



MEETING AGENDA

DATE: Wednesday, June 22, 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 Patricia B. Dominguez Aaron Muñoz Philip Skrobarczyk

	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 May 25, 2022	G. Canales	3 min.	Pages 1-6
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Acrisure LLC DBA Carlisle Insurance for Windstorm and Hail Insurance for FY 2022-2023	M. Rendón	3 min.	Page 7 PPT
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.	-----
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 Operations & Capital Projects Committee Meeting Minutes May 25, 2022	E. Salazar	3 min.	Pages 1-5
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Contracts to CD Starter Service LLC, Cummins Southern Plains, and Gillig for External and Internal Engine Parts	D. Majchszak	5 min.	Pages 6-7 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into an Interlocal Agreement with Dallas Area Rapid Transit for GoPass Subscription and License	D. Majchszak	5 min.	Pages 8-9 PPT
8.	Committee Chair Report	E. Salazar	3 min.	-----
9.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 27 min.

RURAL AND SMALL CITIES COMMITTEE

PATRICIA B. DOMINGUEZ, Committee Chair

Beatriz Charo

Armando Gonzalez

NO MEETING

On **Thursday, June 16, 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, May 25, 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 March 23, 2022 and April 27, 2022**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Toshiba America Business Solutions, Inc. for Electronic Document Management**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Professional Services Agreement for General Legal Services**
- 8. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Disadvantaged Business Goal of Fourteen Percent (14%) for Federal Fiscal Years (FFY) 2023 through 2025**
- 9. Heard Committee Chair Report**
- 10. 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; Committee Chair, called the meeting to order at 8:32 a.m. Marisa Montiel called roll and state a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison, and Aaron Muñoz.

Board Members Absent

Patricia Dominguez and Philip Skrobarczyk.

Staff Present

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

Public Present

Ben Schmidt, MV Transportation



Safety Briefing

Mr. Mike Rendón opened up and requested that before the safety briefing, a moment of silence be held for the students/teachers in Uvalde that were recently killed. Next, he stated that in the event of an emergency, all Directors will exit through the kitchen and the audience will exit to his right. Once outside, everyone will report to the clock tower adjacent to the transfer station. He noted that Ms. Marisa Montiel will account for all board members and he will ensure everyone exits properly. He noted that during an emergency, to not use the elevators, also to not return until the all-clear sign has been given and 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

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of March 23, 2022 and April 27, 2022

DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 23, 2022. DIRECTOR AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, AND MUÑOZ VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Toshiba America Business Document Management

Mr. Robert Saldaña the Managing Director of Administration, presented the next item stating it aligns with the Board Priority of Innovation. He stated that the CCRTA currently operates a paper-based records document management system for its day to day functions. CCRTA has been searching for a digital solution that would be able to support the inclusion of existing electronic documents into the system and to allow paper documents to be scanned and imported into the system. He stated that some of the items the staff is looking for is the ability to digitally scan all archival paper documents located at Bear Lane and Staples Street Center, to store all files on a Hosted (Cloud) Electronic Document Management System and to train/build a work flow system for CCRTA staff. He stated that there is currently an accumulation of around eight years of documents, which equate to 442 boxes of paper records in storage. He displayed pictures of how the documents are currently stored. Moving forward, he shared the strategy for digital transformation which includes digitation, document management and workflow automation. Mr. Saldaña stated that the boxes would be indexed off-site in Houston and would be transported to Toshiba in a secured vehicle. Toshiba will validate, confirm and apply a unique barcode to each box then scan them into the database system. CCRTA



will be able to see where Toshiba stands throughout the process. He noted it would take approximately six months for all of the documents to be scanned. Mr. Saldaña went over the benefits for outsourcing which includes accountability, production, image delivery, security access and control system and disaster recovery. He then discussed the financial impact stating that this will be purchased through the Texas Department of Information Resources (DIR), which pools local government accounts to leverage purchasing power to help achieve better prices on products, equipment and IT services used by agencies. The estimated cost for the three-year DocuWare Toshiba solution will be \$145,784 for the first year, \$31,485 for year two and \$31,485 for year three. Funds for the Electronic Management System were identified in the MIS 2022 Capital Budget using local funds. Mr. Saldaña asked if anyone had any questions for him.

