

# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, January 5, 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

EDWARD MARTINEZ, Chairman  
TBD, Vice Chairman  
Dan Leyendecker, Board Secretary

### BOARD OF DIRECTORS MEMBERS

<u>Administration &amp; Finance</u>	<u>Operations &amp; Capital Projects</u>
Patricia Dominguez (Chair)	Anna Jimenez (Chair)
Lynn Allison	Gabi Canales
Dan Leyendecker	Matt Woolbright
Eloy Salazar	Beatriz Charo
Philip Skrobarczyk	Armando Gonzalez

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	M. Montiel	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	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 MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	Election and Swearing In of RTA Board Chair	E. Martinez	4 min.	-----
7.	Adoption of Resolution for Outgoing Board Chair – Edward Martinez	Board Chair	4 min.	<b>Page 1</b>
8.	Action to Elect Vice Chairman, Secretary and Assistant Secretary of the Board	Board Chair	4 min.	<b>Page 2</b>
9.	Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	Board Chair	4 min.	<b>Page 3</b> Attachment A
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of December 1, 2021	Board Chair	3 min.	<b>Pages 4-11</b>
11.	CCRTA's Response to COVID-19	J. Cruz-Aedo	5 min.	<i>PPT</i>

# AGENDA MEETING NOTICE

12.	<b>Presentation</b> of Employee of the Year Awards a) Operator of the Year b) Employee of the Year	J. Cruz-Aedo	3 min.	-----
13.	<b>Presentation</b> of two Annual Spotlight Awards received from the South West Transit Association	Rich Samson, SWTA	4 min.	-----
14.	<b>Presentations:</b> a) November 2021 Financial Report b) January Procurement Update c) November 2021 Safety & Security Report d) November 2021 Operations Report e) Transit Supply and Demand Update	R. Saldaña R. Saldaña M. Rendón  D. Majchszak J. Cruz-Aedo a. Rich Samson, SWTA b. Jeff Johnson, Creative Bus Sales	4 min. 4 min. 4 min.  4 min. 1 min. 10 min. 10 min.	Pages 12-23 PPT PPT PPT  Pages 24-33 PPT  PPT PPT
15.	<b>Presentation</b> on 2021 Year In Review	J. Cruz-Aedo	10 min.	PPT
16.	<b>Outline</b> of CEO Evaluation Process	General Counsel	2 min.	-----
17.	<b>Board Chair Report</b>	Board Chair	10 min.	-----
18.	<b>Adjournment</b>	Board Chair	1 min.	-----
19.	<b>Information Items:</b> Member Inquiry Forms a) Board Meeting–December 1, 2021 b) Committees Meetings– November 17, 2021 1) Administration & Finance 2) Operations & Capital Projects			Attachments

**Total Estimated Time: 1 hour 44 mins.**

On **Wednesday, December 29, 2021** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono(361) 289-2712.

**Mission Statement**

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

**Vision Statement**

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.

# Corpus Christi Regional Transportation Authority



## Resolution

**WHEREAS**, Edward “Eddie” Martinez served as an active member on the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors since his appointment by the City of Corpus Christi. Elected as Board Chair in 2018, Eddie Martinez has since led the CCRTA into becoming a champion public transit organization.

**WHEREAS**, Eddie Martinez displayed the dedication and leadership necessary to advance the mission of CCRTA throughout the Coastal Bend region. He was influential in the completion of construction and opening of the Staples Street Center and Station. Eddie also led the pursuit of Grant 5339(b), which provided \$7.2 million for bus and bus facility improvements. These developments included an updated parking lot at the Bear Lane Operations Facility, which was completed; the reconstruction of the Port Ayers Transfer Station, which recently broke ground; and super-stops that will serve the new Del Mar College – Oso Creek campus, which is presently under construction.

**WHEREAS**, Eddie Martinez prioritized ridership and mobility through advanced technology and pilot programs. He led the CCRTA’s introduction of SURGE, the first autonomous vehicle shuttle in the region, which primarily served university students. Eddie was imperative to the shelter refurbishment program, which has added more than 177 new state-of-the-art Tolar and refurbished shelters throughout the system since 2019. Eddie also aided small business owners, employees, and tourists through the development and implementation of new routes and pilot programs.

**WHEREAS**, Eddie Martinez was dedicated to the safety and security of all employees, customers, and guests. Eddie worked diligently to improve emergency response, increase law enforcement visibility through the transit network, respond to ridership concerns, and maintain a safe, reliable system during the pandemic to serve our first responders and customers.

**WHEREAS**, Eddie Martinez was an exceptional leader and spokesperson for the organization, and an advocate for rural communities and individuals affected by disabilities. Eddie was committed to the mission and vision of the CCRTA, and establishing an efficient, accessible, and innovative transportation network. Through Eddie Martinez’s tireless efforts, the constituents of the Coastal Bend have a public transportation system that they can be proud of.

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

Edward “Eddie” Martinez is hereby commended for his distinguished service.

**DULY PASSED AND ADOPTED** this 5<sup>th</sup> day of January, 2022.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer

\_\_\_\_\_  
Board Chair



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 5, 2022

**Subject: Election of Vice Chairman, Secretary, and Assistant Secretary to the Board**

**Background**

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 January 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:

  
Jorge Cruz-Aedo,  
Chief Executive Office



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

January 5, 2022

**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. Committee meetings are scheduled to meet monthly 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:

Jorge Cruz-Aedo  
Chief Executive Officer

CCRTA COMMITTEE APPOINTMENTS FOR 2022

**2021 COMMITTEES APPOINTMENTS**

**Administration & Finance Committee**

Patricia Dominguez -Committee Chair  
Lynn Allison  
Dan Leyendecker  
Eloy Salazar  
Philip Skrobarczyk

**Operations & Capital Projects Committee**

Anna Jimenez- Committee Chair  
Gabi Canales  
Matt Woolbright  
Beatriz Charo  
Armando Gonzalez

**2022 COMMITTEES APPOINTMENTS**

**Administration & Finance Committee**

\_\_\_\_\_-Committee Chair  
\_\_\_\_\_  
\_\_\_\_\_  
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**Operations & Capital Projects Committee**

\_\_\_\_\_-Committee Chair  
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**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, December 1, 2021**

**Summary of Actions**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Action to Approve Board of Directors meeting minutes of November 3, 2021
7. Heard Award Recognitions by CEO
8. Heard Update on RCAT Committee Activities
9. Heard Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects
10. Heard Update on Zero Emission
11. Heard Consent Item—
  - a) Action to Execute Payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2022: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance
  - b) Action to Award a Two-Year Contract to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance
  - c) Action to Exercise Option Period for Depository and Banking Services
  - d) Action to Exercise Option Period with Carr, Riggs & Ingram for Audit Engagement for 2021 & 2022 Financial Statements
  - e) Action to Adopt a Resolution to Approve a Change to the Investment Policy, Designation of the Agency's Investment Advisor and Approve the list of Brokers/Dealers
    - Proposed Investment Policy Resolution
    - Proposed Investment Policy
  - f) Action to Award a Contract to NelsonNygaard Consulting Associates, Inc. for the Long Range System Plan
  - g) Action to Award a Contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply
12. Heard CCRTA's Response to Covid-19
13. Heard Presentations –
  - a) Investment Report as of September 30, 2021 from Linda Paterson, CCRTA Investment Advisor
  - b) October 2021 Financial Report
  - c) Procurement Update
  - d) October 2021 Safety & Security Report
  - e) October 2021 Operations Report
  - f) Update on Capital Projects
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**

Eddie Martinez; Board Chair, called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Stephanie Alvarez called roll and stated a quorum was present. Mr. Jorge Cruz-Aedo, CEO, introduced the new Executive Administrative Assistant and Board of Directors Assistant Secretary, Ms. Marisa Montiel, to the Board.

**Board Members Present** Eddie Martinez, Lynn Allison, Gabi Canales, Beatriz Charo, Patricia Dominguez, Armando Gonzalez, Anna Jimenez, Dan Leyendecker, 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, Alejandro Agustin, Ashlee Winstead-Sherman, Stephanie Alvarez and Marisa Montiel.

**Public Present** Ben Schmidt, MV Transportation.

**Held Safety Briefing**

Mr. Rendon gave a safety briefing to the Board of Directors and the members of the audience in the event of an emergency. He pointed out which exit doors to use and asked that everyone report to the clock tower adjacent to the Staples Street Transfer Station. Mr. Rendon noted Ms. Stephanie Alvarez will confirm the Board of Directors are accounted for and he will ensure everyone exits the building properly. He commented when exiting the building, to refrain from using the elevators, and also, not to re-enter until an 'all clear' is given by Security personnel. If a shelter in place is ordered, he reported that everyone would locate at the bottom of the West stairwell.

**Action to Receive Conflict of Interest Affidavits**

None received online or in-person.

**Provided Opportunity for Public Comment**

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

None received online or in-person.

## **Action to Approve the Board of Directors Meeting Minutes of November 3, 2021**

**DIRECTOR DAN LEYENDECKER MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 3, 2021. DIRECTOR GABI CANALES SECONDED THE MOTION. MARTINEZ, ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR.**

### **Award Recognitions by CEO**

Mr. Jorge G. Cruz-Aedo was pleased to announce that the Government Finance Officers Association (GFOA) presented the Corpus Christi Regional Transportation Authority with the Distinguished Budget Presentation Award for the 2019 CCRTA Operating Capital Budget. Mr. Cruz-Aedo emphasized how the commitment of the Board of Directors and Staff helped earn this achievement by meeting the highest principles of governmental budgeting. It was stated that in order to receive the award, the entity had to satisfy the nationally recognized guidelines for the effective budget presentation. He specified that the Corpus Christi RTA rated proficient in all of the categories, and in the 14 mandatory criteria within those categories. On behalf of the Corpus Christi RTA, the award was then presented to Alejandro Agustin, Budget Analyst, and pictures were taken.

### **Heard Update – RCAT Committee Activities**

Ms. Sharon Montez noted that the last RCAT Committee Meeting was held on November 18<sup>th</sup> and three new RCAT Members joined at that time. She reviewed RCAT's mission statement, purpose, membership, terms, meeting schedule and quorum. Next, Ms. Montez gave an overview of the B-Line and the eligibility process. She noted that the new RCAT Committee Members were notified of the fixed route holiday schedule, service levels and informed them on the engineering services for ADA Bus Stop Improvements Phase VIII. It was stated that the next RCAT Committee Meeting will be held on January 20, 2022.

### **Heard Committee Chair Reports**

#### **a) Administration & Finance**

None

#### **b) Operations & Capital Projects**

None

### **Update – Zero Emission**

Mr. Jorge Cruz-Aedo gave a brief introduction to KPMG, a national professional services firm who provide strategic consulting services, including the electrification of transit. Mr. Cruz-Aedo noted that KPMG was able to provide a no-cost analysis of the Corpus Christi RTA. Mr. Derrick Majchszak introduced Guy Wilkinson with KPMG, who then gave the analysis presentation to the board. Mr. Wilkinson provided background information on KPMG and noted that they specialize in three distinct areas: Infrastructure Strategy, Capital Projects and Environmental, Social, Governance. He discussed how in their



opinion, the transit industry is transitioning from Diesel Powered Buses to Zero Emission Buses. Mr. Wilkinson shared supporting slides that showed nationwide agencies that have been making the transition. Next, he discussed how KPMG supports clients through a comprehensive phased approach to developing a customized decarbonization strategy. He also gave an example of a brief overview of a case study for a prior client. After his presentation, he opened up the floor and answered any questions that the Board had.

