



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, January 6, 2021

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

EDWARD MARTINEZ, Chairman
Michael Reeves, Vice Chairman (Adm)
Dan Leyendecker, Board Secretary (Ops)

BOARD OF DIRECTORS MEMBERS

<u>Administration & Finance</u>	<u>Operations & Capital Projects</u>
Lynn Allison	Anne Bauman
Patricia Dominguez	Anna Jimenez
Glenn Martin	Philip Skrobarczyk
Eloy Salazar	Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	3 min.	-----
2.	Roll Call	D. Leyendecker	5 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	Announcement of CCRTA Board of Directors Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	E. Martinez	3 min.	Page 1 ATTACHMENT A
7.	Briefing on Port Ayers Transfer Station Reconstruction Project	S. Montez	5 min.	<i>PPT</i>
8.	Update on CCRTA's Response to COVID-19	J. Cruz-Aedo	5 min.	<i>PPT</i>
9.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of December 2, 2020	E. Martinez	3 min.	Pages 1-10
10.	Discussion and Possible Action to Approve the FY2021 Budget Workshop Meeting Minutes: a) 072220 – Budget Workshop #1 b) 080520 – Budget Workshop #2 c) 082620 – Budget Workshop #3 d) 090220 – Budget Workshop #4 e) 092320 – Budget Workshop #5 f) 102820 – Budget Workshop #6	E. Martinez	3 min.	Pages 1-3 Pages 1-3 Pages 1-3 Pages 1-3 Pages 1-4 Pages 1-3
11.	Discussion and Possible Action to Approve the FY2021 Operations & Capital Budget Public Hearing Meetings Minutes: a) 103020 – Public Hearing #1 b) 110420 – Public Hearing #2	E. Martinez	3 min.	Pages 1-2 Pages 1-2

AGENDA MEETING NOTICE

12.	Discussion and Possible Action to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance. This will be a Three-Year Agreement with One 2-Year Option	J. Cruz-Aedo Roland Barrera <i>Roland Barrera Insurance</i>	5 min.	Page 11 <i>PPT</i> ATTACHMENT B
13.	Discussion and Possible Action to Award a Contract to Mako Contracting, LLC for Bear Lane Bus Parking Lot Improvements	S. Montez	5 min.	Pages 12-13 <i>PPT</i>
14.	Presentations: a) November 2020 Financial Report b) November Procurement Updates c) November 2020 Safety & Security Reports d) November 2020 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	5 min. 5 min. 5 min. 5 min.	Pages 14-24 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 25-35 <i>PPT</i>
15.	CEO's Report	J. Cruz-Aedo	10 min.	-----
16.	Board Chair's Report	E. Martinez	10 min.	-----
17.	Adjournment	E. Martinez	1 min.	-----
18.	Information Items: a) Member Inquiry Forms 1. ADM Committee Meeting–Nov. 18, 2020 2. OPS Committee Meeting–Nov. 18, 2020 b) Member Inquiry Forms 1. Board Meeting–Dec. 2, 2020			-----

Total Estimated Time: 1 hr., 32 min.

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On **Thursday, December 30, 2020** this Notice was posted by **Dena Linnehan** 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.



Board of Directors Meeting Memo

January 6, 2021

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: s /s Edward Martinez
Edward Martinez
Board of Directors Chairman

CCRTA COMMITTEE APPOINTMENTS FOR 2021

2021 COMMITTEES APPOINTMENTS

Administration & Finance Committee

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

Operations & Capital Projects Committee

Anna Jimenez– Committee Chair
Anne Bauman
Mike Reeves
Glenn Martin
Matt Woolbright

2020 COMMITTEES APPOINTMENTS

Administration & Finance Committee

Patricia Dominguez -Committee Chair
Lynn Allison
Glenn Martin
Mike Reeves
Eloy Salazar

Operations & Capital Projects Committee

Dan Leyendecker – Committee Chair
Anne Bauman
Anna Jimenez
Philip Skrobarczyk
Matt Woolbright



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, DECEMBER 2, 2020**

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. Held Award Recognition – Sergio Garcia, SEC-OP Security Officer
7. Update on CCRTA's 2020 Accomplishments
8. Heard Update on Corpus Christi Metropolitan Planning Organization (MPO)
9. Action to Approve the Board of Directors Meeting Minutes of November 4, 2020
10. Heard Consent Items –
 - a) Action to Action to Execute Payment of \$515,649.00 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2021: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance (pgs.9-10)
 - b) Action to Approve the Continued Postponement of the Local Government Fare Review Committee Meeting until April 2021, pending the Risk and Impact of COVID-19 (pgs.11-12)
 - c) Action to Award Contracts to Silsbee Ford, Inc. and Creative Bus Sales, Inc. for Eight (8) Transportation Supervisor and Support Vehicles (pgs.13-14)
 - d) Action to Approve the Title VI Program Update for Fiscal Years 2017-2019 (pgs.15-16)
 - e) Action to Award a Contract to Nash Entities, Inc. for the Power Washing of the Transfer Stations (pgs.17-18)
11. Action to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report for the Year Ended December 31, 2019
12. Action to Ratify the ACH payments made to UMB Bank, NA to satisfy the Authority's 2020 Annual Debt Service requirements of the Revenue Refunding Bonds, Taxable Series 2019
13. Action to Award a Contract to Driverguard, Inc. for Driver Safety Shields
14. Action to Award a Three-Year Contract with one two-year option for Bus and Bench Advertising to Iconic Sign Group, LLC
15. Heard Presentations –
 - a) October 2020 Financial Report
 - b) October Procurement Update
 - c) October 2020 Safety & Security Report
 - d) October 2020 Operations Report
16. Heard CEO's Report
17. Heard Chairman's Report
18. Adjournment
19. 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, 2nd Floor Board Room, Corpus Christi, Texas.



Call to Order & Roll Call

Mr. Edward Martinez, Board Chairman, called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

None.

Staff Present

Jorge G. Cruz-Aedo, CEO; Dena Linnehan, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña.

Public Present

Mr. Robert Lott, SEC-OPS Manager and Mr. Rob MacDonald, MPO.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out three exits to the Board of Directors room, to the back by the kitchen, my immediate right, and to the back of this boardroom. He said during an emergency you will utilize the west side door, report to the clock tower adjacent to the transfer station, Ms. Linnehan will account for the Board of Directors members, and that he will make sure everyone exits properly. Mr. Rendón also commented do not use the elevator, do not return to the building unless an 'all clear' has been given, and if we have to shelter in place, we will shelter in place in the west side of the building.

Action to receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

None received. Public Comment has been made available online to the Public on the CCRTA website at the following link below. No online comments were received.

<https://www.ccrta.org/news-opportunities/agendas/>

Held Award Recognition – Sergio Garcia, SEC-OP Security Officer

Mr. Miguel Rendón commented we planned to recognize Officer Sergio Garcia who is unable to be here today, so he introduced Mr. Robert Lott of SEC-OPS, who accepted the award on behalf of Officer Garcia. Mr. Rendón commented that Officer Garcia has only been working with us for 10 months and he does an excellent job with and for our customers. He is also the officer who witnessed the incident a few months back and was able to identify the individual who assaulted another individual that ended their life, CCPD arrested the assailant who still remains in jail and is awaiting a trial.

Mr. Lott commented he appreciates any time the Board recognizes our security officers in the performance of their duty. He said we are very proud of Sergio, and he has been with us for almost a year from another company. Mr. Lott said Officer Garcia has a huge background in



security, is a former veteran and that he really loves doing a great job. Mr. Rendón presented the award to Mr. Lott and photo op was taken with the CEO, Director of Security and Mr. Lott.

Update on CCRTA's 2020 Accomplishments

Mr. Jorge Cruz-Aedo reported on the 2020 Year in Review and presented a PowerPoint presentation. He commented everything we have done in 2020 has been with our mission statement in mind which is that the CCRTA created by the people to provide quality transportation in a responsible manner consistent with financial resources and the needs of the community. He said reasons this is important is due to the reduction in our sales tax revenues adversely affecting the agency and our ridership decreases that we have had to adjust unproductive routes temporarily and reduce our service levels. Mr. Cruz-Aedo commented 2020 is the year like no other with experiencing the COVID pandemic and reacting to the reduced revenues and services on a daily ongoing basis to address the needs of the agency, community and our riders. He said first priority throughout the year is safety and security of our riders, community and especially our employees. He commented schedules have been adjusted so senior management meets daily, we continue to monitor our hours and service levels and able to respond through our budget to address needs that we may have.

Mr. Cruz-Aedo commented we have new employee health and safety protocols, and perform stiff cleaning throughout the system of not only our facilities but equipment and fleet as well. We added to the telework schedules by reducing staff and have found the magic number where we have not created a situation where COVID could be spread amongst our employees. He said we've kept that number to a minimum and are very satisfied with the schedules and the internal IT working together to ensure that all employees are productive from home, and careful to ensure we make the federal funds received last. Mr. Cruz-Aedo commented we have purchased necessary PPE and safety items, implemented a new accounting and procurement process and a Human Resources process of more electronic information gathering. Safety and security enforcement has been increased to ensure facial coverings of our facilities and equipment.

Mr. Cruz-Aedo detailed each department from Administration to Operations and how each Managing Director has been responsible for ensuring that CAREs Act monies the agency has received is being directed towards the specific needs of the agency. This includes procurement of PPE's, payroll and procurement tracking, operations and services and the equipment needs of the fleet, and scheduling of employees for telework and their IT needs. He commented these managers have also made sure maintenance continues with the deep cleaning of facilities, fleet and equipment, and that fleet is running to meet the needs of customers including our contract services for paratransit. He also spoke on the capital programs status including the Bear Lane parking lot improvements on December 7, 2020, Del Mar's bus stops construction delay, power washing transfer stations and Cunningham Middle School to open Spring 2021. Mr. Cruz-Aedo commented on the Safety & Security Director's tremendous job ensuring we have improved safety and security of our facilities and system. He mentioned we continually hear from our riders saying thank you for placing safety and security of us a priority of the CCRTA. The work Marketing is doing to focus on our message, our website, social media which is showing great growth, and outreach to the community where we nominated Senator Hinojosa who won the Transit Award from TTA where he went to the Valley to present to him. Mr. Cruz-Aedo said the agency won two awards; one for the innovation of the autonomous vehicle at the university and the other for the express service pilot program in Port Aransas. He also commented we nominated Creative Bus Sales, Mr. Jeff Johnson for the SWTA Associate Member Award. He spoke of the numerous press releases, social media venues, TV events, media and print coverage so we have a unified message in everything we are doing COVID related.



Mr. Cruz-Aedo commented with the challenges the agency has faced in 2020 that will continue into 2021, we are prepared to move forward we are prepared to move forward with our improved operations scale down to the level of transportation needed in our community, and still ended up the year with a positive cash flow and building up on our cash reserves so a very successful year. It will be challenging but we are focused with the intent to ensure that all of the goals and objectives moving forth will be moved forward in a very successful way. He ended with that he is very pleased with the CCRTA and very pleased with the employees of the CCRTA, their dedication and commitment.

Heard Update on Corpus Christi Metropolitan Planning Organization (MPO)

Mr. Robert MacDonald, of MPO reported on their annual report as partnership with CCRTA. He held up a huge document and said this is our multibillion dollar plan we of what we are going to do in transportation over the next 25 years, and what the CCRTA does, is included in the plan. Another document he presented is for programs and projects the MPO is planning for over the next 4 years. Mr. MacDonald also added there is an additional document that is our Scope of Services and this is what we will do over the next 2 years. He said these documents are available on the MPO website at www.corpuschristi-mpo.org.

Mr. MacDonald commented they work closely with CCRTA's staff to figure out what we doing together as we each look at different planning time horizons. He said the 25 years is the long range that we can get down to something more manageable, the 4 years planning is the transportation improvement program and the 2 years is the work program I discussed earlier, and then there is our congestion management process. He also mentioned the air quality aspect dictated by the EPA and DOT, and of course Federal Transit, Federal highways are a part too. He displayed a slide with a chart of the air quality in Corpus Christi and said the trend is down meaning it is stable for us right now. If this changes, we will come back to you to let you know what we have to do as a region. Mr. MacDonald talked on how MPO and CCRTA work together.

Others slides shown were results of planning together and how their data shows traffic congestion, schedules, transit stops and strategies so we consider how we do things to help the whole region move better and efficiently and cost effectively. He said another thing we talk about, the MPO is primarily federal funded and we need to be careful of our funds. If the Feds were not to be as timely with their repayments through TxDOT to us, we have an emergency funding reserve for two to three-month reserve. He said MPO we ask the local governments and agencies to place funds for the MPO from our cities, county, CCRTA and the Courts, that allows us not to worry if the Feds or the State would have any hiccups. He continued to say we have not had this happen, but like CCRTA's reserve we keep your reserve just in case.

Mr. MacDonald commented MPO also have special projects out of the reserve, so when we start to research in the next year for our plan process that is about a five-year process, next year we will start looking at surveys of data. We want to get to the riders, the bike users and roadways people driving cars so when we do those surveys some of those fall outside of our federally funded areas, so these are reserved for our strategic project money to take care of. He said MPO also look at regional analysis and they are doing an extreme weather pilot project on Laguna Shores Road, and this is outside of the normal federal funding so we do with these local dollars so they can be done a little bit quicker and have a quick turn-around time.

Action to Approve the Board of Directors Meeting Minutes of November 4, 2020

MR. DAN LEYENDECKER MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 4, 2020. MR. MIKE REEVES



SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items

- a) **Action to Action to Execute Payment of \$515,649.00 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2021: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance (pgs.9-10)**
- b) **Action to Approve the Continued Postponement of the Local Government Fare Review Committee Meeting until April 2021, pending the Risk and Impact of COVID-19 (pgs.11-12)**
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- e) **Action to Award a Contract to Nash Entities, Inc. for the Power Washing of the Transfer Stations (pgs.17-18)**

MS. LYNN ALLISON MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH E). MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report for the Year Ended December 31, 2019

Mr. Robert Saldaña introduced Mr. Alan Bowers, Jr. and Ms. Christine Anderson of Carr, Riggs & Ingram. Mr. Bowers reported on the CAFR as this report is submitted to the agency annually. He said through our reports we will show you some of the highlights, the different communication with the board, improvement points, reportable items that come up and some upcoming standards and other items that are coming up. Mr. Bowers commented you are looking at three reports in the financial statement with one being the independent audit report, or an unmodified opinion. He said what this means is that you have complied in all material respects with the requirements and in accordance with GAAP, and there are no areas we could not obtain sufficient appropriate audit, we did not have any scope limitations. He said the numbers are correct to a material balance, and by material we don't test every transaction or down to the penny, we are looking at things that would say, a misstatement would not affect the user of those financial statements and believe this is a big deal with both of those financials. He continued he is excited to see this and a big thank you to the team and know it has been a process we will go through.

For the other, auditor's reports, one is the report on internal control over financial reporting. He explained this is an audit report that we do not render an opinion on controls. We have to evaluate controls for our testing and report on anything should it arise. Mr. Bowers said there were no findings noted in relation to anything that needs to be elevated to the Board so no material weaknesses, no significant deficiencies or noncompliance s were noted as part of the audit and stated in there, or is a negative assurance. He said this means we did not identify any items, and knowing we did not give an opinion on controls is important.



Mr. Bowers said for the last report is on compliance with the federal transit cluster. Mr. Bowers commented they performed an audit of that program and tested to ensure compliance in all material respects with those direct material requirements and it was of an opinion on the compliance there. He said we again had an unmodified opinion meaning the CCRTA have complied in all material respects with those requirements and we didn't have any reportable items come up as a portion of that federal award. He reported that this is a good job overall to look at. The balance sheet itself is a trending really over the 4-year trend to show we are looking at December 2019, and there have been changes for 2020 so it gives you a historical visual look over the past 4 years. He said your assets decrease in 2019 will be in relation to depreciation of capital assets, the liability is consistent and then net position is following the current activity. A slide showing a graph was displayed showed the total assets going from \$112M to \$108M over the last four years.

Mr. Bowers presented several slides detailing the Net Position, Unrestricted Net Position, Operating Revenues and Expenses, Non-Operating Revenues, Capital Contributions and their responsibility and stated the next slides is a reminder they conducted this audit in accordance with standards in accordance with U.S. as well as government auditing standards, and if they are to maintain consideration and internal controls and communicating significant matters to the agency for the audit. He briefly mentioned the remaining slides and said we are presenting the 2019, and with 2019 year we expect 2020 is going to look a little different, and there is going to be a little bit different kind of work. Mr. Bowers stated he definitely thanks Ms. Sandy Roddel and the team, along with Messrs. Robert Saldaña and Jorge Cruz-Aedo, you guys have been great to work with, and we really appreciate that relationship, I know our Ms. Christine Anderson was new to us about a year ago, and so happy that she is there and able to work so closely with your agency.

MR. GLENN MARTIN MADE A MOTION TO ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) WITH INDEPENDENT AUDITORS' REPORT FOR THE YEAR ENDED DECEMBER 31, 2019. MR. ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Ratify the ACH payments made to UMB Bank, NA to satisfy the Authority's 2020 Annual Debt Service requirements of the Revenue Refunding Bonds, Taxable Series 2019

Mr. Robert Saldaña commented this item aligns with the Board Priority Transparency. He provided background information on the opportunity to refund bonds, taxable series 2019 due to the economic climate and lowering of interest rates. He said this enables us to capitalize on historically low bond rates as well as have some long-term savings between principal and interest. Mr. Saldaña commented payments are made during the year for our debt service for interest and payment, and for principal and interest. He said in June, we make \$371K interest payment in June, and then \$1.1M for principal and interest in December, or \$1.4M payment for our bonds in 2019. Mr. Saldaña said the agency must meet this bond service, debt service payments in order to maintain a strong bond rating.

MR. LEYENDECKER MADE A MOTION TO ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) WITH INDEPENDENT AUDITORS' REPORT FOR THE YEAR ENDED DECEMBER 31, 2019. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



Action to Award a Contract to Driverguard, Inc. for Driver Safety Shields

Mr. Derrick Majchszak reported this item aligns with the Board Priority Security & Safety. He commented at the beginning of the pandemic, acrylic barriers were installed in our some of our buses as an additional layer of protection from bacterial and viral threats. Mr. Majchszak said advanced driver shields would be installed in 63 Gillig fixed route buses also as safety shields to protect operators against physical assaults, assaults with weapons and including the bacterial and viral threats of the pandemic. There is no DBE participation, and the financial impact is estimated at \$443K. Mr. Majchszak said there were 3 bids for this IFB the agency received and Driverguard, Inc. was the only bidder who met all specifications. This IFB is also expected to qualify for 100 percent of grant funding under the CAREs Act. A slide was shown with the breakdown between the 3 bids received.

