vehicle Electronics Technicians (2)
Vehicle Maintenance Management Assistant

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

1) Making Request: Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA's grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

2) Review of Requests: Waiver Requests will be initially reviewed and approved by the Director. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Director's approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee's file at the end of hurricane season. Human Resources will review all forms that are not approved.

3) Waiver Considerations: Directors will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee's family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?
- d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

4) **Documentation:** CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. Exempt Employees:

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.
- 2) Compensatory time off reported must be verified and approved by the Director.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.

4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Director.

B. Non-Exempt Employees (hourly):

1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.

2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.

3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

4) By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

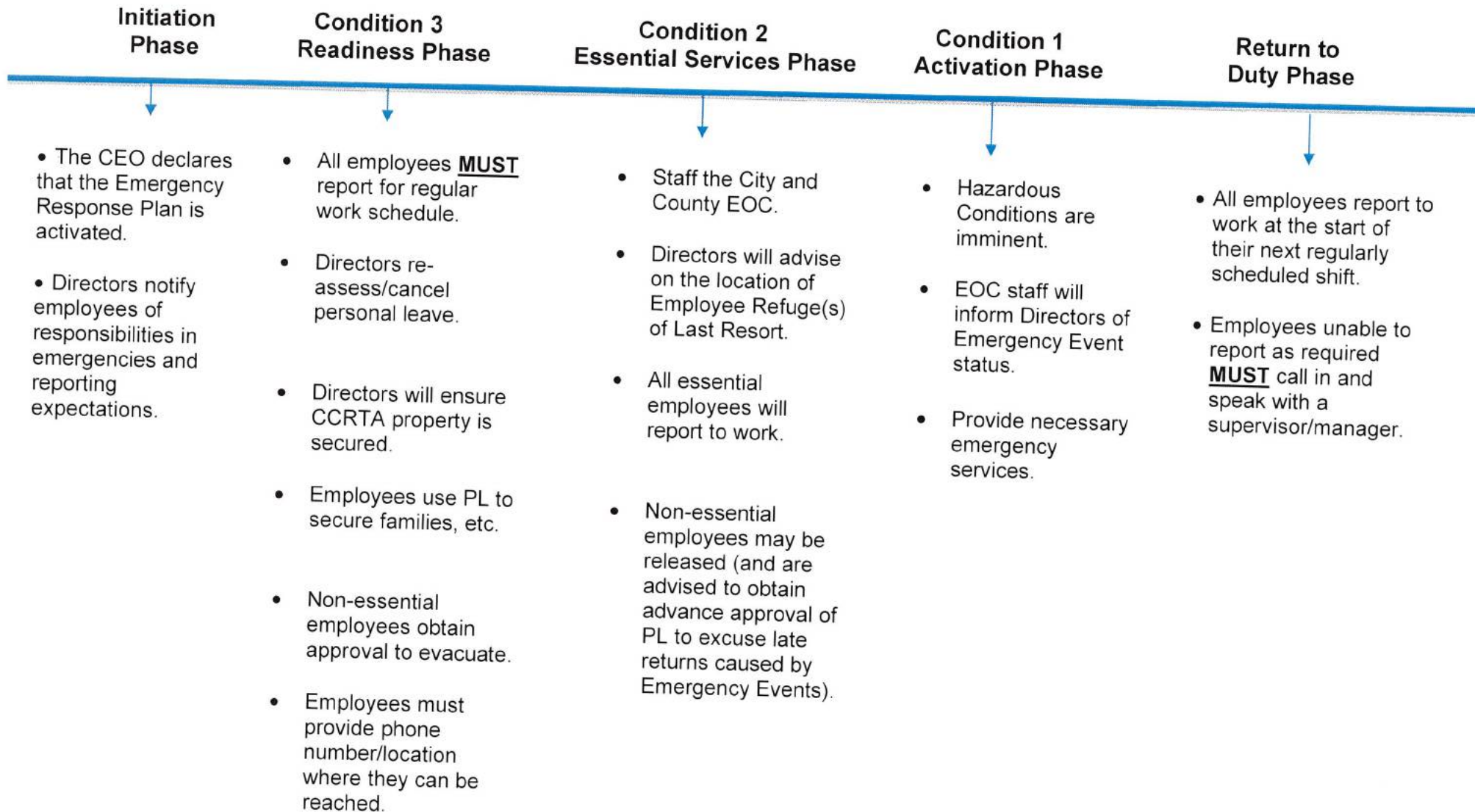
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a director reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- 6) Compensatory time off earned for emergency response activity may not exceed 240 hours.
- 7) When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- 8) CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019;
April 22, 2020; May 5, 2021; April 27, 2022; April 26, 2023; April 3, 2024,
April _____, 2025.