### **Heard Consent Item**

- a) **Action** to Execute Payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2022: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance
- b) **Action** to Award a Two-Year Contact to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance
- c) **Action** to Exercise Option Period for Depository and Banking Services
- d) **Action** to Exercise Option Period with Carr, Riggs & Ingram for Audit Engagement for 2021 & 2022 Financial Statements
- e) **Action** to Adopt a Resolution to Approve a Change to the Investment Policy, Designation of the Agency's Investment Advisor and Approve the list of Brokers/Dealers
  - Proposed Investment Policy Resolution
  - Proposed Investment Policy
- f) **Action** to Award a Contract to Nelson\Nygaard Consulting Associates, Inc. for the Long Range System Plan
- g) **Action** to Award a Contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply

Board Chairman, Mr. Eddie Martinez asked if there were any request to pull any items for further discussion before approval: Mr. Eloy Salazar asked to pull item 11c) and Mr. Matt Woolbright asked to pull item 11e). Mr. Martinez then made a motion to approve consent items A, B, D, F and G.

**DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE CONSENT ITEMS A, B, D, F AND G. ANNA JIMENEZ SECONDED THE MOTION. MARTINEZ, ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR.**

Board Chairman asked for further discussion of item 11c). Director Eloy Salazar had a follow up comment from the November Committee Meeting in which he asked if the CCRTA can do business with credit unions. Mr. Salazar noted he did not see the response in the package and Mr. Robert Saldaña noted that the response went out in the Weekly Update email. Mr. Jorge Cruz-Aedo responded that because of collateralization and certain requirements of the law, CCRTA is unable to do business with credit unions. Mr.



John Bell also noted that under the state law, the RTA is prohibited from being a member of any private organization or stock owner of any private organization. Mr. Martinez then made a motion to approve consent item 11c).

**DIRECTOR LYNN ALLISON MADE A MOTION TO APPROVE THE CONSENT ITEMS 11C. ANNA JIMENEZ SECONDED THE MOTION. MARTINEZ, ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR.**

Board Chairman asked for further discussion of item 11e). Mr. Matt Woolbright asked for a quick recap on the changes in the Investment Policy. Mr. Robert Saldaña provided the updates and noted that they were very minor changes. Mr. Martinez then made a motion to approve consent item 11e).

**DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE CONSENT ITEMS 11C. PATRICIA DOMINGUEZ SECONDED THE MOTION. MARTINEZ, ALLISON, CANALES, CHARO, DOMINGUEZ, GONZALEZ, JIMENEZ, LEYENDECKER, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR.**

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

Mr. Jorge Cruz-Aedo reported that CCRTA has partnered with the Public Health District to host periodic monthly clinics at the Bear Lane location so that employees and the community may receive their COVID-19 vaccinations and flu shots. He noted that CCRTA continues to partner with the City of Corpus Christi and Nueces County to provide free rides to vaccine clinics. CCRTA continues to require masks at all transfer stations, buses and bus stops. As of the meeting date, more than 550,000 masks had been distributed on buses. Mr. Cruz-Aedo mentioned as of November 22<sup>nd</sup>, 173 RTA staff members have been vaccinated along with 69 MV Transportation Employees. Mr. Cruz-Aedo informed the Board that effective November 29<sup>th</sup>, all RTA staff have returned to working five days per week in the office and all employees must adhere to facial mask guidelines. He emphasized that CCRTA continues to focus on the health and safety of all employees, contractors, customers, and community members.

### **Heard Presentations**

#### **a) Investment Report as of September 30, 2021 presented by Linda Patterson**

Mr. Robert Saldaña introduced Ms. Linda Patterson, from Patterson and Associates, who remotely presented the Investment Strategy Update to the Board of Directors. First, she discussed the Value of Portfolio per the first three quarters of 2021. She stated that September ended with a book and market value of \$49,421,630. The end of September average yield of 0.060% was close to the benchmark of 0.050%. The 3<sup>rd</sup> Quarter earnings were reported at \$7,364 and Ms.



Patterson expects to see an improvement in 2022. Ms. Patterson displayed CCRTA's current total portfolio and noted that the \$49 million is sitting in cash in order to meet some of the outflows and liabilities that is needed on an operating basis. The current weighted average maturity is one day and the weighted average yield is 0.060%, which projects estimated annual earnings of \$29,652. Her team has been working with the bank and CCRTA staff to get a safe keeping account open, which would allow securities to be put into the portfolio. The team has been working on restructuring the portfolio and have come up with a recommendation to share. This recommended portfolio would keep 20% of the assets liquid for normal operating costs, however, the rest of the asset allocation would be more diverse. At one year, this scenario would change the weighted average maturity to .89 years and the estimated annual earnings would be projected at \$197,686, which is an increase of \$168,034 compared to the current estimated 2021 annual earnings. She shared a graph displaying CCRTA's portfolio balance from 2015-2021. Ms. Patterson pointed out that the spikes in revenues from September 2020 – September 2021 were attributed to the federal financial assistance from the CARES and CRRSSA emergency relief appropriations to help fund the transit payroll and operations. Ms. Patterson shared the Federal Reserve Outlook which displayed the economic projections of 2021-2023 and the longer run. She discussed inflation and how it has affected the economy. She closed with her stating her team will be working with the RTA staff to get additional yields and earnings for the authority.

**b) October 2021 Financial Report**

Mr. Robert Saldaña reported on highlights for the month of October. He stated the operating revenues were 83.54% of baseline, operating expenses 103.42% and combined revenues were 83.99% of baseline. Next, Mr. Saldaña summarized the October income statement. Total revenues for October was \$3.1 million, on a budget of \$3.7 million, and total expenses were \$3.8 million, on a budget of \$3.6 million. The Revenues and Expenses by object were shown and discussed. All Operating Expenses categories were below 100% actual to baseline, with the exception of Benefits, which was due to medical claims for the month. The year to date total Revenues over Expenses is \$6,919,307, Operating Revenues 100.85% of budget and the Departmental Operating Expenses 7.51% under budget or 92.49% of baseline. Mr. Saldaña presented a graph PowerPoint of the five-year current history of the FRR period; FY2016 5.75%, FY2017 5.50%, FY2018 4.86%, FY2019 5.67%, FY2020 3.59%, FY2021 (to-date) 3.07%. Next, Mr. Saldaña provided an update on the September Sales Tax.

**c) Procurement Update**

Mr. Saldaña reported current procurements; Management Information System, Bus Stop Shelter Amenities and The Purchase, Restoration and Repurposing of the Kleberg Bank Building. He noted that these are all expected to go to Committee and Board between January and June of 2022. Next, he presented a 3-month project outlook on the Board review items and those that will require the CEO's signature approval. He closed with the month-to-month Marina Rental Space agreement, which is not to exceed \$6,100, with the City of Corpus Christi.



**d) October 2021 Safety & Security Report**

Mr. Mike Rendón reported the October collision rate at 1.98. The year to date collision rate 1.22. Mr. Rendon reported the Security Statistics of October 2021. He noted that security contacts with individuals was 426. Mr. Rendón concluded his October security updates of Staples Street Center, Robstown Police Department-K9 Unit and Rover.

**e) October 2021 Operations Report**

Mr. Derrick Majchszak reported October 2020 passenger trips of 218,724 and compared to October 2021, with 223,403 passenger trips with a 2.1 percent comparison. Revenue service hours had a change of 0.3% and revenue service miles at 11.6%. Mr. Majchszak reviewed the monthly ridership trend system-wide monthly ridership. He presented a system wide year to date ridership of Rural Services, Vanpool, Flexi-B, B-line, Fixed-Route. He listed upcoming City of Corpus Christi Bond Projects and Harbor Bridge Project Detours impacting fixed Route services. It was reported the “Passengers per Hour” 2.19 performance metric did not meet standard of 2.50, MBRC at 9,887 miles is well above the standard of 12,250 by 3,374 miles and approximately 80% of contract standard. Four-month average is 8,882 and is also below the adopted standard of 12,250 by 3,368 miles between road calls. Mr. Majchszak stated, that effective January 1<sup>st</sup>, 2022, the no-show policy will be reimplemented. He also noted that there were 8 CAFs reported this month, which was a 2 CAF decrease from the last month’s 10 recorded CAFs, which represents a 20% decrease from September. There have been 83 total CAFs this year. Next, Mr. Majchszak discussed existing efforts to help increase ridership.

**f) Update on Capital Projects**

Ms. Sharon Montez gave background information on the ADA Bus Stop Program. She highlighted that there are currently 1,375 bus stops and noted that six ADA phases are now complete. She also provided updates on the Phase VII and proposed Phase VIII bus stops. Ms. Montez discussed how part of Mr. Jorge Cruz-Aedo’s vision for the ADA Bus Stop Program is to garner additional grant funding so the CCRTA can partner with the City of Corpus Christi to assist with their ADA transition plan and help accelerate sidewalk improvements. Next, Ms. Montez discussed the Bear Lane parking lot improvements and the Bear Lane vacant building demolition. Before and after pictures of the work was shared with the Board of Directors. The Del Mar Southside Campus Bus Stops Project was also discussed. She noted that originally, the estimated completion date was set for Fall of 2022, however, Mr. Cruz-Aedo noted that it is anticipated that Del Mar may have a soft opening in the Spring of 2022, thus the CCRTA will try to expedite the project. Next, an update was provided on the New Mary Carroll High School Bus Stop. This project is expected to be complete in the Fall of 2022. Ms. Montez then discussed the Port Ayers Transfer Station Reconstruction Project which is projected to be complete by the end of 2022. The Board was then updated on the Shelter Refurbishment Program and the Shelter Amenities Program. CCRTA is seeking available grant opportunities to help accelerate the Shelter Expansion Program.

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

Mr. Jorge Cruz-Aedo reviewed recent special events that were held for Community Partners, Board Members and Employees. He highlighted that a Board Orientation and Facility Tour was held for new Board Members and all Directors were also invited on November 19<sup>th</sup>. Mr. Cruz-Aedo noted that due to remaining COVID-19 concerns, this year the CCRTA not host a Thanksgiving or Christmas party for employees. In lieu of the parties, the employees will receive H-E-B gift cards on behalf of the Board of Directors and CCRTA Management to show appreciation.

### **Heard Board Chair Report**

Board Chair, Mr. Eddie Martinez, called for any comments from the Board. Ms. Lynn Allison stated she enjoyed the KPMG report. Ms. Allison noted she did not see it in the Dropbox and hoped to see the report again. She thanked the staff for the presentation. Ms. Patricia Dominguez thanked everyone for working very hard this year and noted she was appreciative. She noted that she attended the Lock It and Hide it event and said it was put together very well. Ms. Anna Jimenez thanked the staff for their hard work as well and congratulated Mr. Robert Saldaña and Ms. Sandy Roddel for the award that was received. She then wished everyone a Merry Christmas. Mr. Dan Leyendecker also congratulated the team on the received award and to all of the hard work the team is doing. He also spoke to the Board Chair noting that he did a great job helping move the projects along. Ms. Gabi Canales gave a special thank you to the Chairman and CEO for the Board Orientation held recently. She noted it was extremely informative and helpful. She said as usual, the presentations were amazing and wished everyone a Merry Christmas and happy holidays. Chairman Martinez also discussed the orientation and said it was really great. He encouraged the board members that if they haven't been in a few years, they should go visit again as there have been a lot of improvements these past couple of years. He stated it has been a pleasure to work with the staff for the past eight years and commended the combined efforts on the growth and expansion of the CCRTA throughout the years.