Mr. Majchszak said that prior to the pandemic there were not many options in the market, and only 3 or 4 major companies. We have since then asked for more innovation. Driverguard products were not available prior to the pandemic, and one bidder that did not win the bid, now has a new product after this closed so they are continuing with their innovation. DriverGuard bid is \$129,925, Gillig bid is \$105,840 but did not meet all the specs, and Power Manufacturing did not meet all of our specs.

MR. REEVES MADE A MOTION TO AWARD A CONTRACT TO DRIVERGUARD, INC. FOR DRIVER SAFETY SHIELDS. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Award a Three-Year Contract with one two-year option for Bus and Bench Advertising to Iconic Sign Group, LLC

Ms. Rita Patrick presented the item and commented this aligns with the Board Priority Financial Transparency. She provided background information with date submission and receipt of bids along with the need for the award. A slide was displayed with the RFP proposals of vendors who submitted bids. Iconic Sign Group, LLC had a total overall score of 89.07 of the four bids received. She said this contract award consists of a 3-year minimum revenue totaling \$450K, and one 2-year option minimum revenue totaling \$300K.

MR. SALAZAR MADE A MOTION TO AWARD A THREE-YEAR CONTRACT WITH ONE TWO-YEAR OPTION FOR BUS AND BENCH ADVERTISING TO ICONIC SIGN GROUP, LLC. MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) October 2020 Financial Report

Mr. Robert Saldaña reported on highlights for the month of October at total expenses over revenues of \$94,036, operating revenues 95.73 percent of budget, and departmental operating expenses 8.35 percent under budget, or 91.65 percent of baseline. He said when you take a look at this, the first column is our annual budget, the second column is our actual for the month, and then our third column, which is the middle column, is our budget for the month.



Mr. Saldaña commented we are anticipating operating revenues of \$3.7M, with not receiving our sales tax revenues until next Thursday or Friday, and with this, all of our sales tax budgeted will come back in. He said capital funding is at \$3.7M on a budget of \$3.7M, or about 99 percent. Expense is at \$3.8M, or \$200K less than budgeted.

Mr. Saldaña reported revenues is at \$3.7M on a budget of \$3.77M, almost \$2.9M on sales tax which again is our budgeted number with \$192K of federal funds as part of the CAREs Act draw down. Mr. Saldaña provided several slides with the breakdown in detail with a slide to show COVID-19 reimbursements to-date of \$15.2M. He also mentioned a lot of this is driven down because of reduced service. Expenses year-to-date are \$27M on a budget of \$29.6M, or a \$2.5M savings. He stated we should receive the October sales tax revenues next week of \$2.9M on a budget of \$3.3M and in September we received \$325K less than budgeted last September.

b) October Procurement Update

Mr. Saldaña reported there are one procurements/solicitations out for the month; Bear Lane Parking Lot Improvements at \$842,604.

He said for the 3 Month Outlook, there are 4 procurements; Bus Stop Cleaning Services at \$374,367.50 to exercise the second of the two one-year options; Peace Officer Law Enforcement Service Agreement at \$694,656 annual contract, Insurance Consulting Services at \$60K, and Life and AD&D Insurance for a three-year contract with two one-year options at \$90,150.

Texas Municipal League TMLIR Risk Poll at \$440,482 auto renewal until cancelled; Long and Short-Term Disability Insurance at \$108,487 exercise first option year;

He reported for the CEO's Signature Authority of less than \$50K we have 14 items; Life and AD&D Insurance for a three-year contract with two one-year options at \$90,150; Trapeze FX Blockbuster 1-year agreement at \$28,726; Spanish Translation Services 1-year contract at \$25K; South Texas Military Task Force 1-year agreement at \$25K; Remix Transit Planning Software agreement at \$31K; Investment Advisory Services 14 month agreement at \$25,666; Fleet-Net Software License and Support 1-year agreement at \$28,750; DRI AVL Software Maintenance 1-year agreement at \$46,449; Pre-Employment Background Screening at \$12K auto renewal; Peace Officer Service Agreement at \$44,200 one-year agreement; Website Maintenance one-year agreement at \$14,200; Website Maintenance 1-year agreement at \$14,640; Insurance Consulting final option year at \$60K; Labor and Employment Law 1-year agreement at \$40K; and Labor and Employment Law 1-year agreement at \$40K. He said we still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi not to exceed \$6,100.

c) October 2020 Safety & Security Report

Mr. Mike Rendón commented for the month of October collision rate was 1.45, and around 205,396 miles were driven. He commented year-to-date collision rate for the month was 0.78. He said there were 3 vehicle collisions; 1 preventable, and 2 non-preventable. Mr. Rendón said the contacts with individuals for the month was 720 with the top five categories being 95 percent and loitering being 33.06 percent. He said security does their very best to move out individuals not utilizing the metro system, transfer stations or any bus stops. For the stats on quality of life, 35.97 percent was for contacts with individuals. This is where our officers communicate with our customers. He said they will provide



directions, answer law enforcement questions, as well as making them feel safe while they are in the transfer station, and we get good compliments on doing this. The Staples Street Center has been averaging 95 per day, although has been a little over 100 have been coming into the building as Social Services and Veterans Affairs offices have been opened their offices to the public. He mentioned that Veterans Affairs had a person that was exposed test positive, so they shut down the office again last week. So now, we are averaging around 40 per day, and those are all of our customers that come into this building, those two particular offices. He also commented on the Robstown canine unit is being utilized every other week and last week an inspection was held at all transfer stations and this station where they boarded 11 buses and all went very well. He stated we continue to get compliments every time we use the canine unit from our customers saying that they feel safe, that we are glad they are doing this type of service for them.

d) October 2020 Operations Report

Mr. Gordon Robinson commented for the month of October the Board Priority aligns with Image and Transparency, we reported just over 218K passenger trips in total and going into November will possibly be around the same. He said revenue service hours were 24,131, or 25.3 percent less, and the revenue service miles were 230,047, or 53.3 percent less. Mr. Robinson said although ridership continues to be adversely impacted by the pandemic, October is up 16,042 from September numbers of 202,682.

Mr. Robinson said in terms of where we are, we are lower than the prior years for good reasons, with the COVID 19 pandemic. He commented the breakdown by mode overall is at 54.8 percent, or 54 percent down. Mr. Robinson reported the year-to-date is down almost 42 percent overall, all other services at 38 percent, and Vanpool is down as well. He said the 4-month average is at 96.5 percent, several services are being impacted by construction projects, and our B-Line service you can see the social distancing aspects in place. He commented for the CAFs, we had 12 for October as compared to October last year at 16, and miles between roadcalls for the large bus fleet did not meet the standard of 6,500 and is well above the thirteenth month average of 11,792 by 1,177 miles. He also commented that compared to October 2019, there is a positive difference of 3,461 miles.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented we do not hold any Committees meetings in the month of December. He also said that our legislative consultants, Cassidy & Associates, made us aware there is discussion now that there may be some movement fairly quickly to provide additional COVID-19 relieve to the nation, and also to transportation. This could mean there is a chance additional funds may be available to the transportation agencies like ours, although maybe not the \$60M level. Also, we submitted earlier a request for an additional \$60K if there were an equivalent CAREs Act – Phase 2. He said we are in the pipeline as an agency that needs additional funding. Mr. Cruz-Aedo mentioned that if there is any movement, it could require us to meet as a Board in an emergency meeting to approve asking for funding again through a different federal program. We want to make you aware of this in the event you are notified to hold a special called meeting. He said and this meeting would be called in accordance with whatever new guidelines are currently in place regarding the pandemic.

Heard Chairman's Report

Mr. Edward Martinez, Board Chairman opened it up for the board members to comment. Mr. Reeves said he just wanted to remind everybody of the obvious, just do as you are, be mindful of others, focus on your families, for the upcoming Christmas holiday and once again just in



reflection of this year, thank you for all of your efforts on every account and I am very proud to be a part of this board and seeing what the team has done. Mr. Leyendecker commented he wants to congratulate the staff on doing a tremendous job this year and overcoming all of these hurdles from COVID 19 and keeping the CCRTA moving forward. And he said, Merry Christmas and happy new year to everybody and God Bless you all.

Ms. Allison said she wanted to echo what Director Leyendecker said and that she is so proud of this staff who works in this building and how they continue to manage this year, and how good it is just to communicate in general with each of you, so thank you so much. Ms. Bauman also commented she is so proud of everybody, and Ms. Dominguez reiterated good job everyone, stay safe and thank you so much for all you do. Ms. Jimenez said thank you for the thoroughness of all of the reports staff and thank you so much for your hard work. She said driving around the city, she has been noticing all of the beautiful benches and shelters that are looking phenomenal out there. Merry Christmas and happy new year, everyone. Mr. Martin also commented I would just like to reiterate my fellow board member comments and many kudos to the staff, not only on the audit but the way we have handled the pandemic and everything else, the things bouncing along and it has been a heck of a year, hopefully, we will have a happy new year starting next month. So, Merry Christmas and happy new year to everybody and congratulations on a job well done. Mr. Salazar added his comments and looks forward to continuing to serve and hopefully provide some benefit to the organization. Mr. Skrobarczyk commented good job and to carry on. Mr. Woolbright said Merry Christmas to everyone, and wished everyone to have a safe holiday with your families and enjoy wrapping up what has been a pretty crazy year, of one that as an organization we can be proud of how we handled.

Mr. Martinez finalized the board comments and said he echoes the other board member's comments. He stated staff has done a phenomenal job in a very unordinary time, kudos and my hat is off to everybody from our drivers out there to the team in here. He again said you all have done a fantastic job, and hopes 2021 proves to be better year. He also commented that he had heard Great Britain already has approved the distribution of the vaccine, so hopefully, you know, we will start seeing it soon in our area.

Adjournment

There being no further review of items, the meeting adjourned at 10:23 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #1 – JULY 22, 2020
(DURING COMMITTEES MEETINGS)

Summary of Actions

1. Held Budget Workshop #1
 - a) Regional Economic Trends
 - b) Assumptions
 - c) FY2021 Proposed Revenue Budget
2. Adjournment

Call to Order

Mr. Dan Leyendecker called the Budget Workshop #1 meeting to order at 8:58 a.m.

Held Budget Workshop #1

Mr. Robert Saldaña reported on the FY2021 Budget Workshop #1 and that it will cover items a) Regional Economic Trends; b) Assumptions; and c) FY2021 Proposed Revenue Budget. He also displayed 5 slides that showed a timeline of what will be covered for the FY2021 Operations & Capital Projects Budget, and said these items will be discussed at workshops #2 through #6.

He said this workshop will go over the revenues section of the budget to give us a baseline to make sure our expenses are in line. He commented that due to COVID-19 and only 3 months of this COVID effect on current income of our revenues, this gives us a good estimate of between now and the budget adoption in November. Mr. Saldaña said the revenue stream could change dependent upon how things go for the remainder of the year.

a) Regional Economic Trends

Mr. Saldaña presented a slide showing the various U.S. states and mentioned the states shown that are not grey-colored on the *National Conference of State Legislatures' Map*, have already projected what they are going to do to adjust their state budget in 2021 due to COVID-19. He said you can see the state of Texas has not made any official statement as of the latest map update on July 7, 2020. He commented that Texas has mentioned between 13-15 percent adjustment on 2021 budgets, and in looking at the states' percentages that border Texas; New Mexico at 22-30 percent, Oklahoma at 16 percent, Arkansas at 4 percent and Louisiana at 10 percent. He stated that New Mexico pulls the percentage up, while Arkansas pulls the percentage much lower.

b) Assumptions

Mr. Saldaña reported that COVID-19 we are assuming is going to impact all of 2021, that in turn, will impact our sales tax which is a large part of our budget. It will impact the number of businesses that close along with those who are able to remain open, and others that will be able to phase back into being at 100 percent operational. He said this will definitely affect our ridership and the revenues streams from our ridership.

¹<https://www.ncsl.org/research/fiscal-policy/coronavirus-covid-19-state-budget-updates-and-revenue-projections637208306.aspx>



He mentioned there is talk right now of CAREs Act monies to help businesses, and also the possibility of additional monies from a Phase 2 of CAREs Act funds although unknown. There is also a potential for the 5339(b) grant funds, although we do not have any current submissions. Mr. Saldaña said we hope that our sales tax revenues will return to normal in the second half of 2021, and if a vaccine becomes available and people begin to phase back in, this will benefit us as we normally see sales tax revenues increase in the back half of the year. He also commented there are 3 leases that will expire in 2021 at the Staples Street Center and we are assuming they will renew with the same terms and conditions. He said our investment income is dramatically reducing based on interest rates, which are based on the federal funds rate. He commented as long as their rates are low, our interest rates will be low in our portfolio. This benefits us so we can preserve our principle, our liquidity, and the safety of our income. As far as ridership, we expect a 40 percent decrease for FY2021's budget.

c) FY2021 Proposed Revenue Budget

Mr. Saldaña displayed a slide with a chart showing an overview of the proposed FY2021 budget. He said this chart is a side-by-side of our 2021 operating revenue, non-operating revenue which the bulk is sales tax, and grant revenue. In 2020, we adopted a \$56.7M budget with \$1.8M being for operating revenue mostly from fares, and non-operating of \$42M being for sales tax, and \$12.60M being revenues from grants including the 5449(b) funds. Mr. Saldaña reported for 2021, we are budgeting \$500K decrease in operating revenues driven by passenger fares being lower from lower ridership as people have not come back to full capacity on the buses. He commented for non-operating revenue, it also will decrease by \$8M and capital grant funding decreases by \$2.27M, or almost \$10.9M decrease from the 2019 budget.

Mr. Saldaña detailed each category of the FY2021 Proposed Budgets for Operating Revenue at \$1,342,668; Non-Operating at \$34,142,831; and Capital Grant at \$10,356,231. He said the total FY2021 Proposed Budget is \$45,841,729. Several slides showing the breakout for each of these budgets were displayed including a Summary to of each category, highlighting where the largest proposed decreases will be in comparison to the FY2020 budget in 2019.

The CEO provided a closing summary that we are presenting to our Board, what we believe, for the first time, how the COVID pandemic and current situation is going to affect next year's budget and our agency. He said there are uncertainties include sales tax, how the economy will respond and how quickly will they respond, will there be any additional federal relief for transportation and others. He stated we are expecting a \$10M to \$12M shortfall, and these numbers will change dependent upon how things will develop and come up with a clear direction, more so than our current situation. He said know that we recognize that 2021 will be a little harder for us to reconcile the differences as there are still unknowns. Mr. Cruz-Aedo commented we wanted to show the Board we are looking towards our forecast and we have done a good job in prepping you through our budget process.

Mr. Saldaña said the three big items that will change dramatically over the next six months will be our sales tax revenues depending on how the economy bounces back and if there were to be a second wave of COVID. He said our ridership will decrease about 40 percent that will come off of the \$1.8M of operating revenues. Third is our grant revenues and



whether there will be another round of CAREs Act funding, these are just a few of the unknowns until we see how the economy responds to the pandemic.

Adjournment

There being no further review of items, Budget Workshop #1 adjourned at 9:35 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #2 – AUGUST 5, 2020
(DURING BOARD MEETING)**

Summary of Actions

- 1. Held Budget Workshop #2**
 - a) 07 MIS**
 - b) 40 Procurement**
 - c) 42 Finance & Accounting**
 - d) 45 Administration**
- 2. Adjournment**

Call to Order

Mr. Robert Saldaña called the Budget Workshop #2 meeting to order at 9:56 a.m.

Held Budget Workshop #2

Mr. Robert Saldaña reported on that workshop #1 was presented at the July 22, 2020 Committees meetings. He also displayed 4 additional slides to show a timeline of what will be covered for the FY2021 Operations & Capital Projects Budget, and these items will be discussed at workshops #3 through #6. The board priority aligns with financial transparency. He said over the next four months between July and October, we will hold six budget workshops, including a budget hearing in the evening to allow the public who cannot make it during normal business working hours, and we will have our budget hearing #2 during our board meeting, as this will be the first opportunity to adopt the budget. He said if for some reason there are still questions, we will have another budget workshop, so that at December's board meeting, the last opportunity this year, would be to adopt a budget.

Mr. Saldaña commented the FY2021 Budget Workshop #2 that covers departmental budgets for; a) 07 MIS; b) 40 Procurement; c) 42 Finance & Accounting; and d) 45 Administration, and is all the business side of the operation, or the management group here. He also provided a summary of the upcoming workshops and what they will cover. Mr. Saldaña said these four administration departments, is almost 8.66 percent of our operating budget, or \$3.1M. Also, if you take a look at all of our operating departments, not including budget workshop #6 grouping, our budget is \$35.7M, and administration makes up about 1.63 percent of the budget. Finance at 2.3 percent; Procurement little less than one percent and MIS at almost 4 percent of the total budget.

a) 07 MIS Department

Mr. Saldaña commented we are looking to upgrade to a Phase 2 of a radio system. Our system is a partnership with the City of Corpus Christi, CC Police Department, and Fire Department that use the local radio system, along with the Port of Corpus Christi and our agency. This is the main communication line between our dispatch and our bus operators, and we will continue to upgrade of CCRTA's network infrastructure to increase our reliability, security and network speed. He said we also will improve our tele-communications for customer service, provide live board meetings to include closed caption options while continuing to develop and strengthen our cybersecurity.

He commented this will be done with six employees as budgeted for in 2020, and will in 2021, so there are no changes in FTEs. For salaries and benefits, is \$1.3M, or 44 percent with services at \$387K, or 29% of the budget. Mr. Saldaña went through each category



breakdown and commented that salaries and benefits increase of around \$26K due to a comp study, as well as projected budget, you can see every department discussed will show increase as there is an assumption of a 6 percent raise across the board. He reported there is a \$7K reduction in tuition reimbursement, and in order to balance our objective for all of departments is to have a zero base budget from 2020, and try not to increase them. He said where there is an increase, we try to offset somewhere else in our budget line items as in computer consulting service, we are going to eliminate these and do more internally in 2021. Each line item category was detailed and he mentioned support of our firewall or DVR service and FleetNet, we will reduce some of these contracts in order to make up differences in increases. Like repair parts, as we drive less, these are driven down due to less frequency of usage. He said the increase of telecommunications is the Engie System on our new buses, and is about \$24K of the \$43K increase, yet we are decreasing travel training \$7K as part of the virtual meetings that are being held. He said for our Cybersecurity, we do some internally and contract some. Mr. Saldaña said overall, our budget in 2020 was \$1.349M and 2021 is projected at \$1.348M, or a \$825 savings with all the items like Engie, salaries and benefits, to try and reduce through the course of the budget process to offset, so this is for the small decrease from last year.

