



MEETING AGENDA

DATE: Wednesday, August 24, 2022

TIME: 8:30 a.m.

Administration & Finance Committee, and Operations & Capital Projects Committee
(estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting)

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

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair

Lynn Allison Jeremy Coleman Erica Maymi Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	G. Canales	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	G. Canales	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of July 27, 2022	G. Canales	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations and Award to Avail Technologies, Inc. for a Five (5) Year Contract for the Management information System	R. Saldaña	3 min.	Pages 4-5
7.	Committee Chair Report	G. Canales	3 min.	-----
8.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 20 min.

OPERATIONS & CAPITAL PROJECTS

ELOY SALAZAR, Committee Chair

Beatriz Charo Armando Gonzalez Anna Jimenez Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	3 min.	-----
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5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes July 27, 2022	E. Salazar	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Petroleum Traders for Texas Ultra Low Sulfur Diesel Fuel Supply	D. Majchszak	3 min.	Pages 4-5 PPT
7.	Committee Chair Report	E. Salazar	3 min.	-----
8.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 20 min.

RURAL AND SMALL CITIES COMMITTEE

LYNN ALLISON, Committee Chair

Gabi Canales Beatriz Charo Jeremy Coleman Armando Gonzalez

NO MEETING

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BOARD OF DIRECTORS BUDGET WORKSHOP #3

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2023 Budget Workshop #3 a. CEO Direct Report Budget <ul style="list-style-type: none"> • 41 – General Management/CEO • 44 – Human Resources • 50 – Marketing & Communication • 52 – Safety & Security 	R. Saldaña	20 min.	<i>PPT</i>

Total Estimated Time: 20 min.

On Friday, August 19, 2022 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, July 27, 2022**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Opportunity for Public Comment – No Public Comments**
- 5. Approved the Administration & Finance Committee Meeting Minutes of June 22, 2022**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the FY 2022 Operating and Capital Budget – Amendment #1**
- 7. Heard Committee Chair Report**
- 8. 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

Gabi Canales; Chair, called the meeting to order at 8:33 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison (Joined Virtually), Erica Maymi and Aaron Muñoz. Board Chair Dan Leyendecker joined virtually.

Board Members Absent

Jeremy Coleman

Staff Present

Jorge Cruz-Aedo, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, Robert Martin and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation.



Safety Briefing

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

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

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

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of June 22, 2022

DIRECTOR AARON MUÑOZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JUNE 22, 2022. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the FY 2022 Operating and Capital Budget – Amendment #1

Mr. Robert Saldaña, Managing Director of Administration, presented the next item. He provided background on the item stating the FY 2022 Operating and Capital Budget was approved on November 3, 2021. The approved revenues totaled \$55,246,147. Total approved expenses were \$55,246,147. Staffs request is to amend the FY 2022 Operating and Capital Budget to include \$4,459,019 in supplemental appropriations allocated to support the transit industry during the COVID-19 public health emergency through the American Rescue plan. The American Rescue Plan grant award is in the amount of \$17,644,591. CCRTA has already drawn down \$5,605,366 to balance the 2022 operating and capital budget and \$7,580,206 is being allocated to cover the cost of the shelter and amenities program. The \$4,459,019 was initially intended to be used to balance FY 2023



operating and capital budget. Total revenues will increase by \$4,459,019 and the driving factor was due to the third round of COVID relief funds. Mr. Saldaña states this will enable CCRTA to take advantage of rising interest rates and invest the \$4,459,019 over the remainder of 2022. The proposed amended revenues are \$59,705,166. Committee Chair Canales asked where the \$4.5 million is currently sitting and Mr. Saldaña replied in a federal account not earning interest. Director Woolbright stated he was in support of the item with the restriction that it cannot be used this year for any other projects this year due to the budget shortfall projection for next year.

DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE FY 2022 OPERATING AND CAPITAL BUDGET – AMENDMENT #1. DIRECTOR AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Heard Committee Chair Report

Committee Chair Canales welcomed new committee member, Erica Maymi, and thanked her for being at the meeting. She continues that the committee looks forward to meeting, spending time with her and working on the items together. Lastly, she asked for a copy of the Budget Presentation.

Adjournment

There being no further review of items, the meeting adjourned at 8:44 a.m.