Mr. John Bell took time to discuss the importance of complying with The Texas Open Meetings Act during remote meeting participation. He stated that the law requires that those in person need to be able to see the face and demeanor of board members participating remotely.

### **Adjournment**

There being no further review of items, the meeting adjourned at 10:25 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Marisa Montiel

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Dan Leyendecker, Board Secretary



**Subject:** November 2021 Financial Report

**Overview:** The results from the **operating budget** for the month of **November** reports **Expenses** in excess of **Revenues** by \$176,372, with expenses coming in at \$2,944,057 and revenues at \$2,767,685. Departmental spending reached 89.50% of budget expectations and includes only operating expenses excluding debt service, sub-recipient pass through reimbursements, and street improvement allocations (**Table 6**). The financial performance for the year-to-date reports a \$8,881,431 surplus that is attributed to federal operating assistance grants and the continued savings from expenses coming in less than budgeted. We are 91.7% into the budget as of November 2021.

Meanwhile the CIP budget reports expenses exceeding revenues by \$208,591 for November and \$2,294,499 year-to-date, which represents the budgeted portion of depreciation expense. The overall performance provides an addition of \$6,586,932 to the fund balance. This information is found 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 **November** totaled **\$2,952,175**, of which **\$2,767,685** is income from the **Operating Budget** and **\$184,490** is grant income from the **Capital Budget (Table 4)**. The performance from two revenue categories from the Operating Budget are discussed as follows.

**Operating Revenues**, which include only resources generated from transit operations, reached **83.40%** of the **\$126,991** budget expectation, generating **\$21,075** less than forecasted. **Fare Revenues** ended the month at 96.26% of the baseline expectation, while commissions from bus and bench advertising ended the month at **127.95%**. (**Table 4.1**).

The third component of the **Operating Revenues** is primarily due to the transactions associated with the “Crushing” disposal of assets. This revenue account is called “**Gain (Loss) from Asset Disposals**” and is used to net out the income and expenses to arrive at the gain or loss from the sale of assets. During the month of November, the towing costs of the five (5) remaining of the thirteen (13) Gillig units that were decommissioned from the fixed route fleet were recorded which resulted in expenditures of **\$1,844**. These costs were classified as offsets from the receipt of revenues associated with the recycling process of the initial eight (8) decommissioned buses totaling **\$7,791**. This rendered a surplus of **\$5,947** for the month of November. The cumulative gain on the sale of the disposed buses is **\$2,996** as of November 30, 2021 which includes the prior month’s expense recognition of **\$2,951**. **Operating Revenues excludes** revenues from sales tax, investment income, and lease income from tenants.

**Non-Operating Revenues**, which **includes** sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$2,661,768**, reaching **80.56%** of the **\$3,304,175** budget expectation, generating **\$642,407** less than forecasted (**Table 4.1**).

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 January 14, 2022. Out of the seven (7) sources included in this revenue category, 94.54% of total revenue came from the sales tax revenue estimate as indicated in the table below:

**November 2021 Revenue Composition – Table 1**

<b>Line #</b>	<b>Revenue Source</b>	<b>Actual</b>	<b>%</b>
1	Sales Tax Revenue	2,616,619	94.54%
2	Passenger Service	80,567	2.91%
3	SSC Lease Income	42,166	1.52%
4	Bus Advertising	14,386	0.52%
5	Investment Income	2,515	0.09%
6	Grant Assistance Revenue	468	0.02%
7	Other Revenue	10,962	0.40%
	<b>Total (excluding capital &amp; transfer-in)</b>	<b>\$2,767,685</b>	<b>100.00%</b>

The **Investment Portfolio** closed the month of November 2021 with a market value of **\$49,446,201**, an increase of **\$28,779** from the end of October 2021. This investment portfolio represents the assets from all operations including reserves and **does not include any assets from pension plans**. The market value represents the ending bank balances from Frost Bank and TexPool accounts as of the November 2021 statement dates. Fluctuations from month to month are due to the amount of revenues and withdrawals reflected during the time frame covered by the statement date.

The **Sales tax** allocation for November 2021 is **estimated** at **\$2,643,684 (Table 2)** and represents the amount equal to the same period in 2020 to remain conservative. The estimate is necessary since allocations lag two months behind and will not be received until January 14, 2021.

Meanwhile, the Sales Tax revenue payment of \$2,857,364 for October 2021 was received December 10, 2021, and exceeded the **\$2,792,637** October reported estimate by **\$64,727** or **2.32%**.

The payment included the allocation from internet sales of \$29,187, a decrease of \$3,109 or 9.63% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received \$573,529. Retailers started collecting sales tax on internet sales October 1, 2019.

The sales tax revenue over the last five years' averages to 83.38% of total income. In 2020, Sales Tax Revenue represented 65.13% 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 92.67% of total operating revenues as a result of the amount of revenues recognized from federal grants as illustrated in the first table presented at the beginning of this report. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

## Transparency Disclosure

The sales tax revenue reported as 2021 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 November have made 12 installments. This amount is added back in order to calculate the growth rate when comparison to the same period last year.

### Sales Tax Growth – Table 2

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (actual)	\$ 2,497,985	\$ 2,532,147	\$ (34,162)	-1.35%
February (actual)	2,333,543	2,593,497	(259,954)	-10.02%
March (actual)	3,774,978	2,856,393	918,585	32.16%
April (actual)	3,006,523	2,463,919	542,604	22.02%
May (actual)	3,041,775	2,791,009	250,766	8.98%
June (actual)	3,445,918	3,348,797	97,121	2.90%
July (actual)	3,012,974	2,744,819	268,155	9.77%
August (actual)	2,928,381	2,792,247	136,134	4.88%
September (actual)	3,343,477	3,024,935	318,542	10.53%
October (actual)	2,857,363	2,792,637	64,727	2.32%
November (estimate)	2,616,619	2,616,619	0	0.00%
December (estimate)	-	-	0	0.00%
	<b>\$ 32,859,538</b>	<b>\$ 30,557,019</b>	<b>\$ 2,302,519</b>	<b>7.54%</b>

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for November 2021:

### Revenue – November 2021 – Revenue Composition (Includes Operating and Capital Funding) – Table 3

Revenue Source	November 2021	%	YTD	%
Passenger Service	\$ 80,567	2.73%	\$ 905,745	1.77%
Bus Advertising	14,386	0.49%	144,201	0.28%
Other Revenue	10,962	0.37%	43,255	0.08%
Sales Tax Revenue	2,616,619	88.63%	32,859,538	64.29%
Grants – Operating	468	0.02%	8,341,480	16.32%
Grants – Capital	184,490	6.25%	8,329,201	16.30%
Investment Income	2,515	0.09%	31,689	0.06%
SSC Lease Income	42,166	1.43%	454,076	0.89%
<b>Total Revenue</b>	<b>\$ 2,952,175</b>	<b>100.00%</b>	<b>\$ 51,109,185</b>	<b>100.00%</b>

## Revenue – November 2021 Operating and Capital Funding and Transfer-In – Table 4

	11/2021				
	2021 Adopted Budget	November 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,004,403	\$ 80,567	\$ 83,700	8.02%	96.26%
Bus advertising	134,921	14,386	11,243	10.66%	127.95%
Other operating revenues	384,566	10,962	32,047	2.85%	34.21%
Sales Tax Revenue	35,456,113	2,616,619	2,616,619	7.38%	100.00%
Federal, state and local grant assistance	7,711,691	468	642,641	0.01%	0.07%
Investment Income	50,212	2,515	4,184	5.01%	60.10%
Staples Street Center leases	488,770	42,166	40,731	8.63%	103.52%
<b>Total Operating Revenues</b>	<b>45,230,676</b>	<b>2,767,683</b>	<b>3,431,165</b>	<b>6.12%</b>	<b>80.66%</b>
Capital Grants & Donations	9,715,577	184,490	184,490	1.90%	100.00%
Transfers-In	-	-	-	0.00%	0.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 54,946,253</b>	<b>\$ 2,952,173</b>	<b>\$ 3,615,655</b>	<b>5.37%</b>	<b>81.65%</b>

## Revenue – November 2021 From Operations – Table 4.1

	11/2021				
	2021 Adopted Budget	November 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,004,403	\$ 80,567	\$ 83,700	8.02%	96.26%
Bus advertising	134,921	14,386	11,243	10.66%	127.95%
Other operating revenues	384,566	10,962	32,047	2.85%	34.21%
<b>Total Operating Revenues</b>	<b>1,523,890</b>	<b>105,916</b>	<b>126,990</b>	<b>6.95%</b>	<b>83.41%</b>
Sales Tax Revenue	35,456,113	2,616,619	2,616,619	7.38%	100.00%
Federal, state and local grant assistance	7,711,691	468	642,641	0.01%	0.07%
Investment Income	50,212	2,515	4,184	5.01%	60.10%
Staples Street Center leases	488,770	42,166	40,731	8.63%	103.52%
<b>Total Non-Operating Revenues</b>	<b>43,706,786</b>	<b>2,661,768</b>	<b>3,304,175</b>	<b>6.09%</b>	<b>80.56%</b>
<b>Total Revenues</b>	<b>\$ 45,230,676</b>	<b>\$ 2,767,683</b>	<b>\$ 3,431,165</b>	<b>6.12%</b>	<b>80.66%</b>

## 2021 Year to Date Revenue – Operating and Capital Funding and Transfer-In – Table 5

	11/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,004,403	\$ 905,745	\$ 920,703	90.18%	98.38%
Bus advertising	134,921	144,201	123,678	106.88%	116.59%
Other operating revenues	384,566	43,255	352,518	11.25%	12.27%
Sales Tax Revenue	35,456,113	32,859,538	30,557,019	92.68%	107.54%
Federal, state and local grant assistance	7,711,691	8,341,480	7,069,050	108.17%	118.00%
Investment Income	50,212	31,689	46,028	63.11%	68.85%
Staples Street Center leases	488,770	454,076	448,039	92.90%	101.35%
<b>Total Operating Revenues</b>	<b>45,230,676</b>	<b>42,779,984</b>	<b>39,517,035</b>	<b>94.58%</b>	<b>108.26%</b>
Capital Grants & Donations	9,715,577	8,329,201	8,329,201	85.73%	100.00%
Transfers-In	-	-	-	0.00%	0.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 54,946,253</b>	<b>\$ 51,109,185</b>	<b>\$ 47,846,236</b>	<b>93.02%</b>	<b>106.82%</b>

## November 2021 Expenses

The results of all expenditure activities, including capital, are presented below. Overall the total operating expenses came in \$318,799 less than the anticipated baseline of \$3,262,857. Departmental expenses came in \$315,125 less than the anticipated baseline or 89.50% while

Debt Service and Street Improvements were right on target. 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.

