



MEETING AGENDA

DATE: Wednesday, June 26, 2024
TIME: 8:30 a.m.

Administration & Finance Committee,
 Operations & Capital Projects Committee *(No Meeting)* 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

Gabi Canales Armando Gonzalez Anna Jimenez Erica Maymi

	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 and Finance Committee Meeting Minutes of May 22, 2024	B. Charo	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 Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)	R. Saldaña	3 min.	Pages 5 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Awarded Projects for CCRTA’s Section 5310 2024 Call-for-Projects for FFY 2022-2023	R. Saldaña	3 min.	Pages 6-7 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize a 60-month lease with Corpus Christi, TX Caregiving, LLC, dba Cornerstone Caregiving for Lease Space at the Staples Street Center Building	S. Montez	3 min.	Pages 8-9 PPT

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 Armando Gonzalez Eloy Salazar
NO MEETING

LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair
Gabi Canales Jeremy Coleman Aaron Muñoz
NO MEETING

RURAL AND SMALL CITIES COMMITTEE

Armando Gonzalez, Committee Chair
Beatriz Charo Anna Jimenez Erica Maymi Eloy Salazar
NO MEETING

On **Friday, June 21, 2024** 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 unite 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, May 22, 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 April 24, 2024**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five (5) Year Contract to Equans-Ineo Systrans USA Inc. for On-Board**
- 8. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize a Two-Month Lease with Nueces County Social Services and Veteran's Services for Office Lease Space at the Staples Street Center Building**
- 9. Approved to Recommend the Board of Directors Approve the Update of CCRTA's Mission Statement**
- 10. Heard Committee Chair Report**
- 11. 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 8:54 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Beatriz Charo, Armando Gonzalez, Anna Jimenez and Erica Maymi.

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 and Robert Saldaña.

Public Present

None



Safety Briefing

Mr. Miguel Rendón, Deputy CEO, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. Marisa would account for all board members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

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 April 24, 2024

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 24, 2024. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ, AND MAYMI. 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 (5) Year Contract to Equans-Ineo Systrans USA Inc. for On-Board

Mr. David Chapa, Director of IT, presented the item and provided the background stating CCRTA is required to produce system wide passenger mile data for the National Transit Database (NTD) Reporting. Currently, passenger counts are tracked manually by staff and compared to fare ridership for accuracy. This method leaves room for human error and is labor intensive. He provided a list of the requested products and services which include 90 complete APC System, 100 sensors/cameras, on-site installation and labor for 90 buses,



annual maintenance and support costs for five years, NTD/APC Certification and training. Equans-Ineo Systrans USA Inc, which is the current CAD/AVL provider, has been in the business for 45 years and specializes in vehicle mobile technologies and reporting. By using Equans-Ineo, will help with dynamic fare pricing and revenue assurance. Equans will use a DBE installer for the Bus APC installation and the DBE percentage for the contract is 8%. Funds for the On-Board APC system were identified in the MIS 2024 Capital Budget using funding provided by the 5307 Formula Funds with an 80/20 match. The total five-year cost for the APC system is \$511,118 which includes a one-time cost of \$373,794 (80% Federal / 20% Local) and 5-year total operating cost of \$137,324. At this time, Mr. Chapa answered any questions from the board members.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A FIVE-YEAR CONTRACT TO EQUANS-INEO SYSTRANS USA INC. FOR ON-BOARD. VICE-CHAIR JIMENEZ SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize a Two-Month Lease with Nueces County Social Services and Veteran’s Services for Office Lease Space at the Staples Street Center Building

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item and provided the background stating Nueces County Social Services and Veterans Services have occupied lease space on the first floor of the Staples Street Center since 2016, when the building opened. The office space is approximately 4,077 net usable square feet. The County currently is in the first option year of their agreement, which runs through July 31, 2024. Instead of exercising the second-year option, the County is requesting a two-month lease through the end of September 2024 and have given their notice to move out at that time. The option rate is proposed at \$5,595.01 per month, which is an increase of \$162.96 over the current monthly rate of \$5,432.05. At this time, questions were answered from the Board.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE A TWO-MONTH LEASE WITH NUECES COUNTY SOCIAL SERVICES AND VETERAN’S SERVICES FOR OFFICE LEASE SPACE AT THE STAPLES STREET CENTER BUILDING. VICE-CHAIR JIMENEZ SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Approve the Update of CCRTA’s Mission Statement