Submitted by: Marisa Montiel



Subject: Enter into Negotiations and Award a Five (5) Year Contract to Avail Technologies for the Management Information System.

Background

The CCRTA's current Management Information System (MIS), Fleet Net, which is the primary software for Finance, Fleet, Human Resources and other functional areas that has been in place since 2003. Replacement of the MIS software is imperative to meet future informational needs of the organization; particularly related to cloud services and electronic reporting for the organization that will allow the capabilities for off-site operations.

Identified Need

The CCRTA's IT Department, working with user departments, has defined the need for a new Management Information System to help meet the needs of the Authority. This new information system will be robust enough for current and future needs, and have the capability to provide expansion. The replacement of the MIS will address three major areas of need:

- Real time reporting
- Cloud system adaptability
- User/system interfaces

Analysis

A Request for Proposals was issued on April 28th, and proposals were due June 30th. Two proposals were received and a structured format was used to evaluate and rate the proposals. Written criteria for selection--in order of importance--was assigned as follows:

- Technical/Functional Requirements (35 pts)
- Project Management Plan (25 pts)
- Qualifications (Experience, Satisfaction of Previous and Current Clients and Technical Competence). (20 pts)

Proposal pricing was opened and scored after technical scoring was completed. Revenue schedule scoring was calculated by including the pricing for the five-year base contract per the FTA.

- Proposed Revenue Schedule (20 pts)

The results of the evaluation are listed below:

Firms	Technical/Functional Requirements	Project Management Plan	Qualifications (Experience, Satisfaction of Previous and Current Clients and Technical Competence)	Proposed Revenue Schedule	Totals
Avail Technologies, Inc.	31.40	22.80	17.80	20.00	92.00
Tyler Technologies, Inc.	23.40	19.40	15.40	14.90	73.10

The firm that was deemed as being the best overall value is Avail Technologies, Inc. which has been in the business for many years, and is our current MIS software provider. Avail Technologies has worked with Mass Transit and its customer list has grown to over 35 agencies utilizing its transit technology solutions.

Disadvantaged Business Enterprise

For this procurement the DBE goal is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Financial Impact

Funds for the Management Information System (MIS) were identified in the MIS 2021 Capital Budget using funding provided by the 5307 Formula Funds with an 80/20 match. The total 5-year cost for the Management Information System (MIS) is \$997,158. The total estimated project budget was \$1,034,923.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into Negotiations and Award to Avail Technologies, Inc. for a Five (5) Year Contract for the Management Information System in the amount not to exceed \$997,158.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, July 27, 2022**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Provided Opportunity for Public Comment – None Received**
- 5. Approved the Operations & Capital Projects Committee Meeting Minutes of June 22, 2022**
- 6. Heard Update to the Award of Contracts for External and Internal Engine Parts to include C.C. Battery, C.C. Freightliner, CD Starter, Cummins Southern Plains, Gillig, Kirk's Automotive and Muncie**
- 7. Heard Placeholder to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for the Construction of the Del Mar South Campus – Bus Stops (2)**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:45 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

Eloy Salazar, Committee Chair, called the meeting to order at 8:45 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Armando Gonzalez, Anna Jimenez and Matt Woolbright. Board Chair Dan Leyendecker attended virtually.

Board Members Absent

Beatriz Charo

Staff Present

Jorge Cruz-Aedo, Angelina Gaitan, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, Robert Martin and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation.



Safety Briefing

Mr. Mike Rendón asked that in the event of an emergency the audience exit the boardroom to his right and proceed to the first floor where they will exit through the west doors. Once outside, report to the clock tower adjacent to the transfer station. Ms. Montiel would account for all of the board members and Mr. Rendón would be the last to be out to make sure that everyone exits properly. He asked to please not use the elevator during an emergency and do not return until the all-clear is given. If a shelter in place is needed, everyone will do so in the west stairwell.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of June 22, 2022

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JUNE 22, 2022. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, GONZALEZ, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO.