DIRECTOR LYNN ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. FOR ELECTRONIC DOCUMENT MANAGEMENT. DIRECTOR AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, AND MUÑOZ VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Professional Services Agreement for General Legal Services

Mr. Robert Saldaña, the Managing Director of Administration, presented the next item. He noted the item aligns with the Board Priority of Financial Transparency. First, he gave some background on the item stating the current contract expires June 14, 2022, it is not to exceed \$70,000 per year and there are no more option years available. He notes that CCRTA hires an attorney to give advice on legal matters stemming from two sources, state and federal laws. Due to the special needs directly related to the transportation agency, it's important to have an attorney who understands the business of transportation and the legal boundaries of it. The financial impact for the item is \$70,000 or not-to-exceed \$70,000 a year, for the next three years. There is no DBE since it is using local dollars. Mr. Saldaña stated that in 2020, CCRTA spent \$47,225.85 and \$62,359.65 in 2021, both of which did not exceed the \$70,000 per year limit. Director Woolbright asked who is the agreement with and Mr. Saldaña responded Wood, Boykin and Wolter.

DIRECTOR AARON MUÑOZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE PROFESSIONAL SERVICES AGREEMENT FOR GENERAL LEGAL SERVICES. DIRECTOR LYNN ALLISON SECONDED THE MOTION. CANALES, ALLISON, AND MUÑOZ VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Disadvantaged Business Enterprise (DBE) Overall Goal of 14% for Federal Fiscal Years (FFY) 2023 through 2025

Mr. Jorge Cruz-Aedo, CEO, presented the next item. He stated that part of the legal requirements to participate with the FTA and in providing other transportation must have a disadvantaged business enterprise program where qualified DBEs are eligible for federal consideration to be awarded grants that are federally funded. Also, from time to time, locally funded projects. There is semi-annual reporting to FTA, in June and December to track DBE achievement. He also pointed out that CCRTA signed the local program of disadvantaged business enterprise and is also a certifying agency for DBE businesses that are local as part of the state-wide program that participates in the DBE effort. He explains to establish the goal, the first step is the development of the base figure, which is the number of ready and willing DBEs for NAICS code divided by number of all ready and willing DBES for NAICS code that is weighted and multiplied by one hundred. Step two is adjusting the figure. Mr. Cruz-Aedo stated the anticipated fiscal years 2023-2025, the federally funded projects budget is approximately \$4,764,019 that will be considered by CCRTA. The projects being considered are those such as bus stop shelter amenities, ADA bus stop improvements, concrete bus pads, bus wash replacement, bus lifts replacements, fork lift replacement, mobile radio replacement and support vehicle purchases. He noted that the figures are for major equipment and/or construction for the RTA. Step one was calculating the base figure which came out to 22.29%. Step two was adjusting the base figure and the following was considered, calculate the median of CCRTA's historical DBE participation, calculate the average of the base figure and median and median past DBE participation from 2019-2021, which equaled 5.96%. The projected DBE goal for FFY 2023 through 2025 based on the formula that CCRTA must comply with is 14.13% rounded to 14%. He discussed the next steps. First, in June-July of 2022, CCRTA will obtain public feedback. On August 1st, the DBE overall goal will be submitted to FTA and on October 1st, the DBE goal will become effective.