Mr. Saldaña commented the next three departments are salary driven.

b) 40 Procurement

Mr. Saldaña reported on highlights for Procurement that we continue to develop staff to make sure that we meet the FTA regulations for federally funded projects. He said we do not want to jeopardize any of our federal funds. He continued to say we also continue to update and revise internal policies and procedures for all solicitation as we move towards electronic solicitations, as part of COVID distancing and holding virtual or web-based conferences. He said we continue to develop new policies and procedures by streamlining some of our procedures here to make it easier to purchase. Mr. Saldaña commented the department FTEs are for 3 full-time employees in 2020 and will continue for 2021, and salaries and benefits are about 93 percent, services at 1 percent, material and supplies at 2 percent and miscellaneous at 4 percent. He commented there also is a comp study on the salaries and benefits again along with the adjustment of 6 percent, and is the bulk of the increase. He said professional services will stay the same, a small reduction in uniforms, while office supplies remain the same, and travel training will be reduced due to more virtual type meetings as part of the pandemic outlook. He said the 2020 budget for this department was \$323K, and we are projecting a \$14K increase for 2021, or \$337K mostly driven by salaries.

c) 42 Finance & Accounting

Mr. Saldaña reported on the next department of Finance and provided highlights that we want to obtain our certificate of achievement for the CAFR, which we have done the last 7-8 years, obtain a GFOA Transparency Award, and also obtain our 4th- 5th Transparency Stars award from the State Comptroller that shows how we provide our financials to the public. Mr. Saldaña commented we are looking to move the Chart of Accounts (COA) closer in-line with NTD Reporting requirements. He said the COA is how we group our expenses and revenues and we want to make sure these two line items agree with NTD requirement since report a lot of this to the Federal Government as opposed to the all the work we do behind the scenes to make them align.

Mr. Saldaña commented we are looking to implement digital tools for processing and remote work, we went to 100 percent of our employees going to direct deposit and they



no longer have to pick up a manual check which was a huge undertaking. He said we are also moving our vendors to be paid by direct deposit as well as ACH style processing. He commented that we continue to look at virtual options for training and staff development during this COVID pandemic. There are 5.88 FTEs in the department same as 2020, and the .88 is for two part-time employees that county money 3-4 hours a day. He detailed each line item with salaries and benefits at 70 percent, services around 28 percent at \$229K, materials and supplies at one percent, and miscellaneous close to one percent also. He continued with salaries and benefits increase is at \$36-37K, again due to comp study adjustment, and the six percent increase. He said a state required audit will increase the other professional services by \$26K that we did not have in 2020, so this is driving this increase. Each other line item was presented in the chart and bottom line is you see a \$50K increase driven by the \$36-37K increase in salaries, and the \$26K for the mandated audit.

d) 45 Administration

Mr. Saldaña reported we want to improve organizational practices and develop staff; we plan to provide some oversight for the 3 departments discussed; MIS, Finance and Accounting, Procurement and Grants. He commented we want to obtain the GFOA Distinguished Budget Presentation Award, which we have won in the last four years, and we want to pursue opportunities for grants. For the 2021 budget, there are 4 positions slated for this department, with actually only 3 FTEs. He said the one position that is in here that is non-funded for a Grants Writer, and this is being shared by himself, procurement and Cassidy and Associates pushing for grants, so we are not funding this position. Mr. Saldaña stated that salaries and benefits are 78 percent, services at 14 percent, materials and supplies at 5 percent, and miscellaneous at 2.4 percent that leaves a little more than half a percent. He detailed each line item and said there is a negative balance on salaries as we transferred one person out of the department into procurement, yet did not send have to send as much monies with them due to the difference in what they were making to what they are currently making and it did not fully offset the monies, so we had a \$15K savings. He said the rest of the benefits fall in-line derived from the salaries.

Mr. Saldaña mentioned the dues and subscriptions increased from \$1,100 to \$2K as increases from GFOA budget submission and GFOA memberships. He said travel and training has been cut for 2021 along with community services. Overall, in 2020, we were at \$596K and project for 2021 \$580K, or a \$15K difference. He said these four departments are 8 percent of the total operating budget and there is a 1.6 percent change between 2020 and 2021 which is about a \$49K increase, salary driven, and not much savings in these departments.

Adjournment

There being no further review of items, Budget Workshop #1 adjourned at 10:13 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #3 – AUGUST 26, 2020
(DURING COMMITTEES MEETING)**

Summary of Actions

- 1. Held Budget Workshop #3**
 - a) 41 CEO**
 - b) 44 Human Resources**
 - c) 50 Marketing & Communication**
 - d) 52 Safety & Security**
- 2. Adjournment**

Call to Order

Mr. Edward Martinez called the Budget Workshop #3 meeting to order at 9:07 a.m.

Held Budget Workshop #3

Mr. Robert Saldaña reported we have 6 workshops scheduled from July 22ND through October 7TH, have conducted 2 workshops with today's workshop being number 3. He said beyond that, we hold a Public Hearing on October 28TH and it will be in the evening to allow general public to attend to ask any questions. After the 1ST public hearing, we hold the 2ND Public Hearing and at that point, we have our first opportunity to adopt the FY2021 Operating and Capital Budget. He said if for some reason there are still questions, we will have another budget workshop, so that at December's board meeting, the last opportunity this year, would be to adopt a budget. Three additional slides were shown of the timeline of remaining items to be covered, and these items will be discussed at workshops #4 through #6. He explained in #1, we covered Regional Economic Trends, Assumptions that impact the proposed budget, and then proposed Revenues for the budget. In #2, this is the Administrative budget and we align these department's budgets with the Managing Director who is responsible for them. Mr. Saldaña also mentioned in workshop #2 which falls under his umbrella, those departments comprise of around 8.7 percent of the total operating budget. He continued with details of #4, #5 and #6 workshops and commented that #6 is all non-operational budgets which is sub-recipient agreements that are made up of our 5310 Grant monies, Street Maintenance that is about \$2.8 to \$3.1M of funds we give back to our member cities for streets we traverse. So, for today's Budget Workshop #3, this is for the four departments who report directly to the CEO, and they include; a) CEO, b) Human Resources, c) Marketing and Communications, and d) Safety & Security departments. He said these budgets make up about \$4M, or 11.3 percent of our total operating budget which is about \$35.2M at this point.

a) 41 CEO

Mr. Saldaña commented on several highlights and a few included to promote leadership awareness internally and externally; partner with City and other Stakeholders to advance opportunities for expansion of services; continue to support community involvement; increase our customer service and customer perception of the agency and of public transportation; and improve business practices by continuing to standardize and document Board policies to increase efficiency and transparency. He stated there are three FTEs for this department; the CEO, DBE Liaison Officer and the Executive Administrative Assistant.



A slide was displayed to show the breakdown of the line items and he commented that salaries are proposed to increase from \$404K to \$413K, or 2.18 percent; services to remain the same, materials and supplies to stay at \$11K, and miscellaneous will increase by \$25K, thus the CEO's budget increasing by \$33,831, or 3.36 percent. Mr. Saldaña said the breakdown is partly the salary side dependent upon what the Board will approve for the CEO, and a 6 percent average increase for the other two positions. This will be the increase of \$8,331. A chart with each category line item was displayed and he said consulting services for state and federal legislation support will remain the same, and the South Texas Military Task Force we pay. Legal fees are made up of \$70K for legal counsel contract and the others will continue to remain the same. He continued with the other increase for Subscriptions at \$25K, which is a new membership with Transportation Excellence for 21ST Century (Tex-21) we did not have last year. Mr. Saldaña commented for travel and training at \$128,400, advertising and promos at \$55K, community services at almost \$40K and other miscellaneous at \$6,500 so this amounts to the CEO proposed budget of \$1,040,592, or an increase of 3.36 percent.

b) 44 Human Resources

Mr. Saldaña provided highlights that included the department will continue with professional development for staff; coordinate wellness events and healthcare education for employees; review and update the Comp Plan; introduce new programs to recognize exemplary employees; develop virtual process of orientation, training and interviewing along with on-boarding processes; and eliminate the usage of paper and introduce an electronic system process. He commented there are 4.5 FTEs with 1.50 being interns and is the same as budgeted in 2020. A slide was displayed to show the breakdown of the line items and he commented that salaries and benefits increase by \$33,146 for 2021, or 8.38 percent; services increase by \$14,538, or 6.72 percent; materials and supplies will decrease by \$925; and also miscellaneous decrease of \$5,870. He said total change for this department's proposed 2021 budget is an increase by \$40,889. A chart was shown with the breakdown by each item which Mr. Saldaña detailed and commented the proposed 2021 budget for Human Resources will be \$742,360.

c) 50 Marketing & Communication

Mr. Saldaña also provided the highlights for this department that continue to expand the agency's positive brand awareness; we will continue the 'B' Safe marketing campaign through various avenues; continue with development of educational outreach materials about services, pilot programs and special events; market, coordinate and attend the 2021 TTA Conference; and provide marketing support to organizational and community efforts that encourages Public Transit. This department has 3 FTEs; Director of Marketing, Marketing Communications Coordinator, and Marketing Production Coordinator. A slide was displayed to show the breakdown of the line items and he commented that salaries and benefits increase of little less than 1 percent, or by \$2,137; services will decrease by \$12,800, or 6.12 percent; also materials and supplies down almost \$5,700, or 6.07 percent; and miscellaneous down by \$2,660. A chart with each category of items was presented and he detailed each one. Mr. Saldaña said this department's proposed 2021 budget is going down from \$685,721 in 2020 to \$666,709, or a negative 2.77 percent, or down by \$19,012 less.

d) 52 Safety & Security

Mr. Saldaña commented on highlights for this department being to provide in-house training for employees and tenants that will include training for; active shooter; family



violence; fraud protection; de-escalation training for those dealing with the Public; and continue with our See Something Say Something Campaign. He also mentioned they will continue to encourage social distancing and use of masks and hand washing procedures to help slow the spread of COVID; and provide Safety Orientation to all new employees. Mr. Saldaña continued and reported there are 3 FTEs; Director of Safety & Security; Safety & Security Administrator; and Safety & Security Coordinator. He summarized the chart of line items and commented the salaries and benefits will increase \$17,776, or 5.76 percent; services will increase by \$33,156, or 4.41 percent; materials and supplies remain the same; utilities increase by \$352; and insurance will go from \$375,388 to \$418K, an increase of \$42,612, or 11.35 percent, this is a projected number. He said for miscellaneous, it will stay the same, so overall the department projected budget for 2021 will increase by 6.48 percent. A chart with each category of items was presented and he detailed each one. He mentioned that the total increase of \$93,896 is mostly driven by increase to our police officers and security officers. Mr. Saldaña said this department's proposed 2021 budget will go from \$3.843M to \$3.99M, an increase of \$149,603, or 3.89 percent.

Adjournment

There being no further review of items, Budget Workshop #3 adjourned at 9:32 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #4 – SEPTEMBER 2, 2020
(DURING BOARD MEETING)**

Summary of Actions

- 1. Held Budget Workshop #4**
 - a) 02 Customer Services**
 - b) 21 Facilities Management**
 - c) 49 Capital Programs**
 - d) 77 Staples Street Center**
- 2. Adjournment**

Call to Order

Mr. Edward Martinez called the Budget Workshop #4 meeting to order at 10:01 a.m.

Held Budget Workshop #4

Mr. Robert Saldaña reported we have 6 workshops scheduled from July 22ND through October 7TH, have conducted 3 workshops and today we are presenting Budget Workshop #4. He said in October, we will hold our 1ST Public Hearing in the evening hours to allow general public to attend to ask any questions regarding the proposed budget. He said after the 1ST Public Hearing, the 2ND Public Hearing and first opportunity to adopt the FY2021 Operating and Capital Budget will be held at our November Board meeting on the 2ND. If after all 6 workshops and both public hearings and 1ST opportunity to adopt the budget, at our December Board meeting will be the last opportunity to adopt the budget. Two additional slides were shown of the timeline of remaining items to be covered, and these items will be discussed at workshops #5 and #6.

Mr. Saldaña provided background information that in #1, we covered Regional Economic Trends, Assumptions, and projected Revenue budgets, and in #6 we will recap the projected revenues a little different as our revenues trending is a little different than we first expected. He said that workshop #2 is the Administrative budgets; MIS; Procurement; Finance and Accounting; and Administration. He continued with details of workshop #3 under the CEO and his direct reports of Human Resource, Marketing & Communication and Safety & Security. Mr. Saldaña commented for Budget Workshop #4, this is for the departments who report directly to the Managing Director Ms. Sharon Montez's group to include; a) Customer Service, b) Facilities Management, c) Capital Improvements, and d) Staples Street Center. He continued and stated we will hold workshops #5, the operations side of the business, and workshop #6 for non-operational budgets which is sub-recipient agreements that are made up of our 5310 Grant monies, Street Maintenance that is about \$2.8 to \$3.1M of funds we give back to our member cities for streets we traverse, Capital Budget for FY2021 and our 5-Year Service Plan, CIP and Financial Plans. He said this workshop also will have an overview summary of the FY2021 Operating & Capital Budget.

Mr. Saldaña provided an overview of Budget Workshop #4's departments; Customer Service, Facilities Management, Capital Improvements and Staples Street Center. The total budget proposed budget for 2021 is at \$4.8M, or 13.7 percent of our operating expenses total of \$35.2M.

a) 02 Customer Service

Mr. Saldaña commented on a few highlights that we want to develop a program to market more passes at various locations; expand types of passes that are sold online; create new ways to conduct outreach during pandemic; and continue training and development to



emphasize safety while delivering excellent customer service. He stated there are seven FTEs currently and will remain the same in 2021 to include the Customer Service Administrator; Customer Service Advocate; 4 Customer Service Representatives, and an Eligibility Coordinator.

He displayed a slide with a chart of the department's line items, and said salaries and benefits will reduce from \$481K to \$459K, or by \$21,953; services stay about the same with a \$100 increase; materials and supplies are reduced by \$24,645; miscellaneous has a reduction of \$2,096. He reported that this department's budget will be reduced from \$564,293 to \$515,699, or \$48,594, at 8.61 percent. Another chart was presented showing each category line item and he went through each item in detail highlighting those of significance. Mr. Saldaña commented salaries and benefits have a \$15,450 decrease from an open position expected for 2021; overtime increased \$1,030 due to any special events like Buc Days, and any FMLA we may have; and said any salary driven line items will either stay the same or decrease due to the salaries and benefits going from \$313,932 to \$298,382 in 2021. He reported on each category under services and for materials and supplies total decrease by \$24,645, or almost 40 percent as driven by the monies saved for printing passes. For travel and training, this will be reduced by almost half at negative \$2,096 due to virtual meetings during the results of the pandemic. Mr. Saldaña commented this budget will go down from \$564,293 to \$515,699, or \$48,594, at 8.61 percent.

b) 21 Facilities Management

Mr. Saldaña provided highlights that listed Facilities will continue with their programs for Shelter Refurbishment; Shelter Amenities Expansion; Bus Stop Monitoring of select bus stops that require more frequent cleaning due to higher ridership; and for the Bus Stop Assessment that monitors conditions of all bus stops on a consistent and routine manner, and will keep the bus stop database current, and continue with our Safety Transit Practices. He commented this department will make one part-time Maintenance Tech 1 to a full-time position, and said the current 19.5 FTEs will change to 20 FTEs in 2021.

A slide with two charts was presented that show a summary of the department's 2020 and 2021 budgets and he stated total budget will increase from \$2.83M to \$3.03M, which is \$201,616, or 7.11 percent. He presented another chart showing each category line item, and highlighted the items driving the increase; salaries and benefits increase of \$36,509 that also include overtime increase to manage field activities; services increase of \$165,156, or 11.71 percent; materials and supplies increase of \$7,567; utilities decrease of \$5,402 and travel and training decrease of \$2,215. Mr. Saldaña said the leases and rentals will remain the same. He said the overall increase in services is driven by the contracted shelter maintenance program. Mr. Saldana reported this department is projected to increase from \$2,834,107 to \$3,035,723, which is \$201,616, or 7.11 percent of the operating budget.

c) 49 Capital Programs

Mr. Saldaña also provided the highlights for this department to continue with Shelter Amenities Procurements; ADA Bus Stop Infrastructure Improvements; also work in conjunction with Del Mar College – South Campus construction schedule to build two bus stops on their new campus; we are also looking to complete the Bear Lane Bus Parking Lot reconstruction; and construct the new Port Ayers Station. In 2020 we hired were looking to hire an Engineer, and the offer was not accepted, so budget wise we changed this position to a Capital Projects Manager that will provide cost savings in salaries and benefits, and with the Managing Director of Capital Projects, the FTEs will remain at 2 for 2021.



A slide with 2 charts presented showed a summary of the department's total budget decreasing from \$329,103 to \$285,339, and is a savings of \$43,763, or down at 13.3 percent decrease driven by an Engineer position changing to a Project Manager position. The services remain the same including materials and supplies, and miscellaneous will go down about \$2K.

He presented another chart showing each category line item, and highlighted the items driving the increase; salaries and benefits has the \$35,454 decrease due to the position changes and with other salary related items, this line item will be reduced by \$41,763, or a 13.0 percent decrease. He said services, and materials and supplies remain the same; travel and training will decrease by almost half at \$2K. Mr. Saldaña reported this department is projected to have a \$43,763 savings from \$329.1K to \$285.3K at 13.3 percent reduction.

d) 77 Staples Street Center

Mr. Saldaña commented on highlights for this department to continue to promote a safe and clean building environment; again to host Buccaneer Parade ADA Zone in front of the building; also assist in promoting the "If You See Something, Say Something" Campaign; work with others to promote the availability of conference room rentals/Green Roof, with social distancing in mind, for as long as necessary; continue with the enhanced security at the facility by monitoring the outside parking lots, the perimeter of the building, the main entrance and all areas inside the building. Mr. Saldaña reported there are 5 FTEs; an Administrative Assistant, three positions for Custodian I, and a Maintenance Technician II.

