



AGENDA MEETING NOTICE

Board of Directors Committees Meetings

DATE: Wednesday, February 24, 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, Chairwoman

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 January 27, 2021	P. Dominguez	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration’s Fiscal Year 2021 Certifications and Assurances	R. Saldaña	3 min.	Pages 1-2 PPT ATTACHMENT A
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment	A. Gaitan	3 min.	Pages 3-4 PPT
	Adjournment	P. Dominguez	1 min.	-----

Total Estimated Time: 20 min.

OPERATIONS & CAPITAL PROJECTS

ANNA JIMENEZ, Chairwoman

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.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 Operations & Capital Projects Committee Meeting Minutes of January 27, 2021	A. Jimenez	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply	D. Majchszak	3 min.	Pages 1-2 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center	D. Majchszak	3 min.	Pages 3-4 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts	D. Majchszak	3 min.	Pages 5-6 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply	D. Majchszak	3 min.	Pages 7-8 PPT
10.	Adjournment	A. Jimenez	1 min.	-----

Total Estimated Time: 26 min.

~*~*~*~*~*~*~*

On **Friday, February 19, 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, JANUARY 27, 2021**

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 November 18, 2020**
6. **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**
7. **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**
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

Chairwoman Patricia Dominguez called the meeting to order at 8:31 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Patricia Dominguez, Committee Chairwoman; Lynn Allison, Dan Leyendecker, Eloy Salazar and Philip Skrobarczyk.

Board Members Absent None.

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 November 18, 2021

MS. LYNN ALLIDSON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 18, 2020. MR. DAN LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

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

Mr. Robert Saldaña commented this item aligns with the Board Priority of Transparency. Some background information is that we contract with Frost Bank for our General Fund Services, and in order to expand our investment portfolio, we need to have a Safekeeping Services. He said this helps the agency to ladder our investments, which essentially staggers the dates for our cash flow operation, so in order to do this, we need two different services; 1) Frost Bank for depository services, and 2) Patterson and Associates who is our investment advisor. Mr. Saldaña commented what safekeeping does is that it protects our investment as well as it provides control for the purposes here; separates the function of the investment and assures that neither party has full control over the transfer or the purchase of the asset, and simultaneous delivery for the transaction itself. He stated that these services must be in place before the investment trading process starts, and keeps documentation of ownership, valuation, accounting and reporting of the asset the agency owns both in physical and electronic formats. Mr. Saldaña said this process also tracks reconciliation and disposal of the investment, and that the agency needs to establish a new account with Frost Bank, and part, will have some online access for the user depending on the amount we need to have; either full or just view only access.

Mr. Saldaña stated some of the documents required to effectuate this service are the need for a safekeeping agreement, addendums to the agreement; a rider and online access; signature card for the new account including a collateral signature, a resolution for designating a new depository account and naming users, W-9 and an addendum to safekeeping fees; listing rates. He said the impact is a fixed cost for accomplishing the account to include variable cost, dependent on how many transactions we perform during the course of the year and we estimate this to be around \$2,500 for 2021. He said it is locally funded and budgeted in the Finance Department 42 budget.



MR. ELOY SALAZAR MADE A MOTION 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. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations

Mr. Rendón commented this item aligns with the Board Priority under Safety & Security. He provided background on the security company SEC-OPS and said the agency began using their security service in July 2019. He stated SEC-OPS security officers provide 24 hours a day service with commission security officers by working Monday through Friday, and Staples Street Center checkpoints and 1st floor. He said we are requesting for additional service hours of 7,920, or 44 weeks give or take, at \$21.21 per hour, or \$167,983.20, plus administration cost of \$12,084.20 for a total cost for these additional hours is \$180,067.40. Mr. Rendón commented the funding will be supplied by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 Grant. Mr. Rendón commented that once we certify this year we will receive this funding from the FTA, then we will utilize the funds to pay for this service. For the administration cost, he we have asked SEC-OPS to provide a rover to go from transfer station to transfer station.

Mr. Rendón stated that we check in on the security guards to make sure they arrive on time, they are performing the proper service for us, the guards learn the bus routes since various questions asked at the transfer stations from customers is; where does route 29 go, what is the difference from route 29, 29F, or does it go to Flower Bluff, these are just a few. He commented that not only do they provide security for our customers and staff, they are also providing information on the service to customers. Mr. Rendón stated that our number one comment from customers when they see a police officer or guard at our stations is that they feel safe, and said this does have an impact when we have security and off duty police officers working for the agency.

MR. SALAZAR MADE A MOTION 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. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, LEYENDECKER, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 8:54 a.m.

Submitted by: Dena Linnehan



Subject: Authorize to Execute and Submit the Federal Transit Administration (FTA) 2021 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see attached "*FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES*").

The annual Certifications and Assurances for federal fiscal year 2021 (October 2020 through September 2021) covers all projects for which the CCRTA seeks funding for in 2021. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2021 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2021 Certifications and Assurances were published in the Federal Register on January 15, 2021.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants

14. Infrastructure Finance Programs
15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Construction Hiring Preferences
20. Cybersecurity Certification for Rail Rolling Stock and Operations
21. Tribal Transit Programs

By signing the annual Certifications and Assurances, the CCRTA understands and agrees that every provision in these Certifications and Assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before FTA may award a federal grant to the CCRTA, the CCRTA must submit all Certifications and Assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the CCRTA to obtain a current affirmation signed by the agency's attorney affirming CCRTA's legal authority to certify its compliance with the FTA Certifications and Assurances that CCRTA has selected.

Financial Impact

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

Board Priority

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

Disadvantaged Business Enterprises (DBE)


This item does not consist of spending any federal funds, thereby no need for DBE consideration.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2021 Certifications and Assurances.

Respectfully Submitted,

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

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

**FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES
FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–21. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<u>No.</u>	<u>Category</u>	<u>Certification</u>
01.	Certifications and Assurances Required of Every Applicant	_____
02.	Public Transportation Agency Safety Plans	_____
03.	Tax Liability and Felony Convictions	_____
04.	Lobbying	_____
05.	Private Sector Protections	_____
06.	Transit Asset Management Plan	_____
07.	Rolling Stock Buy America Reviews and Bus Testing	_____
08.	Urbanized Area Formula Grants Program	_____
09.	Formula Grants for Rural Areas	_____
10.	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
12.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13.	State of Good Repair Grants	_____
14.	Infrastructure Finance Programs	_____
15.	Alcohol and Controlled Substances Testing	_____
16.	Rail Safety Training and Oversight	_____
17.	Demand Responsive Service	_____
18.	Interest and Financing Costs	_____
19.	Construction Hiring Preferences	_____
20.	Cybersecurity Certification for Rail Rolling Stock and Operations	_____
21.	Tribal Transit Programs	_____

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

Certifications and Assurances

Fiscal Year 2021

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: _____

Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of the Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: _____

Date: _____

Name: _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Subject: Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment

Background

The authority provides group life term and accidental death and dismemberment (AD&D) coverage at no cost to the employees. Employees are provided with coverage \$100,000 in both areas. In addition, employees may voluntarily purchase \$25,000 life coverage for their spouse and/or \$10,000 for each eligible dependent at a monthly cost of \$2.00 and up to an additional \$100,000 (in \$5,000 increments) in supplemental life coverage. The current contract is set to expire on March 13, 2021.

Identified Need

The Group Life Insurance was awarded to Minnesota Life in February of 2018 for a three-year base contract with two (2) one year options. Exercising the first option year of this contract will ensure continuous coverage to our employees. The authority has identified the need for our employees to have life insurance options available to them when unexpected incidents occur. The authority has been pleased with the services that Minnesota Life has offered to our Human Resources department and our employees.

Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

Financial Impact

The cost of having Life Insurance available for our employees on an annual basis is estimated to be approximately \$98,342. This cost is split with a portion of about \$43,391 being paid by the employee for additional voluntary products and the remaining \$54,950 paid by the CCRTA. These monies are 100% budgeted within individual operating department budgets.

Board Priority

This item aligns with the Board Priority Transparency.

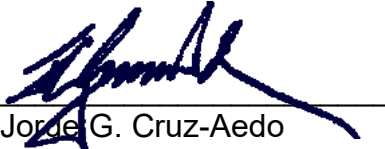
Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the First Option year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment Insurance.

Respectfully Submitted,

Submitted by: JoAnna Serna
EEO/ADA Compliance Officer

Reviewed by: Angelina Gaitan
Director of Human Resources

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 27, 2021**

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 Projects Committee Meeting Minutes of November 18, 2020**
6. **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**
7. **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**
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

Chairwoman Anna Jimenez called the meeting to order at 8:55 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present Anna Jimenez, Committee Chairwoman; Anne Bauman, Michael Reeves and Matt Woolbright.

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 Operations & Capital Projects Committee Meeting Minutes of November 18, 2021

DIRECTOR MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 18, 2020. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

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

Mr. Gordon Robinson presented on behalf of Mr. Derrick Majchszak. Mr. Robinson commented the Board Priority aligns with Budget. He provided background information of the current contract with Bridgestone Americas approved on June 1, 2016. He said the contract is a 3-year base contract with two 1-year options, and benefit of this is it's reduced the capital investment, or it is a lower cost for us to outsource it. Mr. Robinson said the inventory does have spares available at no cost and is based on usage, and oversight is provided by the tire specialist associate with the current contract or the future contractor. He said this is a tire leasing and services contract and the current year is on the 2nd option that will expire August 2021, and this is why we are asking for approval of an Invitation for Bid or IFB. This is a turnkey service so trained specialist, environmental disposal is included and maintaining inventory, the specialists checks our fleet on a regular basis checking the status and conditions of the tires to make sure the agency is compliant with Federal and State Laws. Mr. Robinson said this IFB to be issued will be a 3-year base contract with two 1-year options similar to the current contract with board approval.

In terms of financial impact, he said the agency will work with the successful bidder to pursue DBE as part of our goal, and expenditures will be by actual usage. Funds have been budgeted in this year's budget and it includes service for 420 tires, or 70 units, 70 large buses times six tires is how you get the 420, and the other big benefit is there will be a full-time specialist on-site. A slide displayed showed the breakdown of the first 3 years for a total cost of \$685,623.56.

DIRECTOR REEVES MADE A MOTION 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. DIRECTOR WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.



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

Mr. Gordon Robinson presented on behalf of Mr. Majchszak. Mr. Robinson commented the Board Priority aligns with Public Image and Transparency. He provided background information for the 11 different filters in support of the agency's large bus fleet. There are 50 Cummins CNG and 20 Cummins Diesel fuel vehicles. These filters are designed to meet or exceed the minimum requirements of Cummins and maintain any warranty. He said half of the fleet is currently under warranty, and we are going through a midlife engine replacement program. Mr. Robinson said this will help extend the life of the vehicles moving forward, and also help to prevent any further issues vehicles. He stated it does meet the OEM requirements and goes beyond that sometimes we do filter changes earlier than necessary due to heat or because of conditions in the environment. Continuing these repairs is very important. Mr. Robinson said the current contract with French Ellison Truck Center expires in April 2021, and following Board of Directors' approval, an IFB will be issued as a 3-year base contract with a 2-year option. A slide was displayed with the breakdown of each year for a total cost of the contract at \$132,830.91, and estimated number of filters per year to remain the same at 1,846, or 5,538 total for the contract. He said we really do not see a change in the service of the large buses and we know how to service them and keep them operating per the OEM specifications.

DIRECTOR REEVES MADE A MOTION 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. DIRECTOR WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

Adjournment

There being no further review of items, the meeting adjourned at 9:06 a.m.

Submitted by: Dena Linnehan



Subject: Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply.

Background

The Agency is in need of a contractor to provide refurbished Allison transmissions to keep the fleet in state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now 7 years, this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. The IFB will be structured as a two-year agreement with a one-year option.

This contract will be specified to meet or exceed “Original Equipment Manufacturer” (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this Agreement. It would be advantageous for the Agency to lock-in this supply contract price, as the alternative of paying out-of-contract prices, results in higher annual parts expenses in a volatile market, and the excessive administration time of staff for parts procurement processes.

Identified Need

A transmission rebuilder is needed to ensure the fleet will be maintained to the state of good repair. This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands for our riding public.

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures will be determined by actual usage and are accounted for in the annual operating budget. The expected cost of the two-year base contract is approximately \$90,000 based on replacing 18 transmissions in those two years.

Board Priority

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

Recommendation

Staff requests that the Operation & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Issue and Invitation for Bid (IFB) for Rebuilt Transmission Supply.

Respectfully Submitted,

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: Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center

Background

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2015 fixed route coaches have reached or will soon reach their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 15 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

Identified Need

On May 6, 2020 the Board of Directors awarded a Bus Engine Supply Contract to French Ellison Truck Center with a one-year base and a one-year option following Board approval. The one-year base contract will expire on May 19, 2021.

The 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next year; up to fifteen (15) 2015 CNG Gillig Low Floor units. Fifteen (15) engines in 2021 are expected to be replaced.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

Disadvantaged Business Enterprise

DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2021 operating budget. The project is contingent upon the award of 5307 funding.

Expenditures for this 2021 CIP item is projected to be \$587,250.00. The local match is 20% with an estimated cost of \$117,450.00 and a federal estimated cost of \$469,800.00.

Bus Engine Supplier Contract (Option Year)			
Contract IFB No. 2020-FP-03			
Projected Usage	Cost Per Engine	Total	Awardee
15	\$39,150.00	\$587,250.00	French Ellison Truck Center

Board Priority

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

Recommendation

Staff request that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center.

Respectfully Submitted,

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: Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. A multiple vendor contract was secured for supplying Internal and External Engine Parts, Electrical Bus Parts, and Brake Bus Parts. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

The Board authorized awarding the contracts on March 6, 2019. The initial contracts were for one (1) year with two (2) one-year options following Board approval.

Identified Need

Competitive contracts for bus and engine parts will ensure the demand for parts are met, plus secure firm and discounted rates.

Disadvantaged Business Enterprise

DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2021 operating budget. The estimated one-year project cost of \$501,935.00 is based on usage in 2020 and expected future service levels.

Multiple Bus and Engine Parts Contracts

Internal & External Engine Bus Parts (Option Year 2)	\$276,291.00
Electrical Bus Parts (Option Year 2)	\$109,991.00
Brakes Bus Parts (Option Year 2)	\$115,653.00
Estimated One-Year Combined Project Costing	\$501,935.00

Board Priority

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

Recommendation

Staff requests that the Operation & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts; Internal and External Engine, Electrical Bus, and Brakes.

The ten (10) vendors listed below are on the three individual contracts staff is requesting to exercise the Option Year One.

VENDORS

Gillig	C. C. Battery
Muncie	New Flyer
French Ellison Truck Center	C. C. Freightliner
Mohawk Manufacturing	Kirk's Automotive
Neopart	Rush Truck Center

Respectfully Submitted,

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: Exercise Option Year Two of Individual Contracts to Multiple Vendors for Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission Bus Parts Supply

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus part contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. A multiple vendor contract was secured for supplying Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission bus parts.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

The Board authorized awarding the contracts on June 5, 2019. The initial contracts were for one (1) year with two (2) one-year options following Board approval.

Identified Need

Competitive contracts for bus parts will ensure the demand for parts are met, plus secure firm and discounted rates.

Disadvantaged Business Enterprise

DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2021 operating budget. The estimated one-year project cost of \$366,717.00 is based on usage in 2020 and expected future service levels.

Board Priority

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

Recommendation

Staff requests that the Operation & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise Option Year Two of Individual Contracts to Multiple Vendors for Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission Bus Parts Supply.

The eight (8) vendors listed below are on the individual contracts that staff is requesting to exercise Option Year One;

VENDORS

Gillig	Allison Trans Tech
Muncie	Janek
Mohawk Mfg.	Kirk's Automotive
Neopart	Rush Truck Center

Respectfully Submitted,

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