Mr. Derrick Majchszak, CEO, presented the item and provided the current Mission Statement followed by a recommended updated statement based on feedback from the



board as follows: “To provide safe, accessible, convenient and sustainable transportation solutions for the people that unite communities and promotes local economic growth”. Director Maymi thanked Mr. Majchszak for listening to the Board’s feedback and coming back with something that pleases everyone. At this time, Director Charo recommended for the Mission Statement to read “To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unite communities and promotes local economic growth”. The Board Members agreed.

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE UPDATE OF CCRTA’S MISSION STATEMENT TO READ “TO PROVIDE OUR RIDERS WITH SAFE, ACCESSIBLE, CONVENIENT, AND SUSTAINABLE TRANSPORTATION SOLUTIONS THAT UNITE COMMUNITIES AND PROMOTES LOCAL ECONOMIC GROWTH”. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Heard Committee Chair Report

None

Adjournment

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

Submitted by: Marisa Montiel



Subject: Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)

Background

The CCRTA has maintained Internet and Fiber data communications with Spectrum Enterprise through Texas Department of Information Resources (DIR) contract. Texas DIR has been the Internet service provider for the CCRTA since August 2021 and the current contract expires August 2024. The data services support Internet and Fiber data communications between Bear Lane Operations Facilities and the Staples Street Center building.

Identified Need

The CCRTA's IT Department has defined the need for an Internet service provider that can meet the requirements of the authority for current and future needs. CCRTA's wide area network (WAN) system provides free public Wi-Fi to our customers, Cloud Services, email, bus AVL tracking data and customer service support.

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve the best pricing on products, equipment and IT services used by agencies. Spectrum Enterprise will provide the Internet and Fiber Data Services. Estimated cost for a 3-year contract will be \$221,267. These funds are budgeted and will come from local funds.

Board Priority

The Board Priority is Innovation.

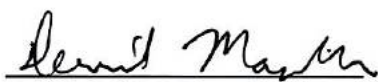
Recommendation

Staff request that the Administration & Finance Committee to recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR).

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Final Review by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Subject: Approve Awarded Projects for CCRTA's Section 5310 2024 Call-For-Projects for Federal Fiscal Years (FFY) 2022-2023

Background

The Corpus Christi Regional Transportation Authority (CCRTA) is a designated recipient for the Federal Transit Administration (FTA)'s 49 U.S.C Section 5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities funds in the Corpus Christi Urbanized Areas. As a designated recipient, the CCRTA is responsible for developing a Section 5310 Program Management Plan (PMP) and administering a Call-for-Projects for the available federal funds.

As required by the FTA, CCRTA must conduct a competitive selection process to identify eligible sub-recipients and award these federal funds to applicants whose projects meet the program's goals.

Identified Need

The total amount of federal funds available for the 2024 Call-for-Projects for Federal Fiscal Years (FFY) 2022-2023 is as follows:

FFY	Funding Amount
2022	\$329,862.00
2023	\$420,195.00
Total	\$750,057.00

On May 6, 2024, the CCRTA issued a Call for Projects for these available Section 5310 funds. The table below illustrates the four proposals received from the Coastal Bend Center for Independent Living (CBCIL) and the Rural Economic Assistance League (REAL), their proposed projects, and their overall scores.