He presented a slide with a table and pie chart that summarized each line item, and salaries and benefits will decrease due to an error found for 2020 that budgeted one position twice, so there is a \$14,032 savings in this line item, for a total reduction of \$20,861, or 7.75 percent. Mr. Saldaña continued with the detailed line item chart for each category where salaries and benefits decreased from \$269,094 to \$248,233 due mostly from the doubled position error found. He said services although had a few reduced line items, for security service increased by \$16,432, so the savings overall for the line item increased by \$7,015, or 1.53 percent. Materials and supplies also increased by \$8,498, although maintenance materials line item increased in this category by \$12,165. Utilities remained the same, yet insurance increased by \$9,198, or 11.62 percent. He said travel and training continue to decrease in most departments due to the virtual and web-based meetings. Mr. Saldaña commented this department's overall proposed budget will increase by only \$3,550, less than 1 percent from \$996,766 in 2020 to \$1,000,315 in 2021.

Mr. Saldaña reported that the total budget for these four departments come in at \$4.83M, or a 2.39 percent increase of \$112,808, and said most of the increase is due to the power washing contract at the stations.

Adjournment

There being no further review of items, Budget Workshop #4 adjourned at 10:26 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #5 – SEPTEMBER 23, 2020
(DURING COMMITTEES MEETING)**

Summary of Actions

- 1. Held Budget Workshop #5**
 - a) 01 Transportation**
 - b) 03 Purchased Transportation**
 - c) 04 Service Development**
 - d) 11 Vehicle Maintenance**
 - e) 43 Materials Management**
- 2. Adjournment**

Call to Order

Mr. Mike Reeves called the Budget Workshop #5 meeting to order at 9:23 a.m.

Held Budget Workshop #5

Mr. Robert Saldaña reported that we have held 4 budget workshops ranging from transit analysis through various departmental workshops. He said on October 28TH, we will hold our 1ST Public Hearing and said it will be an evening session where we will have the chance for the public to come in and attend and ask any questions. He said during the budget board meeting in November, we will hold our 2ND public hearing, our first chance to adopt the budget. If for some reason there are outstanding questions still, we could have a 7TH budget workshop on the 27th of November. He said this will be the last scheduled board meeting of the year. Mr. Saldaña commented this would be the final scheduled time for us to adopt the budget in 2020. He said for budget workshop 1, we presented and went over regional economic trends, assumptions, and gave a revenue projection. For budget workshop 2, we went over the administration budgets of MIS/IT department, procurement department, finance and accounting along with administration. Mr. Saldaña commented that we will try to group these according to the managing directors and present them under one workshop. For Budget Workshop 3 this is for the CEO department and all his direct reports; CEO's budget, HR department, marketing and communications, and safety and security departments. He continued with Budget workshop 4 for the departments of customer service, facilities management, capital improvements and the Staples Street Center.

Mr. Saldaña said for Budget workshop 5, this will cover the operating budgets for departments in transportation, purchase transportation, service development, planning, vehicle maintenance and materials management. He said that Budget workshop 6 is our ancillary items, our sub recipient agreements, 5310 grant monies, street maintenance which usually runs about \$2.8M to \$3.1M depending on sales tax for that year, and is where the monies we give back to the various member cities. He continued with our Capital 2020, 5- year service plan, our 5-year CIP to support the service plan, and 5-year financial plan to support that service plan as well, and then have an overview of all of the budgets.

Mr. Saldaña provided an overview of Budget Workshop #5's departments; Transportation, Purchased Transportation, Service Development, Vehicle Maintenance and Materials Management.



The total budget proposed budget for 2021 is at \$22.7M, or 65.7 percent of our operating expenses total of \$34.6M. He said this is a pie chart of each one, budget workshop 2, which were administration budgets or about 8.9%; budget workshop 3, the CEO's budget at 11.5%, budget workshop 4 of capital projects and customer service at about 13.9%, with the remaining being for the other portions are the operating budget.

a) 01 Transportation

Mr. Saldaña commented on a few highlights that we want to promote a safe work environment for operators, employees, and passengers during this period of coronavirus while engaging employees directly in safety, improve training and refresh training programs for both operator trainees and operators, also continue to improve organization practices and development of staff. He said we also want to continue to operate 24 fixed routes that include the new Pilot Route 66 Crosstown Shuttle, and to provide approximately 3.5M passenger trips; 216K hours of service and 2.9M miles of service. He stated there are 170 FTEs currently and will remain the same in 2021.

He displayed a slide with a chart of the department's line items, and said salaries and benefits will reduce from \$10M to \$9.8M, or by \$231,475; materials and supplies are reduced by \$5,320; utilities increase by \$120; and miscellaneous will have an increase of \$2,000. He reported that this department's budget will be reduced from \$10,158,674 to \$9,923,999, or a negative 2.31 percent. Another chart was presented showing each category line item and he went through each item in detail highlighting those of significance. Mr. Saldaña commented salaries and benefits for operators will have a \$285,361 decrease and an increase of \$73K under other; while overtime decreases by \$4K; along with other salary-related items. For materials and supplies total decrease of \$5,320, or almost 8.7 percent. For travel and training, this will be increase by \$2K. Mr. Saldaña commented this budget will go down by \$234,675, at a negative 2.31 percent.

b) 03 Purchased Transportation

Mr. Saldaña provided highlights that listed the continued operation of the autonomous shuttle at Texas A&M Corpus Christi campus; operate the express routes #95 to Port Aransas from May 28, to October 3, 2021; we will operate 1,780 hours and over 40K miles. He said Purchased Transportation will implement anew on-demand service in Annville, Calallen, Tuloso-Midway areas to provide approximately 260K passenger trips, 35.4K hours of service, and 692K miles of service for fixed route; and for B-Line at 196K passenger trips, 81K hours of service and 1.4M miles of service. He said there are zero current FTEs as approximately 100 to 105 FTEs supported by MV Transportation.

A slide with two charts was presented showed this departmental total budget will decrease from \$7.1M to \$6.2M, or a negative 12.12 percent. He presented another chart showing each category line item, and highlighted the items driving the decrease; contracted fixed route went down by \$471K along with Robstown, Pilot routes 95, Fixed Route Fuel, and B-Line service all decreased for a total decrease in the FY2021 budget of \$861,428 from \$7.1M to \$6.2M, or 12.12 percent decrease.

c) 04 Service Development

Mr. Saldaña also provided the highlights for this department where they will evaluate 2020 public transportation survey results; identify future service improvements; support new fare policy changes; monitor new Del Mar South Campus and Carroll High School timelines; coordinate with the National Transit Database (NTD) for the 2020 annual reporting; also continue to monitor construction impacts within the service areas; maintain long-term detour



database to track route adjustments; support customer information related for trip planning purposes and continue participation in training to enhance skills for department staff.

He said there are 5 FTE's currently in this department and will remain the same for 2021; Director of Planning; Data Technician; Planning Technician; Sr. Transit Planner and an Outreach Coordinator. He summarized the Service Development department and stated for 2021, their budget decreases by \$33,437, from \$608,237 in 2020 to \$574,800 in 2021 which is a negative 5.50 percent.

He presented another chart showing each category line item, and highlighted each item and said salaries and benefits has a \$17K increase overall; services will decrease by \$51,200; and materials and supplies remain the same. Mr. Saldaña reported this department is projected to have a \$33,437 savings from \$608K to \$574K, or a 5.50 percent reduction.

d) 11 Vehicle Maintenance

Mr. Saldaña commented on highlights for this department will support higher levels of cleaning and servicing for our riders, operators and support staff by disinfecting nightly; also increases in material and supplies to keep proper stocking levels of masks, hand sanitizers re-fills for the fleet vehicles and the Clorox 360 chemicals products in inventory; this department also will continue with an Engine Overhaul Replacement Program to increase fleet reliability to meet services demands; and will continue training for all new products added to the fleet with any sub-components installation on the Fleet in 2021. Mr. Saldaña reported there are 37 full-time FTEs currently and this will remain the same for 2021.

The overall budget for this department will increase by \$30,005 driven by salaries and benefits. He said services, materials and supplies and utilities will decrease with miscellaneous increasing by \$8K. Mr. Saldaña reported the total budget for Vehicle Maintenance will be \$5,768,767 in 2021 from \$5,738,762 in 2020.

He presented a pie-chart showing the budget percentages each category is projected in 2021. Another slide of a chart was presented with each categories line item, and highlighted each line item and said the salaries and benefits has an \$143,516 increase overall; services will decrease by \$7K; and materials and supplies decreases by \$105K; utilities by \$9,581 while miscellaneous will increase by \$8,475. Mr. Saldaña commented the total for this department's FY2021 budget increases by \$30,005, or less than 1 percent.

e) 43 Materials Management

Mr. Saldaña commented this department for 2021 will review part supply contracts to streamline ordering methods, and will control costs and management of the storage fleet inventory. They will continue to maintain inventory stock levels for COVID-19 PPEs to meet the daily demand for both the fleet and our employees, and will reconfigure the storage inventory for ease of locating parts by a sub-components listing. He said that staff will also continue with training of professional development; and we will current product inventory for possible new technology enhancements of the fleet. He said these are just a few of the highlights for this department.

There are only 3 FTEs in this department for 2 Parts Clerks and 1 Parts Lead, and will remain the same for FY2021. Mr. Saldaña reported the increase in the projected budget will be in salaries and benefits that drive the \$7,676 amount from \$188K in 2020 to \$196K, or 4.07 percent in 2021. This coming year materials and supplies remain the same at \$1,800. A pie-chart was displayed to show the composition for the department driven by salaries and



benefits at 99.1 percent and materials and supplies at less than 1 percent. He displayed another slide with a table showing each category line item, and mentioned the increase for 2021 is driven by the salaries and benefits at \$7K, or 4.07 percent.

Mr. Saldaña reported that the total budget for these five departments come in at \$22,707,748 in 2021 from \$23,799,606 in 2020, or a savings of \$1.1M, or at 4.59 percent decrease.

Adjournment

There being no further review of items, Budget Workshop #5 adjourned at 9:45 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
FY2021 BUDGET WORKSHOP #6 – OCTOBER 28, 2020
(DURING COMMITTEES MEETING)**

Summary of Actions

1. **Held Budget Workshop #6**
 - a) **5-Year Service Plan**
 - b) **5-Year CIP**
 - c) **65 Debt Service**
 - d) **83 Special Projects**
 - e) **85 Sub Recipient Grant Agreements**
 - f) **88 Street Maintenance**
 - g) **Proposed FY2021 Operating & Capital Budget**
 - h) **5-Year Financial Plan**
2. **Adjournment**

Call to Order

Mr. Edward Martinez called the Budget Workshop #6 meeting to order at 10:48 a.m.

Held Budget Workshop #6

Mr. Robert Saldaña reported so far to-date we have presented five budget workshops and rescheduled the October 7, 2020 Budget Workshop #6 for today on October 28, 2020. He said we have also posted and scheduled our first Public Hearing #1 on October 16, 2020, and will hold this hearing on October 30, 2020 in the evening so the public are able to attend to ask any questions. Mr. Saldaña went over some background information where we presented the previous budget workshops from #1 through #5 and gave a summary of what was covered in each of these.

For Budget Workshop #6 today, it will cover our 5-year service plan; 5-year CIP; debt service; special projects; sub-recipient grant agreements; street maintenance; recap of our 2021 operating and capital budget and our 5-year financial plan along with all the support for these items.

a) 5-Year Service Plan

Mr. Saldaña said Mr. Gordon Robinson will report some of the highlights of the 5-Year Service Plan for years 2020 through 2025.

1. *2020 Service Plan* – Mr. Robinson said we have several transit services to include Autonomous, Fixed Route, Commuter, Flex, B-Line, Van Pool Services and Rural On-Demand. He said by end of the year, we will have serviced over 3.01M passenger trips; 317K service hours reported and 5.03 miles traveled. Our plan also implemented an autonomous shuttle at the Texas A&M Corpus Christi (TAMU-CC) campus. He said we have also successfully navigated multiple service adjustments with COVID-19 pandemic; re-routed Route 37 to serve TAMU-CC Momentum campus; also operated Route 66 service this past Spring 2020 to support the Viking Islander Program (VIP) students; we continued Pilot Route 93 Flex service to serve TAMU-CC, and were able to expand the Pilot Route 95 Port Aransas Express service to Port Aransas.
2. *2021 Service Plan* – He said for this plan we will provide services of approximately 4.0M passenger trips, service over 311K hours and travel 5.69M miles of service. For the COVID-19 pandemic, we will continue to monitor ridership levels by identifying needed improvements as evaluated in our 2020 public survey. He said we plan to



continue our modified service levels based on the ridership demand; will implement new on-demand services in Annaville, Calallen and in the Tuloso-Midway areas. He stated we also will identify any service adjustments to serve the future Carroll High School along with develop new service to serve the Del Mar College South Campus. Also, the Route 95 Port Aransas Express service will continue in 2021.

3. *2022 Service Plan* – Mr. Robinson said for this year, we are projecting 4.46M passenger trips; 373,283 hours of service and almost 6.2M miles travelled. He mentioned we hope to restore service levels to meet an increase in ridership demand and will evaluate a new fare policy and how it will impact the system. We also plan to identify Park 'N Ride service opportunities to improve travel times; implement service improvements for a new Port Ayers Station; implement service adjustments to serve the new Carroll High School and a new service for Del Mar College South Campus; and we will implement service adjustments based on service performance in 2021 to help increase our ridership.
4. *2023 Service Plan* – For this year we have projected over 4.72M passenger trips; 379,680 hours of service and 6.31M miles our operators will travel. Mr. Robinson stated in 2023, we are planning a new On-Demand service in the Flour Bluff area; will possibly implement another Park 'N Ride service and make any service adjustments from our 2022 performance levels to increase ridership.
5. *2024 Service Plan* – He said each year we continue to project an increase in ridership and believe we will have over 5M passenger trips in 2024; service hours will be over 386K and will travel over 6.4M miles. Mr. Robinson stated we will also implement the Flour Bluff On-Demand service in this year and are planning a new On-Demand service West of the I-69 Corridor that includes the areas in Aqua Dulce, Banquete, Bishop and Driscoll cities. He also commented the implementation of any service adjustments needed as based on the 2023 performance reports.
6. *2025 Service Plan* – For this year although seems a little far out, he said we will be looking to improve service frequency on select services to serve anticipated population and employment growth; continue with the new service West of I-69 Corridor and again make any adjustments based on the prior year service performance.

b) 5-Year CIP

Mr. Saldaña provided an overview and stated the following for each of the years from FY2021 through FY2025. He said for the next five years we plan for 79 projects totaling \$57.3M and \$44.5M will be Federally funded and \$12.7M being from local monies.

1. *2021 CIP* – He presented a slide with a table of categories and this is mostly driven by the replacement of 13 cutaway paratransit buses; another 6 fixed route bus replacements; the Automatic Vehicle Locating (AVL) system replacement Phase 1, and our management system software of \$1.03M. Total budget for these 25 projects in 2021 is projected at \$13.2M with \$10.5M federal dollars and \$2.6M locally funded.
2. *2022 CIP* – He presented a slide with a table of categories and said again, this is mostly driven by the replacement of vehicles as they are the top 2 line items at almost \$6M of this total budget of \$11.3M that almost \$9M federally funded and \$2.3M in local dollars.
3. *2023 CIP* – He presented a slide with a table of categories and said 11 vehicles being replaced at almost \$8M; preventative maintenance at \$1M and both of these are federal and locally funded. Total budget at \$12.8M with \$10.2M federal dollars and \$2.5M local monies.
4. *2024 CIP* – He presented a slide with a table of categories and has 9 replacement vehicles at \$6.7M; a little over \$1M for bus shelter amenities; again preventative



maintenance monies at around \$1M and \$800K federally funded; 2 additional cutaway buses at \$584K along with the other projects for a total budget of \$10.5M and \$2.2M local funds and \$8.3M being federal dollars.

5. *2025 CIP* – He presented a slide with a table of categories with 5 replacement buses; little over \$1M for bus shelter amenities; \$1M for preventative maintenance for a total budget of \$9.39M and \$6.43 federally funded and \$2.95M coming from local funds.

Mr. Saldaña provided an overview of the next 4 items to include Debt Service; Special Projects; Sub-Recipient Grant Agreements and Street Maintenance. The total for these items FY2021 budget is projected at an increase of \$47,389, or 1.1 percent. He said this was \$4.6M in 2020 and is projected to be \$4.7M in 2021. A table showing each item's 2020 budget, 2021 proposed budget and change.

c) 65 Debt Service

Mr. Saldaña commented this department will come in at \$1.4M as projected from agency fees of \$800; Interest payments of \$537,631 and Principle of \$870K. A table was shown showing the recap of the debt service amortization schedule from the years of 2021 through 2038. Mr. Saldaña said by 2038, we will pay \$25.4M and \$19.4M of Principle; \$5.9M in interest.

d) 83 Special Projects & 85 Sub Recipient Grant Agreements

Mr. Saldaña commented Special Projects has budgeted \$200K for the unanticipated projects that come up between now and end of next year, and said about \$50K will be for our sub-recipient projects that we will do a call for projects.

e) 88 Street Maintenance

Mr. Saldaña commented that our breakup of street maintenance projects we already know since these are from the months of August through July so we already have 2020's amounts to allocate and we will pay out \$3M. He said we are budgeting a \$62,011 increase from 2020 for a total budget of \$3,083,652 that we are basing on what sales tax will do in 2021.

f) Proposed FY2021 Operating & Capital Budget

Mr. Saldaña provided an overview and said we are expecting about \$38.6M in operating revenues with \$35M coming from sales tax; \$1.3M from fares; almost \$2K from other revenues and \$648K in grants. Our Capital Grants are projected to be \$9.7M for total revenue budget of \$48.3M. He said we expect about a \$3.3M transfer-in based on a shortfall in sales tax next year, and will get from unrestricted reserves to balance our budget of a total Revenue budget of \$51.6M, and Expenses at \$51.6M.

g) 5-Year Financial Plan

Mr. Saldaña displayed a chart of support of a 5-year financial plan projection and said is mostly from sales tax. He commented it is hard enough to project sales tax over the next year due to this pandemic, and the next 5 years. He said we are expecting receive \$9.2M in revenues this year, and expenses of \$62.9M, or about a \$10.99M of excess revenue mostly coming from the CAREs Act monies, and we will use some of these funds to carry over to help pay for the \$3.3M shortfall from 2020 due to the CAREs Act and with the \$3.3M transfer-in, will balance out our projected 2021 budget.

