



AGENDA MEETING NOTICE

Board of Directors Committees Meetings

DATE: Wednesday, January 27, 2021

TIME: 8:30 a.m.

Administration & Finance Committee, and Operations & Capital Projects Committee
(estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting)

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

ADMINISTRATION & FINANCE COMMITTEE

PATRICIA DOMINGUEZ, Chairman

Lynn Allison Dan Leyendecker Eloy Salazar Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	3 min.	----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	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>				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of November 18, 2020	P. Dominguez	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into an Agreement with Frost Bank for Safekeeping Services of Securities	R. Saldaña	3 min.	Pages 1-3 <i>PPT</i> <i>Attachment A</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations	M. Rendón	3 min.	Page 4 <i>PPT</i>
8.	Adjournment	P. Dominguez	1 min.	----

Total Estimated Time: 20 min.

OPERATIONS & CAPITAL PROJECTS

ANNA JIMENEZ, Chairman

Anne Bauman Glenn Martin Michael Reeves Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	3 min.	----



AGENDA MEETING NOTICE

3.	Receipt of Conflict of Interest Affidavits	A. Jimenez	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	A. Jimenez	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.ccrtatx.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>				
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 18, 2020	A. Jimenez	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Services	D. Majchszak	3 min.	Pages 1-2 <i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Filters	D. Majchszak	3 min.	Pages 3-4 <i>PPT</i>
8.	Adjournment	A. Jimenez	1 min.	----

Total Estimated Time: 20 min.

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On **Friday, January 22, 2021** 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.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2020**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Administration & Finance Committee Meeting Minutes of October 28, 2020**
6. **Action 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**
7. **Action to Recommend the Board of Directors Approve the Continued Postponement of the Local Government Fare Review Committee Meeting until April 2021, pending the Risk and Impact of COVID-19**
8. **Adjournment**

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

Call to Order & Roll Call

Mr. Glenn Martin called the meeting to order at 8:33 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Patricia Dominguez, Committee Chair; Lynn Allison, Eloy Salazar and Michael Reeves.

Board Members Absent Glenn Martin.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

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 the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.



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

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda 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.

No public comment received in-person or online. No public attended.

Action to Approve the Administration & Finance Committee Meeting Minutes of October 28, 2020

MR. MICHAEL REEVES MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 28, 2020. MR. SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, SALAZAR AND REEVES VOTING IN FAVOR. ABSENT MARTIN.

Action 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. Rendón commented the agency is self-insured through the TMLIRP. He said the CCRTA has been a member with TMLIRP since 1990, and joined the Workers' Compensation Fund in 2009. Background information included participation of the agency was to enter into an inter-local agreement with a participating pool member local governments. He spoke on the coverages and contributions in a chart displayed and for 2021, the payment for general liability; errors and omissions liability; automobile liability/medical payments and automobile catastrophe is \$281,100, or \$39,212 increase from 2020. He said the increase is mainly due to the automobile liability increase of \$38,578. He mentioned that TML will look back at 3 prior years for their re-rate; 2017, 2018 and 2019. Mr. Rendón said 2017 and 2019 were not as good as in 2018 for collision rates. He stated 2020 has been an excellent year as part of the pandemic and reduced routes, so we are expecting a good rate from TML for next year in 2021 as the current collision rate 0.69.

Mr. Rendón discussed the next 5 items on the chart and stated the payment in 2021 will be \$41,707 which is an increase of \$1,115 due to coverage on the Real and Personal Property. He said for the last item of Workers' Compensation, payment for 2021 will be \$192,842, or \$34,840 increase. He commented that last year the modifier was at .2 percent, and with the 17.3 percent increase, the modifier is now at .37 percent, and still a low modifier. For 2021, total payment to TML will increase by \$75,167, or a payment of \$515,649.

MR. REEVES MADE A MOTION 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. MS. LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, SALAZAR AND REEVES VOTING IN FAVOR. ABSENT MARTIN.