Emergency Preparedness Phases



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, November 20, 2024**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Provided Opportunity for Public Comment – None Received**
6. **Approved the Operations & Capital Projects Committee Meeting Minutes of October 23, 2024**
7. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two (2) Year Contract to Safety-Kleen Systems, Inc for Lubricants and Fluid Supply**
8. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two (2) Year Contract to Cummins Southern Plains, LLC for the Supplying of Rebuilt Transmissions**
9. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of One (1) Ford F-450 Utility Truck from the Interlocal Purchasing System (TIPS) Purchasing Cooperative through Silsbee Ford**
10. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Cummins Southern Plains LLC, South Texas Truck Centers, and White Associates for External and Internal Engine Parts**
11. **Heard Committee Chair Report**
12. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Committee Chair Aaron Muñoz, called the meeting to order at 9:03 a.m. Ms. Stephanie Alvarez called roll and stated a quorum was present.

Board Members Present

Lynn Allison, Jeremy Coleman, Aaron Muñoz, Eloy Salazar and Amanda Torres.

Board Members Absent

None.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Stephanie Alvarez, Rita Patrick, Gordon Robinson, Miguel Rendón, Robert Saldaña and JoAnna Serna.

Public Present

Luis Rubio and Thomas Arredondo with Safety-Klean. Robert Ramirez and John Pena with Cummins. James Duenes, TGLO. Virtual: Michael Enders, Adan Ayala, Andy Rodriguez, Seth G. and Michael.

Safety Briefing

Mr. Miguel Rendon, Deputy CEO, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Alvarez would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Alvarez confirmed proper posting of the meeting.

Receive Conflict of Interest Affidavits

None Received.

Opportunity for Public Comment

None Received.

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 23, 2024

DIRECTOR JEREMY COLEMAN MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF OCTOBER 23, 2024. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two (2) Year Contract to Safety-Kleen Systems, Inc. for Lubricants and Fluid Supply

Mr. Gordon Robinson, Managing Director of Operations, presented the item, noting the Board Priority is Public Image. He provided background information, noting that CCRTA requires Original Equipment Manufacturer (OEM) specifications to maintain the fleet and discussed the manufacturer-specified OEM criteria. Three responsive bids were received, and the comparison was displayed. Safety-Kleen Systems, Inc. came in with the lowest bid at \$148,083.00 with two business days delivery time. There is a zero percent DBE participation requirement, and the two-year contract's projected cost is \$148,083.00. Total

expenditures will be determined by actual usage, and funds are accounted for in the board approved annual operating budgets. Mr. Robinson answered any questions from the board at this time.

DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A TWO (2) YEAR CONTRACT TO SAFETY-KLEEN SYSTEMS, INC. FOR LUBRICANTS AND FLUID SUPPLY. SECRETARY LYNN ALLISON SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two (2) Year Contract to Cummins Southern Plains, LLC for the Supplying of Rebuilt Transmissions

Mr. Robinson presented the item, stating the Board Priority is Public Image. He provided background, noting that CCRTA requires a contractor to provide refurbished transmissions to maintain the fleet in a State of Good Repair. Replacement transmissions are needed due to the fleet's average 10-year life cycle. The contract is specified to meet or exceed the OEM specifications and ensures a quality product meets the cycle demands of the fleet. Two bids were received, but one was deemed non-responsive due to failure to submit the required solicitation documents. There is a zero percent DBE participation requirement, and the two-year contract is not to exceed \$181,218.61. Total expenditures will be determined by actual usage, and funds are accounted for in the board approved annual operating budgets. Mr. Robinson answered any questions from the board at this time.