Director Allison stated that she is happy with the number and feels this is a key factor in the grant applications, procurement and funding. Director Woolbright asked where the 22% came from. Mr. Cruz-Aedo responded that is the calculation of who is available by NAICS code and looking at the projects that have come in and are potentially funded by DBE for participation. Director Woolbright asked if the federal formula requires the average between what has been done in the last two years and what is available. Mr. Cruz-Aedo replied yes. Director Woolbright asked if purchased transportation is subject to this. Mr. Cruz-Aedo replied that there is encouragement to participate with DBEs and there is some participation but it is very light. Director Woolbright stated that it is a pretty lofty goal. He followed with clarification stating that it is a federally required goal but asked if CCRTA is bound by it. Mr. Cruz-Aedo stated that if the goal is established, there is a duty to ensure the minimum is met. Director Woolbright asked what the goal has been in the past. Mr. Cruz-Aedo stated is has ranged from 13%-20%. Director Woolbright asked if the goal is was 13% and the average is 6%, if any penalties have been paid or what is the punishment for not reaching the goal. Mr. Cruz-Aedo stated that the CCRTA would



need to provide a corrective action plan. Director Woolbright asked if this item is the corrective action plan. Mr. Cruz-Aedo responded the item is establishing the goal. Director Woolbright mentioned the change was from 13% to 14% but the actual average has been 6%. He followed with suggesting to look at potentially doing something beyond setting the goal and to change the behavior. Mr. Cruz-Aedo suggested to use caution and that this is a three-year goal and there are periods where CCRTA is not involved with eligible projects or DBEs, so during that time, the goal would not be met but during the three-year period, it would be at the 14%. Mr. Saldaña stated it is a three-year goal and it depends on what CCRTA is focusing on in those three years. For example, if it's heavy on bus purchases, the goal will be very low because there will not be much DBE participation. Director Woolbright asked to see the DBE over the past 10 years. Mr. Cruz-Aedo replied yes. Committee Chair Canales asked if it's 14% for three years, not just every year and Mr. Saldaña replied yes but that the goal is to get it every year so it is not a worry, but it depends on where the federal dollars are spent within the three-year period. Committee Chair Canales asked if the goal was higher, could CCRTA potentially get more federal dollars. Mr. Saldaña stated no. Committee Chair Canales asked if this is the minimum goal and Mr. Saldaña replied that the federal dollars received is based on total trips/miles and population density and things of that nature. Director Woolbright asked what is the penalty or punishment for not meeting the goal. Mr. Saldaña stated that in the past, CCRTA has not received a penalty but they could potentially send a letter stating that the goal has not been met, but as long as good faith effort is being shown and CCRTA could fill out a form that shows a process was done to ensure CCRTA attempted to find DBEs in that goal, that would satisfy the requirements. Also, there could potentially be a warning. Director Woolbright asked if there have been any warnings in the past and Mr. Saldaña replied that he is unaware of any during his time with CCRTA. Mr. Cruz-Aedo stated that there has been concerns from time to time but the FTA has always been satisfied with CCRTAs explanations and there have been no disciplinary or corrective actions that have been provided by the FTA. Director Muñoz stated that he feels the regulation seems to be more geared towards finding those who are acting in bad faith. He followed up with stating that the goal is likely going to fluctuate and could range from 6% to 22% from month-to-month but the FTA is likely looking for those intentionally trying to not go after DBE. He added that if CCRTA is able to show good efforts, it should not be an issue. Mr. Saldaña responded that FTA has their Tri-Annual reviews and they will look into all of those factors and ensure that CCRTA has been acting in good faith in attempting to meet the goal.

DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROV DISADVANTAGED BUSINESS ENTERPRISE (DBE) OVERALL GOAL OF 14% FOR FEDERAL FISCAL YEARS (FFY) 2023 THROUGH 2025. DIRECTOR AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, AND MUÑOZ VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK.



Heard Committee Chair Report

Committee Chair Canales thanked Director Allison for stepping in to Chair the last committee meeting as she was out due to medical reasons and unfortunately there was no quorum that time so there is not much to report on that end. Director Allison thanked the team in regards to the grant application and she is excited to see the outcome. Director Muñoz echoed the same thoughts. Mr. Cruz-Aedo stated everyone is trying to tie up the loose ends to meet the FTA requirements. Committee Chair Canales thanked the staff for their involvement and hard work.

Adjournment

There being no further review of items, the meeting adjourned at 8:59 a.m.