Adjournment

There being no further review of items, Budget Workshop #6 adjourned at 11:01 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
PUBLIC HEARING #1 – OCTOBER 30, 2020
FY2021 OPERATING & CAPITAL BUDGET**

Summary of Actions

- 1. Held Public Hearing #1 for FY2021 Operating & Capital Budget**
- 2. Adjournment**

Call to Order

Mr. Robert Saldaña called the Public Hearing #1 meeting to order at 6:00 p.m.

Held Public Hearing #1

Mr. Robert Saldaña reported on the previous budget workshops no. 1 through no. 6 that have been held, and this hearing is our first opportunity to for the public to attend and ask any questions of these items that have been presented.

He commented this hearing will cover the 2021 Service Plan; 2021 Operating Budget; Proposed FY2021 Operating & Capital Budget along with the 5-Year Capital Improvement Plan.

Mr. Saldaña provided the prior details on the 2021 Service Plan which was also presented at the Committees meetings held on October 28, 2020.

- 2021 Service Plan* – He said for this plan we will provide services of approximately 4.0M passenger trips, service over 311K hours and travel 5.69M miles of service. For the COVID-19 pandemic, we will continue to monitor ridership levels by identifying needed improvements as evaluated in our 2020 public survey. He said we plan to continue our modified service levels based on the ridership demand; will implement new on-demand services in Annville, Calallen and in the Tuloso-Midway areas. He stated we also will identify any service adjustments to serve the future Carroll High School along with develop new service to serve the Del Mar College South Campus. Also, the Route 95 Port Aransas Express service will continue in 2021.
- 2021 Operating Budget* – A chart was shown to show the total FTE's proposed for the 2021 year of 281.38 from the 280.88 in 2020. He said this is due to the change in a part-time position need in Facilities Management in 2021.
- Proposed FY2021 Operating & Capital Budget* – Mr. Saldaña again reported from the overview provided at the Committee meetings held on October 28, 2020 for this item. He said we are expecting about \$38.6M in operating revenues with \$35M coming from sales tax; \$1.3M from fares; almost \$2K from other revenues and \$648K in grants. Our Capital Grants are projected to be \$9.7M for total revenue budget of \$48.3M. He said we expect about a \$3.3M transfer-in based on a shortfall in sales tax next year, and will get from unrestricted reserves to balance our budget of a total Revenue budget of \$51.6M, and Expenses at \$51.6M.
- 5-Year Capital Improvement Plan (CIP)* – Again items previously presented were shown on a slide for this item. Mr. Saldaña provided an overview and stated the following for each of the years from FY2021 through FY2015. He said for the next five years we plan for 79 projects totaling \$57.3M and \$44.5M will be Federally funded and \$12.7M being from local monies.
 - 2021 CIP* – He presented a slide with a table of categories and this is mostly driven by the replacement of 13 cutaway paratransit buses; another 6 fixed route bus



- replacements; the Automatic Vehicle Locating (AVL) system replacement Phase 1, and our management system software of \$1.03M. Total budget for these 25 projects in 2021 is projected at \$13.2M with \$10.5M federal dollars and \$2.6M locally funded.
2. *2022 CIP* – He presented a slide with a table of categories and said again, this is mostly driven by the replacement of vehicles as they are the top 2 line items at almost \$6M of this total budget of \$11.3M that almost \$9M federally funded and \$2.3M in local dollars.
 3. *2023 CIP* – He presented a slide with a table of categories and said 11 vehicles being replaced at almost \$8M; preventative maintenance at \$1M and both of these are federal and locally funded. Total budget at \$12.8M with \$10.2M federal dollars and \$2.5M local monies.
 4. *2024 CIP* – He presented a slide with a table of categories and has 9 replacement vehicles at \$6.7M; a little over \$1M for bus shelter amenities; again preventative maintenance monies at around \$1M and \$800K federally funded; 2 additional cutaway buses at \$584K along with the other projects for a total budget of \$10.5M and \$2.2M local funds and \$8.3M being federal dollars.
 5. *2025 CIP* – He presented a slide with a table of categories with 5 replacement buses; little over \$1M for bus shelter amenities; \$1M for preventative maintenance for a total budget of \$9.39M and \$6.43 federally funded and \$2.95M coming from local funds.

Mr. Saldaña provided an overview of the next 4 items to include Debt Service; Special Projects; Sub-Recipient Grant Agreements and Street Maintenance. The total for these items FY2021 budget is projected at an increase of \$47,389, or 1.1 percent. He said this was \$4.6M in 2020 and is projected to be \$4.7M in 2021. A table showing each item's 2020 budget, 2021 proposed budget and change.

Adjournment

There being no further review of items, the meeting adjourned at 6:12 p.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
PUBLIC HEARING #2 – NOVEMBER 4, 2020
FY2021 OPERATING & CAPITAL BUDGET**

Summary of Actions

- 1. Held Public Hearing #2 for Adoption of FY2021 Operating & Capital Budget**
- 2. Adjournment**

Call to Order

Mr. Robert Saldaña called the Public Hearing #2 meeting to order at 8:55 a.m.

Held Public Hearing #2

Mr. Robert Saldaña reported on the previous budget workshops no. 1 through no. 6 that have been held, and our first Public Hearing No. 1 that was held in the evening on October 28, 2020. He said today's hearing is our first opportunity in order to adopt our FY2021 Operating & Capital Budget, and for Public Hearing No. 2, items covered will be the same as those in the first hearing and are: on the 2021 Service Plan; 2021 Operating Budget; Proposed FY2021 Operating & Capital Budget along with the 5-Year Capital Improvement Plan. A timeline was displayed to show the schedule of the prior workshops, and both hearing dates.

Mr. Saldaña provided the prior details on the 2021 Service Plan which was also presented at the Committees meetings held on October 28, 2020.

- 2021 Service Plan* – He said for this plan we will provide services of approximately 4.0M passenger trips, service over 311K hours and travel 5.69M miles of service. For the COVID-19 pandemic, we will continue to monitor ridership levels by identifying needed improvements as evaluated in our 2020 public survey. He said we plan to continue our modified service levels based on the ridership demand; will implement new on-demand services in Annville, Calallen and in the Tuloso-Midway areas. He stated we also will identify any service adjustments to serve the future Carroll High School along with develop new service to serve the Del Mar College South Campus. Also, the Route 95 Port Aransas Express service will continue in 2021.
- 2021 Operating Budget* – A chart was shown to show the total FTE's proposed for the 2021 year of 281.38 from the 280.88 in 2020. He said this is due to the change in a part-time position need in Facilities Management in 2021.
- Proposed FY2021 Operating & Capital Budget* – Mr. Saldaña again reported from the overview provided at the Committee meetings held on October 28, 2020 for this item. He said we are expecting about \$38.6M in operating revenues with \$35M coming from sales tax; \$1.3M from fares; almost \$2K from other revenues and \$648K in grants. Our Capital Grants are projected to be \$9.7M for total revenue budget of \$48.3M. He said we expect about a \$3.3M transfer-in based on a shortfall in sales tax next year, and will get from unrestricted reserves to balance our budget of a total Revenue budget of \$51.6M, and Expenses at \$51.6M.
- 5-Year Capital Improvement Plan (CIP)* – Again items previously presented were shown on a slide for this item. Mr. Saldaña provided an overview and stated the following for each of the years from FY2021 through FY2015. He said for the next five years we plan for 79 projects totaling \$57.3M and \$44.5M will be Federally funded and \$12.7M being from local monies.



1. *2021 CIP* – He presented a slide with a table of categories and this is mostly driven by the replacement of 13 cutaway paratransit buses; another 6 fixed route bus replacements; the Automatic Vehicle Locating (AVL) system replacement Phase 1, and our management system software of \$1.03M. Total budget for these 25 projects in 2021 is projected at \$13.2M with \$10.5M federal dollars and \$2.6M locally funded.
2. *2022 CIP* – He presented a slide with a table of categories and said again, this is mostly driven by the replacement of vehicles as they are the top 2 line items at almost \$6M of this total budget of \$11.3M that almost \$9M federally funded and \$2.3M in local dollars.
3. *2023 CIP* – He presented a slide with a table of categories and said 11 vehicles being replaced at almost \$8M; preventative maintenance at \$1M and both of these are federal and locally funded. Total budget at \$12.8M with \$10.2M federal dollars and \$2.5M local monies.
4. *2024 CIP* – He presented a slide with a table of categories and has 9 replacement vehicles at \$6.7M; a little over \$1M for bus shelter amenities; again preventative maintenance monies at around \$1M and \$800K federally funded; 2 additional cutaway buses at \$584K along with the other projects for a total budget of \$10.5M and \$2.2M local funds and \$8.3M being federal dollars.
5. *2025 CIP* – He presented a slide with a table of categories with 5 replacement buses; little over \$1M for bus shelter amenities; \$1M for preventative maintenance for a total budget of \$9.39M and \$6.43 federally funded and \$2.95M coming from local funds.

Mr. Saldaña provided an overview of the next 4 items to include Debt Service; Special Projects; Sub-Recipient Grant Agreements and Street Maintenance. The total for these items FY2021 budget is projected at an increase of \$47,389, or 1.1 percent. He said this was \$4.6M in 2020 and is projected to be \$4.7M in 2021. A table showing each item's 2020 budget, 2021 proposed budget and change.

Adjournment

There being no further review of items, the meeting adjourned at 9:05 a.m.

Submitted by: Dena Linnehan



Subject: Issue a Professional Services Agreement to Roland Barrera Insurance for Health Care Consulting and Risk Management Services

Background

The CCRTA exercised its last option year for Insurance Consulting Services with Roland Barrera Insurance to cover the period of February 21, 2020 through February 20, 2021. The original agreement was a fixed one-year contract with a one-option year.

In early 2013, the Chief Executive Officer identified a need in managing the self-funded health program, additional employee benefits program, and in FY2018, Risk Management Program of the CCRTA. These services (see Attachment A—Deliverables) were amended in April 2018 to add two additional option years, and increase the monthly compensation to \$5,000, or \$60,000 annually.

During the last few years, the consultant has provided support/guidance services in regards to the Insurance and Risk Management Services, renewal of the TML Insurance Policies, Employee Health Benefit Plan, and the Wellness Program implementation process.

Identified Need

Issuing a new Professional Services Agreement will allow the continuity of all the various insurance and benefits programs. The additional support services provided by the consultant, strengthens the overall management of the various services listed in the agreement.

Disadvantaged Business Enterprise (DBE)

This item is locally funded, so DBE is not applicable.

Financial Impact

The estimated agreement cost is \$60,000 per year, and is budgeted in the 2021 Operating Budget.

Board Priority

This Board Priority is Transparency.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Professional Services Agreement to Roland Barrera Insurance for Health Care Consulting/Risk Management Services. This will be a Three-Year Agreement with One 2-Year Option.

Respectfully Submitted,

Submitted by: Angelina Gaitan
Director of Human Resources

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

DELIVERABLES

1. Services to be performed. Consultant shall perform professional Health Care Consulting Services for the CCRTA to include:
 - Will provide technical support in review of fully insured and self-funded plan to determine the best program for employees and the CCRTA, in coverage and cost.
 - Assist CCRTA Staff in evaluating employee and CCRTA objectives with the Employee Health Benefit Plan, including Employee Focus Groups, teams and management.
 - Assist the Safety and Security Officer with evaluation of risk management programs and review liability coverage to insure adequate coverage limits.
 - Advise Chief Executive Officer on risk management safety programs and risk assessment.
 - Preparation of Cash Flow Model and cost tracking system for the new Health Benefit Plan.
 - Have a thorough understanding and knowledge of CCRTA culture, philosophies, objectives, business and budget plans.
 - Assist with the solicitation for qualified proposals; assist with proposal conference, meetings and other support as needed during the solicitation process.
 - Assist DBE Officer to insure maximum Disadvantage Business Enterprise (DBE) participation.
 - Assist CCRTA Staff with evaluation of proposals and prepare written report of findings and recommendations.
 - Evaluate insurance coverage limits and make recommendations based on risk and cost factors.
 - Submit written finds and recommendations to the Chief Executive Officer or his designee.
 - Assist Staff with preparation and recommendations to the CCRTA Administration Committee and Board of proposal results, if needed.
 - Assist CCRTA Staff with other low or no cost health benefit options, i.e., Pre-Tax payments, ancillary and voluntary employee benefit products.
 - Assist with the Electronic Enrollment on an annual basis for current active employees.
 - Assist with coordinating with vendor for the wellness program implementation.
 - Coordinates with HR/Payroll/Finance Staff/EASE/Insurance Carriers/Enrollment Platform; Periodical Meetings with staff to discuss issues and find a remedy.
 - Provide enrollment reporting of insurance coverage by submitting manual feeds to carriers:
 - 90 Degree Benefits dba ENTRUST
 - Minnesota Life
 - United Healthcare
 - Go 365 (Humana)



Subject: Award A Contract to Mako Contracting, LLC for Bear Lane Bus Parking Lot Improvements

Background

In 2019, The Federal Transit Administration (FTA) announced the opportunity to apply for funds under the grants for Buses and Bus Facilities Infrastructure Investment Program (CFDA - #20.526) The CCRTA submitted three projects for the grant and was awarded full funding for all three projects. The Bear Lane Bus Parking Lot Improvement project was one of the three.

Identified Need

The Bear Lane facility was purchased in the mid-80's and was previously owned by a trucking company. The original concrete parking lot was constructed with 5-inch concrete. The concrete thickness to properly support buses is 8-inches. Over the years, sections of the pavement have been replaced, but with the grant funding the other areas will now be improved.

The project scope includes:

- Remove approximately 4,900 square yards of existing concrete and base material
- Construct a new 8" concrete pavement section including 8" of limestone base and compacted subgrade
- Replace a section of security fence with new line posts
- Re-striping the pavement in areas where the concrete will be replaced
- Re-install fencing loop detectors in areas where the concrete will be replaced
- The project is expected to take six months to complete, once construction begins.

Analysis

The Invitation for Bids (IFB) was issued on October 26th and the bids were received on December 7, 2020. The CCRTA received three responsive bids.

Company	Price
Mako Contracting, LLC	\$682,994.00
Tierra Lease Service, LLC	\$1,005,957.50
A. Ortiz Construction & Paving, Inc.	\$1,335,800.00

Mako Contracting, LLC, submitted the lowest responsive bid, of \$682,994.00. Mako Contracting, LLC, has been in business since 2012. They are located in Corpus Christi. Current contracts on hand, are with the City of Corpus Christi, University of Texas Marine Science Institute, and City of Portland, Previous jobs include work for the US Coast Guard, Bass & Welch, and Sterling Fuel Farm.

Disadvantaged Business Enterprise

For this procurement the DBE participation is 7%. The contractor committed to meeting and exceeding the 7% participation goal with a commitment of 10.1% for the contract.

Financial Impact

The price of this contract is \$682,994.00. This project is federally funded and allocated at 80% for the federal portion at \$546,395.20 and 20% for the local funding match, at \$136,598.80. The engineer's construction cost estimate is \$802,480.

Board Priority

The Board Priority is Facilities.

Committee Review

Committee members did not review this item, since the Committee's did not meet in December.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Mako Contracting, LLC for Bear Lane Bus Parking Lot Improvements in the amount of \$682,994.00.

Respectfully Submitted,

Submitted & Sharon Montez
Reviewed by: Managing Director of Customer Services and Capital Projects

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



SUMMARY: Results from all Activities Compared to Budget

Total Revenues reported by the **Operating and Capital Budgets** for the month of November totaled **\$3,354,239**, of which **\$3,132,784** is from the **Operating Budget**, while **\$221,455** is from the **Capital Budget**. The percentage actual to baseline from the \$3,132,784 reached 105.73% of the baseline expectation. Out of the seven (7) revenue sources included in this revenue category, the majority of the income came from two (2) revenue streams; the sales tax estimate of \$2,583,995, the operating grant revenue of \$217,529, which includes the final operating reimbursement from the Cares Grant of \$166,907 and \$50,622 from sub-recipient pass-through payments. Another significant revenue stream came from the sale of the south side property which recorded an economic gain realized in the amount of \$185,784. The remaining revenue sources recorded fare revenues at 57.27% of the baseline expectation but up by 3.49% from prior month. Meanwhile, bus and bench advertising reached 85.74% of the baseline expectation. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data.

The **Investment Portfolio** closed the month of November with a Market Value of **\$45,463,906**, an increase of **\$18,088,457** from the end of 2019 which closed at **\$27,375,449**. In comparison to the Market Value ending in October, the Market Value for November increased by **\$37,656**, of which \$5,386 is due to the interest earnings for the month while the remaining \$32,270 is primarily due to the timing of invoice payments. The majority of the Authority's holdings are in TexPool Prime which includes Commercial Paper Investments.

Other Revenues which is a component of Operating Revenues, totaled \$185,929 in November, and is primarily comprised of the economic gain realized on the **sale of unused property adjacent to the Southside Transfer Station**. The land sale settled on November 19, 2020, with a sales price of **\$725,000** for **3.46** acres in the King Square Addition at McArdle Road. The gain on the sale represents the net proceeds received for the sale of **\$720,308**, less the book value of the property (**\$534,524**), for a net gain of **\$185,784**.

Sales tax revenue is the largest source of income from **Operating Revenues**. The actual allocation payment for November 2020 will be received January 8, 2021. Because the allocations lag two months behind the sales tax for November is estimated for budget and reporting purposes.

The November allocation is estimated at **\$2,583,995** and represents the amount equal to the same period in 2019. This amount was utilized in order to maintain a conservative forecast for what might emerge in the aftermath of Covid-19 **since adjustments to sales tax payments by the Comptroller are unpredictable**. The most common adjustments come from **Audits** that can lead to sizeable adjustments that may either decrease or increase the sales tax payment. This strategy will assist in responding to revenue shortfalls by allowing ample time to adjust spending and/or evaluate changes in spending patterns. And in the opinion of the most recent S&P report "the Authority maintains exceptional financial metrics" compared with peers.