Update to the Award of Contracts for External and Internal Engine Parts to include C.C. Battery, C.C. Freightliner, CD Starter, Cummins Southern Plains, Gillig, Kirk's Automotive and Muncie

Mr. Derrick Majchszak gave the item presentation and stated the Board Priority is public image and transparency. For the background, there are 1,900 plus unique replacement parts, including instrumentation, vehicle body, drive train, electrical, engine/motor systems and accessories. Replacement parts are OEM or approved equal. Contract agreements help with firm pricing. He stated these are for multiple contracts and defined categories of external engine parts that include turbo, exhaust gas recirculation cooler, etc., and internal engine parts that are cylinder heads, pistons and rods and other seals. He noted that the current contracts expire this is month and will be for one year. He noted this item was originally approved at the July 6th Board Meeting, however, directly after the meeting vendors that had submitted bids notified the team that they had difficulty referencing OEM part numbers with manufacturer part numbers. CCRTA helped work with them to match up the numbers and this will help increase the number of available vendors, increase the possibility of better pricing and secure additional unique parts that CCRTA can now have contracts on. There is no DBE requirement. The estimated one-year project cost is \$182,000. He recaps the recommend awardees for the contract: C.C. Battery, C.C. Freightliner, CD Starter Service, Cummins Southern Plains, Gillig, Kirks Automotive and Muncie.



Committee Chair Salazar said that the item was noted as an update and not as a discussion and possible action on the agenda. He welcomed discussion and noted this will need to be taken to the Board so it may be voted on. Mr. Majchszak answered questions that Director Woolbright had in regards to the total extended cost. Director Woolbright asked for further clarification at the Board Meeting.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award a Contract for the Construction of the Del Mar South Campus – Bus Stops (2) (Placeholder)

Ms. Montez presented the item stating the board priority is facilities. For the background, she stated the Invitation for Bids for the Del Mar College Southside – Bus Stops (2) was issued on July 7th and a pre-bid was held on July 14th. There were several contractors in attendance. The bids are due July 28th, which is a day after this Operations and Capital Projects Committee Meeting. She continues once the bids are received, they will be reviewed and brought forth to the Board of Directors on August 3rd, for the purpose of awarding a contract to the lowest/responsive bidder. She clarified this is for informational purposes only.

Heard Committee Chair Report

Mr. Eloy Salazar asked if the committee had any further comments and hearing none, he adjourned the meeting.

Adjournment

Adjourned at 9:04 a.m.

Submitted by: Marisa Montiel



Subject: Award a Contract to Petroleum Traders Corporation for Texas Ultra Low Sulfur Diesel Fuel Supply.

Background

The RTA will require approximately 120,162 gallons of diesel fuel annually to operate the fixed-route buses. In compliance with the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the RTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

Identified Need

A Texas Ultra Low Sulfur Diesel fuel supply agreement will help ensure product availability is able to meet demand while maintaining firm pricing. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of diesel fuel. The Contract will be issued for a two (2) year agreement.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by actual usage. The estimated cost of the two (2) year agreement is projected to be \$696,940 and funds are allocated in the Board approved annual operating budgets.

	Gallons	Price	
Year 1	120,162	\$2.90	\$348,470
Year 2	120,162	\$2.90	\$348,470
Total			\$696,940

There were five (5) responsive bidders, and Petroleum Traders Corporation was the low bidder with a discount rate of 0.0528 per gallon and a delivery charge of 0.0290 per gallon.

Vendor	Description	Est. Two-Year Qty	Unit	Cost (Per Gallon) + or -
Petroleum Traders Corporation	Ultra Low Sulfur TxLED Diesel Fuel	240,324	Gallon	-0.0528
	Delivery Charge			0.0290
Merrimac Energy Group	Ultra Low Sulfur TxLED Diesel Fuel	240,324	Gallon	-0.0488
	Delivery Charge			0.0298
Global Montelo Group Corp.	Ultra Low Sulfur TxLED Diesel Fuel	240,324	Gallon	-0.0053
	Delivery Charge			Included
Gladieux Trading & Marketing Company, LP	Ultra Low Sulfur TxLED Diesel Fuel	240,324	Gallon	-0.0290
	Delivery Charge			0.0479
Arguindegui Oil Co. II, Ltd	Ultra Low Sulfur TxLED Diesel Fuel	240,324	Gallon	0.0299
	Delivery Charge			Included

Board Priority

This item aligns with the Board Priority – Public Image and Transparency.


Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Petroleum Traders Corporation for Texas Ultra Low Sulfur Diesel Fuel Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Final Review: Derrick Majchszak
Managing Director of Operations

Approval: 
Jorge Cruz-Aedo
Chief Executive Officer