



# AGENDA MEETING NOTICE

## Board of Directors Committees Meetings

**DATE:** Wednesday, April 28, 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 – 2<sup>ND</sup> 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.	<b>Roll Call</b>	D. Linnehan	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	P. Dominguez	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	P. Dominguez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of March 24, 2021	P. Dominguez	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Dailey-Wells Communications for Thirty Five (35) Portable Mobile Radio Purchase	R. Saldaña	3 min.	<b>Page 1 PPT</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)	R. Saldaña	3 min.	<b>Page 2 PPT</b>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Policy	M. Rendón	3 min.	<b>Page 3 Attachment A</b>
9.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Plan	M. Rendón	3 min.	<b>Page 4 PPT</b>
10.	<b>Committee Chair Report</b>	P. Dominguez	3 min.	-----
11.	<b>Adjournment</b>	P. Dominguez	1 min.	-----

**Total Estimated Time: 29 min.**

# AGENDA MEETING NOTICE

## OPERATIONS & CAPITAL PROJECTS

**ANNA JIMENEZ, Chairwoman**

**Anne Bauman    Glenn Martin    Michael Reeves    Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	A. Jimenez	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	A. Jimenez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committees Meetings Minutes of February 24, 2021 and March 24, 2021 (NO QUORUM)	A. Jimenez	3 min.	<b>Pages 1-4 Pages 1-2</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Cummins Inc. for Heavy-Duty Vehicle Filters	D. Majchszak	3 min.	<b>Pages 1-2 PPT</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) on contracts with Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Arguindegui Oil Co. for Lubricant & Fluid Supplies	D. Majchszak	3 min.	<b>Pages 3-4 PPT</b>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies	D. Majchszak	3 min.	<b>Page 5 PPT</b>
9.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles	D. Majchszak	3 min.	<b>Page 6 PPT</b>
10.	<b>Committee Chair Report</b>	A. Jimenez	3 min.	-----
11.	<b>Adjournment</b>	A. Jimenez	1 min.	-----

**Total Estimated Time: 29 min.**

~\*~\*~\*~\*~\*~\*~\*

On **Friday, April 23, 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.

# AGENDA MEETING NOTICE

**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, MARCH 24, 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 February 24, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option Year to The Doctor's Center for Occupational Medical Services**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022**
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, 2<sup>nd</sup> 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, and the Board and CEO will exit through the kitchen. He pointed out the area to meet will be the Clock Tower at the Station where individuals are to assemble outside of the building, including shelter in-place in the West side Stairwell, 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](http://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 February 24, 2021**

**DIRECTOR LYNN ALLISON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 24, 2021. BOARD SECRETARY 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 Exercise the First Option Year to The Doctor's Center for Occupational Medical Services**

Ms. Angelina Gaitan commented on background information that the CCRTA does require testing by a licensed facility for post job offer physicals, DOT physical and recertification, return to work medical examinations and drug and alcohol test screenings. She said the Doctors Center has provided us with medical occupational services since April 2018 for this contract that is will expire on April 17, 2021. Ms. Gaitan commented it is important for us to have a facility that understands the needs that must be followed because of the FTA and DOT regulations. She said the annual cost is estimated at approximately \$28,945 and is 100 percent budgeted in the FY2021 Human Resources department budget.

**DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE THE FIRST OPTION YEAR TO THE DOCTOR'S CENTER FOR OCCUPATIONAL MEDICAL SERVICES. BOARD SECRETARY 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 Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup**

Mr. Robert Saldaña reported this item aligns with the Board Priority Innovation. He said the last 12 months we have experienced a few challenging times between COVID, ice storms, tornados and hurricanes. Our current offsite backup is in Plano, and they recently had some tornados. He said we are looking into how we may get our offsite backup possibly out of the state of Texas, so that one single event like the ice storm does not affect both us and our backup system here. He commented that the current system has been in place since 2012. This protects us from cyber security, natural disasters and weather-related events. He said the products and services to be covered under this contract are disaster recovery services for hardware, software and implementation, Cloud disaster recovery services fees for five years and includes a 5TB Cloud archive storage for five years. Mr. Saldaña commented that Abtech Technologies offers a modern, scalable solutions for our backup solutions to support modern IT and future needs for the CCRTA, and meets today's computer security standards. It will provide data backup and replication services, and moving into a Cloud-type system, to provide offsite areas. He said our current offsite system is in Plano, and this one would be in Nevada, so hopefully this gives us good distance between us so not one single event could affect it

Mr. Saldaña commented that a data domain file system holds data for higher security and is a converged solution that offers backup, replication, recovery, deduplication, instant access and restoration, search and analytics, and a VMware seamless integration. He continued with in the event of a disaster, Abtech can spin up critical services in the StarTrust Cloud, and we just need to call their team to request them recover our systems. He also said an annual disaster recovery test is done by them and the end users can log on remotely through a secure VPN server. The system in Nevada also provides a secure firewall, redundant infrastructure storage, VMware based Cloud servers with 24/7 monitoring and their staff is US based. Mr. Saldaña provided estimated cost for a 5-year contract is at \$160,705.73 with the first year cost being at \$72,625.73 and is budgeted in the CCRTA 2021 CIP Budget. He said these services will be purchased through the Texas Department of Information Resources (DIR) that pools local government accounts to leverage purchasing power, archiving better pricing on products, equipment and IT services used by transit agencies.

**DIRECTOR ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO ABTECH TECHNOLOGIES FOR DISASTER RECOVERY SERVICES AND A CLOUD BACKUP. BOARD SECRETARY 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 Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022**

Mr. Mike Rendón reported this item aligns with the Board Priority Facilities and Safety & Security. He said this coverage is underwritten through Acisure, LLC which does business as Carlisle Insurance, and they have provided us windstorm and hail insurance coverage for the past three years from 2018-2019, 2019-2020 and 2020-2021. He said our coverage expires on July 27, 2021. This one-year term premium is \$109,410.



**BOARD SECRETARY LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR WINDSTORM AND HAIL INSURANCE FOR FISCAL YEAR 2021-2022. DIRECTOR SALAZAR 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 8:51 a.m.

Submitted by: Dena Linnehan



**Subject:** Award a contract to Dailey-Wells Communications for Thirty-five (35) Portable Mobile Radio Purchase

**Background**

The CCRTA is part owner of the City of Corpus Christi Radio Communications System that provides public safety communications. This system provides the critical public safety and public service communications for the agencies throughout Nueces County and the surrounding area. CCRTA currently operates on this system. The 35 Portable Mobile radios have reached its end of life support and the radios need to be compatible to P25 standards.

**Identified Need**

The current radio agreement with the City of Corpus Christi has Dailey-Wells Communications as the primary maintenance firm. Dailey-Wells Communications is the only authorized L3 Harris Corporation Network Solutions Provider to provide system sales and service support to this system and all agencies operating on this communications system. Daily-Wells Communications will provide The Texas Department of Information Resources (DIR) pricing.

**Financial Impact**

Funds for the Portable Mobile Radio purchase were identified in the MIS 2021 Capital Budget using local funds. The total cost for the Mobile Radios is \$113,977.64.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff requests that the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Dailey-Wells Communications for Thirty-five (35) Portable Mobile Radio Purchase.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Reviewed by: Robert Saldaña  
Managing Director of Administration

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



**Subject:** Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR)

**Background**

The CCRTA has maintained Internet and Fiber data communications with Spectrum as the Internet service provider since March 2018 and the current contract expires June 2021. The data services support Internet and Fiber data communications between Bear Lane Operations Facilities and the Staples Street Center building.

**Identified Need**

The CCRTA's IT Department has defined the need for an Internet service provider that can meet the requirements of the authority for current and future needs. CCRTA's wide area network (WAN) system provides free public Wi-Fi to our customers, Cloud Services, email, bus AVL tracking data and customer service support.

**Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Spectrum Enterprise will provide the Internet and Fiber Data Services. Estimated cost for a 3-year contract will be \$217,324.80. These funds are budgeted and will come from local funds.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff request that the Administration & Finance Committee to recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR).

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

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



**Subject:** Adopt the Revised 2021 Emergency Preparedness Policy

**Background**

It is the responsibility of the Corpus Christi Regional Transportation Authority (CCRTA) to take measures to safeguard passengers, personnel, and the general public, and also to protect transportation vehicles and facilities. As a public employer, the CCRTA assists before, during and immediately after an emergency situation.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Policy was last revised on May 6, 2020 and originally adopted by the Board of Directors on May 30, 2000.

**Identified Need**

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to this community. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised Emergency Preparedness Policy (Attachment A) guides CCRTA personnel in preparing for emergencies. The 2021 Emergency Preparedness Policy was modified to update position titles, to clarify employee roles and potential pay.

**Financial Impact**

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors to Adopt the 2021 Emergency Preparedness Policy.

Respectfully Submitted,

Reviewed & John Esparza, Safety & Security Coordinator

Submitted by: Mike Rendón, Managing Director Executive Affairs

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

### EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Preparedness Plan (the “Plan”), which is issued annually.

CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City’s Emergency Management Office (“EMO”). While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

**CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.**

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.
3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.
4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.
5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.
6. **“Emergency Operations Center”** or **“EOC,”** as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

**IV. PHASES OF THE EMERGENCY EVENT:** The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

**A. Beginning of the Disaster Vulnerability Season:** Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

- 1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

**B. Condition 3 - Readiness Phase:** Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

- 1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Department Head or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, Emergencies by their very nature are unpredictable and CCRTA makes no guarantees.
- 2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. Department Heads will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Department Head's discretion.
- 3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Department Head, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.
- 4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return to Work phase is announced.)
- 5) After securing all CCRTA property, Department Heads will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**
- 6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

- 1) The CEO or his/her designee will declare that this Policy is in effect.
- 2) As stated in the Plan, Department Heads are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct Department Heads to assist in any other areas deemed necessary for the protection of CCRTA property.
- 3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Department Heads of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.
- 4) All essential employees, not on duty, will report to work upon the declaration of Condition 2, unless advised otherwise by the Department Head or the CEO. Employees must advise the Department Head or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time, and are required to report back to work as outlined in the Return to Duty Phase.

**D. Activation Phase:** Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

**For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.**

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if to do so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

**When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.**

**E. Return to Duty Phase:** The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Department Head to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.
- 4) **It is important that Department Heads have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.**

**RESPONSIBILITIES:**

**CEO and Department Heads:**

CEO: The CEO and Department Heads share the responsibility to communicate the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

**Department Heads:**

- 1) Each Department Head is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1<sup>ST</sup> of each year.

- 2) Department Heads will ensure that a meeting is held with their employees prior to June 30<sup>TH</sup> of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.
- 3) Department Heads must maintain an up-to-date list designating the essential and non-essential positions in their department, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.
- 4) Each Department Head will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 5) Department Heads will ensure that all applicants interviewed within their departments are provided with this Policy.

**Supervisor Responsibilities:**

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Department Head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."
- 3) Supervisors, in conjunction with Department Heads, are responsible for explaining the responsibilities of employees under this Policy.

**All CCRTA Employees' Responsibilities:**

- 1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.
- 2) Unless instructed otherwise by the Department Head, all employees must assist with securing CCRTA property prior to the emergency/disaster.
- 3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

- 4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.
- 5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.
- 6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

**Human Resources Responsibilities:**

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO and Department Heads in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

**DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS:** All employees/positions will be classified as either "Essential" or "Non-Essential."

- 1) **Essential Positions:** EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director Executive Affairs
Managing Director of Administration
Managing Director of Operations
Managing Director of Customer Services
Managing Director of Executive Affairs
Director of Transportation
Director of Marketing
Director of Planning ( <i>OEM Representative-City</i> )
Director of Maintenance

Assistant Director of Maintenance
Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
EEO/ADA Compliance Officer
Dispatchers
Bus Operators
Transportation Supervisors
Dispatch Operations Administrator
Street Operations Administrator
Transportation Services Administrator
Vehicle Maintenance Technicians
Garage Service Technicians
Training Instructors
Sr. Transit Planner
Outreach Coordinator
Data Technician
IT Systems Administrator
Vehicle Electronics Maintenance Technician
Customer Service Administrator
Facilities Building Manager
Lead Facilities Maintenance Technician
Facilities Maintenance Technicians II
Safety and Security Administrator

\*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

**OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.**

**MAINTENANCE DEPARTMENT**

- Essential on-duty 24/7 (Pre-Emergency Event to End)
  - Director of Maintenance
  - Assistant Director of Maintenance
  - 2 Vehicle Mechanics
  - Garage Service Supervisor
  - 1-2 Garage service technicians (GST)
  - Mechanic Supervisor
  - Parts Clerk
  - Maintenance Manager of Contracted Services

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

**OPERATIONS**

- Essential on-duty 24/7 (Pre-Emergency Event to End)
  - Managing Director of Operations
  - Director of Transportation
  - 3 Transportation Administrators
- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
  - 1-3 Street Supervisors
  - 1-2 Dispatchers
  - 1-5 Operators
- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
  - 1-3 Instructors
  - 1-3 Street Supervisors
  - 1-4 Dispatchers
  - 1-30 Operators
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
  - Sunday level service
    - 17(L)-30(F) Operators
  - Saturday level service
    - 54(L)-72(F) Operators
  - Weekday service
    - 78(L)-105(F) Operators

**PLANNING**

- Essential on-duty 24/7 (Pre-Emergency Event to End)
  - Director of Planning (EOC)
  - Senior Transit Planner (SSC)
- Essential on-duty (post event) – shift(s) to be determined by RTA
  - Outreach Coordinator
  - Planning Technician

**INFORMATION TECHNOLOGY**

- Essential on-duty 24/7 (Pre-Emergency Event to End)
  - Director of IT (SSC)
  - IT Systems Administrator (BL)
  - 1 – Vehicle Electronics Technician (BL) (1<sup>st</sup> option Voluntary basis/2<sup>nd</sup> option Lowest Seniority for selection)

**FACILITIES MAINTENANCE**

- Essential on-duty 24/7 (Pre-Emergency Event to End)
  - Facilities Building Manager
  - Facilities Maintenance Supervisor
  - Facilities Maintenance Technician Lead
  - 6 – Facilities Maintenance Technicians II

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Department Head *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as Non-Essential:

Custodian I
Interns
Custodian II
Receptionist
Facilities Maintenance Technician I
Facilities Maintenance Assurance Technician
Capital Projects Manager
Revenue Counters
Customer Service Representatives
Parts Clerks
Junior Buyer
Vehicle Maintenance Assistant
Vehicle Body Shop Tech
Marketing Specialist
Human Resources Specialist

Human Resources Assistant
Network Systems Specialist
Payroll Administrator
Senior Administrative Assistant
Safety & Security Management Aide
Procurement Administrator
Customer Service Advocate
Eligibility Coordinator
Executive Administrative Assistant
Garage Service Supervisor
DBE Liaison Officer
Marketing Production Coordinator
Mechanic Supervisor
Accountant
Budget Analyst
Comptroller
Accounts Payable Specialist

*The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.*

**Waivers for Essential Positions:**

- 1) **Making Request:** Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.
  
- 2) **Review of Requests:** Waiver Requests will be initially reviewed and approved by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Department Head’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.
  
- 3) **Waiver Considerations:** Department Heads will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee's family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?
- d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

**4) Documentation:** CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

**Policy Violations:**

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this policy.

**Emergency Event Pay:**

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

**Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.**

A. **Exempt Employees:**

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.
- 2) Compensatory time off reported must be verified and approved by the Department Head.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. **Non-Exempt Employees (hourly):**

- a. Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.
- b. At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.
- c. When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

- d. By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu

of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

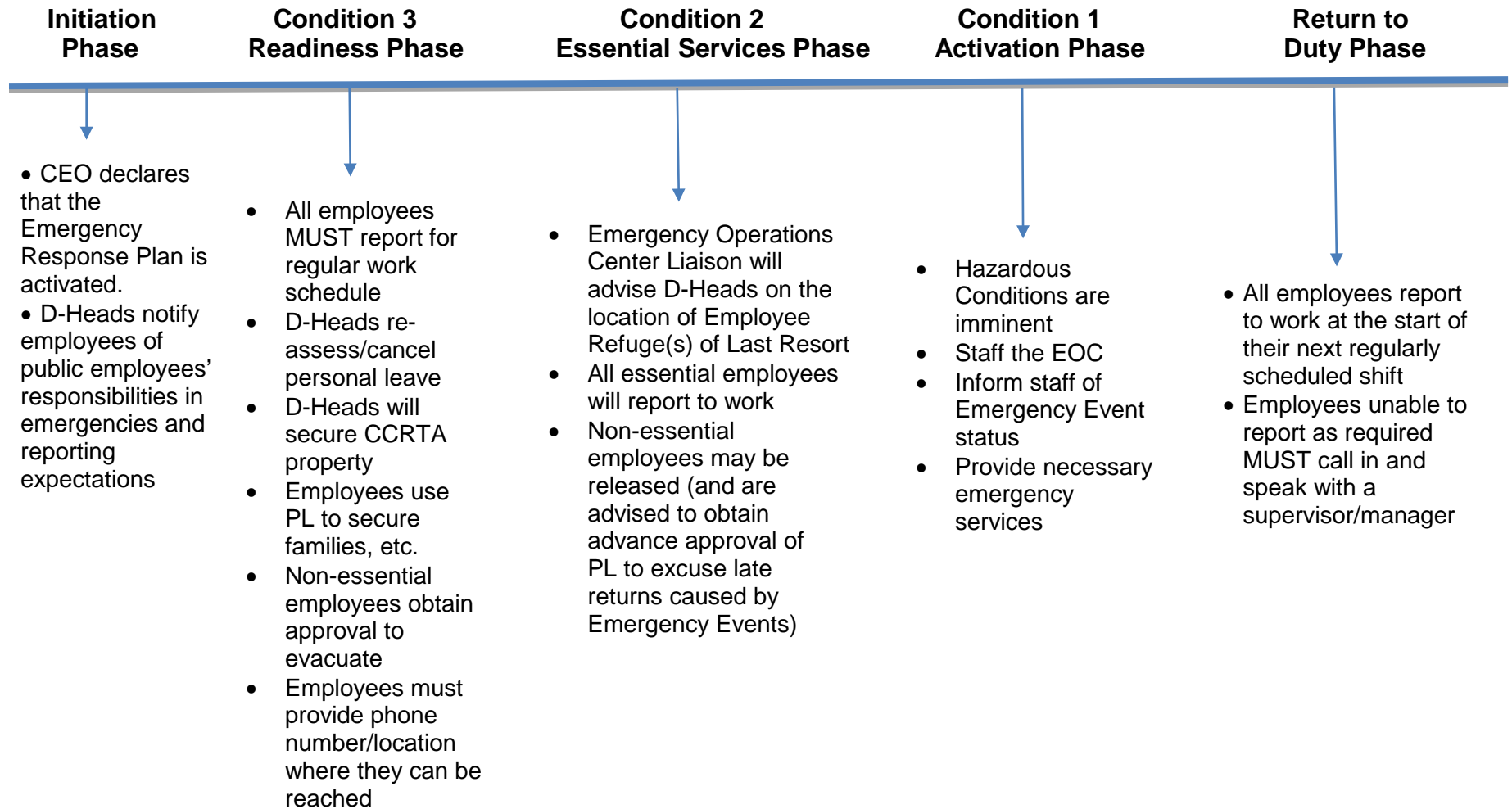
- e. Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a Department Head reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- f. Compensatory time off earned for emergency response activity may not exceed 240 hours.
- g. When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- h. CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

**Conflicts:** This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019; April 22, 2020; May 5, 2021

# Emergency Preparedness Phases





**Subject:** Adopt the Revised 2021 Emergency Preparedness Plan

**Background**

The purpose of the Emergency Preparedness Plan is to provide the RTA, small cities, and unincorporated areas of Nueces County with procedures to safely respond to emergency events including hurricanes and other situations requiring evacuations such as flooding, tornadoes, hazardous spills, chemical fires, or other disastrous conditions.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Plan was last revised on May 6, 2020 and originally adopted by the Board of Directors on May 30, 2000.

**Identified Need**

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to the city of Corpus Christi and small cities within our service area. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, and small cities determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised 2021 Emergency Preparedness Plan guides CCRTA personnel in preparing for emergencies. The 2021 Emergency Preparedness Plan was modified to update position titles, to clarify employee roles and potential pay.

**Financial Impact**

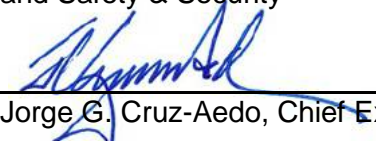
This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors to Adopt the Revised 2021 Emergency Preparedness Plan.

Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón, Managing Director Executive Affairs and Safety & Security

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, FEBRUARY 24, 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 January 27, 2021**
6. **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**
7. **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**
8. **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**
9. **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**
10. **Adjournment**

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

**Call to Order & Roll Call**

Chairwoman Anna Jimenez called the meeting to order at 8:46 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present** Anna Jimenez, Committee Chairwoman; Anne Bauman, Glenn Martin and Matt Woolbright.

**Board Members Absent** Michael Reeves.

**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, and the Board and CEO will exit through the kitchen. He pointed out the area to meet will be the Clock Tower at the Station where individuals are to assemble outside of the building, including shelter in-place in the West side Stairwell, 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](http://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 January 27, 2021**

**DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 27, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, BAUMAN, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.**

**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**

Mr. Derrick Majchszak commented the Board Priority aligns with Public Image and Transparency. He said the fleet utilizes Gillig's Allison 4000 Series transmissions and average age of the fleet is 7.5 years and climbing. Mr. Majchszak commented this item will be for a two-year base contract with a one-year option, need this to maintain the state of good repair of the fleet. He commented the agency utilizes rebuilt transmissions that will meet or exceed the OEM standards, and this will help to achieve fixed costs and to maintain an inventory for timely repairs. Mr. Majchszak stated we will collaborate with the successful bidder to pursue DBE participation. Total expenditures are based on actual usage and are accounted for in the department's annual operating budget at a two-year base contract is \$90K. He said replacement will be for 18 transmissions at \$5K each.

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

**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**

Mr. Majchszak commented this item also aligns with the Board Priority, Public Image and Transparency. He said the Federal State of Good Repair Best Practices (SOGP) states agency's must maintain their assets to OEM standards, and we do this by conducting oil testing every 6K miles to monitor the wear and tear of engines. He said technicians mainly look for iron and copper, and also look for zinc and other chemicals. Mr. Majchszak commented the agency conducts mid-



life engine overhauls to ensure CCRTA meet the useful life thresholds of all of our assets, and this item is for our CNG fleet powered by the 8.9 Liter Cummins engine. He said we also conduct proactive PMs such as engine overhaul to mitigate major engine failures that can cause additional damage to other components, or to other engine components or the bus around it. This process safeguards the CNG valve recession and also helps to maintain our EPA emissions standards. Mr. Majchszak stated we expect to replace 15 engines in 2021 and these are all on vehicles that have already met and exceeded their mid-life in miles, and are the 2015 Gillig CNG buses. The original one-year base contract was approved by the Board on May 6, 2020 with a one-year option following board approval. This contract is funded by Federal Formula 5307 funds and CCRTA's 20 percent portion is \$117,450, Federal 80 percent portion at \$469,800 for a contract budget in the 2021 CIP at \$587,250. He displayed a slide with a breakdown of costs per engine at \$39,150, or 2.1 percent increase from the cost of 2020 cost per engine. Mr. Majchszak stated there is no DBE goal, or zero percent.