### November 2021 Total Expenses & Capital Expenditures – Table 6

	11/2021				
	2021 Adopted Budget	November 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 36,013,736	\$ 2,686,019	\$ 3,001,144	7.46%	89.50%
Debt Service	1,408,431	600	600	0.04%	100.00%
Street Improvements	3,083,652	256,971	256,971	8.33%	100.00%
Subrecipient Grant Agreements	49,694	468	4,141	0.94%	11.30%
<b>Total Operating Expenses</b>	<b>40,555,513</b>	<b>2,944,058</b>	<b>3,262,857</b>	<b>7.26%</b>	<b>90.23%</b>
Grant Eligible Costs	9,715,577	184,490	184,490	1.90%	100.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 52,774,180</b>	<b>\$ 3,337,139</b>	<b>\$ 3,655,938</b>	<b>6.32%</b>	<b>91.28%</b>

### 2021 Year to Date Total Expenses & Capital Expenditures – Table 7

	11/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 36,013,736	\$ 30,475,169	\$ 30,011,446	84.62%	101.55%
Debt Service	1,408,431	538,231	538,231	38.21%	100.00%
Street Improvements	3,083,652	2,826,681	2,569,710	91.67%	110.00%
Subrecipient Grant Agreements	49,694	58,472	41,412	117.66%	141.20%
<b>Total Operating Expenses</b>	<b>40,555,513</b>	<b>33,898,553</b>	<b>33,160,798</b>	<b>83.59%</b>	<b>102.22%</b>
Grant Eligible Costs	9,715,577	8,329,201	8,329,201	85.73%	100.00%
Depreciation Expenses	2,503,090	2,294,499	2,294,499	91.67%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 52,774,180</b>	<b>\$ 44,522,253</b>	<b>\$ 43,784,500</b>	<b>84.36%</b>	<b>101.68%</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 November 2021, total departmental operating expenses realized a favorable variance against the baseline expectation in all categories except **Materials & Supplies** and **Miscellaneous**. The variance in Materials & Supplies is due to the timing of work orders for bus repair parts and invoices of IT replacement parts, while the variance in Miscellaneous is due to travel expenses related to the APTA conference. Year to date expenses realized favorable variance for all categories except **Benefits** and **Utilities**, due to higher than anticipated health insurance costs, and the result of the winter storm in February 2021, respectively.

## November 2021 Departmental Expense Breakdown – Table 7.1

Departmental Operating Expense Object Category	11/2021				
	2021 Adopted Budget	November 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,112,536	\$ 1,075,240	\$ 1,092,711	8.20%	98.40%
Benefits	5,781,398	330,551	481,783	5.72%	68.61%
Services	4,990,759	301,291	415,897	6.04%	72.44%
Materials & Supplies	2,870,866	239,777	239,239	8.35%	100.23%
Utilities	739,149	53,746	61,596	7.27%	87.26%
Insurance	506,332	37,505	42,194	7.41%	88.89%
Purchased Transportation	7,282,548	579,230	606,879	7.95%	95.44%
Miscellaneous	730,148	68,679	60,846	9.41%	112.87%
<b>Total Departmental Operating Expenses</b>	<b>\$ 36,013,736</b>	<b>\$ 2,686,019</b>	<b>\$ 3,001,144</b>	<b>7.46%</b>	<b>89.50%</b>

## 2021 Year to Date Departmental Expense Breakdown – Table 8

Departmental Operating Expense Object Category	11/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,112,536	\$ 11,397,621	\$ 12,019,824	86.92%	94.82%
Benefits	5,781,398	5,352,949	5,299,615	92.59%	101.01%
Services	4,990,759	3,501,311	4,574,862	70.16%	76.53%
Materials & Supplies	2,870,866	2,349,547	2,631,627	81.84%	89.28%
Utilities	739,149	691,149	677,554	93.51%	102.01%
Insurance	506,332	399,353	464,138	78.87%	86.04%
Purchased Transportation	7,282,548	6,289,267	6,675,669	86.36%	94.21%
Miscellaneous	730,148	493,972	669,302	67.65%	73.80%
<b>Total Departmental Operating Expenses</b>	<b>\$ 36,013,736</b>	<b>\$ 30,475,169</b>	<b>\$ 33,012,590</b>	<b>84.62%</b>	<b>92.31%</b>

Total departmental operating expenses are within 8 percentage points of the baseline expectation for year-to-date budget 2021, with monthly expenses to-date representing 92.31% of the annual budget.

## 2021 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 259,169	\$ 4,247	\$ 263,417
February	148,139	4,930	153,070
March	518,677	10,748	529,425
April	219,433	3,868	223,301
May	300,919	4,191	305,110
June	461,648	7,734	469,382
July	333,876	10,463	344,338
August	308,576	6,976	315,552
September	225,335	8,372	233,706
October	444,481	4,515	448,996
November	200,567	5,910	206,477
	<b>\$ 3,420,819</b>	<b>\$ 71,955</b>	<b>\$ 3,492,774</b>

## Fare Recovery Ratio – Table 10

Description	11/30/2021	Year to Date
Fare Revenue	\$ 80,567	\$ 905,745
Operating Expenses*	2,577,906	29,441,634
Fare Recovery Ratio	3.13%	3.08%
*Excluding Depreciation		

Note: Same period last year (November) the FRR was 3.22%

## November 2021 and YTD Overall Performance – Table 11

For the month of November, total Expenses exceeded Revenues by \$384,963, while total Revenues exceeded Expenses by \$6,586,932 for the year-to-date. A greater detail of the financial results is explained in the accompanied Power Point Presentation.

	11/2021				
	2021 Adopted Budget	November 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 45,230,676	\$ 2,767,685	\$ 3,431,165	6.12%	80.66%
Capital Funding	9,715,577	184,490	184,490	1.90%	100.00%
<b>Total Revenues</b>	<b>54,946,253</b>	<b>2,952,175</b>	<b>3,615,655</b>	<b>5.37%</b>	<b>81.65%</b>
Operating Expenses	40,555,513	2,944,057	3,262,857	7.26%	90.23%
Capital Expenditures	12,244,621	393,081	395,244	3.21%	99.45%
<b>Total Expenses</b>	<b>52,800,134</b>	<b>3,337,138</b>	<b>3,658,101</b>	<b>6.32%</b>	<b>91.23%</b>
<b>Revenue over Expenditures</b>	<b>\$ 2,146,119</b>	<b>\$ (384,963)</b>	<b>\$ (42,445)</b>		

	11/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 45,230,676	\$ 42,779,984	\$ 39,517,036	94.58%	108.26%
Capital Funding	9,715,577	8,329,201	8,329,201	85.73%	100.00%
<b>Total Revenues</b>	<b>54,946,253</b>	<b>51,109,185</b>	<b>47,846,237</b>	<b>93.02%</b>	<b>106.82%</b>
Operating Expenses	40,555,513	33,898,553	36,423,055	83.59%	93.07%
Capital Expenditures	12,244,621	10,623,700	10,623,700	86.76%	100.00%
<b>Total Expenses</b>	<b>52,800,134</b>	<b>44,522,253</b>	<b>47,046,755</b>	<b>84.32%</b>	<b>94.63%</b>
<b>Revenue over Expenditures</b>	<b>\$ 2,146,119</b>	<b>\$ 6,586,932</b>	<b>\$ 799,482</b>		

## NET POSITION

The Total Net Position at the end of the month was **\$103,979,528**, an increase of **\$14,869,249** from December 2020 which closed at **\$89,110,279**. The increase is primarily due to the CRRSSA and preventive maintenance grants along with the sales tax revenue increases recorded so far.

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.

The FTA maintains a vested interest as a result of the sale of excess land near the Southside Transfer Station in November 2020. The amount of \$473,544 is restricted for use as the Authority's contribution toward a future FTA-funded project.

Of the Total Net Position of **\$103,979,528**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$44,529,967**, but only **\$29,539,724** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$14,990,243**. 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, 34% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF NOVEMBER 30, 2021:**

<b><u>FUND BALANCE</u></b>	
Net Invested in Capital Assets	\$ 58,976,017
Restricted for FTA Interest	473,544
Unrestricted	<u>44,529,967</u>
<b>TOTAL FUND BALANCE</b>	<b><u>103,979,528</u></b>
<b><u>RESERVES</u></b>	
Net Invested in Capital Assets	58,976,017
Restricted for FTA Interest	473,544
Designated for Operating Reserve	8,989,674
Designated for Capital Reserve	4,721,676
Designated for Local Share of CIP	264,809
Designated for Employee Benefits Reserve	1,014,084
Unrestricted	<u>29,539,724</u>
<b>TOTAL INVESTED IN CAPITAL &amp; RESERVES</b>	<b><u>\$ 103,979,528</u></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:   
Jorge G. Cruz-Aedo  
Chief Executive Officer

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended November 2021

OPERATING BUDGET	11/2021				
	2021 Adopted Budget	November 2021 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	\$ 1,004,403	\$ 80,567	\$ 83,700	8.02%	96.26%
Bus advertising	134,921	14,386	11,243	10.66%	127.95%
Other operating revenues	384,566	10,962	32,047	2.85%	34.21%
Sales Tax Revenue	35,456,113	2,616,619	2,616,619	7.38%	100.00%
Federal, state and local grant assistance	7,711,691	468	642,641	0.01%	0.07%
Investment Income	50,212	2,515	4,184	5.01%	60.10%
Staples Street Center leases	488,770	42,166	40,731	8.63%	103.52%
<b>Total Revenues</b>	<b>45,230,676</b>	<b>2,767,685</b>	<b>3,431,165</b>	<b>6.12%</b>	<b>80.66%</b>
<b>Expenses</b>					
Transportation	9,896,202	732,845	824,683	7.41%	88.86%
Customer Programs	525,656	36,530	43,805	6.95%	83.39%
Purchased Transportation	7,282,548	579,230	606,879	7.95%	95.44%
Service Development	583,634	43,307	48,636	7.42%	89.04%
MIS	1,376,818	100,209	114,735	7.28%	87.34%
Vehicle Maintenance	5,806,049	448,570	483,837	7.73%	92.71%
Facilities Maintenance	3,047,773	189,232	253,981	6.21%	74.51%
Contracts and Procurements	364,867	28,169	30,406	7.72%	92.65%
CEO's Office	1,050,134	85,842	87,511	8.17%	98.09%
Finance and Accounting	821,663	45,818	68,472	5.58%	66.92%
Materials Management	200,176	20,116	16,681	10.05%	120.59%
Human Resources	785,094	67,029	65,424	8.54%	102.45%
General Administration	570,293	31,525	47,524	5.53%	66.34%
Capital Project Management	289,517	25,455	24,126	8.79%	105.51%
Marketing & Communications	677,552	34,125	56,463	5.04%	60.44%
Safety & Security	1,522,607	109,901	126,884	7.22%	86.62%
Staples Street Center	1,010,154	104,949	84,179	10.39%	124.67%
Port Ayers Cost Center	3,000	163	250	5.42%	65.09%
Debt Service	1,408,431	600	600	0.04%	100.00%
Special Projects	200,000	3,000	16,667	1.50%	18.00%
Subrecipient Grant Agreements	49,694	468	4,141	0.94%	11.30%
Street Improvements Program for CCRTA Region Entities	3,083,652	256,971	256,971	8.33%	100.00%
<b>Total Expenses</b>	<b>40,555,513</b>	<b>2,944,057</b>	<b>3,262,857</b>	<b>7.26%</b>	<b>90.23%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>4,675,163</b>	<b>(176,372)</b>	<b>168,308</b>		
<b>CIP BUDGET</b>					
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Transfer In	\$ -	-	-	0.00%	0.00%
Grant Revenue	9,715,577	184,490	184,490	1.90%	0.00%
<b>Total Funding Sources</b>	<b>9,715,577</b>	<b>184,490</b>	<b>184,490</b>	<b>1.90%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	184,490	184,490	1.90%	0.00%
Depreciation Expenses	2,529,044	208,591	210,754	8.25%	98.97%
<b>Total Expenditures</b>	<b>12,244,621</b>	<b>393,081</b>	<b>395,244</b>	<b>3.21%</b>	<b>99.45%</b>
<b>Funding Sources Over Expenditures</b>	<b>(2,529,044)</b>	<b>(208,591)</b>	<b>(210,754)</b>	<b>8.25%</b>	<b>98.97%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>4,675,163</b>	<b>(176,372)</b>	<b>168,308</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>(2,529,044)</b>	<b>(208,591)</b>	<b>(210,754)</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>2,146,119</b>	<b>(384,963)</b>	<b>(42,445)</b>		

