



# MEETING AGENDA

**DATE:** Wednesday, May 25, 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 – 2<sup>ND</sup> 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.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	G. Canales	2 min.	-----
4.	<b>Opportunity for Public Comment</b> <b>3 min. limit – no discussion</b>	G. Canales	3 min.	-----
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of March 23, 2022 and April 27, 2022	G. Canales	3 min.	<b>Pages 1-7</b>
6.	<b>Discussion and Possible Action</b> to Award a contract to Toshiba America Business Solutions, Inc for Electronic Document Management	R. Saldaña	3 min.	<b>Page 8-9</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Professional Services Agreement for General Legal Services	R. Saldaña	3 min.	<b>Page 10</b> <i>PPT</i>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Approve a Disadvantaged Business Enterprise (DBE) Overall Goal of Fourteen Percent (14%) for Federal Fiscal Years (FFY) 2023 through 2025	J. Cruz-Aedo	3 min.	<b>Page 11-19</b> <i>Attachment</i> <i>PPT</i>
9.	<b>Committee Chair Report</b>	G. Canales	3 min.	-----
10.	<b>Adjournment</b>	G. Canales	1 min.	-----

**Total Estimated Time: 26 min.**

**OPERATIONS & CAPITAL PROJECTS**

**ELOY SALAZAR, Committee Chair**

**Beatriz Charo Armando Gonzalez Anna Jimenez Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	E. Salazar	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	E. Salazar	3 min.	-----
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes April 27, 2022	E. Salazar	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action</b> 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.	D. Majchszak / M. Rendon	3 min.	<b>Pages 5-6</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> 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.	D. Majchszak / M. Rendon	3 min.	<b>Pages 7-8</b> <i>PPT</i>
8.	<b>Update</b> on services to the new Carroll High School and Del Mar Oso Creek Campus	D. Majchszak / G. Robinson	3 min.	<i>PPT</i>
9.	<b>Committee Chair Report</b>	E. Salazar	3 min.	-----
10.	<b>Adjournment</b>	E. Salazar	1 min.	-----

**Total Estimated Time: 26 min.**

**RURAL AND SMALL CITIES COMMITTEE**

**PATRICIA B. DOMINGUEZ, Committee Chair      Beatriz Charo      Armando Gonzalez**

**NO MEETING**

On Friday, May 20, 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, March 23, 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 Action to Approve the Administration & Finance Committee Meeting Minutes of February 23, 2022**
6. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Reschedule of the May Board of Directors Meeting from May 4, 2022 to May 11, 2022**
7. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Security Camera Systems**
8. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2022-2023**
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, 2<sup>nd</sup> Floor Board Room Corpus Christi, Texas.

**Call to Order & Roll Call**

Patricia Dominguez; Chair, called the meeting to order at 8:30 a.m. Marisa Montiel called roll and state a quorum was present.

**Board Members Present**

Patricia Dominguez, Lynn Allison, Eloy Salazar, and Philip Skrobarczyk.

**Board Members Absent**

None

**Staff Present**

David Chapa, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña and Marisa Montiel.

**Public Present**

Ben Schmidt, MV Transportation



### **Safety Briefing**

Mr. Mike Rendón stated that in the event of an emergency, all Directors will exit through the kitchen and the audience will exit to his immediate 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

***DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.***

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](http://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 February 23, 2022**

Director Salazar requested a revision be made to the minutes and Ms. Montiel pulled up a copy for the Board to review. Director Salazar read the sentence on page five relating to the New Fare Policy item presentation and said that the minutes state “Director Salazar noted that he will also support it since it is not actually an approval to increase it, but that the RTA will have the right to do so”. He stated that during the meeting, he mentioned and would like to add the following revision to the sentence he just read, “subject to the approval of the Fare Review Committee”. Committee Chair Dominguez requested that the record note the revision.

**DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 23, 2022. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, DOMINGUEZ, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Reschedule of the May Board of Directors Meeting from May 4, 2022 to May 11, 2022**

Mr. Robert Saldaña the Managing Director of Administration, presented the next item stating it aligns with the Board Priority of Transparency. He stated on an annual basis, the Board of Directors approve the fiscal year Board and Committee Meeting Calendar. The 2022 Board and Committee Meeting Calendar was last approved on November 3, 2021. The approved May Board Meeting is scheduled for May 4<sup>th</sup>, 2022. Mr. Saldaña states that due to the important nature of items being presented, along with scheduling conflicts, the staff recommends rescheduling the meeting date to May 11, 2022. The APTA Mobility conference is May 1<sup>st</sup>-4<sup>th</sup> in Columbus, Ohio and staff along with a few Board Members will be attending, therefore are unable to attend the May 4<sup>th</sup> meeting. Mr. Jorge Cruz-Aedo noted that although the Board Chair is not in attendance, he is aware of the requested meeting date change.

**DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE RESCHEDULE OF THE MAY BOARD OF DIRECTORS MEETING FROM MAY 4<sup>TH</sup>, 2022 TO MAY 11, 2022. DIRECTOR LYNN ALLISON SECONDED THE MOTION. ALLISON, DOMINGUEZ, SKROBARCZYK, AND SALAZAR ALL VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Security Camera Systems**

Mr. Robert Saldaña, the Managing Director of Administration, presented the next item. He noted the item aligns with the Board Priority of Innovation. Mr. Saldaña noted that CCRTA's Bear Lane Facilities and the Transfer Stations are equipped with surveillance systems to deter negative activity, to improve safety and also risk management. He stated the current camera equipment is Analog and Digital and has reached the end of its useful life. The video is currently provided to Management Staff, Security and Law Enforcement as requested. The replacement security camera system will provide high-resolution video capabilities, have central management video retrieval, video analytics technology and will be NDAA (National Defense Authorization Act) Compliant. He stated staff will encourage the successful bidder to outreach with minority, women-owned, and disadvantaged businesses. Mr. Saldaña stated the estimated budget will be \$145,298 and the 2022 CIP project will be funded by a 5307 grant at an 80/20 split. 80% federal, 20% local match. Director Allison asked where the new cameras will be placed. Mr. Saldaña answered that the majority will be placed at the Bear Lane Facility and at the Southside and Robstown stations. Director Allison followed up with asking if they will be placed at the new Port/Ayers station and Mr. Saldaña replied that no, they will be built in with that scope of work.



**DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR SECURITY CAMERA SYSTEMS. DIRECTOR LYNN ALLISON SECONDED THE MOTION. *ALLISON, DOMINGUEZ, SKROBARCZYK, AND SALAZAR ALL VOTING IN FAVOR. ABSENT NONE.***

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Windstorm and Hail Insurance for Fiscal Year 2022-2023**

Mr. Mike Rendón presented the next item and noted the item aligns with the Board Priority of Safety and Security. Mr. Rendón stated the Windstorm and Hail Insurance coverage was written through Acrisure, LLC DBA Carlisle Insurance for a one-year term. Acrisure, LLC has provided Windstorm and Hail Insurance for the past four years and the latest coverage will expire July 27, 2022. The 2021-2022 premium for Windstorm and Hail coverage for identified CCRTA assets was \$132,048. He noted that four years ago the premium has gone up by 10%, three years ago it went up 18% and two years ago by 21%. Mr. Rendón expects the premium to be in that range. The increase was mainly due to Hurricane Harvey four years ago, hence, the reason it is expected to stable out by this timeframe. He notes that this market is non-competitive due to the high-risk nature and companies will only quote one year at a time. Director Salazar asked if the carrier is with TWIA or another carrier. Mr. Rendón responded that it is through another carrier.

**DIRECTOR PHILLIP SKROBARCZYK MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS FOR WINDSTORM AND HAIL INSURANCE FOR FISCAL YEAR 2022-2023. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. *DOMINGUEZ, ALLSION, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.***

**Heard Committee Chair Report**

Nothing reported at this time. Chair Dominguez appreciated all of the hard work everyone is doing.

**Adjournment**

There being no further review of items, the meeting adjourned at 8:46 a.m.

Reviewed by: Stephanie Alvarez  
Submitted by: Marisa Montiel



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, April 27, 2022**

**NO QUORUM**

**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. **Heard Action to Approve the Administration & Finance Committee Meeting Minutes of March 23, 2022**
6. **Heard Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Abtech Technologies for Server and Storage Replacement**
7. **Heard Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Computer Solutions for Cisco Network Switches Replacement Phase 1**
8. **Heard Action to Recommend the Board of Directors Adopt the Revised 2022 Emergency Preparedness Policy**
9. **Heard Update on Public Feedback, Marketing Design for the Long Range System Plan**
10. **Heard Committee Chair Report**
11. **Adjournment**

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

**Call to Order & Roll Call**

Board Secretary, Lynn Allison called the meeting to order at 8:33 a.m. in the absence of Committee Chair Gabi Canales' absence. Marisa Montiel called roll and stated a quorum was not present.

**Board Members Present**

Lynn Allison and Patricia B. Dominguez.

**Board Members Absent**

Committee Chair, Gabi Canales, Aaron Munoz and Philip Skrobarczyk.

**Staff Present**

David Chapa, Angelina Gaitan, Derrick Majchszak, 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.

### **Receipt of Conflict of Interest Affidavits**

None received

### **Opportunity for Public Comment**

None received

***DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.***

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

**NO ACTION TAKEN AS A QUORUM WAS NOT PRESENT.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Abtech Technologies for Server and Storage Replacement**

Mr. Robert Saldaña, Managing Director of Administration, presented the item for review only.

**NO ACTION TAKEN AS A QUORUM WAS NOT PRESENT.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Computer Solutions for Cisco Network Switches Replacement Phase 1**

Mr. Robert Saldaña presented the item for review only.

**NO ACTION TAKEN AS A QUORUM WAS NOT PRESENT.**

**Action to Recommend the Board of Directors Adopt the Revised 2022 Emergency Preparedness Policy**

Mr. Mike Rendón presented the next item for review only.

**NO ACTION TAKEN AS A QUORUM WAS NOT PRESENT.**

**Update on Public Feedback, Marketing Design for the Long Range System Plan**

Ms. Rita Patrick, Director of Marketing, presented the item for review only.

**NO ACTION TAKEN AS A QUORUM WAS NOT PRESENT.**

**Adjournment**

There being no quorum or further review of items, the meeting adjourned at 9:22 a.m.