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

**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**

Mr. Majchszak commented that again this item aligns with the Board Priority of Public Image and Transparency. He gave background information and stated there is over 1,900 unique replacement parts maintained by our inventory department to include, but not limited to instrumentation, vehicle body, drivetrain, electrical, engine motor systems, accessories and various other parts all needed to keep our vehicles in good repair. The contract agreement helps to achieve volume discounts and allow for firm pricing, and to also make sure we have some guaranteed product availability that has been a special concern this year. He said we are also getting competitive pricing. Mr. Majchszak commented all parts are OEM or approved equal. He said this item is divided into 3 contracts within categories broken down into chassis, transmission, suspension, body and glass, brakes and other parts. There is zero percent DBE participation, and total expenditures are determined by actual usage. The funds are budgeted in the 2021 Maintenance budget with one-year cost estimate based on 2020 usage and our expected service levels. A chart displayed provided a breakdown of the total one-year combined project estimated cost at \$501,935. He said this is an increase from our 2020 budget and a direct result of the service adjustments related to the COVID pandemic. There are 10 multiple vendors who be supplying our various replacement parts with 2 vendors being local.

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



**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**

Mr. Majchszak commented that it also aligns with the Board Priority of Public Image and Transparency. He stated this contract is similar to the last item as it too has over 1,900 replacement parts to help the agency to achieve volume discounts and firm pricing. Mr. Majchszak said all these parts will be OEM or approved equal, and will really help us to ensure that we have product availability, especially this last year when some of our supply chains have been strained, including helping us achieve competitive pricing. He said the contracts are actually with each awardee and dependent on their specialty in various categories. Some listed are air system, air conditioning, body, glass, cooling system, suspension, transmission and wheelchair ramp parts. Again there is a zero percent DBE participation and total expenditure is based on actual usage as budgeted in Maintenance department FY2021 budget. He said the one-year estimate is also based on the 2020 usage and expected future usage and service levels. A chart displayed provided a breakdown of the total one-year combined project estimated cost at \$366,717. He said this is a four percent increase from the 2020 budget. There are 8 multiple vendors who be supplying our various replacement parts with 1 vendor being local.

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

**Adjournment**

There being no further review of items, the meeting adjourned at 9:04 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, MARCH 24, 2021 (NO QUORUM)**

**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 February 24, 2021
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Qualifications (RFQ) for General Architectural Services
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Execute a Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of a New Bus Stop and One Bus Turn-In at the New Mary Carroll High School
8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII
9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure
10. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities
11. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems
12. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services
13. Adjournment

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

**Call to Order & Roll Call**

Committee Chairwoman Anna Jimenez called the meeting to order at 8:55 a.m., and asked Ms. Dena Linnehan to call Roll. She called Roll and stated a quorum was not present. Committee Chairwoman Jimenez requested staff to move the agenda items to the April Board meeting for action to be taken until a quorum could be established.

**Board Members Present** Anna Jimenez, Committee Chair, and Glenn Martin.

**Board Members Absent** Michael Reeves and Matt Woolbright.



**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, 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](#) online at [www.ccrta.org/news-opportunities/agenda](http://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.

**Adjournment**

There being NO QUORUM, the meeting ended at 8:56 a.m.

Submitted by: Dena Linnehan



**Subject:** Approve to Award a contract to Cummins Inc. 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 were 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 contact 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) was structured with a three (3) year base contract with a two (2) year option following Board approval.