Reviewed by: Stephanie Alvarez
Submitted by: Marisa Montiel



Subject: Award a One-Year Contract to Acrisure LLC DBA Carlisle Insurance for Windstorm and Hail Insurance Coverage

Background

The current one-year contract with Acrisure LLC DBA Carlisle Insurance expires on July 27, 2022. The premium is \$132,048.00. Specifications of policy are as follows: a deductible of 3% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$100,000 minimum per occurrence – Named storm wind/hail with \$50,000 per occurrence – all other wind/hailstorms.

Identified Need

A Request for Proposals (RFP) was issued on Tuesday, April 19, 2022. CCRTA covered asset values total \$45,155,315. Proposals were received on Tuesday, May 31, 2022. One proposal was received from Acrisure LLC DBA Carlisle Insurance, the incumbent.

Evaluation results are as follows:

Firms	Carrier	Score	Price
Acrisure LLC DBA Carlisle Insurance	Certain Underwriters at Lloyds, London AXV, United Specialty Insurance Company AIX, Arch Specialty Insurance Company A+ XV	93.80	\$242,744

The policy term is from July 28, 2022 through July 27, 2023.

Financial Impact

Funds are budgeted in FY 2022 Operating Budget, local funds.

Board Priority

This item aligns with Board Priority – Safety and Security.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a one-year contract to Acrisure LLC DBA Carlisle Insurance for Windstorm and Hail Insurance coverage.

Respectfully Submitted,

Reviewed by: Miguel Rendón
Managing Director Executive Affairs

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, May 25, 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 April 27, 2022**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Creative Bus Sales for Low or No Emission Vehicles**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Arguindegui Oil Co. for Lubricant and Fluid Supply**
- 8. Heard Update on Services to the New Carroll High School and Del Mar Oso Creek Campus**
- 9. Heard Committee Chair Report**
- 10. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:00 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 9:00 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Armando Gonzalez, Anna Jimenez & Matt Woolbright.

Board Members Absent

Beatriz Charo

Staff Present

Jorge Cruz-Aedo, CEO, David Chapa, Angelina Gaitan, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, and Marisa Montiel. MV Transportation: Ben Schmit.

Public Present

None



Safety Briefing

Mr. Mike Rendón stated that for the safety briefing, if there is an emergency, the Board of Directors will exit through the kitchen and everyone else will exit to his right. He asked that everyone report to the clock tower adjacent to the transfer station and Ms. Montiel will make sure that all Board Directors are accounted for and he will make sure that everyone leaves the room properly. He also asked that during an emergency, to please not return back to the building unless it is all-clear. He said to not utilize the elevator during an emergency and if a shelter in place is needed, it will be done in the West Side 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 April 27, 2022

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF APRIL 27, 2022. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, GONZALEZ, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award a Contract to Creative Bus Sales for Low or No Emission Vehicles

Mr. Mike Rendón gave the item presentation in absence of Mr. Derrick Majchszak. He stated the Board Priority for this item is Innovation. For the background, he discussed the FTA grant opportunity for Low or No Emission Vehicle Program 5339(c) and Buses and Bus Facilities Competitive Program 49 U.S.C. 5339(b). The grant was developed to help modernize bus fleets and bus facilities, improve the safety and reliability of America's bus systems, help transit agencies to purchase and rehabilitate vehicles, related equipment and facilities. Also, for funding for the purchase or lease of zero-emission and low-emission transit vehicles and required supporting facilities. Funds will remain available for obligation for four fiscal years, all eligible expenses are attributable to compliance with the Clean Air Act and/or the Americans with Disabilities Act. Federal funds will cover up to 85% of cost. Mr. Rendón stated that the FTA is striving to speed up the deployment process for electric buses and is allowing agencies to pre-select their teams before the grant submittal process. He stated, which is at the end of this month, adding that there are several staff members working to get this grant submitted by the deadline. Under the State of Texas, Chapter 451 regulations, the CCRTA must issue a Request for Proposals for the procurement of zero emission electric transit buses, even though the FTA has waived the competitive procurement process. Mr. Rendón stated a request for proposals



was posted seeking a participant in a design/build program, with the requirement that the participant be able to provide all three of the following: Low or no emission heavy duty buses, low or no emission cutaway style vehicles of the light-duty and medium duty variety and necessary equipment to support these low or no emission vehicles. He stated there is no DBE requirement. Three proposals were submitted by Creative Bus Sales, Gillig and Nova Bus. Only Creative Bus Sales met all of the requirements. There is no financial impact at this time but should 5339(c) and/or 5339(b) funds be awarded, staff will request action from the Board to purchase vehicles and support equipment. The quantity of vehicles and equipment will be partially determined by the amount of funds awarded by the FTA. At this time the application is around \$61 Million, and should the whole amount of the application be approved, the CCRTA would asked for 26 35-footers and 13 cutaways.

Director Allison asked to see the slide of the cutaway. She also asked if CCRTA's fleet of the bigger buses are 35 feet. Mr. Rendón replied that it is mixed between 35 and 40 footers. Director Woolbright asked where the 15% of the CCRTA funds will come from since 85% is federally funded. Mr. Cruz-Aedo replied that the funds would come from the currently unencumbered reserves and also the capital replacement reserves that are set aside for seed money for grants. Director Woolbright asked how much the contract is for. Mr. Rendón stated the grant request is currently at \$61 Million but the staff would come back to the board depending on what is actually awarded. It could possibly be scaled down and prices would be determined at that time. Director Woolbright asked if CCRTA is asking to approve an exclusive right to purchase from the vendor. Mr. Rendón stated that CCRTA would be selecting this company to do business with. Director Woolbright stated that CCRTA is agreeing to do business without knowing the price. Mr. Rendón stated that without doing it this way, it could delay the process even longer instead of being able to go into the design of buses and vehicles, this is being proactive. Mr. Saldaña stated that the award could be anywhere between zero and \$61 Million and that the grants are to be made scalable, depending on how the government spreads out the money. Director Woolbright asked what is the current operating and capital reserves. Mr. Saldaña stated there are approximately \$24 Million unencumbered unrestricted reserves. Director Woolbright asked if going on the high end, CCRTA could potentially use one third of that amount. Mr. Saldaña replied yes. Director Woolbright asked if CCRTA is currently operating at a deficit. Mr. Saldaña stated that CCRTA balanced the budget with CRSSA money of approximately \$5.6 Million. Director Woolbright asked when the COVID money goes away, without cutting the budget, CCRTA would be cutting a \$24 Million reserve down to \$10 Million within a year. Mr. Saldaña stated that was correct, should the full \$61 Million be awarded. Director Woolbright stated that it seems like a big swing, but it could be discussed at the Board Meeting. Director Allison pointed out that the proposal price of buses was included in the grant application, so there is a ballpark idea of how much the buses cost. Mr. Saldaña replied that is correct, plus the infrastructure costs as well and there is a budget. Director Woolbright stated that makes more sense and asked how CCRTA picked this company. Mr. Saldaña stated that there were two possible ways, FTA says that you could just pair up with a company, however, since CCRTA is establishing Chapter 451 and item is over \$50,000, an RFP had to go out.



Director Salazar asked if the item will be impacted since the application is due May 31st and the next Board Meeting is June 1st. Mr. Saldaña replied that the Board already approved a resolution for the grant application and this item is to award a contract up to \$61 Million, if the whole application is approved. Director Salazar asked for clarification if during this meeting, the Committee recommends the item to the Board, the Board would still need to ratify the item. Mr. Saldaña stated that was correct. Director Salazar replied he was okay with moving forward with understanding of the tight timeline, however, he wanted to be sure that the staff reached out to several companies for the RFP and that only one met the requirements. Mr. Rendón verified that was correct, only the one applicant was able to fulfil the requirements of having heavy duty buses, cutaways and the necessary infrastructure on the charging stations. Director Salazar asked if down the road, if there is a problem with this vendor and they are not able to produce as needed, and another vendor could, could the grant be amended. Mr. Cruz-Aedo replied yes, however, there would be certain conditions for different types, but yes, the option is available. Director Woolbright asked which other grants and/or applications does the CCRTA have out there that are pledging to use the unencumbered reserves. Mr. Saldaña replied that as of now, there are no other grants that would take away from the unrestricted reserves, however, that is not to say that if another grant became available, the staff may want to pursue and would come back to the Board for consideration.

DIRECTOR ANNA JIMENEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO CREATIVE BUS SALES FOR LOW OR NO EMISSION VEHICLES. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, GONZALEZ, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award a Contract to Arguindegui Oil Co. for Lubricant & Fluid Supply

Mr. Rendón presented the item stating the board priority is public image and transparency. He stated that the original equipment manufacturer (OEM) Specifications is for heavy duty motor oils, lubricants and fluids to maintain warranties and fleet integrity. The fluid and lubricants must meet cycle demands for Diesel and CNG as outlined by OEM specifications. Mr. Rendón displayed five manufacturer specified OEM criteria and pointed out that these are national standards that the oil must meet. He identified the need to ensure FTA State of Good Repair by properly maintaining equipment. A supply agreement maintains firm pricing and helps eliminate supply shortages. He mentioned the previous contract was structured with a three-year base and two one-year options following board approval. The Board authorized awarding the first option year on May 5, 2021. Due to market volatility, the contracted vendors opted not to sign the option year agreement. Mr. Rendón stated the contract will be a one-year base with two one-year options. He stated there is no DBE requirement and the total cost of the one-year base contract is \$66,795.38. The funds are in this year's budget and the



transmission fluid was removed from the contract due to volatility in pricing. He displayed the financial impact and the estimated annual usage by gallons. The total cost for the three years, if option years are exercised, is \$247,142.91.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO ARGUINDEGUI OIL CO. FOR LUBRICANT AND FLUID SUPPLY. DIRECTOR ANNA JIMENEZ SECONDED THE MOTION. SALAZAR, GONZALEZ, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO.

Update on Services to the New Carroll High School and Del Mar Oso Creek Campus

Mr. Gordon Robinson presented the update. He opened up with stating the staff is excited to start new services in these areas. He discussed Route 15 Kostoryz/Carroll High School that will include expansion and service improvements to serve the new high school at Kostoryz and Saratoga. There will be a 45-minute frequency on weekdays once the route returns to Pre-COVID service level, which currently runs at a 90-minute frequency. He continues that on Saturdays and Sundays, there will be a 90-minute frequency, same as the current level. He stated that this route connects with other routes at the Port Ayers Transfer Station so if students want to take the route to the station and transfer to another route, they would be able to do so. Service will begin July 11, 2022. Mr. Robinson displayed the schedule on screen. Next, he discussed Pilot Route 24 Airline/Yorktown Connector. He stated this will be to serve the New Del Mar College Oso Creek Campus. This will expand the service along Airline Road, currently there is a gap in service coverage and this will fill that gap. There will be a 30-minute frequency on weekdays and weekends. This will connect with Routes 26 and 29. He noted that this is a pilot route and adjustments may need to be made at a later time. Mr. Robinson displayed the schedule for the route on the screen.

Heard Committee Chair Report

Mr. Eloy Salazar commented that the bus purchases will impact DBE goals and his advice to staff is to be prepared and encourage DBE to help reach the goal throughout the next couple of years, rather than trying to reach it in the last year. He commended staff on their Low No efforts noting that it is moving along quickly. He mentions how important it is that if the grant is awarded, that CCRTA has the transfer stations as well, mentioning Robstown and West Side.

Adjournment

Adjourned at 9:29 a.m.