DIRECTOR AMANDA TORRES MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A TWO (2) YEAR CONTRACT TO CUMMINS SOUTHERN PLAINS, LLC FOR THE SUPPLYING OF REBUILT TRANSMISSIONS. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, AND SALAZAR VOTING IN FAVOR. DIRECTOR AMANDA TORRES ABSTAINED. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of One (1) Ford F-450 Utility Truck from the Interlocal Purchasing System (TIPS) Purchasing Cooperative through Silsbee Ford

Ms. Sharon Montez presented the item stating the Board Priorities are Facilities and Safety. She introduced representatives Phillip Ramirez and Kira Bonesteed with Turner/Ramirez Architects. Ms. Montez provided background noting CCRTA currently has an "Architectural General Services" contract, which was approved at the September 1, 2021 Board Meeting. The firms included are Able City, LLC, Gignac Architects,

Turner/Ramirez, and Bill Wilson, FAIA. She noted the base three-year contract expires January 31, 2025 and the option years will not be awarded. She described the selection process based on highest technical score. At the April 3, 2024 Board Meeting, Turner/Ramirez presented a windstorm risk assessment with two options. The first option was to explore the cost of hardening the maintenance facility and the estimated cost was roughly \$24,331,405. The second option includes the construction of a new maintenance structure, rated to withstand a category IV hurricane. CCRTA provides hurricane evacuation services before/during/after a storm. A new facility would safeguard essential employees and assets while ensuring operational services are not disrupted by damage caused by extreme weather events. Next, she discussed the scope of work for a new Maintenance Shop. CCRTA owns 4.4 acres of land adjacent to the current Bear Lane property and the new facility will be roughly 65,000 square feet. She listed several scope items to be included, and the estimated cost of construction is \$45,111,161.56. Task order proposal #5 was issued on August 28, 2024, to all four firms on the Master Agreement List and two were received.

DIRECTOR JEREMY COLEMAN MADE A MOTION TO AMEND THE ITEM REQUESTING STAFF BRING BACK ADDITIONAL OPTIONS PRIOR TO THE AUTHORIZATION OF THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE THE PURCHASE OF ONE (1) FORD F-450 UTILITY TRUCK FROM THE INTERLOCAL PURCHASING SYSTEM (TIPS) PURCHASING COOPERATIVE THROUGH SILSBEE FORD. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts to Cummins Southern Plains LLC, South Texas Truck Centers, and White Associates for External and Internal Engine Parts

DIRECTOR ELOY SALAZAR MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD MULTIPLE CONTRACTS TO CUMMINS SOUTHERN PLAINS LLC, SOUTH TEXAS TRUCK CENTERS, AND WHITE ASSOCIATES FOR EXTERNAL AND INTERNAL ENGINE PARTS. DIRECTOR AMANDA TORRES SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Heard Committee Chair Report

Committee Chair Munoz thanked staff for all of their reports.

Adjournment

Adjourned at 9:59 a.m.

Submitted by: Marisa Montiel

Subject: Award a Contract to Clean Energy for Purchase and Installation of Six Compressed Natural Gas (CNG) Fuel Dispenser Units

Background

The CNG fueling dispensers were installed in 2012, when the CNG station components were added to CCRTA's existing fuel station, as an additional fuel option for CCRTA buses.

Identified Need

The useful life of CNG dispensers varies, from 15 years to 25 years. The fueling dispensers are reaching the low end of their useful life, at 15 years, this year. The condition of the dispensers have steadily deteriorated, due to the corrosive nature of our coastal environment, and require replacement.