Month Revenue was Recognized	2020 Actual	2019 Actual	\$ Growth	% Growth
January (actual)	\$ 2,532,147	\$ 2,567,060	\$ (34,913)	-1.36%
February (actual)	2,593,497	2,533,698	59,799	2.36%
March (actual)	2,856,393	2,969,520	(113,127)	-3.81%
April (actual)	2,463,919	2,776,441	(312,522)	-11.26%
May (actual)	2,791,009	2,862,654	(71,645)	-2.50%
June (actual)	3,348,797	3,371,490	(22,693)	-0.67%
July (actual)	2,744,819	3,169,718	(424,899)	-13.40%
August (actual)	2,792,247	2,970,409	(178,162)	-6.00%
September (actual)	3,024,935	2,759,470	265,465	9.62%
October (actual)	2,792,637	2,891,664	(99,027)	-3.42%
November (estimate)	2,583,995	2,583,995	-	0.00%
December				0.00%
	\$ 30,524,395	\$ 31,456,119	\$ (931,724)	-2.96%

The **Sales Tax revenue payment of \$2,792,637 for October** was received December 11, 2020, and fell short of the initial budget estimated by \$99,027. The payment included the allocation from internet sales of \$22,844 and an increase of 7.02% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$237,153**. Retailers started collecting sales tax on internet sales October 1, 2019.

October 2019	\$10,059		
November 2019	12,664	25.89%	increase from prior month
December 2019	14,454	14.13%	increase from prior month
January 2020	17,773	22.96%	increase from prior month
February 2020	13,611	23.41%	decrease from prior month
March 2020	18,756	37.80%	increase from prior month
April 2020	16,441	12.34%	decrease from prior month
May 2020	19,191	16.73%	increase from prior month
June 2020	26,538	38.28%	increase from prior month
July 2020	20,267	23.63%	decrease from prior month
August 2020	21,522	6.19%	increase from prior month
September 2020	23,033	7.02%	increase from prior month
October 2020	22,844	0.82%	decrease from prior month

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.

The sales tax revenue over the last five years' averages to **76.80%** of total income. In 2019 Sales Tax Revenue represented 88% of total revenues. For the last few months, sales tax revenue collected in comparison to other revenue has been significantly lower than normal due to the CARES funding.

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, over 50% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for November 2020:

Operating Revenue – November 2020 and Year-To-Date – Revenue Composition

Revenue Source	November 2020	%	YTD	%
Passenger Service	\$ 87,850	2.74%	\$ 1,052,729	2.13%
Bus Advertising	11,341	0.35%	114,164	0.23%
Other Revenue	185,929	5.80%	252,025	0.51%
Sales Tax Revenue	2,583,995	80.57%	30,524,395	61.73%
Grants - Operating	217,529	6.78%	15,929,134	32.21%
Grants - Capital	74,534	2.32%	957,526	1.94%
Investment Income	5,386	0.17%	176,339	0.36%
SSC Lease Income	40,753	1.27%	445,734	0.90%
Total Revenue	\$ 3,207,318	100.00%	\$ 49,452,046	100.00%

November 2020 Revenue – Operating and Capital Funding and Transfer-In

	2020 Adopted		11/2020		
	Budget	November 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 87,850	\$ 153,393	4.77%	57.27%
Bus advertising	158,731	11,341	13,228	7.15%	85.74%
Other operating revenues	622,779	185,929	51,898	29.85%	358.26%
Sales Tax Revenue	37,762,468	2,583,995	2,583,995	6.84%	100.00%
Federal, state and local grant assistance	874,476	217,529	72,873	24.88%	298.50%
Investment Income	565,803	5,386	47,150	0.95%	11.42%
Staples Street Center leases	486,015	40,753	40,501	8.39%	100.62%
Total Operating Revenues	42,310,982	3,132,784	2,963,038	7.40%	105.73%
Capital Grants & Donations	12,631,327	74,534	74,534	0.59%	100.00%
Transfers-In	1,763,046	146,921	146,921	8.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 3,354,239	\$ 3,184,492	5.92%	105.33%

Year-to-Date 2020 Revenue – Operating and Capital Funding and Transfer-In

	2020 Adopted		11/2020		
	Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 1,052,729	\$ 1,687,318	57.19%	62.39%
Bus advertising	158,731	114,164	145,503	71.92%	78.46%
Other operating revenues	622,779	252,025	570,881	40.47%	44.15%
Sales Tax Revenue	37,762,468	30,524,395	31,456,119	80.83%	97.04%
Federal, state and local grant assistance	874,476	15,929,134	801,603	1821.56%	1987.16%
Investment Income	565,803	176,339	518,653	31.17%	34.00%
Staples Street Center leases	486,015	445,734	445,514	91.71%	100.05%
Total Operating Revenues	42,310,982	48,494,520	35,625,590	114.61%	136.12%
Capital Grants & Donations	12,631,327	957,526	957,526	7.58%	100.00%
Transfers-In	1,763,046	1,616,126	1,616,126	91.67%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 51,068,172	\$ 38,199,242	90.06%	133.69%

November 2020 Expenses

The results of all expenditure activities, including capital are presented below. The total activities compared well against the baseline. Timing of expenditures such as Debt Service (paid in May and November), and purchases of capital contribute to the anticipated variance between the outcome of operations and the baseline.

November 2020 Total Expenses & Capital Expenditures

			11/2020		
	2020 Adopted Budget	November 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,731,983	\$ 2,967,220	7.67%	92.07%
Debt Service	1,423,053	277,753	118,588	19.52%	234.22%
Street Improvements	3,021,641	251,803	251,803	8.33%	100.00%
Subrecipient Grant Agreements	49,694	50,622	4,141	101.87%	1222.41%
Total Operating Expenses	40,101,033	3,312,161	3,341,753	8.26%	99.11%
Grant Eligible Costs	12,631,327	74,534	74,534	0.59%	100.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 3,717,778	\$ 3,747,370	6.56%	99.21%

Year-to-Date 2020 Total Expenses & Capital Expenditures

			11/2020		
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 29,921,292	\$ 32,639,424.77	84.03%	91.67%
Debt Service	1,423,053	544,653	1,304,465.25	38.27%	41.75%
Street Improvements	3,021,641	2,769,838	2,769,837.58	91.67%	100.00%
Subrecipient Grant Agreements	49,694	569,772	45,552.83	1146.56%	1250.79%
Total Operating Expenses	40,101,033	33,805,555	36,759,280	84.30%	91.96%
Grant Eligible Costs	12,631,327	957,526	957,526	7.58%	100.00%
Depreciation Expenses	3,972,995	3,641,910	3,641,912.08	91.67%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 38,404,991	\$ 41,358,719	67.73%	92.86%

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 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation. **We are 11 months into the budget or 91.67% and the majority of the departmental expenses closed the month at or below this benchmark. Only the Materials & Supplies categories exceeded the benchmark, due to the costs of personal protective equipment and cleaning supplies associated with Covid-19, which are costs reimbursed by CARES Act funding.**

November 2020 Departmental Expenses

Departmental Operating Expense Object Category	11/2020				
	2020 Adopted Budget	November 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 1,089,132	\$ 1,104,781	8.22%	98.58%
Benefits	5,512,012	442,279	459,334	8.02%	96.29%
Services	4,801,717	315,947	400,143	6.58%	78.96%
Materials & Supplies	3,047,462	266,056	253,955	8.73%	104.77%
Utilities	707,280	51,297	58,940	7.25%	87.03%
Insurance	454,522	32,331	37,877	7.11%	85.36%
Purchased Transportation	7,105,315	511,670	592,110	7.20%	86.41%
Miscellaneous	720,966	23,271	60,081	3.23%	38.73%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 2,731,983	\$ 2,967,220	7.67%	92.07%

2020 Year-to-Date Departmental Expenses

Departmental Operating Expense Object Category	11/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 11,492,328	\$ 12,152,590	86.69%	94.57%
Benefits	5,512,012	4,790,601	5,052,678	86.91%	94.81%
Services	4,801,717	3,181,125	4,401,574	66.25%	72.27%
Materials & Supplies	3,047,462	3,088,009	2,793,507	101.33%	110.54%
Utilities	707,280	576,358	648,340	81.49%	88.90%
Insurance	454,522	345,891	416,645	76.10%	83.02%
Purchased Transportation	7,105,315	6,075,283	6,513,206	85.50%	93.28%
Miscellaneous	720,966	371,696	660,886	51.56%	56.24%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 29,921,292	\$ 32,639,425	84.03%	91.67%

New for 2020 is the allocation of the full labor burden to each respective department. In the past, line items such as **Health Insurance**, **Workers Compensation**, and **Unemployment Insurance** were all charged to the **Human Resources** department. Now, the benefit line is allocated proportionately to its respective department. As such, there is a significantly lower budget amount for the expense function of **Insurance**. The reduction in Insurance has been added to **Benefits** as part of the allocation process.

For November 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$1,089,132**, and was within 2% of the baseline expectation. The **Benefits** category also maintained the same baseline expectation with a total of \$442,279. Meanwhile the **Materials & Supplies** category appears further from the baseline expectation; however, this category includes much of the costs incurred in response to **Covid-19** and reimbursable under the Cares Grant.

The cost of fuel used in fleet vehicles falls under the Materials & Supplies category. The average price per gallon in **November, for compressed natural gas (CNG), diesel, and unleaded was \$0.69, \$1.43, and \$1.85**, respectively, while the average cost for 2020 for the year-to-date was \$0.67, \$1.46, and \$1.81, respectively.

Total operating expenses are within nine percentage points of the baseline expectation for year-to-date budget 2020, with monthly expenses to-date representing only 76.01% of the budget, compared to the baseline expectation of 91.67%.

Covid-19 Expenses

Because of the accounting treatment associated with the various types of **Covid-19** purchase it is necessary to provide clarification to explain the variances between the financials and any other internal reporting sources.

The financials only report expenditures that have completed the transaction cycle. **Covid-19** expenses in the financials are either a specialized direct expenditure resulting from the pandemic or **normal operating expenses** from specific departments that have been identified by the CARES Act as reimbursable eligible expenses (this includes wages and benefits of certain departments). These expenses when submitted for reimbursement have to be reduced by the amount of fare revenue received as of the reporting period. The specialized direct expenditures flow through a special inventory account for tracking and expensed to the department budgets when the items are taken out of inventory for use. The cost of the items still in inventory are reported in the Statement of Net Position (Balance Sheet) and the items used and taken out of inventory are reported in the Operating and Capital Budget Report.

As of the November financial statements the YTD total of **\$15,359,362** has been recognized as grant revenues from the CARES Act. This represents all eligible costs less the amount of fare revenue received as of this reporting date totaling **\$690,273**.

Eligible Reimbursable Expense	Amount
Salaries	\$ 5,798,041
Benefits	2,919,098
Services	1,044,873
Materials & Supplies	1,403,118
Utilities	119,691
Insurance	63,938
Purchased Transportation	4,700,876
Total	\$ 16,049,635
Less: Fare Revenue Received	(690,273)
Total Grant Reimbursement	\$ 15,359,362
Grant Award	\$ 15,359,362
Grant Balance Available	\$ -

Fare Recovery Ratio

Description	11/30/2020	Year to Date
Fare Revenue	\$ 87,850	\$ 1,052,729
Operating Expenses*	2,731,983	29,039,928
Fare Recovery Ratio	3.22%	3.63%
*Excluding Depreciation		

Note: Same period last year (November) the FRR was 4.51%

NET POSITION

The Total Net Position at the end of the month was **\$94,453,924**, an increase of \$13,137,135 from December 2019, which is due to the combined effect of the CARES Grant funding offset by accruals for depreciation and street improvements. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending.

The Debt Service restriction of \$1.6 Million was removed as a result of the November 2019 bond refunding due. The purchase of an insurance policy allowed the Authority to release the existing cash reserve of \$1.6 Million which had been restricted for debt service in 2019. Of the unrestricted portion, 42% has been designated by the Board.

Of the Total Net Position of **\$94,453,924**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$40,833,603**, but only **\$23,680,098** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

FUND BALANCE AS OF NOVEMBER 30, 2020:


<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 53,620,321
Restricted for Debt Service	-
Unrestricted	40,833,603
TOTAL FUND BALANCE	<u>94,453,924</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	53,620,321
Designated for Debt Service	-
Designated for Operating Reserve	9,310,463
Designated for Capital Reserve	3,157,831
Designated for Local Share of CIP	3,972,993
Designated for Employee Benefits Reserve	712,218
Unrestricted	23,680,098
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 94,453,924</u>

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 2020

OPERATING BUDGET	11/2020				
	2020 Adopted Budget	November 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 87,850	\$ 153,393	4.77%	57.27%
Bus advertising	158,731	11,341	13,228	7.15%	85.74%
Other operating revenues	622,779	185,929	51,898	29.85%	358.26%
Sales Tax Revenue	37,762,468	2,583,995	2,583,995	6.84%	100.00%
Federal, state and local grant assistance	874,476	217,529	72,873	24.88%	298.50%
Investment Income	565,803	5,386	47,150	0.95%	11.42%
Staples Street Center leases	486,015	40,753	40,501	8.39%	100.62%
Total Revenues	42,310,982	3,132,784	2,963,038	7.40%	105.73%
Expenses					
Transportation	10,158,674	770,878	846,556	7.59%	91.06%
Customer Programs	564,293	41,157	47,024	7.29%	87.52%
Purchased Transportation	7,105,315	538,199	592,110	7.57%	90.90%
Service Development	608,237	60,382	50,686	9.93%	119.13%
MIS	1,349,557	100,706	112,463	7.46%	89.55%
Vehicle Maintenance	5,738,762	435,065	478,230	7.58%	90.97%
Facilities Maintenance	2,834,107	250,521	236,176	8.84%	106.07%
Contracts and Procurements	323,102	28,456	26,925	8.81%	105.69%
CEO's Office	1,006,761	81,033	83,897	8.05%	96.59%
Finance and Accounting	771,199	84,356	64,267	10.94%	131.26%
Materials Management	188,618	27,428	15,718	14.54%	174.50%
Human Resources	701,471	43,644	58,456	6.22%	74.66%
General Administration	595,856	33,522	49,655	5.63%	67.51%
Capital Project Management	329,103	23,632	27,425	7.18%	86.17%
Marketing & Communications	685,721	36,031	57,143	5.25%	63.05%
Safety & Security	1,449,103	101,222	120,759	6.99%	83.82%
Staples Street Center	996,766	75,555	83,064	7.58%	90.96%
Port Ayers Cost Center	-	197	-	0.00%	0.00%
Debt Service	1,423,053	277,753	118,588	19.52%	234.22%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	50,622	4,141	101.87%	1222.41%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,033	3,312,161	3,341,753	8.26%	99.11%
Revenues Over Expenses - Operating Budget	2,209,949	(179,378)	(378,715)		
CIP BUDGET					
	2020 Adopted Budget	November 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	146,921	146,921	8.33%	100.00%
Grant Revenue	12,631,327	74,534	74,534	0.59%	0.00%
Total Funding Sources	14,394,373	221,455	221,455	1.54%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	74,534	74,534	0.59%	0.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenditures	16,604,322	405,617	405,617	2.44%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(184,162)	(184,162)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	(179,377)	(378,715)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	(0)	(363,539)	(562,877)		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended November 2020

OPERATING BUDGET	11/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 12 * 11	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 1,052,729	\$ 1,687,318	57.19%	62.39%
Bus advertising	158,731	114,164	145,503	71.92%	78.46%
Other operating revenues	622,779	252,025	570,881	40.47%	44.15%
Sales Tax Revenue	37,762,468	31,755,977	28,872,124	84.09%	109.99%
Federal, state and local grant assistance	874,476	15,929,134	801,603	1821.56%	1987.16%
Investment Income	565,803	176,339	518,653	31.17%	34.00%
Staples Street Center leases	486,015	445,734	445,514	91.71%	100.05%
Total Revenues	42,310,982	49,726,102	33,041,595	117.53%	150.50%
Expenses					
Transportation	10,158,674	8,747,689	9,312,117	86.11%	93.94%
Customer Programs	564,293	472,255	517,268	83.69%	91.30%
Purchased Transportation	7,105,315	6,374,147	6,513,206	89.71%	97.86%
Service Development	608,237	483,909	557,551	79.56%	86.79%
MIS	1,349,557	1,115,448	1,237,094	82.65%	90.17%
Vehicle Maintenance	5,738,762	4,580,913	5,260,532	79.82%	87.08%
Facilities Maintenance	2,834,107	2,480,731	2,597,932	87.53%	95.49%
Contracts and Procurements	323,102	293,437	296,177	90.82%	99.07%
CEO's Office	1,006,761	856,476	922,864	85.07%	92.81%
Finance and Accounting	771,199	702,364	706,932	91.07%	99.35%
Materials Management	188,618	196,016	172,900	103.92%	113.37%
Human Resources	701,471	662,440	643,015	94.44%	103.02%
General Administration	595,856	358,607	546,202	60.18%	65.65%
Capital Project Management	329,103	198,270	301,678	60.25%	65.72%
Marketing & Communications	685,721	494,654	628,578	72.14%	78.69%
Safety & Security	1,449,103	1,022,574	1,328,344	70.57%	76.98%
Staples Street Center	996,766	868,123	913,702	87.09%	95.01%
Port Ayers Cost Center	-	13,240	-	0.00%	0.00%
Debt Service	1,423,053	544,653	1,304,465	38.27%	41.75%
Special Projects	200,000	-	183,333	0.00%	0.00%
Subrecipient Grant Agreements	49,694	569,772	45,553	1146.56%	1250.79%
Street Improvements Program for CCRTA Region Entities	3,021,641	2,769,838	2,769,838	91.67%	100.00%
Total Expenses	40,101,033	33,805,555	36,759,280	84.30%	91.96%
Revenues Over Expenses - Operating Budget	2,209,949	15,920,548	(3,717,685)		
CIP BUDGET					
Funding Sources					
Transfer In	\$ 1,763,046	1,469,205	1,469,205	83.33%	100.00%
Grant Revenue	12,631,327	957,526	957,526	7.58%	0.00%
Total Funding Sources	14,394,373	2,426,731	2,426,731	16.86%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	957,526	957,526	7.58%	0.00%
Depreciation Expenses	3,972,995	3,641,910	3,641,910	91.67%	100.00%
Total Expenditures	16,604,322	4,599,436	4,599,436	27.70%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(2,172,705)	(2,172,705)	98.31%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	15,920,548	(3,717,685)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(2,172,705)	(2,172,705)		
Revenues Over Expenses (including rounding)	(0)	13,747,841	(5,890,391)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended November 30, 2020, and year ended December 31, 2019