Reviewed by:           Stephanie Alvarez  
Submitted by:         Marisa Montiel



**Subject:** Award a contract to Toshiba America Business Solutions, Inc for Electronic Document Management

### **Background**

The Corpus Christi Regional Transportation Authority (CCRTA) currently operates a paper-based records document management system for its day to day functions. The paper documents include Invoices, application forms, contracts, bus operations forms, letters, photos, etc. Many of these items are stored in CCRTA's archival room at Bear lane Facilities and Staples Street Center. Due to the location of our facilities resides on, hurricanes and fire can destroy paper records. Going digital and in the Cloud would provide the RTA a safer archival records management solution.

### **Identified Need**

The CCRTA has been looking 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. It is not uncommon to have multiple copies of the same document in various locations. In general, users need easier retrieval of information, search tools to locate the information and a workflow solution to efficiently process and route documents. The CCRTA is looking to take the paper documents that will be archived for a specified period of time and scan them into the Electronic Document Management System. Toshiba's DocuWare Electronic Document Management System will include document imaging, forms, indexing, searching, workflow and document archiving/retention. This new modernized EDMS system will improve the CCRTA's business processes, provide additional protection for records, reduce paper usage, enhance availability of records to the public and insure compliance with state and federal regulations.

Toshiba is a worldwide company that specializes in Multifunction Printers technologies and Document management. Toshiba has worked with many commercial and local government agencies including The Port of Corpus Christi, Calallen ISD and Southwest Airlines.

### **Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for a 3-Year Contract will be \$208,754. Funds for the Electronic Document Management System were identified in the MIS 2022 Capital Budget using local funds.

### **Board Priority**

The Board Priority is Innovation.


**Recommendation**

Staff requests the Administration & Finance Committee 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

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



**Subject:** Enter into a Professional Services Agreement for General Legal Services

**Background**

The Corpus Christi Regional Transportation Authority's current agreement with Wood, Boykin and Wolter is expiring on June 14, 2022.

The legal services scope of work includes, but is not limited to, interpretation and advice concerning Chapter 451 of the Transportation Code, Federal Transit Administration Third-party Contracting Guidelines, Texas Local Government Code and Texas Open Meetings along with civil rights laws and regulations applicable to governmental entities under state and federal law.

**Identified Need**

The CCRTA hires an attorney to provide advice on legal matters that arise from the operation of the transit agency, and compliance matters as related to state and federal laws and regulations. Due to the special needs of the CCRTA directly related to the transportation industry, having an attorney that understands our business is very crucial to ensuring that the CCRTA stays within its legal boundaries in the day-to-day operations.

**Financial Impact**

The previous two years the CCRTA has spent \$47,521.85 and \$62,359.65 respectively for General Legal Services per year. CCRTA is requesting to enter into a professional services agreement not to exceed \$70,000 per year for each year of the proposed 3-year agreement.

**Board Priority**

The Board Priority is financial transparency.

**Recommendation**

Staff requests the Administration and Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into a 3-year Professional Services Agreement with Wood, Boykin & Wolter for General Legal Services.

Respectfully Submitted,

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

Final Approval by:

Jorge G. Cruz-Aedo, Chief Executive Officer



**Subject:** Approve a Disadvantaged Business Enterprise (DBE) Overall Goal of Fourteen Percent (14%) for Federal Fiscal Years (FFY) 2023 through 2025

### **Background**

As a recipient of Federal Transit Administration (FTA) funding, Corpus Christi Regional Transit Authority (CCRTA) is required to submit an overall goal for DBE participation over the three upcoming federal fiscal years pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 - "*Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation (US DOT) Financial Assistance Programs.*"

DBE regulations require US DOT recipients to set an overall goal based on demonstrable evidence of the availability of ready, willing, and able DBEs relative to all businesses ready, willing, and able to participate on US DOT-assisted contracts. The goal must reflect CCRTA's determination on the level of DBE participation expected absent the effects of discrimination.

### **Identified Need**

Every three years, CCRTA has to review **federal contracts** it expects to award during the triennial period and identify if there are certified DBE firms in its geographic market area who may successfully bid on such contracts.

Attached is CCRTA's DBE Goal Setting and Methodology. CCRTA has established an overall goal of fourteen percent (14%) for DBE participation for Federal Fiscal Years 2023-2025 (*October 1, 2022 – September 30, 2025*). The overall combined DBE goal will be achieved through 2.42% race-neutral participation and 11.58% race-conscious participation.

Following approval and prior to submission of proposed overall goal to FTA due on August 1, 2022, CCRTA will provide for consultation with stakeholders and publication of the overall goal informing the public that the overall goal and its rationale are available for inspection and comments pursuant to 49 CFR Part 25.45(g).

### **Financial Impact**

None

### **Board Priority**

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

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors approve a Disadvantaged Business Enterprise (DBE) overall goal of fourteen percent (14%) for federal fiscal years (FFY) 2023 through 2025.

Respectfully Submitted,

Submitted by:        Laura Yaunk  
                                 DBE Liaison Officer

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



# **Corpus Christi Regional Transportation Authority (CCRTA)**

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**Federal Transit Administration (FTA) –  
Overall DBE Goal Setting and Methodology for  
Federal Fiscal Years 2023-2025**

**SUMMARY**

Corpus Christi Regional Transportation Authority (CCRTA) submits the following Disadvantaged Business Enterprise (DBE) overall goal and methodology for Federal Fiscal Years (FFY) 2023-2025 to Federal Transit Administration (FTA) for review in accordance with 49 Code of Federal Regulations (CFR) Part 26.45. CCRTA’s triennial overall goal of 14% for FFY 2023-2025 includes a race-conscious projection of 11.71% and race-neutral projection of 2.42%. CCRTA shall make good faith efforts to meet the overall DBE goal each year during the triennial period. The overall goal was derived in the following manner:

- A base goal of 22.29% was calculated;
- An adjustment to the base goal was made taking into consideration the median past participation of 5.96%, thus reducing the base goal to 14.13% rounded to 14%;
- The maximum portion of the adjusted goal is 11.58% which is race-conscious and the race-neutral portion of the adjusted goal is 2.42%

**BACKGROUND**

As a recipient of Federal Transit Administration (FTA) funding, CCRTA is required to establish and submit a triennial DBE overall goal for its FTA-assisted projects pursuant to the U.S. Department of Transportation (USDOT) rules and regulations provided in Title 49 Code of Federal Regulations (CFR) Part 26 (DBE Regulations). DBE regulations required USDOT recipients to set an overall goal based on demonstrable evidence of the availability of ready, willing, and able DBEs relative to all businesses ready, willing, and able to participate on federally-assisted contracts. The goal must reflect CCRTA’s determination on the level of DBE participation expected absent the effects of discrimination.

**FTA-ASSISTED CONTRACTING PROGRAM FOR FFY 2023-2025**

Table 1 represents CCRTA’s FTA-assisted projects that are anticipated to be awarded during the triennial period and which are considered in preparing this goal methodology. The projects have viable subcontracting possibilities and corresponding availability of DBEs, a required criterion for overall goal consideration.

Table 1

Project Name	Estimated FTA Funding for FFY 2023-2025
Bus Stop Shelter Amenities	\$1,098,085.00
Bus Stop Improvements	\$1,200,000.00
Concrete Bus Pads	\$840,000.00
Bus Wash Replacement	\$200,000.00
Bus Lift Replacements	\$680,000.00
Fork Lift Replacement	\$43,008.00
Mobile Radio Replacement	\$195,200.00
Support Vehicle Purchases	\$506,726.00
<b>Total</b>	<b>\$4,763,019.00</b>

**Categories of Work**

CCRTA reviewed each project anticipated to be awarded in the triennial period and determined the applicable categories of work applicable for each project using North American Industry Classification System (NAICS) codes. The corresponding dollar values for each NAICS code for each project are summarized below for purposes of weighting the categories of work based on the staff estimates. Table 2 provides a summary of the categories of project with estimated dollars for each.

Table 2

NAICS Code	Bus Stop Shelter Amenities	Bus Stop Improv	Concrete Bus Pads	Bus Wash Replc	Bus Lifts Replc	Fork Lift Replc	Mobile Radio Replc	Support Vehicle Purchases	Est. FTA \$ Share NAICS	Est. FTA % Share NAICS
236220	\$957,296	\$400,000							\$1,357,296	28.50%
237310		\$200,000	\$465,000						\$665,000	13.96%
238110	\$120,789	\$450,000	\$375,000						\$945,789	19.86%
238910	\$20,000	\$50,000							\$70,000	1.47%
334220							\$195,200		\$195,200	4.10%
423120					\$680,000	\$43,008			\$723,008	15.18%
441110								\$506,726	\$506,726	10.64%
541330		\$100,000							\$100,000	2.10%
811192				\$200,000					\$200,000	4.20%
	\$1,098,085	\$1,200,000	\$840,000	\$200,000	\$680,000	\$43,008	\$195,200	\$506,726	\$4,763,019	100.00%

**GOAL METHODOLOGY**

**Step 1: Determination of a Base Figure**

The calculations to determine the base figure are made in order to measure the relative availability of DBE firms or firms that could be certified as DBE firms to perform the types of prime and subcontract work that CCRTA contracts. The methodology used determines the percentage of DBE firms that are ready, willing, and able to respond to solicitations for the types of work that CCRTA will be performing during the 2023-2025 federal fiscal years.

CCRTA followed one of the prescribed federal goal-setting methodologies in accordance with 49 CFR Part 26.45 regulations. This was accomplished by accessing the *Texas Unified Certification Program (TUCP) Directory of Certified DBE firms* and the *2020 U.S. Census Bureau County Business Patterns (CBP) database*.

**Local Market Area:**

Comparisons were made within CCRTA’s local market area which consists of Nueces, San Patricio, and Aransas counties and by specified industries and type of businesses. This is where the substantial majority of CCRTA’s contracting dollars are expended and/or the substantial majority of contractors’ and subcontractors’ bids or quotes are received.

## CCRTA

### DBE Triennial Overall Goal and Methodology for FFY 2023-2025

In accordance with the formula below, the Base Figure is derived by dividing the number of ready, willing, and able DBE firms identified for each NAICS work category by the number of all firms identified for each corresponding work category (relative availability), then weighting the relative availability for each work category by the corresponding work category weight from Table 2 (weighted ratio) and then adding the weighted ratio figures together.

$$\text{Base Figure} = \frac{\text{Number of Ready, Willing, and Able DBEs}}{\text{Number of All Ready, Willing, and Able Firms}} \times \text{Weight} \times 100$$

⇒ For the numerator: Texas UCP DBE Database of Certified Firms

⇒ For the denominator: 2020 U.S. Census Bureau's County Business Pattern (CBP) Database

CCRTA made a concerted effort to ensure that the scope of businesses included in the numerator was as close as possible to the scope included in the denominator.

The result of the Base Figure calculation is **22.29%**, as shown in Table 3 as follows:

Table 3

NAICS CODE	NAICS TITLE	NAICS %	DBEs	ALL FIRMS	RELATIVE AVAILABILITY (DBE ÷ All Firms)	WEIGHTED RATIO (Relative Availability % x NAICS %)
236220	Bus shelter construction	28.50%	9	43	20.93%	5.97%
237310	Concrete paving	13.96%	6	10	60.00%	8.38%
238110	Concrete pouring	19.86%	9	24	37.50%	7.45%
238910	Site preparation contractors	1.47%	7	27	25.93%	0.38%
334220	Mobile communication equipment	4.10%	0	4	0.00%	0.00%
423120	Shop equipment	15.18%	0	12	0.00%	0.00%
441110	Auto/light utility truck dealers	10.64%	0	25	0.00%	0.00%
541330	Engineering services	2.10%	5	100	5.00%	0.11%
811192	Truck and bus washes	4.20%	0	21	0.00%	0.00%
					<i>Base Figure</i>	<b>22.29%</b>

#### Step 2: Adjusting the Base Figure

Upon establishing the base figure, CCRTA reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within the market area, in accordance with prescribed narrow tailoring provisions set forth under 49 CFR Part 26.45: Step 2; DBE Goal Adjustment guidelines.

Evidence considered in making an adjustment to the Base Figure included past DBE goal attainments and other evidence as follows:

**CCRTA**

**DBE Triennial Overall Goal and Methodology for FFY 2023-2025**

**A. Past DBE Goal Attainments**

As historical DBE participation attainments provide demonstrable evidence of DBE availability and capacity to perform, CCRTA considered DBEs’ past participation as a relevant factor and proceeded to calculate past DBE participation attainments for the last three federal fiscal years, for which DBE attainment data is available. The projects anticipated to be awarded during the triennial period are slightly similar to those awarded in the recent past. Every semi-annual reporting period, CCRTA awards FTA-assisted contracts that consist of varying dollar amounts, varying term periods, use of varying procurement selection methods and depending on the contract, a varying number of DBE firms ready, willing, and able to perform those type of services. These multiple factors have resulted in a range of DBE attainment rates in the given semi-annual reporting period.

Table 4 shows the demonstrated capacity of DBEs (measured by actual historical DBE participation attainment) on FTA-assisted contracts awarded by CCRTA in the last three federal fiscal years.

**Table 4**

FFY	Total Dollars	Total \$ to DBEs	Race-Conscious (RC) DBEs \$	Race-Neutral (RN) DBEs \$	RC %	RN%	Total RC+RN%*	FFY DBE Goal Attainment %
<b>2019</b> - Oct-Mar	\$586,533.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	
Apr-Sep	\$768,247.00	\$80,765.00	\$40,015.00	\$40,750.00	5.21%	5.30%	10.51%	<b>5.96%</b>
<b>2020</b> - Oct- Mar	\$247,552.00	\$40,000.00	\$0.00	\$40,000.00	0.00%	16.16%	16.16%	
Apr-Sep	\$1,407,719.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	<b>2.42%</b>
<b>2021</b> - Oct-Mar	\$1,183,193.00	\$58,128.00	\$58,109.00	\$19.00	4.91%	0.002%	4.91%	
Apr-Sep	\$687,845.00	\$91,373.00	\$71,618.00	\$19,755.00	10.41%	2.87%	13.28%	<b>8.00%</b>
<i>Median DBE Attainment within the last three FFY</i>								<b>5.96%</b>

*\*The percentage of DBE goal attainment on the FTA share from CCRTA’s Semi-Annual Uniform reports that were submitted to FTA.*

The median DBE attainment for the past three years, as shown in Table 4, is lower than the base figure derived from Step 1; therefore, an adjustment to the base figure based on CCRTA’s past DBE goal attainments has been made. The adjustment is calculated by averaging the base figure with the median DBE past attainment, as shown below:

$$\text{Adjusted Base Figure} = \frac{\text{Base Figure (22.29\%)} + \text{Median Past Attainment (5.96\%)}}{2}$$

The formula resulted in an adjustment (decrease) to the base figure from 22.29% to 14.13% rounded to **14%**.

**B. Disparity Studies**

CCRTA has not conducted any disparity studies in the past three federal fiscal years. Therefore, no disparity studies were considered.

**CCRTA**

**DBE Triennial Overall Goal and Methodology for FFY 2023-2025**

**C. Other Related Evidence**

In accordance with DOT DBE regulations, if available, CCRTA must consider evidence from related fields that affect the opportunity for DBEs to form, grow, and compete which include but not limited to: statistical data that show disparities in the ability of DBEs getting financing, bonding and insurance required to participate in CCRTA’s DBE Program; and data on employment, self-employment, education, training, and union apprenticeship programs to the extent related to the opportunities for DBEs to perform in CCRTA’s DBE Program. No such evidence of the kind described in the regulations at 49 CFR Part 26.45(d)(2) was available to consider in determining whether an adjustment to base figure is warranted.

**PROPOSED OVERALL DBE GOAL**

The final proposed overall DBE goal for federal fiscal years (FFY) 2023-2025 for Corpus Christi Regional Transportation Authority’s (CCRTA) FTA-assisted contracts is 14%.

**BREAKOUT OF ESTIMATED RACE-NEUTRAL/RACE-CONSCIOUS PARTICIPATION**

The federal regulations require CCRTA to meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Race-neutral participation includes:

- DBEs who win prime contracts through customary competitive procurement procedures;
- DBEs who are awarded subcontracts on prime contracts that do not carry a DBE goal; and
- DBEs who are awarded subcontracts in excess of the stated DBE contract goal.

To calculate the race-neutral and race conscious split of the overall goal, CCRTA examined the race-neutral attainment for the past three years to determine the maximum feasible race-neutral participation. The median was used instead of the average to exclude outliers – that is, abnormally high or low numbers. Table 5 shows that CCRTA achieved a median of 2.42% of the goal over the past three years through race neutral means. CCRTA intends to meet the maximum feasible portion of the overall goal by using a combination of race-neutral and race conscious DBE participation.

Table 5

FFY	Total Dollars	Total \$ to DBEs	DBE Goal Attainment%	Race-Conscious DBEs \$	Race-Neutral DBEs \$	Race-Conscious %	Race-Neutral %
2019	1,354,780.00	80,765.00	5.96%	40,015.00	40,750.00	2.95%	3.01%
2020	1,655,271.00	40,000.00	2.42%	0.00	40,000.00	0.00%	2.42%
2021	1,871,038.00	149,501.00	7.99%	129,727.00	19,774.00	6.93%	1.06%
<b>Median Race-Neutral Attainment</b>							<b>2.42%</b>

CCRTA anticipates meeting the overall goal of 14.13% DBE participation for FFY 2023-2025 with 2.42% race-neutral participation and 11.71% race-conscious participation calculation as follows:

Overall DBE goal for FFY 2023-2025	-	14.00%
Race-neutral DBE goal (median FFY 2019-2021)	-	<u>- 2.42%</u>
Race-conscious DBE goal	-	11.58%

## CCRTA

### DBE Triennial Overall Goal and Methodology for FFY 2023-2025

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Pursuant to the final rule requiring submission of a goal-setting methodology on a three-year cycle, CCRTA is also required to conduct an annual review to account for changes that may warrant an adjustment to the overall goal or make an adjustment based on changed circumstances (i.e. significant change in the legal standards governing the DBE program, new contracting opportunities presented by the availability of new or different grant opportunities, etc.) to ensure the goal and program as a whole are narrowly-tailored throughout the goal period.

CCRTA will monitor and adjust as needed the estimated breakout of race-neutral and race-conscious participation to reflect actual DBE participation. On a quarterly basis, CCRTA will:

- Separately track and report race-neutral and race-conscious participation
- Maintain data on DBE achievements in those contracts with or without contract goals.

### RACE-NEUTRAL METHODS

To assist in increasing race-neutral participation on its contracts, CCRTA will continue to actively seek procurement participation from DBE certified firms which includes the following but are not limited to:

- Participating in conference, seminars and community outreach activities for the purpose of informing potential contractors of CCRTA's contracting procedures and available business opportunities;
- Hosting DBE Certification and How to Do Business with CCRTA outreach events in the local market area;
- Providing and arranging for pre-bid and pre-proposal meetings to allow for networking opportunities for primes and subcontractors;
- Ensuring participants at pre-bid meetings are informed of CCRTA's DBE Program and requirements;
- Advising its contracting community of the benefits of becoming DBE certified, the eligibility requirements to become certified as a DBE, and the online directory of certified DBEs found at CCRTA's website: [www.ccrta.org](http://www.ccrta.org) & the Texas UCP website: <https://txdot.txdotcms.com/>;
- Ensuring that Invitation for Bids (IFBs), Requests for Proposals (RFPs), and all corresponding contracting requirements foster participation by DBEs and other small businesses.
- Encouraging prime contractors to subcontract portions of the work to DBEs.

### PUBLIC PARTICIPATION & FEEDBACK – Next Steps

In accordance with 49 CFR Part 26.45, CCRTA will reach out to industry stakeholders and minority group representatives to obtain feedback on the methodology and data used to calculate the overall goal and evaluate barriers for DBEs. CCRTA will publish the DBE overall goal for FFY 2023-2025 on its website for public comments.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, April 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 February 23, 2022 and March 23, 2022**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp and Transmission Parts**
- 7. Heard Update on Public Feedback, Title VI Service Equity Analysis Findings, and Service Recommendations for Pilot Routes 93 and 95**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:02 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room Corpus Christi, Texas.

**Call to Order & Roll Call**

Committee Chair, Eloy Salazar, called the meeting to order at 9:02 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

Committee Chair, Eloy Salazar, Beatriz Charo and Anna Jimenez.

**Board Members Absent**

Armando Gonzalez & Matt Woolbright

**Staff Present**

David Chapa, Angelina Gaitan, Derrick Majchszak, 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

**DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.**

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](http://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 Operations & Capital Projects Committee Meeting Minutes of February 23, 2022 and March 23, 2022**

**DIRECTOR ANNA JIMENEZ, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF FEBRUARY 23, 2022 AND MARCH 23, 2022. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, AND JIMENEZ VOTING IN FAVOR. ABSENT GONZALEZ AND WOOLBRIGHT.**

### **Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission Parts**

Mr. Derrick Majchszak stated the Board Priority for this item is Public Image and Transparency. For the background he stated that there are about 1,900 unique replacement parts that include instrumentation, vehicle body, drive train, electrical, engine/motor systems, accessories and many more. He stated the replacement parts all have to be OEM or approved equal and have contract agreements to help to achieve volume discounts and firm pricing. He stated for this particular procurement there are



multiple contracts for defined categories such as: battery, air conditioning, brake system, body, chassis, cooling system, electrical, suspension, wheelchair ramp, and transmission parts. The current contracts expire May of 2022 and this IFB will be awarded solely on the base year, waiving the option years, because some vendors did not bid on both the base year and the option year, therefore, to keep everything equal, management is asking for approval for the base year only. Mr. Majchszak stated there is no DBE requirement and the total expenditures are determined by actual usage. Funding historically includes combined resources from the Federal Preventative Maintenance (5307) and local funds. He says the funds are allocated in the board-approved annual operating budgets and the estimated one-year project cost is \$648,914.26. He displayed a breakdown of the awardees and the amounts. He pointed out that Gillig has a bulk of the parts and asked if anyone had any questions. Committee Chair Salazar asked for more explanation in relation to Gillig, pointing out that the Gillig items total over \$400,000, and Gillig is a specialty vendor and the reason why those items do not get bid out. Mr. Majchszak stated that part of the big manufacturer system is that there are some parts that they make specifically for their vehicles. He continues that New Flyer and Gillig have bought up a lot of the part supply chains, so there are a lot of other manufacturers who are part of their business now and they may own somebody else that sells the brake parts and they can buy bulk too. Committee Chair Salazar remarked that it's not like going to the auto parts store and buying brake pads or something similar, but that it is very specialized, because Gillig is the manufacturer. Mr. Majchszak confirmed. Committee Chair Salazar stated he just wanted to discuss for clarification so that if this item gets looked at and the public wants to know why there were no bids, that it is because these are very specialized parts with the buses. Mr. Majchszak confirmed and added that the vendors are able to buy such large quantity that it's easier for them to offer lower pricing on some of the parts as well, since they ship all over the United States.

**DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD MULTIPLE CONTRACTS FOR BUS PARTS SUPPLY CONTRACTS TO THE FOLLOWING VENDORS: C.C. FREIGHTLINER, C.C. BATTERY, CD STARTER SERVICE, LLC., GILLIG, KIRK'S AUTOMOTIVE, MOHAWK MFG, MUNCIE, RELIABLE TRANSMISSIONS, TRANSIT COOLING, AND NEOPART TRANSIT FOR BUS PARTS SUPPLY: BATTERY, AIR CONDITIONING, BRAKE SYSTEM, BODY, CHASSIS, COOLING SYSTEM, ELECTRICAL, SUSPENSION, WHEELCHAIR RAMP AND TRANSMISSION PARTS. DIRECTOR ANNA JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO, AND JIMENEZ VOTING IN FAVOR. ABSENT GONZALEZ AND WOOLBRIGHT.**



## **Update on Public Feedback, Title VI Service Equity Analysis Findings, and Service Recommendations for Pilot Routes 93 and 95**

Mr. Derrick Majchszak stated that the Board Priority for this is Public Image and Transparency. He provided background information stating that the Federal Transit Administration (FTA) defines a Pilot service as a temporary demonstration project. If a temporary service addition or change lasts longer than twelve months, FTA considers the service to be permanent and the grantee must conduct a Title VI service equity analysis. Mr. Majchszak states that public hearings are required due to major service changes. He then talks about the Pilot Route 93 stating it began in August of 2019. The route replaced the Route 63 “The Wave” service. Route 93 serves Texas A&M University – Corpus Christi and the Flour Bluff Area. Next, he discussed Pilot Route 95 Port Aransas Express stating it began in May of 2019. This route serves Port Aransas, Ingleside, Aransas Pass areas and has priority boarding on Ferry Vessels. Staff has been fine-tuning adjustments to routing and schedules made to meet rider needs. He displayed a map of the Pilot Route 93 Flex Service along with the service schedule. There is no service on Sunday. He discussed the Pilot Route 93 Flex Service Performance Metrics, stating the passenger levels per hour did meet the service standard. Next, Mr. Majchszak displayed the map of the Pilot Route 95 Port Aransas Express Service along with the service schedule stating it has a seasonal service. The passengers per hours levels did meet service standard requirements based on Pre-COVID-19 period. He displayed the service performance on comparable bus routes. He displayed and discussed a Pilot Route 93 and 95 Flex Title VI Service Equity Analysis that Mr. Gordon Robinson produced. He noted that the Upcoming Public Hearing has been posted since March 1<sup>st</sup> and discussed which locations the public outreach was held at. He showed some of the questions that had responses. He states they continue to gather information. He discussed the next steps would be to conduct the public hearing at the May 11<sup>th</sup> Board of Directors Meeting to request approval of the permanent status of Pilot Route 93 Flex and Pilot Route 95 Port Aransas Express, to continue operating Route 93 Flex service year-round and operate Route 95 Port Aransas Express service May 27<sup>th</sup>-October 2, 2022. Director Allison asked if Route 95 had a stop in Portland or Gregory at one point. Mr. Majchszak stated that no, there are stops in Aransas Pass and Ingleside.

### **Heard Committee Chair Report**

Mr. Eloy Salazar stated one of the biggest items coming up in operations is the purchasing of buses and that recently the Board Chair, a Board Member and some of the staff were able to look at electric buses in California and suggested it would be a good idea for other Board Members to get a first-hand look and gain knowledge on the buses as well for such a large purchase. Mr. Cruz-Aedo stated that the staff is working on some opportunities throughout the year so that everyone can be provided on more information on the process and how it works.

### **Adjournment**

Adjourned at 9:22 a.m.

Reviewed by: Stephanie Alvarez

Submitted by: Marisa Montiel



**Subject:** Award a Contract to Creative Bus Sales for Low or No Emission Vehicles.

### **Background**

The Federal Transit Administration released a Notice of Funding Opportunity on March 7, 2022, announcing the opportunity to apply for \$1.1 billion in FY 2022 funds for the Low or No Emission Vehicle Program – 5339(c). The Low or No Emission Vehicle Program was developed to help modernize bus fleets and bus facilities across the country. The 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

### **Identified Need**

FTA recognizes the need for increasing grant funds to help modernize bus fleets and facilities across the country, which will support good-paying jobs and help reduce carbon emissions, leading to cleaner air, healthier communities, and better transportation.

The grant funds would be used for the transition of CCRTA's fleet to the lowest polluting and most energy efficient transit vehicles and supporting infrastructure. Grant application will be prepared with assistance and information garnered from the Center for Transportation and the Environmental (CTE) transition feasibility study.

The FTA is striving to speed up the deployment process for electric buses and is allowing for agencies to pre-select their teams before the grant submittal process, in an effort to move things along more quickly

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.

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 (3) of the following:

1. Low or no emission heavy-duty buses
2. Low or no emission cutaway style vehicles of the light-duty and medium duty variety
3. Necessary equipment to support these low or no emission vehicles

### **Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

**Financial Impact**

There were three (3) proposals submitted, and they were from Creative Bus Sales, Gillig, and Nova bus. Creative Bus Sales was the only proposer that could meet all of the requirements.

At this time there is no financial impact. Should CCRTA be awarded 5339(c) and/or 5339(b) funds, staff will request action from the Board to purchase zero-emission vehicles and support equipment. The quantity of vehicles and equipment will be partially determined by the amount of funds awarded by the FTA.

**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 award a contract to Creative Bus Sales for Low or No Emission Vehicles.

Respectfully Submitted,

Submitted by:       Derrick Majchszak  
                              Managing Director of Operations

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



**Subject:** Award a Contract to Arguindegui Oil Company for Lubricant & Fluid Supply.

### **Background**

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outlined by OEM specifications. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

### **Identified Need**

The previous Lubricant & Fluid Supply contracts were structured with three-year base contracts and two one-year options following Board approval. The Board had 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.

Contract will be structured as a one-year base with two one-year options. All proposals must meet or exceed manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard for units built after 2016 and 2018)

### **Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

### **Financial Impact**

Total expenditures will be determined by actual usage. The projected cost of the one-year base contract is \$66,795.38. Funds are accounted for in the FY2021 and future Board approved annual operating budgets.

Transmission fluid was removed from this contract due to volatility in pricing.

		ARGUINDEGUI OIL COMPANY				KAPALUA MARINE FUELS & LUBES					
TYPE OF LUBRICANT/FLUID	EST. ANNUAL USAGE (GAL.)	PRICE PER GALLON	ONE YEAR BASE COST	OPTION YEAR ONE	OPTION YEAR TWO	PRICE PER GALLON	ONE YEAR BASE COST	OPTION YEAR ONE	OPTION YEAR TWO		
DIESEL ENGINE OIL/HYDRAULIC	667	\$ 15.54	\$ 10,365.18	\$12,438.22	\$ 15,547.77	\$ 15.45	\$ 10,305.15	\$12,366.18	\$ 15,334.06		
NATURAL GAS ENGINE OIL	1400	\$ 22.64	\$ 31,696.00	\$38,035.20	\$ 47,544.00	\$ 30.73	\$ 43,022.00	\$51,626.40	\$ 64,016.74		
ENGINE COOLANT	880	\$ 5.99	\$ 5,271.20	\$ 6,325.44	\$ 7,906.80	\$ 12.07	\$ 10,621.60	\$12,745.92	\$ 15,804.94		
FRONT WHEEL BEARING GREASE	1550	\$ 5.22	\$ 8,091.00	\$ 9,709.20	\$ 12,136.50	\$ 5.65	\$ 8,757.50	\$10,509.00	\$ 13,031.16		
DIFFERENTIAL/REAR AXLE FLUID	400	\$ 28.43	\$ 11,372.00	\$13,646.40	\$ 17,058.00	\$ 18.03	\$ 7,212.00	\$ 8,654.40	\$ 10,731.46		
		ONE YEAR BASE TOTAL:	\$ 66,795.38			ONE YEAR BASE TOTAL:	\$ 79,918.25				
		OPTION YEAR (1) PERCENTAGE:	20%	\$80,154.46		OPTION YEAR (1) PERCENTAGE:	20%	\$95,901.90			
		OPTION YEAR (2) PERCENTAGE:	25%		\$100,193.07	OPTION YEAR (2) PERCENTAGE:	24%		\$118,918.36		
THREE YEAR TOTAL					\$247,142.91	THREE YEAR TOTAL					\$294,738.51

**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 a contract to Arguindegui Oil Company for Lubricant & Fluid Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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