Analysis

A Request for Proposals was issued on January 16th, the pre-proposal was held on January 30th, the proposals were due February 27th, and two (2) proposals were received. The proposer with the highest technical score and the lowest price is Clean Energy at \$596,248.

Two proposals were received. The evaluation criteria consisted of the following:

- Experience and Qualifications. 20 pts
- Methodology & Work Plan 20 pts
- Comparable Projects 15 pts
- Technical Equipment 15 pts
- Cost 30 pts

The table below represents the results of the evaluation.

Firm	Experience & Qualifications (20 points)	Methodology and Work Plan (20 points)	Comparable Projects (15 points)	Technical Equipment (15 points)	Costs (30 points)	Total Score Maximum Points 100
Clean Energy	17.4	16.4	13.4	13	30.00	90.20
EFS West	16.2	16.4	12.8	13.8	24.27	83.47

The table below list the total costs.

Firms	Total Five-Year Base Costs
Clean Energy	\$626,332
Clean Energy (BAFO)	\$596,248
Zeit Energy	\$774,284

Clean Energy was founded in 1997, specializing in the CNG arena. They have roughly 534 employees and broad experience in the transit industry with over 120 contracts with transit agencies. Their headquarters is in Newport Beach, California.

Clean Energy's current clients include Dallas Area Rapid Transit "DART", Fort Worth Transportation Authority "Trinity Metro", Sun Metro Mass Transit Department" in El Paso, and Jacksonville Transportation Authority, and Washington Metro Area Transportation Authority. CCRTA's current contractor for the CNG Maintenance contract is Clean Energy and they have performed in a satisfactory manner, over the last ten years, which makes them very familiar with CCRTA's CNG fueling station and equipment, as well as, CCRTA's fueling schedule and needs.

Disadvantaged Business Enterprise

There was no DBE contract goal set for this procurement.

Financial Impact

The award of the contract is \$596,248. This project is federally funded. The estimated independent cost estimate was \$400,000. The increase in cost will be funded with from the current 2025 Capital Budget by reprogramming an existing bus stop improvement phase for a later date.

Board Priority

The Board Priority is Facilities.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to award a contract to Clean Energy for an amount not to exceed \$596,248.

Respectfully Submitted,

Submitted & Reviewed by: Sharon Montez
Managing Director of Capital Programs and Customer Services

Final Approval by: *Derrick Majchszak*
Derrick Majchszak
Chief Executive Officer

Subject: Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, Neopart, and Vehicle Maintenance Program for IFB 2025-SP-05 Brake System Bus Parts Supply.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

Identified Need

Brake System Parts Supply contracts will help ensure product availability meets parts demand while maintaining competitive pricing. This contract will include a variety of braking parts and hardware for Gillig Buses.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year projected usage cost is \$140,000.00, and funds are allocated in the Board approved annual 2025 operating budgets.

Awardees for Contract:

IFB No. 2025-SP-05 BRAKE SYSTEM BUS PARTS SUPPLY SUMMARY

**Corpus Christi Regional Transportation Authority
Award for Project Brake System Bus Parts Supply (IFB No. 2025-SP-05)**

Awardees
Gillig LLC
Kirk's Automotive, Inc
Mohawk Mfg. & Supply Co.
Muncie Transit Supply
Neopart
Vehicle Maintenance Program

Estimated Total Usage Cost: \$140,000.00

The non- responsive Bidders are:

1. Rush Truck Centers of Texas, LP –
Did not complete the required Bidder Information Form (Attachment D)
2. J. David White Associates, Inc. dba White Associates –
Did not submit the required Certification Form (Attachment A)


Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, Neopart, and Vehicle Maintenance Program for IFB 2025-SP-05 Brake System Bus Parts Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, and Neopart for IFB 2025-SP-03 Electrical Bus Parts Supply.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

Identified Need

Electrical Bus Parts Supply contracts will help ensure product availability meets parts demand while maintaining competitive pricing. This contract will include multiple parts in Electrical categories for Gillig Buses.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year projected usage cost is \$181,000.00, and funds are allocated in the Board approved annual 2025 operating budgets.