	Agency Name	Project Description	Total Project Budget	Overall Score (out of 100)
1	REAL	IMAP3	\$588,548.00	90.60
2	REAL	Access2	\$558,438.00	87.45
3	CBCIL	Purchase of Service	\$375,000.00	81.80
4	CBCIL	Mobility Management	\$235,000.00	78.05
Total Requested			\$1,756,986	

The applications were evaluated based on the following criteria:

- Project Needs (20 max points),
- Project Planning and Implementation (20 max points),
- Program Effectiveness (20 max points),
- Organizational Preparedness and Technical Capacity (25 max points); and
- Project Budget and Grants Management (15 max points),

Following the evaluation process, the evaluation committee recommends awarding the sub-recipients the following amounts for each of their projects:

	Agency Name	Project Description	Total Project Budget	Total Awarded Amount (\$)	Federal Total Share (\$)
1	CBCIL	Purchase of Service	\$375,000.00	\$375,000.00	\$300,000.00 (80%)
2	REAL	Access2	\$558,438.00	\$558,438.00	\$279,219.00 (50%)
3	REAL	IMAP3	\$588,548.00	\$213,548.00	\$170,838.00 (80%)
				\$1,146,986.00	\$750,057.00

REAL’s Access2 project and CBCIL’s Purchase of Service project were awarded in full. The remaining federal funds of \$170,838 were awarded to REAL’s IMAP3 project. The local share for all projects will be funded using Transportation Development Credits (TDCs) through the Texas Department of Transportation (TxDOT).

Board Priority

This Board Priority aligns with Public Image & Transparency.

Project(s) Selected

Staff has reviewed the recommendations proposed by the evaluation committee and agrees with their suggestion to provide funding for the above-mentioned projects, whose total Federal share is \$750,057.00.

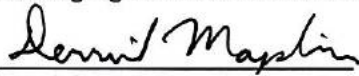
Recommendation

Staff request that the Administration and Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the awarded projects for CCRTA’s Section 5310 2024 Call-for-Projects for FFY 2022-2023.

Respectfully Submitted,

Submitted by: Christina A. Perez, CIPM, CPP
Director of Procurement

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Subject: Authorize a 60-month Lease with Corpus Christi TX Caregiving, LLC, dba Cornerstone Caregiving for Office Lease Space at the Staples Street Center Building

Background

Currently, there is a vacant lease space on the second floor of the Staples Street Center, consisting of approximately 1,700, square feet of rentable space. The office contains 5 offices, a conference room, a breakroom, and a small lobby. Nueces River Authority was in it previously.

Identified Need

The CCRTA’s leasing agent, Wade Spenst, MS, CCIM, has advertised the vacant office space on various leasing networks, and was recently contacted by Cornerstone Caregiving, to view the space. Once they viewed the space they knew it would suit their office and safety needs, aptly.

The company provides senior care in the community. Cornerstone offers services in 140+ locations across 30+ states. They are an in-home care service that allows individuals, to stay at, home. The company has been in business over 20 years. They provide a variety of services for in-home care, which are listed below:

- Transport clients to medical appointments, shopping and to run errands.
- Offers 24-hour care
- Provides grooming, dressing, and bathing services
- Nutritional care, medicine preparation/reminders
- Performs exercises with the senior clients
- Companionship
- Housework
- Miscellaneous other in-home services

The initial lease term covers a 60-month base term, with a 60-month option. The initial term runs from August 1, 2024 through July 31, 2029. The option covers from August 1, 2029 through July 31, 2034.

Board Priority

The Board Priority for this item is Facilities and Public Image.

Financial Impact

The estimated lease revenue for the first year is \$29,563 and the estimated total for the 60 months is \$156,944.

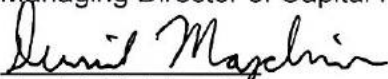
Months	Annual Gross Rental Rate (PSF)	Monthly Rent	Annual Rent
1--12	\$17.39	\$2,463.58	\$29,563.00
13--24	\$17.91	\$2,537.25	\$30,447.00
25--36	\$18.45	\$2,613.75	\$31,365.00
37--48	\$19.00	\$2,691.67	\$32,300.00
49--60	\$19.57	\$2,772.42	\$33,269.00
Estimated 60-Months Lease Revenue			\$156,944.00

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize a 60 month lease with Corpus Christi, TX Caregiving, LLC, dba Cornerstone Caregiving for lease space at the Staples Street Center Building.

Respectfully Submitted,

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

Final Approval by: 
Derrick Majchszak
Chief Executive Officer