Action to Recommend the Board of Directors Approve the Continued Postponement of the Local Government Fare Review Committee Meeting until April 2021, pending the Risk and Impact of COVID-19

Mr. Saldaña commented this item aligns with our Board Priority of Public Image and Financial Transparency. He provided background information on the timeline for this item and said for over the past two years, the agency has been discussing and taking action on the review of our fares to potentially increase our fare. Mr. Saldaña said other items have been done prior to September 4, 2019, where the Board of Directors approved the findings of an Independent Fare Equity Analysis. He said this analysis is done to make sure we do the process correctly, and that our recommendation is in-line with the industry standard. In the Fall of 2019 through the Spring of 2020, the agency conducted 29 Fare Review Public meetings, also conducted an online survey through the CCRTA website, and we gathered the Public's feedback from both riders of the system and in the community. He mentioned that February 21, 2020, the CCRTA requested members be assigned to a Local Government Fare Committee from our three major stakeholders.

Mr. Saldaña commented that in January 2020, we started seeing the immergence of COVID-19 pandemic, and on March 11, 2020, the World Health Organization (WHO) declared COVID-19 as a pandemic, and the City of Corpus Christi and the Public Health District held their 1st conference related to the pandemic preparation. As part of the timeline, he commented that on March 12, 2020, Nueces County named members to a Local Government Fare Review Committee, and the agency began its response to COVID-19 with a dedicated page, information and resources on our website. Mr. Saldaña reported the CCRTA began adjusting transportation service levels on March 18, 2020 due to reduced ridership. Then on March 31, 2020, the City of Corpus Christi named members to the Local Government Fare Review Committee.

Mr. Saldaña said the CCRTA Board of Directors approved a 6-month postponement of the Fare Recovery Process at the May 6, 2020 Board meeting. He said now we are here November 18, 2020 checking with the Board again to see where we stand if we want to continue with this process. A slide showing various reasons for the postponement was displayed as we continue to see about 45-50 percent decrease in ridership levels. He said the surge of COVID-19 continues throughout the U.S. and Texas has become the 1st state to exceed one million cases.



Mr. Saldaña also reported there is a COVID-19 vaccine on the horizon and medical experts are predicting as early as December 2020 for administering to the first line essential workers/ employees, with the general public receiving it in April to June of 2021.

Mr. Saldaña said the CCRTA's top priority is the health and safety of the riders, employees and community members. Transportation services and local business to include employment have all been impacted by this pandemic. He mentioned that a potential fare increase during this pandemic could affect the CCRTA's public image, as well as, limit the scope of the authority's mission and vision. He commented if the postponement continues, CCRTA's fares would maintain their current pricing, although this agency has the lowest base fare in the nation.

MS. ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS APPROVE THE CONTINUED POSTPONEMENT OF THE LOCAL GOVERNMENT FARE REVIEW COMMITTEE MEETING UNTIL APRIL 2021, PENDING THE RISK AND IMPACT OF COVID-19. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, SALAZAR AND REEVES VOTING IN FAVOR. ABSENT MARTIN...

Adjournment

There being no further review of items, the meeting adjourned at 8:52 a.m.

Submitted by: Dena Linnehan



Subject: Approve Entering into Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities

Background

The current banking contract with Frost Bank does not include Safekeeping Services. This service has now become necessary as we move to a laddered portfolio strategy that will stagger the maturity dates of the Authority's investments in accordance with the desired cash flows and the requirements of Board Approved Investment Policy.

Frost Bank is the official depository bank for CCRTA and is under a three-year base contract that expires December 31, 2021 with an option to extend for an additional two-year term through December 31, 2023. Linda Patterson with Patterson Associates is the Authority's Investment Advisor under contract through December 31, 2021.

For protection and control purposes, best practices prescribe the following measures for complying with requirements necessary to achieve the greatest protection.

1. Separation of the safekeeping function from the investment function. This assures that the party other than the seller of the investment is providing for the transfer and safekeeping of the securities. This allows for investment transactions to be settled on a delivery-versus-payment (DVP) basis, whereby a secure delivery and payment occur simultaneously.
2. The safekeeping functions at Frost Bank are completely separate from where the depository cash assets that are being held which also enhances controls.
3. Specific internal controls are in place to separate the functions of the investing activities, the trade purchasing and the recording of transactions into the Authority's accounting system. Internal security mechanisms are in place to allow certain staff members to have full access while providing limited access to others in order to ensure the efficient operations throughout this process.
4. Investment Officers must maintain PFIA Public Funds Investment Training requirements.