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended November 2021

OPERATING BUDGET	11/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 12 * 11	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,004,403	\$ 905,745	\$ 920,703	90.18%	98.38%
Bus advertising	134,921	144,201	123,678	106.88%	116.59%
Other operating revenues	384,566	43,255	352,518	11.25%	12.27%
Sales Tax Revenue	35,456,113	32,859,538	30,557,019	92.68%	107.54%
Federal, state and local grant assistance	7,711,691	8,341,480	7,069,050	108.17%	118.00%
Investment Income	50,212	31,689	46,028	63.11%	68.85%
Staples Street Center leases	488,770	454,076	448,039	92.90%	101.35%
<b>Total Revenues</b>	<b>45,230,676</b>	<b>42,779,984</b>	<b>39,517,036</b>	<b>94.58%</b>	<b>108.26%</b>
<b>Expenses</b>					
Transportation	9,896,202	8,577,587	9,071,518	86.68%	94.56%
Customer Programs	525,656	458,279	481,851	87.18%	95.11%
Purchased Transportation	7,282,548	6,292,900	6,675,669	86.41%	94.27%
Service Development	583,634	483,090	534,998	82.77%	90.30%
MIS	1,376,818	1,095,790	1,262,083	79.59%	86.82%
Vehicle Maintenance	5,806,049	4,965,543	5,322,212	85.52%	93.30%
Facilities Maintenance	3,047,773	2,390,615	2,793,792	78.44%	85.57%
Contracts and Procurements	364,867	316,832	334,462	86.83%	94.73%
CEO's Office	1,050,134	924,644	962,623	88.05%	96.05%
Finance and Accounting	821,663	683,799	753,191	83.22%	90.79%
Materials Management	200,176	201,557	183,494	100.69%	109.84%
Human Resources	785,094	617,590	719,669	78.66%	85.82%
General Administration	570,293	396,432	522,768	69.51%	75.83%
Capital Project Management	289,517	282,808	265,390	97.68%	106.56%
Marketing & Communications	677,552	526,225	621,090	77.67%	84.73%
Safety & Security	1,522,607	1,227,943	1,395,723	80.65%	87.98%
Staples Street Center	1,010,154	1,023,486	925,974	101.32%	110.53%
Port Ayers Cost Center	3,000	2,049	2,750	68.28%	74.49%
Debt Service	1,408,431	538,231	538,231	38.21%	100.00%
Special Projects	200,000	8,000	183,333	4.00%	4.36%
Subrecipient Grant Agreements	49,694	58,472	45,553	117.66%	128.36%
Street Improvements Program for CCRTA Region Entities	3,083,652	2,826,681	2,826,681	91.67%	100.00%
<b>Total Expenses</b>	<b>40,555,513</b>	<b>33,898,553</b>	<b>36,423,055</b>	<b>83.59%</b>	<b>93.07%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>4,675,163</b>	<b>8,881,431</b>	<b>3,093,979</b>		
<b>CIP BUDGET</b>					
	A	B	C = A / 12 * 11	B / A	C vs B
<b>Funding Sources</b>					
Transfer In	\$ -	-	-	0.00%	0.00%
Grant Revenue	9,715,577	8,329,201	8,329,201	85.73%	0.00%
<b>Total Funding Sources</b>	<b>9,715,577</b>	<b>8,329,201</b>	<b>8,329,201</b>	<b>85.73%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	8,329,201	8,329,201	85.73%	0.00%
Depreciation Expenses	2,529,044	2,294,499	2,294,499	90.73%	100.00%
<b>Total Expenditures</b>	<b>12,244,621</b>	<b>10,623,700</b>	<b>10,623,700</b>	<b>86.76%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>(2,529,044)</b>	<b>(2,294,499)</b>	<b>(2,294,499)</b>	<b>90.73%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>4,675,163</b>	<b>8,881,431</b>	<b>3,093,979</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>(2,529,044)</b>	<b>(2,294,499)</b>	<b>(2,294,499)</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>2,146,119</b>	<b>6,586,932</b>	<b>799,480</b>		

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended November 30, 2021, and year ended December 31, 2020**

	<b>Unaudited November 30 2021</b>	<b>Audited December 31 2020</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 48,895,474	\$ 45,154,181
Receivables:		
Sales and Use Taxes	5,446,300	5,944,715
Federal Government	163,193	187,266
Other	207,196	549,605
Inventories	1,047,268	1,123,501
Prepaid Expenses	611,797	454,705
<b>Total Current Assets</b>	<b>56,371,227</b>	<b>53,413,973</b>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	473,544	473,544
Capital Assets:		
Land	4,877,729	4,877,729
Buildings	53,744,210	53,744,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,898,430	62,898,430
Construction in Progress	894,724	894,724
Current Year Additions	10,465,942	(0)
Total Capital Assets	162,815,984	152,350,041
Less: Accumulated Depreciation	(88,564,259)	(86,269,761)
Net Capital Assets	74,251,724	66,080,280
<b>Total Non-Current Assets</b>	<b>74,725,268</b>	<b>66,553,824</b>
<b>TOTAL ASSETS</b>	<b>131,096,496</b>	<b>119,967,797</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	3,304,292	3,304,292
<b>Total Deferred Outflows</b>	<b>5,592,488</b>	<b>5,592,488</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>136,688,984</b>	<b>125,560,285</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	799,198	628,010
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	870,000
Compensated Absences	346,771	346,771
Sales Tax Audit Funds Due	27,374	328,488
Distributions to Regional Entities Payable	4,214,188	6,894,594
Other Accrued Liabilities	853,724	913,941
<b>Total Current Liabilities</b>	<b>6,241,254</b>	<b>9,981,804</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,580,000	18,580,000
Compensated Absences	777,512	777,512
Sales Tax Audit Funds Due	821,234	821,234
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
<b>Total Non-Current Liabilities</b>	<b>21,761,829</b>	<b>21,761,829</b>
<b>TOTAL LIABILITIES</b>	<b>28,003,084</b>	<b>31,743,633</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>32,709,457</b>	<b>36,450,006</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	58,976,017	49,934,572
Restricted for FTA Interest	473,544	473,544
Unrestricted	44,529,967	38,702,163
<b>TOTAL NET POSITION</b>	<b>\$ 103,979,528</b>	<b>\$ 89,110,279</b>

**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**For the month ended November 30, 2021**

	<u>11/30/2021</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 78,998
Cash Received from Bus Advertising and Other Ancillary	66,308
Cash Payments to Suppliers for Goods and Services	(1,418,334)
Cash Payments to Employees for Services	(805,152)
Cash Payments for Employee Benefits	(89,200)
<b>Net Cash Used for Operating Activities</b>	<b><u>(2,167,379)</u></b>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,316,103
Grants and Other Reimbursements	87,102
Distributions to Subrecipient Programs	(468)
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<b><u>3,402,737</u></b>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	92,239
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	(190,571)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<b><u>(98,332)</u></b>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	2,515
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<b><u>2,515</u></b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>1,139,541</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), November 1, 2021</b>	<b>48,229,477</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), November 30, 2021</b>	<b>\$ <u><u>49,369,018</u></u></b>



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

January 5, 2022

**Subject:** November 2021 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.

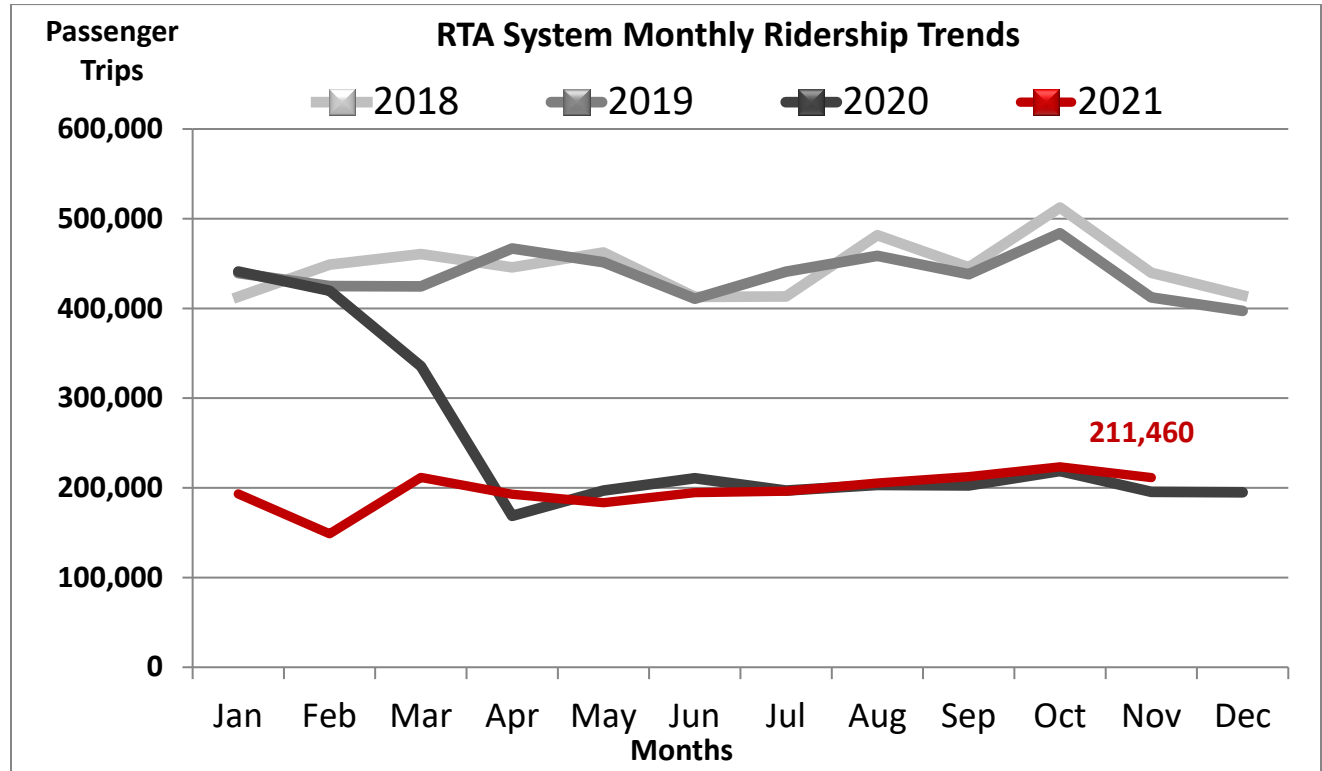


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**System-wide Ridership and Service Performance Results**

November 2021 system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 211,460 which represents an 8.2% increase as compared to 195,481 passenger trips in November 2020 or 15,979 more trips provided this month. In comparison to the pre-COVID-19 (Pre-Covid) period in November 2019 with 412,282 passenger trips, the 211,460 passenger trips this month represents a 48.7% decrease of 200,822 fewer trips.