Awardees for Contract:

IFB No. 2025-SP-03 ELECTRICAL BUS PARTS SUPPLY SUMMARY

**Corpus Christi Regional Transportation Authority
Award for Project Electrical Bus Parts Supply (IFB No. 2025-SP-03)**

Awardees
Gillig LLC
Kirk's Automotive, Inc
Mohawk Mfg. & Supply Co.
Muncie Transit Supply
Neopart

Estimated Total Usage Cost: \$181,000.00

The non- responsive Bidders are:

1. South Texas Truck Centers -
Did not complete the References (Attachment C) form.
2. Truckers Equipment –
Did not complete the References (Attachment C) form.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, and Neopart for IFB 2025-SP-03 Electrical Bus Parts Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Award Multiple Contracts to Gillig, Muncie, Neopart, and Rush Truck Centers of Texas for IFB 2025-SP-04 Suspension Bus Parts Supply.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

Identified Need

Suspension Parts Supply contracts will help ensure product availability meets parts demand while maintaining competitive pricing. This contract will include a variety of Suspension parts for Gillig Buses.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year projected usage cost is \$96,000.00, and funds are allocated in the Board approved annual 2025 operating budgets.

Awardees for Contract:

IFB No. 2025-SP-04 SUSPENSION BUS PARTS SUPPLY SUMMARY

Corpus Christi Regional Transportation Authority
Award for Project Suspension Bus Parts Supply (IFB No. 2025-SP-04)

Awardees
Gillig LLC
Muncie Transit Supply
Neopart
Rush Truck Centers of Texas, LP

Estimated Total Usage Cost: \$96,000.00

Received: Seven Bids Total

Responsive Bidder were

- 1. Kirk's Automotive, LLC
- 2. South Texas Truck Centers of Texas, LP

Kirk's and South Truck Centers of Texas - Responsive Bidders were not awarded any parts, due to being too expensive.

The non- responsive Bidder was:

- 1. Mohawk Mfg. & Supply Co.

Mohawk did not complete the required Bidder Information Form (Attachment D)

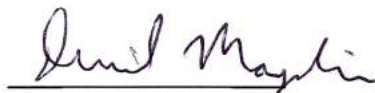
Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award Multiple Contracts to Gillig, Muncie, Neopart, and Rush Truck Centers of Texas for IFB 2025-SP-04 Suspension Bus Parts Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, and Muncie for IFB 2025-SP-06 Cooling System Bus Parts Supply.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

Identified Need

Cooling System Parts Supply contracts will help ensure product availability meets parts demand while maintaining competitive pricing. This contract will include a variety of Cooling System parts for Gillig Buses.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year projected usage cost is \$89,500.00, and funds are allocated in the Board approved annual 2025 operating budgets.

Awardees for Contract:

**IFB No. 2025-SP-06 COOLING SYSTEM BUS PARTS
SUPPLY SUMMARY**

Corpus Christi Regional Transportation Authority
Award for Project Cooling Bus Parts Supply (IFB No. 2025-SP-06)

Awardees
Gillig, LLC
Kirk's Automotive, LLC
Mohawk Mfg. & Supply Co.
Muncie Transit Supply

Estimated Total Usage Cost: \$89,500.00

Received: Five Bids Total

The non- responsive Bidder was:

1. Rush Truck Centers of Texas, LP

Rush Truck Centers of Texas, LP did not complete the required Bidder Information Form (Attachment D)

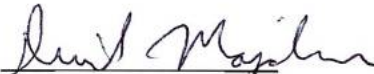
Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award Multiple Contracts to Gillig, Kirk's Automotive, Mohawk Mfg, and Muncie for IFB 2025-SP-06 Cooling System Bus Parts Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer