



# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, April 6, 2022

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center – 2<sup>ND</sup> Floor Boardroom, 602 North Staples St., Corpus Christi, TX

### BOARD OF DIRECTORS OFFICERS

Dan Leyendecker, Chair  
 TBD, Vice Chair  
 Lynn Allison, Board Secretary

### BOARD OF DIRECTORS MEMBERS

<u>Administration &amp; Finance</u> Patricia Dominguez (Chair) Lynn Allison Eloy Salazar Philip Skrobarczyk	<u>Operations &amp; Capital Projects</u> Anna Jimenez (Chair) Gabi Canales Matt Woolbright Beatriz Charo Armando Gonzalez
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	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	D. Leyendecker	1 min.	-----
2.	<b>Roll Call</b>	M. Montiel	2 min.	-----
3.	<b>Safety Briefing</b>	M. Rendón	5 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	D. Leyendecker	2 min.	-----
5.	<b>Opportunity for Public Comment</b> 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
	<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and <b>MUST</b> be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>			
6.	<b>Administer</b> the Oath of Office to Nueces County Appointee, Aaron Munoz	D. Leyendecker/ John Bell	10 min.	-----
7.	<b>Discussion and Possible Action</b> to Adopt a Resolution Establishing a Rural and Small Cities Transit Committee	D. Leyendecker	3 min.	<b>Page 1</b>
8.	<b>Announcement</b> of Committee Chairs and Appointments by the Board Chair and <b>Action</b> to Confirm Committee Chairs and Appointments	D. Leyendecker	4 min.	<b>Page 2-3</b> Attachment A
9.	<b>Action</b> to Elect Vice Chair of the Board	D. Leyendecker	4 min.	<b>Page 4</b>

## AGENDA MEETING NOTICE

10.	<b>Discussion and Possible Action</b> to Approve Board of Directors Meeting Minutes: a) Board of Director Meeting Minutes of March 2, 2022 b) Board of Director Meeting Minutes of September 4, 2021	D. Leyendecker	3 min.	<b>Pages 5-19</b>
11.	<b>Committee Chair Reports</b> a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
12.	<b>Update</b> on RCAT Committee Activities	S. Montez	5 min.	<i>PPT</i>
13.	<b>Action</b> to Confirm Three (3) Reappointments to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term	S. Montez	5 min.	<b>Page 20</b>
14.	<b>Update</b> – Del Mar College Bus Stops	S. Montez	5 min.	<i>PPT</i>
15.	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
			5 min.	<b>Pages 20-22</b>
	<ul style="list-style-type: none"> <li>a) <b>Action</b> to Reschedule the May Board of Directors Meeting from May 4, 2022 to May 11, 2022 (pg. 20)</li> <li>b) <b>Action</b> to Issue a Request for Proposals for Security Camera Systems (pg. 21)</li> <li>c) <b>Action</b> to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2022-2023 (pg. 22)</li> </ul>			
16.	<b>CCRTA's Response to COVID-19</b>	J. Cruz-Aedo	5 min.	<i>PPT</i>
17.	<b>Presentation</b> of Texas Transit Association Awards. a) 2021 TTA Outstanding Metropolitan System – CCRTA b) TTA Special Recognition to Mr. Jorge Cruz-Aedo	J. Cruz-Aedo Mario Delgado, TTA Board Secretary & Treasurer	5 min.	-----
18.	<b>Presentation</b> CCRTA's TTA 2023 Conference Announcement	J. Cruz-Aedo	3 min.	<i>Video</i>
19.	<b>Discussion and Possible Action</b> to Approve Marketing Design for the Long Range System Plan	R. Patrick	3 min.	<i>PPT</i>
20.	<b>Discussion and Possible Action</b> to Award a Contract to Silsbee Ford, Inc. for Four Transportation Support Vehicles	D. Majchszak	3 min.	<b>Pages 24</b> <i>PPT</i>
21.	<b>Discussion and Possible Action</b> to a Adopt a Resolution to Support Low or No Emission Grant 5339(c) and Grant for Buses and Bus Facilities 5339(b) Consolidated FY2022 Funding Opportunity	D. Majchszak	3 min.	<b>Pages 25-26</b> <i>PPT</i>

# AGENDA MEETING NOTICE

<b>22.</b>	<b>Presentations:</b> a) February 2022 Financial Report b) April Procurement Update c) December 2021 Safety & Security Report d) February 2022 Operations Report	R. Saldaña R. Saldaña M. Rendón  D. Majchszak	4 min. 4 min. 4 min.  4 min.	<b>Pages 27-39 PPT</b>    <b>Pages 40-49 PPT</b>
<b>23.</b>	<b>CEO Report</b>	J. Cruz-Aedo	10 min.	<i>PPT</i>
<b>24.</b>	<b>Board Chair Report</b>	D. Leyendecker	10 min.	-----
<b>25.</b>	<b>Adjournment</b>	D. Leyendecker	1 min.	-----

**Total Estimated Time: 2 hour 6 mins.**

On **Friday, April 1, 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. Secondarily, 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.



**Subject:** Adopt a Resolution Establishing a Rural and Small Cities Transit Committee

## **Background**

There are two current standing committees, Administration & Finance, and Operations & Capital Projects. The Board Chair has requested the creation of a new committee, Rural and Small Cities Transit Committee.

- The Rural and Small Cities Transit Committee will discuss the rural and small cities service areas.
- The Rural and Small Cities Transit Committee will advise and assist staff on funding opportunities for enhancing rural and small cities' transportation needs.

The committee will meet quarterly as needed to have discussion on CCRTA rural and small cities service areas. The Rural and Small Cities Transit Committee will be more formal and allow staff to engage in more meaningful dialogue to target the message and results towards the benefit of the committee purpose.

## **Recommendation**

The Board Chair recommends the Board of Directors Adopt a Resolution Establishing a Rural and Small Cities Transit Committee

Respectfully Submitted,

Reviewed by: Marisa Montiel  
Assistant Secretary to the Board

Approved by: s /s Dan Leyendecker  
Dan Leyendecker  
Board Chair



**Subject:** Announcement of CCRTA Committee Appointments by the Board Chair and Action to Confirm Committee Appointments

**Background**

The Authority has two standing Committees; the Administration & Finance Committee and the Operations & Capital Projects Committee. These committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority. There is one newly proposed committee, Rural and Small Cities Transit Committee, pending the establishment of the committee during the April 6, 2022 Board Meeting, the committee meetings are scheduled to meet quarterly as needed to discuss and review in detail matters concerning the Authority.

**Identified Need**

Section 3.07 of the Bylaws states that “The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees.”

**Recommendation**

The Board Chair will recommend Board Members, with the respective chairs, to participate in the designated Committees as shown on the attached.

Respectfully Submitted,

Submitted by: s /s Dan Leyendecker  
Dan Leyendecker  
Board Chair

## 2022 CCRTA COMMITTEE APPOINTMENTS

### **Administration & Finance Committee**

Gabi Canales - Committee Chair  
Lynn Allison  
Patricia B. Dominguez  
Aaron Munoz  
Philip Skrobarczyk

### **Operations & Capital Projects Committee**

Eloy Salazar – Committee Chair  
Beatriz Charo  
Armando Gonzalez  
Anna Jimenez  
Matt Woolbright

### **Rural and Small Cities Transit Committee**

Patricia B. Dominguez – Committee Chair  
Beatriz Charo  
Armando Gonzalez



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors' Memo

April 6, 2022

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**Subject: Election of Vice Chair to the Board**

**Background**

During the January 5, 2022 the Election of Vice Chair to the Board was tabled. The Election of Vice Chair will be held at the April 6, 2022 Board of Directors Meeting.

The election process, as outlined in the RTA Board Bylaws, is cited below:

*Article III - Officers*

*Section 3.01. The officers of the Authority shall be chosen by the Board of Directors. The Chair shall be selected by the vote of a majority of the Board and shall serve for a term of two years as provided by State law. The Board of Directors shall, by the majority vote of all members, choose from its membership a Vice Chair and a Secretary. The Board of Directors may also chose any number of Assistant Secretaries who may or may not be members of the Board of Directors. Any two or more offices may be held by the same person, except the offices of Chair and Secretary. [Sec. 451.520]*

*Section 3.02. The Board of Directors shall choose the Vice Chair, Secretary and any Assistant Secretaries at the January Board in even-numbered years.*

*Section 3.03. The officers of the Authority chosen pursuant to Section 3.02 shall serve for two-year terms until their successors are chosen and qualify in their stead.*

**Identified Need**

Election at April 6, 2022 Board will be in compliance with the Board Bylaws revised on October 9, 2013.

**Committee Review**

This item does not require Committee review.

Respectfully Submitted,

Submitted by:

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Jorge Cruz-Aedo,  
Chief Executive Office

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, March 2, 2022**

**Summary of Actions**

1. Pledge of Allegiance
2. Roll Call
3. Heard Safety Briefing
4. Receipt of Conflict of Interest Affidavits – None Received
5. Provided Opportunity for Public Comment
6. Approved Board of Directors meeting minutes of February 2, 2022
7. Heard Update on RCAT Committee Activities
8. Heard Committee Chair Reports
  - a) Administration & Finance
  - b) Operations & Capital Projects
9. Heard Consent Items
  - a) Action to Execute Second and Final Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment
  - b) Action to Adopt the New Fare Policy
  - c) Action to Award a Contract for Bus Stop Maintenance Services
  - d) Action to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply
  - e) Action to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services
  - f) Action to Issue a Contract Modification for an Assignment of a Contract and Name Change from WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool
  - g) Action to Exercise the First Option Year with Hanson Professional Services, Inc., for General Engineering Service
  - h) Action to Exercise the Two-Year Option with Clean Energy for Compressed Natural Gas (CNG) Maintenance Services
  - i) Action to Issue an Invitation for Bids (IFB) for Del Mar College Bus Stops
  - j) Action to Issue and Invitation for Bids (IFB) for Construction of Port Ayers Transfer Station
10. Heard CCRTA's Response to COVID-19
11. Tabled Presentation of two TTA Awards
  - a) 2021 TTA Outstanding Metropolitan System – CCRTA
  - b) TTA Special Re
12. Tabled Presentation CCRTA's TTA 2023 Conference Announcement
13. Heard Presentations –
  - a) 4<sup>th</sup> Quarter DB Plan and DC Plan Update
    1. RTA Defined Benefit Plan & Trust
    2. RTA Employees Defined Contribution Plan & Trust
  - b) January 2022 Financial Report
  - c) February Procurement Update
  - d) January 2022 Operations Report
14. Heard CEO Report
15. Heard Chairman's Report
16. 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**

Dan Leyendecker, Board Chair, called the meeting to order at 8:30 a.m., and asked Mr. Armando Gonzalez, Board Director, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted that a quorum was present.

**Board Members Present** Dan Leyendecker, Lynn Allison, Gabi Canales, Beatriz Charo, Patricia Dominguez, Armando Gonzalez, Anna Jimenez, Eloy Salazar, Philip Skrobarczyk and Matt Woolbright.

**Board Members Absent** None

**Staff Present** David Chapa, Derrick Majchszak, Sharon Montez, Robert Saldaña, Angelina Gaitan, John Esparza and Marisa Montiel. CCRTA Bus Operators, Olga Julillette, Myra Garcia and Frank Campbell.

**Public Present** MV Transportation: Ben Schmidt & Mark Collins. Tameka Weathers. Jon Brooks, Attorney. TWU representatives: Sean Doyle & Jose Cruz Torres. Eme Torlai, Clean Energy.

**Safety Briefing**

Mr. John Esparza, CCRTA Safety and Security Administrator, presented the safety briefing to the Board and audience. He noted that if there is an emergency and everyone needs to exit quickly, the public will exit the Boardroom through the door to his right and the Board of Directors will exit through the kitchen. Everyone will report to the clock tower adjacent to the transfer station. He noted that Ms. Marisa Montiel will account for all of the Board Members and he will be the one last out, ensuring everyone has exited. He asked that all remember to not return back to the building unless all-clear is given. Also, to not use the elevator. If there is a shelter-in-place, everyone will shelter in the West side stairwell.

**Receipt of Conflict of Interest Affidavits**

None received online or in-person.

**Opportunity for Public Comment**

Public Comment has been made available online to the Public on the CCRTA website at the following link: <https://www.ccrta.org/news-opportunities/agendas/>.

None received in-person. Chairman Leyendecker reminded the audience that the Board is not allowed to respond to public comment and each comment is limited to three minutes. Ms. Montiel noted that none were received online and there were some signed up in person.

The first speaker was Mr. Jon Brooks an Attorney and Representative for TWU. Mr. Books opened up stating he is an attorney who represents the Transport Workers Union of America, which is a Union that was contacted by CCRTA employees beginning in 2019 and throughout. He stated they were contacted in regards in request to represent them before management of the CCRTA with respect to working hours, wages, safety issues and general conditions of employment. He stated over 82% of employees who are either mechanics, maintenance or bus operators signed cards asking the TWU to be their representatives to management. He stated a letter was sent to the Board on or about February 4<sup>th</sup>, 2022 explaining the history of their negotiations with management to become recognized as the representatives of CCRTA employees. He stated the response from management has been to simply not agree to work with us. He noted he is asking the Board to pass a resolution that will acknowledge that the TWU as representatives of these employees. Under state law, he noted they are not allowed to have a collective bargaining agreement with the CCRTA because the CCRTA is a political subdivision and they understand that but Texas law does recognize the right of public sector employees to be represented by a union and specifically the Texas Government Code Section 617.005 provides that. Despite not being able to have a collective bargaining agreement, the public sector employees are entitled to organize and be represented by a union in respect to working hours, conditions of employment and wages. Next, he discussed the Federal Law, he noted the 13C Arrangement allows public sector employees to be represented by union recognized by Department of Labor with respect to certain contracts that are federally funded. Mr. Brooks mentioned there are multiple mechanisms State/Federal Law that allows public sector employees like bus operators and mechanics to be represented by a union. Lastly, he stated that the Board will hear from Sean Doyle and Jose Cruz who are both with the TWU and they represent over 150,000 employees all over the country. He stated they have good working relationships with management with respect to all of the entities who they work with, most of them are public sector employers. He closed with stating in Texas, the Houston Metro, has TWU on site to represent bus operators and mechanics and they have the same with the Waco Transit system, the Waco Transit System is also represented by TWU.

The next public speaker was CCRTA Employee, Ms. Olga Juilette. She stated she is a Bus Operator at CCRTA and has been for 22 years. She notes that she speaks on behalf of her fellow bus operators and maintenance co-workers to ask for the Boards assistance in granting the Transport Workers Union of America, AFLCIO, full recognition as their Labor Union at the Transit Authority. She states this recognition is out lied under Texas Labor Law and is being requested at this time after having attempted to enter a collaborative dialogue with upper management and states it has been denied by CCRTA CEO, Cruz-Aedo. She states she appreciates the recognition as an essential worker by the citizens of the city, however, working conditions at CCRTA are having a significant negative impact on her quality of life both on and off the job. She states the working conditions continue to deteriorate at CCRTA and her attempts to improve these conditions with upper management have been ignored or granted but not implemented. She mentions the scheduling rules are not conducive with a work-life balance. She noted the ultimate impact is on the tenured employees who want to continue to work for CCRTA.

Ms. Juilette emphasizes the ultimate goal is to collaborate with leadership, fight together for every dime of federal and state funding, establish clear and concise work rules that eliminates favoritism, establishes uniform safety practices and provides locally chosen workers to speak on behalf of all CCRTA workers. In closing, she asked the Board to recognize the Transport Workers Union of America, AFLCIO, as her union representative. She offered if there are any questions or clarification needed on the issues discussed, she and the other community members are willing to answer the inquiries.

The next public speaker was CCRTA Employee, Ms. Myra Garcia. She stated she has been with the RTA for seven and a half years. Ms. Garcia noted she was going to speak on behalf of TWU. She stated that RTA employees are essential employees, especially the bus operators, mechanics and custodians. She mentions she would like recognition from the RTA and the Board Members. Ms. Garcia mentions she would like for TWU to be brought onto RTA. She stated she believes it will be beneficial to have happy and hard working employees to have a voice. She closed with emphasizing how important this is for a lot of employees.

A TWU International employee, Mr. Jose Cruz Torres gave the next public comment. He opened with stating he is a Transport Workers Union representative. He mentioned he would be one of the local TWU representatives. He states that the first thing the TWU would do is have an election with the members and they would elect their own leadership. He describes his job would be to make sure that they follow the Department of Labor guidelines and standards. He states the TWU would also ensure members held meetings, are transparent with their finances to the membership and run the business smoothly. Mr. Cruz Torrez mentioned the main objective is to build a harmonious relationship with management, like the one in Houston Metro. He stated they have a good working relationship with Metro and during the pandemic the TWU collaborated with Metro to obtain data that was needed for the stimulus aid bill. Also, the Houston agreement is respected from all positions of the agency. He states the agreement actually helps with the morale of the workers and any issues that arise get resolved at the lowest level so management may do their jobs. He mentions that he understands that there was an issue with a prior union but the TWU does not run in a similar fashion. He states the TWU follows through and ensures the agency is following the Department of Labor.

Mr. Sean Doyle, TWU International Representative gave the last public comment. He opened with stating he is the Assistant Director Organizer for the Transport Workers Union of America, AFLCIO. He noted their objective is to gain the Boards attention of the CCRTA workers efforts to bring union representation for the mechanics and bus operators at CCRTA. He stated the TWU does not make cold calls to workers to join the union. He mentioned the CCRTA workers reached out to to the TWU for assistance in late 2019. Mr. Doyle states that local union leaders who were also employees at CCRTA, are no longer employed by the Transit Authority and are not a part of this organizing effort. Next, he addressed his concerns about comments made by CEO, Cruz-Aedo, in regards to a prior union's history. Mr. Doyle emphasizes how not all

unions are the same. He states that TWUs internal checks and balances, protocols and oversight procedures are very strict. He mentions that the TWU international representatives are ultimately responsible for the adherence to their published constitution, local bylaws and all financial obligations to its membership. He mentions that the RTA workers have shown to be real heroes of this pandemic. He states that the community recognizes essential employees for the hardship that they go through and points out the CCRTA leadership team has worked from home twice after the recent Omicron outbreak. He stated that the employees have been subject to staffing shortages that have resulted in ongoing mandatory overtime, everchanging schedule and work rules which including drivers being forced to drive up to 16 hours without a dedicated break. He states these circumstances impact their quality of work life and their commitments to their families. He emphasizes that these issues and other worker concerns including workplace safety, no representation and disciplinary actions are critical to the retention and attraction to those who work for CCRTA. He closed with stating that the RTA workers have earned and deserved the right to have union representation at CCRTA. The TWU recognizes Texas State Law concerning public sector employees' rights that limit their collective bargaining. The goal of TWU is to meet and confer with senior leadership at CCRTA and to reach a mutual agreement that allows these workers to collectively represent their colleagues without fear of reprisal from management. Mr. Doyle held up cards said to be signed by RTA employees that wish to be represented by TWU. He offered his availability to those who would like to have a further discussion. Chairman Leyendecker asked Mr. Doyle to clarify what TWU stands for. Mr. Doyle responded, Transport Workers Union of America.

Ms. Montiel stated Mr. Frank Campbell, CCRTA employee had also signed up for public comment. Mr. Campbell chose not to address the Board.

### **Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of February 2, 2022**

Director Canales requested a correction to page nine of the minutes stating she made the motion, not Director Dominguez. Chairman Leyendecker requested that the record note the correction.

**DIRECTOR PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 2, 2022. DIRECTOR ANNA JIMENEZ SECONDED THE MOTION. ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Update on RCAT Committee Activities**

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item. She stated the RCAT meeting was held on February 17, 2022 and she covered the items that were presented to the Board at the February 2<sup>nd</sup> meeting. She discussed with RCAT the Professional Services Agreement for Zero Emission Fleet Feasibility Assessments and Transition Plan

with the Center for Transportation and the Environment (CTE), the Awarded Contract to Evergreen Lawn Services for Bus Stop Maintenance Services and the Awarded Contract for Shelter Amenities to Tolar Manufacturing Company, Inc. She also presented the B-Line Report for December 2021. She stated there was a 46.33% increase in ridership from the month of December 2020 compared to December 2021. She displayed the B-Line Service Performance Metrics and the four-month averages. She gave the dates of the upcoming RCAT Meetings. The next meeting will be held March 17, 2022.

### **Committee Chair Reports**

There was nothing to report from the Administration & Finance Committee or the Operations & Capital Projects Committee Chairs.

### **Consent Items**

- a) Action to Execute Second and Final Option Year with Minnesota Life Insurance and Accidental Death and Dismemberment
- b) Action to Execute the Federal Transit Administration's Fiscal Year 2022
- c) Action to Adopt the New Fare Policy
- d) Action to Issue and Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply
- e) Action to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services
- f) Action to Issue a Contract Modification for an Assignment of a Contract and Name Change from WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool

**DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE CONSENT ITEMS A) THROUGH F). DIRECTOR GABI CANALES SECONDED THE MOTION. ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **CCRTA Response to COVID-19**

Ms. Sharon Montez reported the item. She stated that Executive Leadership continues their processes and protocols. The tele-work adjusted schedule for Administrative employees concluded on March 2<sup>nd</sup>. Employees continue to wear masks and complete daily health checks and temperature screenings. Since July of 2020 the RTA has had 88 cases. RTA's contractor, MV, has had 38 cases. She notes that masks remain required throughout the network. To date, CCRTA has purchased more than \$1.048 Million in PPE and has provided almost 700,000 masks to the community. There was a Vaccine clinic held at the Bear Lane Facility on February 17<sup>th</sup>.

### **Presentation of Two TTA Awards**

Chairman Leyendecker asked to table this item until the next meeting.

### **Presentation CCRTA's TTA 2023 Conference Announcement**

Chairman Leyendecker asked to table this item until the next meeting.

**DIRECTOR ELOY SALAZAR MADE A MOTION TO TABLE THE PRESENTATION OF TWO TTA AWARDS AND THE PRESENTATION CCRTA'S TTA 2023 CONFERENCE ANNOUNCEMENT. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Presentations**

#### **a) 4<sup>th</sup> Quarter DB Plan and DC Plan Update**

1. RTA Defined Benefit Plan and Trust - Mr. Robert Saldaña introduced Wells Fargo Institutional Retirements representatives Lisa Keckler, Senior Relationship Manager and Christopher Koeller, Portfolio Strategist for the item presentation. Ms. Keckler gave an update on the Migration Project. She stated there was successful migration of the CCRTA's Authority Retirement plans from Wells Fargo to Principal. The DC plan assets and administration services were transferred on April 20, 2021 and the DB plan assets were transferred on February 22, 2022. Mr. Oldani, Managing Director with Wells Fargo introduced himself and stated he was happy to work with the RTA. Mr. Koeller pointed out the funding level of the plan is 106.31% with assets of \$51,096,162 and Liabilities of \$48,063,415 as of December 31, 2021. He stated the ending market value for December 31, 2021 was \$51,131,030. Director Woolbright asked in regards to the funding value of 106.31%, if there is an equity decline of 10-15%, if the funding levels could still be in the high 90's funding levels. Mr. Koeller concurred. Next, Mr. Koeller displayed the Asset Allocation Chart, pointing out the equities accounted for 55.5%, fixed income was 37.5%, real assets and alternatives was 5.2% and cash & cash equivalents were 1.8%. He then displayed the investment policy summary discussing the Target Allocation vs. Actual Allocation. The comparative performance was discussed next. The YTD allocation for returns is 11.66% vs the benchmark of 11.42%. He displayed the comparative performance from years 2020-2011, noting there was tremendous growth within the past three years. Director Woolbright asked if there was a single slide that displays the asset allocation across different asset classes. Mr. Koeller replied yes and displayed and discussed the Investment Policy Summary and the Asset Allocation. Director Woolbright appreciated his response in explaining how diversified the bond portfolio was.
2. RTA Employees Defined Contribution Plan and Trust – Mr. Koeller discussed and displayed the RTA Employees Defined Contribution Plan (3)26183 slide. He showed the breakdown of the beginning, 55.30%, and end, 55.43% of the 2021 contribution plan. He asked if anyone wanted additional details or had questions on the Defined Contribution Plan and there were none.

**b) January 2022 Financial Report**

Mr. Robert Saldaña presented the January financials and noted that the item lines up with the Board Priority of Public Transparency. He presented the highlights for the month stating the Bus Advertising was 126.44% of baseline, Departmental Operating Expenses were 86.93% of baseline and Operating Expenses were 86.44% of baseline. He then displayed the January 2022 Income Statement Snapshot. Total revenues come in at \$3,081,687 and total expenses were \$3,282,956. He stated typically January is the lowest sales tax month. He displayed the revenue categories and noted that all but two categories were above 100.00% actual to baseline. Next, he discussed where the money went. Purchase Transportation was about \$660,858, and 23%. Miscellaneous is about \$17,719 or 1%. Others, a mixture of supplies to keep the buses running is about \$209,482 and almost \$13,611 of COVID supplies for the month. Salaries were 39% and benefits 15%. Services were about 12%, and utilities about 2%. Expenses come in about \$2,892,637. This came in \$435,086 under the baseline to budget. Next, he discussed the Fare Recovery Ratio which was 2.16% for the month ending January 31, 2022. Director Woolbright asked if COVID dollars are being factored into the Fare Recovery Ratio. Mr. Saldaña responded it is not a part of the revenue. Director Woolbright asked further if any of the Federal Grants apart of the Stimulus Package were included. Mr. Saldaña responded that it is the amount of the revenue from the passenger services that comes in and a percentage of it pays for the operating expenses. Director Woolbright asked if any of the COVID Grants were offsetting some of the operating expenses. Mr. Saldaña responded that it would go up a little bit if the approximate Million spent on PPE was taken out. He provided a December 2021 Sales Tax Update. The Sales Tax was \$3,796,568 vs \$3,355,470. Director Canales asked how the deficit is made up throughout the year. Mr. Saldaña responded that typically sales tax goes up throughout the year and the expenses will level out, at that point in time there is a positive cash flow. Chairman Leyendecker pointed out that sales tax is in arrears. Mr. Saldaña confirmed that for example in January, the RTA receives December sales tax. Director Allison asked in regards to bus advertising, if it includes the bench advertising. Mr. Saldaña responded that the bus advertising includes the benches, the bus advertising. Director Allison if the increase was due to campaign season through the rest of the year. Mr. Saldaña responded that it was 126% due to a contract in place that says there is a certain amount of dollars or a certain percent and the dollars are more than the percentage.

**c) March Procurement Update**

Mr. Robert Saldaña noted this item aligns with the Public Image and Transparency priority. He discussed the current procurements, Lubricant and Fluid Supply is a a one-year contract with two, one-year options for about \$114,000 for the year. Four (4) Transportation Support Vehicles is a firm-fixed supply one-time purchase with an estimated cost of \$211,992. The Purchase, Restoration and Repurposing of the Kleberg Bank Building with a term contract of six months. Next for the three-month outlook for the board, the CNG Fueling Station Maintenance Services, the RTA is looking to approve the two-year option, with an estimated cost of \$659,939.

General Architectural and Engineering Service is looking to approve the first option year by about \$150,000. The Bus Brake System Parts is looking to approve a one-year base contract with an estimated cost of \$145,000. For the three-month outlook for board items, the Electrical Bus Engine Parts is a one-year base contract for about \$175,000. The Internal/External Bus Engine Parts is a one-year base contract at \$376,727. Chairman Leyendecker requested for the next Board presentation that there is a total sum displayed on the three-month board item outlook. The three-month outlook under the CEO signature authority was displayed next. All of these items are \$50,000 or less. There are two labor law and employment law items, about \$45,000 apiece. Server support is about \$19,000, and occupational medical, with the Doctors Center is about \$29,000 for one year. The commercial janitorial supplies with ABM Janitorial Services is \$48,354. The Marina Space is about \$6,100.

**d) January 2022 Operations Report**

Mr. Derrick Majchszak noted the board image for this item is Public Image and Transparency. He provided the highlights for the month of January 2022 vs. January 2021. The Passenger Trips were down 0.2%, the Revenue Service Hours were up 0.1% and the Revenue Service Miles were up 13.8%, which was primarily due to the Vanpool Program. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. Mr. Majchszak discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the upcoming impacts and pointed out the 79 bus stops to be closed due to these impacts. The B-Line service performance continues to have the high cancellation rates, especially around the cold weather days from January 19<sup>th</sup>-24<sup>th</sup>. There were no issues with the miles between road calls far exceeded the standard. There were five customer assistance forms for the month, which is the lowest it has been in the past three years. The miles between road calls and the large bus fleet exceeded the standards as well.

**CEO Report**

Mr. Derrick Majchszak presented the report in Mr. Jorge Cruz-Aedos absence. He noted the Board priority for the item is Safety and Security. He noted that there was a 20% increase in ridership from February 2021. Also, the CCRTA assisted the City and County with providing shuttles to warming centers during the recent freeze. The CCRTA is working with the Jazz Festival, Buc Days and Beach to Bay on upcoming Park & Ride shuttles. He provided an update on upcoming events and reminded the board that the APTA Legislative Conference is scheduled for March 13<sup>th</sup>-15<sup>th</sup>, Transit Driver Appreciation Day is March 18<sup>th</sup> and the Texas Jazz Festival is March 18<sup>th</sup>-19<sup>th</sup>. Mr. Majchszak stated that CCRTA has earned TTA Metro of the Year and CCRTA's CEO, Mr. Cruz-Aedo, was presented with TTAs Achievement Award for Leadership. He noted the RTA continues to focus on providing safe, accessible, and efficient transportation throughout the community. Chairman Leyendecker asked if the word was put out the day prior to the meeting to advertise the free ride to voting centers. Mr. Majchszak responded no, however, the free ride was offered if it was asked for. Director Woolbright mentioned that it should be marketed for the next election and voting cycle.

### **Board Chair Report**

Chairman Leyendecker introduced the newly Nueces County CCRTA Board Appointee, Aaron Munoz, to the Board and public. He noted that he will be installed at the next Board Meeting. Chairman Leyendecker advised that he attended the SWTA/TTA convention the prior week and that it was a great meeting with the Governor's Office and things are looking great. He is looking forward to the future. He asked if any of the Board Members had any further comments and went down the line. Director Jimenez thanked everyone and said welcome to Mr. Munoz. Director Allison stated she was excited to hear about the TTA Award and it shows how great of a job the whole team is doing. Director Woolbright welcomed Mr. Munoz to the team and also gave congratulations on the TTA award. Directors Gonzalez, Charo and Canales all echoed the same welcome and congratulations. Chairman Leyendecker asked everyone to stay safe.

### **Adjournment**

There being no further review of items, the meeting adjourned at 9:33 a.m.

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Lynn Allison, Board Secretary

Submitted by: Marisa Montiel

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, SEPTEMBER 1, 2021**

**Summary of Actions**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits – None Received
5. Opportunity for Public Comment – No Public Comments
6. Heard CCRTA's Response to COVID-19 & Invited Guest – Director of Corpus Christi Nueces County Public Health District
7. Adopted Resolutions for Outgoing Small Cities Committee of Mayors Appointed Board Members – a) Glenn Martin and b) Michael Reeves
8. Heard Update on RCAT Committee Activities
9. Heard Committee Chair Reports; a) Administration & Finance, b) Operations & Capital Projects
10. Approved the Board of Directors Meeting Minutes of August 4, 2021
11. Heard Consent Items –
  - a) Issued an Invitation for Bid (IFB) for Unleaded Fuel Supply (pgs. 1-2)
  - b) Approved to Enter into Negotiations for – a) General Architectural Services with Gignac Architects; Turner/Ramirez Architects; Able City, LLC; and WKMC Architects, Inc. as Architects of Record, and b) Architectural Design Services with Gignac Architects for the Port Ayers Transfer Station Renovation Project, and c) Architectural Design Services with Turner/Ramirez Architects for the Del Mar College South Campus – Bus Stops (2) (pgs. 3-7)
12. Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Awarded Call-for-Projects Section 5310 Projects
13. Heard Presentations –
  - a) July 2021 Financial Report
  - b) Procurement Update
  - c) July 2021 Safety & Security Report
  - d) July 2021 Operations Report
14. Heard CEO's Report
15. Heard Chairman's Report
16. Adjournment
17. Informational Items

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**

Chairman Edward Martinez called the meeting to order at 8:31a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present**

Edward Martinez, Board Chairman; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; and Directors – Lynn Allison, Gabi Canales, Patricia Dominguez, Anna Jimenez, Glenn Martin, Eloy Salazar, Philip Skrobarczyk and Matt Woolbright.

**Board Members Absent**

None.

**Staff Present**

Jorge G. Cruz-Aedo, CEO; David Chapa, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, Susan Teltschik and Ashlee Winstead-Sherman.

**Public Present**

Darrin Hoover and Ben Schmit, MV Transportation.

**Safety Briefing**

Mr. Mike Rendón provided safety information, if we have an emergency, there is an exit in the kitchen for the Board of Directors to utilize, and two other exits to my immediate right. We ask for all Board of Directors to report to the clock tower, adjacent to the transfer station platform. He said he would make sure everybody exits properly, and Ms. Dena Linnehan will account for our Board of Directors. Mr. Rendón stated, please do not return back to the building unless an all clear is given, and please do not utilize the elevators during the emergency. Mr. Rendón also commented if we have to shelter in place, we will shelter in the west side stairwell of the building.

**Receipt of Conflict of Interest Affidavits**

None received online or in-person.

**Opportunity for Public Comment**

Public Comment has been made available online to the Public on the CCRTA website at the following link: <https://www.ccrta.org/news-opportunities/agendas/>.

None received online or in-person.

**CCRTA's Response to COVID-19 & Invited Guest – Director of Corpus Christi Nueces County Public Health District**

Mr. Cruz-Aedo commented that Ms. Annette Rodriguez presented virtually. Ms. Rodriguez presented the latest results and numbers on the COVID-19 Pandemic in Nueces County. The Directors were given the opportunity to ask Ms. Rodriguez questions and Ms. Rodriguez answered their questions.

**Adopt Resolutions for Outgoing Small Cities Committee of Mayors Appointed Board Members – a) Glenn Martin and b) Michael Reeves**

Board Chairman Martinez read each resolution and the board members commented on each member leaving and what an honor it has been to work with them. Various comments by the Board Chair and other Board members included how both Mr. Reeves and Mr. Martin provided their expertise to the agency during their tenure and that the CCRTA is a much better place than when they first became Board Members. After, each member commented on Board Vice Chairman Reeves and Director Martin, all went to front for a photo op.

### **Update on RCAT Committee Activities**

Ms. Sharon Montez reported that the RCAT Committee met August 19<sup>th</sup>, 2021 and provided a summary of what was presented at the meeting. She noted Ms. Christina Perez provided a presentation on the 5310 call for project recommended recipients. An update was given on the RCAT Liaison Report and the Autonomous Vehicle and the end of its service which was July 31<sup>st</sup>. The next RCAT meeting is scheduled for September 16<sup>th</sup>.

### **Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects**

Chairwoman Patricia Dominguez, Committee Chair for Administration & Finance commented nothing to report. Chairwoman Anna Jimenez, Committee Chair for Operations & Capital Projects commented nothing to report.

### **Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of August 4, 2021**

**BOARD VICE CHAIRMAN REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF AUGUST 4, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Consent Items**

- a) Action to Issue an Invitation for Bid (IFB) for Unleaded Fuel Supply (pgs. 1-2)
- b) Action to Enter into Negotiations for – a) General Architectural Services with Gignac Architects; Turner/Ramirez Architects; Able City, LLC; and WKMC Architects, Inc. as Architects of Record, and b) Architectural Design Services with Gignac Architects for the Port Ayers Transfer Station Renovation Project, and c) Architectural Design Services with Turner/Ramirez Architects for the Del Mar College South Campus – Bus Stops (2) (pgs. 3-7)

**DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE CONSENT ITEMS A) AND B). BOARD VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Awarded Call-for-Projects Section 5310 Project**

Mr. Robert Saldaña reported that on June 9<sup>th</sup>, the RTA called for projects for 5310 monies and that is monies that the RTA received as being the recipient in this area. He reported that typically the RTA received approximately \$350,000 a year and due to the small amount, compared to grants, the RTA is able to do a couple of projects every two years. The purpose is to help get mobility out for the seniors and those with disabilities. Four projects were submitted. The total award for the projects is \$696,845. Three of the four projects will be partially funded as there is not enough of the award to cover them in full. Management is not concerned with this fact due to the fact that they are service driven and they will receive funding elsewhere that will be able to cover the rest of their project.

**DIRECTOR LYNN ALLISON MADE A MOTION TO APPROVE AWARD CALL-FOR-PROJECTS SECTION 5310 PROJECT. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Presentations –**

**a) July 2021 Financial Report**

Mr. Robert Saldaña reported this item aligns with the Board Priority of Financial Transparency. Highlights for the month of June were presented. Operating Revenues were 91.75% of baseline, Operating Expenses 94.99% of baseline, Combined Revenues 92.19% of baseline and Total Expenses over Revenues were \$155,239. He showed the Income Statement Snapshot that displayed the total Revenue for July 2021 was \$3,466,129, total Expenses were \$3,621,368. Revenue over Expenses were negative \$155,239. The total Revenues and Capital Funding for July was \$3,466,129. He displayed where the money goes and went into each category displaying how much they each accounted for. Mr. Saldaña reported highlights for the year-to-date revenues at \$6.4M. He said operating revenues are 106.29% of budget, and department expenses about 9.34% under budget or 90.66% of Baseline. He reported the actual YTD revenues was at \$32,638,798. Total expenses YTD is \$26,157,120, or \$6.5M of revenue over expenses. Mr. Saldaña reported on the line-item of revenues as most categories are over 100 percent over budget which is good on the revenue side. He displayed the Fare Recovery Ratio and reported it was at 2.66% for the month ending July 31, 2021. He provided the June 2021 Sales Tax Update.

**b) July Procurement Update**

Mr. Saldaña reported this item aligns with the Board Priority of Public Image and Transparency and there is one open procurements for the month; Engineering Services for ADA Bus Stop Improvements Phase VIII, the term of contract is two years with an estimated cost of \$151,200. He reported for the 3-month outlook: one procurement for bus passes, looking to approve first option year at \$51,700, Unleaded Fuel, two-year base with one-year option, with an estimated cost of \$603,087, Power Washing for the Transfer Stations, looking to approve final option year, estimated cost of \$151,008 and Long Term and Short Term Disability Insurance, looking to approve final option year with estimated cost of \$18,769.63/monthly. For the CEO signature authority of \$50K or less there are 4 procurements; solid waste collection and disposal services at \$20,214; HVAC services at \$39,681; Network Support Services at \$33,475, Training Services at \$30K and Generator Services at \$17,215. He said we still maintain our marina space not to exceed the \$6,100 a year.

**c) July 2021 Safety & Security Report**

Mr. Mike Rendón commented this item aligns with the Board Priority of Safety & Security. He reported for the month of July there was one non-preventable collision. Mr. Rendón stated the collision rate is 0.52. The year-to-date collision rate is 0.86. The Safety & Security July 2021 Security Statistics were displayed. The Safety and Security Contacts with individuals was 700. He provided updates on the Staples Street Center, the Robstown Police Department K-9 Unit and the CCRTA Rover.

**d) July 2021 Operations Report**

Mr. Derrick Majchszak commented this item aligns with Public Image and Transparency Board Priority. He reported on the highlights for the month of July there were 196,180 passenger trips, or 6.9 percent decrease; 23,951 revenue service hours, and 407,337

revenue service miles. He displayed a slide with a monthly ridership trending chart to show we are slightly down from where it was last year. He displayed the system-wide monthly ridership by mode. Next, he discussed the system-wide YTD Ridership by Mode. He went over the overall system, the Fixed-Route Bus, B-Line, Flexi-B, Vanpool and Rural Services. The fixed route bus on-time performance all meet standard performance with no issues. Mr. Majchszak listed fixed route services and upcoming projects impacting fixed route services. Lastly, he discussed the B-Line Service performance.

#### **Heard CEO's Report**

Mr. Jorge G. Cruz-Aedo noted that he was complemented from the Texas Transit Association and that it reflects on the Board on the fact that they allow him to be active and participate with TTA. He will continue to be the President of TTA. He also noted the CCRTA is cognizant of the new gun laws that were recently passed and will continue protocols, maintain training and continue to stay safe.

#### **Heard Board Chair Report**

Chairman Martinez commented as always, I would like to open this up to the other board members for any comments. Many of the Board Members went down the line and congratulated Mr. Cruz-Aedo on his success with TTA and stated they will miss the outgoing Board Members and are proud of their work. Chairman Martinez wished Ms. Linnehan a farewell as she will be retiring.

#### **Adjournment**

There being no further review of items, the meeting adjourned at 10:08 a.m.

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Lynn Allison, Board Secretary

Submitted by: Dena Linnehan



**Subject:** Confirm Three (3) Reappointments Recommended by the Chief Executive Officer (CEO) and Appointed by the Board Chair to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

### **Background**

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, three RCAT Committee members have agreed to be reappointed to the RCAT Committee for another two-year term. They are as follows:

- Rhonda Alvarez (third term)
- Randal Chisamore (third term)
- Celia Mendez (third term)

In order to continue the selection process, CCRTA's Board of Directors must take action to confirm these reappointments.

### **Recommendation**

The CEO requests the Board of Directors to Confirm the Reappointments of Ms. Rhonda Alvarez, Mr. Randal Chisamore, and Ms. Celia Mendez to fill the RCAT vacancies.

Respectfully Submitted,

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

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



Board of Directors Meeting Memo

April 6, 2022

**Subject:** Approve the Reschedule of the May Board of Directors Meeting from May 4, 2022 to May 11, 2022

**Background**

On an annual basis, the Board of Directors approve the Fiscal Year Board and Committee Meetings Calendar. The Fiscal Year 2022 Board and Committee Meeting Calendar was last approved on November 3, 2021. The approved May Board Meeting date is scheduled for May 4<sup>th</sup>, 2022.

**Identified Need**

Due to the important nature of items being presented, along with scheduling conflicts of staff and Board Members, the staff recommends rescheduling the meeting date to May 11, 2022.

**Financial Impact**

None

**Board Priority**

This item aligns with the Board Priority – Facilities – Transparency.

**Recommendation**

Staff requests 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.

Respectfully Submitted,

Submitted &                    Marisa Montiel  
Reviewed by:                Robert Saldaña

Final Approval by:

Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize to Issue a Request for Proposals (RFP) for Security Camera Systems.

**Background**

The CCRTA's Bear Lane Facilities and Transfer Stations are equipped with Surveillance Systems to record video for deterrence, safety and risk management. Currently video is provided to management staff, Security and Law Enforcement as requested. Replacement of the Security Cameras is imperative to meet modern security video needs of the organization.

**Identified Need**

The CCRTA's faces challenges maintaining older surveillance cameras and equipment at its facilities. Analog and older digital cameras no longer provide the video quality that is needed for today's security standards. The IT and Security departments have identified the need for a new robust camera system to replace the outdated systems at Bear Lane facilities and its transfer stations. The replacement of the outdated systems will allow for central management video retrieval, longer video retention, and high definition (HD) video. The replacement of the camera systems will also address three major areas of need:

- High Resolution Video Capabilities
- Video Analytics Technology
- NDAA (National Defense Authorization Act) Compliance

**Financial Impact**

The Security Camera Systems are budgeted under the 2022 CIP at an estimated cost of \$145,298. The 2022 CIP project will be funded by a 5307 grant at an 80/20 split.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff request the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Security Camera Systems.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

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



Board of Directors Meeting Memo

April 6, 2022

**Subject:** Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2022-2023.

**Background**

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2022.

**Identified Need**

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

**Financial Impact**

The 2021-2022 premium for windstorm and hail coverage for identified CCRTA assets was \$132,048.00.

**Board Priority**

This item aligns with the Board Priority – Facilities – Safety and Security.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for fiscal year 2022-2023.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón  
Director of Safety and Security

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



**Subject:** Award a contract to Silsbee Ford, Inc. for Four (4) Transportation Support Vehicles

**Background**

RTA Transportation support staff operate non-revenue support vehicles to travel throughout the 846 square mile CCRTA service area to provide support and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions, maintenance of electronic equipment etc. Additionally, Transportation Supervisors and staff respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

**Identified Need**

Several Transportation support vehicles have met their useful life and need replacement in order to avoid excessive maintenance costs and disruptions to daily operations.

**Disadvantaged Business Enterprise**

DBE participation is zero percent (0%).

**Financial Impact**

The Four (4) Transportation Support Vehicles project is budgeted for \$211,992.00 and is a 2021 CIP project funded partially by 5307 Formula Funds. Silsbee Ford, Inc. was the sole bidder at \$115,230.00, or \$28,831.50 per SUV. The local match is 20% with an estimated cost of \$23,065.20 and a federal estimated cost of \$92,260.80.

**Board Priority**

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

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Silsbee Ford Inc. for Four (4) Transportation Support Vehicles.

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



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**Subject:** Adopt a Resolution to Support Low or No Emission Grant 5339(c) and Grant for Buses and Bus Facilities 5339(b) Consolidated FY2022 Funding Opportunity

### **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) and \$372 million for Buses and Bus Facilities 5339(b). 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.

Funds remain available for obligation for four fiscal years. This includes the fiscal year in which the amount is made available or appropriated plus three additional years.

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act and/or the Americans with Disabilities Act. Therefore, the Federal share of the cost of leasing or purchasing a transit bus is not to exceed 85 percent of the total transit bus cost. The federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is up to 90 percent of the net project cost. Applicants must identify these specific activities in their application in order to receive this increased federal share.

The grant applications will need to be submitted by May 31, 2022.

### **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, supporting infrastructure, and rural transfer stations with park and ride capabilities. 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. However, a contract will not be awarded unless a grant is received. The same holds true for a contract with the Center for Transportation and the Environment.*

*The CCRTA will post a notice in accordance with state statute for the Request for Proposals for the potential procurement of electric buses and for the potential contract for professional services with the Center for Transportation and the Environment, due to the deadline for the grant submittal. The CEO requested and obtained authorization from the Chairman to move forward with the aforementioned items.*

**Participants for 5339(c)**

The anticipated participants on the Low or No Emission Vehicle Program 5339(c) include the Center for Transportation and the Environment (CTE) and Creative Bus Sales, Inc. Through Creative Bus Sales, Inc., participants will also include ENC (EIDorado National California) for large buses and Forest River for cutaway style vehicles.

**Analysis**

CCRTA is working with CTE to identify all the items to ensure compliance with state and federal guidelines. In addition, CCRTA is currently working on identifying the most suited routes for electric buses and charging station locations.

**Financial Impact**

The estimated amount to not to exceed \$60 million.

**Recommendation**

Staff requests the Board of Directors adopt a Resolution to Support Low or No Emission Grant and Grant for Buses and Bus Facilities Consolidated FY2022 Funding Opportunity by authorizing the Chief Executive Officer or designee to execute and submit applications for:

- The Low or No Emission Vehicle Program 5339(c) and
- Buses and Bus Facilities Competitive Program 49 U.S.C. 5339(b)

Respectfully Submitted,

Submitted by: Derrick Majchszak  
Managing Director of Operations

Final Approval by:   
Jorge G. Cruz-Aedo  
CEO



**Subject:** February 2022 Financial Report

**Overview:** The results from the **operating budget** for the month of **February** reports **Revenues** in excess of **Expenses** by **\$44,602**, with revenues coming in at \$3,136,884 and expenses at \$3,092,282. Departmental spending reached 85.15% of budget expectations and includes only operating expenses excluding debt service, sub-recipient pass through reimbursements, and street improvement allocations (**Table 6 – First Line of Table Actual to Baseline%**). For the **Year to Date**, the operating budget reports revenues of \$5,961,588 versus expenses of \$6,247,183, a difference of **\$285,595**. Departmental spending reached 86.09% of budget expectations.

Meanwhile the CIP budget reports expenses exceeding revenues by \$129,525 for February, which represents the budgeted portion of depreciation expense. The overall performance provides a reduction of \$84,923 to the fund balance. For the year to date, total CIP expenditures exceeded funding by \$259,051 through February, which again represents the budgeted portion of depreciation expense, and resulted in a declined in fund balance of \$544,646. This information is presented in greater detail in the financial reports located at the end of this document.

**SUMMARY: Results from all Activities Compared to Budget**

**Total Revenues** reported for the month of **February** totaled **\$3,230,844**, of which \$3,136,884 is attributable to the **Operating Budget (Table 4)** and \$93,960 to the Capital Budget. The performance from two revenue categories from the Operating Budget are discussed as follows.

**Operating Revenues** totaled **\$91,077**, which include only resources generated from transit operations, generated **\$57,459** less than forecasted. This variance is mostly related to **Fare Revenues** lower than projected due to the ongoing impact of Covid-19. **Fare Revenues** showed improvement over January 2022, ended the month at 68.50% of the baseline expectation, while commissions from bus and bench advertising ended the month at \$13,345, or 110.16% of baseline. **Other Operating Revenues** totaled \$6,724, or 20.52% of baseline, as the majority of the revenue in this category is recognized at year-end end to coincide with the annual fuel tax rebates requested from the federal and state governments (**Table 4.1**).

**Non-Operating Revenues**, which **includes** sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$3,045,808**, reaching **83.79%** of the **\$3,636,228** budget expectation, generating **\$590,420** less than forecasted (**Table 4.1**). The majority of the variance is attributed to having budgeted revenues for preventive maintenance reimbursements from FTA Section 5307 which is pending grant approval.

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on April 15, 2022. Out of the seven (7) sources included in this revenue category, 95.62% of total revenue came from the sales tax revenue estimate as indicated in the table on the following page:

**February 2022 Revenue Composition – Table 1**

<b>Line #</b>	<b>Revenue Source</b>	<b>Actual</b>	<b>%</b>
1	Sales Tax Revenue	2,999,500	95.62%
2	Passenger Service	71,008	2.26%
3	SSC Lease Income	42,323	1.35%
4	Bus Advertising	13,345	0.43%
5	Investment Income	3,984	0.13%
6	Grant Assistance Revenue	0	0.00%
7	Other Revenue	6,724	0.21%
	<b>Total (excluding capital)</b>	<b>\$3,136,884</b>	<b>100.00%</b>

The **Investment Portfolio** closed the month of February 2022 with a market value of **\$49,240,218**, an increase of **\$1,002,048** from the end of January 2022. The increase does not represent a gain in value from investment market activity but rather fluctuations in end-of-month bank statement cash balances. The value represents the ending bank balances from Frost Bank and TexPool accounts as of the February 2022 statement dates. Fluctuations from month to month are due to the activity levels in the amount of revenues recognized and the withdrawals required to meet the Authority’s obligations during the time frame covered by the statement date. This investment portfolio represents bank cash balances from operations including reserves and **does not include any assets from pension plans**.

The **Sales tax** allocation for February 2022 is **estimated** at **\$2,999,500**. The estimate is necessary since allocations lag two months behind and will not be received until April 15, 2022.

The Sales Tax revenue payment of **\$2,700,560** for January 2022 was received March 11, 2022 and was \$256,983, or 8.9% less than the **\$2,957,543** January reported estimate. The payment included the allocation from internet sales of \$29,693, a decrease of \$9,225 or 23.70% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received \$680,515. Retailers started collecting sales tax on internet sales October 1, 2019.

The sales tax revenue over the last five years’ averages to 73.53% of total income. In 2021, Sales Tax Revenue represented 66.95% of total revenues. Sales tax typically represents the largest component of CCRTA’s total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. During this reporting period sales tax represented 95.46% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

**Transparency Disclosure**

The sales tax revenue reported as 2022 Actual is higher than what is reported by the state comptroller’s website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 as a result of an audit. The repayment is over 43 months and as of February have made 15 installments. This amount is added back in order to calculate the growth rate when compared to the same period last year.

**Sales Tax Growth – Table 2**

<b>Month Revenue was Recognized</b>	<b>2022 Actual</b>	<b>2021 Actual</b>	<b>\$ Growth</b>	<b>% Growth</b>
January (actual)	\$ 2,700,560	\$ 2,497,985	\$ 202,574	8.11%
February (estimate)	2,999,500	2,333,543	665,957	28.54%
March (estimate)	0	0	0	0.00%
April (estimate)	0	0	0	0.00%
May (estimate)	0	0	0	0.00%
June (estimate)	0	0	0	0.00%
July (estimate)	0	0	0	0.00%
August (estimate)	0	0	0	0.00%
September (estimate)	0	0	0	0.00%
October (estimate)	0	0	0	0.00%
November (estimate)	0	0	0	0.00%
December (estimate)	0	0	0	0.00%
	<u>\$ 5,700,060</u>	<u>\$ 4,831,529</u>	<u>\$ 868,531</u>	<u>17.98%</u>

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for February 2022:

**Revenue – February 2022 – Revenue Composition (Includes Operating and Capital Funding) – Table 3**

<b>Revenue Source</b>	<b>February 2022</b>	<b>%</b>	<b>YTD</b>	<b>%</b>
Passenger Service	\$ 71,008	2.20%	\$ 133,627	2.21%
Bus Advertising	13,345	0.41%	28,662	0.47%
Other Revenue	6,724	0.21%	6,849	0.11%
Sales Tax Revenue	2,999,500	92.84%	5,700,060	94.13%
Grants – Operating	0	0.00%	0	0.00%
Grants – Capital	93,960	2.91%	93,960	1.55%
Investment Income	3,984	0.12%	7,744	0.13%
SSC Lease Income	<u>42,323</u>	<u>1.31%</u>	<u>84,646</u>	<u>1.40%</u>
<b>Total Revenue</b>	<u>\$ 3,230,844</u>	<u>100.00%</u>	<u>\$ 6,055,548</u>	<u>100.00%</u>

## Revenue – February 2022 Operating and Capital Funding and Transfer-In – Table 4

	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,243,979	\$ 71,008	\$ 103,665	5.71%	68.50%
Bus advertising	145,371	13,345	12,114	9.18%	110.16%
Other operating revenues	393,098	6,724	32,758	1.71%	20.52%
Sales Tax Revenue	37,509,003	2,999,500	2,999,500	8.00%	100.00%
Federal, state and local grant assistance	7,102,211	-	591,851	0.00%	0.00%
Investment Income	45,094	3,984	3,758	8.83%	106.02%
Staples Street Center leases	493,434	42,323	41,120	8.58%	102.93%
<b>Total Operating Revenues</b>	<b>46,932,190</b>	<b>3,136,884</b>	<b>3,784,766</b>	<b>6.68%</b>	<b>82.88%</b>
Capital Grants & Donations	8,313,957	93,960	93,960	1.13%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 55,246,147</b>	<b>\$ 3,230,844</b>	<b>\$ 3,878,726</b>	<b>5.85%</b>	<b>83.30%</b>

	02/2022				
	2022 Adopted Budget	YTD 2022 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,243,979	\$ 133,627	\$ 207,330	10.74%	64.45%
Bus advertising	145,371	28,662	24,229	19.72%	118.30%
Other operating revenues	393,098	6,849	65,516	1.74%	10.45%
Sales Tax Revenue	37,509,003	5,700,060	5,700,060	15.20%	100.00%
Federal, state and local grant assistance	7,102,211	-	1,183,702	0.00%	0.00%
Investment Income	45,094	7,744	7,516	17.17%	103.04%
Staples Street Center leases	493,434	84,646	82,239	17.15%	102.93%
<b>Total Operating Revenues</b>	<b>46,932,190</b>	<b>5,961,588</b>	<b>7,270,592</b>	<b>12.70%</b>	<b>82.00%</b>
Capital Grants & Donations	8,313,957	93,960	93,960	1.13%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 55,246,147</b>	<b>\$ 6,055,548</b>	<b>\$ 7,364,552</b>	<b>10.96%</b>	<b>82.23%</b>

## Revenue – February 2022 From Operations – Table 4.1

	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,243,979	\$ 71,008	\$ 103,665	5.71%	68.50%
Bus advertising	145,371	13,345	12,114	9.18%	110.16%
Other operating revenues	393,098	6,724	32,758	1.71%	20.52%
<b>Total Operating Revenues</b>	<b>1,782,448</b>	<b>91,077</b>	<b>148,536</b>	<b>5.11%</b>	<b>61.32%</b>
Sales Tax Revenue	37,509,003	2,999,500	2,999,500	8.00%	100.00%
Federal, state and local grant assistance	7,102,211	-	591,851	0.00%	0.00%
Investment Income	45,094	3,984	3,758	8.83%	106.02%
Staples Street Center leases	493,434	42,323	41,120	8.58%	102.93%
<b>Total Non-Operating Revenues</b>	<b>45,149,742</b>	<b>3,045,808</b>	<b>3,636,228</b>	<b>6.75%</b>	<b>83.76%</b>
<b>Total Revenues</b>	<b>\$ 46,932,190</b>	<b>\$ 3,136,884</b>	<b>\$ 3,784,765</b>	<b>6.68%</b>	<b>82.88%</b>

## February 2022 Expenses

The results of all expenditure activities, including capital, are presented below. Overall the total operating expenses came in \$553,478 lower than the anticipated baseline of \$3,645,761. Departmental expenses came in \$493,874 less than the anticipated baseline or 14.85%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 100% actual to baseline. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, though the budget is slightly higher than the actual amount allocated to the member cities for 2022, resulting in the marginal variance against the baseline.

### February 2022 Total Expenses & Capital Expenditures – Table 6

	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 39,904,338	\$ 2,831,488	\$ 3,325,361	7.10%	85.15%
Debt Service	1,600,408	-	-	0.00%	0.00%
Street Improvements	3,147,945	260,794	262,329	8.28%	99.41%
Subrecipient Grant Agreements	696,845	-	58,070	0.00%	0.00%
<b>Total Operating Expenses</b>	<b>45,349,536</b>	<b>3,092,282</b>	<b>3,645,761</b>	<b>6.82%</b>	<b>84.82%</b>
Grant Eligible Costs	8,316,352	93,960	93,960	1.13%	100.00%
Depreciation Expenses	1,580,259	129,525	131,688	8.20%	98.36%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 55,246,147</b>	<b>\$ 3,315,767</b>	<b>\$ 3,871,409</b>	<b>6.00%</b>	<b>85.65%</b>

	02/2022				
	2022 Adopted Budget	YTD 2022 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 39,904,338	\$ 5,725,595	\$ 6,650,722.96	14.35%	86.09%
Debt Service	1,600,408	-	-	0.00%	0.00%
Street Improvements	3,147,945	521,588	524,657.50	16.57%	99.41%
Subrecipient Grant Agreements	696,845	-	116,140.83	0.00%	0.00%
<b>Total Operating Expenses</b>	<b>45,349,536</b>	<b>6,247,183</b>	<b>7,291,521</b>	<b>13.78%</b>	<b>85.68%</b>
Grant Eligible Costs	8,316,352	93,960	93,960	1.13%	100.00%
Depreciation Expenses	1,580,259	259,051	259,051	16.39%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 55,246,147</b>	<b>\$ 6,600,194</b>	<b>\$ 7,644,532</b>	<b>11.95%</b>	<b>86.34%</b>

### EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

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

Accordingly, for the month of February 2022, total departmental operating expenses realized favorable variances against the baseline expectation in all categories. The positive variance is largely associated with the timing of the receipt of invoices.

## February 2022 Departmental Expense Breakdown – Table 7.1

Departmental Operating Expense Object Category	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 14,105,606	\$ 1,057,812	\$ 1,175,467	7.50%	89.99%
Benefits	5,877,139	535,375	489,762	9.11%	109.31%
Services	5,969,899	268,607	497,492	4.50%	53.99%
Materials & Supplies	2,897,982	208,882	241,499	7.21%	86.49%
Utilities	769,625	44,331	64,135	5.76%	69.12%
Insurance	632,545	44,033	52,712	6.96%	83.53%
Purchased Transportation	8,843,472	635,282	736,956	7.18%	86.20%
Miscellaneous	808,071	37,167	67,339	4.60%	55.19%
<b>Total Departmental Operating Expenses</b>	<b>\$ 39,904,338</b>	<b>\$ 2,831,488</b>	<b>\$ 3,325,361</b>	<b>7.10%</b>	<b>85.15%</b>

Departmental Operating Expense Object Category	02/2022				
	2022 Adopted Budget	YTD 2022 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 14,105,606	\$ 2,179,918	\$ 2,350,934	15.45%	92.73%
Benefits	5,877,139	965,923	979,523	16.44%	98.61%
Services	5,969,899	614,608	994,983	10.30%	61.77%
Materials & Supplies	2,897,982	433,445	482,997	14.96%	89.74%
Utilities	769,625	92,611	128,271	12.03%	72.20%
Insurance	632,545	88,065	105,424	13.92%	83.53%
Purchased Transportation	8,843,472	1,296,140	1,473,912	14.66%	87.94%
Miscellaneous	808,071	54,885	134,678	6.79%	40.75%
<b>Total Departmental Operating Expenses</b>	<b>\$ 39,904,338</b>	<b>\$ 5,725,595</b>	<b>\$ 6,650,722</b>	<b>14.35%</b>	<b>86.09%</b>

## 2022 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 200,829	\$ 3,201	\$ 204,030
February	353,837	7,145	360,982
	<b>\$ 554,666</b>	<b>\$ 10,346</b>	<b>\$ 565,013</b>

## Fare Recovery Ratio – Table 10

Description	2/28/2022	Year to Date
Fare Revenue or Passenger Revenue	\$ 71,008	\$ 133,627
Operating Expenses	2,831,488	5,725,595
Fare Recovery Ratio	2.51%	2.33%
*Excluding Depreciation		

Note: Same period last year (February 2021) the FRR was 2.92%

## February 2022 – Table 11

For the month of February, total Expenses exceeded Revenues by \$84,923. The year to date financial performance presented Expenses in excess of Revenues by \$544,646. A greater detail of the financial results is explained in the accompanied Power Point Presentation.

	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 46,932,190	\$ 3,136,884	\$ 3,784,766	6.68%	82.88%
Capital Funding	8,313,957	93,960	93,960	1.13%	100.00%
<b>Total Revenues</b>	<b>55,246,147</b>	<b>3,230,844</b>	<b>3,878,726</b>	<b>5.85%</b>	<b>83.30%</b>
Operating Expenses	45,349,536	3,092,282	3,645,761	6.82%	84.82%
Capital Expenditures	9,896,611	223,485	225,648	2.26%	99.04%
<b>Total Expenses</b>	<b>55,246,147</b>	<b>3,315,767</b>	<b>3,871,409</b>	<b>6.00%</b>	<b>85.65%</b>
<b>Revenue over Expenditures</b>	<b>\$ -</b>	<b>\$ (84,923)</b>	<b>\$ 7,317</b>		

	02/2022				
	2022 Adopted Budget	YTD 2022 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 46,932,190	\$ 5,961,588	\$ 7,270,592	12.70%	82.00%
Capital Funding	8,313,957	93,960	93,960	1.13%	100.00%
<b>Total Revenues</b>	<b>55,246,147</b>	<b>6,055,548</b>	<b>7,364,552</b>	<b>10.96%</b>	<b>82.23%</b>
Operating Expenses	45,349,536	6,247,183	7,291,521	13.78%	85.68%
Capital Expenditures	9,896,611	353,011	353,011	3.57%	100.00%
<b>Total Expenses</b>	<b>55,246,147</b>	<b>6,600,194</b>	<b>7,644,532</b>	<b>11.95%</b>	<b>86.34%</b>
<b>Revenue over Expenditures</b>	<b>\$ -</b>	<b>\$ (544,646)</b>	<b>\$ (279,980)</b>		

## NET POSITION

The Total Net Position at the end of the month was **\$103,335,211**, a decrease of **\$450,683** from December 2021 which closed at **\$100,785,893**. The December 2021 fund balance is subject to change as the annual audit of The Authority's financial information is currently underway.

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

Of the Total Net Position of **\$100,335,211**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$44,849,873**, but only **\$24,632,668** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$20,217,205**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 45% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF FEBRUARY 28, 2022:**

<b><u>FUND BALANCE</u></b>	
Net Invested in Capital Assets	\$ 54,705,715
Restricted for FTA Interest	779,623
Unrestricted	→ 44,849,873
<b>OTAL FUND BALANCE</b>	<b><u>100,335,211</u></b>
<b><u>UNRESTRICTED BREAKDOWN</u></b>	
Designated for Operating Reserve	9,722,010
Designated for Capital Reserve	9,275,118
Designated for Local Share of CIP	175,431
Designated for Employee Benefits Reserve	<u>1,044,646</u>
<b>Total Designated Reserves</b>	<b>\$ 20,217,205</b>
Unrestricted	<u>24,632,668</u>
<b>TOTAL DESIGNATED &amp; UNRESTRICTED</b>	<b>→ \$ 44,849,873</b>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority  
Operating and Capital Budget Report  
For the month ended February 2022

OPERATING BUDGET	02/2022				
	2022 Adopted Budget	February 2022 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,243,979	\$ 71,008	\$ 103,665	5.71%	68.50%
Bus advertising	145,371	13,345	12,114	9.18%	110.16%
Other operating revenues	393,098	6,724	32,758	1.71%	20.52%
Sales Tax Revenue	37,509,003	2,999,500	2,999,500	8.00%	100.00%
Federal, state and local grant assistance	7,102,211	-	591,851	0.00%	0.00%
Investment Income	45,094	3,984	3,758	8.83%	106.02%
Staples Street Center leases	493,434	42,323	41,120	8.58%	102.93%
<b>Total Revenues</b>	<b>46,932,190</b>	<b>3,136,884</b>	<b>3,784,766</b>	<b>6.68%</b>	<b>82.88%</b>
<b>Expenses</b>					
Transportation	9,995,330	776,105	832,944	7.76%	93.18%
Customer Programs	541,368	38,157	45,114	7.05%	84.58%
Purchased Transportation	8,843,472	635,282	736,956	7.18%	86.20%
Service Development	1,216,369	71,342	101,364	5.87%	70.38%
MIS	1,593,626	100,355	132,802	6.30%	75.57%
Vehicle Maintenance	5,948,949	435,529	495,746	7.32%	87.85%
Facilities Maintenance	3,055,747	206,435	254,646	6.76%	81.07%
Contracts and Procurements	413,128	26,543	34,427	6.42%	77.10%
CEO's Office	1,146,867	94,539	95,572	8.24%	98.92%
Finance and Accounting	851,229	48,140	70,936	5.66%	67.86%
Materials Management	252,362	22,234	21,030	8.81%	105.72%
Human Resources	928,063	74,068	77,339	7.98%	95.77%
General Administration	529,824	30,449	44,152	5.75%	68.96%
Capital Project Management	330,767	26,459	27,564	8.00%	95.99%
Marketing & Communications	734,725	35,770	61,227	4.87%	58.42%
Safety & Security	2,184,567	120,940	182,047	5.54%	66.43%
Staples Street Center	1,160,899	88,976	96,742	7.66%	91.97%
Port Ayers Cost Center	3,000	165	250	5.50%	66.00%
Debt Service	1,600,408	-	-	0.00%	0.00%
Special Projects	174,046	-	14,504	0.00%	0.00%
Subrecipient Grant Agreements	696,845	-	58,070	0.00%	0.00%
Street Improvements Program for CCRTA Region Entities	3,147,945	260,794	262,329	8.28%	99.41%
<b>Total Expenses</b>	<b>45,349,536</b>	<b>3,092,282</b>	<b>3,645,761</b>	<b>6.82%</b>	<b>84.82%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>1,582,654</b>	<b>44,602</b>	<b>139,005</b>		
<b>CIP BUDGET</b>					
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Grant Revenue	8,313,957	93,960	93,960	1.13%	0.00%
<b>Total Funding Sources</b>	<b>8,313,957</b>	<b>93,960</b>	<b>93,960</b>	<b>1.13%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 8,316,352	93,960	93,960	1.13%	0.00%
Depreciation Expenses	1,580,259	129,525	131,688	8.20%	98.36%
<b>Total Expenditures</b>	<b>9,896,611</b>	<b>223,485</b>	<b>225,648</b>	<b>2.26%</b>	<b>99.04%</b>
<b>Funding Sources Over Expenditures</b>	<b>(1,582,654)</b>	<b>(129,525)</b>	<b>(131,688)</b>	<b>8.18%</b>	<b>98.36%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>1,582,654</b>	<b>44,602</b>	<b>139,005</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>(1,582,654)</b>	<b>(129,525)</b>	<b>(131,688)</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>(84,923)</b>	<b>7,317</b>		

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended February 2022

OPERATING BUDGET	02/2022				
	2022 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,243,979	\$ 133,627	\$ 207,330	10.74%	64.45%
Bus advertising	145,371	28,662	24,229	19.72%	118.30%
Other operating revenues	393,098	6,849	65,516	1.74%	10.45%
Sales Tax Revenue	37,509,003	5,700,060	5,700,060	15.20%	100.00%
Federal, state and local grant assistance	7,102,211	-	1,183,702	0.00%	0.00%
Investment Income	45,094	7,744	7,516	17.17%	103.04%
Staples Street Center leases	493,434	84,646	82,239	17.15%	102.93%
<b>Total Revenues</b>	<b>46,932,190</b>	<b>5,961,588</b>	<b>7,270,592</b>	<b>12.70%</b>	<b>82.00%</b>
<b>Expenses</b>					
Transportation	9,995,330	1,586,448	1,665,888	15.87%	95.23%
Customer Programs	541,368	72,771	90,228	13.44%	80.65%
Purchased Transportation	8,843,472	1,296,140	1,473,912	14.66%	87.94%
Service Development	1,216,369	115,193	202,728	9.47%	56.82%
MIS	1,593,626	275,017	265,604	17.26%	103.54%
Vehicle Maintenance	5,948,949	900,892	991,491	15.14%	90.86%
Facilities Maintenance	3,055,747	433,181	509,291	14.18%	85.06%
Contracts and Procurements	413,128	53,288	68,855	12.90%	77.39%
CEO's Office	1,146,867	162,391	191,145	14.16%	84.96%
Finance and Accounting	851,229	95,290	141,872	11.19%	67.17%
Materials Management	252,362	42,921	42,060	17.01%	102.05%
Human Resources	928,063	118,328	154,677	12.75%	76.50%
General Administration	529,824	59,051	88,304	11.15%	66.87%
Capital Project Management	330,767	51,717	55,128	15.64%	93.81%
Marketing & Communications	734,725	70,228	122,454	9.56%	57.35%
Safety & Security	2,184,567	226,884	364,094	10.39%	62.31%
Staples Street Center	1,160,899	165,524	193,483	14.26%	85.55%
Port Ayers Cost Center	3,000	330	500	11.00%	66.00%
Debt Service	1,600,408	-	-	0.00%	0.00%
Special Projects	174,046	-	29,008	0.00%	0.00%
Subrecipient Grant Agreements	696,845	-	116,141	0.00%	0.00%
Street Improvements Program for CCRTA Region Entities	3,147,945	521,588	524,658	16.57%	99.41%
<b>Total Expenses</b>	<b>45,349,536</b>	<b>6,247,183</b>	<b>7,291,521</b>	<b>13.78%</b>	<b>85.68%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>1,582,654</b>	<b>(285,595)</b>	<b>(20,929)</b>		
<b>CIP BUDGET</b>					
	2022 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
<b>Funding Sources</b>					
Grant Revenue	8,313,957	93,960	93,960	1.13%	0.00%
<b>Total Funding Sources</b>	<b>8,313,957</b>	<b>93,960</b>	<b>93,960</b>	<b>1.13%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 8,316,352	93,960	93,960	1.13%	0.00%
Depreciation Expenses	1,580,259	259,051	259,051	16.39%	100.00%
<b>Total Expenditures</b>	<b>9,896,611</b>	<b>353,011</b>	<b>353,011</b>	<b>3.57%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>(1,582,654)</b>	<b>(259,051)</b>	<b>(259,051)</b>	<b>16.37%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>1,582,654</b>	<b>(285,595)</b>	<b>(20,929)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>(1,582,654)</b>	<b>(259,051)</b>	<b>(259,051)</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>(544,646)</b>	<b>(279,980)</b>		



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended February 28, 2022, and year ended December 31, 2020**

	Unaudited February 28 2022	Unaudited December 31 2021
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 48,398,349	\$ 48,526,571
Receivables:		
Sales and Use Taxes	5,645,312	6,851,829
Federal Government	-	54,642
Other	582,841	657,148
Inventories	1,045,184	1,019,062
Prepaid Expenses	2,059,998	410,275
<b>Total Current Assets</b>	<b>57,731,684</b>	<b>57,519,527</b>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	779,623	779,623
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,689,967	52,689,967
Transit Stations, Stops and Pads	24,920,537	24,920,537
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	60,815,015	60,815,015
Construction in Progress	356,089	356,089
Current Year Additions	156,600	0
Total Capital Assets	149,346,210	149,189,610
Less: Accumulated Depreciation	(79,181,215)	(78,922,165)
Net Capital Assets	70,164,994	70,267,445
<b>Total Non-Current Assets</b>	<b>70,944,617</b>	<b>71,047,068</b>
<b>TOTAL ASSETS</b>	<b>128,676,301</b>	<b>128,566,595</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	2,274,783	2,274,783
Deferred outflow related to OPEB	13,413	13,413
Deferred outflow on extinguishment of debt	3,120,721	3,120,721
<b>Total Deferred Outflows</b>	<b>5,408,917</b>	<b>5,408,917</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>134,085,218</b>	<b>133,975,512</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	752,607	750,211
Current Portion of Long-Term Liabilities:		
Long-Term Debt	890,000	890,000
Compensated Absences	333,713	333,713
Sales Tax Audit Funds Due	273,740	328,488
Distributions to Regional Entities Payable	4,992,747	4,471,159
Other Accrued Liabilities	1,084,725	993,572
<b>Total Current Liabilities</b>	<b>8,327,532</b>	<b>7,767,143</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	17,690,000	17,690,000
Compensated Absences	950,274	950,274
Sales Tax Audit Funds Due	492,746	492,746
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
<b>Total Non-Current Liabilities</b>	<b>20,716,103</b>	<b>20,716,103</b>
<b>TOTAL LIABILITIES</b>	<b>29,043,635</b>	<b>28,483,246</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	4,666,972	4,666,972
Deferred inflow related to OPEB	39,401	39,401
<b>Total Deferred Inflows</b>	<b>4,706,373</b>	<b>4,706,373</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>33,750,008</b>	<b>33,189,619</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	54,705,715	54,808,166
Restricted for FTA Interest	779,623	779,623
Unrestricted	44,849,873	45,198,104
<b>TOTAL NET POSITION</b>	<b>\$ 100,335,211</b>	<b>\$ 100,785,893</b>

**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**For the month ended February 28, 2022**

	<u>2/28/2022</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 50,943
Cash Received from Bus Advertising and Other Ancillary	58,299
Cash Payments to Suppliers for Goods and Services	(274,343)
Cash Payments to Employees for Services	(837,569)
Cash Payments for Employee Benefits	(1,690,436)
<b>Net Cash Used for Operating Activities</b>	<b><u>(2,693,108)</u></b>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,769,194
Grants and Other Reimbursements	4,491
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<b><u>3,773,685</u></b>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	93,960
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(117,450)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<b><u>(23,490)</u></b>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	3,984
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<b><u>3,984</u></b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>1,061,072</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2022</b>	<b>48,116,900</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), February 28, 2022</b>	<b>\$ <u><u>49,177,972</u></u></b>



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 6, 2022

**Subject:** February 2022 Operations Report

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

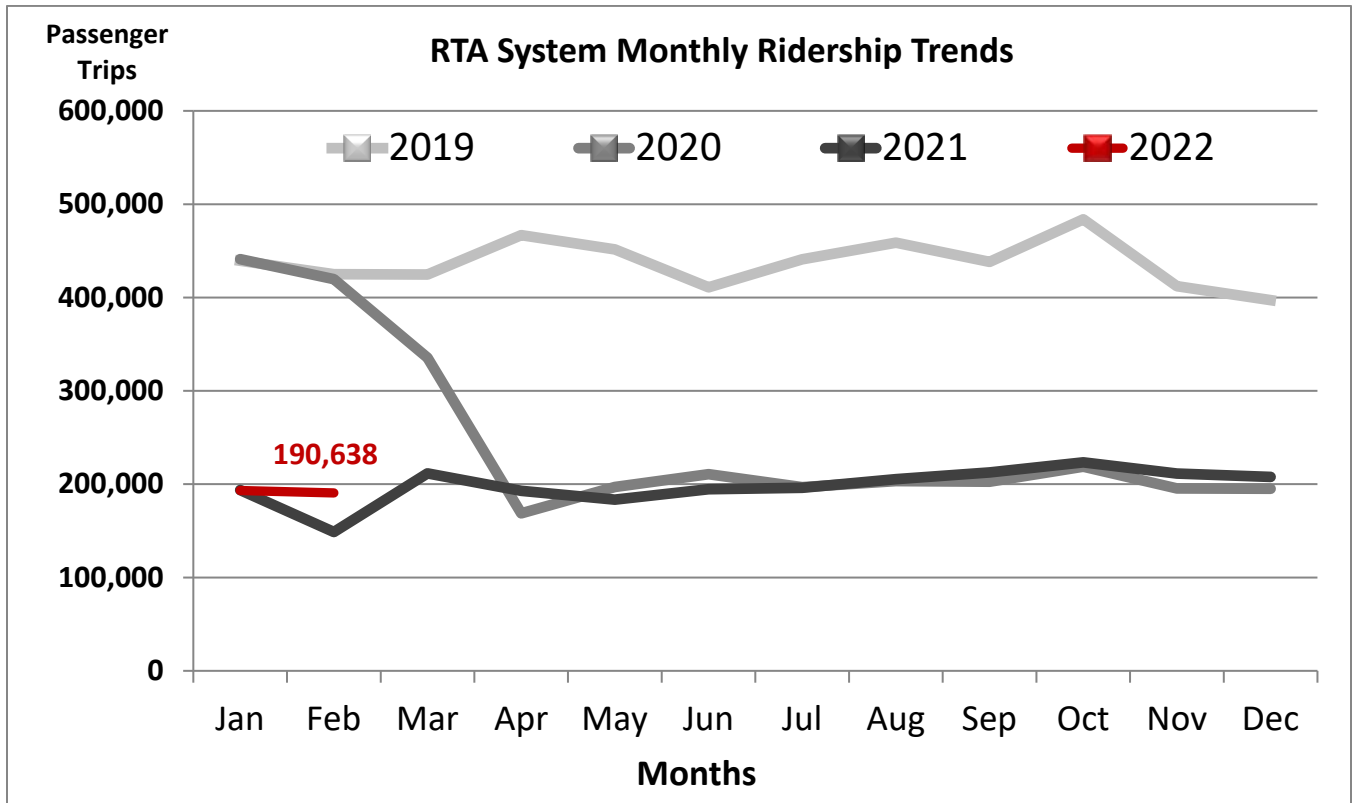


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**System-wide Ridership and Service Performance Results**

February 2022 system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 190,638 which represents a 28.2% increase as compared to 148,757 passenger trips in February 2021 or 41,881 more trips provided this month. In comparison to the pre-COVID-19 (Pre-Covid) period in February 2019 with 424,940 passenger trips, the 190,638 passenger trips represent a 55.1% decrease with 234,302 fewer trips.



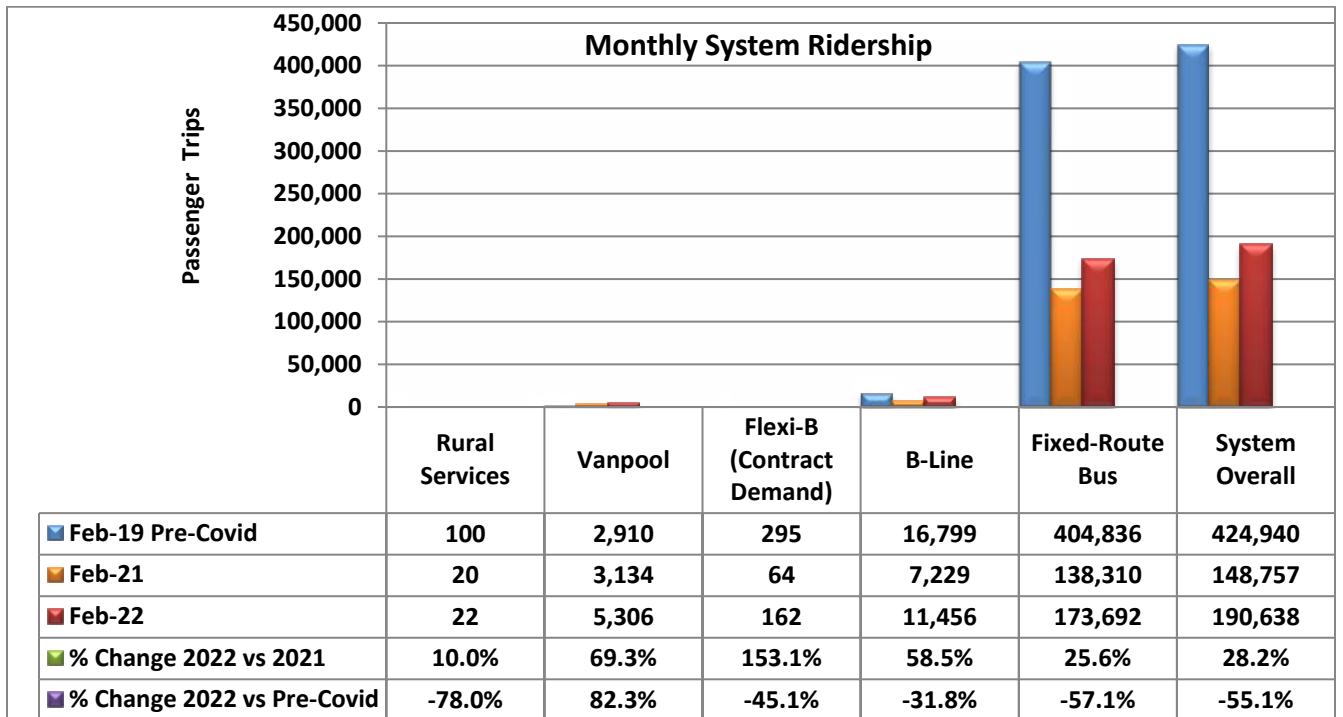
February 2021	February 2022	Variance
16 Weekdays *	20 Weekdays	+4
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
24 Days	28 Days	+4

\* No bus services were operated on February 15-18, 2021 due to Winter Storms Uri and Viola.

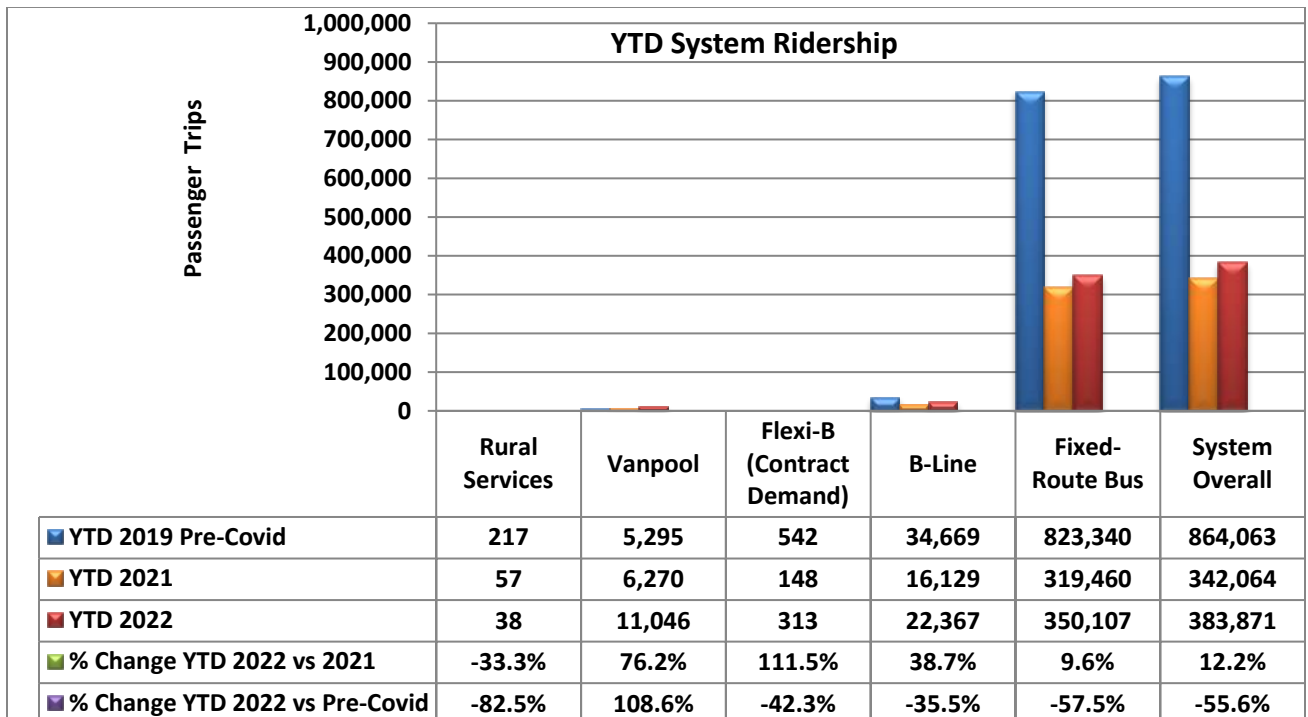
In February 2022, the average retail price for unleaded gas in Corpus Christi was approximately \$3.21 per gallon as compared to \$2.17 per gallon in February 2021<sup>1</sup>. A 67% increase in the average cost per gallon. Rainfall was below normal at 0.24 inches as compared to the monthly average of 1.29 inches.<sup>2</sup> February 2021 was below normal at 0.35 inches. The recorded 67-degree average temperature was 5 degrees below the average temperature of 72-degrees.

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

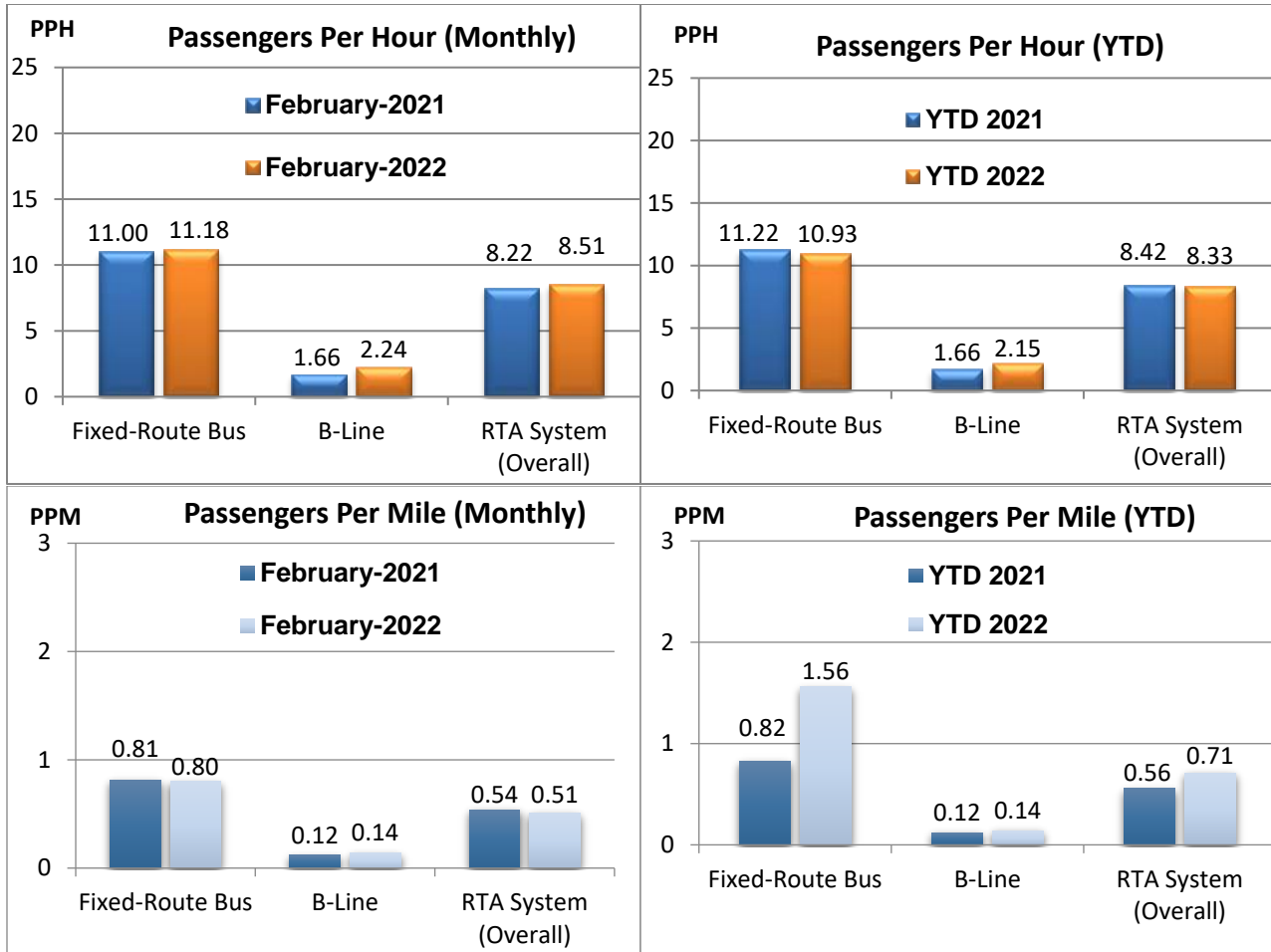
The chart below shows monthly ridership results for all services. CCRTA recorded 41,881 more passenger trips for a 28.2% increase as compared to February 2021. As compared to February 2019 Pre-Covid, passenger trips decreased 55.1%.



The chart below shows YTD ridership results for all services. CCRTA has recorded 41,807 more passenger trips for a YTD increase of 12.2% in 2022 as compared to 2021. As compared to YTD 2019 Pre-Covid, passenger trips decreased 55.6% with 480,192 fewer trips.



The following charts report system-wide productivity for the month of February 2022 vs. February 2021 and YTD figures.



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

Schedule Adherence	Standard	Nov-21	Dec-21	Jan-22	Feb-22	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.3%	0.1%
Departures within 0-5 minutes	>85%	87.1%	88.8%	92.0%	90.4%	89.6%
Monthly Wheelchair Boardings	No standard	2,582	2,486	2,009	2,041	2,280
Monthly Bicycle Boardings	No standard	4,167	4,139	3,924	3,215	3,861

The following construction projects potentially impact current or future on-time performance:

On  
Detour

Off  
Detour

On  
Detour

Detour  
Required

No Detour

- **U.S.181 & 361 Interchange in Gregory** Began mid-2019 and is now half complete.
  - Route 51 (No stops impacted)
- **New Harbor Bridge (North Beach)** – Routes 76 & 78 remain on minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)
- **Park Road 22 water exchange bridge** Began late 2020. Slight detour only.
  - Route 65 (No stops impacted)
- **Laguna Shores Rd. (SPID–Wyndale)** (14) month, Phase 1 and 3 completed 1<sup>st</sup> week of Feb. 2022.
  - Routes 3 & 4 (**13 stops now open** as of Feb. 14, 2022)
- **Brownlee Blvd. (Laredo-Morgan Ave.)** Temporary detour from Brownlee to Crosstown Expressway (ST HWY 286) access roads in both directions.
  - Routes 5x & 17 (**7 now open** as of Feb. 10, 2022)
- **Winnebago & Lake St.-(Harbor Bridge reconstruction):** Began August 2020.
  - Route 12 (**10 stops impacted**)
- **Ayers St. (SPID-Gollihar)** (28) Project began January 2020 with anticipated completion April 2022.
  - Routes 19G, 19M, 32 & 37 (**6 stops remain closed 1 reopened**)
- **Ocean Dr. Resurfacing** (Robert Dr.-Ennis Joslin) Project began March-2021. Project to be complete March 2022.
  - Route 6 (**14 stops remain closed**)
- **Leopard St. (Nueces Bay to Palm)** (14) month project: Began April 2021-anticipated completion date late-2022.
  - Routes 27 & 28 (**4 stops closed**)
- **S. Staples St. (Kostoryz- Baldwin)** (29) month project: Began March 2021
  - Route 29 (**8 Stops closed**) Detour from Staples to Alameda to Texan Tr.
- **Leopard St. (Crosstown to Palm)** (14) month project to begin 2023. This Bond project will extend the current/existing Leopard St. detour.
  - Routes 27 & 28 (**9 stops will be impacted**)
- **Everhart Rd. (SPID-S. Staples):** Project could begin mid-2022.
  - Routes 32 & 37 (**7 stops will be impacted**)

For February 2022, there were 17 detoured routes out of 32 fixed route services in operation. This equates to approximately 53% of CCRTA services travelling on the local streets. Detoured bus route services include: 3, 4, 6, 12, 17, 19, 23, 25, 27, 28, 29, 32, 37, 51, 65, 76 & 78.

Total number of bus stops currently impacted or closed is **42**.

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

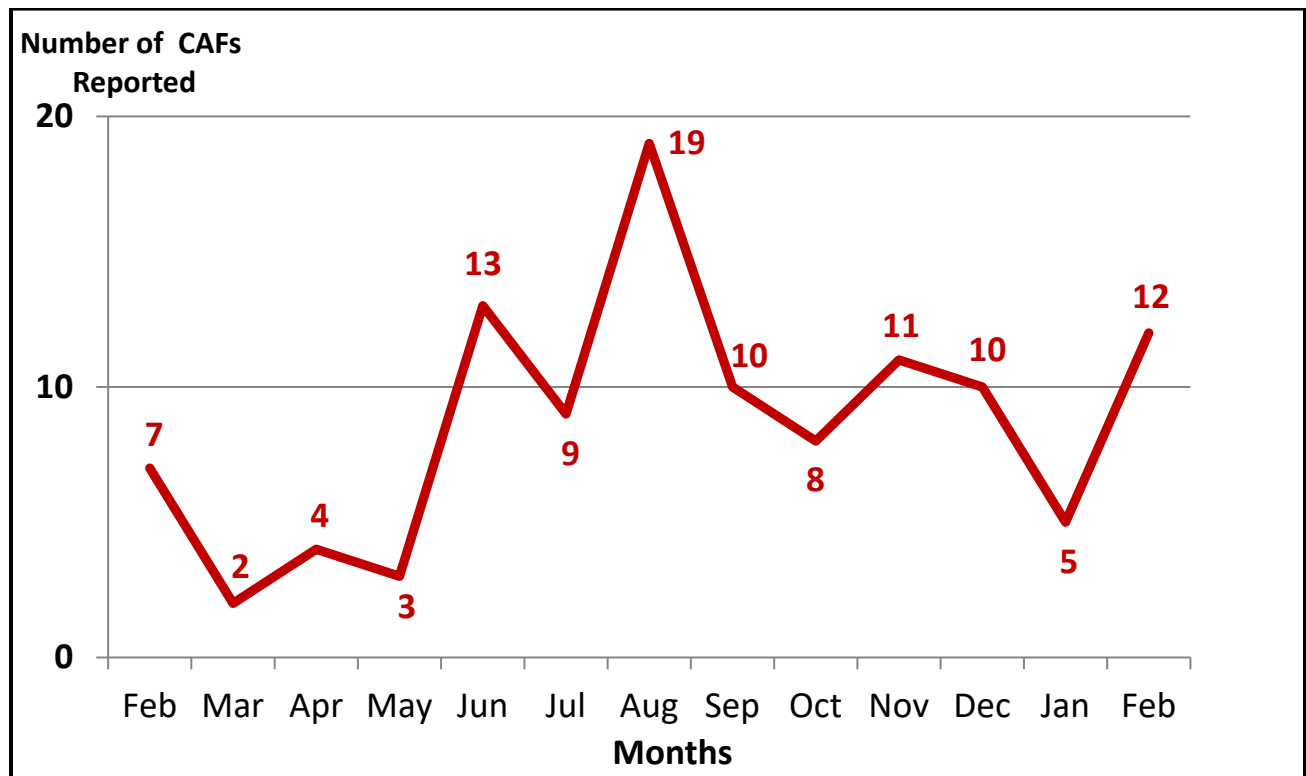
In February 2022, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **2.24** Passengers Per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **16,138** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **7,977** ambulatory boardings; **2,765** wheelchair boardings

Metric	Standard	Nov-21	Dec-21	Jan-22	Feb-22	(4) Month-Ave.
Passengers per Hour	2.50	2.23	2.24	2.05	2.24	2.19
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	19,225	24,683	37,243	16,138	24,322
Monthly Wheelchair Boardings	No standard	3,401	3,731	2,835	2,765	3,183

**Customer Programs Monthly Customer Assistance Form (CAF) Report**

For February 2022, Customer Service received and processed 12 (CAF's) Customer Assistance Forms. 12 CAF's is 7 more than the previous month and represents a 140% increase. There were no commendations received this month.



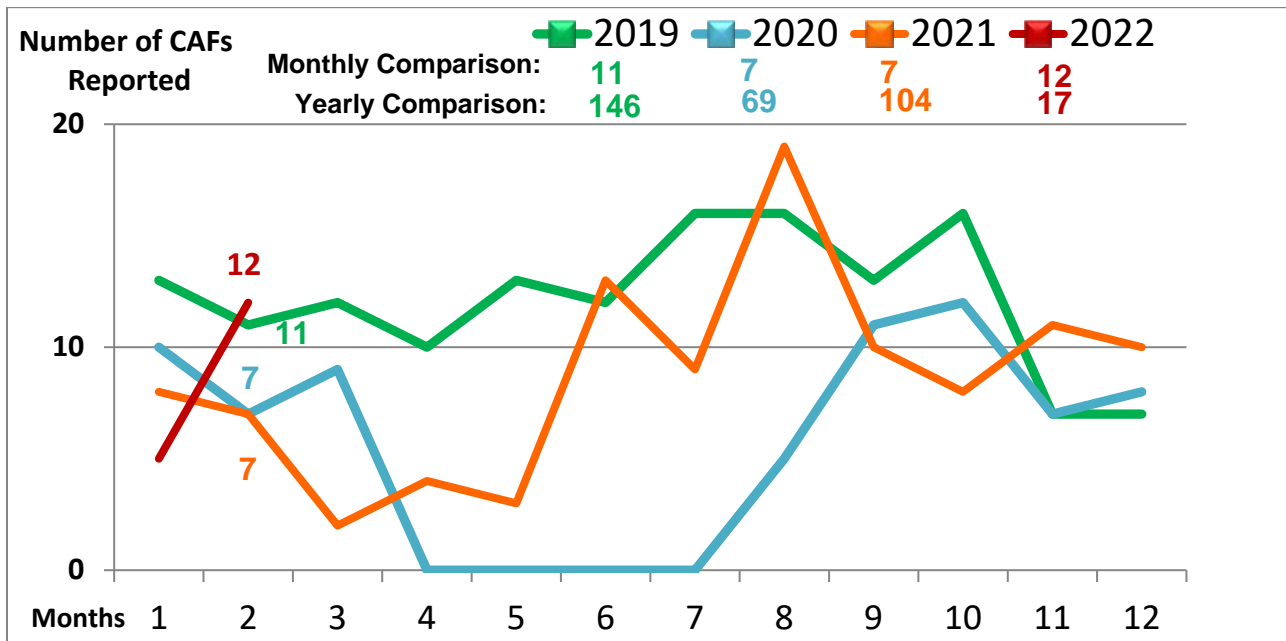
**Route Summary Report:**

<b>Route</b>	<b># of CAFs</b>	<b>Route</b>	<b># of CAFs</b>
#3 NAS Shuttle	1	#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	1
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls	1	#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan	1	#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside	1	#60 Islander Connection	
#19 Ayers		#65 Padre Island Connection	4
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda	2	#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest		B-Line (Paratransit) Services	1
#27x Northwest (Express)		Safety & Security	
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other) ADA	
#32 Southside		<b>TOTAL CAF's</b>	<b>12</b>

**CAF Breakdown by Service Type:**

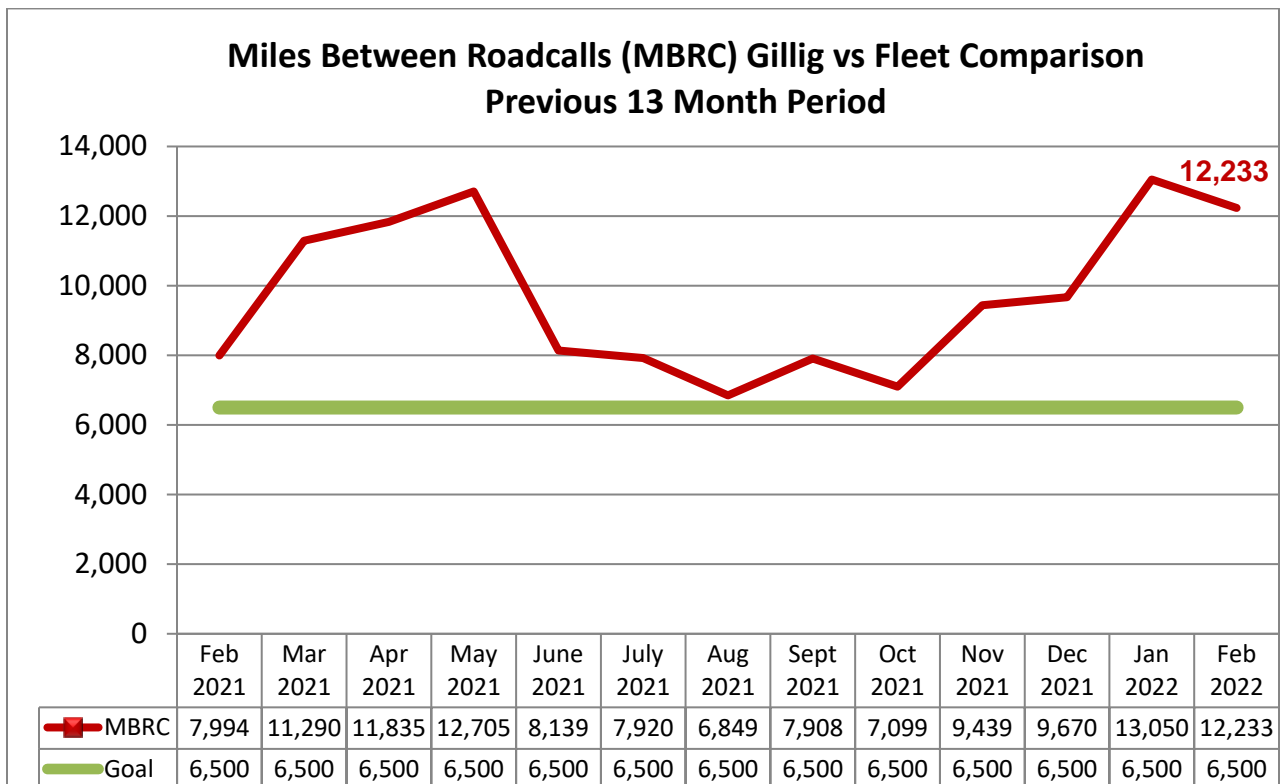
<b>CAF Category</b>	<b>RTA Fixed Route</b>	<b>B-Line ADA Paratransit</b>	<b>MV Fixed Route</b>	<b>Totals</b>
<b>ADA</b>				
<b>Service Stop Issues</b>	3		1	4
<b>Driving Issues</b>	1	1		2
<b>Customer Services</b>				
<b>Late/Early – No Show</b>			3	3
<b>Alleges Injury</b>				
<b>Fare/Transfer Dispute</b>				
<b>Clean Trash Can</b>				
<b>Dispute Drop-off/Pickup</b>				
<b>Add Bench/Stop</b>				
<b>Tie Down Issues</b>				
<b>Inappropriate Behavior</b>				
<b>B-line Calls</b>				
<b>Incident at Stop</b>				
<b>Incident on Bus</b>				
<b>Incident at Station</b>				
<b>Policy/Standing Orders</b>				
<b>Denial of Service</b>			1	1
<b>Safety &amp; Security</b>				
<b>Rude</b>			2	2
<b>Facility Maintenance</b>				
<b>Service Development</b>				
<b>Vehicle Maintenance</b>				
<b>Over Crowded Vehicle</b>				
<b>Route Suggestion</b>				
<b>Service Maintenance</b>				
<b>Commendations</b>				
<b>Total CAFs</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>12</b>

**CAF Reports: Current and Historical (4) Year Trends**



**Vehicle Maintenance Department: Miles Between Road Calls Report**

In February 2022, there were **12,233** miles between road calls (MBRC) recorded as compared to 7,994 MBRC in February 2021. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. In addition, seasonal high weather temperatures impact the number of road calls.



**Board Priority**

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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