



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, April 3, 2024

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

Arthur Granado, Chair
 Anna Jimenez, Vice Chair
 Lynn Allison, Board Secretary/
 Legislative Chair

BOARD OF DIRECTORS MEMBERS

Beatriz Charo, Administration & Finance Chair
 Armando Gonzalez, Rural & Small Cities Chair
 Aaron Muñoz, Operations & Capital Projects Chair
 Jeremy Coleman Erica Maymi Eloy Salazar

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	A. Granado/ U.S. Veteran,	1 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Roll Call and Establish Quorum	M. Montiel	1 min.	-----
4.	Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	A. Granado	1 min.	-----
5.	Public Notice on Executive Session	A. Granado	1 min.	-----
<p>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</p>				
6.	Receipt of Conflict of Interest Affidavits	A. Granado	1 min.	-----
7.	Opportunity for Public Comment 3 min. limit – no discussion	A. Granado	3 min.	-----
<p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.cccta.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.</p>				
8.	Awards and Recognition – a) CCRTA New Hires b) APTA 1. Rising Star – Tyler Jackson 2. Agency Staff Member – Jeremy Sirio c) Government Finance Officers Association – Certificate of Achievement for Excellence in Financial Reporting	M. Rendón	5 min.	-----
9.	Discussion and Possible Action to Approve Board Minutes of the March 6, 2024 Board of Directors Meeting	A. Granado	3 min.	Pages 1-8

AGENDA MEETING NOTICE

10.	<p>CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</p> <ul style="list-style-type: none"> a) Action to Adopt the Revised 2024 Emergency Preparedness Policy b) Action to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances c) Action to Award a Professional Services Agreement to TransPro to Perform the 2020-2023 Quadrennial Performance Audit d) Action to Adopt a lower discount rate of 6.75% from 7.00% for the Defined Benefit Plan e) Action to Purchase Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract f) Action to Exercise Two-Year Option to Brite Star Services, Ltd. for Maintenance Uniform Rental Services g) Action to Enter into Negotiations for General Engineering Services Pool 	5 min.	Pages 9-41	
11.	Discussion and Possible Action to Reschedule the June 5, 2024 Board of Directors Meeting to June 12, 2024	M. Rendón	3 min.	-----
12.	Update on Bear Lane Facilities Windstorm Risk Assessment	S. Montez/ Turner/Ramirez	10 min.	<i>PPT</i>
13.	Discussion and Possible Action to Adopt a Resolution to Apply for FTA Funding for Eight (8) CNG Buses and a New Maintenance Facility	R. Patrick	5 min.	Pages 42-43 Attachment <i>PPT</i>
14.	Discussion and Possible Action to Confirm Appointment of Chairperson of RTA's Committee on Accessible Transportation (RCAT)	S. Montez	5 min.	Page 44 <i>PPT</i>
15.	Update on RCAT Committee Activities	S. Montez	3 min.	<i>PPT</i>
16.	Update on State Legislative Report by Longbow Partners	M. Rendón / Tris Catañeda, Longbow Partners	10 min.	<i>PPT</i>
17.	Update on Shelter Program	S. Montez	3 min.	<i>PPT</i>
18.	<p>Committee Chair Reports</p> <ul style="list-style-type: none"> a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative 	<p>B. Charo A. Muñoz A. Gonzalez L. Allison</p>	<p>3 min. 3 min. 3 min. 3 min.</p>	-----
19.	<p>Presentations:</p> <ul style="list-style-type: none"> a) Defined Benefit Plan 2023 Year End Performance Report b) January 2024 Financial Report c) March 2024 Procurement Update d) January 2024 Operations Report 	<p>R. Saldaña/ Christopher Koeller, Principal Global Advisors R. Saldaña R. Saldaña G. Robinson</p>	25 min.	<p><i>PPT</i></p> <p>Pages 45-58 <i>PPT</i> <i>PPT</i> Pages 59-68</p>



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20.	CEO Report	M. Rendón	5 min.	PPT
21.	Reports from Board Chair and Board Members	A. Granado	5 min.	----
22.	Adjournment	A. Granado	1 min.	----

Total Estimated Time: 1 hour 51 mins

On **Thursday, March 28, 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

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

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
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, March 6, 2024**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Heard Safety Briefing**
- 4. Receipt of Conflict of Interest Affidavits**
- 5. Provided Opportunity for Public Comment**
- 6. Adopted Resolution for Outgoing Board Chair – Dan Leyendecker**
- 7. Presented Awards and Recognition**
 - a) CCRTA New Hires**
 - b) APTA AdWheel Award Presented to CCRTA for Best Print Media Workforce Development**
- 8. Heard Announcement of Committee Appointments by the Board Chair and Confirmed Committee Appointments**
- 9. Approved Board Minutes of February 7, 2024 Board of Director Meeting**
- 10. Adopted Resolution for the Proposed Changes to the Reserve Policy and Recertify the Designation of the Assigned Reserves from the Unrestricted Portion of the Fund Balance and the Methodologies Used in Determining the Funding Levels**
- 11. Amended the Naming of Shelters, Stations and Other Facilities Board Policy**
- 12. Confirmed Four (4) Reappointments Recommended by the Chief Executive Officer (CEO) and Appointed by the Board Chair to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term**
- 13. Heard Update on RCAT Committee Activities**
- 14. Heard Committee Chair Reports**
 - a) Administration and Finance**
 - b) Operations and Capital Projects**
 - c) Rural and Small Cities**
 - d) Legislative**
- 15. Heard Presentation on 2023 Year in Review**
- 16. Heard Presentations –**
 - a) January 2024 Financial Report**
 - b) March 2024 Procurement Update**
 - c) January 2023 Operations Report**
- 17. Heard CEO Report**
- 18. Heard Board Chair Report**
- 19. 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

Chair Arthur Granado called the meeting to order at 8:39 a.m. He welcomed and gave a brief introduction for U.S. Veteran, Robert Martinez, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted there was a quorum present at this time.

Board Members Present

Lynn Allison, Gabi Canales, Beatriz Charo, Jeremy Coleman, Armando Gonzalez, Arthur Granado, Anna Jimenez and Eloy Salazar.

Board Members Absent

Erica Maymi and Aaron Muñoz.

Staff Present

David Chapa, John Esparza, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña. Andres Leon, Isaac Flores, Melissa Espinosa, Miguel Orihuela, Amy Wilson, Lorie Jackson and Elueterio Cano Jr.

Public Present

Tameka Weathers, MV Transportation. Robert MacDonald, Corpus Christi MPO. Jose Flores and Griselda Alaniz.

Safety Briefing

Mr. John Esparza, Safety and Security Administrator, presented the safety briefing to the Board and audience. He noted that in the event of an emergency, the audience would exit the boardroom to his right and proceed down to the first floor where they would exit through the westside stairwell to the first floor and exit through the westside doors. Once outside, they would continue to the clock tower adjacent to the transfer station. Ms. Montiel will account for all Board Members and he would be the last out to ensure everyone exits safely. He noted three things, to not use the elevator, do not return until all clear has been given and if a shelter in place is needed, they would do so in the westside stairwell.

Receipt of Conflict of Interest Affidavits

None

Opportunity for Public Comment

There were no online public comments submitted and two people signed up in person.

1. Jose Flores – Came to bring attention to the Board his issues with the conditions of the stop near his residence. He addressed concerns he had with the Evergreen contractor that services the stops. He requested to move the stop across the street. He left photos with the Board to review displaying the trash and conditions of the stop.
2. Griselda Alaniz - She is requesting that the bus stop directly in front of her home be relocated. She says she has young kids who are homeschooled and she does not let them go play outside because they are scared. She adds that the passengers are constantly in



her yard and in her driveway. She says they often throw things, such as rocks, at her house. She says she does notify the authorities several times a week.

Adoption of Resolution for Outgoing Board Chair – Dan Leyendecker

Chair Granado read the Resolution for Outgoing Board Chair, Dan Leyendecker to the Board. Some of his highlights as Chairman included presiding over CCRTA's Capital Improvement Projects including Development of the Del Mar College Oso Creek Super Stops, design of the Port Ayers Transfer Station and installation of almost 400 Tolar Bus Shelters as part of CCRTA's Shelter Expansion Program. Mr. Leyendecker created the Destination Education program, providing fare-free transportation for all Pre-K through 12th grade students. Mr. Leyendecker was also instrumental in navigating CCRTA during a time of transition from the outgoing CEO to the interim Acting CEO through the appointing of the new CEO. Chair Granado and the Board gave their thanks and appreciation for their time with Chair Leyendecker and his guidance throughout his term as Board Chair.

SECRETARY ALLISON MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING BOARD CHAIR DAN LEYENDECKER. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.

Awards and Recognitions

- a) CCRTA New Hires - Mr. Derrick Majchszak, CEO, introduced CCRTA new hires to the Board. The following employees were recognized: Transportation Lorie Jackson, Miguel Orihuela, Amy Wilson and Elueterio. Vehicle Maintenance – Andres Leal, Gavin Villegas, Isaac Flores and Isaac Ortiz. Sandra Cisneros, Eligibility Specialist. Photos were taken.
- b) APTA AdWheel Award Presented to CCRTA for Best Print Medi Workforce Development – Mr. Majchszak announced the award received from APTA. CCRTA's Career Fair banner was honored with the Best Workforce Development Marketing and Communications – Print Media award. This banner played a vital role in our mixed-media campaign aimed at promoting our hiring fairs within the community. Ms. Rita Patrick, Managing Director of Public Relations accepted the award a the APTA Marketing Workshop. Photos were taken.

Announcement of Committee Appointments by the Board Chair and Action to Confirm the Committee Appointments

Chair Granado noted the only change he would be recommending would be to add Director Armando Gonzalez to the Administration and Finance Committee as there are currently only four members in the committee, so adding him would make five voting members. No other changes were recommended.



DIRECTOR ELOY SALAZAR MADE A MOTION TO CONFIRM THE COMMITTEE APPOINTMENTS. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.

Discussion and Possible Action to Approve the February 7, 2024 Board of Directors Meeting Minutes

VICE CHAIR ANNA JIMENEZ MADE A MOTION TO APPROVE THE FEBRUARY 7, 2024 BOARD OF DIRECTORS MEETING MINUTES. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.

Discussion and Possible Action to Adopt a Resolution for the Proposed Changes to the Reserve Policy and Recertify the Designation of the Assigned Reserves from the Unrestricted Portion of the Fund Balance and the Methodologies Used in Determining the Funding Levels

Mr. Robert Saldaña, Managing Director of Administration, presented the item noting the board priority of public image and transparency. He went over the current policy stating the Authority will maintain adequate levels of reserve accounts from the unrestricted portion of the fund balance to mitigate current and future risks to ensure that sufficient resources are available to fulfill our mission and avoid disruption of services to the community. The Board reviews and approves the reserve accounts and the methodology for funding and managing cash reserves annually. Mr. Saldaña presented the proposed change to designate an additional reserve account for catastrophic events. The Operating, Capital and Employee Benefits accounts Will only be recertified and the calculating methodology remains unchanged. The proposed methodology for the new catastrophic events reserve would be to restore the reserve at \$1.9M that was previously established and reported in the 2018 FTA FMO Audit. He added that ratification of the reserve policy is needed to continue funding the reserves using the prescribed methodology. At this time, he answered questions from the Board.

DIRECTOR JEREMY COLEMAN MADE A MOTION TO ADOPT A RESOLUTION FOR THE PORPOSED CHANGE TO THE RESERVE POLICY AND RECERTIFY THE EXISTING ESTABLISHED RESERVE ACCOUNTS, WITH THE CHANGE AND ADDITION OF THE CATASTROPHIC EVENTS RESERVE WHICH INCREASES THE NUMBER OF BOARD DESIGNATED RESERVE ACCOUTNS FROM THREE TO FOUR. SECRETARY LYNN ALLISON SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.



Amend the Naming of Shelters, Stations and Other Facilities Board Policy

CEO, Derrick Majchszak, presented the item stating on May 10, 2006 the Board adopted the Board Policy and was also reviewed and affirmed by the Board on December 6, 2017. He read the existing policy stating the RTA does not name shelters, stations or other facilities of the RTA in honor of any individuals. Shelters, stations and other facilities shall be named based upon their geographic locations or other functional purposes. During the January 2024 Board Retreat, Board Members expressed interest in amending the current policy. He discussed the proposed changes through Board and Counsel feedback. The proposed policy states in exceptional cases, may name a facility in honor of a former employee or Board Member in recognition of outstanding service to the RTA providing certain conditions are met. These include, former employees must have been in good standing and employed more than one year prior to consideration, former Board Members must have served at least two terms, more than ten years prior to consideration. Only buildings and rooms may be named in honor of an individual. A written application process to the CEO which would then be presented to the Board Chair and appropriate committee for consideration. Determination of what building or room will be at the discretion of the RTA. No facility shall be named until the proposal has been presented at one Board meeting for discussion and approved at a later regular Board Meeting by a two-thirds vote. No more than three facilities may be named each year under this policy.

DIRECTOR ARMANDO GONZALEZ MADE A MOTION TO AMEND THE NAMING OF SHELTERS, STATIONS, AND OTHER FACILITIES BOARD POLICY . VICE CHAIR ANNA JIMENEZ SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.

Discussion and Possible Action to Confirm Four Reappointments Recommended by the Chief Executive Officer (CEO) and Appointed by the Board Chair to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item noting each RCAT member is appointed for a two-year term, however, the Chairperson serves at the pleasure of the RTA Board. Members may be appointed for up to four consecutive two-year terms and when they reach the limit, they may re-apply after a one-year absence. Ms. Montez displayed the four RCAT Committee members that are seeking to be re-appointed. Jeanine Leal, Randall Chisamore, Inez Garcia and Rhonda Alvarez. The Board must confirm the re-appointments and answered any questions from the Board.

DIRECTOR ELOY SALAZAR MADE A MOTION TO CONFIRM THE FOUR REAPPOINTMENTS RECOMMENDED BY THE CHIEF EXECUTIVE OFFICER (CEO) AND APPOINTED BY BOARD CHAIR TO RTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) FOR A TWO-YEAR TERM. VICE CHAIR ANNA JIMENEZ SECONDED THE MOTION. ALLISON, CANALES, CHARO, COLEMAN, GONZALEZ, GRANADO, JIMENEZ, AND SALAZAR VOTING IN FAVOR. ABSENT MAYMI AND MUÑOZ.

Heard Update on RCAT Committee Activites

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the update noting the last RCAT Committee Meeting was held on February 15th, 2024. She presented the RCAT liaison reporting and briefly noted the items that were presented during the RCAT meeting including, the Operations and CEO's reports from recent Board Meetings, noted MV General Manager presented a demonstration of the new Bline App to the RCAT Committee and they were also provided an update from the City's Committee for Persons with Disabilities Monthly Meeting by Melanie Gomez.

Committee Chair Reports

- a) **Administration & Finance** – Director Charo noted there was no quorum at the past meeting but looks forward to the next.
- b) **Operations & Capital Projects** – No comments
- c) **Rural & Small Cities** – No comments
- d) **Legislative** – No comments

Presentation on 2023 Year in Review

Mr. Majchszak presented the CCRTA 2023 Year in Review video and the Board Provided great feedback. Chair Granado noted it was a great video and noted the public needs to see it.

Presentations

a) January 2024 Financial Report

Mr. Robert Saldaña, Managing Director of Administration, presented the January financials and noted that the item aligns with the Board Priority of Public Image & Transparency. He presented the highlights for the month stating Passenger Service was 99.48% of baseline, Bus Advertising was 103.26% of baseline, and Investment Income was 142.49% of baseline. He displayed the January 2024 Income Statement Snapshot. Total revenues came in at \$4,176,658 and total expenses were \$4,370,187. He displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating and non-operating revenues and capital funding were \$4,176,658 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for January. Purchased Transportation was 22%, Miscellaneous 2%, Supplies 7%, Salaries and Wages 34%, Benefits 17%, Services 14%, Utilities 2% and Insurance was 2%. The total Departmental Operating expenses were \$3,444,829. Mr. Saldaña discussed the fare recovery ratio. The January month end FRC is 2.66%. Lastly, he displayed the sales tax update for December in which \$4,018,668 was received. At this time, Mr. Saldaña answered questions from the board.

b) March 2024 Procurement Update

Mr. Saldaña presented the item noting that the item aligns with the Board Priority of Public Image & Transparency. He discussed the current procurements. The General Engineering Services with Hanson Professional Services is for Five Year Term and



will be going to Board in April. Vanpool Services with Enterprise Holdings, dba Enterprise Rent-A-Car, for five years and an estimated cost of \$1,178,160. Security Guard Services with Sec-Ops, Inc., for five years, and an estimated amount of \$6,492,212. Windstorm and Hail Insurance Coverage with Acrisure, LLC for one year and an estimated amount of \$189,756. The current procurements total \$7,860,128. The future procurements were displayed next. Maintenance Uniform Rental Services with Brite Start Services for three years with one two-year options in the amount of \$71,000. CNG Fueling Station Maintenance Services with Clean Energy for three years with one two-year option in the amount of \$1,477,973. Heavy Duty Vehicles Filters with Cummins for three years with one two-year option, for \$144,040. General Legal Services with Wood, Boykin & Wolter, for three years, estimated at \$210,000. Lubricant and Fluid Supply with Arguindegui Oil Co., for one year with two one-year options, estimated at \$110,000. Bus Parts Supply with various vendors, one year with two one-year options with an estimated cost of \$1,578,261. These procurements total \$3,591,274. Next, the four-month outlook under the CEO signature authority was displayed and discussed next. All these items are \$50,000 or less. The items totaled \$179,373. Chair Granado asked for future presentations to display when the bid dates end and perhaps in the Weekly Report. Director Coleman asked about the upcoming auditing firm and when it will come to the board. Mr. Saldaña noted it has not gone out for bid and is still in the review process. Director Coleman added that back in December it was presented to be approved in February. Mr. Saldaña replied this presentation just gives a good idea of what is upcoming but is not always exact.

c) January 2024 Operations Update

Mr. Gordon Robinson, Managing Director of Operations, noting the board priority for this item is Public Image and Transparency. He provided the highlights for the month of January 2024 vs. January 2023. The Passenger Trips were up 5.9%, the Revenue Service Hours were up 10.1% and the Revenue Service Miles were up 7.0%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted year-to-date, the system overall was up 5.9%. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed the 2023 4th Quarter Cost per Passenger by Service Mode chart. He discussed the list of the current and upcoming projects impacting fixed route services. The B-Line service passengers per hour came in at 2.32 for the month of January. There were 30 customer assistance forms for the month. The miles between road calls and the large bus fleet exceeded the standards. He answered any questions the board had at this time.

CEO Report

Mr. Majchszak presented the report and began going over the operation and project updates. Ridership has increased by up to 19% compared to February 2023. He announced that CCRTA provided fare-free rides to and from voting centers on Election Day. He provided updates on the Port Ayers Transfer Station Construction, Kleberg Bank Demolition, ADA Bus Stop Phase VII and remodel of Bear Lane Driver Ready Room updates. Next, Mr. Majchszak discussed the meetings and events attended by himself, staff and Board throughout the month. Next, CCRTA's Rodeo Competition was discussed and Mr. Majchszak announced



the local winners stating they would be competing at the TTA State Rodeo in San Antonio, TX. Next, he discussed recruitment and employee appreciation events held during the month of February. Safety and Security began a Safety Slogan Contest open through March 22nd open to all employees. He continued by discussing community outreach events. He closed with the upcoming events calendar. At this time, he turned over to Legal Counsel, Mr. John Bell, to provide an update. Mr. Bell noted that CCRTA received a County Attorney's Request for Opinion from the Office of Attorney General in regards to Chair Granado simultaneously serving the Nueces County Hospital District Board and the CCRTA Board. He added this does not affect the RTA in any manner. He listed the reasons why he feels there should be no overlap between serving the two entities. He anticipates an answer from the Attorney General by August 27th.

Board Chair Report

At this Chair Granado thanked staff for the fare-free rides to vote, thanked Mr. Martinez for his service to the country and the RTA, and congratulated the new hires. Director Coleman said he has been hearing a lot of positive feedback from the community recently and he loves the leadership plaques on the walls. Director Salazar said good job to the staff and he would like to hear an update on the public comments today. Secretary Allison said she was proud of the Year in Review video and the agency. She also would like an update on the public comment concerns. Vice Chair Jimenez said she is super proud to be apart of the agency and loved the Year in Review video. Director Canales said great job team and congratulation on the award. Director Charo echoed what the others said and says she is proud to be apart of the organization. Director Gonzalez said the same, congratulations and he would also like an update.

Adjournment

There being no further review of items, the meeting was adjourned at 10:03 a.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

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 Lead Maintenance Technician
Facilities Maintenance Tech I Supervisor
Facilities Maintenance Tech II Supervisor
Facilities Maintenance Technicians II*
Garage Service Supervisor
Garage Service Technicians*
IT Systems Administrator
Network System Specialist
Outreach Coordinator
Parts Clerk - Lead
Public Relations Administrator
Safety and Security Administrator
Sr. Transit Planner
Street Operations Supervisors*
Street Operations Administrator, Transportation Service Administrator, Dispatch Operations Administrator*
Training Instructors*
Vehicle Electronics Technician (1)
Vehicle Maintenance Supervisor*

ESSENTIAL EMPLOYEES CON'T.

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

INFORMATION TECHNOLOGY

- 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 (EOC)
 - Senior Transit Planner (SSC)
- Essential on-duty (post event) – shift(s) to be determined by CCRTA
 - Outreach Coordinator
 - Data Technician

PUBLIC RELATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Public Relations
 - Public Relations 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)
 - 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 Advocate
Customer Service Representatives
Data Technician
DBE Liaison Officer
DBE Specialist
EEO/ADA Compliance Officer
Eligibility Program Administrator
Eligibility Specialist
Executive Administrative Assistant
Facility Maintenance Assurance Technician
Facility Maintenance Quality Assurance Tech.
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
Receptionist
Revenue Counters

NON-ESSENTIAL EMPLOYEES CON'T

Senior Administrative Assistant
Safety & Security Management Aide
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 ____, 2024.

Emergency Preparedness Phases

Initiation Phase

- The CEO declares that the Emergency Response Plan is activated.
- Directors notify employees of responsibilities in emergencies and reporting expectations.

Condition 3 Readiness Phase

- All employees **MUST** report for regular work schedule.
- Directors re-assess/cancel personal leave.
- Directors will ensure CCRTA property is secured.
- Employees use PL to secure families, etc.
- Non-essential employees obtain approval to evacuate.
- Employees must provide phone number/location where they can be reached.

Condition 2 Essential Services Phase

- Staff the City and County EOC.
- Directors will advise on the location of Employee Refuge(s) of Last Resort.
- All essential employees will report to work.
- Non-essential employees may be released (and are advised to obtain advance approval of PL to excuse late returns caused by Emergency Events).

Condition 1 Activation Phase

- Hazardous Conditions are imminent.
- EOC staff will inform Directors of Emergency Event status.
- Provide necessary emergency services.

Return to Duty Phase

- All employees report to work at the start of their next regularly scheduled shift.
- Employees unable to report as required **MUST** call in and speak with a supervisor/manager.



Subject: Authorize to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see attached *"FTA FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES"*).

The annual Certifications and Assurances for federal fiscal year 2024 (October 2023 through September 2024) covers all projects for which the CCRTA seeks funding for in 2024. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2024 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2024 Certifications and Assurances were published in the Federal Register on March 1, 2024.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants

14. Infrastructure Finance Programs
15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Cybersecurity Certification for Rail Rolling Stock and Operations
20. Tribal Transit Program
21. Emergency Relief Program

By signing the annual Certifications and Assurances, the CCRTA understands and agrees that every provision in these Certifications and Assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before FTA may award a federal grant to the CCRTA, the CCRTA must submit all Certifications and Assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the CCRTA to obtain a current affirmation signed by the agency's attorney affirming CCRTA's legal authority to certify its compliance with the FTA Certifications and Assurances that CCRTA has selected.

Financial Impact

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

Board Priority

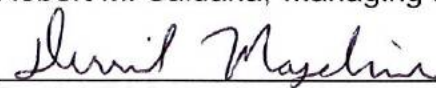
This item aligns with Board Priority – Public Image & Transparency.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2024 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by: 
Derrick Majchszak, Chief Executive Officer

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES
FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–21. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<u>No.</u>	<u>Category</u>	<u>Certification</u>
01.	Certifications and Assurances Required of Every Applicant	_____
02.	Public Transportation Agency Safety Plans	_____
03.	Tax Liability and Felony Convictions	_____
04.	Lobbying	_____
05.	Private Sector Protections	_____
06.	Transit Asset Management Plan	_____
07.	Rolling Stock Buy America Reviews and Bus Testing	_____
08.	Urbanized Area Formula Grants Program	_____
09.	Formula Grants for Rural Areas	_____
10.	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
12.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13.	State of Good Repair Grants	_____
14.	Infrastructure Finance Programs	_____
15.	Alcohol and Controlled Substances Testing	_____
16.	Rail Safety Training and Oversight	_____
17.	Demand Responsive Service	_____
18.	Interest and Financing Costs	_____
19.	Cybersecurity Certification for Rail Rolling Stock and Operations	_____
20.	Tribal Transit Programs	_____
21.	Emergency Relief Program	_____

**FEDERAL FISCAL YEAR 2024 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2024)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute Certifications and Assurances Fiscal Year 2023.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: _____

Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of the Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: _____ Date: _____

Name: _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Subject: Award a Professional Services Agreement with TransPro to Perform the 2020-2023 Quadrennial Performance Review

Background

The Corpus Christi Regional Transportation Authority is required by the Texas Transportation Code Section 451.454, CCRTA's enabling legislation, to conduct a review on a 4-year basis to examine the performance of oversight functions of the CCRTA and inform the State of Texas of their findings.

Identified Need

1. The audit shall include an examination of one or more of the following areas:
 - a. The Administration and management of the authority
 - b. Transit Operations; or
 - c. Transit authority system maintenance
2. The Authority's compliance with applicable state laws, included in Chapter 451
3. The following Performance Indicators:
 - a. Operating cost per passenger, per revenue mile, and per revenue hour
 - b. Sales and Use tax receipts per passenger
 - c. Fare recovery rate
 - d. Average Vehicle Occupancy
 - e. On-time Performance
 - f. Number of accidents per 100,000 miles; and
 - g. Number of miles between mechanical road calls

Financial Impact

A request for quotes was issued on February 8, 2024, which defined the scope of work for the Quadrennial review. The request for quotes was emailed to several potential qualified firms that have the capacity to perform the state mandated review. The CCRTA received the following two quotes:

1. TransPro - \$70,721.24
2. Crowe LLP - \$179,287.50

The prior Quadrennial Performance Review was conducted in 2021 by First Transit at a cost of \$22,944.69.

Board Priority

The Board Priority is financial transparency.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into a Professional Services Agreement with TransPro to perform the State mandate Quadrennial Performance Review.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by: 
Derrick Majchszak, Chief Executive Officer



Subject: Approve to lower the discount rate from 7.0% to 6.75% to measure the Defined Benefit Plan (DBP) obligations and increase the 2024 annual contribution by \$323,690.

Background

CCRTA provides full time employees with a pension benefit where employee benefits are computed using a formula that considers length of employment at a pension program rate of 2.0% of "Final Average Compensation." The vesting schedule ranges from 3 to 7 or more years of service.

The pension plan is funded through annual contributions made solely from CCRTA's operating budget which requires a pension actuary to calculate the funding necessary to provide the promised retirement income to its employees.

Annual Contributions consist of two components: Normal costs and unfunded accrued liability (UAAL). The Normal Cost is the annual cost of service accrual for the upcoming fiscal year for active employees which is viewed as the long-term contribution rate. When a plan's Value of Assets is less than its Accrued Liability, the difference is the plan's Unfunded Accrued Liability. When the unfunded liability is positive, the plan will have to pay contributions exceeding the normal costs.

Pre-funding a benefit that is decades away from payment requires assumptions. The discount rate assumption is currently set at 7.00% which started at 7.5% and lowered to 7.4% in 2019 with the Board's commitment to lower by ten basis points each year until the discount rate of 7.0% was reached. The discount rate is a critical factor that impacts the funding status of a pension plan.

The CCRTA Board approved a funding plan on September 6, 2019, in response to the Texas Government Code §802.2011 which commits CCRTA to stay within a funded ratio range of 85-95%.

Factors That Impact the Defined Benefit Plan

Risk Assessment Associated with Assumptions

Risk Factor	Explanation
Investments	Investment returns tend to be more volatile than the measurements of plan liabilities and therefore create a risk to the funded status of the plan, as well as required contributions.
Rate of Return/Discount Rate	Low interest rates and declining stock markets contribute to the loss in value of pension assets and increased costs of plan liabilities thereby increasing funding costs and making defined benefit plans more volatile.
Longevity	Liabilities will fluctuate with changes in longevity and longevity continues to rise.
Inflation	Inflation is a component of future compensation amounts of covered employees, interest rates and investment returns over a long period. As a result, changes in inflation can affect funded percentages
Salary Increases	A 3.5% assumption has been used but averaging 4-5%
Legislative Risks	Changes in laws and regulations governing pension plans for instance Texas Government Code §802.2011

Other Plan Factors to Consider

Description	2023	2022	2021	2020	2019
Investment Income	(5,168,261)	(7,400,566)	5,597,623	5,498,173	6,617,918
Benefits Paid	2,581,632	2,415,094	2,292,357	2,218,914	1,927,249
Benefits Paid % Incr.	6.80%	5.35%	3.30%	15.13%	

Identified Need

The 2022 Independent Audit identified the 7.00% discount rate to be higher than the average discount rate used for the valuation rendered which could possibly result in an understatement of the pension liability.

In consideration of the auditor's concern, the assumption risks and other plan factors, staff recommend steps to keep pace with the anticipated increases in service costs.

To favorably impact the Year 2025, two factors are being recommended.

1. An additional contribution of \$323,690 in 2024 is required to positively impact Year 2025, increasing the annual contributions in 2024 from \$1,994,276 to \$2,317,966,
2. Lower the discount rate from 7.00% to 6.75% report the pension liability that will enable CCRTA to plan for the funding levels required to meet future benefit obligations.
3. A sensitivity analysis is provided below to show you three funding levels at different discount rates.

Target Funded Ratio	Discount Rate of 6.75%	Discount Rate of 6.50%
90%	\$2,634,846	\$3,850,984
95%	\$5,161,033	\$6,444,734
100%	\$7,687,220	\$9,038,484

Fiscal Impact

The financial impact for 2024 is \$323,690 to improve the plan status in 2025 funded by the reserve available for spending which is currently at

Board Priority

Public Image and Transparency.

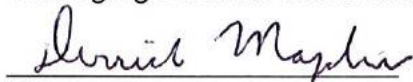
Recommendation

Staff requests the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to lower the discount rate for 7.0% to 6.75% to measure the DBP obligations and increase the 2024 annual contribution by \$323,690.

Respectfully Submitted,

Submitted by: Sandra Roddel
Director of Finance

Final Review: Robert M. Saldaña
Managing Director of Administration

Approval: 
Derrick Majchszak
CEO



Subject: Authorize the Purchase of Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract

Background

The current fleet of sixty-one (61) heavy-duty buses consists of eleven (11) diesel and fifty (50) Compressed Natural Gas (CNG) buses. The current fleet are all powered by a Cummins engine, regardless of being diesel or CNG. As these buses meet and exceed their useful life, buses require replacement to avoid increasing maintenance costs and the potential for disruptions in service. As outlined by the Federal Transit Administration (FTA) guidelines, the useful life of a heavy-duty bus is twelve (12) years or 500,000 miles.

With the passage of the 2015 Fixing America's Surface Transportation (FAST) Act, the FTA allows local transit agencies to purchase vehicles from state cooperatives, including the State of Washington Department of Enterprise Services Contract, that meet FTA's procurement guidelines.

GILLIG has been in business since 1890 and operates from a 300,000 square foot facility located in Livermore, California. GILLIG is the leading manufacturer of heavy-duty transit buses in the United States. From initial design through final assembly, each GILLIG bus is designed and built in Livermore, California. GILLIG buses are known for their unmatched quality and have earned their reputation as the lowest cost buses to maintain and operate.

Identified Need

The purchase of fifteen (15) GILLIG thirty-five (35) foot CNG fixed route buses is required to replace an equal number of heavy-duty buses that have met their useful life and are in need of replacement. With this purchase, the CCRTA will be positioned to avoid excessive maintenance costs, minimize potential disruptions to daily operations, and ensure fleet reliability for our customers.

The FY2024 FTA Low or No Emission Vehicle Program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. If the CCRTA is awarded funding from the Low or No Emission Vehicle Program – 5339(c), the funds would support up to eight (8) of the fifteen (15) GILLIG CNG bus purchases. Currently, eight (8) diesel buses are in need of replacement in which grant funds would support pending the award amount.

Based on input received at the Board of Directors Retreat on January 12, 2024, the purchase of CNG buses will continue in 2024 while the purchase of zero emission buses will be evaluated in 2025. With approval, CCRTA's base order of fifteen (15) buses would be delivered in 2025. With these vehicles, more than 60% of the fixed route buses would be operated with CNG.

Disadvantaged Business Enterprise

There is no Disadvantaged Business Enterprise (DBE) requirement for this procurement.

Financial Impact

The Board of Directors approved two Capital Improvement Program (CIP) purchases for fixed route replacement vehicles in FY2023 and FY2024. In FY2023, the allocation was \$5,600,000.00 for seven (7) CNG buses. In FY2024, the allocation is \$4,160,000.00 for five (5) CNG buses and \$4,568,583.00

for three (3) electric buses for a total of eight (8) buses. The FY2023 and FY2024 combined amount is \$14,328,583.00.

Year	Number of Heavy Duty Buses	Fuel Type	Approved CIP Amount
FY2023	7	CNG	\$5,600,000.00
FY2024	3	Electric	\$4,568,583.00
	5	CNG	\$4,160,000.00
Total	15		\$14,328,583.00

Based on the estimated cost per unit of \$850,000.00, the total expenditures for fifteen (15) CNG thirty-five (35) foot buses are estimated to be \$12,750,000.00 and are FY2023 and FY2024 CIP projects funded partially by 5307 Formula Funds. The local match is 15% with an estimated cost of \$1,912,500.00 and the federal match is 85% with an estimated cost of \$10,837,500.00 for a total \$12,750,000.00 which is within the CIP project costs.

Number of Heavy Duty Buses	Fuel Type	Estimated Cost Per Unit	Total Estimated Cost
15	CNG	\$850,000.00	\$12,750,000.00

Within the three (3) FY2023 and FY2024 CIP projects, all fifteen (15) buses totaling \$12,750,000.00 could be purchased within the \$14,328,583.00 combined CIP budget. However, if the CCRTA is awarded funding from the Low or No Emission Vehicle Program – 5339(c), the funds would directly support the purchase of eight (8) CNG buses to replace eight (8) diesel buses as included within the FY2024 CIP.

Board Priority

This item aligns with Board Priority - Public Image and Transparency.

Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to purchase fifteen (15) Fixed Route CNG buses from GILLIG from the State of Washington Department of Enterprise Services Contract.

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: Exercise Two-Year Option with Brite Star Services, Ltd. for Maintenance Uniform Rental Services

Background

The CCRTA rents uniforms for employees within the Facilities Maintenance, Vehicle Maintenance, Materials Management, and Information Technology (IT) departments due to the types of work activities conducted by these departments. Each employee is provided with eleven (11) sets of shirts and pants. The contractor furnishes, launders, maintains, delivers, and picks up all garments and related items weekly at the CCRTA facility. Additionally, the contractor supplies lockers, entrance mats, and shop towels as part of this service. The three-year base contract consists of approximately 60 employees whereas an estimated seventy-six (76) employees will be supported under the two-year option.

Identified Need

On April 7, 2021, the Board of Directors approved the award of a three-year base contract with a one (1) two-year option to Brite Star Services, Ltd. The three-year base contract began on April 28, 2021, and ends on April 27, 2024. The two-year option will service approximately seventy-six (76) employees within the Facilities Maintenance, Vehicle Maintenance, Materials Management, and IT departments. The increase in the number of employees is due to the growth in the number of Facilities Maintenance and IT personnel.

Disadvantaged Business Enterprise

There is no Disadvantaged Business Enterprise (DBE) requirement for this procurement.

Financial Impact

The original estimated cost of the three-year base contract was \$69,187.56. Subsequently, a contract modification was executed to increase the amount to \$85,037.56. For the two-year option, the estimated total cost is \$81,998.00. Total amount of expenditures will be determined on actual usage. Funds have been approved for the 2024 annual operating budget.

<i>Estimated Projected Cost</i>	2024	2025	Two-Year Cost Estimate
Department 11 Vehicle Maintenance	\$37,500	\$44,498	\$81,998
Department 21 Facilities Maintenance			
Department 43 Materials Management			
Department 07 IT			

Board Priority

This item aligns with Board Priority - Public Image and Transparency.

Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the Two-Year Option on the contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services.

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: Enter Into Negotiations for General Engineering Services Pool

Background

The RTA utilizes general engineering services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, cost estimates, renderings, project timelines for various grant packages, as well as environmental compliance services.

Currently, the CCRTA is nearing the end of the last option year with Hanson Professional Services, for general engineering services, which ends April 14, 2024. However, moving forward, instead of having one general engineering firm of record, the CCRTA is creating a "General Engineering Services Pool", similar to the Architectural Services Pool.

Identified Need

The purpose of having a pool of general engineering service firms, serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident or a grant application)
- Provides for flexibility relating to a wide selection of engineering services (i.e. structural, civil, mechanical, structural, renewable energy, environmental, construction management and electrical)
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked
- Allows more engineering/construction management firms the opportunity to work with the CCRTA

In order to create the General Engineering Services Pool, a Request for Qualification was issued.

Analysis

The Request for Qualifications for General Engineering Services was issued on January 30th and was due March 12th. Twelve proposals were received, two were deemed non-responsive. Nine proposals were reviewed and evaluated, the tenth proposal, was submitted by Ardurra, and will not be reviewed and evaluated, until after July 10th of this year. The firm's Regional Director for Texas and Louisiana is Dan Leyendecker, CCRTA's previous Chair for the Board of Directors. His last day on the Board was January 10, 2024.

The firms were evaluated on the criteria listed below:

- Firm Experience (20),
- Team Experience (20),
- Capacity and Capability of the Firm (20),
- Management and Organizational Approach (10),
- Responsiveness to Agency Needs (10),
- Performance Standard (10),
- Quality Control Program and Safety (5), and
- Disadvantaged Business Enterprise (DBE) Participation (5)

The proposals were evaluated by a panel of 5 CCRTA executive staff. Please see the evaluation scores below:

Names of Firms	Maximum Points (100)	Location
AECOM Technical Services, Inc.	94.00	Houston/worldwide
Hanson Professional Services, Inc.	89.80	CC office /Nationwide
Halff Associates, Inc.	87.00	CC office/ Headquarters Richardson, TX
Pape-Dawson Engineers	79.40	CC office/in 4 states
Terracon	78.20	CC office/Nationwide
Munoz Engineering (DBE firm)	75.80	Local
UES	74.00	CC office/Nationwide
AGCM	70.80	Local
N. Martinez & Associates, Inc. (DBE firm)	69.20	Local

Staff is recommending all the firms be selected to be part of the General Engineering Services Pool.

The engineering firms vary in size, there are several large multidisciplinary ones, a few medium/small, and three that are local firms.

CCRTA has received references for a majority of the firms and has worked with a few of them as well. The references and services provided to CCRTA have been satisfactory.

Disadvantaged Business Enterprise (DBE)

All firms are committed to meeting the DBE requirements, that will be set for future federal projects.

Financial Impact

The services will be requested on an as-needed basis and associated fees will only be incurred as per request. The fees will be dependent on the cost of construction, the complexities of design and the number of employees needed to complete design. Historically, fees have ranged from 6.5% to 12% of construction, plus additional services and reimbursables.

Board Priority

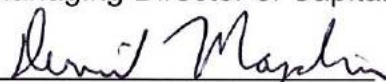
This project aligns with the Board Priority – Facilities.

Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into Negotiations for Engineering Design Services, on an as needed basis, with the firms selected for the General Engineering Services Pool.

Respectfully Submitted,

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

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Board of Directors Meeting Memo

April 3, 2024

Subject: Adopt a Resolution to Apply for FTA Funding for Eight (8) CNG Buses and a New Maintenance Facility

Background

The Federal Transit Administration (FTA) released a Notice of Funding Opportunity on February 8, 2024, announcing the opportunity to apply for \$1.5 billion in FY 2024 funds to support state and local efforts to modernize aging transit fleets with low- or no-emission buses, renovate and construct bus facilities, and support workforce development.

The grant applications will need to be submitted by 11:59PM EST on April 25, 2024.

Identified Need

The grant funds would be used for the transition of CCRTA's fleet to low emission vehicles through the purchase of eight (8) CNG vehicles and dedicated workforce development. Funding would also assist CCRTA in purchasing storm-resistant infrastructure through a new Maintenance Facility.

Low emission buses would reduce carbon emissions, leading to cleaner air and healthier communities. The funding of a new Maintenance Facility would ensure that CCRTA can continue to operate during extreme conditions, protect CCRTA personnel, safeguard valued assets, and transport vulnerable communities.

CCRTA would adhere to all regulatory requirements, procurement policies and authorizations throughout the funding process.

Financial Impact

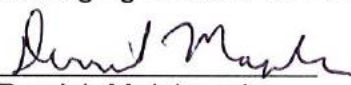
The estimated amount does not exceed \$54.24 million.

Recommendation

Staff requests the Board of Directors adopt a resolution to apply for FTA funding for eight (8) CNG buses and a new Maintenance Facility by authorizing the Chief Executive Officer or designee to execute and submit applications.

Respectfully Submitted,

Submitted by: Rita Patrick
Managing Director of Public Relations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Resolution

IN SUPPORT OF LOW EMISSION BUSES & A NEW MAINTENANCE FACILITY

WHEREAS, the Corpus Christi Regional Transportation Authority has a long-term goal of identifying and implementing alternative forms of transportation to lower emissions, reduce operating costs, provide workforce development, and foster healthier communities.

WHEREAS, the Corpus Christi Regional Transportation Authority is pursuing the construction of a new storm-resistant Maintenance Facility, ensuring that the organization can continue to operate during extreme conditions, protect personnel, safeguard valued assets, and provide a lifeline for vulnerable communities.

NOW THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD OF DIRECTORS THAT:

Section 1. The Board hereby declares its support for eight (8) CNG buses to address alternative forms of transportation, lower collective emissions, reduce operating costs, provide workforce development, and cultivate a healthier community.

Section 2. The Board also hereby declares its support for the development of a new Maintenance Facility, which would ensure that transportation services could continue during extreme conditions, protect personnel, shelter valued assets, and provide a lifeline for vulnerable communities.

Section 3. The Board further declares its intention to support the exploration of grant opportunities for low emission vehicles and a new Maintenance Facility, which would reduce collective carbon emissions, improve transit reliability during extreme conditions, reduce operating costs, and enhance safety for community members and employees.

DULY PASSED AND ADOPTED this ____ day of April 2024

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Derrick Majchszak
Chief Executive Officer

Arthur Granado
Board Chair



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 3, 2024

Subject: Action to Confirm Appointment of Chairperson of RTA's Committee on Accessible Transportation (RCAT)

Background

The process for Selection and Confirmation of RCAT members is outlined in RCAT Bylaws Article 4, Section Three and reads as follows:

ARTICLE FOUR. OFFICERS

SECTION THREE. The Chairperson for RCAT is appointed by the Chairperson for the RTA Board of Directors. The chairperson shall be the presiding officer of the committee and serves at the pleasure of the RTA Board Chairperson.

The RCAT Chairperson shall preside at all meetings of the committee; attend RTA Board meetings and participate in discussions at the committee level of the RTA; call special meetings when indicated; and perform other duties on an ad hoc basis as directed by the full committee.

The recommended appointment for the Chairperson of the RCAT Committee is Mr. Robert Box. He has served as an RCAT Committee member, for almost 13 years, beginning in 2010. He has also served the community of Corpus Christi in various capacities.

Mr. Box, was the former General Manager, for Planter's Grain Coop from 1983 to 2006. He has a Bachelor's of Science Degree, from Tarleton State University. Mr. Box was a former Vice President of the Rotary Club. Mr. Box attends RCAT meetings regularly.

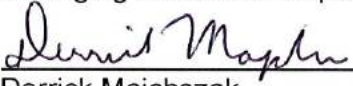
In other roles in the community, Mr. Box is the Christus Spohn Shoreline Volunteer Association Secretary, and volunteers at the information desk at Spohn.

Recommendation

The Board Chairman requests that the Board confirm the appointment of Mr. Robert Box, as the Chair of RTA's Committee on Accessible Transportation.

Respectfully Submitted,

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

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Subject: February 2024 Financial Report

Overview: The results from the **operating budget** for the **month of February** report **Revenue** exceeding **Expenditures** by **\$63,605**. Total revenues from operations reached **\$3,530,635** representing 98.82% of the budget baseline, while operating expenses finished at **\$3,467,030**, or 86.66% of baseline.

*The results of the **Capital Budget** are being presented below as budgeted which includes transfer-in amounts from the fund balance which were used to balance the 2024 budget. It is also being presented without the budgeted transfer-in to improve the usefulness of fund balance information.*

*To clarify, **transfer-in from fund balance** is not a revenue source, it is considered "**other financing sources**" in accordance with GASB 34. To further clarify, an operational budget is a 12-month **short-term financial plan for the day-to-day expenses** for the specified accounting period while the **Capital Budget consists of long-term acquisitions** that may or may not be completed within the 12-month accounting period and which costs are required to be spread over the life of the various assets.*

In addition, the \$60,978 surplus in the Operating Budget was used to balance the 2024 Capital Budget. As a result, the monthly Capital Funding will be less than the monthly Capital Expenditures, as the budgeted transfer-in of \$5,901,845 plus, the \$60,978 in Operating Surpluses equals the budgeted Depreciation of \$5,962,823.

The CIP budget for the month resulted in expenditures exceeding revenues by **\$5,082** when CIP program expenditures came in at **\$1,456,713** while **funding resources** came in at **\$1,451,631**. The expenditures include **\$496,902** of depreciation expense for the month. For reporting purposes, the transfer-in of **\$491,820** from the fund balance is factored into the financials to **reflect a balanced budget** as initially approved **as revenues must at least equal expenditures**.

For the month, the overall performance results in an initial increase of **\$58,523** to the fund balance with a surplus of **\$63,605** attributable to the operating budget, and a deficit of **\$5,082** related to the CIP budget.

However, to arrive at the actual change in fund balance the transfer-in must be removed. The following table provides an illustration of the impact of the removal of the transfer-in for both the month and year-to-date:

	<u>Month</u>	<u>Year to Date</u>
Revenues	\$ 1,451,631	\$ 2,084,614
Less: Budgeted Transfer-In from Fund Balance	(491,820)	(983,641)
Equals Revenues (FTA Share)	959,811	1,100,973
Grant-Eligible Costs (FTA Share)	959,811	1,100,973
Depreciation	496,902	993,804
Total Expenses	1,456,713	2,094,777
Expenses exceeding Revenues	\$ (496,902)	\$ (993,804)

SUMMARY: Results from all Activities Compared to Budget

Total Revenues and funding sources for the month of **February** closed at **\$4,982,266**, of which **\$3,530,635** is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and **\$1,451,631** to the capital budget. The **\$1,451,631** from the capital budget consists of **\$959,811** from grant revenues while **\$491,820** comes from the unrestricted portion of the fund balance that was budgeted as a transfer in. The performance of the revenue categories from the Operating Budget is discussed as follows.

Operating Revenues, which include only resources generated from transit operations, **totaled \$117,718** or 6.76% more than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at \$99,103, or 107.58% of the baseline expectation and include **\$6,909** from **Go-Pass Mobile App Pass Sales**.

Meanwhile, commissions from both **Bus and Bench Advertising** ended the month at **\$18,244** of which **\$4,120** came from **Bus Bench Advertising commissions** while **\$14,124** came from **On-Board Bus Advertising commissions**. The combined revenue was 102.66% of baseline.

Note that the commissions earned from Bench Advertising total **\$6,180** of which **\$4,120** is recognized as revenue and **\$2,060** represents the City's one-third share of the bench advertising commission for the use of the City property.

Other Operating Revenues totaled \$371, or 100% of baseline, and is primarily a vendor refund from a prior fiscal period.

Non-Operating Revenues, which includes sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$3,412,917**, reaching **98.57%** of the **\$3,462,584** budget expectation, generating **\$49,667** less than forecasted (**Table 4.1**).

The shortfall is the result of the preventive maintenance grant not yet funded for 2024. This funding is expected to be available by end of July. Meanwhile, the category was bolstered by the continued strong performance of the investment portfolio, which exceeded the baseline expectation by \$51,802, or 30.70%. The Fed still anticipates up to three rate cuts in 2024, with increasing odds the cuts will begin in the third quarter. Until then, the Authority is prepared to capitalize on opportunities to extend maturities while rates remain at their peak levels.

Staples Street Center leases continue to miss the baseline as the result of a tenant vacating the SSC. It is anticipated that the vacancy will be filled in 2024.

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned except for the sales tax revenue. The Sales Tax Revenue has been **estimated** since the amount will not be determined until payment is received on **April 12, 2024**. Out of the seven (7) sources included in this revenue category, 89.22% of total revenue came from the sales tax revenue estimate as indicated in the following table:

February 2024 Revenue Composition – Table 1

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	\$3,150,000	89.22%
2	Passenger Service	99,103	2.81%
3	SSC Lease Income	42,365	1.20%
4	Bus Advertising	18,244	0.52%
5	Investment Income	220,552	6.25%
6	Grant Assistance Revenue	-	0.00%
7	Other Revenue	371	0.01%
	Total (excluding capital)	\$3,530,635	100.00%

The **Investment Portfolio** closed the month of February 2024 with a market value of **\$54,817,329**, an increase of **\$1,263,934** from the balance at the end of January 2024 of **\$53,553,395**. The increase is primarily due to federal capital grant reimbursements received in February for invoices paid in January.

The composition of the February portfolio market value includes **\$32,199,548** in short-term securities consisting of **\$19,711,251** in Commercial Paper and **\$12,488,296** in Federal Agency Coupon Securities. In addition, **\$19,577,082** was held in TexPool Prime and **\$3,040,700** in bank accounts at Frost Bank. For the month of **February**, earned interest income was recorded at **\$220,552**.

TexPool Prime Rate is currently at 5.55% while locked rates for securities range from 3.50% - 5.80%.

This investment portfolio does not include any assets from pension plans but only assets from operations.

The **Sales Tax** allocation for February 2024 is **estimated** at **\$3,150,000** and at the same level as January due to the time series model used in forecasting which resulted in nearly the same estimate for both January and February. The estimate is necessary since allocations lag two months behind and will not be received until April 12, 2024.

The Sales Tax revenue payment of **\$3,006,019** for January 2024 was received March 8, 2024, and was **\$143,981**, or **4.57%** less than the **\$3,150,000** January reported **estimate**. The January payment included the allocation from internet sales of **\$34,016**, a decrease of \$7,820 or – 18.69% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,509,640**. Retailers started collecting sales tax on internet sales on October 1, 2019.

The sales tax revenue over the last five years averages 71.13% of total income. In 2023, Sales Tax Revenue represented 70.27% of total revenues. Sales tax typically represents the largest component of CCRTA's total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. During this reporting period sales tax represented 88.89% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

Transparency Disclosure

The sales tax revenue reported as 2024 Actual is higher than what is reported by the state comptroller's website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 because of an audit. The repayment is over 43 months and as of January have made 39 installments. This amount is added back to calculate the growth rate when compared to the same period last year.

Sales Tax Growth – Table 2

Month Revenue was Recognized	2024 Actual	2023 Actual	\$ Growth	% Growth
January (actual)	3,006,019	\$ 2,883,848	122,171	4.24%
February (estimate)	3,150,000	2,939,551	210,449	7.16%
March (estimate)	-	-	-	0.00%
April (estimate)	-	-	-	0.00%
May (estimate)	-	-	-	0.00%
June (estimate)	-	-	-	0.00%
July (estimate)	-	-	-	0.00%
August (estimate)	-	-	-	0.00%
September (estimate)	-	-	-	0.00%
October (estimate)	-	-	-	0.00%
November (estimate)	-	-	-	0.00%
December (estimate)	-	-	-	0.00%
	\$ 6,156,019	\$ 5,823,400	\$ 332,620	5.71%

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for February 2024:

Revenue – February 2024 – Revenue Composition (Includes Operating and Capital Funding) – Table 3

Revenue Source	February 2024	%	YTD	%
Passenger Service	\$ 99,103	2.21%	\$ 190,748	2.38%
Bus Advertising	18,244	0.41%	36,594	0.46%
Other Revenue	371	0.01%	1,238	0.02%
Sales Tax Revenue	3,150,000	70.15%	6,156,019	76.65%
Grants - Operating	-	0.00%	-	0.00%
Grants - Capital	959,811	21.37%	1,100,973	13.71%
Investment Income	220,552	4.91%	461,002	5.74%
SSC Lease Income	42,365	0.94%	84,730	1.05%
Total Revenue	\$ 4,490,446	100.00%	\$ 8,031,303	100.00%

Revenue – February 2024 Operating Revenue and Capital Funding – Table 4

	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,105,459	\$ 99,103	\$ 92,122	8.96%	107.58%
Bus advertising	213,251	18,244	17,771	8.56%	102.66%
Other operating revenues	362,651	371	371	0.10%	100.00%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	220,552	168,750	10.89%	130.70%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Operating & Non-Operating Revenues	49,677,132	3,530,635	3,572,848	7.11%	98.82%
Capital Grants & Donations	11,971,407	959,811	959,811	8.02%	100.00%
Transfers-In	5,901,845	491,820	491,820	8.33%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 67,550,384	\$ 4,982,266	\$ 5,024,479	7.38%	99.16%

	02/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,105,459	\$ 190,748	\$ 184,243	17.26%	103.53%
Bus advertising	213,251	36,594	35,542	17.16%	102.96%
Other operating revenues	362,651	1,238	1,238	0.34%	100.00%
Sales Tax Revenue	44,244,769	6,156,019	6,156,019	13.91%	100.00%
Federal, state and local grant assistance	1,200,152	-	200,025	0.00%	0.00%
Investment Income	2,025,000	461,002	337,500	22.77%	136.59%
Staples Street Center leases	525,850	84,730	87,642	16.11%	96.68%
Total Operating & Non-Operating Revenues	49,677,132	6,930,331	7,002,209	13.95%	98.97%
Capital Grants & Donations	11,971,407	1,100,973	1,100,973	9.20%	100.00%
Transfers-In	5,901,845	983,641	983,641	16.67%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 67,550,384	\$ 9,014,945	\$ 9,086,823	13.35%	99.21%

Revenue – February 2024 from Operations – Table 4.1

	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,105,459	\$ 99,103	\$ 92,122	8.96%	107.58%
Bus advertising	213,251	18,244	17,771	8.56%	102.66%
Other operating revenues	362,651	371	371	0.10%	100.00%
Total Operating Revenues	1,681,361	117,718	110,265	7.00%	106.76%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	220,552	168,750	10.89%	130.70%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Non-Operating Revenues	47,995,771	3,412,917	3,462,584	7.11%	98.57%
Total Revenues	\$ 49,677,132	\$ 3,530,635	\$ 3,572,848	7.11%	98.82%

February 2024 Expenses

The results of all expenditure activities, including capital, are presented below. Overall, the total operating expenses came in \$533,662 under the anticipated baseline of \$4,000,692. Departmental expenses came in \$500,316 under the anticipated baseline or 13.60%. Meanwhile, Street Improvements is a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline.

February 2024 Total Expenses & Capital Expenditures – Table 6

	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 44,160,638	\$ 3,179,736	\$ 3,680,052	7.20%	86.40%
Debt Service	1,607,841	-	-	0.00%	0.00%
Street Improvements	3,447,523	287,294	287,294	8.33%	100.00%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
Total Operating & Non-Operating Expenses	49,616,154	3,467,030	4,000,692	6.99%	86.66%
Grant Eligible Costs	11,971,407	959,811	959,811	8.02%	100.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 67,550,384	\$ 4,923,742	\$ 5,457,405	7.29%	90.22%

YTD as of February 2024 Total Expenses & Capital Expenditures – Table 6

For the year to date, total expenditures came in \$796,433 under the anticipated baseline of \$8,001,386. Departmental expenses came in \$729,741 under the anticipated baseline or 9.91%. Meanwhile, Street Improvements is a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline.

	02/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 44,160,638	\$ 6,630,366	\$ 7,360,107	15.01%	90.09%
Debt Service	1,607,841	-	-	0.00%	0.00%
Street Improvements	3,447,523	574,587	574,587	16.67%	100.00%
Subrecipient Grant Agreements	400,152	-	66,692	0.00%	0.00%
Total Operating & Non-Operating Expenses	49,616,154	7,204,953	8,001,386	14.52%	90.05%
Grant Eligible Costs	11,971,407	1,100,973	1,100,973	9.20%	100.00%
Depreciation Expenses	5,962,823	993,804	993,804	16.67%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 67,550,384	\$ 9,299,730	\$ 10,096,163	13.77%	92.11%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass through activities (Sub-recipients).

Accordingly, for the month of February 2024, total departmental operating expenses realized favorable variances against the baseline expectation from categories including Salaries & Wages, Benefits, Services, Utilities, Purchased Transportation, and Miscellaneous.

Meanwhile, unfavorable variance was identified with the categories of Materials & Supplies and Insurance.

Materials & Supplies reported a negative variance of 1.09%, or \$3,057. The variance is the result of the timing of invoices. The category maintains a positive variance of 3.72% or \$20,819 for the year to date.

Insurance reported a negative variance of 0.27%, or \$148. The category maintains a positive variance of 1.96% or \$2,164 for the year to date.

February 2024 Departmental Expense Breakdown – Table 7.1

	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Departmental Operating Expenses:					
Object Category					
Salaries & Wages	\$ 14,418,479	\$ 1,148,865	\$ 1,201,538	7.97%	95.62%
Benefits	8,642,048	513,242	720,171	5.94%	71.27%
Services	5,714,226	323,578	476,186	5.66%	67.95%
Materials & Supplies	3,362,189	283,239	280,182	8.42%	101.09%
Utilities	798,939	45,205	66,578	5.66%	67.90%
Insurance	664,075	55,487	55,340	8.36%	100.27%
Purchased Transportation	9,449,581	739,546	787,465	7.83%	93.91%
Miscellaneous	1,111,101	70,574	92,592	6.35%	76.22%
Total Departmental Operating Expenses	\$ 44,160,638	\$ 3,179,736	\$ 3,680,052	7.20%	86.40%

	02/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Departmental Operating Expenses:					
Object Category					
Salaries & Wages	\$ 14,418,479	\$ 2,333,319	\$ 2,403,081	16.18%	97.10%
Benefits	8,642,048	1,099,645	1,440,341	12.72%	76.35%
Services	5,714,226	789,505	952,371	13.82%	82.90%
Materials & Supplies	3,362,189	539,546	560,365	16.05%	96.28%
Utilities	798,939	124,751	133,157	15.61%	93.69%
Insurance	664,075	108,515	110,679	16.34%	98.04%
Purchased Transportation	9,449,581	1,498,377	1,574,930	15.86%	95.14%
Miscellaneous	1,111,101	136,708	185,184	12.30%	73.82%
Total Departmental Operating Expenses	\$ 44,160,638	\$ 6,630,366	\$ 7,360,107	15.01%	90.09%

2024 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 85,533	\$ 5,426	\$ 90,960
February	217,561	11,983	229,544
	\$ 303,094	\$ 17,409	\$ 320,503

Fare Recovery Ratio – Table 10

Description	02/29/2024	Year to Date
Fare Revenue or Passenger Revenue	\$ 99,103	\$ 190,748
Operating Expenses	3,178,886	6,624,370
Fare Recovery Ratio	3.12%	2.88%
*Excluding Depreciation		

Note: Same period last year (February 2023) the FRR was 2.92%

The passenger fares are pledged revenues secured by the bond covenant associated with the construction of the Staples Street Center Building. The bond contract requires the Authority to establish and maintain rates and charges for facilities and services afforded by the CCRTA transit system to produce gross operating revenues in each fiscal year by anticipating sufficient passenger revenues to pay for maintenance and operating expenses and produce net operating revenues at least 1.10 times the annual debt service requirements. The debt service coverage ratio is a different ratio from the Fare Recovery Ratio. CCRTA has maintained since the inception of the bond covenant a coverage ratio of at least 1.10.

February 2024 – Table 11

For the month of February, total Revenue exceeded Expenditures by \$58,523. For the year to date, total Expenditures exceeded Revenue by \$284,785. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 49,677,132	\$ 3,530,635	\$ 3,572,848	7.11%	98.82%
Operating Expenses	49,616,154	3,467,030	4,000,692	6.99%	86.66%
Revenue over Expenses	60,978	63,605	(427,844)	104.31%	-14.87%
Capital Funding	17,873,252	1,451,631	1,451,631	8.12%	100.00%
Capital Expenditures	17,934,230	1,456,713	1,456,713	8.12%	100.00%
Revenue over Expenses	(60,978)	(5,082)	(5,082)	8.33%	100.00%
Revenue over Expenditures	\$ -	\$ 58,523	\$ (432,926)		

	02/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 49,677,132	\$ 6,930,331	\$ 7,002,209	13.95%	98.97%
Operating Expenses	49,616,154	7,204,953	8,001,386	14.52%	90.05%
Revenue over Expenses	60,978	(274,622)	(999,177)	-450.36%	27.48%
Capital Funding	17,873,252	2,084,614	2,084,614	11.66%	100.00%
Capital Expenditures	17,934,230	2,094,777	2,094,777	11.68%	100.00%
Revenue over Expenses	(60,978)	(10,163)	(10,163)	16.67%	100.00%
Revenue over Expenditures	\$ -	\$ (284,785)	\$ (1,009,340)		

NET POSITION

The Total Net Position at the end of the month was **\$115,619,320**, a decrease of **\$167,456** from December 2023 which closed at **\$115,786,776**.

The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Funds Restricted for the FTA's Interest, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$115,619,320**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$47,512,824**, but only **\$23,300,683** is available for spending because of the internal restrictions placed by the Board for specific reserves which total **\$24,212,141**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 51% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

On March 6, 2024, the Board of Directors approved the addition of the Emergency/Disaster reserve of \$1,900,000. The designation of this new reserve will be presented in the fund balance starting with the March financial statements.

Please note that the Designated Employee Benefits Reserve will change in accordance with the actuarial valuation report that is released at the end of April each year.

FUND BALANCE AS OF FEBRUARY 29, 2024:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 67,531,188
Restricted for FTA Interest	575,308
Unrestricted	→ 47,512,824
TOTAL FUND BALANCE	<u>115,619,320</u>
<u>UNRESTRICTED BREAKDOWN</u>	
Designated for Operating Reserve (25% Op.Ex. less EBR)	10,878,633
Designated for Capital Reserve (25% of total CIP)	11,855,307
Designated for Employee Benefits Reserve	1,478,201
Unrestricted (55%)	→ 23,300,683
TOTAL DESIGNATED & UNRESTRICTED	→ \$ <u>47,512,824</u>

Please refer to the following pages for the detailed financial statements.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: Derrick Majchszak
Derrick Majchszak
Chief Executive Officer

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended February 2024

OPERATING BUDGET	02/2024				
	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,105,459	\$ 99,103	\$ 92,122	8.96%	107.58%
Bus advertising	213,251	18,244	17,771	8.56%	102.66%
Other operating revenues	382,651	371	371	0.10%	100.00%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	220,552	168,750	10.89%	130.70%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Revenues	49,677,132	3,530,635	3,572,848	7.11%	98.82%
Expenses					
Transportation	11,064,303	856,063	922,025	7.74%	92.85%
Customer Programs	771,857	42,356	64,321	5.49%	65.85%
Purchased Transportation	9,449,581	739,546	787,465	7.83%	93.91%
Service Development	682,410	43,379	56,868	6.36%	76.28%
MIS	1,957,895	131,775	163,158	6.73%	80.77%
Vehicle Maintenance	6,817,309	498,677	568,109	7.31%	87.78%
Facilities Maintenance	3,393,766	206,409	282,814	6.08%	72.98%
Contracts and Procurements	517,294	37,031	43,108	7.16%	85.90%
CEO's Office	1,114,763	73,658	92,897	6.61%	79.29%
Finance and Accounting	1,018,620	52,017	84,885	5.11%	61.28%
Materials Management	294,160	19,643	24,513	6.68%	80.13%
Human Resources	1,150,530	67,273	95,878	5.85%	70.17%
General Administration	508,836	28,680	42,403	5.64%	67.64%
Capital Project Management	433,141	32,878	36,095	7.59%	91.09%
Marketing & Communications	1,247,108	79,957	103,926	6.41%	76.94%
Safety & Security	2,422,340	173,523	201,862	7.16%	85.96%
Staples Street Center	1,092,185	95,574	91,015	8.75%	105.01%
Port Ayers Cost Center	24,540	447	2,045	1.82%	21.88%
Debt Service	1,607,841	-	-	0.00%	0.00%
Special Projects	200,000	850	16,667	0.43%	5.10%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
Street Improvements Program for CCRTA Regional Entities	3,447,523	287,294	287,294	8.33%	100.00%
Total Expenses	49,616,154	3,467,030	4,000,692	6.99%	86.66%
Revenues Over Expenses - Operating Budget	60,978	63,605	(427,844)		
CIP BUDGET	2024 Adopted Budget	February 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 5,901,845	491,820	491,820	8.33%	100.00%
Grant Revenue	11,971,407	959,811	959,811	8.02%	0.00%
Total Funding Sources	17,873,252	1,451,631	1,451,631	8.12%	100.00%
Capital Expenditures					
Grant Eligible Costs	11,971,407	959,811	959,811	8.02%	0.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
Total Expenditures	17,934,230	1,456,713	1,456,713	8.12%	100.00%
Funding Sources Over Expenditures	(60,978)	(5,082)	(5,082)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	60,978	63,605	(427,844)		
Revenues Over Expenses - CIP Budget	(60,978)	(5,082)	(5,082)		
Revenues Over Expenses (including rounding)	\$ -	\$ 58,523	\$ (432,926)		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended February 2024