**Disadvantaged Business Enterprise**

For this procurement the 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**

This is a firm price supply agreement for Heavy-Duty Vehicle Filters. The projected cost for the three (3) year base contract is \$139,844.61, 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.

Bids	Three Year Extended Price	Delivery Time
Cummins Inc.	\$139,844.61	3 Business Days
French Ellison	\$147,754.14	7 Business Days
Farm and City Supply LLC	\$168,972.12	10 Business Days

**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 award a contract to Cummins Inc. 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



**Subject:** Exercise Option Year One on contracts with Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Arguindegui Oil Co. for Lubricant & Fluid Supplies.

**Background**

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outlined by OEM specifications. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

**Identified Need**

The Lubricant and Fluid IFB was structured with three-year base contracts and two one-year options following Board approval. The Board authorized awarding the base contracts on July 11, 2018. The RTA maintenance team evaluated the proposals for (5) manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard for units built after 2016)

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Total expenditures will be determined by actual usage. The estimated cost of option year one is \$99,424.35. Funds are budgeted in the FY2021 operating budget.

Item Description	Est. Annual Usage (Gallons)	Unit Cost (per Gallon)	One Year Est. Cost	Awarded Vendors
Motor Oil	510	\$ 6.88	\$ 3,508.80	Oil Patch Petroleum
Motor Oil (CNG)	5,750	\$ 7.70	\$ 44,275.00	Oil Patch Petroleum
Antifreeze	2,010	\$ 6.17	\$ 12,401.70	French Ellison
Transmission Fluid	890	\$ 33.29	\$ 29,628.10	Oil Patch Petroleum
Wheel Bearing Grease	975	\$ 2.86	\$ 2,788.50	Arnold Oil Company
Differential/Rear Axle Fluid	725	\$ 9.41	\$ 6,822.25	Arguindegui Oil Co.
<b>TOTAL</b>			<b>\$ 99,424.35</b>	

**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 Exercise Option Year One of Individual Contracts for Lubricant and Fluid supplies to the following vendors:

1. Oil Patch Petroleum,
2. French Ellison,
3. Arnold Oil Company, and
4. Arguindegui Oil Co.

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:** Authorize Issuing an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies

**Background**

RTA stocks various types of fasteners for the repair and maintenance of its bus fleet including nuts, bolts, washers, electrical connectors, tie wraps, and rivets. The RTA also stocks maintenance, repair, and operational supplies which include aerosols, adhesives, respirators and masks, safety glasses, protective gloves, and ear plugs.

**Identified Need**

The purpose for this supply contract is to allow the RTA to maintain firm pricing on fasteners and supplies. The vendor is also responsible for freight and associated delivery costs. The IFB is divided into twenty-five sections and awarded to the lowest overall bidder, based on estimated annual usage. This IFB is structured with a three-year base contract and two one-year options following Board approval.

**Disadvantaged Business Enterprise**

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation.

**Financial Impact**

This IFB is for a firm price supply contract for Fasteners and Miscellaneous Shop Supplies. The projected cost of the three-year base contract is \$120,000, but expenditures will be determined by actual usage. Funds are accounted for in the FY2021 and future Board approved annual operating budgets.

**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 Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies.

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:** Authorize Issuing an Invitation for Bids (IFB) for Four Transportation Support Vehicles

**Background**

RTA Transportation support staff operate non-revenue support vehicles to travel throughout the 841 square mile CCRTA service area to provide support and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions, maintenance of electronic equipment etc. Additionally, Transportation Supervisors respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

**Identified Need**

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

**Disadvantaged Business Enterprise**

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation.

**Financial Impact**

Total expenditures for Four SUV Transportation Supervisor Support Vehicles is estimated to be \$211,992, and is a 2021 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$42,398 and a federal estimated cost of \$169,594. The project is contingent upon the award of 5307 funding.

**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 Issue an Invitation for Bids (IFB) for Four Transportation Support Vehicles.

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