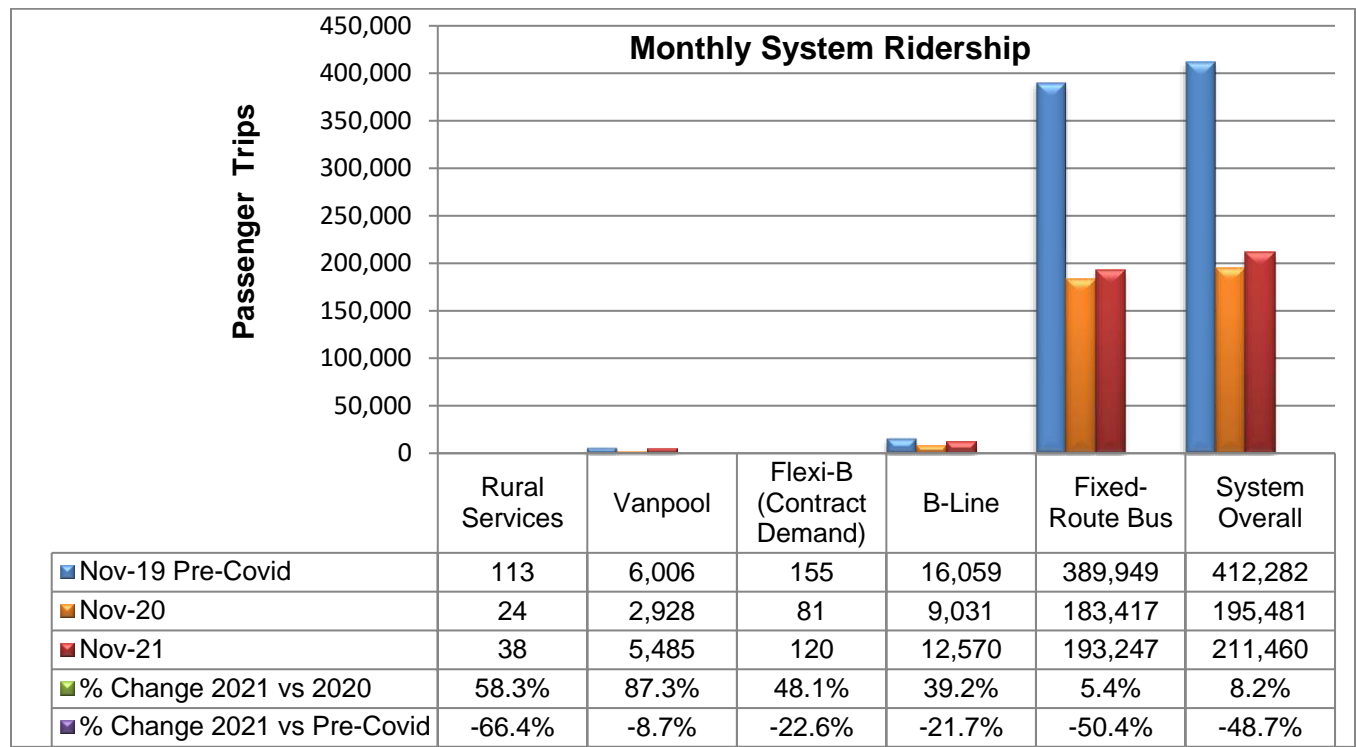


November 2020	November 2021	Variance
20 Weekdays	21 Weekdays	+ 1
4 Saturdays	4 Saturdays	-
5 Sundays	4 Sundays	- 1
1 Holiday	1 Holiday	-
30 Days	30 Days	-

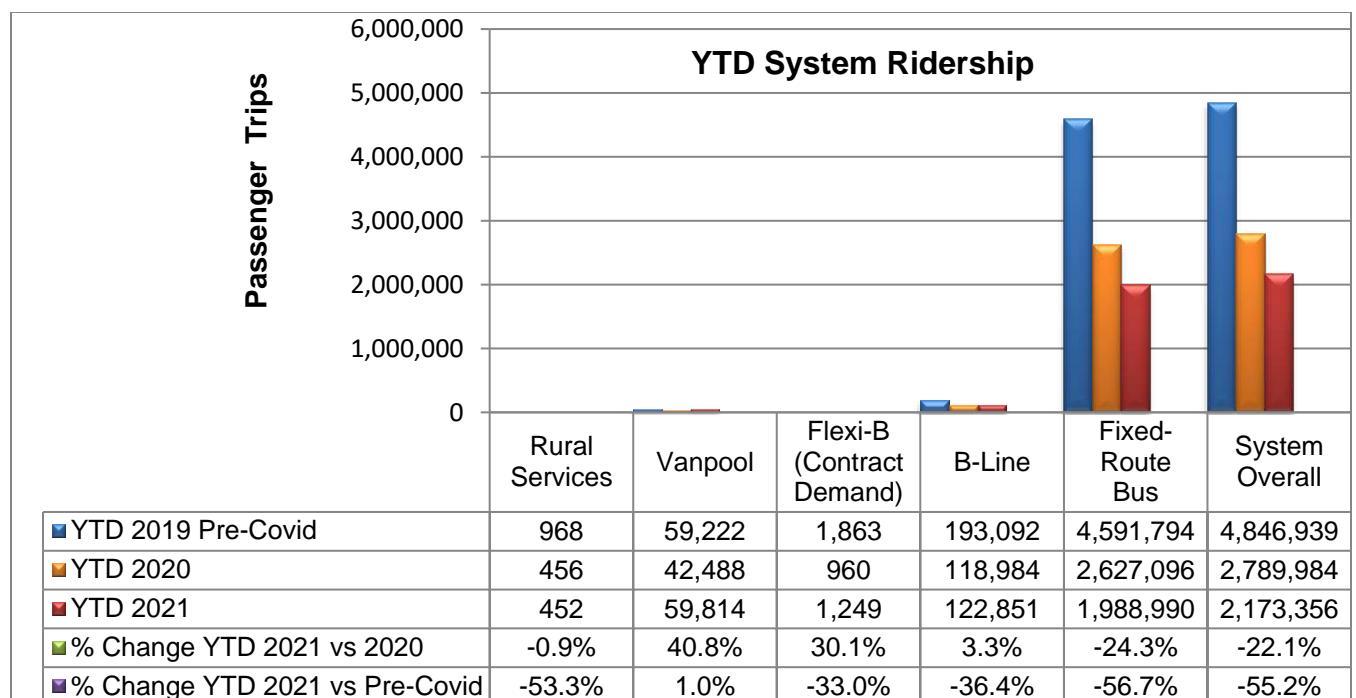
In November 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.90 per gallon as compared to a \$1.76 per gallon in November 2020<sup>1</sup>. Rainfall was below normal at 0.67 inches as compared to the monthly average of 2.03 inches.<sup>2</sup> November 2020 was below normal at only 1.13 inches. The recorded 77-degree average high temperature was above the normal temperature of 76-degrees.

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

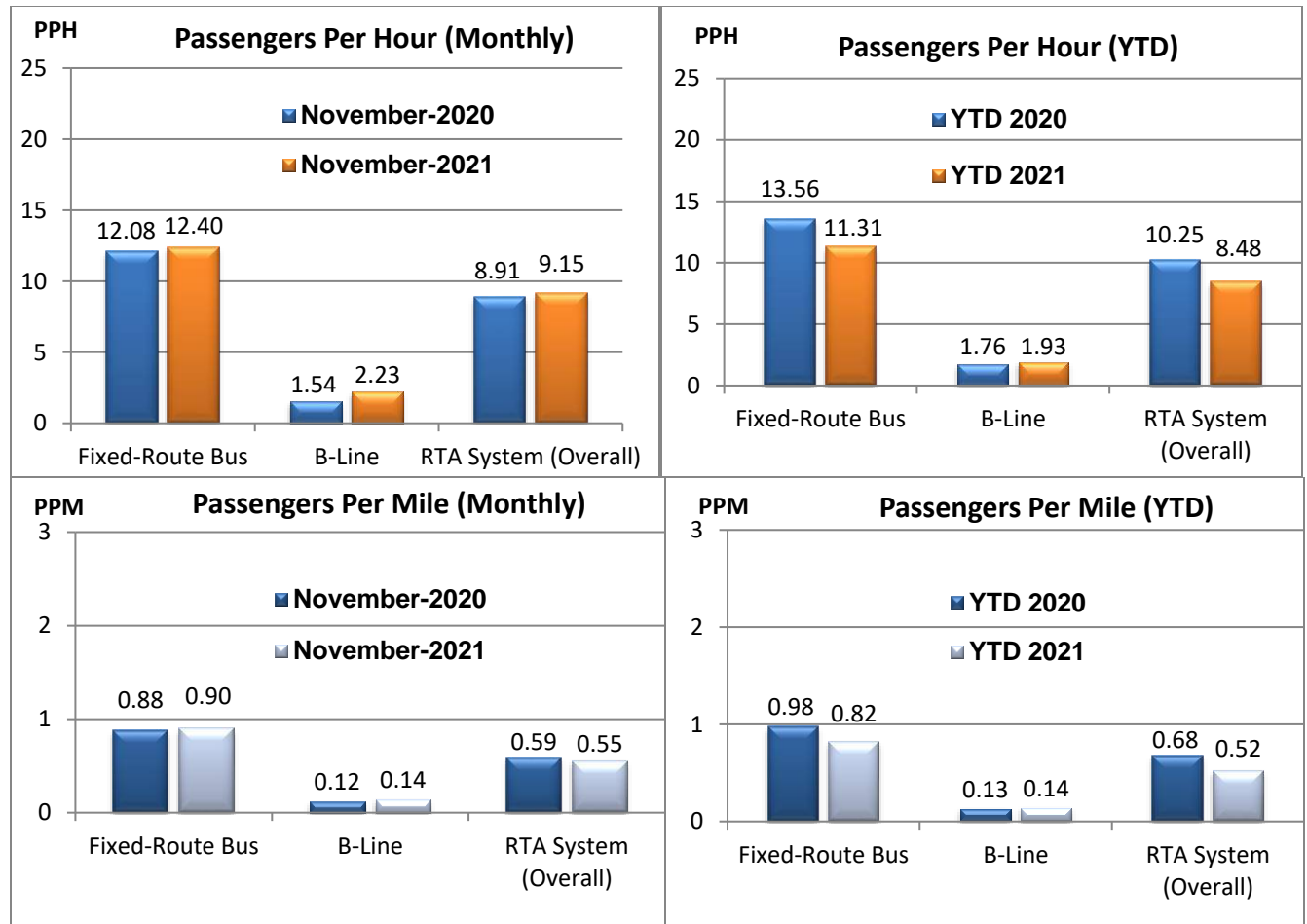
The chart below shows monthly ridership results for all services. CCRTA recorded 15,979 more passenger trips for an 8.2% increase as compared to November 2020. As compared to November 2019 Pre-Covid, passenger trips decreased 48.7%.



The chart below shows YTD ridership results for all services. CCRTA has recorded 616,628 fewer passenger trips for a YTD decrease of 22.1% in 2021 as compared to 2020. As compared to YTD 2019 Pre-Covid, passenger trips decreased 55.2% with 2,673,583 fewer trips.



The following charts report system-wide productivity for the month of November 2021 vs. November 2020 and YTD figures.



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

Schedule Adherence	Standard	Aug-21	Sep-21	Oct-21	Nov-21	4-Month Average
Early Departure	<1%	0.0%	0.4%	0.0%	0.0%	0.1%
Departures within 0-5 minutes	>85%	91.1%	83.4%	88.9%	87.1%	87.6%
Monthly Wheelchair Boardings	No standard	3,119	3,165	2,689	2,582	2,889
Monthly Bicycle Boardings	No standard	4,425	4,407	4,429	4,167	4,357

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

<b>Detour No Longer Required</b>	<ul style="list-style-type: none"> <li>➤ <b>Sea District Impts. &amp; New Port Admin. Offices.</b> – Project now completed             <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78 No longer on detour as of December 2021 and no longer impacted. <b>(1 stop closed &amp; 1 relocated)</b></li> </ul> </li> <li>➤ <b>Six Points Intersection Reconstruction &amp; Utility Rehabilitation</b>-Completed late November and now open.             <ul style="list-style-type: none"> <li>➤ Routes 5, 17, 19 &amp; 29 <b>(6 stops were impacted, now open)</b></li> </ul> </li> </ul>
<b>On Detour</b>	<ul style="list-style-type: none"> <li>➤ <b>U.S.181 &amp; 361 Interchange in Gregory</b> Began mid-2019 and is now half complete.             <ul style="list-style-type: none"> <li>➤ Route 51 (No stops impacted)</li> </ul> </li> <li>➤ <b>New Harbor Bridge (North Beach)</b> – Routes 76 &amp; 78 remain on minor detour along U.S. 181 access road. (No stops impacted)</li> <li>➤ <b>Park Road 22 water exchange bridge</b> Began late 2020. Slight detour only.             <ul style="list-style-type: none"> <li>➤ Route 65 (No stops impacted)</li> </ul> </li> <li>➤ <b>Bear Ln. (Old Brownsville Rd. to Cliff Maus Dr.)</b> – utility repair began July 2021.             <ul style="list-style-type: none"> <li>➤ Route 16 <b>(1 stop closed)</b></li> </ul> </li> <li>➤ <b>Winnebago &amp; Lake St.</b>-(Harbor Bridge reconstruction): Began August 2020.             <ul style="list-style-type: none"> <li>➤ Route 12 (10 stops impacted)</li> </ul> </li> <li>➤ <b>Brownlee Blvd. (Laredo-Morgan Ave.)</b> Temporary detour from Brownlee to Crosstown Expressway (ST HWY 286) access roads in both directions.             <ul style="list-style-type: none"> <li>➤ Routes 5 &amp; 17 <b>(7 stops temporarily closed)</b></li> </ul> </li> <li>➤ <b>Laguna Shores Rd.</b> (SPID–Wyndale) (14) month, Began October 26, 2020 with anticipated completion in October 2022             <ul style="list-style-type: none"> <li>➤ Routes 3 &amp; 4 <b>(14 stops closed)</b></li> </ul> </li> <li>➤ <b>Ayers St.</b> (SPID-Gollihar) (28) Project began January 2020 now nearing completion.             <ul style="list-style-type: none"> <li>➤ Route 19 <b>(6 stops remain closed 1 reopened)</b></li> </ul> </li> <li>➤ <b>Nimitz &amp; MacArthur</b> Resurface &amp; curb work (4) month project-Began June 2021.             <ul style="list-style-type: none"> <li>➤ Route 21 <b>(5 stops impacted)</b></li> </ul> </li> <li>➤ <b>Ocean Dr. Resurfacing</b> (Robert Dr.-Ennis Joslin) Project began March-2021. Halfway traffic switch has occurred September 2021-project should wrap Feb 2022.             <ul style="list-style-type: none"> <li>➤ Route 6 (12 stops remain closed)</li> </ul> </li> <li>➤ <b>Leopard St.</b> (Nueces Bay to Palm) (14) month project: Began April 2021-anticipated completion date in late-2022             <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 <b>(4 stops closed)</b></li> </ul> </li> <li>➤ <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project: Began March 2021             <ul style="list-style-type: none"> <li>➤ Route 29 <b>(8 stops closed)</b></li> </ul> </li> </ul>
<b>Detour Required</b>	<ul style="list-style-type: none"> <li>➤ <b>Leopard St.</b> (Crosstown to Palm) (14) month project to begin late-2021 with anticipated completion in early-2023.             <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 <b>(9 stops will be impacted)</b></li> </ul> </li> </ul>
<b>No Detour</b>	<ul style="list-style-type: none"> <li>➤ <b>Everhart Rd. (SPID-S. Staples):</b> Project could begin mid-2022.             <ul style="list-style-type: none"> <li>➤ Routes 32 &amp; 37 <b>(7 stops will be impacted)</b></li> </ul> </li> </ul>

For November 2021, there were 16 detoured routes out of 33 fixed route services. This equates to approximately 48% of CCRTA services travelling on the local streets. Detoured bus route services include: 3, 4, 5, 6, 12, 16, 17, 19, 21, 27, 28, 29, 51, 65, 76 & 78.

**67** is the total number of bus stops impacted or closed in November 2021.

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

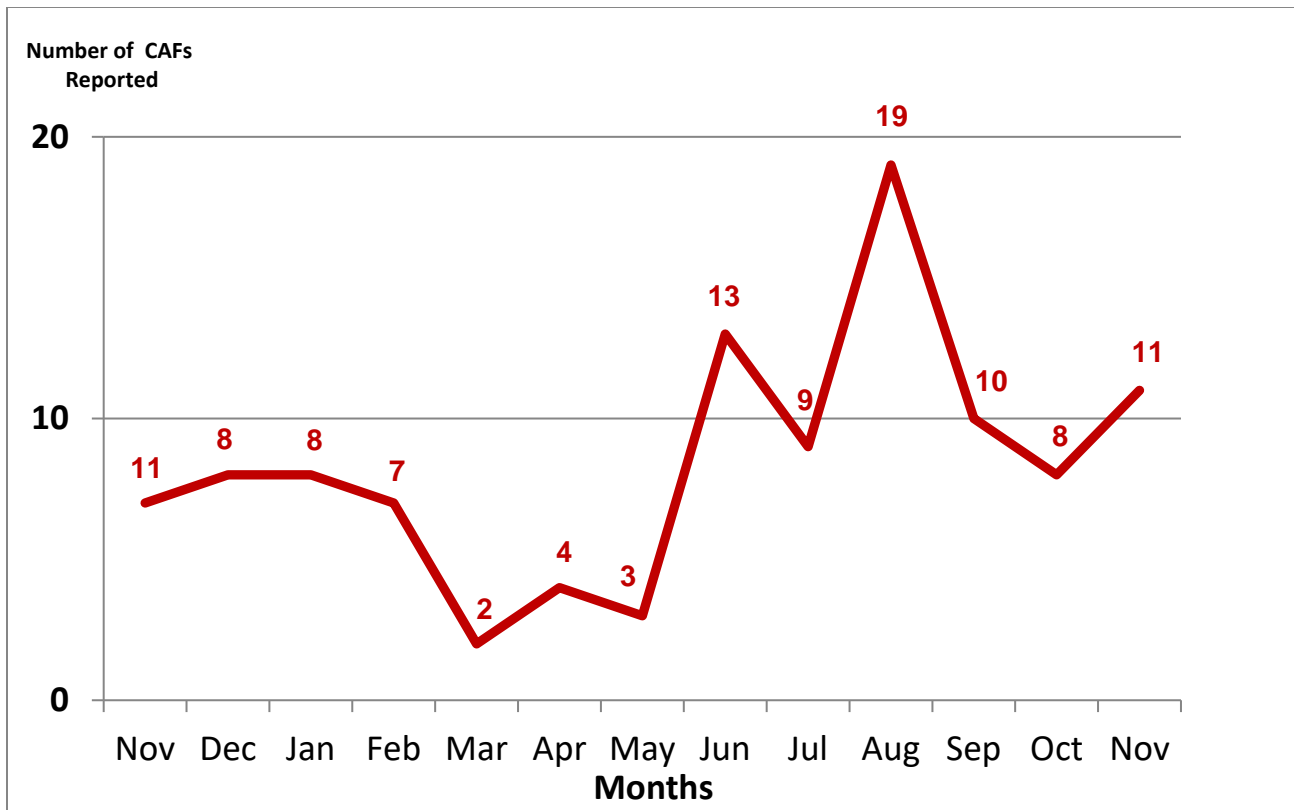
In November 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **2.23** 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): **19,225** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **8,420** ambulatory boardings; **3,401** wheelchair boardings
- 

<b>Metric</b>	<b>Standard</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>(4) Month-Ave.</b>
Passengers per Hour	2.50	2.28	2.20	2.19	2.23	2.23
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	5,953	15,624	9,887	19,225	12,672
Monthly Wheelchair Boardings	No standard	3,251	3,219	3,366	3,401	3,309

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

For November 2021, Customer Service received and processed 11 (CAF's) Customer Assistance Forms. 11 CAF's is 3 more than the previous month and represents a 38% increase. There were no commendations received this month.



**Route Summary Report for November 2021:**

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	1
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz	1	#54 Gregory/Downtown Express	
#16 Morgan	1	#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	
#19 Ayers		#65 Padre Island Connection	1
#19G Greenwood		#76 Harbor Bridge Shuttle	

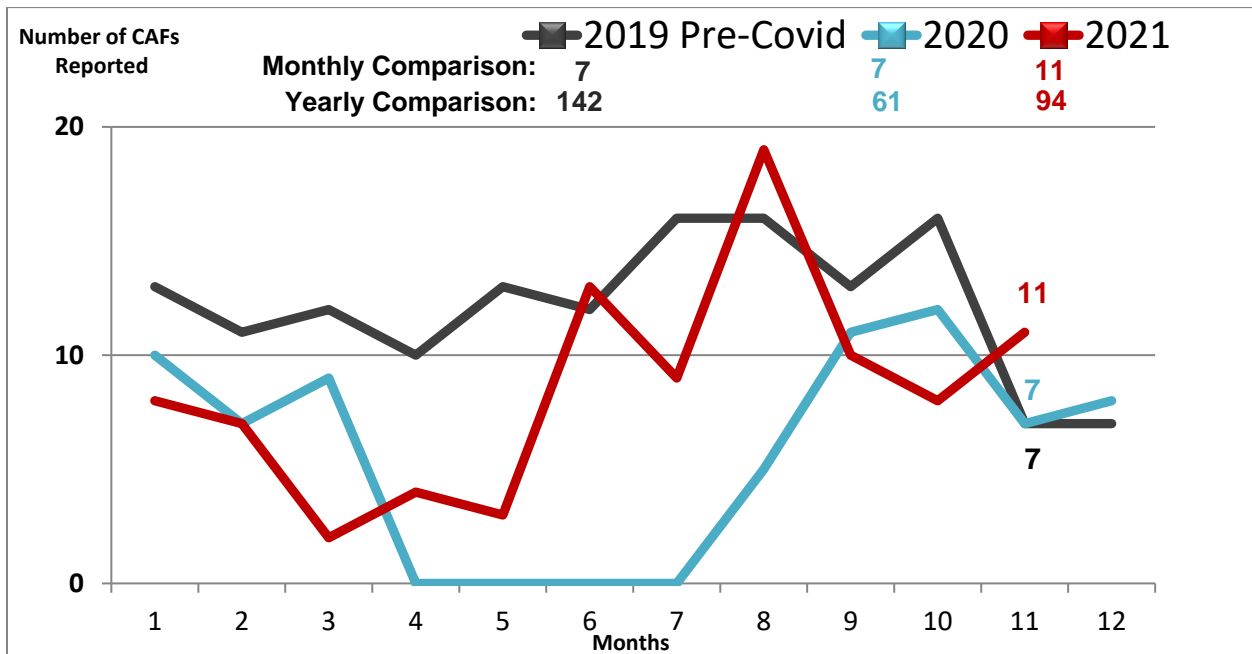
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	1
#23 Molina	1	#93 Flex	
#25 Gollihar/Greenwood	1	#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	2
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other) ADA	
#32 Southside		TOTAL CAF's	11

**November 2021 CAF Breakdown by Service Type:**

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	1			1
Service Stop Issues			1	1
Driving Issues	1	1		2
Customer Services		1		1
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues	1			1
Inappropriate Behavior				

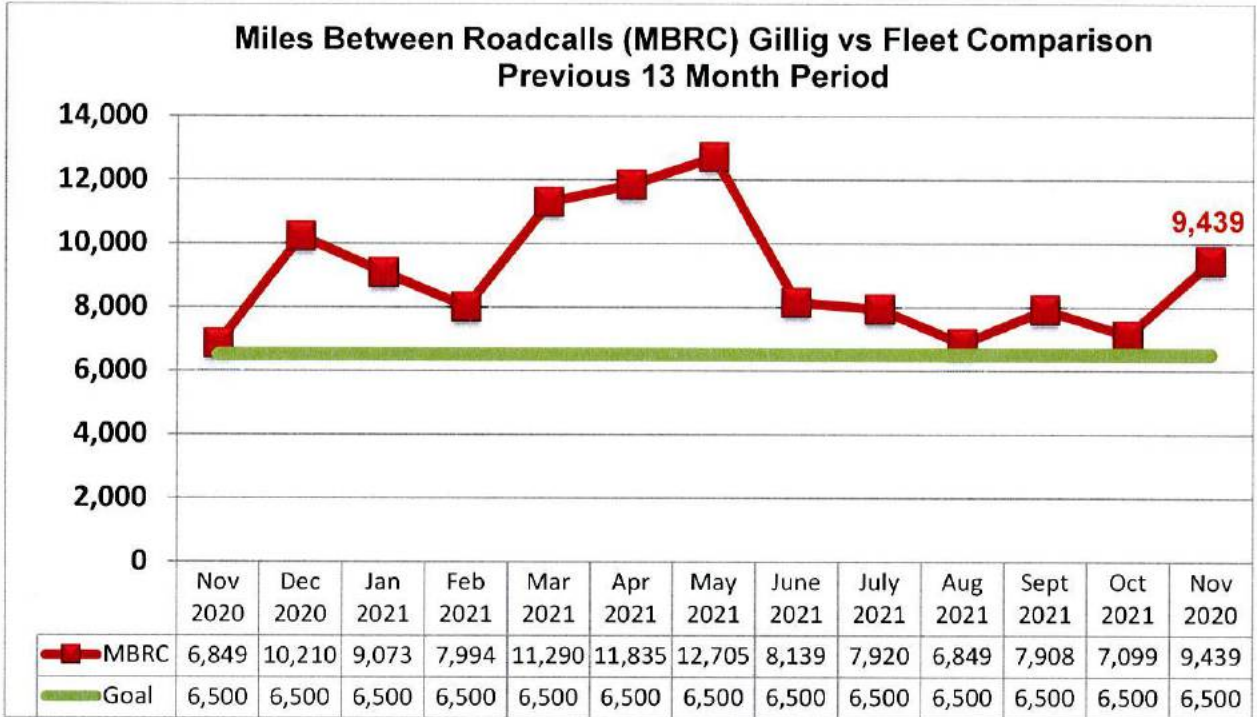
<b>B-line Calls</b>				
<b>Incident at Stop</b>				
<b>Incident on Bus</b>				
<b>Incident at Station</b>				
<b>Policy/Standing Orders</b>				
<b>Denial of Service</b>	1			1
<b>Safety &amp; Security</b>				
<b>Rude</b>	4			4
<b>Facility Maintenance</b>				
<b>Service Development</b>				
<b>Vehicle Maintenance</b>				
<b>Over Crowded Vehicle</b>				
<b>Route Suggestion</b>				
<b>Service Maintenance</b>				
<b>Commendations</b>				
<b>Total CAFs</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>11</b>

**CAF Reports: Current and Historical Trends**



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

In November 2021, there were **9,439** miles between road calls (MBRC) recorded as compared to 6,849 MBRC in November 2020. 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

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/1/2021	8.	G. Canales	In regards to the Update on RCAT Committee Activities, Ms. Canales asked, would these fares also be implicated by this?	Ms. Montez responded in the affirmative.	12/1/2021
12/1/2021	8.	D. Leyendecker	In regards to the Update on RCAT Committee Activities, Mr. Leyendecker asked, are the in-person interviews done at their residence or here?	Ms. Montez responded during covid, we were doing them over the phone. We're going back to in-person so they will be done here.	12/1/2021
12/1/2021	11c.	E. Salazar	In regards to Exercise Option Period for Depository and Banking Services, Mr. Salazar followed up on a question that was asked during the November committee meeting where he asked, can we do business with a credit union or are there certain laws or requirements that keep us from doing so?	Mr. Saldana responded that the question was answered in the Friday report. Mr. Bell expanded by stating the problem is in order to make investment at a credit union you have to be a member of the credit union. They are owned by their members. Under the state law the RTA is prohibited from being a member of any private organization or a stock owner of any private organization. The other issue is just on collateralization. You have to be hold securities equal to our balances in order to collateralize the balances.	12/1/2021
12/1/2021	13b.	D. Leyendecker	In regards to the October 2021 Financial Report, Mr. Leyendecker asked, where are we on the fare recovery committee meeting?	Saldana responded there were some schedule conflicts between the county and such for the October 19th date. We weren't able to get everyone together. We're still trying to get everyone scheduled. We don't anticipate it being here in December with holidays in there, so we hope sometime in January.	12/1/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/1/2021	13d.	M. Woolbright	In regards to the October 2021 Safety & Security Report, Mr. Woolbright asked, is there a cost for using the Robstown K9?	Mr. Rendon responded we have an agreement with them that they provide the service free to us and they use that as a training for the K9 unit.	12/1/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/17/2021	6.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$ 562,053 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2022: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance, Ms. Allison asked, will that go down after 2022?	Mr. Rendon responded that it depends what types of incidents happen throughout the state. Things that affect this are hurricanes and flooding in parts of the state.	11/17/2021
11/17/2021	7.	E. Salazar	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Award a Two-Year Contact to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance, Mr. Salazar asked, why the other people didn't get the information properly, it looks like there was a lot of miscommunication?	Ms. Gaitan responded everything went out in the RFP as far as what were the requirements for the project. On one of them, they did not bid the long term disability for the first or second year options. Another one did not bid the short term disability base or the year option two. One of the proposals did reveal the prices for the short term disability within the actual proposal that was received. And then on one of those, they did alter the two year base price schedule and it changed the number of lives and changed the monthly salaries and they didn't provide the option years.	11/17/2021
11/17/2021	7.	E. Salazar	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Award a Two-Year Contact to UNUM to Provide Long-Term Disability and Short-Term Disability Insurance, Mr. Salazar asked, did we do outreach to see why others did not bid this properly?	Ms. Gaitan responded that we did the preproposal conference and about three bidders did sign up and asked questions they had in regards to the RFP. Mr. Roland Barrera added the bottom line is that UNUM is the only one that wanted to issue a two year rate guarantee.	11/17/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/17/2021	8.	E. Salazar	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period for Depository and Banking Services, Mr. Salazar asked, can we not use credit unions because it's not allowed by statute or by law or is it that they don't provide the services that we need?	Mr. Saldana responded that credit unions don't offer the full line of services that we need like treasury management.	11/17/2021
11/17/2021	8.	E. Salazar	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Period for Depository and Banking Services, Mr. Salazar asked, is it allowed or not allowed to use credit unions?	Mr. Saldana responded that he will look and make sure what the statute says then he will include it in the Friday update.	11/17/2021
11/17/2021	10.	D. Leyendecker	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution to Approve a Change to the Investment Policy, Designation of the Agency's Investment Advisor and Approve the list of Brokers/Dealers, Mr. Leyendecker asked, the policy change that we're voting on is going from a one year T bill to a six month T bill?	Linda Patterson answered in the affirmative.	11/17/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/17/2021	6.	P. Dominguez	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Nelson\Nygaard Consulting Associates, Inc. for the Long Range System Plan, Ms. Dominguez asked, on evaluating the needs of Del Mar and A&M Corpus, does that include any ISDs in that survey?	Mr. Majchszak responded we will be reaching out to all of the stakeholders. CCISD is distinctively one and we know they have the three proposed elementary schools on their master plan. We will be reaching out to all involved and that way we can look at what is going to be happening in the next five to ten years.	11/17/2021
11/17/2021	6.	M. Woolbright	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Nelson\Nygaard Consulting Associates, Inc. for the Long Range System Plan, Mr. Woolbright asked, how is it that we only got one bidder for this contract? Should we have looked at extending the time frame for the project?	Mr. Majchszak responded that five responded and a couple had existing projects that prevented them from dedicating resources to our project. Some of them felt they couldn't accomplish the scope of the project, which included the ADA bus stop assessment. They couldn't accomplish that in the time frame that we requested for it to be accomplished. We did extend for a month with Nelson Nygaard so when they had the ability to turn in requests, they could request modifications.	11/17/2021
11/17/2021	6.	M. Woolbright	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Nelson\Nygaard Consulting Associates, Inc. for the Long Range System Plan, Mr. Woolbright asked, will this include looking at our operating budget?	Mr. Majchszak responded they'll be looking at the operating costs and the capital costs that are associated with operating the service, whether it's facilities or bus purchases.	11/17/2021
11/17/2021	7.	M. Woolbright	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply, Mr. Woolbright asked, are we projecting a 75% increase in miles?	Mr. Majchszak responded we're converting from CNG, our cutaways, basically, to unleaded. There's an increase of the number of vehicles that we'll be using with unleaded fuel. You are basically using less CNG and the miles will not utilize that and instead unleaded fuel supply vehicle.	11/17/2021

### Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/17/2021	7.	G. Canales	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Kapalua Marine Fuel & Lubes for Unleaded Fuel Supply, Ms. Canales asked, what are we converting?	Mr. Majchszak responded the cutaway style vehicles that we use for our paratransit service. The older vehicles were CNG powered and the new ones that the board approved purchasing are unleaded.	11/17/2021