Identified Need

The Safekeeping Services must be in place in order to begin the investment trading process. The primary functions from these services will provide:

1. Safekeeping of Securities: maintain proper indicia of ownership, valuation, accounting, and reporting of assets owned by CCRTA in both physical and electronic format along with security certificates.
2. Trade Processing: tracking, settling, and reconciling assets that are acquired and disposed of by CCRTA through prescribed instructions from CCRTA's delegated authority. This will include:
 - A new bank account

- On-line access to bank account by designated users. Some users will have viewing access in order to obtain information from trading confirmations and statement of holdings necessary to record the transactions in the financial accounting system of the Authority. Others will have full access in order to execute trades.

The documents that are required by Frost Bank in order to effectuate this service are listed below, and are being provided as attachments to this memo.

- Safekeeping Agreement
- Addendum to Safekeeping Agreement – Rider
- Addendum to Safekeeping Agreement – Online access
- Signature card for new required bank account
- Collateral Signature Card
- Resolution for designating a new depository account and naming users
- Addendum to Safekeeping Fees – listing rates

The Agreements contain a termination clause that requires a 10-day advance written notice which is standard in the industry. It is the intention of staff to have the term of this service correspond with the same terms of the current banking contract with Frost Bank for the depository services.

Financial Impact

The fees for the year 2021 consist of fixed and variable costs. The variable costs are determined by the level of trading activities. The 2021 costs are estimated at \$2,500, and fully funded with local funds that are budgeted in the 2021 Approved Budget of the Finance Department.

Board Priority

This item aligns with Board Priority – Transparency.

Disadvantaged Business Enterprises (DBE)

This item is not federally funded.

Recommendation

Staff request that the Administration & Finance Committee Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) and his delegated designees to Enter into an Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities and to execute the banking documents necessary to effectuate the services.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority



Resolution

Resolution to Approve Entering into an Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities and to Execute the Banking Documents Necessary to Effectuate the Services

WHEREAS, the Corpus Christi Regional Transportation Authority (the "CCRTA") is required to designate from time to time a depository for the safekeeping of securities and authorize persons to deposit, withdraw and otherwise deal with such securities;

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

Section 1. The CCRTA hereby designates Frost Bank to be its depository for the safekeeping of securities.

Section 2. The CCRTA is authorized to enter into a Safekeeping/Custody Services Agreement with Frost Bank upon such terms and conditions as may be approved by the CEO and the individuals listed below are hereby authorized in the name and on behalf of the CCRTA to deposit securities, to withdraw and otherwise deal with same, all pursuant to the provisions of said agreement, subject to the limitations provided below:

Jorge-Cruz Aedo	CEO	Full Access
Robert Saldana	MDOA	Full Access
Sandy Roddel	DOF	Full Access
Daniel Benavidez	Comptroller	Full Access
Angelica Acevedo	Accountant	Viewing Access Only
Linda Patterson Investment	Advisor	Viewing Access Only
Rikki Ramirez	Investment Advisor Assistant	Viewing Access Only

DULY PASSED AND ADOPTED this 3RD day of February_2021.

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Edward Martinez
Chairman of the Board

The undersigned Assistant Secretary hereby certifies that the foregoing is a true copy of a resolution duly adopted by the Board of Directors at a meeting duly held on February 3, 2021, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with this Resolution.

Dated: February 3, 2021.

Assistant Secretary



Subject: Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations

Background

In January 2019 an RFP was issued for Security Services at the Staples Street Center and Bear Lane Operations Facilities. On June 5, 2019, the Board approved and awarded a 5-year contract in the amount of \$1,797,846 to SEC-OPS Security and was budgeted in the 2019 CIP.

Identified Need

Due to the homeless population loitering at and around the transfer stations, Staff request a modification to the agreement in order to add additional hours for non-commissioned security guards at the transfer stations for the safety of our customers and our community. Over the past 10 months this issue has been a concern especially during this pandemic. In November and December additional security guards worked the Port/Ayers Transfer Station that helped in keeping our customers safe. The security guards schedule will be 10 hours per day at \$21.21 per hour, and additional number of hours added to the agreement will be 7,920 hours.

Financial Impact

The total cost for this additional service is \$180,067.40 and funding will be supplied by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 Grant.

Schedule (Mon-Sat / 10 Hrs/Day)	Hours Requested	Hourly Rate	Sub-Total	Administrative Costs	Total Costs
7:00 am – 5:00 pm	7,920	\$21.21	\$167,983.20	\$12,084.20	\$180,067.40

Board Priority

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

Recommendation

Staff request that the Administration & Finance Committee Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations.

Respectfully Submitted,

Reviewed by: Miguel Rendón
Director of Safety & Security

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2020**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Finance Committee Meeting Minutes of October 28, 2020.**
6. **Action 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**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2017-2019**
8. **Action 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**
9. **Adjournment**

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

Call to Order & Roll Call

Mr. Dan Leyendecker called the meeting to order at 8:52 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Dan Leyendecker, Committee Chair, Anne Bauman, Anna Jimenez, Philip Skrobarczyk and Matt Woolbright.

Board Members Absent None.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez (remotely), Rita Patrick, Mike Rendón and Robert Saldaña.

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

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda 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.

No public comment received in-person or online.



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 the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Operations & Capital Finance Committee Meeting Minutes of October 28, 2020

MS. ANNA JIMENEZ MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 28, 2020. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action 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. Derrick Majchszak commented for the Board Priority this project aligns with Public Image and Transparency. He reported on the background information that on June 3, 2020, the Board approved issuing an IFB for these support vehicles. He commented we service 846 square miles to include street supervision of detours, weather, special events, accidents and incidents, any service interruptions, safety and security incidents, and for operator reliefs. Mr. Majchszak commented that many of the support vehicles have met their useful life and some have far exceeded, and we want to make sure we do not have any disruptions in operations on a daily basis that could also result in excessive maintenance costs. There is no DBE going to meet for this project.

Mr. Majchszak also commented this funding is part of the 2020 CIP budget of \$392,000 and partially funded by the 5307 Formula Funds. He said total costs is \$273,508.46, and is funded locally at \$54,701.70, with Federal funds of 80 percent at \$218,806.76. A slide with 2 tables were displayed to show the breakout on the types of vehicles, quantity and the costs from each bidder for the specific vehicles they provide.

MS. JIMENEZ MADE A MOTION 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. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2017-2019

Mr. Gordon Robinson commented Board Priority for this project is Public Image and Transparency. Some background information included Title VI of the Civil Rights Act of 1964 (Title VI) protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Mr. Robinson commented the CCRTA is a transit provider which operates 50 or more fixed route vehicles in peak service and is located in an urbanized area of 200,000 or greater in population. The FTA require us to complete this update every 3 years, our current 2017 program will expire January 30, 2021, and if approved, the 2020 program update will become effective January 31, 2021. Mr. Robinson said that the FTA requires that the Authority's governing body, our Board of Directors, to approve the 2020 Update prior to submittal to the FTA Awards Management System (TrAMS). He said the 2020 Update meets the Title VI Circular 4702.1B requirements, it also contains all the demographic and limited English proficiency population areas, and updated with the 2018 census bureau and the American Community Survey Data. He said the minority and low-income populations were analyzed and reported as well, the service and fare equity analysis for major service/fare changes the agency has done since 2017 is also included in the report. Mr. Robinson stated there have been no Title VI complaints received over the last 3 years. He presented and commented the details of 2 slides of maps that showed areas for the Minority Population and the Low-Income, and said these maps usually change every 3 years. Another slide of a table was presented to show the Limited English Proficiency Languages within the CCRTA service area. There is no DBE goal to meet or any financial impact with this item.

MR. MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2017-2019. MS. JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action 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

Ms. Sharon Montez commented the Board Priority for this project aligns with Facilities and Safety. She provided background information of the Board approving the issuance of an IFB in August 2020. These services will provide power washing at the Robstown, Southside, Port/Ayers and Staples Street Transfer stations. She said the cleaning includes all the station's amenities to make our stations a clean environment. Due the COVID-19 pandemic, we need to enhance the disinfecting process at our stations and facilities too. She commented this service also adds another layer of sanitizing and disinfecting areas for our riders and also supplements our facilities maintenance personnel cleaning efforts. Ms. Montez reported that Nash Entities was the lowest and responsive bidder of the 13 proposals received and 3 being non-responsive.

Ms. Montez provided a slide with a Bid Analysis table of each bidder's costs per each station, and Nash Entities total cost at \$151,008.00. She mentioned they have been in business since 2003 and a few of their clients are Chick-Fil-A, Visit Corpus Christi and Montgomery County. She stated there is no DBE goal for this project and the financial impact will be provided by local funds. Ms. Montez also stated that a first option year will be presented to the Board if needed.



MR. WOOLBRIGHT MADE A MOTION 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. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 9:12 a.m.

Submitted by: Dena Linnehan



Subject: Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Service

Background

CCRTA utilizes a contractor for tire leasing and service charges for the bus fleet. Tires are leased based on actual miles driven and have a minimum operating tread depth, front 4/32nds and rear 2/32nds.

A contracted Tire Technician provides a turnkey service to include; conduct monthly inventory, document all tire transactions, mount and dismount tires, repair damaged tires, ensure proper tire pressure, and identify/mitigate tire related concerns. In addition, the contractor is responsible for the disposal of scrap tires in accordance with all state and federal laws.

CCRTA staff analyzed performing services in-house. However, the high capital investment and implementation cost, additional staffing and liability of scrap tire disposal, were deemed not to be cost effective.

Identified Need

The current contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service will expire in August of 2021.

The turnkey service ensures a specialized technician, trained on current and new advances, will maintain the fleet's tires to industry standards; tire wear, alignment, repair or replacement due to road hazards, tire installs and demounting processes.

The Bus Tire and Leasing Services Invitation for Bid (IFB) is structured as a three (3) year base contract with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

The projected cost for the three (3) year base contract is \$685,623.56. Expenditures will be determined on actual usage. Funds will be budgeted within the Operating Budget for each year.

- Includes estimated annual tire lease services (420 lease tires)
- Includes estimated annual full-time tire specialist service charge for onsite personnel to maintain the fleet.

Bus Tire Leasing and Services			
Year	Est. Lease Costs	Est. Service Costs	Est. Total Costs
1	\$ 149,958.85	\$ 60,000.00	\$ 209,958.85
2	\$ 162,214.02	\$ 66,000.00	\$ 228,214.02
3	\$ 175,450.68	\$ 72,000.00	\$ 247,450.68
Total			\$ 685,623.56

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Service.

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Vehicle Filters

Background

The RTA purchases the majority of filters needed to maintain the Fixed Route buses utilizing an Invitation for Bid (IFB) process. The Heavy-Duty Vehicle Filters bid represents 11-line items of filters. The vendors will be asked to submit bids for individual filters based on expected usage during a twelve-month period at our current service levels.

Heavy-Duty Vehicle Filters were specified to meet minimum requirements as outlined in the vehicle service manual by Cummins Inc. RTA's fixed-route buses utilize Cummins Compressed Natural Gas (CNG) and Diesel engines, of which half are still under a manufacturer's warranty. Any non-compliance with the engine manufacturer could result in denial of warranty services and claims.

Identified Need

The RTA utilizes OEM filters to ensure the state of good repair for the fleet. In addition, following this process clearly demonstrates to the original OEM manufacturers that we are performing our preventative maintenance of our fleet according to their specifications. This keeps the fleet in compliance with all warranty protocols meeting the OEM's standards for maintaining our assets.

The current contract with French-Ellison Truck Center for Heavy-Duty Vehicle Filters will expire in April of 2021. A new contract ensures a steady supply of Heavy-Duty Filters are available for Shop Technicians to maintain our fleet in a state of good repair.

The Heavy-Duty Filters Invitation for Bid (IFB) is structured as a three (3) year base contract with a two (2) year option following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

This is a firm price supply agreement for Heavy-Duty Vehicle Filters. The projected cost for the three (3) year base contract is \$132,803.91, but expenditures will be determined on actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funds are budgeted in the FY2021 budget.

Heavy-Duty Filters		
Year	Est. # of Filters	Estimated Cost
1	1846	\$ 40,782.24
2	1846	\$ 44,046.37
3	1846	\$ 48,002.30
Total	5538	\$ 132,830.91

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Vehicle Filters.

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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