	Unaudited November 30 2020	Audited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 45,187,375	\$ 27,157,466
Receivables:		
Sales and Use Taxes	6,509,187	6,183,019
Accrued Interest	-	-
Federal Government	100,668	410,980
Other	115,794	1,263,308
Inventories	1,052,709	675,774
Prepaid Expenses	647,884	509,201
Total Current Assets	53,613,617	36,199,748
Non-Current Assets:		
Capital Assets:		
Land	4,847,445	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,516,982	61,437,834
Construction in Progress	234,089	246,866
Current Year Additions	1,843,413	-
Total Capital Assets	152,111,088	150,735,828
Less: Accumulated Depreciation	(82,528,632)	(78,886,722)
Net Capital Assets	69,582,457	71,849,106
Total Non-Current Assets	69,582,457	71,849,106
TOTAL ASSETS	123,196,074	108,048,854
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	4,131,381	4,131,381
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
Total Deferred Outflows	7,619,245	7,619,245
TOTAL ASSETS AND DEFERRED OUTFLOWS	130,815,319	115,668,099
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	754,992	705,808
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	815,000
Compensated Absences	276,864	276,864
Sales Tax Audit Funds Due	-	246,366
Distributions to Regional Entities Payable	6,295,159	3,525,322
Other Accrued Liabilities	755,051	748,990
Total Current Liabilities	8,082,067	6,318,349
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	269,885	269,885
Sales Tax Audit Funds Due	1,177,096	930,730
Net Pension Liability	2,455,449	2,455,449
Net OPEB Obligation	970,134	970,134
Total Non-Current Liabilities	24,322,564	24,076,198
TOTAL LIABILITIES	32,404,632	30,394,547
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,956,764	3,956,764
TOTAL LIABILITIES AND DEFERRED INFLOWS	36,361,396	34,351,311
Net Position:		
Net Invested in Capital Assets	53,620,321	55,071,970
Unrestricted	40,833,603	26,244,818
TOTAL NET POSITION	\$ 94,453,924	\$ 81,316,788

**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended November 30, 2020**

	<u>11/30/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 55,877
Cash Received from Bus Advertising and Other Ancillary	55,628
Cash Payments to Suppliers for Goods and Services	(1,494,390)
Cash Payments to Employees for Services	(772,409)
Cash Payments for Employee Benefits	(230,045)
Net Cash Used for Operating Activities	<u>(2,385,340)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,024,935
Grants and Other Reimbursements	467
Distributions to Subrecipient Programs	(50,622)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,974,780</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	743,551
Proceeds/Loss from Sale of Capital Assets	669,308
Proceeds from Bonds	-
Repayment of Long-Term Debt	(815,000)
Interest and Fiscal Charges	(277,353)
Purchase and Construction of Capital Assets	(411,532)
Net Cash Used by Capital and Related Financing Activities	<u>(91,025)</u>
Cash Flows from Investing Activities:	
Investment Income	5,386
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>5,386</u>
Net Increase in Cash and Cash Equivalents	503,801
Cash and Cash Equivalents (Including Restricted Accounts), November 1, 2020	44,683,574
Cash and Cash Equivalents (Including Restricted Accounts), November 30, 2020	\$ <u><u>45,187,375</u></u>



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

January 6, 2021

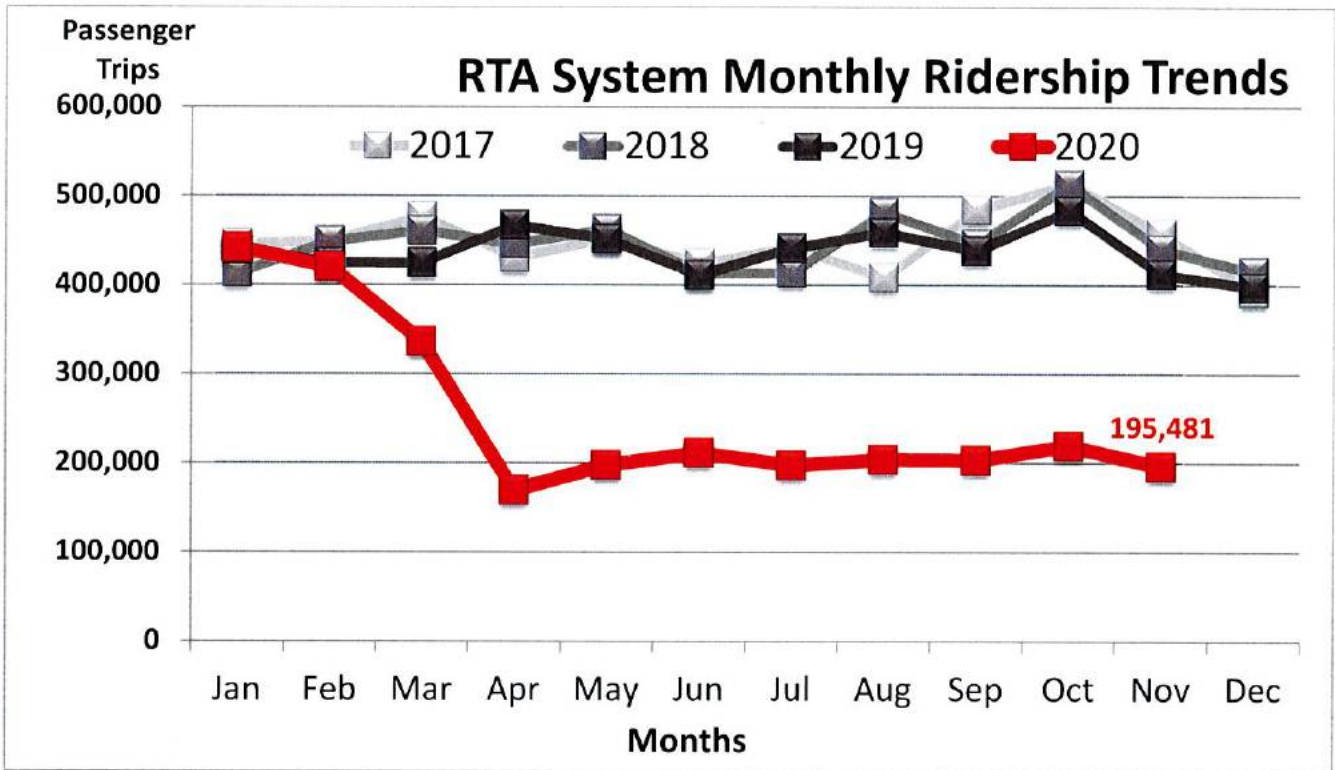
Subject: November 2020 Operations Report

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.



System-wide Ridership and Service Performance Results

In November 2020, system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 195,481 which represents a decrease of 52.6% as compared to 412,266 passenger trips in November 2019 or 216,785 fewer trips this month.

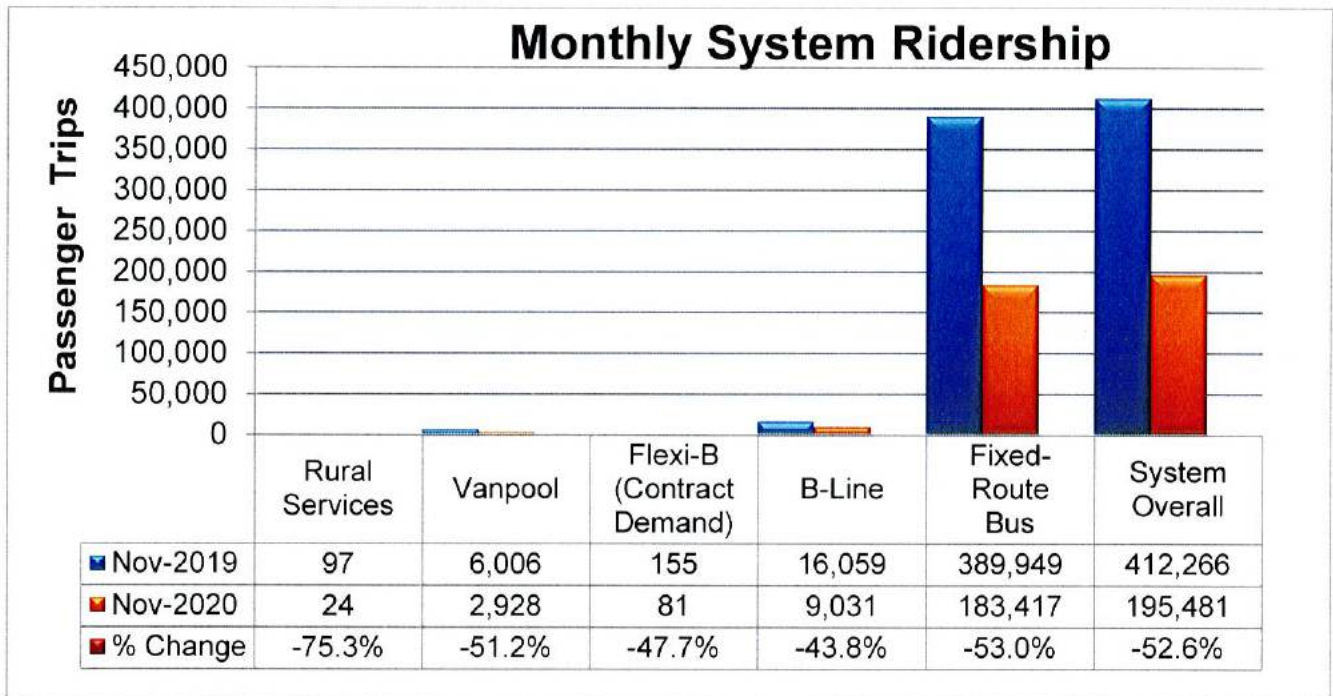


November 2019	November 2020	Variance
20 Weekdays	20 Weekdays	-
5 Saturdays	4 Saturdays	-1
4 Sundays	5 Sundays	+1
1 Thanksgiving Holiday	1 Thanksgiving Holiday	-
30 Days	30 Days	-

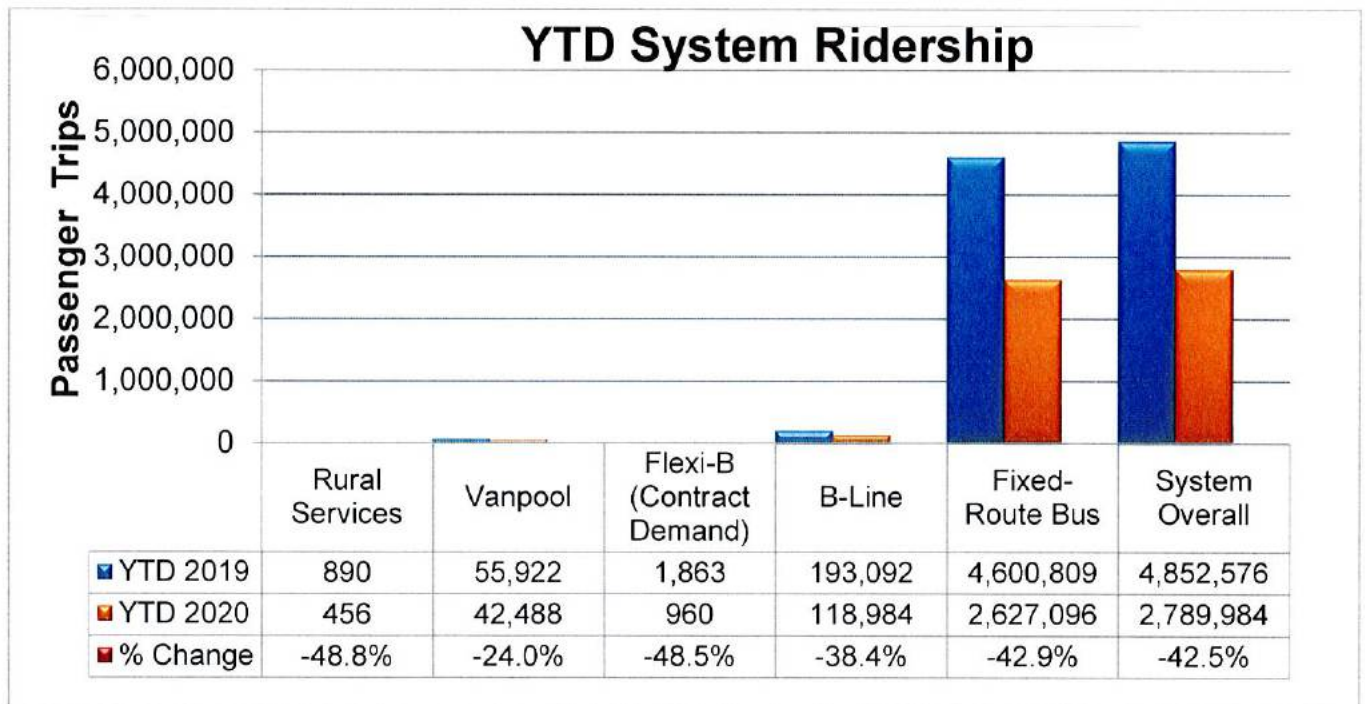
In November 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$1.80 per gallon compared to approximately \$2.20 per gallon in November 2019¹. November rainfall continued to be well below normal at 1.13 inches and much less than last year which received a record 4.35 inches in November 2019. Historically, the average rainfall in November is 1.97 inches.² The average high temperature was normal at 76 degrees.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

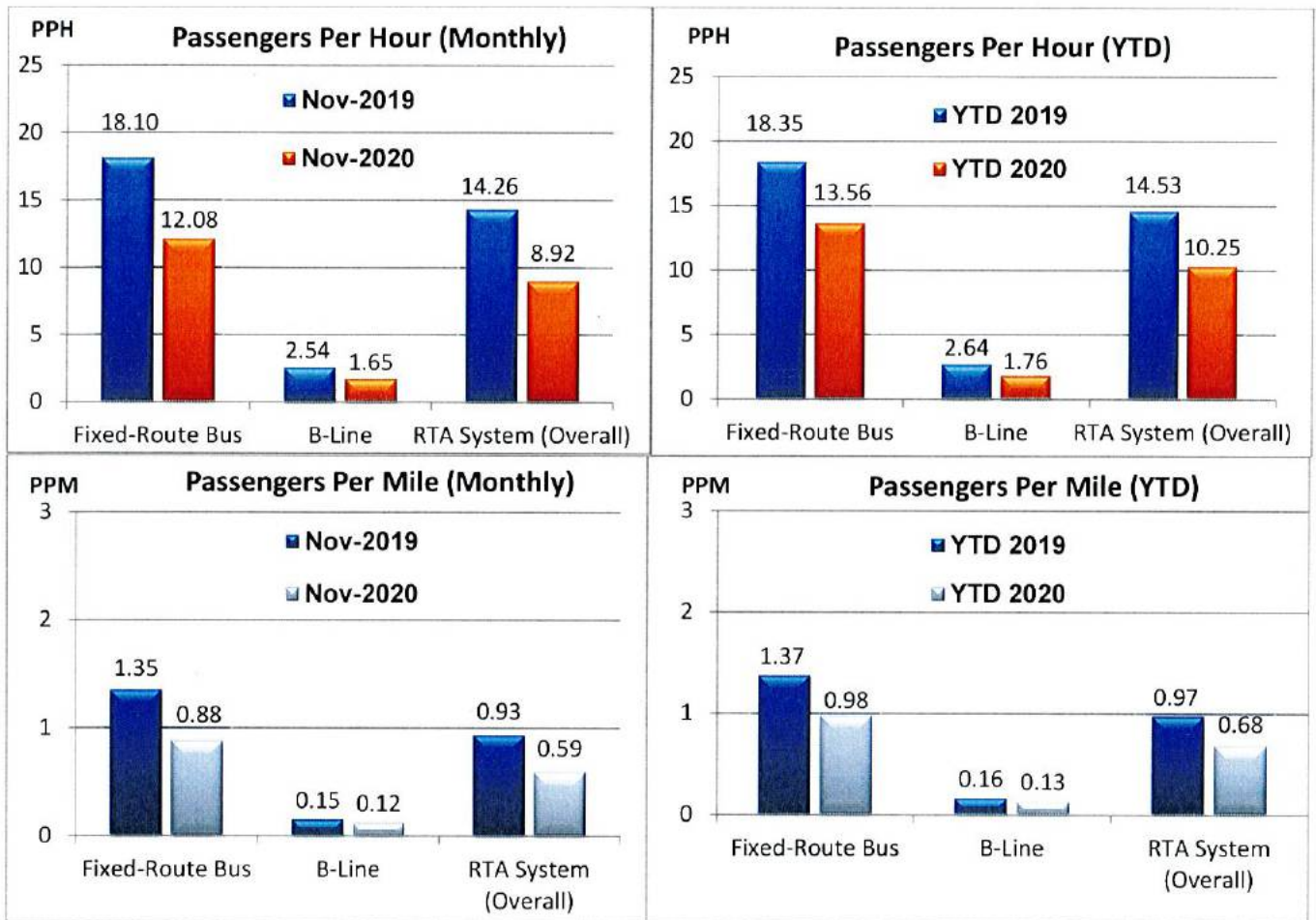
The chart below shows monthly ridership results for all services. CCRTA recorded 216,785 fewer passenger trips for a decrease of 52.6% as compared to November 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 2,062,592 fewer passenger trips for a YTD decrease of 42.5% in 2020 as compared to 2019.



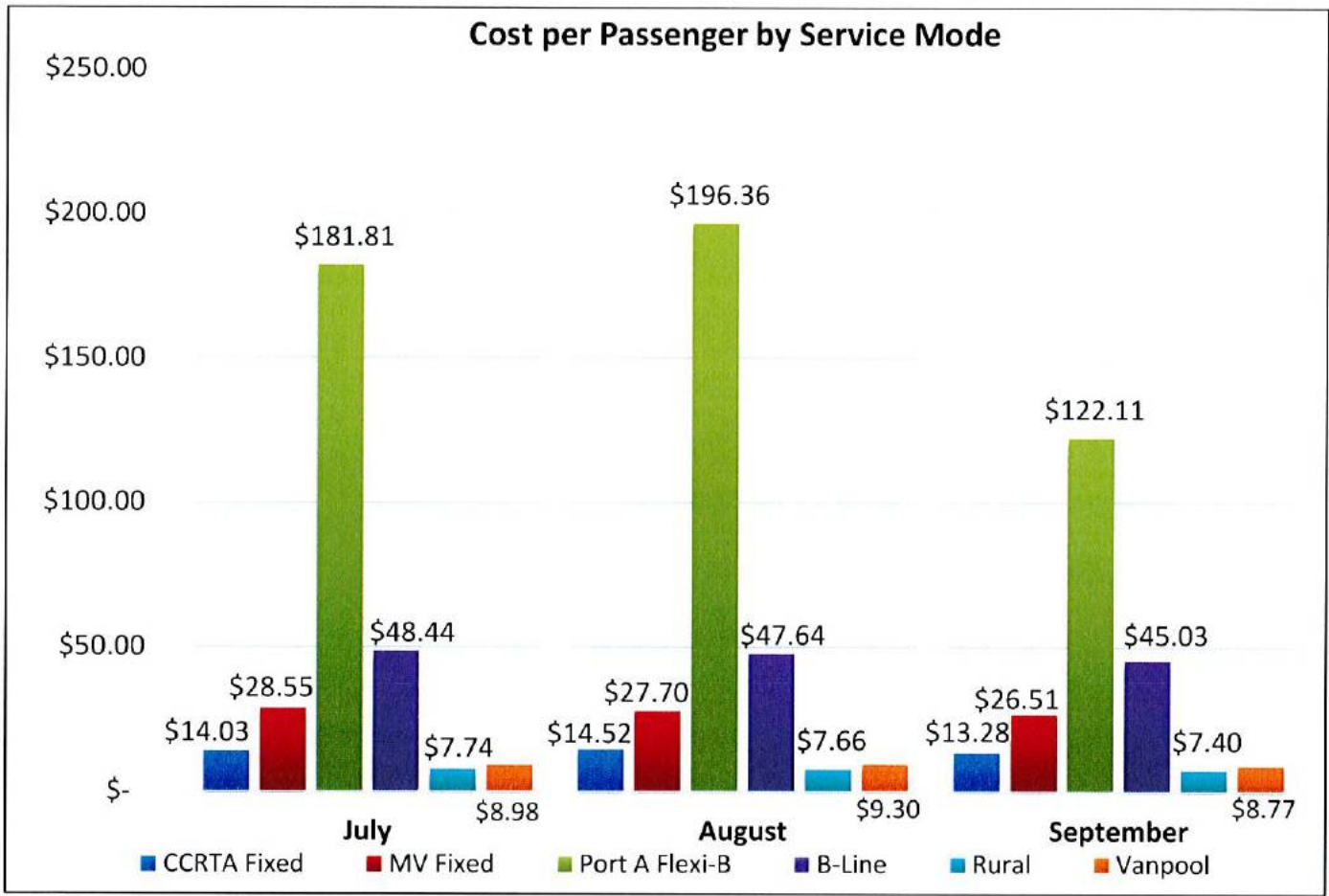
The following charts report system-wide productivity for the month of November 2020 vs. November 2019 and YTD figures.



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

Schedule Adherence	Standard	Aug-20	Sep-20	Oct-20	Nov-20	4-Month Average
Early Departure	<1%	0.7%	0.3%	0.0%	0.8%	0.4%
Departures within 0-5 minutes	>85%	96.1%	92.4%	96.5%	93.6%	94.7%
Monthly Wheelchair Boardings	No standard	3,213	3,331	3,423	2,431	3,100
Monthly Bicycle Boardings	No standard	4,608	4,312	4,876	4,161	4,489

The following tables include Cost per Passenger totals by service mode for the third quarter of 2020. In addition, year-to-date (YTD) averages by service mode are included.



Month	CCRTA Fixed	MV Fixed	Port A Flexi-B	B-Line	Rural	Vanpool
July	\$14.03	\$28.55	\$181.81	\$48.44	\$7.74	\$8.98
August	\$14.52	\$27.70	\$196.36	\$47.64	\$7.66	\$9.30
September	\$13.28	\$26.51	\$122.11	\$45.03	\$7.40	\$8.77
YTD	\$10.73	\$20.57	\$110.26	\$38.03	\$5.75	\$7.24

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

On Detour	<ul style="list-style-type: none"> • North Beach-U.S.181 realignment (Harbor Bridge reconstruction): Began April 2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78
On Detour	<ul style="list-style-type: none"> • Winnebago & Lake St.-(Harbor Bridge reconstruction): Began August 2020 <ul style="list-style-type: none"> ➤ Route 12
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete July 2021 <ul style="list-style-type: none"> ➤ Route 23
On Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27
On Detour	<ul style="list-style-type: none"> • Everhart Road (Holly Rd-SPID) (22) month project: Began September 2019 <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Everhart Road (SPID-McArdle): Project to begin mid-June 2021. <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Ayers Street (SPID-Gollihar) (28) month project: Began January 2020 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project: To begin March 2021 <ul style="list-style-type: none"> ➤ Route 29
On Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month, (3) Phase project: Began October 26, 2020 with anticipated completion in October 2022 <ul style="list-style-type: none"> ➤ Routes 3 & 4
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Nueces Bay to Palm) (14) month project: To begin February 2021 with anticipated completion in mid-2022 <ul style="list-style-type: none"> ➤ Routes 27
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown to Palm) (14) month project: To begin March 2021 with anticipated completion in mid-2022 <ul style="list-style-type: none"> ➤ Routes 27
Future Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (7) month project: To begin January 2021 <ul style="list-style-type: none"> ➤ Routes 26 & 65
No Detour	<ul style="list-style-type: none"> • McArdle Road (Carroll-Kostoryz) (6) month project: To begin early-2021 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Gollihar Road (Greenwood-Crosstown) In design. To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 23 & 25
No Detour	<ul style="list-style-type: none"> • S. Alameda St. (Louisiana-Chamberlain) (12) month project: To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17

In November 2020, there were 9 detoured routes or 28% out of 32 fixed route services travelling on the local street network. Detoured services include: 3, 4, 12, 19, 23, 27, 32, 76 & 78.

In the future, at least 2 additional routes will be detoured due to construction projects: 26 & 65.

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

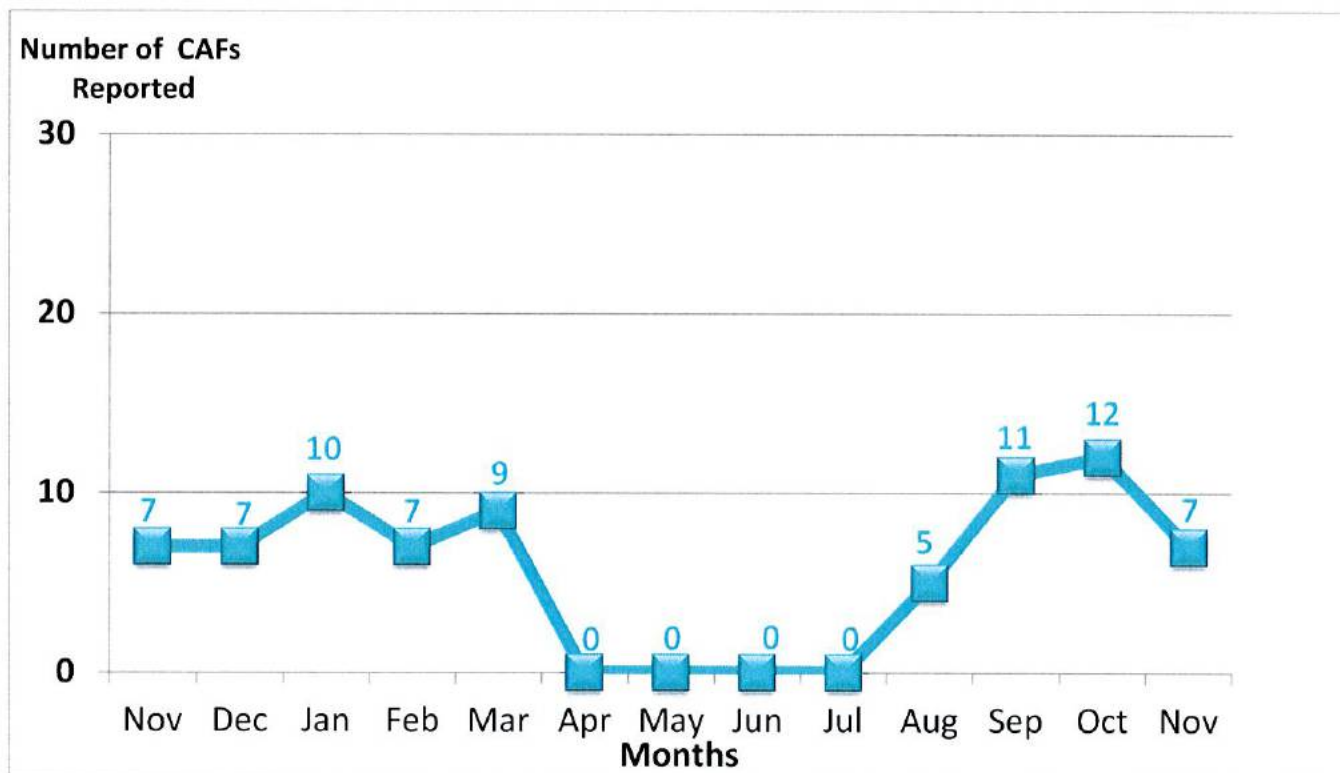
In November 2020, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **1.65** 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): **14,078** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **6,021** ambulatory boardings; **2,331** wheelchair boardings

Metric	Standard	Aug-20	Sep-20	Oct-20	Nov-20	(4) Month-Avg.
Passengers per Hour	2.50	1.61	1.65	1.65	1.65	1.64
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	5,740	6,130	5,948	14,078	7,974
Monthly Wheelchair Boardings	No standard	2,127	2,359	2,631	2,331	2,362

1. Customer Programs Monthly Customer Assistance Form (CAF) Report

For November 2020, Customer Service received and processed 7 Customer Assistance Forms (CAF's) of which all were verified as valid. No commendations were received this month.



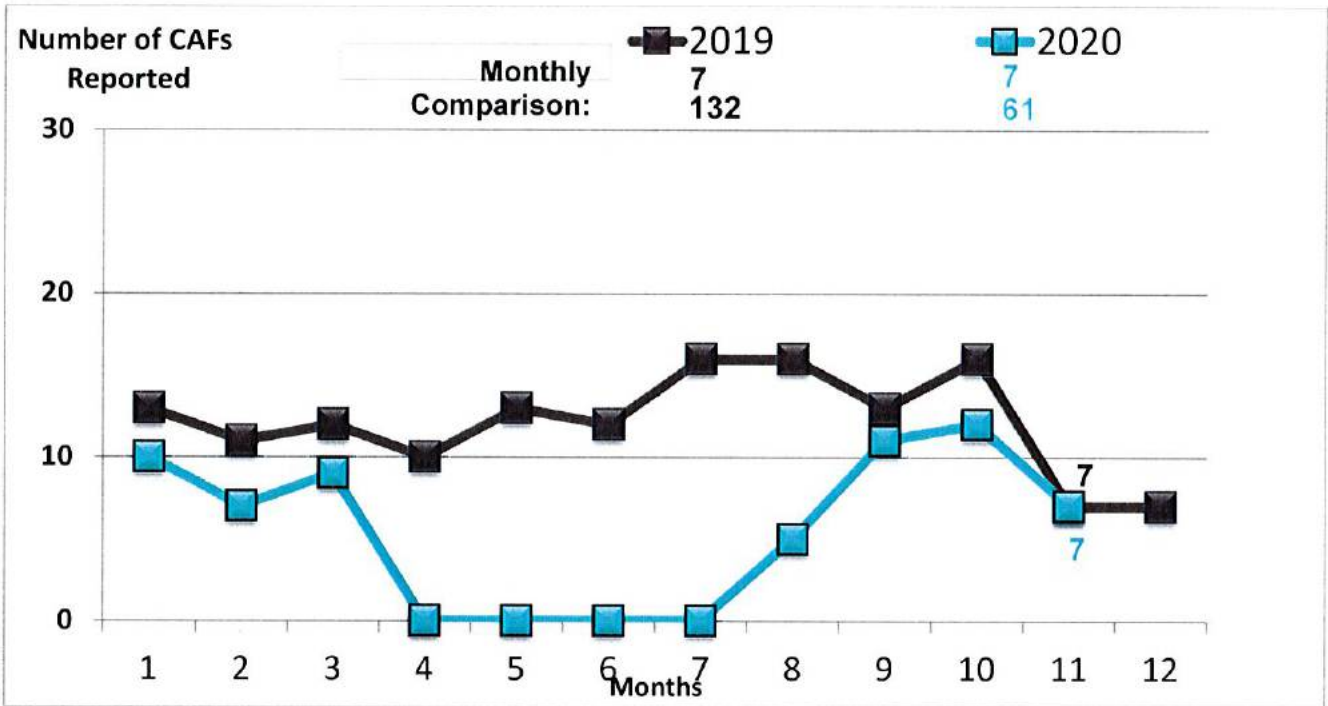
Route Summary Report for November 2020:

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	
#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		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	
#19 Ayers	1	#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina	2	#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes	1	#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	
#27x Northwest (Express)		Safety/Transportation	1
#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)	
#32 Southside		TOTAL CAF's	7

November 2020 CAF Breakdown by Service Type:

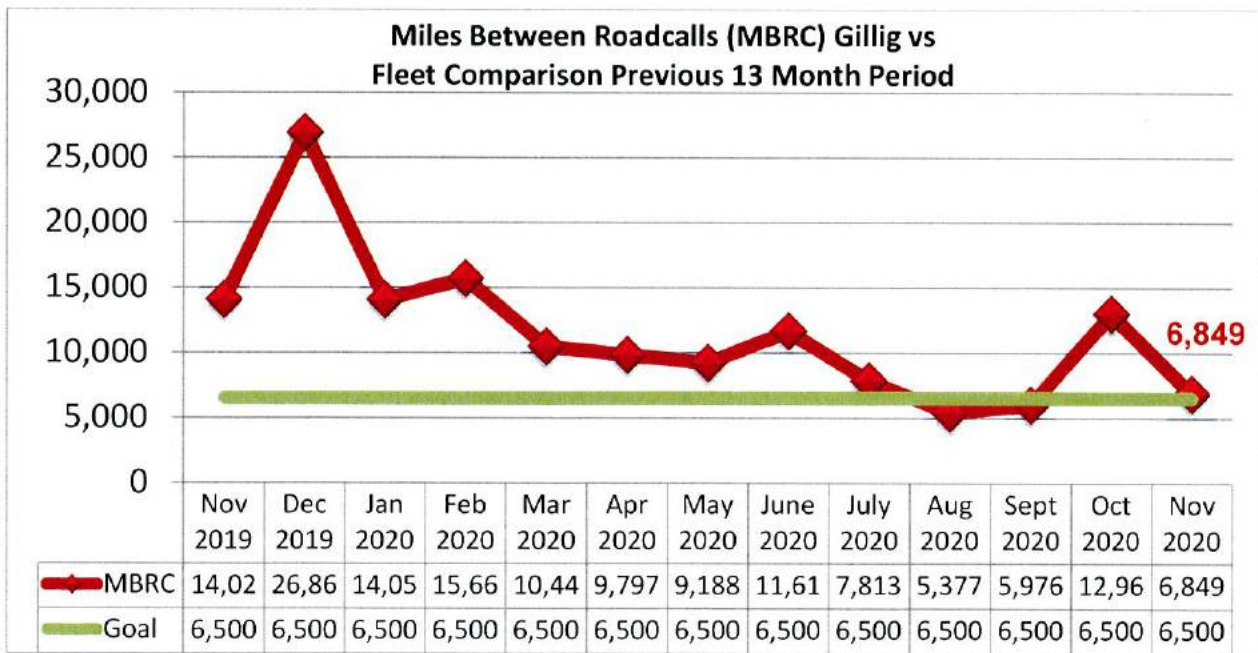
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	3			3
Driving Issues				
Customer Services	2			2
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service				
Safety & Security	1			1
Rude	1			1
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations				
Total CAFs	7	0	0	7

CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In November 2020, there were 6,849 miles between road calls (MBRC) recorded as compared to 14,028 MBRC in November 2019. 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

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/18/2020	6.	M. Reeves	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$515,649.00 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2021: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance, Mr. Reeves asked, anticipating this increase over prior year, this is, obviously, budgeted, what we have just approved recently?	Mr. Rendon responded in the affirmative.	11/18/2020
11/18/2020	6.	M. Reeves	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute Payment of \$515,649.00 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2021: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance, Mr. Reeves asked, Is this increase historically higher than it has been as mentioned in the last five years for year to year comparison?	Mr. Rendon responded we always do like a ten, between ten and 15 percent increase, so, you know, we don't know how many claims are in the history, so it is kind of complex.	11/18/2020

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/18/2020	6.	E. Salazar	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Contracts to Silsbee Ford, Inc. and Creative Bus Sales, Inc. for Eight (8) Transportation Supervisor and Support Vehicles, Mr. Salazar asked, Is there a reason we were only able to get one proposal?	Mr. Majchszak responded One of the reasons we have come so far under budget is we are using MSRP price force vehicles and a place like this doing high volumes for government agencies is able to understand cut everybody else. So basically they sell better because they came off with a much lower price than anybody else could compete with and when you talk about creative bus sales, the minivans those are very specialized product that not everybody can offer.	11/18/2020
11/18/2020	8.	E. Martinez	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award A Contract to Nash Entities, Inc. for the Power Washing of the Transfer Stations, Mr. Martinez asked, Does this not fall under our funding that we get, you know, for the CARES Act?	Ms. Montez responded We received the CARES Act this year and to utilize it this year, but next year we are not sure if the CARES Act is going to award further funding and although we will have funds that have gone into our reserves or next year we will wait to see if anything will be reissued for the CARES Act, so we can utilize it for next year.	11/18/2020

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/2/2020	15.	E. Martinez	In reference to the October 2020 Financial presentation, Mr. Martinez asked, we only pulled \$800,000 from the capital grants and donations, year to date?	Mr. Saldana answered in the affirmative.	12/2/2020
12/2/2020	15.	E. Martinez	In reference to the October 2020 Safety & Security Reports, Mr. Martinez asked if we have had any runners lately?	Mr. Rendon, responded, we did have them in the past, lately because we are doing it so often, they see the canine unit approach, but, no, not lately, thank you..	12/2/2020