OPERATING BUDGET	02/2024				
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
Revenues					
Passenger service	\$ 1,105,459	\$ 190,748	\$ 184,243	17.26%	103.53%
Bus advertising	213,251	36,594	35,542	17.16%	102.96%
Other operating revenues	362,651	1,238	1,238	0.34%	100.00%
Sales Tax Revenue	44,244,769	6,156,019	6,156,019	13.91%	100.00%
Federal, state and local grant assistance	1,200,152	-	200,025	0.00%	0.00%
Investment Income	2,025,000	461,002	337,500	22.77%	136.59%
Staples Street Center leases	525,850	84,730	87,642	16.11%	96.68%
Total Revenues	49,677,132	6,930,331	7,002,209	13.95%	98.97%
Expenses					
Transportation	11,064,303	1,706,113	1,844,050	15.42%	92.52%
Customer Programs	771,857	88,538	128,643	11.47%	68.82%
Purchased Transportation	9,449,581	1,498,377	1,574,930	15.86%	95.14%
Service Development	682,410	160,801	113,735	23.56%	141.38%
MS	1,957,895	264,911	326,316	13.53%	81.18%
Vehicle Maintenance	6,817,309	1,045,219	1,136,218	15.33%	91.99%
Facilities Maintenance	3,393,766	490,056	565,628	14.44%	86.64%
Contracts and Procurements	517,294	72,821	86,216	14.08%	84.46%
CEO's Office	1,114,763	177,279	185,794	15.90%	95.42%
Finance and Accounting	1,018,620	109,957	169,770	10.79%	64.77%
Materials Management	294,160	41,611	49,027	14.15%	84.87%
Human Resources	1,150,530	135,382	191,755	11.77%	70.60%
General Administration	508,836	58,367	84,806	11.47%	68.82%
Capital Project Management	433,141	69,308	72,190	16.00%	96.01%
Marketing & Communications	1,247,108	167,071	207,851	13.40%	80.38%
Safety & Security	2,422,340	356,030	403,723	14.70%	88.19%
Staples Street Center	1,092,185	181,625	182,031	16.63%	99.78%
Port Ayers Cost Center	24,540	906	4,090	3.69%	22.16%
Debt Service	1,607,841	-	-	0.00%	0.00%
Special Projects	200,000	5,997	33,333	3.00%	17.99%
Subrecipient Grant Agreements	400,152	-	66,692	0.00%	0.00%
Street Improvements Program for CCRTA Regional Entities	3,447,523	574,587	574,587	16.67%	100.00%
Total Expenses	49,616,154	7,204,953	8,001,386	14.52%	90.05%
Revenues Over Expenses - Operating Budget	60,978	(274,622)	(999,177)		
CIP BUDGET					
	2024 Adopted Budget	YTD 2024 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
Funding Sources					
Transfer In	\$ 5,901,845	983,641	983,641	16.67%	100.00%
Grant Revenue	11,971,407	1,100,973	1,100,973	9.20%	0.00%
Total Funding Sources	17,873,252	2,084,614	2,084,614	11.66%	100.00%
Capital Expenditures					
Grant Eligible Costs	11,971,407	1,100,973	1,100,973	9.20%	0.00%
Depreciation Expenses	5,962,823	993,804	993,804	16.67%	100.00%
Total Expenditures	17,934,230	2,094,777	2,094,777	11.68%	100.00%
Funding Sources Over Expenditures	(60,978)	(10,163)	(10,163)	16.67%	100.00%
Revenues Over Expenses - Operating Budget	60,978	(274,622)	(999,177)		
Revenues Over Expenses - CIP Budget	(60,978)	(10,163)	(10,163)		
Revenues Over Expenses (including rounding)	\$ -	\$ (284,785)	\$ (1,009,340)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended February 29, 2024, and year ended December 31, 2023

	Unaudited February 29 2024	Unaudited December 31 2023
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,227,628	\$ 21,367,243
Short Term Investments	30,225,257	27,140,691
Receivables:		
Sales and Use Taxes	6,101,271	7,145,170
Federal Government	533,861	3,345,385
Other	715,023	776,235
Inventories	771,744	757,581
Prepaid Expenses	2,997,419	839,542
Total Current Assets	62,572,202	61,371,847
Non-Current Assets:		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	2,000,000	5,951,169
Lease Receivable	1,481,296	1,481,296
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,705,304	52,705,304
Transit Stations, Stops and Pads	28,574,474	28,574,474
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,634,935	62,634,935
Right-To-Use Leased Equipment	499,627	499,627
Software Subscriptions	380,572	335,500
Construction in Progress	14,281,482	1,094,110
Current Year Additions	1,972,157	13,187,372
Total Capital Assets	171,456,553	169,439,324
Less: Accumulated Depreciation	(90,077,513)	(89,083,710)
Net Capital Assets	81,379,039	80,355,614
Total Non-Current Assets	85,435,643	88,363,387
TOTAL ASSETS	148,007,845	149,735,234
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	8,229,665	8,229,665
Deferred outflow related to OPEB	62,202	62,202
Deferred outflow on extinguishment of debt	2,937,149	2,937,149
Total Deferred Outflows	11,229,016	11,229,016
TOTAL ASSETS AND DEFERRED OUTFLOWS	159,236,861	160,964,251
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	841,534	3,053,507
Current Portion of Long-Term Liabilities:		
Long-Term Debt	930,000	930,000
Compensated Absences	328,918	328,918
Sales Tax Audit Funds Due	109,510	164,258
Distributions to Regional Entities Payable	5,366,040	4,791,452
Other Accrued Liabilities	1,435,590	1,303,392
Total Current Liabilities	9,011,592	10,571,525
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	15,855,000	15,855,000
Compensated Absences	1,034,088	1,034,088
Sales Tax Audit Funds Due	-	-
Net Pension Liability	11,426,175	11,426,175
Net OPEB Obligation	834,840	834,840
Lease Liability	338,738	338,738
Total Non-Current Liabilities	29,488,841	29,488,841
TOTAL LIABILITIES	38,500,433	40,060,366
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,628,960	3,628,960
Deferred inflow related to OPEB	6,852	6,852
Deferred inflow related to leases	1,481,296	1,481,296
Total Deferred Inflows	5,117,108	5,117,108
TOTAL LIABILITIES AND DEFERRED INFLOWS	43,617,541	45,177,475
Net Position:		
Net Invested in Capital Assets	67,531,188	66,507,763
Restricted for FTA Interest	575,308	575,308
Unrestricted	47,512,824	48,703,705
TOTAL NET POSITION	\$ 115,619,320	\$ 115,786,776

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended February 29, 2024

	<u>2/29/2024</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 144,134
Cash Received from Bus Advertising and Other Ancillary	65,364
Cash Payments to Suppliers for Goods and Services	(3,042,054)
Cash Payments to Employees for Services	(958,475)
Cash Payments for Employee Benefits	(72,040)
Net Cash Used for Operating Activities	<u>(3,863,072)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,991,294
Grants and Other Reimbursements	11,215
Distributions to Subrecipient Programs	(5,744)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>3,996,765</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	2,710,879
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(1,852,009)
Net Cash Provided by Capital and Related Financing Activities	<u>858,870</u>
Cash Flows from Investing Activities:	
Investment Income	138,687
Purchases of Investments	(1,500,000)
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	40,315
Net Cash Used by Investing Activities	<u>(1,320,998)</u>
Net decrease in Cash and Cash Equivalents	(328,434)
Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2024	22,131,370
Cash and Cash Equivalents (Including Restricted Accounts), February 29, 2024	\$ <u><u>21,802,936</u></u>



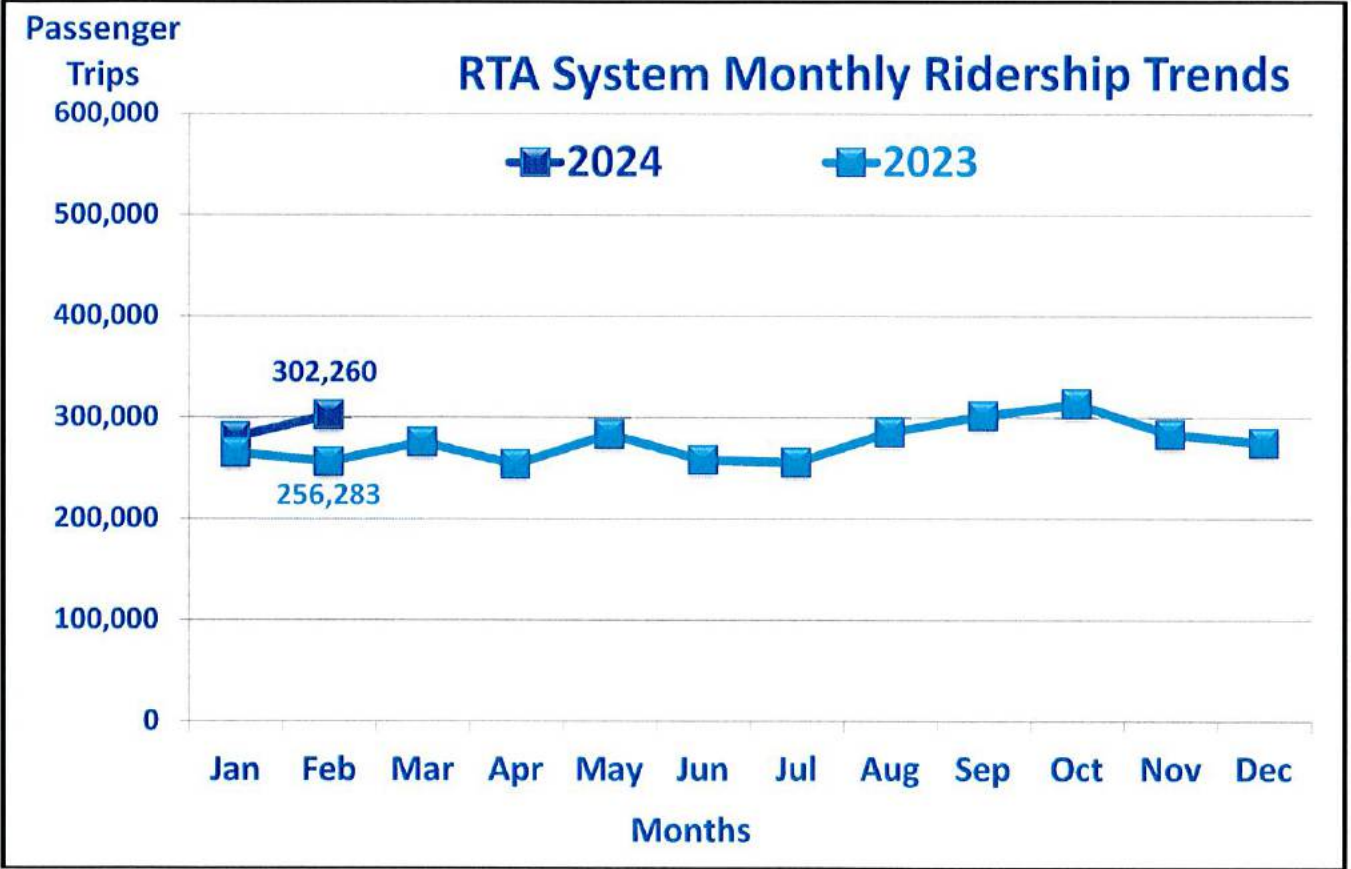
Subject: February 2024 Operations Report

The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.



System-wide Ridership and Service Performance Results

February 2024 system-wide passenger trips totaled 302,260 which represents a 17.9% increase, compared to 256,283 passenger trips in February 2023 with 45,977 more trips provided this month.

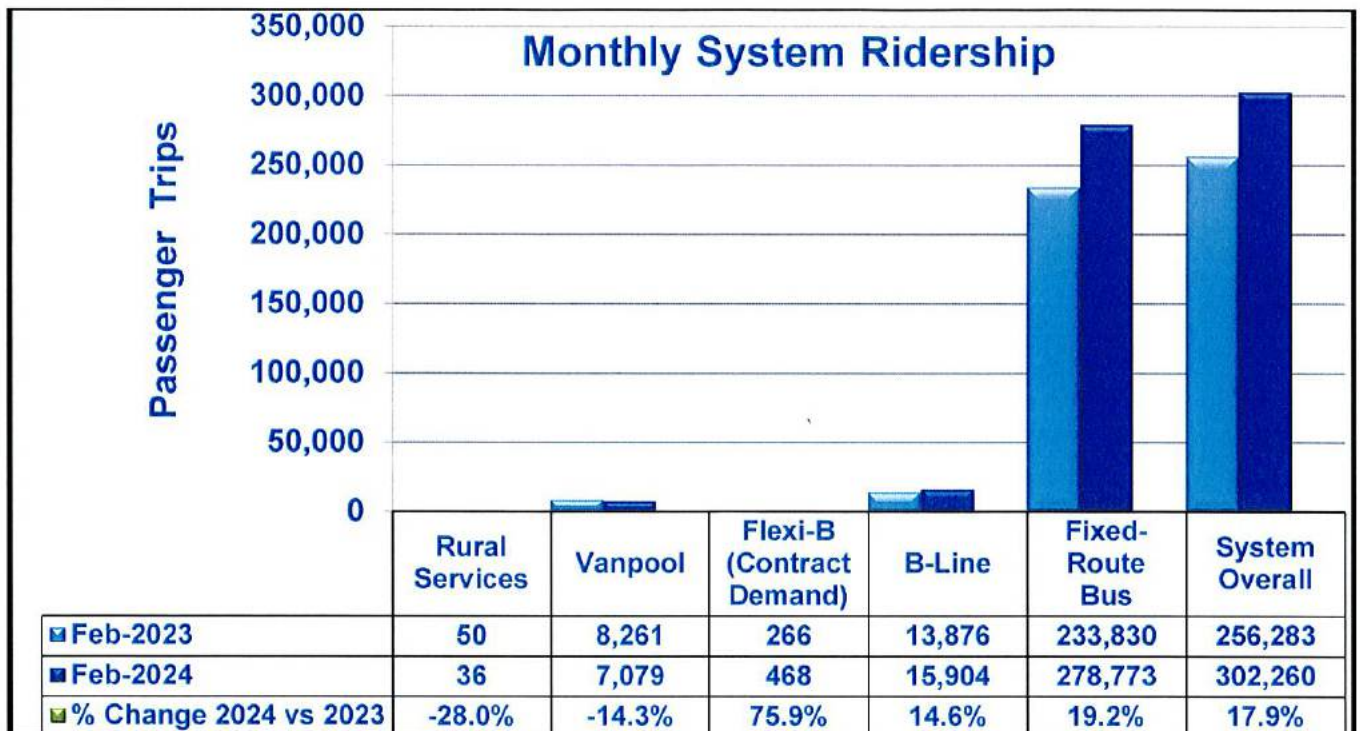


February 2024	February 2023	Variance
21 Weekdays	20 Weekdays	+1
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
29 Days	28 Days	+1

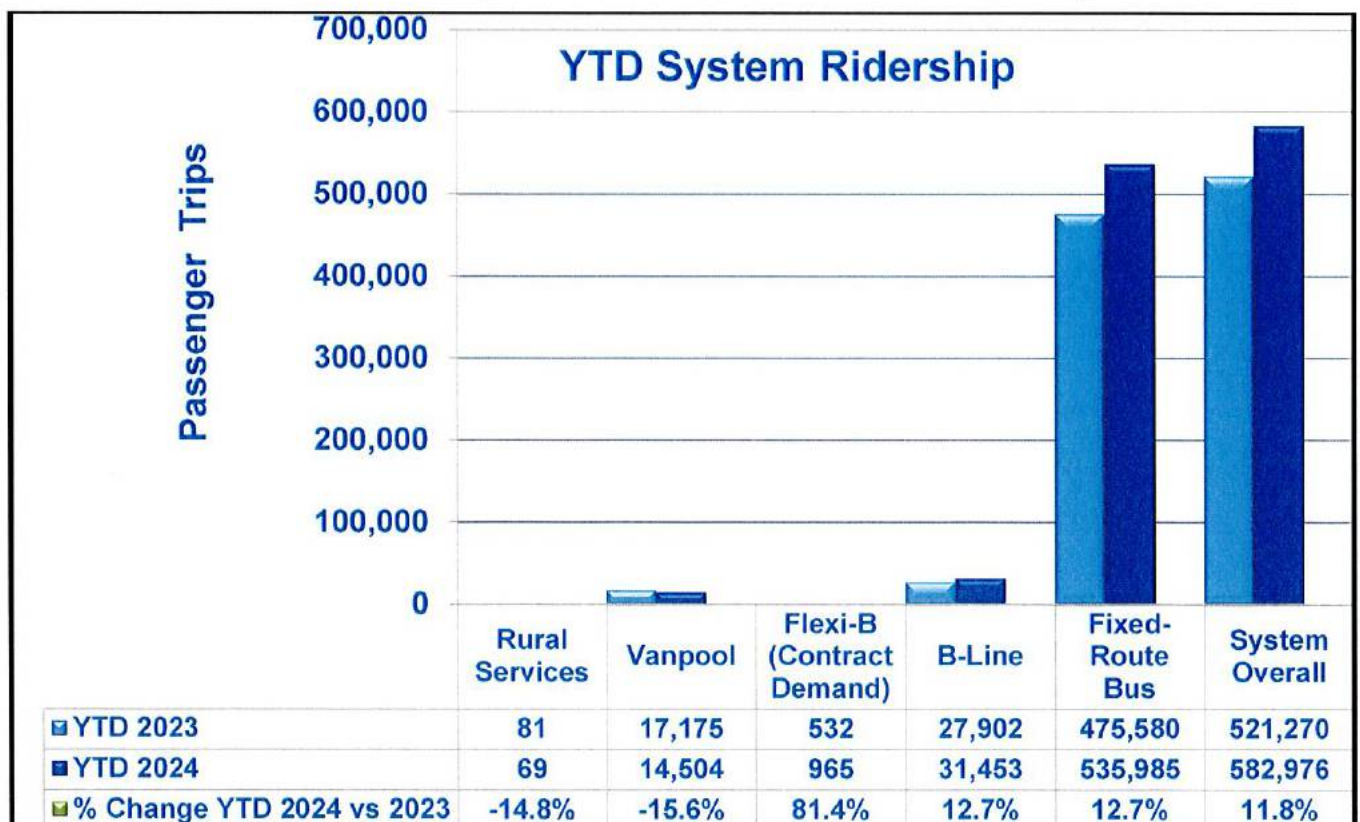
The average retail price for unleaded gas in Corpus Christi was approximately \$2.86 per gallon compared to \$2.89 per gallon in February 2023¹ which represents a 1.0% decrease in the average cost per gallon. February rainfall was below average at 1.10 inches compared to the average rainfall of 1.29 inches. February 2023 was below the normal average at 0.19 inches.² The 75.8-degree average high temperature for February 2024 was above the normal average temperature of 71.9-degrees.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://etweather.tamu.edu/rainhistory>

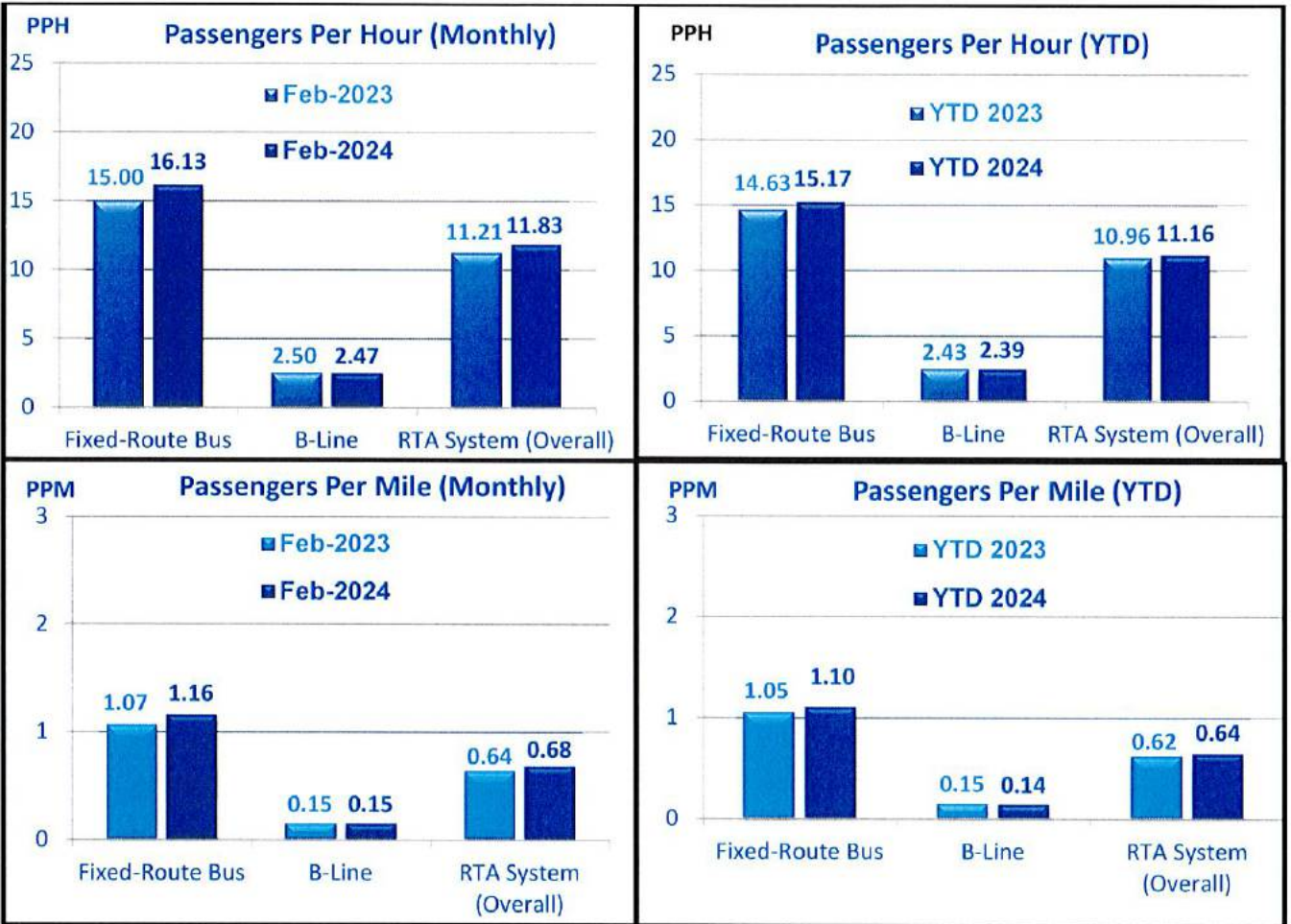
The chart below shows monthly ridership results for all services. CCRTA recorded 45,977 more passenger trips in February 2024 resulting in a 17.9% increase as compared to February 2023.



The chart below shows YTD ridership results for all services. 61,706 more trips compared to 2023.



The following charts are system-wide productivity for the month of February 2024 vs. February 2023 and YTD figures.



The following table shows on-time performance of fixed route services.

Schedule Adherence	Standard	Nov-23	Dec-23	Jan-24	Feb-24	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.3%	0.0%	0.1%
Departures within 0-5 minutes	>85%	88.3%	88.6%	92.6%	85.7%	88.8%
Monthly Wheelchair Boardings	No standard	3,408	3,258	3,324	3,736	3,432
Monthly Bicycle Boardings	No standard	5,489	5,309	5,337	5,759	5,474

On Detour

- **Port Ave.:** Waterline Replacement Project, (9) month project (**On hold**): Began March 2022 with an undetermined completion date.
 - Routes 21, 23 & 37 (**2** stops impacted)
- **New Harbor Bridge (North Beach):** Routes 76 & 78 remain on a minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)
- **Leopard St.** (Nueces Bay to Palm) Project now complete but (**3**) stops remain unserviceable and Routes 27 & 28 remain on detour.
 - Routes 27 & 28
- **Leopard St.** (Crosstown-Palm): (14) month project began Dec. 5, 2022. This Bond project will extend the current/existing Leopard St. detour. Expected completion in June 2024.
 - Routes 27 & 28 (**12** stops impacted)
- **Gollihar Rd.** (Crosstown-Greenwood): Began April 24, 2023.
 - Routes 23 & 25 (**13** stops closed for this two-phase project)
- **McArdle Rd.** (Carroll-Kostoryz): Project began Oct 30, 2023.
 - Route 19 (**8** stops closed)

Detours Expected

- **Alameda St.** (Louisiana-Texan Trail): Preliminary work began Fall-2023
 - Routes 5, 17 (**19** stops will be impacted-but not yet)
- **Comanche St.** (Carancahua-Alameda): Began early-2024
 - Routes 12, 21, 27 & 28 (**4** stops will be impacted)
- **Brownlee Blvd.** (Morgan-Staples): To begin mid-2024.
 - Routes 5x & 17 (**8** stops will be impacted)
- **Upper/Mid./Lower Broadway.** Project in design (30%)
 - Routes 6, 76 & 78 (no stops impacted)
- **Carroll Ln.** (SH-358 to Holly): Project in design (30%)
 - Route 15 (**4** stops may be impacted)
- **Alameda St.** (Everhart-Airline): Project in design (30%)
 - Route 5 (**13** stops may be impacted)

Currently No Detours

- **Alameda St.** (Del Mar Blvd.-Louisiana): Utility work began Oct -2023
 - Routes 5, 17 (**1** stop closed)
- **Everhart Rd.** (SPID-S. Staples): Project began September 2023
 - Routes 32 & 37 (7 stops on Everhart not impacted yet but **2** closed on Alameda & **2** closed on S. Staples west of the Everhart Rd. intersection)

For February 2024, there were 11 impacted fixed routes out of 32 fixed route services in operation. This equates to approximately 34% of CCRTA services.

Impacted bus route services include: **5, 17, 19, 21, 23, 25, 27, 28, 37, 76 & 78.**

The total number of bus stops that were impacted or closed was **43** in February.

Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

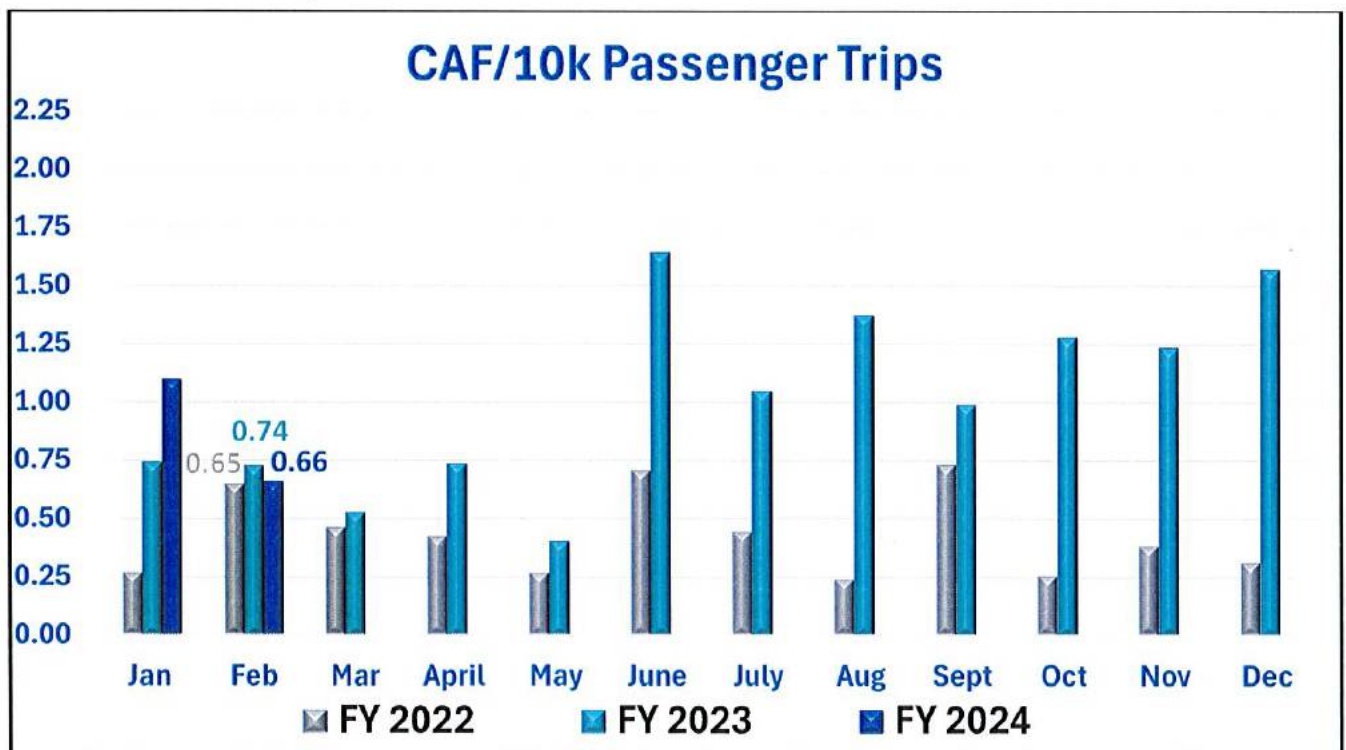
In February 2024, B-Line service performance metrics are listed below.

- Productivity: **2.47** Passengers per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- On-time Performance: **86.2%** for February did not meet the contract standard of 95.0%.
- Denials: 0 denials or **0.0%** did meet the contract standard of 0.0%.
- Miles between Road Calls (MBRC): **22,962** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,910** ambulatory boardings; **4,133** wheelchair boardings

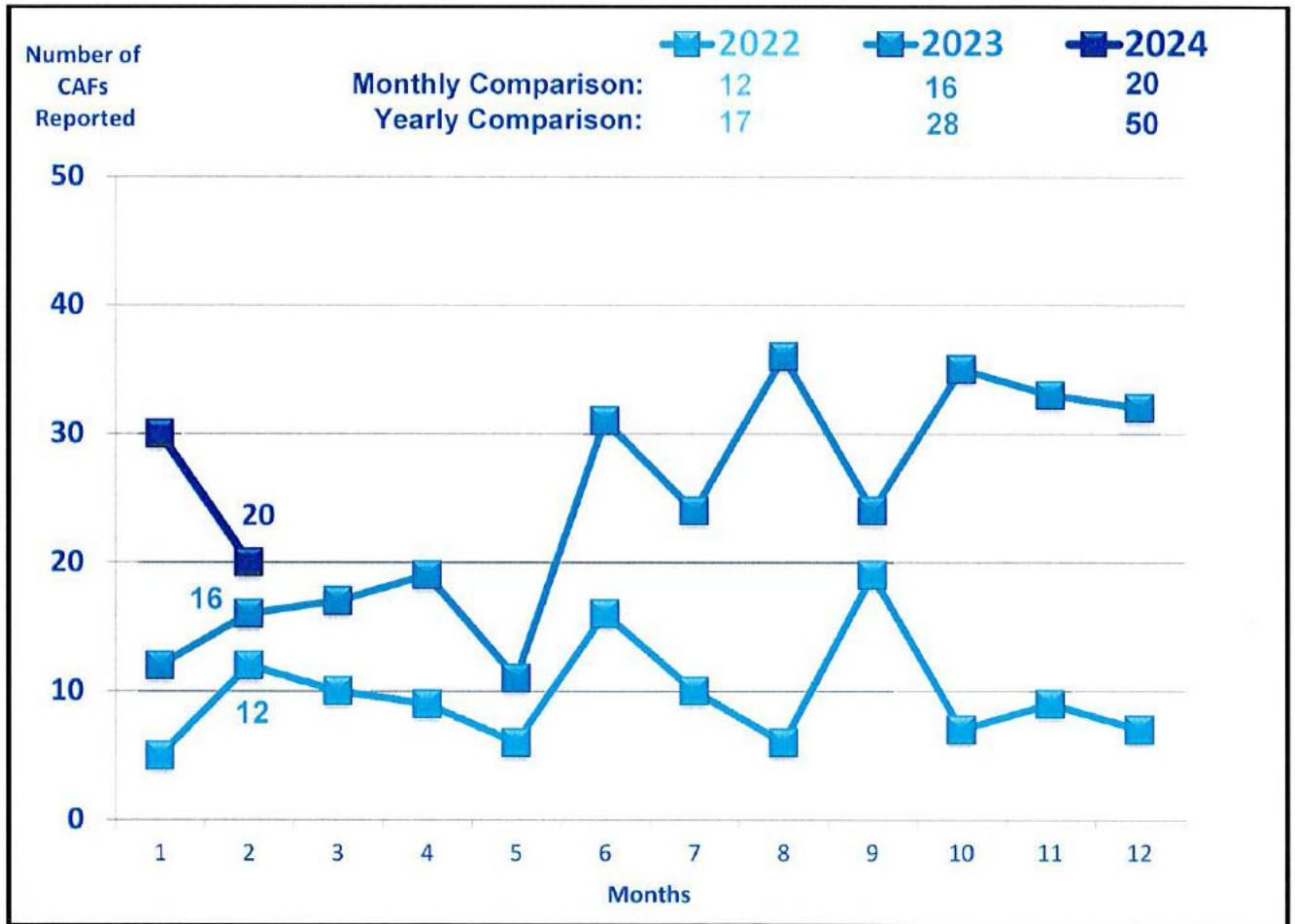
Metric	Standard	Nov-23	Dec-23	Jan-24	Feb-24	(4) Month-Ave.
Passengers per Hour	2.50	2.43	2.36	2.32	2.47	2.40
On-time Performance	95%	87.9%	88.3%	91.5%	86.2%	88.5%
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	14,020	20,270	15,691	22,962	18,236
Monthly Wheelchair Boardings	No standard	4,250	4,202	4,095	4,133	4,170

Customer Programs Monthly Customer Assistance Form (CAF) Report

For the month of February 2024, Customer Service received and processed 48 Customer Assistance Forms (CAF's) of which 20 or 42% were verified as valid. This equates to approximately 0.66 CAFs per 10,000 passenger trips. There was one commendation for the month of February.



Number of CAF Reports: Current and Historical Trends



Route Summary Report:

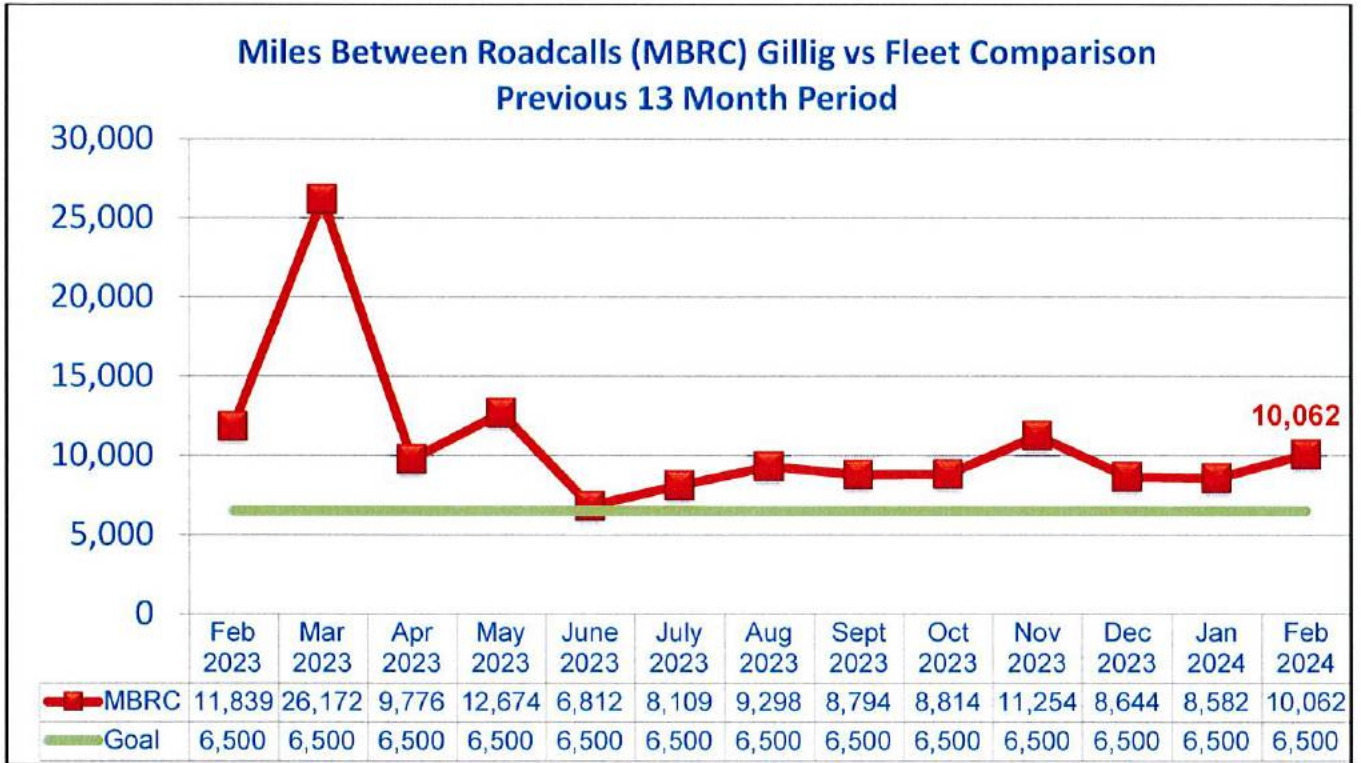
Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	2	#50 Calallen/NAS Ex (P&R)	
#4 Flour Bluff	1	#51 Gregory/NAS Ex (P&R)	
#5 Alameda		#54 Gregory/Downtown Express	
#5x Alameda Express		#60 Momentum Shuttle	1
#6 Santa Fe/Malls	1	#65 Padre Island Connection	
#12 Hillcrest/Baldwin	4	#76 Harbor Bridge Shuttle	
#15 Kostoryz/Carroll HS		#78 North Beach Shuttle	
#16 Morgan/Port		#83 Advanced Industries	
#17 Carroll/Southside		#90 Flexi-B Port Aransas	
#19 Ayers	5	#93 Flex	
#21 Arboleda	1	#94 Port Aransas Shuttle	
#23 Molina	6	#95 Port Aransas Express	
#24 Airline/Yorktown	1	B-Line (Paratransit) Services	11
#25 Gollihar/Greenwood		Transportation	1
#26 Airline/Lipes	1	Service Development	4
#27 Leopard	1	Facilities Maintenance/Bus Stops	4
#28 Leopard/Navigation		IT	
#29 Staples	1	Safety & Security	
#32 Southside		Vehicle Maintenance	
#34 Robstown North	1	Commendations	1
#35 Robstown South			
#37 Crosstown/TAMU-CC	1		
		Total CAFs	48

Processed CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Purchased Transportation	Totals
ADA	1			1
Service Stop Issues				
Driving Issues	4			4
Customer Services		1		1
Late/Early – No Show		2	3	5
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Left Behind/Passed Up	3	3	4	10
Inappropriate Behavior	1	3		4
Policy	2			2
Incident at Stop	1			1
Incident on Bus				
Incident at Station				
Securement/Tie Down Issue				
Denial of Service				
Safety & Security				
Rude	5	1	2	8
Facility Maintenance/Service Development	8			8
Transportation (other)	1			1
Vehicle Maintenance				
IT				
Vehicle Maintenance-IT				
Vehicle Maintenance	1	1		2
Commendations			1	1
Total CAFs	27	11	10	48

Vehicle Maintenance Department: Miles Between Road Calls Report

In February 2024, there were 10,062 miles between road calls (MBRC) recorded as compared to 11,839 MBRC in February 2023. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. The thirteen-month average is 10,833.



Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Liann Alfaro
Director of Planning

Reviewed by: Gordon Robinson
Managing Director of Operations

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