Reviewed by: Stephanie Alvarez

Submitted by: Marisa Montiel



Subject: Award Contracts to CD Starter Service LLC, Cummins Southern Plains, and Gillig for External and Internal Engine Parts.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under this agreement; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

Identified Need

An External and Internal Engine Parts contract help will ensure product availability meets parts demands while maintaining competitive pricing. The contract will include parts for all specialized external and internal engine parts to keep the fleet in state of good repair and maintain any warranty coverages.

The current option year for the External and Internal Engine Parts contract expired on June 14, 2022. The IFB was issued for a one (1) year contract.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual parts usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year base contract cost is \$136,750.00, and funds are allocated in the Board approved annual operating budgets.

Recommended Awardees for Contract:

Bidder	Total # of Parts	Total Extended Cost
CD Starter Service	561	\$ 7,259.99
Cummins Southern Plains	1,348	\$ 100,382.42
Gillig	862	\$ 29,107.59
TOTAL	2,771	\$ 136,750.00

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award contracts to CD Starter Service LLC, Cummins Southern Plains, and Gillig for External and Internal Engine Parts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Subject: Enter into an Interlocal Agreement with Dallas Area Rapid Transit for GoPass Subscription and License.

Background

The RTA is seeking to improve the rider experience and modernizing our fare payment and trip planning options by providing a single mobile application for our customers. Dallas Area Rapid Transit (DART) began utilizing the first iteration of the GoPass mobile ticketing and trip planning technology in 2013. GoPass is currently being used by five (5) other transit agencies in Texas and one (1) in Oklahoma.



Identified Need

The RTA currently does not offer a mobile application for fare payment. The GoPass mobile ticketing application will enhance the customer experience in many ways including but not limited to the ability to provide cashless fare payment, fare capping, trip planning and fare payment in one app, multimodal trips, and a method through the app for customers to alert the RTA of any safety or security concerns.

If approved by the CCRTA Board of Directors, this Interlocal Agreement will go to DART’s Committee Meeting on July 12th and their full Board on August 23rd for approval.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the fees established in the interlocal agreement for the options CCRTA selects to implement and the actual transactions by our customers. This project will utilize local funds. The estimated first year cost of this project is \$110,825.00.

Phase 1			
Standard Items	Year 1	Year 2	Year 3
Setup in GoPass App and Implementation Fee	\$ 35,000.00		
Hosting Fees	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00
GoPass Customer Facing Website	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
Revenue Share Fee (2% of App Revenue) *	\$ 2,500.00	\$ 6,250.00	\$ 8,750.00
Credit Card interchange fees and Gateway fees (2.5% surcharge)	\$ 3,125.00	\$ 7,812.50	\$ 10,937.50
SubTotal	\$ 99,425.00	\$ 72,862.50	\$ 78,487.50
Total 1	\$ 99,425.00	\$ 72,862.50	\$ 78,487.50
Add on Items			
Elerts "See Something" Activation	\$ 5,000.00		
Elerts "See Something" Annual Fee	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Additional Requests Service Charge (\$200 per hour)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
SubTotal	\$ 11,400.00	\$ 6,400.00	\$ 6,400.00
Total 2	\$ 110,825.00	\$ 79,262.50	\$ 84,887.50
Phase 2			
Trip Planning Website Tool Annual Fee		\$ 24,000.00	\$ 24,000.00
SubTotal	\$ -	\$ 24,000.00	\$ 24,000.00
Total 3	\$ 110,825.00	\$ 103,262.50	\$ 108,887.50
On-Demand Service Integration Activation and Setup of Zones		\$ 7,000.00	
On-Demand Service Integration Annual Fee		\$ 9,000.00	\$ 9,000.00
SubTotal	\$ -	\$ 16,000.00	\$ 9,000.00
Total 4	\$ 110,825.00	\$ 119,262.50	\$ 117,887.50

* Assumptions

Annual fare revenue of \$1,250,000

10% adoption in year 1, 25% in year 2, 35% in year 3

Board Priority

This Board Priority aligns with Innovation.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into an Interlocal Agreement with Dallas Area Rapid Transit for GoPass Subscription and License.

Respectfully Submitted,

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer