



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, May 5, 2021

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

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

BOARD OF DIRECTORS MEMBERS

Administration & Finance	Operations & Capital Projects
Patricia Dominguez (Chair)	Anna Jimenez (Chair)
Lynn Allison	Glenn Martin
Dan Leyendecker	Michael Reeves
Eloy Salazar	Matt Woolbright
Philip Skrobarczyk	

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Linnehan	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	Administer the Oath of Office Appointment to the CCRTA Board of Directors: a) City of Corpus Christi – Gabi Canales	E. Martinez/ John Bell	10 min.	-----
7.	Announcement of Committee Appointment by the Board Chair and Action to Confirm Committee Appointment for New Board Member – Gabi Canales	E. Martinez	3 min.	-----
8.	Action to Confirm Appointments to CCRTA's Committee on Accessible Transportation (RCAT): a) Dr. Debra Stanley b) Robert Box	S. Montez	5 min.	Page 1 PPT
9.	Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of: a) Board SPECIAL Meeting – February 10, 2021 b) Board Retreat – March 26, 2021 c) Board Meeting - April 7, 2021	E. Martinez	3 min.	Pages 1-2 Pages 1-11 Pages 1-13

AGENDA MEETING NOTICE

11.	CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.	5 min.	Pages 1-10
	<ul style="list-style-type: none"> a) Action to Award a contract to Dailey-Wells Communications for Thirty-Five (35) Portable Mobile Radio Purchase (pg. 1) b) Action to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR) (pg. 2) c) Action to Adopt the Revised 2021 Emergency Preparedness Policy (pg. 3) d) Action to Adopt the Revised 2021 Emergency Preparedness Plan (pg. 4) e) Action to Award a Contract to Cummins Inc. for Heavy-Duty Vehicle Filters (pgs. 5-6) f) Action 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 (pgs. 7-8) g) Action to Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies (pg. 9) h) Action to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles (pg. 10) 		
12.	CCRTA's Response to COVID-19	J. Cruz-Aedo	10 min. <i>PPT</i>
13.	Discussion and Possible Action to the Lease Renewal with the Metropolitan Planning Organization at the Staples Street Center Building	S. Montez	3 min. Page 11 <i>ATTACHMENT A</i> <i>PPT</i>
14.	Presentations:		
	a) March 2021 Financial Report	R. Saldaña	4 min. Pages 12-22 <i>PPT</i>
	b) Procurement Update	R. Saldaña	4 min. <i>PPT</i>
	c) February & March 2021 Safety & Security Report	M. Rendón	4 min. <i>PPT</i>
	d) March 2021 Operations Report	G. Robinson	4 min. Pages 23-33 <i>PPT</i>
15.	CEO Report	J. Cruz-Aedo	10 min. <i>PPT</i>
16.	Board Chair Report	E. Martinez	10 min. -----
17.	Adjournment	E. Martinez	1 min. -----
18.	Information Items:		
	a) Member Inquiry Forms		
	1) Board Meeting—April 7, 2021		
	2) Committees Meetings—March 24, 2021		
	a) Administration & Finance		
	b) Operations & Capital Projects		

Total Estimated Time: 1 hr., 36 min.

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

On **Friday, April 30, 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.



Board of Directors Meeting Memo

May 5, 2021

Subject: Announcement of CCRTA Committee Appointment by the Board Chair and Action to Confirm Committee Appointment – New Board Member, Gabi Canales

Background

The Authority has two standing Committees; the Administration & Finance Committee and the Operations & Capital Projects Committee. Committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority.

Identified Need

Section 3.07 of the Bylaws states that “The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees.”

Recommendation

The Board Chair will recommend Board Members, with the respective chairs, to participate in the designated Committees as shown below:

CCRTA COMMITTEE APPOINTMENTS FOR 2021

Administration & Finance Committee

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

Operations & Capital Projects Committee

Anna Jimenez – Committee Chair
Mike Reeves
Glenn Martin
Matt Woolbright

Respectfully Submitted,

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



Board of Directors Meeting Memo

May 5, 2021

Subject: Re-Appointment of the following members to CCRTA's Committee on Accessible Transportation (RCAT); Dr. Debra Stanley and Mr. Robert Box

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how re-appointments are handled. If a member is eligible for re-appointment, they must submit a letter of interest to staff, and the Board of Directors will take action to make the re-appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, the RCAT Committee has two current members who are interested in continuing service and are seeking an additional two-year term. They are:

- Dr. Debra Stanley, seeking 2nd term
- Robert Box, seeking 2ND term

In order to continue service on the RCAT Committee, the RTA Board of Directors must take action to re-appoint the members.

Recommendation

The RCAT Committee recommends the Board of Directors to take action to re-appoint the following members to CCRTA's Committee on Accessible Transportation (RCAT); Dr. Debra Stanley and Robert box.

Respectfully Submitted,

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

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
WEDNESDAY, FEBRUARY 10, 2021**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Safety Briefing**
- 4. Action to Amend the CEO's Employment Agreement (Discussion may be in Closed Session with Action Thereafter in Open Session)**
- 5. 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

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

Board Members Present

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

Board Members Absent

None.

Staff Present

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

Public Present

None.

Held Safety Briefing

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



Action to Amend the CEO's Employment Agreement (Discussion may be in Closed Session with Action Thereafter in Open Session)

VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO AMEND THE CEO'S EMPLOYMENT CONTRACT ONE MORE YEAR TO FEBRUARY 2024. DIRECTOR ANNA JIMINEZ SECONDED THE MOTION. A VOTE WAS TAKEN TO GO INTO CLOSED SESSION WITH 7 NAYS AND 4 AYES. A VOTE WAS TAKEN TO AMEND THE CONTRACT AS STATED IN ORIGINAL MOTION WITH 1 NAY AND 10 AYES. THE MOTION CARRIED. *MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*

Adjournment

There being no further review of items, the meeting adjourned at 8:41 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS BOARD RETREAT MINUTES
WEDNESDAY, MARCH 26, 2021**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Held Moment of Reflection for Anne Bauman**
4. **Presented Draft of Stakeholders Video**
5. **Held State and Federal Legislative Updates**
6. **Held Board Ethics Training**
7. **Heard Presentations –**
 - a) **Operating and Maintenance**
 - b) **Capital Programs, Shelter Programs, Customer Services, and Facilities**
 - c) **Safety Initiatives and Governmental Affairs**
 - d) **Refinancing Scenarios for the Series 2019 Bon Issues**
 - e) **Administrative and Budget**
 - f) **Marketing**
 - g) **Human Resources**
 - h) **Board Discussion**
8. **Reviewed Board Adopted Policies and Change Recommendations**
9. **Discussed Board Priorities for 2021 and 2022**
10. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Solomon Ortiz Center facility located at 402 Harbor Dr., Ball Room, Corpus Christi, Texas.

Call to Order & Roll Call

Mr. Edward Martinez, Board Chairman, called the meeting to order at 8:22 a.m., and Ms. Dena Linnehan called Roll.

Board Members Present

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

Board Members Absent

Michael Reeves, Board Vice Chairman and Anne Bauman.

Staff Present

Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña, Michael Ledesma, Ashlee Winstead-Sherman, Angelina Gaitan.

Public Present

John Bell, Legal Counsel.

Public Comment

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

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



Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. Ms. Linnehan will account for the Board of Directors members, and that he will make sure everyone exits properly. Mr. Rendón also commented do not use the elevator, do not return to the building unless an 'all clear' has been given, and if we have to shelter in place, we will shelter in place at the Solomon Ortiz Center muster point.

Held Moment of Reflection

The agency held a moment of reflection at the passing of Director Anne Bauman who recently passed.

Presented Stakeholders Video

A Year-in-Review video was presented by Ms. Rita Patrick, Director of Marketing. Director Eloy Salazar commented on the future of the bus stops and structures, and Mr. Jorge Cruz-Aedo reported at the recent Operations & Capital Projects Committee meeting held on March 24, 2021, a quorum was not met, and this discussion and action item was moved to the April Board meeting on April 7, 2021 in regards to the agency's bus stops and amenities replacement program. He said there are 40 new stops scheduled for this year, 70 stops that will need repair or replacement, and that we are requesting 300 new bus stops in the program over the next few years. Director Salazar mentioned it seems the CCRTA is ahead of the curve than other transit agencies similar to our agency, that we are moving in the right direction and have done a great job in this area. Mr. Cruz-Aedo stated that the objective is to have 50 percent of our bus stops with some improvements, and some needing the whole complexity, over the next couple of years, and this is really phenomenal for a transit agency today.

Heard Presentations

5.a State Legislative Update

Mr. Tris Castaneda provided some high points that in October 2020, we were not sure what the Session would look like, were still seeing the acceleration of COVID cases, protocols were still being done, and there was no vaccine at the time. Mr. Castaneda commented the legislature had very different ideas how they were going to protect not only people who worked in the Capitol, elected officials and agency employees, but also the general public. He commented we predicted back then they would restrict access which still exists today. This is not an open Capitol where there is Transit Day or other unique County days of people are coming in and flooding the Capitol. It is a more measured process and said you are required to get a test, before entering and given a wrist band, and even with two vaccines, you still have to show proof before given a wrist band automatically. Mr. Castaneda said with the agenda and how we were going to develop a program, and items we want to accomplish this Session, so we have to fact in some of these unknown elements at the Capitol.

He commented that he will provide some information, we have an agenda and are making progress on a lot of issues, although other issues that have the constraints on the Session, will share a timeline, get into some specific bills, and hopefully will still have enough time for question and answer period. Mr. Castaneda commented the one thing that the Constitution says you must do, is 1) adopt a budget; and 2) congressional redistricting, and he said this is not going to come in until September. This translate to a Special Session that will occur sometime in October or November, and the reapportion process will be very significant as we will probably get 3 congressmen; 1 democrat and 2 republicans. He said and if COVID



was not bad enough, then we had the Snowvid which has sent a shock wave into this Session. Mr. Castaneda commented that Governor and Lt. Governor are not on the same page, and the House has aligned itself with the Governor, and there is no concede issues that all 3 of them have resigned.

Mr. Castaneda has provided a number of Initiatives regarding the Legislation authorizing an MTA to provide natural gas fueling to municipal, county and other political subdivisions due to a catastrophe without losing tax-exempt status. This could mean the CCRTA providing CNG to private consumers under the same circumstances, provided that taxes were collected and remitted. Another initiative that benefits Corpus Christi as a near non-attainment community in meeting SIP requirements, is the Clean Air Account 151. He commented that we need to consider modifications to the fare approval committee under Transportation Code 451.061, and also to look at maximizing any type of pandemic or disaster recovery funds or incentives. Endorsements include consider support for reforms to facilitate efficient and patient approach to medical transportation, consider authority of an urban district to expand services to the rural areas the CCRTA services. Mr. Castaneda also said that we might consider increasing criminal penalties for certain offenses on property of public transportation systems or transit employee. The agency should consider supporting of local control, monitoring of TexRail, Lone Star Rail and other high-speed type commuter rail initiatives.

He reported other elements they will be working on for the CCRTA is to preserve the integrity Chapter 451 and 452, and 451 is our Chapter we fall under. Mr. Castaneda mentioned there are a set of bills that are working with the withdrawal of political subdivisions from the territory of a metropolitan rapid transit authority, yet have not seen any legislation on this. There is also a set of bills that would permit a Design-Build approach just be another tool not mandated, and preserve our eligibility of TERP grant funding and we have not seen any threats with this.

A slide was displayed showing a timeline of key deadline beginning with April 15TH as the first day a Senator may place bill on the Intent Calendar, House Committees to report House Bills and JRs, last day House to consider HBs and JRs reading through the end of May, and the 31ST which is the last day of Session (sine die) where only corrections may be considered in the House and Senate...Memorial Day. Another slide displayed a chart on the 86TH and 87TH Sessions of the bills and joint resolutions and differences between 2019 and 2021 for the number filed. Mr. Castaneda stated the filed total aligned reasonably well, although when looking at the referrals, hearings and the bills voted out of committee, they are considerably lower this Session as compared to 2019 Session. He mentioned Governor Abbott had 5 emergency items at the beginning of the Session with another one added in February, asking lawmakers to dedicate their time and efforts on certain matters with the first 60 days. Of these items, little progress was made on these items, and only minimal progress of them between the House and Senate.

He shared his team is currently tracking over 200 legislative items of interest to the CCRTA; 40 bills pending referral to committee; 37 bills receiving a hearing in the 1ST chamber, and 12 having been hear and left pending before the committee. As it stands, no CCRTA house bills are in calendars and no senate bills are out of committee on the intent calendar. He believes the pace will begin to change, although combination of new Speaker, differing committee assignments, COVID, financial and political impacts of the Winter Storm could suggest some special sessions beyond redistricting as part of the delayed census numbers expected in September 2021.



Mr. Castaneda provided two slides of bills in both the House and Senate that are of select legislative items of interest for the CCRTA. A few listed were under Air Quality, TERP, Electrical Vehicles and Infrastructure; Chapter 451 and Chapter 451; Fuels Tax; Design Build and Congestion Pricing. He said there are only a handful of threats that impact the CCRTA as part of our involvement as a political subdivision and he provided an example. He said there are some real pluses for us, not on the threat side, but with the fuels tax. He said on the threat side, only a limited few affect us as being part of a political subdivision.

5.b Federal Legislative Update

Ms. Jen Adler introduced herself, then introduced Mr. Andrew Forbes and he provided background information on himself. Ms. Adler then provided her details and commented Mr. Barry Rhodes was unable to join us this morning. She commented on the change at the White House with the new Presidency, and stated the democrats now control the White House and House of Representatives. Ms. Adler commented the American Rescue Plan bill was released and is the third in relief package plans to help with economic recovery, and in the transportation phase with lost revenues and added COVID crisis. She said the first urbanized transit infusion of \$25B in formula grant funding was released, with \$17.6M received into Corpus Christi for transit needs. This can be used for payroll, operating expenses/revenue gaps due to limited ridership, expenses related to COVID response of PPE costs. Mr. Forbes stated he believes this will be the last infusion of COVID relief monies for some time.

She said the President, one of the decision makers, has outlined a \$3T infrastructure plan to include service transportation and infrastructure, education, workforce development, and policy provision related to climate change. She said this Build Back Better Initiative will be conducting meetings with key legislators on the infrastructure bill process February 11, 2021. Ms. Adler reported that Secretary Pete Buttigieg, U.S. Department of Transportation, tasked by POTUS to lead \$2T infrastructure plan, will have discretion over billions work of grant funding and he stated, we need to build our economy back, better than ever. and include Representative Peter DeFazio, who was reported to comment that the INVEST in America Act provides the resources, nearly \$500B, to catapult our country into a new era of smarter, safer, more resilient infrastructure that fits our evolving economy and society. Ms. Adler said DeFazio would like to pass this bill out of committee sometime in mid-May and Congress has accepted his INVEST in America Act, so we expect we could see this at the very end of May. She said as part of the surface transportation reauthorization process, the Chairman indicated he would like to include Earmarks, or what they are calling Community Based Project Funding. She said this will bring the members of Congress more involved in the process and will aid in opening up portals for applications for those in the community to apply for federal funding of projects. They will only accept applications from local and state governments and nonprofits entities.

6. Board Ethics Training

Mr. John Bell commented on each of the ethical obligations of board members according to the Texas Transportation Code the Authority is governed by. He highlighted the Texas Penal Code on items 36.01 Bribery, Acceptance of Honorarium, Abuse of Official Capacity, Official Oppression. Mr. Bell commented on 39.06 he provided details and discussed the 39.06 Misuse of Official Information. Several code of ethics were discussed and addressed as needed from questions asked. Director Eloy Salazar asked about being influenced for contributions and how that works. Mr. Bell commented that whether congress, city council, or Texas legislature, that said, there is a big distinction between campaign contributions



which are legal, and other contributions which are not. He also commented there is a limited amount for federal campaign contributions, and no limit on state campaign contributions. Director Dan Leyendecker asked to define the liabilities of the board member as a fiduciary of the agency as in the Defined Benefit Plan, and a fiduciary of the agency. Mr. Bell explained there are two (2) different pension plans at the CCRTA. One is structured where the CCRTA is the Trustee and you individually have no personally liability, yet collectively as a board member, you make decisions about what is best for the CCRTA. He said the Defined Benefit Plan does provide specific benefits for the employee, and you are taking risks that affect the agency, not the employee. He said the Defined Contribution Plan is a little different, in that, you are selecting investments you believe are best for the staff to invest in, and give them prudent choices. Director Lynn Allison commented on defamation of board members and to recruit quality board members, she asked Mr. Bell for any comment. Mr. Bell stated there have been times when members have been talked negatively about, which is very frustrating, yet responding directly to the one who is making the comments, sometimes works itself out, or you focus on what is true and fact and not fall into this negativity. Director Michael Reeves commented he and others have been on the Board for a long time and have seen and heard many things surrounding negative words towards the members and the agency. He said he has learned to focus on what the Board, Staff and the Agency has accomplished, and less is more. He mentioned to Director Allison to focus on what the Board has done, is doing and stand firm with yourself as a representative to this agency and Board, and personally. Mr. Bell stated as a Board you do have an Ethics Line to call, and I will talk to you anytime.

7. Held Agency Update and Review

a) **Operating and Maintenance** – Messrs. Derrick Majchszak and Gordon Robinson commented on the status and provided background information. Mr. Robinson commented on the services the Authority provides to include the pilot autonomous E-shuttle SURGE, Flex Route 93, 10 commuter express routes, 25 fixed routes, 2 rural demand response services and demand response shuttle, the Flexi-B. We also have 1,375 bus stops and B-Line paratransit services. In April, we will have 24 vanpool services.

Mr. Majchszak commented on the current fleet to include 70 Gillig buses, 53 Arboc cutaway CNG vehicles, 4 cutaway buses in Port Aransas. He said the fleet also has 13 electric support vehicles with 16 charging stations on eight pedestals at the Bear Lane facility. He said the new fleet of 29 Arboc cutaway vehicles estimated to arrive April 1ST. The Maintenance shop has 16 bays and are shared by MV Transportation with 1 paint booth. There are also 3 islands of fueling/service stations that handle 6 CNG, 6 Diesel and 4 Unleaded dispensers. There also is one bus wash. A slide was displayed with the our new 2021 Arboc Cutaway vehicles.

Mr. Robinson presented on the 2021 system changes and in January, we expanded service near the Coastal Bend Food Bank. He said we are proposing new Pilot Flex services in the Annaville, Tulosso-Midway areas and in Calallen. There is a proposed Non-ADA On-Demand service to address the gap in the evening period. Another service being developed will serve the Salvation Army Homeless Shelter in April. A map of the Annaville/Tulosso-Midway for the Proposed Pilot Flex Route 97 was displayed. He continued with the adjustment of fixe route with the rebuild of the Port/Ayers transfer station. We will re-evaluate the Pilot Route 66 Crosstown to support the Fall 2021 Viking Island program as we met with both Del Mar College and TAMU-CC representations and proposed timeline will begin in June. Mr. Robinson said we will continue the Pilot



Route 95 in Port Aransas that we operate May through October to evaluate for a permanent service. We continue to monitor COVID-19 service levels and complete Title VI Service Equity Analysis as required by FTA and our plan is to evaluate suspension of Route 30 and Route 56.

Mr. Majchszak commented on the Route 60 Momentum Shuttle and Route 93 Flex at TAMU-CC and provided a timeline table. He said the autonomous vehicle program; SURGE, began January 21, 2020 on a two-year pilot program. He said we are continuing to work with the university to extend the program as early termination prior to July 31ST are estimated at \$97,915. He commented if we extend the MOB to end in 2021, beyond the July 31ST to end of year is \$161,900. For future considerations, the NHTSA would expire January 11, 2022 and Early Expiration date of November 29, 2022.

Director Dan Leyendecker asked where the status of the autonomous vehicle and where it is headed. Mr. Cruz-Aedo commented we are approaching the last six months of this program, and due to COVID, the university has reduced its students and the need for the service has been reduced. He indicated that we are currently looking into extending the MOA to the end of 2021, provided the university wants to move forward. Director Reeves asked will the SURGE be moving past this service with TAMU-CC after COVID, and would we be able to go back with a new version of service with the university. Mr. Majchszak gave the details of what we are looking to do with the autonomous program.

Mr. Majchszak said the Paratransit and Small bus operations and Request for Proposals (RFP) coming up and displayed a slide with a timeline of key dates for each service category, and also on the Long-Range system plan over the next five years. General discussion regarding the SURGE pilot program conveyed this was a great program with no regrets as it serviced the university and students, and the CCRTA routes and aid the community with the first autonomous vehicle in North America.

- b) Capital Programs, Shelter Programs, Customer Services, and Facilities –** Ms. Sharon Montez provided an agenda she will be discussing this morning to include Capital Programs, Shelter Programs, Customer Services and Facilities Department. She said before she starts any process, she looks at the Title VI/ADA and Federal requirements. She began with the Bear Lane Parking Lot improvements that is scheduled to complete at the end of August 2021 at an estimated cost of \$945,011. Background information timeline was provided from engineering design, contract award, pre-construction meeting, logistic site-visit to notice to proceed. She commented on the Del Mar College Southside bus stops estimated to complete in 2022 at a cost of \$2.88M and a timeline background was presented. She displayed a slide with renderings of what the DMC Southside Master Plan will look like. Ms. Montez also commented on the Port/Ayers Transfer Station reconstruction project that begin in late 2017 and is scheduled for construction in Fall of 2021 at an estimated cost of \$5.81M.

Ms. Montez displayed the ADA Bus Stop Improvement Plan background of the Board Adopted Policy; Accessibility Policy adopted July 6, 2011. She reported that the Phase VIII (\$500K) and displayed a recap of the costs associated with this project. She said we improved 600 stops at \$5.25M for Phase 1 – VI and currently to-date we are at 60 percent completed. She said we are now estimated to be at 72 percent at a cost of \$6.7M for 165 stops in Phase VII – Phase VIII. She presented several slides of before and after of completed bus stops.



For bus pad infrastructure the estimated cost is \$721,315 for 16 new concrete pads. She commented the new Mary Carroll High School bus stop is estimated to complete Fall 2022 at an estimated cost of \$150K for the new 17-foot Tolar Bus Shelter with a bus turn-in, solar lighting and digital monitor powered by solar energy. She displayed slides with pictures of the Cunningham at South Park bus stop.

Ms. Montez commented on the Shelter Amenities program and provided background of the 1,375 bus stops. A slide of the costs was displayed to show the costs associated for the next 3 years at a total estimated cost of \$6.97M. The refurbishment program was presented to show before and after pictures of stops completed. Costs associated with this program for Year 1 to complete 76 bus stop shelter refurbishments is \$234,500, and for Year 2 award of 22 refurbishments is \$240,594.

She commented on the Customer Services, B-Line Eligibility program, Travel Training services and the RCAT committee. For Facilities, the COVID-19 sanitation process for all facilities to use the misting equipment of offices and community areas daily. The estimated completion to-date of 130 benches with bus stop sign replacement of 280 to-date in the program.

- c) **Safety Initiatives and Governmental Affairs** – Mr. Mike Rendón provided background information on the Security Police and Security Guard Services and stated the weekly hours for security guards is 450; security police is 300 and the rovers are at 70 hours per week. Mr. Rendón detailed how these services benefit the community, ridership and facility/station individuals. He reported on the Staples Street Center Signage and how it has benefited the center and we continue with the 'See Something, Say Something' campaign and is still working.

Mr. Rendón reported on the K-9 Units used at our Staples Street Center/Station, Southside Transfer, Port/Ayers Transfer and Robstown Transfer stations, and said this is a free service to the CCRTA. Mr. Rendón commented that the criminal factor has reduced on our buses since using the K-9 units. He also mentioned the CCRTA works in coordination with various law enforcement agencies of DEA, Border Patrol, CCPD Crime Reduction & SWAT Team units, including Homeland Security Task Force. We have been good partners with all these organizations and they are always ready to assist the agency with any issues we may have or have had in the past. Mr. Rendón stated the agency had the CCFD Stations #1 and #4 trained on the SURGE Pilot Program autonomous vehicle at the university to address any emergency issues to make them aware of where and how the vehicle operates.

He also reported on the first responders mask giveaway at the beginning of COVID where CCRTA held a day for first responders to receive free masks, and we provided over 30K to the local law enforcement agencies to include CCPD, CCFD, Sheriff's office, Robstown Police department, and all area constable offices. Mr. Rendón stated that CCRTA coordinated with the Nueces County Judge Canales to have the employees and our contractor, MV Transportation, vaccinated. We were made aware of when these vaccines were available to send our employees to a facility to received the vaccine, sometimes at the last minute. This turned out to be a very successful process for us.



- e) **Refinancing Scenarios for the Series 2019 Bond Issues** – Mr. Victor Quiroga at Specialized Public Finance Inc. provided the financial bond management analysis of the RTA Bond history. These bonds are the debt of the authority. Mr. Quiroga displayed three separate slides to show the scenarios for Refinancing Defeasance of the bonds. He mentioned these scenarios will be beneficial to the authority. He presented a slide of a table for scenario #1 to show an interest loss from 2019 payments to 2021 payments at a savings of \$991.9K. He displayed another slide with a table for Scenario #2 where the agency would contribute \$3M in cash over a 3-year period, and called this a Defeasance Program. This would be where the CCRTA contributes cash reserves to start paying down the principle amount of the Series 2019 bonds early. He said cash is still deposited into an escrow account until 2028 with some of these bonds defeased and removed from the liabilities in the agency's annual financial report. Total savings for this scenario over the 3-year period would be \$959,091.
- f) **Administrative and Budget** – Mr. Robert Saldaña provided background information and the departments that report under him.

Pension Plan

He commented that its employees do not participate in the Social Security system, the Authority sponsors a pension program and a retirement program to assist valued employees in planning for retirement. CCRTA also offers savings incentive plans to help you meet your retirement goals. He detailed the plans of Defined Benefit Plan (Pension Plan); Defined Contribution Plan (Savings Account); Optional Voluntary Contributions to the DCP (Savings Account) and Optional Voluntary Contributions to 457 Plan (Savings Account). He detailed each of these plans. Mr. Saldaña also provided other options for consideration to include Military Service Credits, a one-time incentive to the DCP, and a one-time employee cash bonus.

Fare Recovery

He reported on Fare Recovery and displayed a slide with a completed timeline from March 9, 2018 at the Staff Retreat through completion of the survey on July 9, 2018 and entered into a professional services agreement with Nelson Nygaard to conduct a fare equity analysis. He commented on the next steps and how the COVID-19 Pandemic had an impact on moving forward with this project from January through March 2020, and then at the October 2020 Board meeting it was decided to suspend the activity to minimize the impact to our ridership. Mr. Saldaña commented on the next steps to create a Local Government Fare Approval Committee in April to June 2021, take to the committees meeting in July 2021 for a final approval at the August board meeting and hold a public hearing. He said during this schedule, a marketing campaign to educate our ridership and to train operators would be between May and July 2021, and then implement recommendations in September 2021.

Finance Department

Mr. Saldaña reported on the core functions within the department and identified where each focus; Accounts Payable, Accounts Receivable, Cash/Treasury Management, Financial Reporting, Fixed Assets/Inventories, and Payroll. He detailed each separate area and how the agency responded during the pandemic.

IT Department

Mr. Saldaña commented on the upgrades in the department and stated the board meetings are now setup for live YouTube streaming. He also mentioned how they have



purchased and setup several laptops and cell phones for the remote workforce by employees of the CCRTA during the pandemic. We have installed temperature kiosks at both locations. He spoke on the Engie AVL Pilot program for on-bus technology, replace the current finance/management information system for increased efficiency and functionality budgeted in the 2021 CIP at \$1.03M and is funded 80/20 federal and local monies.

Procurement Department

Mr. Saldaña commented this department prior to COVID, required wet signatures, in-person attendance at all solicitation meetings, and also for bids and proposals to be brought in-person. Now with COVID, electronic signatures are accepted and solicitation meetings are now through online platform. He said we also accept the bid or proposal by email instead of in-person. Mr. Saldaña reported that we looking into future ways to automate the procurement process with online bidding process and cognitive supply chain PPE and contract renewal post-COVID.

Budget Department

Mr. Saldaña reported the approved FY2021 budget is \$51,694,538 for total revenues, and \$51,694.538 for total expenses, and a balanced budget as shown on the table from to include the transfer-in of \$3.3M in reserves. He said the CAREs Act funding of \$6.8M we received was allocated for operational expenses during the pandemic. Mr. Saldaña mentioned the \$17.6M additional relief funding from the American Rescue Plan has also been received as part of the \$30.5B the federal government gave to the hard-hit public transit agencies. Our portion, the \$17.6M, will help the agency with our operating costs, payroll, PPE expenses.

- g) Marketing** – Ms. Rita Patrick commented the Board Priority aligns with Public Image and Transparency. She gave some background information on the department and what they do every day that includes communication, marketing, website design and digital media, and outreach programs. She reported on the positive community relations where special events and press conferences, before and during the pandemic they were able to hold several press conferences, press releases and active social media venues and website. She said the agency has won several awards by other transit associations and an advertising agency. Ms. Patrick reported we are the only agency in the community who provide free masks to everyone and anyone during this pandemic.

She stated the marketing group cultivate a positive momentum into 2021 by assessing riders and non-riders needs, communicate new services and pilot programs, and do this through all venues including the local media groups. Ms. Patrick mentioned the agency has been around 35 years and we want to promote this with a commemorate this day throughout the community for a week-long event. Other items to keep the authority up-to-date with several new pilot programs, new branding campaign, website and an employee e-newsletter.

- h) Human Resources** – Ms. Angelina Gaitan provided background information of the departmental positions for a Director, EEO/ADA Compliance Officer and an HR Specialist. She described the duties each position is responsible for and what the department handles on a daily basis. Ms. Gaitan said the CCRTA has 217 current employees. She reported on the changes the agency has gone through since COVID in March 2020 where the workforce followed a telework procedure and agreement to work in their offices 2 days a week and 3 days at home. She said HR also began the



process of having plexiglass installed in various offices and locations as part of the infectious disease control policy. PPE was provided to employees, employees received flu shot and bio-metric screenings, and COVID vaccine registration assistance by HR was provided to our employees. She also mentioned there was mass employee communication daily for COVID prevention procedures. Ms. Gaitan also mentioned the employee morale campaign where several H-E-B gift cards were given to employees to help with purchase of supplies and other items during the pandemic. Other events sponsored by the department were gift cards in lieu of the annual holiday events, employee appreciation day, box lunch and swag bag of goodies and gift card for employees during this time.

Ms. Gaitan also reported on the reduction of quality applicants throughout 2020, yet maintained hiring advertising, and a workforce partnership. The employee handbook was also updated during this time. She said beyond the pandemic, in April, we increased the work schedule of those teleworking to be in the office 3 days a week. There will also be a Phase 2 of the compensation plan to include job description review. Ms. Gaitan said the department has also worked with our ADA carrier who has changed to 90 Degree Benefits to revise the health insurance contract. She said they will also be going out for an RFP for the long-term and short-term disability due to increase rates, and the department is in Phase 2 of electronic filing on existing personnel files.

- i) **Board Discussion** – Messrs. Jorge Cruz-Aedo and Edward Martinez asked board members for discussion on any of the items presented today, and if they would like to change.

Director Martinez would like to see a generator for the Staples Street Center to keep power available during any emergency.

Director Leyendecker would like to see something regarding the Investment Policy of the authority and how to benefit the agency and employees.

Directors Glenn Martin and Patricia Dominguez would like to see the increase in fares and term limits of the board members revamped.

Director Michael Reeves asked that the phone number be checked as it hangs up.

Director Jimenez thanked and commended the team for a job well done.

Director Salazar asked on a bid that was not awarded and how we could improve that process to the bidders who do not win the bid.

8. **Review of Board Adopted Policies and Change Recommendations**

Mr. John Bell commented on the adopted policies and asked if any member would like to review any of them to change. He mentioned the Accessibility Policy, Board and Staff Communications, Capital Assets, Sponsorship of Community Events, Community Transportation (we could nix?), Contracting Procedures, DBE Program and Policy Statement, Disparate Impacts Analysis, Approved Drug and Alcohol, Emergency Preparedness (annually updated), EEO Policy, Fare Policy (mandated), Investment Policy (bi-annually reviewed), No Naming, Public Input, Records Management, Reserve Funds, Retirement Plan Funding, Service Improvements for Fixed Routes and a Board Travel Policy. These are all board adopted policies.



9. **Board Priorities for 2021 and 2022**

Messrs. Jorge Cruz-Aedo and Edward Martinez asked board members for discussion on any of the 2019 Board Priorities; Fare Recovery, Public Image & Transparency, Innovation, Facilities, Workforce Development, Customer Service, and Safety & Security.

New for 2021 and 2022 will be 1) Public Image & Transparency, 2) Fare Recovery, 3) Innovation, 4) Technology, 5) Electrification, 6) Ridership Experience, 7) Procurement, 8) Celebrate our Wins, 8) Customer Service be no. 1.

Adjournment

There being no further review of items, the meeting adjourned at 2:40 p.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 7, 2021**

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects
7. Action to reschedule the September 1, 2021 Board Meeting to September 8, 2021 due to Board Member Travel to Annual APTA EXPO & Conference
8. Action to Approve the Board of Directors Meeting Minutes of March 3, 2021
9. Heard Consent Items –
 - a) Action to Exercise the First Option Year to The Doctor's Center for Occupational Medical Services (pg. 9)
 - b) Action to Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup (pg. 10-11)
 - c) Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022 (pg. 12)
10. Action to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as Per the State Transportation Code
11. Heard CCRTA's Response to COVID-19
12. Action to Issue a Request for Qualifications (RFQ) for General Architectural Services
13. Action to 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
14. Action to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII
15. Action to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure
16. Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities
17. Action to Issue an Invitation for Bids (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems
18. Action to Award a Contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services
19. Heard Presentations –
 - a) February 2020 Financial Report
 - b) February Procurement Update
 - c) February 2020 Operations Report
20. Heard CEO's Report
21. Heard Chairman's Report
22. Adjournment
23. Informational Items



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

Call to Order & Roll Call

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

Board Members Present

Edward Martinez, Board Chairman; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; and Directors – Lynn Allison, Patricia Dominguez, Anna Jimenez, Glenn Martin, Eloy Salazar and Philip Skrobarczyk.

Board Members Absent

Directors Anne Bauman and Matt Woolbright.

Staff Present

Jorge G. Cruz-Aedo, CEO; James Brown, David Chapa, Natalie Grady, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and JoAnna Serna.

Public Present

Messrs. Ben Schmit and Tameka Wethers, MV Transportation.

Held Safety Briefing

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

Action to Receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

Public Comment has been made available online to the Public on the CCRTA website at the following link: <https://www.ccrta.org/news-opportunities/agendas/>, and none were received online or in-person.

Action to reschedule the September 1, 2021 Board Meeting to September 8, 2021 due to Board Member Travel to Annual APTA EXPO & Conference

Mr. Jorge Cruz-Aedo commented that this item will not be held in Anaheim, California, and APTA has been rescheduled to November 7-10, 2021 in Orlando, Florida. No need for action required to move our September 1ST Board meeting. Board Vice Chairman Michael Reeves asked for us to table the item.

**VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO TABLE THIS ITEM.
DIRECTOR JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED.**



MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects

Chairwoman Patricia Dominguez, Committee Chair for Administration & Finance commented that the meeting went well and all items passed as were posted on the agenda.

Chairwoman Anna Jimenez, Committee Chair for Operations & Capital Projects commented on we did not have a quorum at the meeting, so all of the items were moved to today's meeting to take action.

Action to Approve the Board of Directors Meeting Minutes of March 3, 2021

VICE CHAIRMAN REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF MARCH 3, 2021. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Heard Consent Items

- a) **Action to Exercise the First Option Year to The Doctor's Center for Occupational Medical Services (pg. 9)**
- b) **Action to Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup (pg. 10-11)**
- c) **Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022 (pg. 12)**

DIRECTOR LYNN ALLISON MADE A MOTION TO APPROVE THE CONSENT ITEMS A) THROUGH C). VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as Per the State Transportation Code

Mr. Robert Saldaña commented that Mr. Jarod Varner of First Transit will be presenting this item. Mr. Saldaña stated the Chapter 21 of the Texas Transportation Code requires us every four years to have a review of the operations and maintenance as well as administration of the agency. Mr. Varner will tell you we have a clean bill of health, and did not have any findings, yet does have a few recommendations that he will discuss and review with us. Mr. Saldaña announced Mr. Jarod Varner of First Transit.

Mr. Varner said that he greatly appreciates this opportunity to be here to present their findings, and review of the quadrennial performance audit. He said they have a very brief presentation to go over, and as was discussed, we have a clean bill of health to offer to the CCRTA. Mr. Varner said the presentation covers the purpose of the audit, what is included, what is state-mandated to be included in this performance review, as well as the findings and recommendations. For the audit purpose, it's required by Texas Transportation Code Section 441.454, your enabling legislation. It is intended to inform the state about the operation and the overall performance of the organization. He said there are very specific performance



indicators that are to be examined along with the authority's compliance with Chapter 451 of the Texas Transportation Code. Mr. Varner commented that every four years there is a rotating focus area, and this year, staff chose to focus on getting a detailed maintenance review for the organization. He said that obviously CCRTA secured the services of First Transit, and also participating in the meeting, he said my name is Jarod Varner, I am a regional Vice President with First Transit, and we also have Mr. Bill Harned who is a Vice President, and Ms. Norma Zamora, both who participated in the development of this plan. He said Mr. Harned had participated onsite and had the opportunity to meet staff face to face to go through this review. He said we follow very specific areas in the Code that must be included and that is what we focus our attention on. Mr. Varner said that we focused on the performance metrics for the services you provide on Fixed Route and Demand Response as well as what those services look like combined, a peer system review. He commented there are five systems we were given to review the performance of the CCRTA, and this information is in the Review. He said as mentioned earlier, there is a full comprehensive review of the actions and steps that are necessary for the CCRTA to meet the requirements of Chapter 451, and this is included. He also commented there is a detailed onsite maintenance review where we spent a few days with staff onsite reviewing the maintenance policies of the program. Mr. Varner then handed the presentation over to Mr. Bill Harned.

Mr. Harned stated the bottom line is there were no findings in the audit. The CCRTA is absolutely meeting the requirements of Chapter 451, and the performance, the trends that are analyzed, everything stacked up very well against your peers. He said there were absolutely no findings and the agency is in full compliance with Chapter 451. He continued and commented that as a part of the review, we do have a few recommendations that I will cover to show the Board members and staff some areas of future focus. Mr. Harned said that as part of the maintenance review, what we looked at was the inspection of the maintenance facility, review of the policies and procedures, review of records, and review of the vehicle and facility maintenance functions. He said the review included looking at quality control, which CCRTA does 10% re-inspection rate, which is very good. Looking at the tools and equipment, no issues identified. Training, they use in-house training tools, vendor training programs and onsite vendor training which is sufficient. He mentioned that staffing; one of the KPIs we look at is PMI performance, and CCRTA is at 100% in 2020, which is fantastic. Mr. Harned also said that we looked at policies and procedures, the maintenance plans for both CCRTA and the contractor, and then the contractor procedures. Mr. Harned stated that overall the maintenance department was well run and well organized, and staff was very helpful. There were no issues. As far as recommendations, shown on the slide, is to help just further make the system even better by looking at developing some policies and procedures for some more specific things like road calls, tire safety, those type of things, also to modify the maintenance plans to include some specific KPIs, job description, organizational chart and examples of the forms, and to formalize the quality control process to require signoff after review. He mentioned the CCRTA is doing the quality control, just want to document it a little bit better.

Mr. Harned commented that moving in to one of the other areas, obviously the COVID 19 pandemic has turned everything upside down. He said when looking at the CCRTA data, we noticed that passengers have been decreasing over the period 2016 to 2019, which was its four-year review period. We saw the agency had a 5.3% decrease in ridership, which is to be expected, however revenue miles actually increased over the area, over the time period by three percent. So you have decreasing ridership, increasing revenue miles. Our recommendation is that leadership needs to look at this, look at the trend and make sure that everything is being taken into account to manage it as well as possible. Mr. Harned stated as our final recommendation is just a few combined ones here, where we looked at the



combination system, the Fixed Route and the Demand Response together, on the sales and use tax, there is a 12% increase in the sales and use tax per passenger over the period 2016 to 2019, and could be because of the decreasing of passengers, is just something that needs to be brought to your attention to be looked at. He said that miles between mechanical road failure is a statistic for maintenance, how well the vehicles are being maintained and is also a function of the age of the fleet. We saw a 59% decrease in the miles, which is not what you want to see, so some consideration should be given towards the fleet age and the maintenance practices in general to see if that miles between mechanical road failure could be pushed up.

Mr. Harned ended with one last recommendation is on the accidents per 100,000 miles, which is another industry standard. The agency has had some years where that industry standard number goes up and some years where that number goes down, which is to be expected, but looking at it from 2016 to 2019, you have had a decrease of 16%, which is obviously the wrong way, as you want the number of accidents to go down and the mileage to go up. So this is just something to be aware of and to consider, and take that into account as you are looking at things.

VICE CHAIRMAN REEVES MADE A MOTION TO ACCEPT THE FINDINGS OF THE QUADRENNIAL PERFORMANCE AUDIT AND RTA'S RESPONSE AND APPROVE DISTRIBUTION OF THE REPORT AS PER THE STATE TRANSPORTATION CODE. BOARD SECRETARY DAN LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Heard CCRTA's Response to COVID-19

Mr. Jorge Cruz-Aedo reported we still continue our efforts to move forward with the vaccination of our employees. He said a new item that has surfaced recently, is for the employees who have received the Moderna vaccine, are likely to need a booster in six months, and have not heard this for the Pfizer vaccines. Mr. Cruz-Aedo commented that we do everything we can to get our employees to the Health Department and Christus Spohn clinics and retail outlets that provide the vaccines. He said we work with the County Judge to ensure we are scheduled when the vaccine is being provided and we can get our employees there.

Mr. Cruz-Aedo commented that the CCRTA is continuing our efforts of safe cleaning for the community and our riders, by focusing on buses, transfer stations and other facilities. He said we have issued almost 200,000 masks thus far since March 28th, and we continue to issue about 800 to 1,000 masks in our daily operations. Our admin employee work schedules are changing to more a normal schedule as we are scheduled on April 12TH to go to a three-day in office work schedule. He stated that masks and social distancing are required in all public areas at all facilities. Mr. Cruz-Aedo said that vaccinations are our focus right now and we are trying our best to get all of our employees vaccinated, although we still have a few to go. He concluded that we are focusing on the second Moderna shot and following up on the booster for the vaccine.

Action to Issue a Request for Qualifications (RFQ) for General Architectural Services

Ms. Sharon Montez commented this item aligns with our Board Priority of Facilities and Safety & Security. She provided background information that the CCRTA has used various architectural firms over the years to design various buildings and transfer stations. The practice involved hiring one architectural firm for each project, and the process typically ranges



anywhere from four to six months, depending on committee meetings and board meeting dates. Ms. Montez commented that in reviewing the existing processes for efficiency improvement, CCRTA concluded that a pool of architectural firms would expedite overall project schedules and would allow different architectural firms potential opportunities to work with the CCRTA. She said so it is the CCRTA's intent to develop a pool of qualified firms to provide those services for various projects. CCRTA will assign scheduled projects to qualified firms through task orders, and assignment of the firms to specific projects is at the sole discretion of the CCRTA. Ms. Montez stated while CCRTA desires to use all firms from the pool it develops, firms are not guaranteed minimum work, and they may not be assigned to any future projects if deemed in CCRTA's best interest.

Ms. Montez reported that the purpose of having architects of record serves the following objectives: It assists with the design of shovel ready projects in anticipation of additional grant funding, as we never know when we may get some new funding and want to be ready. It also expedites unforeseen work assignments that may require a quick response, and supports the CCRTA's staff with projects that we may want to run parallel. She said the structure of the term of the contract will be a fixed three-year contract with a one two-year option, with the option year brought back to the board for their review and approval. Ms. Montez said there are currently two major projects will require architectural design services; the new Port/Ayers Transfer Station and the two bus stops at Del Mar College.

She mentioned potential projects that may require design services over the next few years so some of the future projects are park 'n ride projects, electric charging station projects and the Southside Transfer Station improvements. Ms. Montez commented that the financial impact and the fees for the design of the various projects will be contingent upon the CCRTA's Procurement guidelines and the cost of construction.

Mr. Cruz-Aedo commented one of the criticisms that we receive with our projects is that it takes a long time to get the projects from board action to actually getting to construction. He said so one of the things that would help us expedite the schedules quicker is to have this pool of architects that are ready to go as we approach projects, and by dividing costs and being able to have renditions of things that are actually going to happen versus what happens today, which we have renditions of whatever the idea that the architect had to help us with this. He said this will help us not only to have qualified firms available to do the project, it will allow us to engage them earlier because they have already been precleared to be available for service, and that is a change for how we have done business in the past, but I believe it is going to be a good change that helps us move forward more quickly on projects. Ms. Montez said that the City of Corpus Christi currently uses this process and I will work with Ms. Hinojosa at the city in order to push this thing forward.

Director Eloy Salazar and Board Secretary Dan Leyendecker commented on scenarios of contracts that would exceed the CEO's \$50K authority, and that these would come back to the Board for review and approval. Mr. Cruz-Aedo and Ms. Montez stated yes. General discussion comments were that this is a fantastic idea to make sure any contract would come back to the Board for approval, and also helps expedite the process. Also mentioned was that the RFQ process follows all the federal guidelines so if we receive federal grant monies that we did the acquisition of the architectural firm in accordance with the federal regulations. Ms. Montez added that once the pool of qualified architect firms and identify the projects, then the architects will be selected, brought back to the Board for recommendation based on fees. Ms. Montez also commented that we have done a couple of different things over the years, and one time anyone that ranked above a 70 with their technical scores was automatically



moved to the next level. She said I plan to work with the City to see what they are doing as well, and it is going to be dependent on how many people actually submit. She said recently we have been getting quite a few bids on my projects so I am very excited, as we want to be fair with the way we select, and definitely want a deep enough pool that we have a lot of talent.

VICE CHAIRMAN REEVES MADE A MOTION TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR GENERAL ARCHITECTURAL SERVICES. DIRECTOR ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to 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

Ms. Sharon Montez commented this item aligns with the Board Priority Facilities and Safety & Security. She provided background information that this project is very similar to the joint ventures we have done in the past, joint partnerships with CCRTA and CCISD. She mentioned we have done this at Memorial High School and Cunningham Park, and it worked very, very well. The Memorandum of Agreement (MOA) will include the architectural and design services, bus turn in, bus shelter, concrete infrastructure to support the bus shelter as well, and will be at the corner of Kostoryz and Saratoga and the school is scheduled to come online by August of 2022. Ms. Montez displayed various pictures of the bus stops and shelters; bus stop installed at Cunningham new school, Cunningham at South Park, with the monitor and school emblem and is a 17-foot, ADA compliant shelter to include 44-gallon trash receptacles. She displayed another picture of the Rosa Parks Memorial section with the actual plaque installed, and our CEO is pointing out how well our monitor is working, another ribbon cutting taking place.

Ms. Montez commented CCRTA does not have a bus stop at the new location, however, by the time the school opens we will have a route that will travel towards and pass the new high school. She said the Mary Carroll High School student enrollment currently is about 1,415 students, and overall costs estimates are at \$150K. She mentioned that the last project was two bus stops, so this price is half of that, and has come down even more. Ms. Montez said we are very happy with the construction cost, and would have done it basically somewhere close to that so we appreciate CCISD working with us on this project, and estimated project budget is \$150K and did include the MOA which will allow for reimbursement to CCISD.

General discussion comments to have the CCRTA do the construction, or the school to do the construction, and we have not been able to get clearance from the school to be onsite with our contract, as the school's contract manager did not recommend this. He does not want us on the construction site at the same time Fulton Construction is at the site. So based on this information, the CCRTA is moving forward with the recommendation to allow the school to build it for us at the rate of \$150K, which is the range of when we do it ourselves. The agency has tried and were unable so the consequence of not being able to be onsite for us to the build, is that in essence, we would be constructing the bus stop as the school is opening. Other comments were if Fulton Construction will be doing the work, and it was stated that the school is doing the work through several firms that are doing parts of the construction. The CCRTA is being transparent with any of the construction firms as this has already been addressed, and this project is being funded with local monies.



DIRECTOR ANNA JIMENEZ MADE A MOTION TO 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. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII

Ms. Sharon Montez commented this item aligns with the Board Priority Facilities and Safety & Security. She provided background information that the CCRTA as completed 6 ADA bus stop improvements to-date and is in the process of starting the 7TH phase, and have spent \$5,250,414 in ADA sidewalk improvements, curb cuts to-date. She said we are assisting the City with part of their ADA transition plan, so this is a good partnership.

Ms. Montez reported there are currently an estimated 1,375 bus stops, 830 are ADA compliant, making us 60% ADA compliant, and outstanding in the transit industry. She said historically the overall project model consisted of several bus stop zones in our service area which allowed for bidding opportunities for different engineering firms and contractors. The model also assists the CCRTA meeting the disabled business enterprise percentage goal, and also provides for the CCRTA's DBE program which enhances the success, for meeting the DBE goal requirement set forth by FTA with federal funding. Ms. Montez stated that the CCRTA continues to pursue 100% ADA compliance with the remaining non-compliant bus stops in the service area. She said we have budgeted funds in 2021 for phase VIII, and this project model will be similar to what we have used in the past, although this time we will probably only have two zones and two engineering firms because we budgeted basically about \$500K. Ms. Montez mentioned the project model will be the same, will consist of shelter pads, sidewalk improvements, curb cuts and some curb and gutter work. The budgeted impact is \$500K and will be federally funded.

DIRECTOR SALAZAR MADE A MOTION TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING DESIGN SERVICES, AND AN INVITATION FOR BIDS (IFB) FOR ADA BUS STOP IMPROVEMENTS - PHASE VIII. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure

Ms. Sharon Montez commented this item aligns with the Board Priority Facilities and Safety & Security. She provided background information that throughout the years of the CCRTA, numerous bus pads located in the streets have been constructed. She said in 2000, we worked with the City, and when we were designating money to the City, they actually went out and built the bus pads. Ms. Montez reported the size is typically 60 foot by 12 foot with eight-inch thick concrete. She said the construction of the bus pads, reinforcing the street, makes for a highly durable concrete surface area of which help to prevent the asphalt distortion. She stated that we budgeted for about 16 bus pads at the highest ridership, high frequency, bus stops, and have some of our routes that are every 15 minutes on our primary transit networks with a lot of stopping and starting. Ms. Montez stated the location and design of the bus pads will be presented to the local municipalities for their review and approval, and financial impact will be \$721,315 and is federally funded.



DIRECTOR ALLISON MADE A MOTION TO ISSUE AN INVITATION FOR BIDS (IFB) FOR CONCRETE BUS PAD INFRASTRUCTURE. VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities

Ms. Sharon Montez commented this item aligns with the Board Priority Facilities and Safety & Security. She provided background information of 1375 bus stops, and mention you probably have this memorized by now. There are 71 existing Tolar shelters, 128 sun shade shelters, and we also have 40, new, 13-foot shelters with solar lighting and the advertising benches and they look great with trash receptacles. She continued that there are also 874 benches currently, and of those, 724 are the old style advertising benches. There are also 12 Simme seats and we have 647 trash receptacles.

Ms. Montez said that in 2020, we started the Shelter Expansion and Replacement Program, and we did install 40 new shelters to bring our total to 239. The oldest shelters in the service area that I would replace first would be the 128 sun shades. She stated that as part of the American Rescue Plan Act, the CCRTA is expected to receive an estimated \$17.6M in additional federal funding, and as a part of that, the CCRTA plans to allocate that funding to shelter procurements at a quantity of 300 sets to accelerate our shelter program, which is outstanding, thank you, CEO. I appreciate that. For clarification, we are not allocating \$17.6M, the amount from the Act will be \$3,771,350 with the balance of \$3,205,975 coming through federal funding along with the local match, these details also stated below.

Ms. Montez commented the process will require the release of a Request for Proposals (RFP) for the procurement of 300 sets of shelters this year with additional opportunities for future procurements through 2025. This will be structured as a fixed three-year contract with one two-year option, and the contract will include crew to install the shelters to expedite the process, and to provide an opportunity for DBE. She said we are doing things differently this time because we want to continue to keep up the pace with what we're receiving in-house.

A table of the various costs, quantities and totals was displayed and said estimated three-year costs is at \$6,978,325,000, and \$3,771,350 will come from the American Rescue Plan Act and the balance \$3,205,975 will come through federal funding along with the local match. Upon completing the fixed three-year contract, we will bring back to the board the two-year option based on satisfactory performance, as the option year would require the board of directors to authorize the contract.

The proposals will be evaluated on bus shelter design, experience and past performance, maintainability and durability, the responsiveness to the RFP instructions, delivery time frame and the price, and will include language to allow for DBE participation, since we will have that added labor cost.

BOARD SECRETARY LEYENDECKER MADE A MOTION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP SHELTER AMENITIES. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.



Action to Issue an Invitation for Bids (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems

Mr. Derrick Majchszak commented this item aligns with Safety & Security Board Priority. He reported that we are asking to retrofit 11 of our buses with automatic wheelchair securement systems and this will be placed on the 35 buses that currently have wheelchair positions, and are the largest of the buses. The board may remember that we began our pilot back on October 9, 2020, which is installed on vehicle 201522, a 40 foot Gillig bus. He said that overall the feedback has been very positive from our customers and staff. Mr. Majchszak also commented this has been an adjustment period and many of the passengers who used it for the first time were a little nervous, yet realized how safe and independent it was and actually enjoyed the new system. He said a big part of the need is customer independence, as they are able to secure themselves by basically backing into the system, then pressing a button on the wall right next to them, then a motorized arm comes down and secures the device. He said this can all be in 25 seconds.

Mr. Majchszak also said it is a lot safer for the customer and the employee, because it eliminates the close physical contact that often occurs when you are securing a wheelchair by the old hook system. This also keeps operators from being in close personal contact with personal items, as many of the riders and devices have shopping bags or personal items attached to the wheelchairs that operators have to move out of the way.

The estimated cost of the project is \$160K and qualifies for 100% police department funding around the CARES Act. He said currently we have \$600K dedicated to capital spending in the CARES Act which this will fall under. As part of the DBE goal, staff will collaborate with the successful bidder to pursue DBE participation.

DIRECTOR JIMENEZ MADE A MOTION TO ACTION TO ISSUE AN INVITATION FOR BIDS (IFB) FOR ELEVEN (11) FULLY AUTOMATIC WHEELCHAIR SECUREMENT SYSTEMS. VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Action to Award a Contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services

Mr. Derrick Majchszak reported this item aligns with Public Image and Transparency Board Priority. He provided background on the current maintenance uniform rental service contract was approved by the board on December 7, 2016 and it provided service for approximately 60 CCRTA employees which include facilities maintenance, vehicle maintenance, garbage service along with janitorial and material management staff. He said each employee receives 11 sets of shirts and pants, and all garments are furnished, laundered, maintained, picked up and delivered to Bear Lane facility. Mr. Majchszak said as part of the services, lockers are included for the items including safety mats and shop towels. By having this maintenance contract, this helps the CCRTA personnel to maintain a consistent and professional appearance, and it also provides firm pricing. The new contract is structured with a three-year base and a two-year option following board approval. There is no DBE participation. He reported the estimated total cost of the three-year contract is \$69,187.56, based on actual usage, and the funds are accounted for in the maintenance budgets with local funding. Mr. Majchszak stated there were three bids received with two deemed responsive, and Unifirst was deemed nonresponsive due to the fact that they are a current contractor and the performance of the current contract. With that Brite Star services is the low bidder of the



remaining two at \$69,187.56. Brite Star is a South Texas company headquartered in Alice, Texas and they have a sales office on Bear Lane.

DIRECTOR SALAZAR MADE A MOTION TO AWARD A CONTRACT TO BRITE STAR SERVICES, LTD. FOR MAINTENANCE UNIFORM RENTAL SERVICES. DIRECTOR JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Heard Presentations –

a) February 2021 Financial Report

Mr. Robert Saldaña noted the following comments for Director Salazar. He said that when we look at how we award our contracts; RFPs, we take into consideration price and technical score so that we are able to receive the best overall value. Mr. Saldaña said for IFBs, if the technical qualifications are met, then we go strictly off of price. There are Pre-Bid and Pre-Proposal procedures CCRTA performs to go over everything needed to do in order to be compliant and responsive. Mr. Saldaña stated we also have a checklist in all our procurements to make sure the vendor can check-off everything that they would need to know and do in case they did not attend the Pre-Bid meeting. He said at the end of the process, if a vendor is nonresponsive, CCRTA will send a nonresponsive letter, or a letter saying they were not awarded the contract, and also explain to them exactly why. Mr. Saldaña commented that the agency is very transparent and clear when we follow the procurement policies and procedures we have in place.

Mr. Saldaña stated this item aligns with the Board Priority of Transparency. He reported on highlights for the month of February overall, revenues exceeded our expenses by \$220K, and our operating revenues were 94 percent of budget. He said there was a shortfall of about six percent, and is made up by a savings of about 20 percent on our expenses for the month. He reported on our income statements, our total revenues came in at \$3.1M, total expenses at \$2.9M, and this is how we have our \$220,661 of excess revenue over expenses. As part of the revenue breakdown, everything in the far right-hand column, is good if over 100 percent as that means we met our budgets. He continued that if it is below 100 percent, then we fell short. Mr. Saldaña said one of things happening right now is that our passenger services and fares are coming back from to our routes and is about 59 percent, and due to the drop in our ridership we have had. He said that bus advertisement is a little over 100 percent, sales tax is a projected number and we will receive that around Thursday next week and is what we projected for it, and some federal grant assistance usually on the topside which is the revenue coming in from operating expenses. He said the investment income is down and our Staple Street leases are at 100 percent. Mr. Saldaña displayed a pie chart of expenses by object and he provided a breakdown of each category, we budgeted \$2.9M and it came in at \$2.3M, or a \$600K savings on our expenses.

He reported on year-to-date highlights with total revenues over expenses at \$373K, operating revenues are 97 percent of our budget, and departmental operating expenses are below budget almost 18 percent. Mr. Saldaña reported \$6.2M on total revenues under budget of \$6.3M-\$6.4M, total expenses at \$5.8M on a budget of \$7.1M, so we have a savings of \$373K of revenue over expenses for year-to-date. A pie-chart was presented to show expenses by object and he provided a breakdown of each category, we budgeted \$4.77M, on a budget of \$5.8M. Another slide presented had a chart to show 13-month rolling sales tax and he detailed the month actual, month budget and month prior year



trends. He said we haven't received February sales tax yet as these two months in arrears. He commented if you look at our actuals, January 2021 came in at \$2.49M versus last year at \$2.5M, or a \$34,182 less. He said our budget of \$2.55M and came in at \$2.49M, or 16 percent less than budgeted.

b) February Procurement Update

Mr. Saldaña reported on two procurements; Heavy-Duty Filters at \$125,532, and Bus and Tire Leasing at \$583K. For the 3-monthly outlook; there are 2 procurements; Metro and Internet Fiber at \$178,700; and Lubricant and Fluid Supply at \$408K, both going to Board in May and June for approval. He said for projects under \$50K and the CEO's authority there are 6 agreements; B2GNow diversity management system at \$15K; AT&T fleet complete at \$20,706; commercial janitorial services at \$37,161; rebuilt transmissions at \$44,950; plant leasing and monthly maintenance at \$23,684, and Transloc at \$45,600. Mr. Saldaña reported for our month-to-month contracts, we still maintain our marina rental space, not to exceed \$6,100. He commented we are at \$373K positive cash flow for February.

c) February 2021 Operations Report

Mr. Gordon Robinson reported for the month of February as you recall, last February before the global pandemic was declared an actual worldwide pandemic, our ridership was fairly high during that month at just over 400K, and now our numbers are at 148,776, which is about 65% from last year. He said in addition, reduced service levels reflect this, as well with the hours of just over 18K, and then the service miles at just over 277K. He commented and also as part of this, the winter storm activity that happened this February where the agency did not operate service for 4 days, most all of our vanpool service did during the freeze. Mr. Robinson said our year-to-date is down by 60 percent compared to last February before the pandemic took off. He reported that vanpools starting April 1, 2021, we were able to acquire six more vehicles in the service, we were at 18, and now at 24, up just a bit from last year. He said on-time performance, no issues at almost 93 percent. Mr. Robinson stated that construction on the street, there are about 12 of our services that are impacted, and we will see a few more coming online into mid-2021. He reported B-Line, just the miles between roll calls that references the age of the vehicles, the productivity number is down because we are still practicing social distance on and in our units. Mr. Robinson commented for the CAFs, there were 7 for the month, so we are in line with lately and the same as last year. For miles between roll calls, no issues at almost 8K.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo read a note received from Ms. Carol Oliver, daughter of Director Anne Bauman who recently passed; Dear CCRTA Board of Directors, thank you all for the love and laughter everyone showered all over our mother while she so proudly was part of the CCRTA. She truly felt so honored and privileged to serve on the CCRTA board and I know she carried away many, many happy memories with her from this time in her life. I am sure she is looking out for everyone else's best way to get from Point A to Point B in heaven and will have those roads ready for us all when we meet again. Thank you so very much for the kind words shared at her very unexpected passing. We appreciate your comforting condolences. The family of Anne Bauman, Carol Oliver.

Mr. Cruz-Aedo commented we will have our Staff Retreat later this month to review the outline of things the Board has set out for us to do, and there will be an ethics training session for all senior staff of the CCRTA. He said we will review the management and team support system we have



in place, and will look at calendaring all of our projects so that the completion dates will better be understood by all of us, including the staff as well. He also pointed out that the team will review our preliminary budget preparations for 2022, as it never ends. Mr. Cruz-Aedo commented that we will also be looking at ways to enhance the Board Priorities for 2021 and 2022, and Dr. Lewis is facilitating the retreat.

Mr. Cruz-Aedo mentioned as he had said earlier and asked Mr. Derrick Majchszak if the new ARBOC bus was out front for the Board to go look at. Mr. Majchszak confirmed the new ARBOC was downstairs and Mr. Jeff Johnson from Creative Bus Sales is there to showcase the vehicle for our members.

Heard Chairman's Report

Chairman Martinez opened this time for board members to comment. Board members all thanked Staff and the CEO for their outstanding job and effort they continue to do for this organization.

Chairman Martinez concluded with again reiterate what other members had said and to applaud staff, as you are doing a fantastic job. He said he looks forward to seeing all the amenities get out and all the improvements. Chairman Martinez also commended the Marketing Team, and that we just need to let the community know all the good things we are doing, all the monies we are investing back into the community along with our stakeholders. He also mentioned he looks forward to visiting with the County, the City, and the Small Cities Committee of Mayors group to make them all aware of all the good things happening here. Thank you again.

Adjournment

There being no further review of items, the meeting adjourned at 10:02 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board of Directors 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting held on April 28, 2021.

Recommendation

Staff recommends 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 1ST of each year.

- 2) Department Heads will ensure that a meeting is held with their employees prior to June 30TH 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) (1st option Voluntary basis/2nd 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.

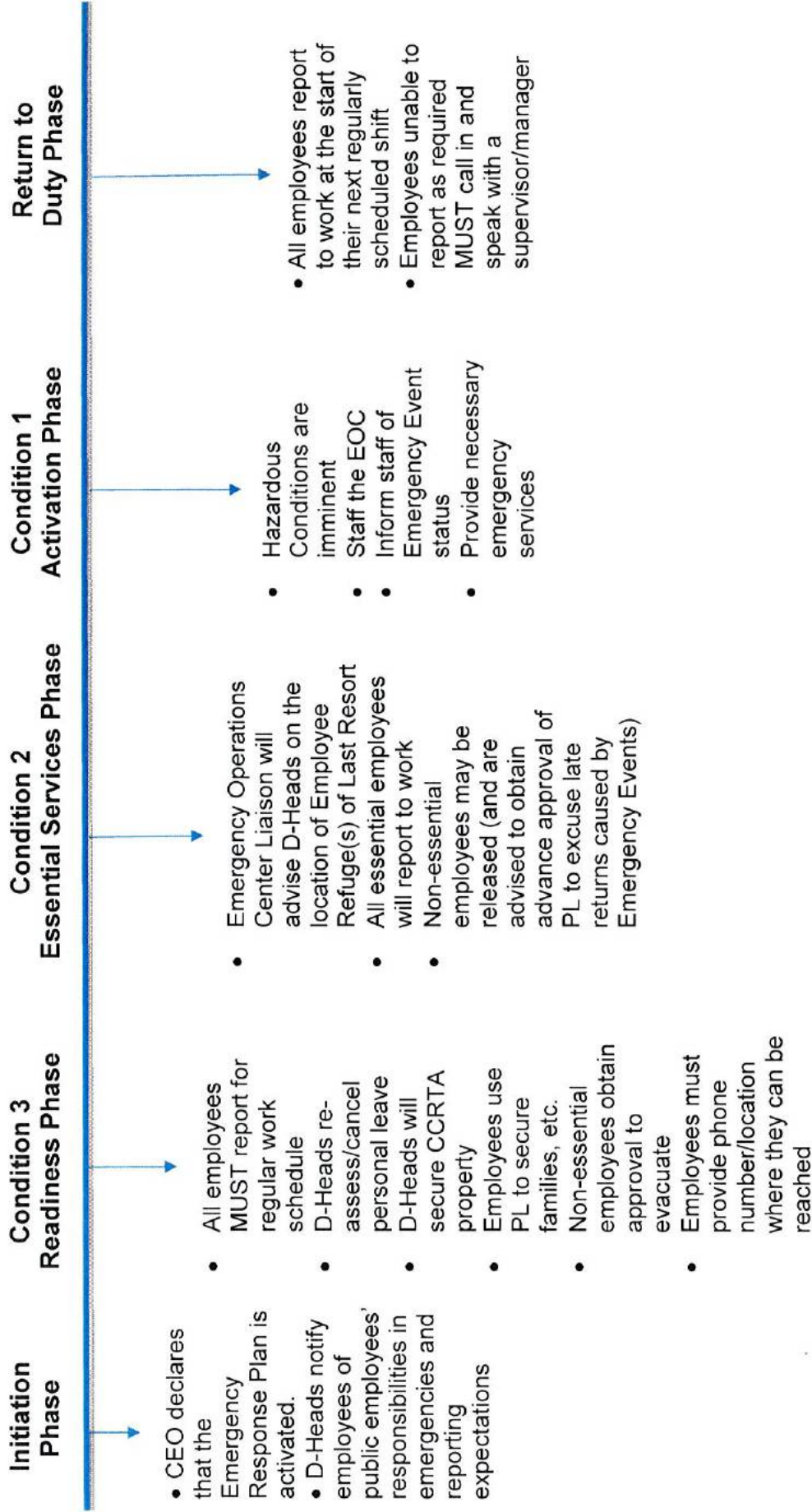
- e. Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated 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





CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

April 28, 2021

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.

Committee Review

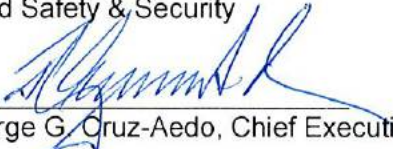
This item was discussed and approved at the Administration & Finance Committee meeting held on April 28, 2021.

Recommendation

Staff recommends 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

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board of Directors 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.
TOTAL			\$ 99,424.35	

Board Priority

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

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board of Directors 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board of Directors 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

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.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on April 28, 2021.

Recommendation

Staff recommends the Board of Directors 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



Subject: Authorize Lease Renewal with the Metropolitan Planning Organization (MPO) at the Staples Street Center Building

Background

The Metropolitan Planning Organization was the first tenant of the Staples Street Center in 2016, when the building opened. Their office space is located on the third floor of the building, and is approximately 2,333 rentable square feet. The MPO also is allowed up to 10 unreserved parking spaces for their employees, as part of the lease agreement. The MPO shall also have access to any community room facilities for meetings or conferences, upon coordination with CCRTA staff.

Identified Need

The initial term of the lease was 5 years, commencing when the construction was completed and the space was move in ready, which effectively was June 1st, 2016. The term of the initial lease expires on May 31, 2021.

As part of the initial lease, the tenant has the option to renew the Lease for one additional term of five years at the fair market rental rate. The option on the lease would be from June 1, 2021 to May 31, 2026.

Board Priority

The Board Priority for this item is Facilities and Public Image.

Financial Impact

The amount of the monthly rent is adjusted each year to reflect a 3% annual increase. This annual increase is consistent with the increases on the existing lease.

The future lease revenue to be generated for the five-year term is estimated at \$177,080.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize Lease Renewal with the Metropolitan Planning Organization (MPO) at the Staples Street Center Building.

Respectfully Submitted,

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

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

OFFICE LEASE AGREEMENT

1. Parties. The Parties to this Lease are as follows:

Landlord: CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
602 N. Staples Street, Corpus Christi, Texas 78401 (“Place of Payment”)

Tenant: CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION
602 N. Staples Street, Suite 300, Corpus Christi, TX 78401

2. Leased Premises. Landlord leases to Tenant the premises described as follows and in Exhibit A:

Suite 300 on the third (3rd) floor containing approximately 2,333 rentable square feet as identified on Exhibit A attached (the “Leased Premises”) at the Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401 (the “Building”), which is approximately 68,184 square feet. The Building includes the complex in which the Leased Premises are located, inclusive of any common areas, drives, parking areas, and walks. Further, Tenant and its agents, employees and invitees shall have the non-exclusive right with others designated by Landlord to the free use of the Common Areas (as defined below) in the Building and of the Land for such areas intended in normal purpose. Common areas include, without limitation, elevators, sidewalks, driveways, hallways, stairways, public bathrooms, common entrances, lobby, and other similar public areas and access ways.

Tenant additionally shall be allowed to use ten (10) unreserved parking spaces in the Building parking lot for the initial term and any renewal terms at no additional cost. Additionally, visitor parking will be available for meetings consistent with Building standards generally.

Tenant shall coordinate with Landlord to reserve any community room facilities for meetings or conferences and Tenant shall be allowed to use the Building’s break room and kitchen facilities.

Tenant accepts the Leased Premises in their condition as of the date of this Lease as being acceptable for Tenant to quietly and peaceably enjoy the Leased Premises for office purposes.

3. Tenant’s Proportionate Share. [Intentionally Omitted.]

4. Lease Term. The term of this Lease is 5 years, commencing on the commencement date of June 1, 2021, and expiring on May 31, 2026. Upon six (6) months prior written notice, Tenant shall have the option to renew the Lease for one additional term of five years at the fair market rental rate.

The parties acknowledge that Tenant is fully supported by federal funds. In the event termination of the Lease is necessary due to cessation of such federal funds, Tenant shall provide Landlord with six months prior written notice of termination of the Lease, as provided in Section 37 below.

5. Use and Hours. Tenant may use the Leased Premises for the following purpose and no other: General Office. Unless otherwise specified in this Lease, Tenant shall operate and conduct its business in the Leased Premises during business hours that are typical of the industry in which Tenant represents it operates. The Building maintains operating hours of 7:00 a.m. to 6:00 p.m. on Monday through Friday, excluding holidays (which are New Year’s Day, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas) “Operating Hours”. Landlord may contract with a third-party property manager to manage the Building.

6. Base Year for Operating Costs. [Intentionally Omitted.]

7. Security Deposit. [Intentionally Omitted.]

8. Rent and Expenses.

(a) Base Monthly Rent: On or before the first date of each month during this Lease, Tenant shall pay Landlord, at the Place of Payment, base monthly rent in the amounts shown as follows:

<u>Months</u>	<u>Monthly Rent</u>	<u>Annual Gross Rental Rate (PSF)</u>
1-12	\$2,779.46	\$14.30
13-24	\$2,862.84	\$14.73
25-36	\$2,948.73	\$15.17
37-48	\$3,037.19	\$15.62
49-60	\$3,128.30	\$16.09

(b) Prorated Rent. If the Commencement Date is on a day other than the first day of a month, Tenant shall pay Landlord as prorated rent, an amount equal to the Base Monthly Rent multiplied by the following fraction: the number of days from the commencement date to the first day of the following month divided by the number of days in the month in which this Lease commences. The prorated rent is due on or before the Commencement Date.

(c) Method of Payment. Tenant shall pay all rent timely without demand, deduction, or offset, except as permitted by law or this Lease. If Tenant fails to timely pay any amounts due under this Lease or if any check of Tenant is returned to Landlord by the institution on which it was drawn, Landlord after providing written notice to Tenant may require Tenant to pay subsequent amounts that become due under this Lease in certified funds. This paragraph does not limit Landlord from seeking other remedies under this Lease for Tenant's failure to make timely payments with good funds.

(d) Late Charges. If Landlord does not actually receive a rent payment at the designated place of payment within 30 days after the date it is due, Tenant shall pay Landlord a late charge equal to 5% of the amount due. In this paragraph, the mailbox is not the agent for receipt for Landlord. The late charge is a cost associated with the collection of rent and Landlord's acceptance of a late charge does not waive Landlord's right to exercise the remedies below.

(e) Returned Checks. Tenant shall pay \$25.00 for each check Tenant tenders to Landlord which is returned by the institution on which it is drawn for any reason, plus any late charges until Landlord receives payment.

9. Utilities. Provided Tenant is not in default hereunder and subject to the conditions and in accordance with the standards set forth in this Lease, Landlord shall furnish, or cause to be furnished to the Premises, the following utilities and services: water, sewer, electric, gas, and trash. Tenant shall be responsible for and pay the charges associated telephone, internet, cable, and any other utilities needed by Tenant and not provided according to this Section. Landlord is obligated only to provide the HVAC Services to the Leased Premises during the Building's Operating Hours. "HVAC services" means heating, ventilating, and air conditioning of the Leased Premises.

10. Janitorial Services. Landlord shall contract with an independent janitorial service contractor at rates in accordance with the contracting procedures applicable to Landlord who shall provide janitorial services to the Leased Premises 5 times per week. The cost of such janitorial services shall be part of the base monthly rent. Tenant shall be responsible for the oversight of such janitorial service for the Leased Premises and shall be responsible for securing all areas Tenant does not seek to have serviced as well as securing all personal property. The janitorial service contractor shall be solely liable for any damage to the Leased Premises and Tenant's property in the Leased Premises. Landlord additionally shall provide a full-time day porter to maintain the common areas of the Building.

11. Security. Landlord shall provide on-site security personnel seven days per week. Landlord shall additionally provide card-key access to the Building and parking area after hours and 24-hour onsite control of such access. Tenant shall pay Landlord a fee to replace any such access cards based on the fee schedule reasonably determined by Landlord considering the cost of replacement. Although Landlord agrees to provide such security and card-key access, neither Landlord nor Landlord's agents shall be liable for any damage to either person or property sustained by Tenant or Tenant's agents or invitees incurred in connection with or arising from any acts or omissions of such security personnel or card-key access control.

12. Insurance.

(a) During all times this Lease is in effect, Tenant shall, at Tenant's expense, maintain in full force and effect from an insurer authorized to operate in Texas: (i) public liability insurance in an amount not less than \$300,000.00 on an occurrence basis naming Landlord as an additional insured; and (ii) personal property damage insurance for Tenant's operations and contents on the Leased Premises in an amount sufficient to replace such contents after a casualty loss.

(b) Before the Lease commencement date, Tenant shall provide Landlord with a copy of insurance certificates evidencing the required coverage. If the insurance coverage is renewed or changes in any manner or degree at any time this Lease is in effect, Tenant shall, not later than 10 days after the renewal or change, provide Landlord a copy of an insurance certificate evidencing the renewal or change.

(c) If there is an increase in Landlord's insurance premiums for the Leased Premises or Building or its contents that is caused by Tenant, Tenant's use of the Leased Premises, or any improvements made by or for Tenant, Tenant shall, for each year this Lease is in effect, pay Landlord the increase immediately after Landlord notifies Tenant of the increase. Any charge to Tenant under this paragraph shall be equal to the actual amount of the increase in Landlord's insurance premium.

(d) Notwithstanding anything in the Lease to the contrary, Tenant, as a governmental unit, is not in any way making a waiver of immunity or of a defense of the governmental unit or its employees.

13. Legal Compliance.

(a) Tenant may not use or permit any part of the Leased Premises to be used for: (i) any activity which is a nuisance or is offensive, noisy, or dangerous; (ii) any activity that interferes with any other tenant's normal business operations or Landlord's management of the Building; (iii) any activity that violates any applicable law, regulation, zoning ordinance, restrictive covenant, governmental order, Landlord's Building Rules or Regulations or this Lease; (iv) any hazardous activity that would require any insurance premium on the Building to increase or that would void any such insurance; or (v) the permanent or temporary storage of any hazardous material. "Hazardous material" means any pollutant, toxic substance, hazardous waste, hazardous material, hazardous substance, solvent, or oil as defined by any federal, state, or local environmental law, regulation, ordinance, or rule existing as of the date of this Lease or later enacted.

(b) Landlord does not represent or warrant that the Leased Premises or Building conform to applicable laws or regulations that may relate to Tenant's intended use. Tenant shall satisfy itself that the Leased Premises may be used as Tenant intends by independently investigating all matters related to the use of the Leased Premises and Building. Tenant agrees that it is not relying on any warranty or representation made by Landlord, Landlord's agent, or any broker concerning the use of the Leased Premises or Building.

14. Signs. Tenant may not post or paint any signs at, on, or about the Building without Landlord's written consent, which such consent will not be unreasonably withheld. Landlord may remove any unauthorized sign, after providing notice to Tenant and providing Tenant an opportunity to remove such unauthorized signage. If Tenant does not remove the signage after notice and opportunity to remove said signage then Tenant shall promptly reimburse Landlord for its actual cost to remove any unauthorized sign. Any authorized sign shall comply with all laws, restrictions, zoning ordinances, and any governmental order relating to signs on the Building. Landlord may temporarily remove any authorized sign to complete repairs or alterations to the Building. Tenant shall, upon move-out and at Tenant's expense, remove, without damage to the Building or Leased Premises, any or all signs that were placed on the Building or Leased Premises by Tenant. Tenant shall be allowed to maintain one suite sign consistent with the Building standards which include the Tenant's name and suite number, and Tenant's name additionally shall appear on the Building Directory.
15. Access by Landlord. During Tenant's normal business hours Landlord may enter the Leased Premises for any reasonable purpose, including but not limited to purposes for repairs, maintenance, alterations, and showing the Leased Premises to prospective tenants or purchasers. Landlord may access the Leased Premises after Tenant's normal business hours if: (1) entry is made with Tenant's permission; or (2) entry is necessary to complete emergency repairs. Landlord shall not unreasonably interfere with Tenant's business operations when accessing the Leased Premises.
16. Condition of Leased Premises. Landlord and any agent have made no express or implied warranties as to the condition or permitted use of the Leased Premises or Building.
17. Move-out Condition.
 - (a) At the time this Lease ends, Tenant shall surrender the Leased Premises in the same condition as when received, except for normal wear and tear. Tenant shall leave the Leased Premises in a clean condition free of all trash, debris, personal property, hazardous materials, and environmental contaminants. Tenant shall, at Tenant's expense, remove all of Tenant's personal property from the Leased Premises. "Surrender" means vacating the Leased Premises and returning all keys and access devices to Landlord. "Normal wear and tear" means deterioration that occurs without negligence, carelessness, accident, or abuse.
 - (b) By providing written notice to Tenant before this Lease ends, Landlord may require Tenant, upon move-out and at Tenant's expense, to remove, without damage to the Building or Leased Premises, any or all fixtures that were placed on the Building or Leased Premises by or at the request of Tenant. Any fixtures that cannot be removed become the property of the Landlord and shall be surrendered to Landlord at the time this Lease ends.
18. Maintenance and Repairs.
 - (a) Tenant, at its expense, (i) shall keep the Leased Premises and all fixtures contained therein in a safe, clean and neat condition, and (ii) shall bear the cost of maintenance and repair, except for ordinary wear and tear, by contractors selected through a bidding process in accordance with Nueces County Purchasing Policies, of all facilities which are not expressly required to be maintained or repaired by Landlord and which are located in the Leased Premises, including, without limitation, lavatory, shower, toilet, wash basin and kitchen facilities. Tenant shall make all repairs to the Leased Premises not required to be made by Landlord with replacements of any materials to be made by use of materials of equal or better quality to those existing on the Leased Premises at the commencement of this Lease. Tenant shall do all decorating, remodeling, alteration and painting required by Tenant during the Lease Term. Tenant shall pay for the cost of any repairs to the Leased Premises or the Building made necessary by any negligence or willful misconduct of Tenant or any of its assignees, subtenants, employees or their respective agents, representatives, contractors, or other persons permitted in or invited to the Leased Premises or the Building by

Tenant, except to the extent the repair or replacement is covered by Landlord's insurance or the insurance Landlord is required to maintain under the terms of this lease, provided Tenant shall reimburse the amount of Landlord's deductible payment under such insurance coverage. If Tenant fails to make such repairs or replacements within fifteen (15) days after written notice from Landlord after the occurrence of such damage, Landlord may at its option make such repairs or replacements, and Tenant shall upon demand pay Landlord for the cost.

- (b) Landlord shall make all necessary repairs, within a reasonable period following receipt of notice of the need therefor from Tenant, to the roof, foundation, interior structure walls, all structural components, and all systems such as mechanical, electrical, heating, ventilating and air-conditioning and plumbing, exterior walls, exterior doors, exterior locks on exterior doors and windows of the Building, and to the common areas and to public corridors and other public areas of the Building not constituting a portion of any tenant's premises and shall use reasonable efforts to keep all Building standard equipment used by Tenant in common with other tenants in good condition and repair and to replace same at the end of such equipment's normal and useful life, reasonable wear and tear and casualty loss excepted. Tenant shall promptly notify Landlord of any item that is in need of repair and that is Landlord's responsibility to repair. All requests for repairs to Landlord shall be in writing. Landlord shall make a repair for which Landlord is responsible within a reasonable period of time after Tenant provides Landlord written notice of the needed repair. If Landlord fails to repair or maintain an item for which Landlord is responsible within 10 days after Tenant provides Landlord written notice of the needed repair or maintenance, Tenant may exercise Tenant's remedies under Section 22.
19. Alterations. Tenant may not alter, improve, or add to the Building or the Leased Premises without Landlord's written consent. Landlord shall not unreasonably withhold consent for the Tenant to make reasonable nonstructural alterations, modifications, or improvements to the Leased Premises. Tenant may not alter any locks or any security devices on the Building or the Leased Premises without Landlord's consent. If Landlord authorizes the changing, addition, or rekeying of any locks or other security devices, Tenant shall immediately deliver the new keys and access devices to Landlord. If a governmental order requires alteration or modification to the Leased Premises, the party obligated to maintain and repair the item to be modified or altered as designated above shall, at its expense, modify or alter the item in compliance with this Lease. Any alterations, improvements, fixtures or additions to the Building or Leased Premises installed by either party during the term of this Lease shall become Landlord's property and shall be surrendered to Landlord at the time this Lease ends, except for those fixtures Landlord requires Tenant to remove under this Lease or if the parties agree otherwise in writing.
20. Liens. Tenant may not do anything that will cause the title of the Building or Leased Premises to be encumbered in any way. If Tenant causes a lien to be filed against the Building or Leased Premises, Tenant shall within 20 days after receipt of Landlord's demand: (1) pay the lien and have the lien released of record; or (2) take action to discharge the lien. Tenant shall provide Landlord a copy of any release Tenant obtains pursuant to this Section.
21. Liability. To the extent permitted by law Landlord is NOT responsible to Tenant or Tenant's employees, patrons, guests, or invitees for any damages, injuries, or losses to person or property caused by: (A) an act, omission, or neglect of Tenant, Tenant's agent, Tenant's guest, Tenant's employees, Tenant's patrons, Tenant's invitees, or any other tenant in the Building; or (B) fire, flood, water leaks, ice, snow, hail, winds, explosion, smoke, riot, strike, interruption of utilities, theft, burglary, robbery, assault, vandalism, other persons, environmental contaminants, or other occurrences or casualty losses.
22. Default.
- (a) If Landlord fails to comply with this Lease within 30 days after Tenant notifies Landlord of Landlord's failure to comply, Landlord will be in default and Tenant may seek any remedy provided by law. If, however, Landlord's non-compliance reasonably requires more than 30 days to cure,

Landlord shall not be in default if the cure is commenced within the 30-day period and is diligently pursued.

- (b) If Landlord does not actually receive at the place designated for payment any rent due under this Lease within 5 days after it is due, Tenant shall be in default. If Tenant fails to comply with this Lease for any other reason within 30 days after Landlord notifies Tenant of its failure to comply, Tenant shall be in default. However, if Tenant's non-compliance reasonably requires more than 30 days to cure, Tenant shall not be in default if the cure is commenced within the 30-day period and is diligently pursued.
 - (c) If Tenant is in default, Landlord may: (i) terminate Tenant's right to occupy the Leased Premises by providing Tenant with at least 30 days written notice for non-payment (provided that not more than two such notices shall be required each calendar year) and 30 days for other non-compliance; and (ii) accelerate all rents which are payable during the remainder of this Lease or any renewal period without notice or demand. Landlord shall mitigate any damage or loss caused by Tenant's breach by using commercially reasonable means. If Tenant is in default, Tenant shall be liable for: (i) any lost rent; (ii) Landlord's cost of reletting the Leased Premises, including brokerage fees, advertising fees, and other fees necessary to relet the Leased Premises; (iii) repairs to the Leased Premises for use beyond normal wear and tear; (iv) all Landlord's costs associated with eviction of Tenant, such as attorney's fees, court costs, and prejudgment interest; (v) all Landlord's costs associated with collection of rent such as collection fees, late charges, and returned check charges; (vi) cost of removing any of Tenant's equipment or fixtures left on the Leased Premises or Building; (vii) cost to remove any trash, debris, personal property, hazardous materials, or environmental contaminants left by Tenant or Tenant's employees, patrons, guests, or invitees in the Leased Premises or Building; (viii) cost to replace any unreturned keys or access devices to the Leased Premises, parking areas, or Building; and (ix) any other recovery to which Landlord may be entitled under this Lease or under law.
 - (d) The liability of Landlord to Tenant for any default by Landlord under the terms of this lease shall be limited to Tenant's actual direct, but not consequential, damages therefor and Landlord's liability for any default be limited to the interest of Landlord in the Building and the land and Landlord shall not be personally liable for any deficiency. This section shall not be deemed to limit or deny any remedies which Tenant may have in the event of default by Landlord hereunder which do not involve the personal liability of Landlord. Nothing herein contained shall be interpreted to mean that Tenant cannot be awarded specific performance or an injunction. This section shall not be deemed to limit or deny any remedies which Tenant may otherwise have in the event of default by Landlord hereunder.
23. Abandonment, Interruption of Utilities, and Lockout. Chapter 93 of the Texas Property Code governs the rights and obligations of the parties with regard to: (a) abandonment of the Leased Premises; (b) interruption of utilities; and (c) "lock-out" of Tenant.
24. Holdover. If Tenant does not vacate the Leased Premises following termination of this Lease, Tenant shall be a tenant at will and shall vacate the Leased Premises on receipt of notice from Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the term. Subject to the limits of applicable law and without the necessity of establishing a dedicated sinking fund for such purpose, Tenant shall indemnify Landlord for any and all damages caused by the holdover. Rent for any holdover period will be 1.25 times the base monthly rent calculated on a daily basis and will be immediately due and payable daily without notice or demand.
25. Landlord's Lien and Security Interest. [Intentionally Deleted.]
26. Assignment and Subletting. Landlord may assign this Lease to any subsequent owner of the Building. Tenant may not assign this Lease or sublet any part of the Leased Premises without Landlord's written

consent. An assignment of this Lease or subletting of the Leased Premises without Landlord's written consent is voidable by Landlord. If Tenant assigns this Lease or sublets any part of the Leased Premises, Tenant shall not be liable for all obligations under Landlord approved assignment or sublet.

27. Casualty Loss.

- (a) If the Premises or Building are damaged in whole or in part by fire, windstorm, mold or fungal growth, or other casualty ("Casualty"), Landlord shall, within 60 days after the casualty, deliver to Tenant a good faith estimate (the "Damage Notice") of the time needed to repair the damage caused by such Casualty.
- (b) If (i) Tenant is prevented from conducting its business in the Premises in a manner reasonably comparable to that conducted immediately before the Casualty, and (ii) Landlord estimates that the damage caused thereby cannot be repaired within 120 days from the date of the Damage Notice, then Tenant may terminate this Lease by delivering written notice to Landlord of its election to terminate within 30 days after the Damage Notice has been delivered to Tenant. If Tenant does not terminate this Lease, then Landlord shall, at Landlord's expense, promptly and diligently repair and restore the Premises to substantially the same condition as existed before the Casualty within 120 days from the date of the Damage Notice. Rent shall be abated from the date of the Casualty until the earlier of 5 business days following completion of the repair or until Tenant again uses the Premises, unless the willful misconduct of Tenant caused such damage, in which case, Tenant shall continue to pay Rent without abatement. If a Casualty damages a material portion of the Building, and Landlord makes a good faith determination that restoring the Premises would be uneconomical, then Landlord may terminate this Lease by giving written notice of its election to terminate within 30 days after the Damage Notice has been delivered to Tenant, and Rent shall be abated as of the date of the Casualty.
- (c) If (i) Tenant is able to conduct its business in the Premises in a manner reasonably comparable to that conducted immediately before such Casualty, or (ii) the damage caused by such Casualty can be repaired within 120 days from the date of the Damage Notice, or (iii) neither party exercises its right, if any, to terminate this Lease following a Casualty, then Landlord shall, within a reasonable time after such Casualty, commence to repair the Building and the Premises and shall proceed with reasonable diligence to restore the Building and Premises to substantially the same condition as they existed immediately before such Casualty; however, Landlord shall not be required to repair or replace any part of the furniture, equipment, fixtures, and other improvements which may have been placed by or at the request of Tenant or other occupants in the Building or the Premises, and Landlord's obligation to repair or restore the Building or Premises shall be limited to the extent of the insurance proceeds actually received by Landlord for the Casualty in question.

28. Notices. Any notice required by this Lease shall be deemed to be delivered (whether or not actually received) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to Landlord or Tenant at their addresses noted above.
29. Attorney's Fees. In any litigation between the parties regarding this Lease, the losing party shall pay to the prevailing party all reasonable expenses and court costs including reasonable attorney's fees incurred by the prevailing party. A party shall be considered prevailing party if it substantially obtains the relief sought, either through a judgment or the losing party's voluntary action.
30. Entire Agreement. This Lease contains the entire agreement between Landlord and Tenant and may not be changed except by written agreement.
31. Binding Effect. This Lease is binding upon and inures to the benefit of the parties and their respective heirs, executors, administrators, successors, and permitted assigns.

ATTACHMENT A

- 32. Controlling Law. The laws of the State of Texas govern the interpretation, performance, and enforcement of this Lease and venue is in the courts of appropriate jurisdiction in Nueces County.
- 33. Waiver. Landlord's delay, waiver, or non-enforcement of acceleration, contractual or statutory lien, rental due date, or any other right will not be deemed a waiver of any other or subsequent breach by Tenant or any other term in this Lease.
- 34. Quiet Enjoyment. Provided that Tenant is not in default of this Lease, Landlord covenants that Tenant shall enjoy possession and use of the Leased Premises free from material interference from Landlord or any other party.
- 35. Force Majeure. Other than for Tenant's and Landlord's monetary obligations under this lease, whenever a period of time is herein prescribed for action to be taken by either party hereto, such party shall not be liable or responsible for, and there shall be excluded from the computation or any such period of time, any delays due to strikes, acts of God, lock-out, shortage of labor or material, governmental laws, regulations, or restrictions, riots, flood, or any cause beyond the control of such party after exercising due diligence.
- 36. Time. Time is of the essence. The parties require strict compliance with the times for performance.
- 37. Broker. Landlord and Tenant warrant that neither of them has had dealings with any broker or agent other than Bates Commercial, LLC in connection with the negotiation or execution of the Lease. Tenant is not obligated to pay any fee, commission or other payment to said brokers.
- 38. Non-Appropriation. Tenant covenants and represents to Landlord that (a) Tenant will to the extent permitted by law include in its budget for each successive fiscal year during the term of this Lease a sufficient amount to permit Tenant to discharge all of its obligations hereunder, (b) Tenant has budgeted and has available for the current fiscal year sufficient funds to comply with its obligations under this Lease and (c) there are no circumstances presently affecting Tenant that could reasonably be expected to adversely affect its ability to budget funds for the payment of sums due hereunder. Notwithstanding any provision of this Lease to the contrary, Landlord and Tenant agree that in the event that prior to the commencement of any of Tenant's fiscal years Tenant does not have sufficient funds appropriated to make the Payments due hereunder for said fiscal year, Tenant shall have the option of terminating this Lease as of the date of the commencement of such fiscal year by giving Landlord six (6) months prior written notice of its intent to cancel this Lease and there shall be no penalty or expense to Tenant as a result of such termination.
- 39. Exhibits. All exhibits and attachments are incorporated by this reference.
Exhibit A-Leased Premises

Effective this _____ day of _____, 2021.

LANDLORD:

TENANT:

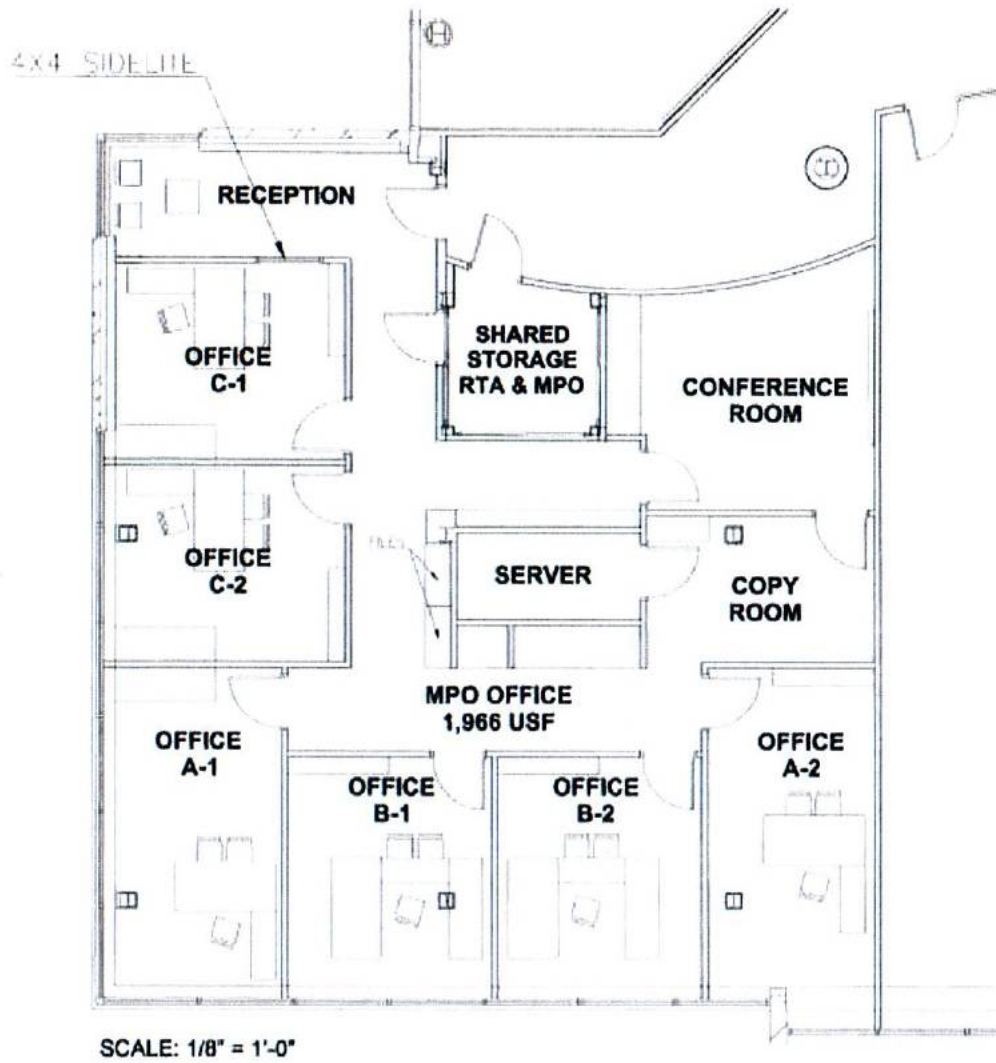
CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI METROPOLITAN
PLANNING ORGANIZATION


By: _____
Jorge Cruz-Aedo
CEO

By _____
Name: _____
Title: _____

EXHIBIT A



CCRTA STAPLES STREET CENTER
THIRD FLOOR REVISIONS- MPO

 SIGNAL ARCHITECTS
2014.11.18

A. Wilson 12/10/14



Subject: March 2021 Financial Report

SUMMARY: Results from all Activities Compared to Budget

Total Revenues reported for the month of **March** totaled **\$5,733,262** of which **\$5,287,378** is income from the **Operating Budget** and **\$166,713** is grant income from the **Capital Budget**. In addition to the revenues recognized, there is a transfer-in of **\$279,171** which is not considered a revenue source but an inflow from reserves which is in accordance with the approved budget. The revenues from the **Operating Budget** reached **97.79%** of the **\$3,078,069** budget expectation, generating **\$68,153** less than forecasted. Please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on May 14, 2021. Out of the seven (7) sources included in this revenue category, 52.37% of total revenue came from the sales tax revenue estimate as indicated in the below:

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	2,856,393	52.37%
2	Passenger Service	88,390	1.67%
3	SSC Lease Income	41,030	0.78%
4	Bus Advertising	18,865	0.36%
5	Investment Income	3,328	0.06%
6	Grant Assistance Revenue	2,277,462	43.07%
7	Other Revenue	1,911	0.04%
	Total (excluding capital & transfer-in)	\$ 5,287,378	100.00%

The remaining revenue sources recorded fare revenues at **79.00%**, while bus and bench advertising reached **167.78%** of the **baseline expectation**. Fare revenues in March returned to an upward trajectory in the aftermath of the February winter storm. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data.

March reflects the first drawdown of funds received as part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). The CCRTA apportionment of CRRSAA funds totaled \$6,857,205, of 100% is eligible for reimbursement of operating expenses incurred in response to and during the Covid-19 pandemic. The drawdown totaling \$2,271,216 reflects expenses incurred between January 1, 2021 and March 15, 2021, and includes costs related to staff wages and Medicare match, as well as life and disability insurance expenses. Grant funds are expected to be depleted by end of July.

The **Investment Portfolio** closed the month of March 2021 with a Market Value of **\$46,092,814**, a decrease of **\$78,901** from the end of February 2021 which closed at **\$46,171,716**. In comparison to the Market Value ending in December 2020, the Market Value for March 2021 increased by **\$214,537** as a result of the differences in ending balances in the **Cash on Hand** operating bank account and the ending balances from the TexPool accounts. In March 2021, the ending balance

of the operating account **increased by \$2,417,771** while TexPool balances **decreased by \$2,496,672**. The combined effect resulted in the Market Value decrease of **\$78,901**.

The **Cash on Hand** that is required to sustain the obligations of the Authority is managed daily and invested in TexPool Prime (includes commercial paper) that can allow the transacting of business quickly and efficiently while maintaining the daily required \$2M compensating balance in the operating account.

Now that the Safekeeping Services are in place, a gradual shift from the current investment holdings to other investments will be taking place to achieve a prudent level of portfolio diversification as defined by the Investment Policy and governed by the Public Funds Investment Act.

The **Sales tax** allocation is estimated at **\$2,856,393** and represents the amount equal to the same period in 2020 to remain conservative. The estimate is necessary since allocations lag two months behind and will not be received until May 2021.

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (actual)	\$ 2,497,985	\$ 2,532,147	\$ (34,162)	-1.35%
February (actual)	2,333,543	2,593,497	(259,954)	-10.02%
March (estimate)	2,856,393	2,856,393	0	0.00%
April (estimate)	-	-	0	0.00%
May (estimate)	-	-	0	0.00%
June (estimate)	-	-	0	0.00%
July (estimate)	-	-	0	0.00%
August (estimate)	-	-	0	0.00%
September (estimate)	-	-	0	0.00%
October (estimate)	-	-	0	0.00%
November (estimate)	-	-	0	0.00%
December (estimate)	-	-	0	0.00%
	\$ 7,687,921	\$ 7,982,037	\$ (294,116)	0.00%

The **Sales Tax revenue payment of \$2,333,543 for February 2021** was received April 9, 2021, and fell short of the baseline estimate by \$259,954. The payment included the allocation from internet sales of \$20,289, a decrease of 7.80% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$333,278**. Retailers started collecting sales tax on internet sales October 1, 2019.

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

September 2020	23,033	7.02%	increase from prior month
October 2020	22,844	0.82%	decrease from prior month
November 2020	25,141	10.06%	increase from prior month
December 2020	28,690	14.12%	increase from prior month
January 2021	22,006	23.30%	decrease from prior month
February 2021	20,289	7.80%	decrease from prior month

The sales tax revenue over the last five years' averages to **76.80%** of total income. In 2019, Sales Tax Revenue represented 88% of total revenues. For the majority of 2021, sales tax revenue collected in comparison to other revenue was significantly lower than normal due to the CARES funding.

Sales tax typically represents the largest component of CCRTA's total income; however, there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play.

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

Operating Revenue – March 2021 – Revenue Composition

Revenue Source	March 2021	%	YTD	%
Passenger Service	\$ 88,390	1.62%	\$ 243,455	2.27%
Bus Advertising	18,865	0.35%	42,956	0.40%
Other Revenue	1,911	0.04%	2,127	0.02%
Sales Tax Revenue	2,856,393	52.37%	7,687,921	71.76%
Grants - Operating	2,277,462	41.76%	2,278,402	21.27%
Grants - Capital	166,713	3.06%	325,554	3.04%
Investment Income	3,328	0.06%	10,799	0.10%
SSC Lease Income	41,030	0.75%	122,747	1.15%
Total Revenue	\$ 5,454,091	100.00%	\$ 10,713,961	100.00%

March 2021 Revenue – Operating and Capital Funding and Transfer-In

	03/2021				
	2021 Adopted Budget	March 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,342,668	\$ 88,390	\$ 111,889	6.58%	79.00%
Bus advertising	134,921	18,865	11,243	13.98%	167.78%
Other operating revenues	471,647	1,911	39,304	0.41%	4.86%
Sales Tax Revenue	35,119,095	2,856,393	2,856,393	8.13%	100.00%
Federal, state and local grant assistance	849,694	2,277,462	70,808	268.03%	3216.40%
Investment Income	223,195	3,328	18,600	1.49%	17.89%
Staples Street Center leases	487,686	41,030	40,641	8.41%	100.96%
Total Operating Revenues	38,628,906	5,287,378	3,148,878	13.69%	167.91%
Capital Grants & Donations	9,715,577	166,713	166,713	1.72%	100.00%
Transfers-In	3,350,055	279,171	279,171	8.33%	100.00%
Total Revenues & Capital Funding	\$ 51,694,538	\$ 5,733,262	\$ 3,594,762	11.09%	159.49%

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

	03/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,342,668	\$ 243,455	\$ 335,667	18.13%	72.53%
Bus advertising	134,921	42,956	33,730	31.84%	127.35%
Other operating revenues	471,647	2,127	117,912	0.45%	1.80%
Sales Tax Revenue	35,119,095	7,687,921	7,982,036	21.89%	96.32%
Federal, state and local grant assistance	849,694	2,278,402	212,424	268.14%	1072.58%
Investment Income	223,195	10,799	55,799	4.84%	19.35%
Staples Street Center leases	487,686	122,747	121,922	25.17%	100.68%
Total Operating Revenues	38,628,906	10,388,407	8,859,490	26.89%	117.26%
Capital Grants & Donations	9,715,577	325,554	325,554	3.35%	100.00%
Transfers-In	3,350,055	837,514	837,514	25.00%	100.00%
Total Revenues & Capital Funding	\$ 51,694,538	\$ 11,551,475	\$ 10,022,558	22.35%	115.25%

March 2021 Expenses

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

March 2021 Total Expenses & Capital Expenditures

	03/2021				
	2021 Adopted Budget	March 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 34,934,094	\$ 2,972,104	\$ 2,911,174	8.51%	102.09%
Debt Service	1,408,431	-	117,369	0.00%	0.00%
Street Improvements	3,083,652	256,971	256,971	8.33%	100.00%
Subrecipient Grant Agreements	49,694	24,745	4,141	49.79%	597.54%
Total Operating Expenses	39,475,871	3,253,820	3,289,656	8.24%	98.91%
Grant Eligible Costs	9,715,577	166,713	166,713	1.72%	100.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 51,694,538	\$ 3,629,124	\$ 3,664,960	7.02%	99.02%

2021 Year to Date Total Expenses & Capital Expenditures

	03/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 34,934,094	\$ 7,741,874	\$ 8,733,523	22.16%	88.65%
Debt Service	1,408,431	-	352,108	0.00%	0.00%
Street Improvements	3,083,652	770,913	770,913	25.00%	100.00%
Subrecipient Grant Agreements	49,694	25,685	12,424	51.69%	206.75%
Total Operating Expenses	39,475,871	8,538,472	9,868,969	21.63%	86.52%
Grant Eligible Costs	9,715,577	325,554	325,554	3.35%	100.00%
Depreciation Expenses	2,503,090	625,773	625,773	25.00%	100.00%
Total Expenses & Capital Expenditures	\$ 51,694,538	\$ 9,489,799	\$ 10,820,295	18.36%	87.70%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass through activities (Sub-recipients).

Accordingly, for the month of March 2021, total departmental operating expenses realized an unfavorable variance against the monthly budget as well as the baseline expectation.

March 2021 Departmental Expenses

Departmental Operating Expense Object Category	03/2021				
	2021 Adopted Budget	March 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,269,291	\$ 1,030,205	\$ 1,105,774	7.76%	93.17%
Benefits	5,589,770	706,016	465,814	12.63%	151.57%
Services	4,970,013	379,506	414,168	7.64%	91.63%
Materials & Supplies	2,891,002	178,384	240,917	6.17%	74.04%
Utilities	736,149	47,349	61,346	6.43%	77.18%
Insurance	506,332	35,619	42,194	7.03%	84.42%
Purchased Transportation	6,243,888	575,891	520,324	9.22%	110.68%
Miscellaneous	727,648	19,134	60,637	2.63%	31.56%
Total Departmental Operating Expenses	\$ 34,934,094	\$ 2,972,104	\$ 2,911,174	8.51%	102.09%

2021 Year to Date Departmental Expenses

Departmental Operating Expense Object Category	03/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,269,291	\$ 2,983,846	\$ 3,317,323	22.49%	89.95%
Benefits	5,589,770	1,470,910	1,397,442	26.31%	105.26%
Services	4,970,013	860,844	1,242,503	17.32%	69.28%
Materials & Supplies	2,891,002	519,335	722,751	17.96%	71.86%
Utilities	736,149	153,768	184,037	20.89%	83.55%
Insurance	506,332	106,856	126,583	21.10%	84.42%
Purchased Transportation	6,243,888	1,583,982	1,560,972	25.37%	101.47%
Miscellaneous	727,648	62,333	181,912	8.57%	34.27%
Total Departmental Operating Expenses	\$ 34,934,094	\$ 7,741,874	\$ 8,733,523	22.16%	88.65%

Total departmental operating expenses are within 11 percentage points of the baseline expectation for year-to-date budget 2021, with monthly expenses to-date representing 88.65% of the annual budget.

For March 2021, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$1,030,205**, and was within 6% of the baseline expectation. The **Services, Materials & Supplies, Utilities,** and **Insurance** categories all performed favorably against the baseline expectation. Meanwhile, the **Benefits** category the baseline expectation with a total of \$706,016 due to higher health insurance claims costs. The **Purchased Transportation** category also exceeded the baseline expectation, as costs of contracted services were higher in the month of March due to more days of service.

Fare Recovery Ratio

Description	3/31/2021	Year to Date
Fare Revenue	\$ 88,390	\$ 243,455
Operating Expenses*	2,897,412	7,536,107
Fare Recovery Ratio	3.05%	3.23%
*Excluding Depreciation		

Note: Same period last year (March) the FRR was 4.16%

NET POSITION

The Total Net Position at the end of the month was **\$91,568,308**, an increase of \$1,687,681 from December 2020 which closed at **\$89,880,627**. The Total Net Position is made up of two (2) components: Net Investment in Capital Assets, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$91,568,308**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$41,761,199**, but only **\$24,607,694** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 41% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

FUND BALANCE AS OF MARCH 31, 2021:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 49,807,109
Unrestricted	41,761,199
TOTAL FUND BALANCE	<u>91,568,308</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	49,807,109
Designated for Debt Service	-
Designated for Operating Reserve	9,310,463
Designated for Capital Reserve	3,157,831
Designated for Local Share of CIP	3,972,993
Designated for Employee Benefits Reserve	712,218
Unrestricted	24,607,694
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 91,568,308</u>


Please refer to the following pages for the detailed financial statements.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by:



Jorge G. Cruz-Aedo
Chief Executive Officer

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

OPERATING BUDGET	03/2021				
	2021 Adopted Budget	March 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,342,668	\$ 88,390	\$ 111,889	6.58%	79.00%
Bus advertising	134,921	18,865	11,243	13.98%	167.78%
Other operating revenues	471,647	1,911	39,304	0.41%	4.86%
Sales Tax Revenue	35,119,095	2,856,393	2,856,393	8.13%	100.00%
Federal, state and local grant assistance	849,694	2,277,462	70,808	268.03%	3216.40%
Investment Income	223,195	3,328	18,600	1.49%	17.89%
Staples Street Center leases	487,686	41,030	40,641	8.41%	100.96%
Total Revenues	38,628,906	5,287,378	3,148,878	13.69%	167.91%
Expenses					
Transportation	9,981,604	878,419	831,800	8.80%	105.60%
Customer Programs	519,249	48,063	43,271	9.26%	111.08%
Purchased Transportation	6,243,888	575,891	520,324	9.22%	110.68%
Service Development	577,315	49,884	48,110	8.64%	103.69%
MIS	1,369,447	128,228	114,121	9.36%	112.36%
Vehicle Maintenance	5,784,405	471,872	482,034	8.16%	97.89%
Facilities Maintenance	3,041,861	228,492	253,488	7.51%	90.14%
Contracts and Procurements	332,805	31,597	27,734	9.49%	113.93%
CEO's Office	1,036,502	66,069	86,375	6.37%	76.49%
Finance and Accounting	817,140	82,260	68,095	10.07%	120.80%
Materials Management	197,259	20,355	16,438	10.32%	123.83%
Human Resources	750,276	65,856	62,523	8.78%	105.33%
General Administration	565,974	60,698	47,164	10.72%	128.69%
Capital Project Management	287,597	28,086	23,966	9.77%	117.19%
Marketing & Communications	674,737	46,524	56,228	6.90%	82.74%
Safety & Security	1,545,127	115,120	128,761	7.45%	89.41%
Staples Street Center	1,008,909	74,501	84,076	7.38%	88.61%
Port Ayers Cost Center	-	192	-	0.00%	0.00%
Debt Service	1,406,431	-	117,369	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	24,745	4,141	49.79%	597.54%
Street Improvements Program for CCRTA Region Entities	3,083,652	256,971	256,971	8.33%	100.00%
Total Expenses	39,475,871	3,253,820	3,289,656	8.24%	98.91%
Revenues Over Expenses - Operating Budget	(846,965)	2,033,558	(140,778)		
CIP BUDGET					
	2021 Adopted Budget	March 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 3,350,055	279,171	279,171	8.33%	100.00%
Grant Revenue	9,715,577	166,713	166,713	1.72%	0.00%
Total Funding Sources	13,065,632	445,884	445,884	3.41%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 9,715,577	166,713	166,713	1.72%	0.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
Total Expenditures	12,218,667	375,304	375,304	3.07%	100.00%
Funding Sources Over Expenditures	846,965	70,580	70,580	8.33%	100.00%
Revenues Over Expenses - Operating Budget	(846,965)	2,033,558	(140,778)		
Revenues Over Expenses - CIP Budget	846,965	70,580	70,580		
Revenues Over Expenses (including rounding)	0	2,104,138	(70,198)		

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

OPERATING BUDGET	03/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 4	B / A	C vs B
Revenues					
Passenger service	\$ 1,342,668	\$ 243,455	\$ 335,667	18.13%	72.53%
Bus advertising	134,921	42,956	33,730	31.84%	127.35%
Other operating revenues	471,647	2,127	117,912	0.45%	1.80%
Sales Tax Revenue	35,119,095	7,687,921	7,982,036	21.89%	96.32%
Federal, state and local grant assistance	849,694	2,278,402	212,424	268.14%	1072.58%
Investment Income	223,195	10,799	55,799	4.84%	19.35%
Staples Street Center leases	487,686	122,747	121,922	25.17%	100.68%
Total Revenues	38,628,906	10,388,407	8,859,489	26.89%	117.26%
Expenses					
Transportation	9,981,604	2,241,176	2,495,401	22.45%	89.81%
Customer Programs	519,249	116,747	129,812	22.48%	89.94%
Purchased Transportation	6,243,888	1,585,821	1,560,972	25.40%	101.59%
Service Development	577,315	129,142	144,329	22.37%	89.48%
MIS	1,369,447	309,917	342,362	22.63%	90.52%
Vehicle Maintenance	5,784,405	1,281,225	1,446,101	22.15%	88.60%
Facilities Maintenance	3,041,861	601,551	760,465	19.78%	79.10%
Contracts and Procurements	332,805	81,002	83,201	24.34%	97.36%
CEO's Office	1,036,502	217,091	259,126	20.94%	83.78%
Finance and Accounting	817,140	177,934	204,285	21.78%	87.10%
Materials Management	197,259	51,858	49,315	26.29%	105.16%
Human Resources	750,276	154,714	187,569	20.62%	82.48%
General Administration	565,974	117,902	141,493	20.83%	83.33%
Capital Project Management	287,597	74,051	71,899	25.75%	102.99%
Marketing & Communications	674,737	111,274	168,684	16.49%	65.97%
Safety & Security	1,545,127	284,701	386,282	18.43%	73.70%
Staples Street Center	1,008,909	205,154	252,227	20.33%	81.34%
Port Ayers Cost Center	-	615	-	0.00%	0.00%
Debt Service	1,408,431	-	352,108	0.00%	0.00%
Special Projects	200,000	-	50,000	0.00%	0.00%
Subrecipient Grant Agreements	49,694	25,685	12,424	51.69%	206.75%
Street Improvements Program for CCRTA Region Entities	3,083,652	770,913	770,913	25.00%	100.00%
Total Expenses	39,475,871	8,538,473	9,868,968	21.63%	86.52%
Revenues Over Expenses - Operating Budget	(846,965)	1,849,935	(1,009,479)		
CIP BUDGET					
	A	B	C = A / 4	B / A	C vs B
Funding Sources					
Transfer In	\$ 3,350,055	837,514	837,514	25.00%	100.00%
Grant Revenue	9,715,577	325,554	325,554	3.35%	0.00%
Total Funding Sources	13,065,632	1,163,068	1,163,068	8.90%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 9,715,577	325,554	325,554	3.35%	0.00%
Depreciation Expenses	2,503,090	625,773	625,773	25.00%	100.00%
Total Expenditures	12,218,667	951,327	951,327	7.79%	100.00%
Funding Sources Over Expenditures	846,965	211,741	211,741	25.00%	100.00%
Revenues Over Expenses - Operating Budget	(846,965)	1,849,935	(1,009,479)		
Revenues Over Expenses - CIP Budget	846,965	211,741	211,741		
Revenues Over Expenses (including rounding)	0	2,061,675	(797,738)		

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

	Unaudited March 31 2021	Unaudited December 31 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 45,868,761	\$ 45,627,726
Receivables:		
Sales and Use Taxes	5,273,155	5,944,715
Accrued Interest	-	-
Federal Government	2,593,395	187,266
Other	143,935	549,605
Inventories	1,054,081	1,123,501
Prepaid Expenses	1,866,673	454,705
Total Current Assets	56,800,001	53,887,517
Non-Current Assets:		
Capital Assets:		
Land	4,847,445	4,847,445
Buildings	53,744,210	53,744,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,898,430	62,898,430
Construction in Progress	894,724	894,724
Current Year Additions	528,592	(0)
Total Capital Assets	152,848,350	152,319,757
Less: Accumulated Depreciation	(86,895,533)	(86,269,760)
Net Capital Assets	65,952,816	66,049,997
Total Non-Current Assets	65,952,816	66,049,997
TOTAL ASSETS	122,752,817	119,937,515
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	2,274,783	2,274,783
Deferred outflow related to OPEB	13,413	13,413
Deferred outflow on extinguishment of debt	3,304,292	3,304,292
Total Deferred Outflows	5,592,488	5,592,488
TOTAL ASSETS AND DEFERRED OUTFLOWS	128,345,305	125,530,002
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	851,515	639,341
Current Portion of Long-Term Liabilities:		
Long-Term Debt	870,000	870,000
Compensated Absences	348,771	348,771
Sales Tax Audit Funds Due	246,366	328,488
Distributions to Regional Entities Payable	7,317,876	6,548,963
Other Accrued Liabilities	1,140,596	913,939
Total Current Liabilities	10,773,123	9,645,502
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,580,000	18,580,000
Compensated Absences	352,583	352,583
Sales Tax Audit Funds Due	821,234	821,234
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
Total Non-Current Liabilities	21,336,900	21,336,900
TOTAL LIABILITIES	32,110,024	30,982,402
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	4,666,972	4,666,972
Deferred inflow related to OPEB	39,401	39,401
TOTAL LIABILITIES AND DEFERRED INFLOWS	36,776,997	35,649,375
Net Position:		
Net Invested in Capital Assets	49,807,109	49,904,289
Unrestricted	41,761,199	39,976,338
TOTAL NET POSITION	\$ 91,568,308	\$ 89,880,627

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended March 31, 2021

	<u>3/31/2021</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 60,797
Cash Received from Bus Advertising and Other Ancillary	498,303
Cash Payments to Suppliers for Goods and Services	(1,227,145)
Cash Payments to Employees for Services	(690,711)
Cash Payments for Employee Benefits	(484,613)
Net Cash Used for Operating Activities	<u>(1,843,370)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,470,611
Grants and Other Reimbursements	35,532
Distributions to Subrecipient Programs	(24,745)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,481,398</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	30,660
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(300,766)
Net Cash Used by Capital and Related Financing Activities	<u>(270,106)</u>
Cash Flows from Investing Activities:	
Investment Income	3,328
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>3,328</u>
Net Increase in Cash and Cash Equivalents	371,250
Cash and Cash Equivalents (Including Restricted Accounts), March 1, 2021	45,497,511
Cash and Cash Equivalents (Including Restricted Accounts), March 31, 2021	\$ <u><u>45,868,761</u></u>



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 5, 2021

Subject: March 2021 Operations Report

The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.

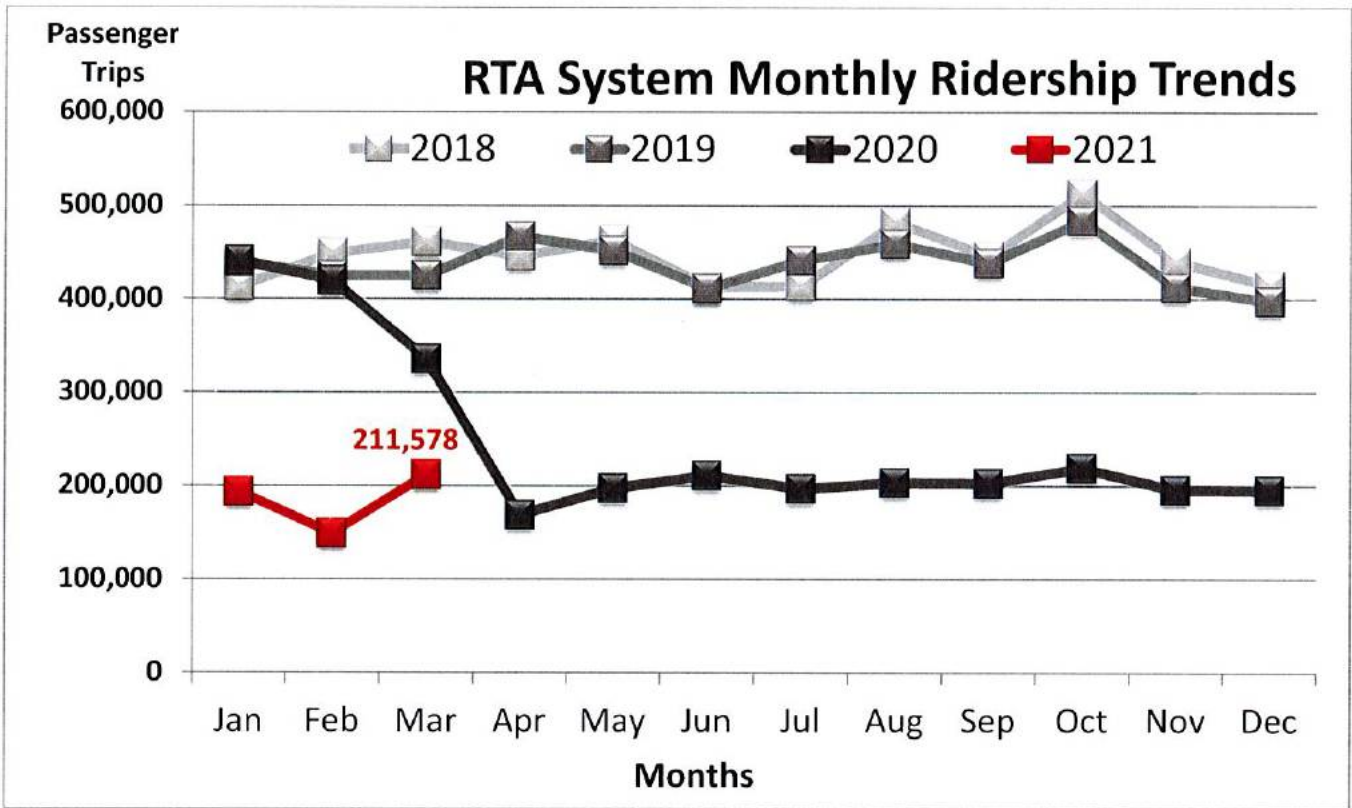


COMMUTE
with **enterprise**



System-wide Ridership and Service Performance Results

In March 2021, system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 211,578 which represents a decrease of 36.9% as compared to 335,534 passenger trips in March 2020 or 123,956 fewer trips this month.

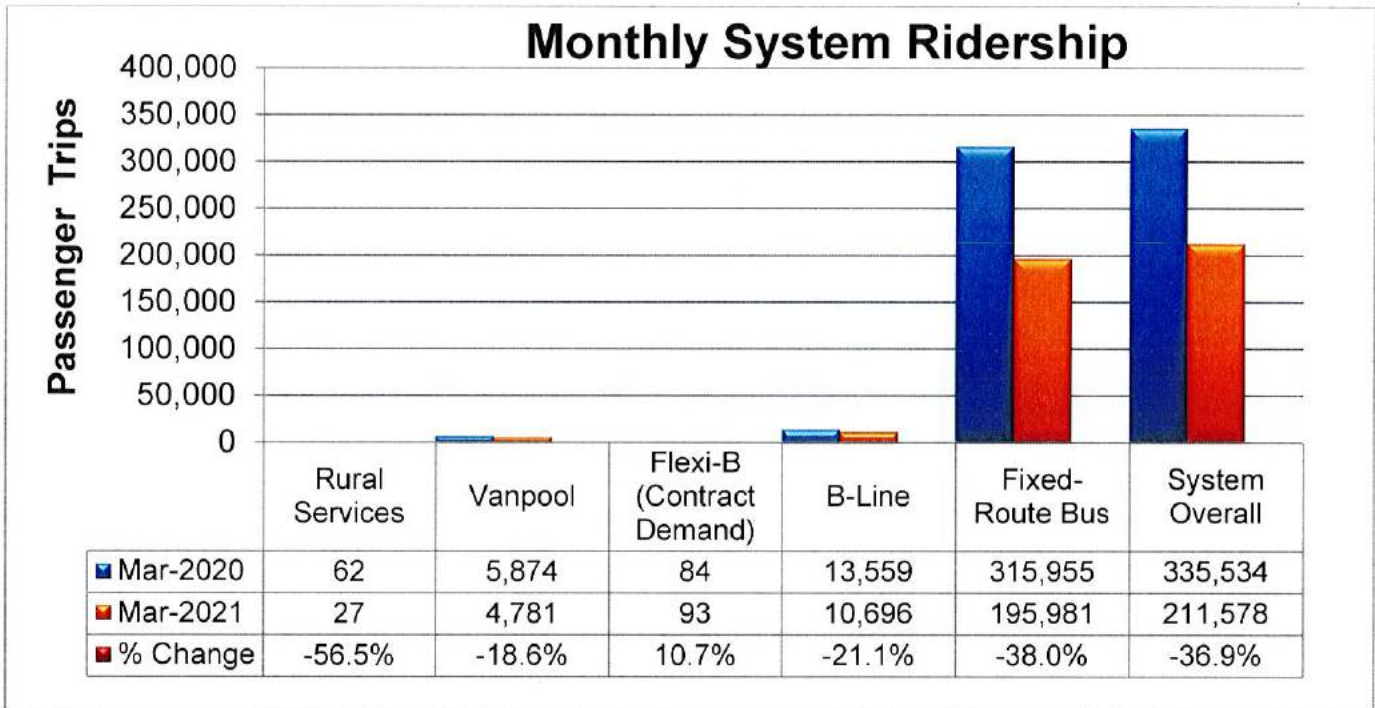


March 2020	March 2021	Variance
22 Weekdays	23 Weekdays	+1
4 Saturdays	4 Saturdays	-
5 Sundays	4 Sundays	-1
No Holiday	No Holiday	-
31 Days	31 Days	-

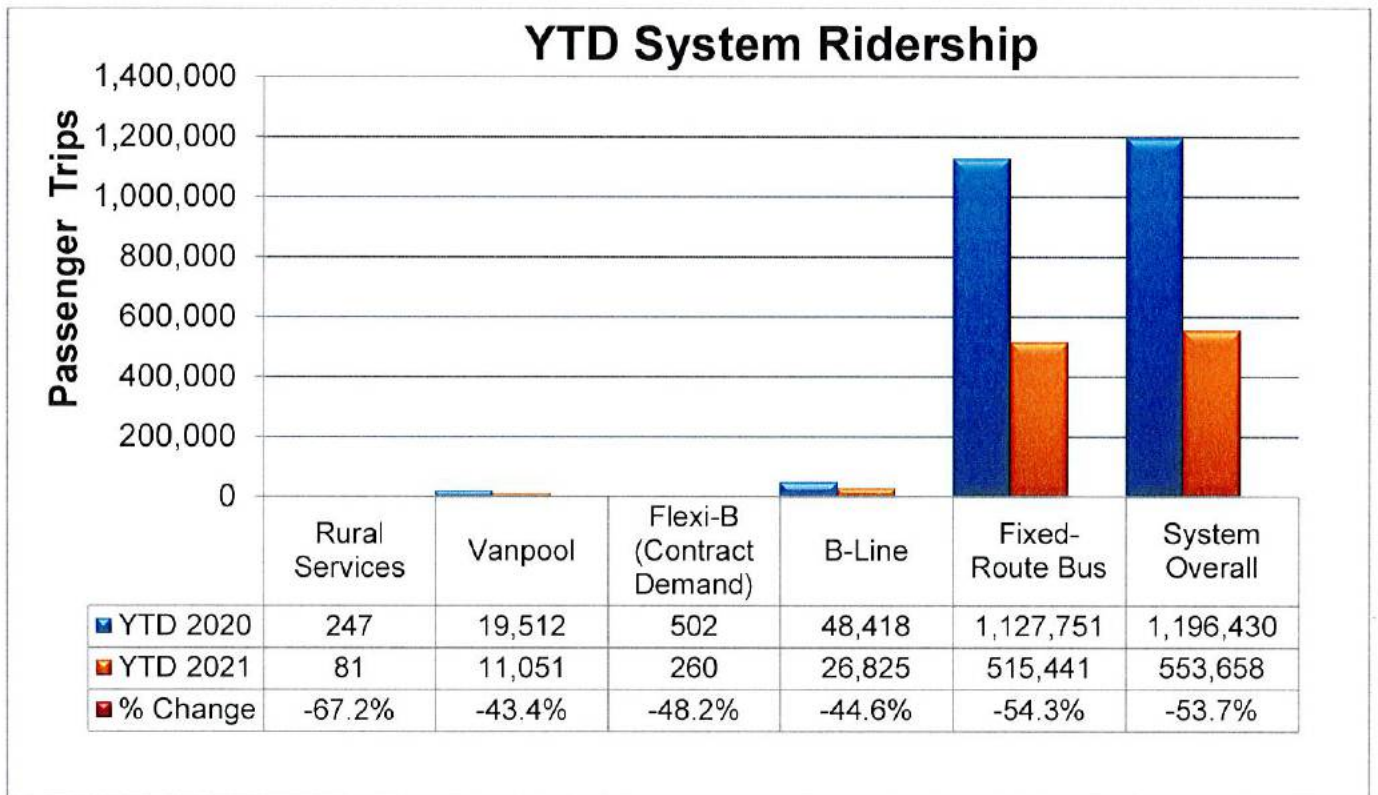
In March 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.55 per gallon compared to about \$1.97 per gallon in March 2020¹. March rainfall was close to normal at 1.66 inches and three times March’s total of 0.48 inches last year. Historically, the average rainfall in February is 1.88 inches.² The average high temperature of 73 degrees was close to 76 degree average.

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

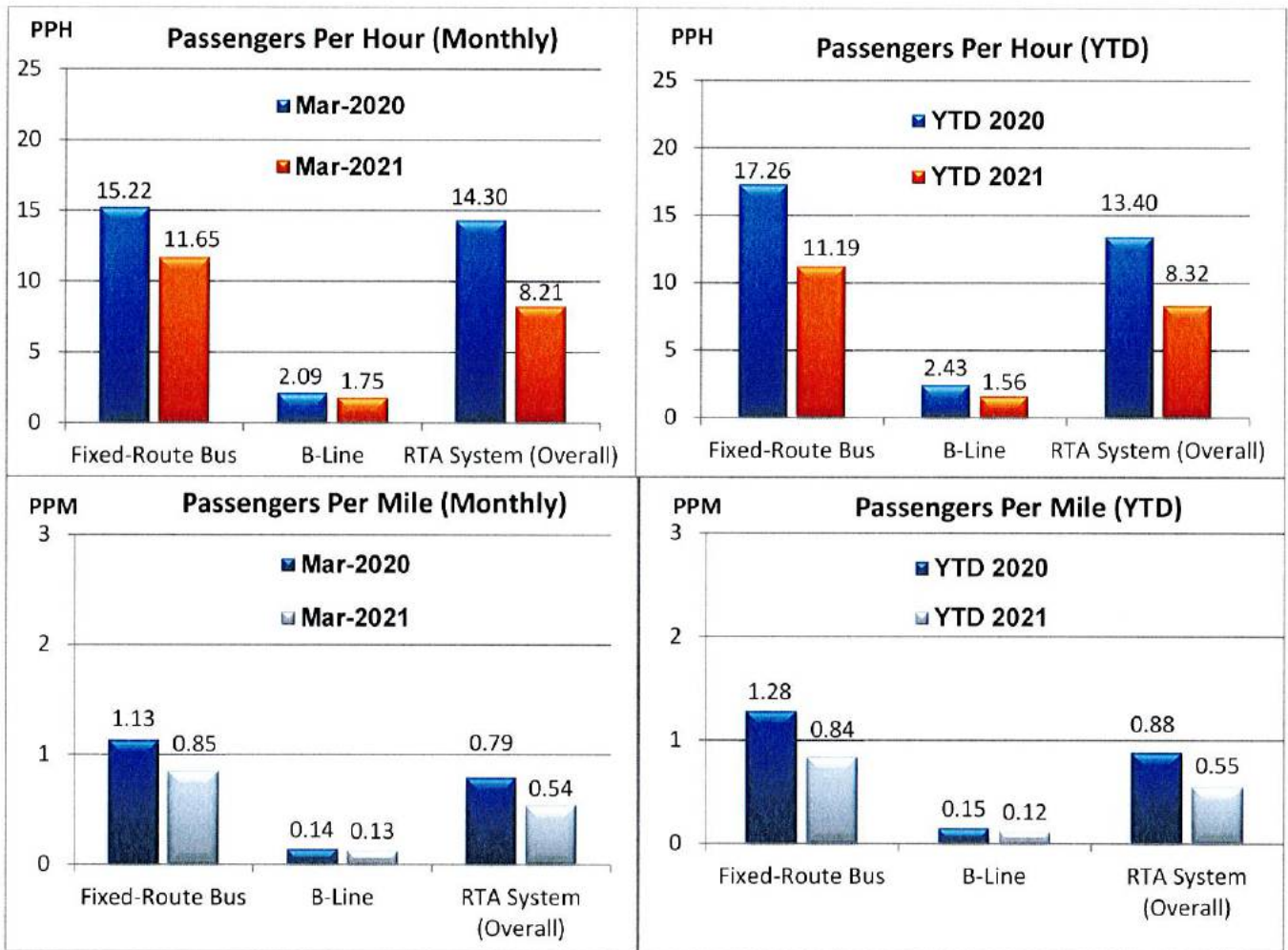
The chart below shows monthly ridership results for all services. CCRTA recorded 123,956 fewer passenger trips for a decrease of -36.9% as compared to March 2020.



The chart below shows YTD ridership results for all services. CCRTA has recorded 642,772 fewer passenger trips for a YTD decrease of -53.7% in 2021 as compared to 2020.



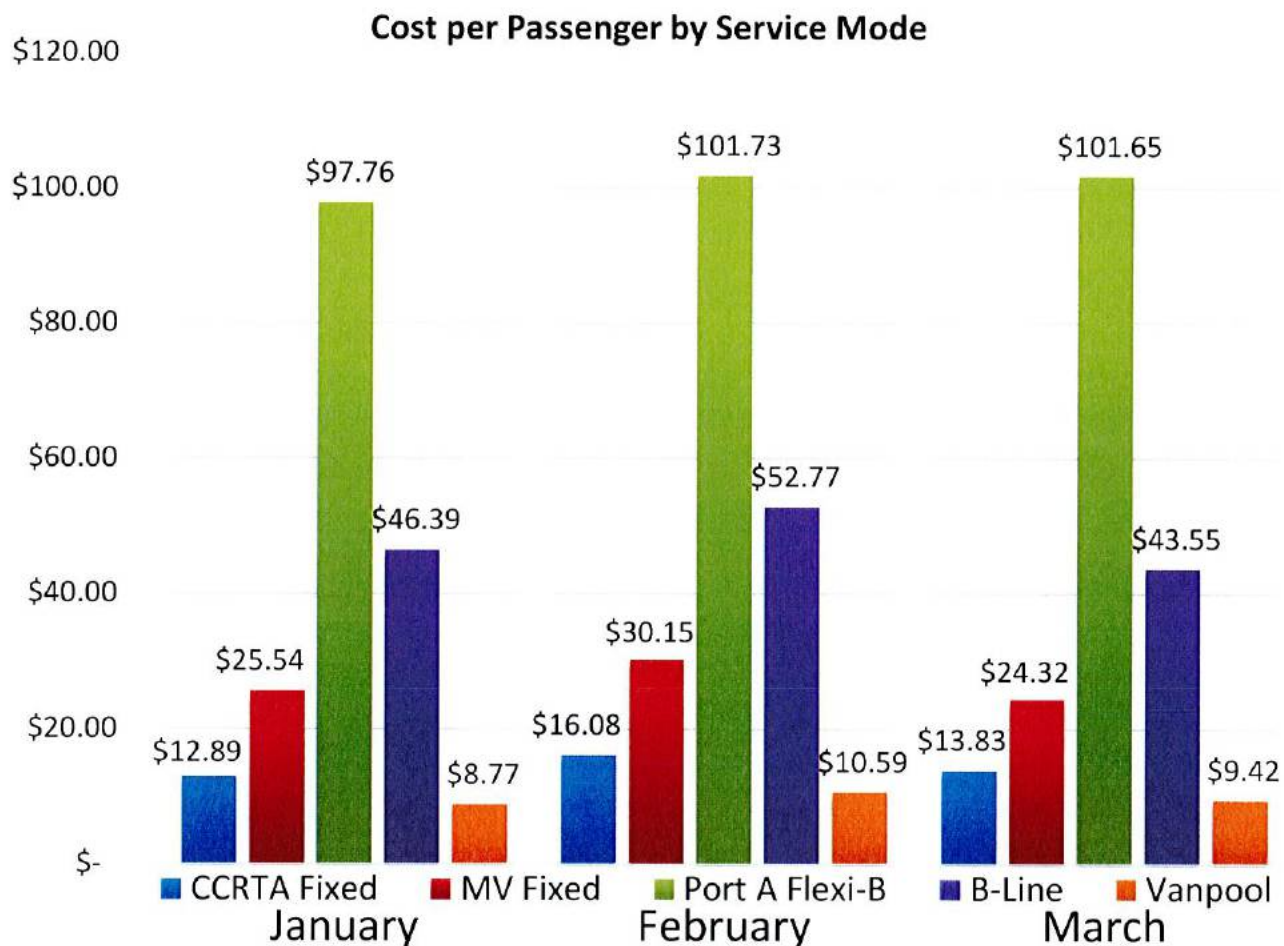
The following charts report system-wide productivity for the month of March 2021 vs. March 2020 and YTD figures.



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

Schedule Adherence	Standard	Dec-20	Jan-21	Feb-21	Mar-21	4-Month Average
Early Departure	<1%	0.0%	0.5%	0.7%	0.5%	0.4%
Departures within 0-5 minutes	>85%	90.0%	94.4%	92.7%	89.6%	91.7%
Monthly Wheelchair Boardings	No standard	2,376	2,376	1,823	2,705	2,320
Monthly Bicycle Boardings	No standard	4,477	4,477	2,898	4,486	4,085

The following tables include Cost per Passenger totals by service mode for the first quarter of 2021. In addition, year-to-date (YTD) averages by service mode are included.



Month	CCRTA Fixed	MV Fixed	Port A Flexi-B	B-Line	Vanpool
January	\$12.89	\$25.54	\$97.76	\$46.39	\$8.77
February	\$16.08	\$30.15	\$101.73	\$52.77	\$10.59
March	\$13.83	\$24.32	\$101.65	\$43.55	\$9.42
YTD Ave	\$14.26	\$26.67	\$100.38	\$47.57	\$9.59

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

On Detour	<ul style="list-style-type: none"> • North Beach-U.S.181 realignment (Harbor Bridge reconstruction): Began April 2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78 (2 stops impacted)
On Detour	<ul style="list-style-type: none"> • Winnebago & Lake St.-(Harbor Bridge reconstruction): Began August 2020 <ul style="list-style-type: none"> ➤ Route 12 (10 stops impacted)
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete late April to mid May 2021 <ul style="list-style-type: none"> ➤ Route 23 (12 stops impacted)
On Detour	<ul style="list-style-type: none"> • Leopard St. TxDOT Project (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28 (2 stops impacted)
On Detour	<ul style="list-style-type: none"> • Everhart Rd. (Holly Rd-SPID) (22) month project: Began September 2019-To be complete May 2021 <ul style="list-style-type: none"> ➤ Route 32 (9 stops impacted) ➤ Route 17 (17 stops impacted)
On Detour	<ul style="list-style-type: none"> • Everhart Rd. (SPID-McArdle): Project to begin mid-2021. <ul style="list-style-type: none"> ➤ Route 32 (3 stops will be impacted)
On Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (28) month project: Began January 2020 <ul style="list-style-type: none"> ➤ Route 19 (7 stops impacted)
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project: Begin March 2021 <ul style="list-style-type: none"> ➤ Route 29 (8 Stops impacted)
On Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month, Began October 26, 2020 with anticipated completion in October 2022 <ul style="list-style-type: none"> ➤ Routes 3 & 4 (14 stops impacted)
On Detour	<ul style="list-style-type: none"> • Leopard St. (Nueces Bay to Palm) (14) month project: To begin April 2021 with anticipated completion in late-2022 <ul style="list-style-type: none"> ➤ Routes 27 & 28 (6 stops impacted)
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown to Palm) (14) month project: To begin mid-2021 with anticipated completion in late-2022 <ul style="list-style-type: none"> ➤ Routes 27 & 28 (7 stops will be impacted)
On Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (7) month project: Began January 2021 <ul style="list-style-type: none"> ➤ Routes 26 & 65 (2 stops impacted)
On Detour	<ul style="list-style-type: none"> • Ocean Dr. Resurfacing (Robert Dr.-Ennis Joslin) (5) month project: Began March-2021 <ul style="list-style-type: none"> ➤ Route 6 (25 stops impacted)
On Detour	<ul style="list-style-type: none"> • Six Points (Ayers St. @ 10th St.) (7) month project: To begin April-2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17 (1 stop impacted)
No Detour	<ul style="list-style-type: none"> • McArdle Rd. (Carroll-Kostoryz) (6) month project: To begin early-2021 <ul style="list-style-type: none"> ➤ Route 19 (7 stops will be impacted)
No Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Greenwood-Crosstown) In design. To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 23 & 25 (11 stops will be impacted)

In March 2021, there were 14 detoured routes or 44% out of 32 fixed route services travelling on the local streets. Detoured services include: 3, 4, 6, 12, 17, 19, 23, 26, 27, 28, 32, 65, 76 & 78.

144 is the total number of bus stops impacted or closed in March 2021.

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

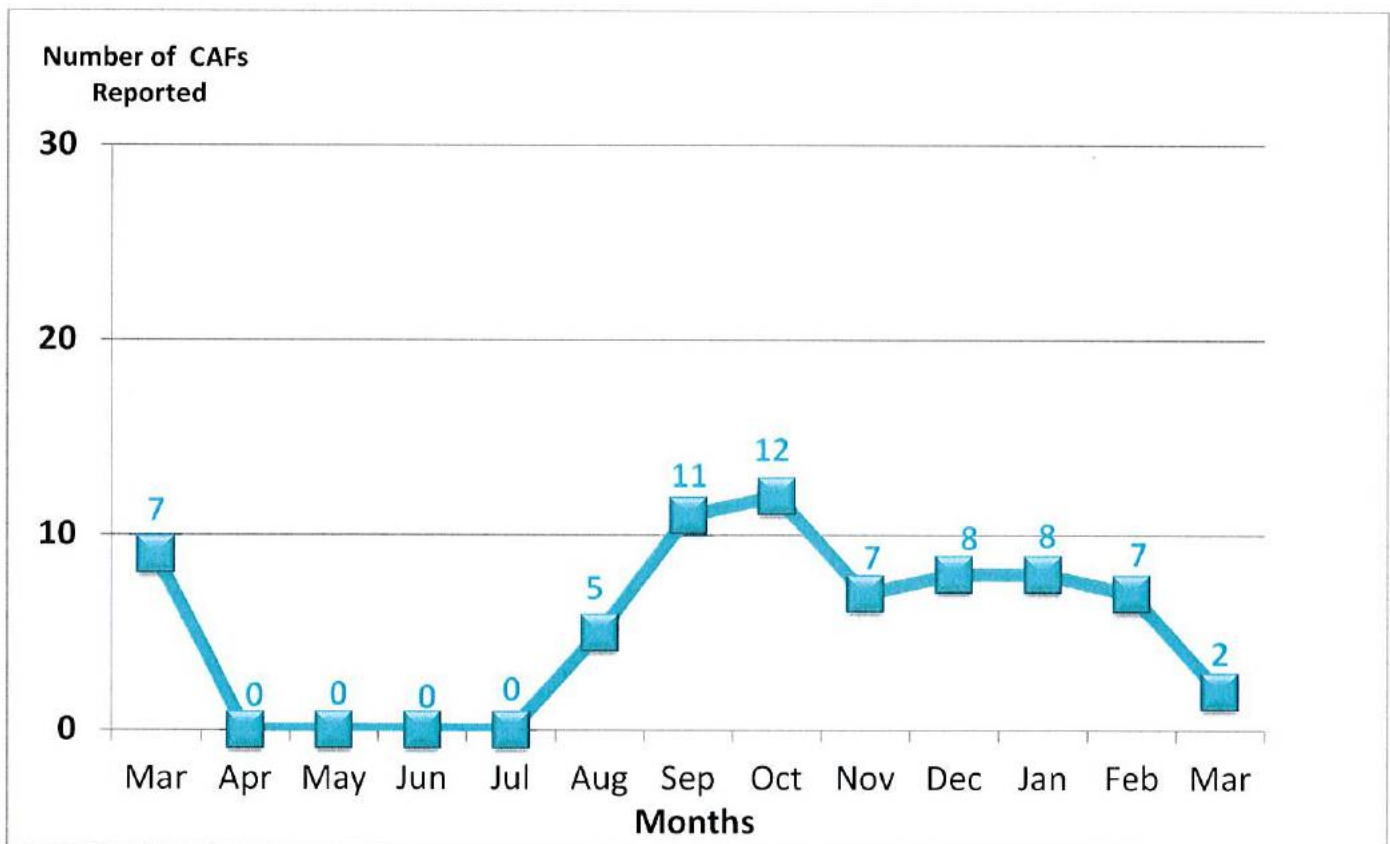
In March 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **1.75** Passengers Per Hour (PPH) did not meet the temporarily waived contract standard of 2.50 PPH to promote social distancing.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **13,529** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **7,073** ambulatory boardings; **2,954** wheelchair boardings

Metric	Standard	Dec-20	Jan-21	Feb-21	Mar-21	(4) Month-Ave.
Passengers per Hour	2.50	1.53	1.66	1.66	1.75	1.65
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	7,755	20,411	10,876	13,529	13,330
Monthly Wheelchair Boardings	No standard	2,289	2,123	1,848	2,954	2,304

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

For March 2021, Customer Service received and processed 2 Customer Assistance Forms (CAF's) of which all were verified as valid. No commendations were received this month.



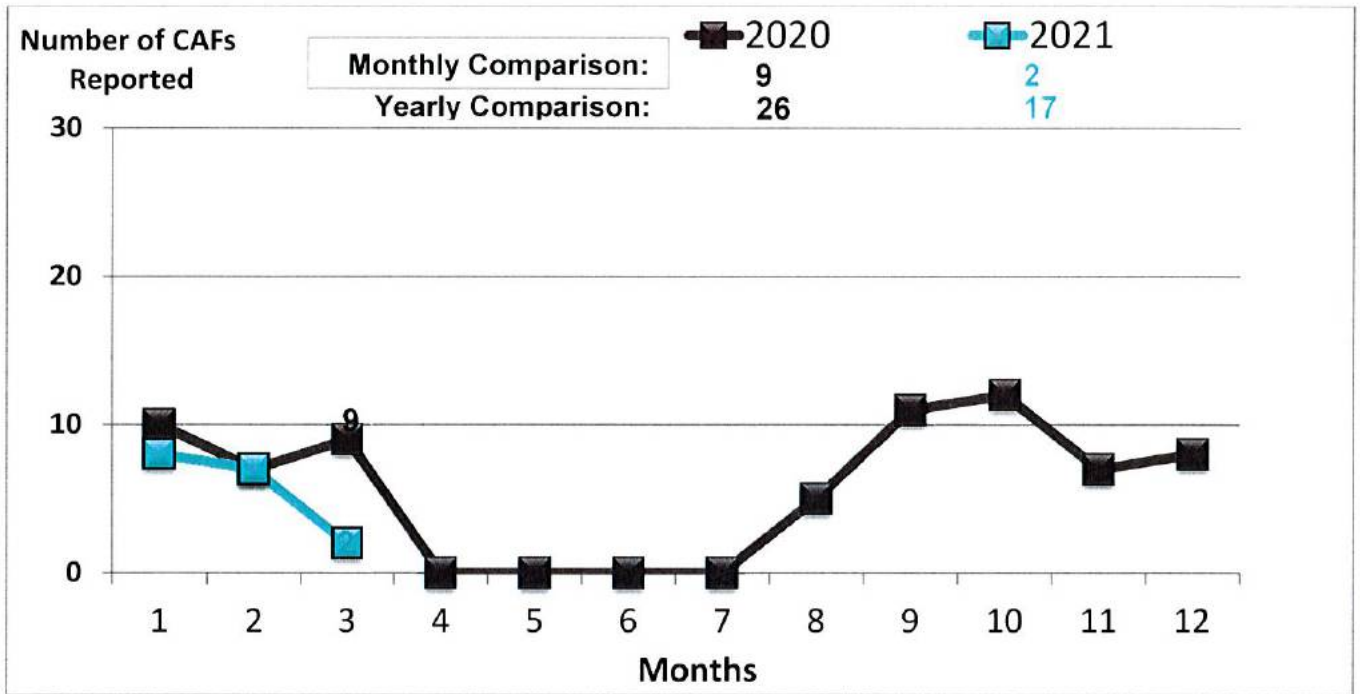
Route Summary Report for March 2021:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	
#19 Ayers		#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda	1	#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest		B-Line (Paratransit) Services	
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		TOTAL CAF's	2

March 2021 CAF Breakdown by Service Type:

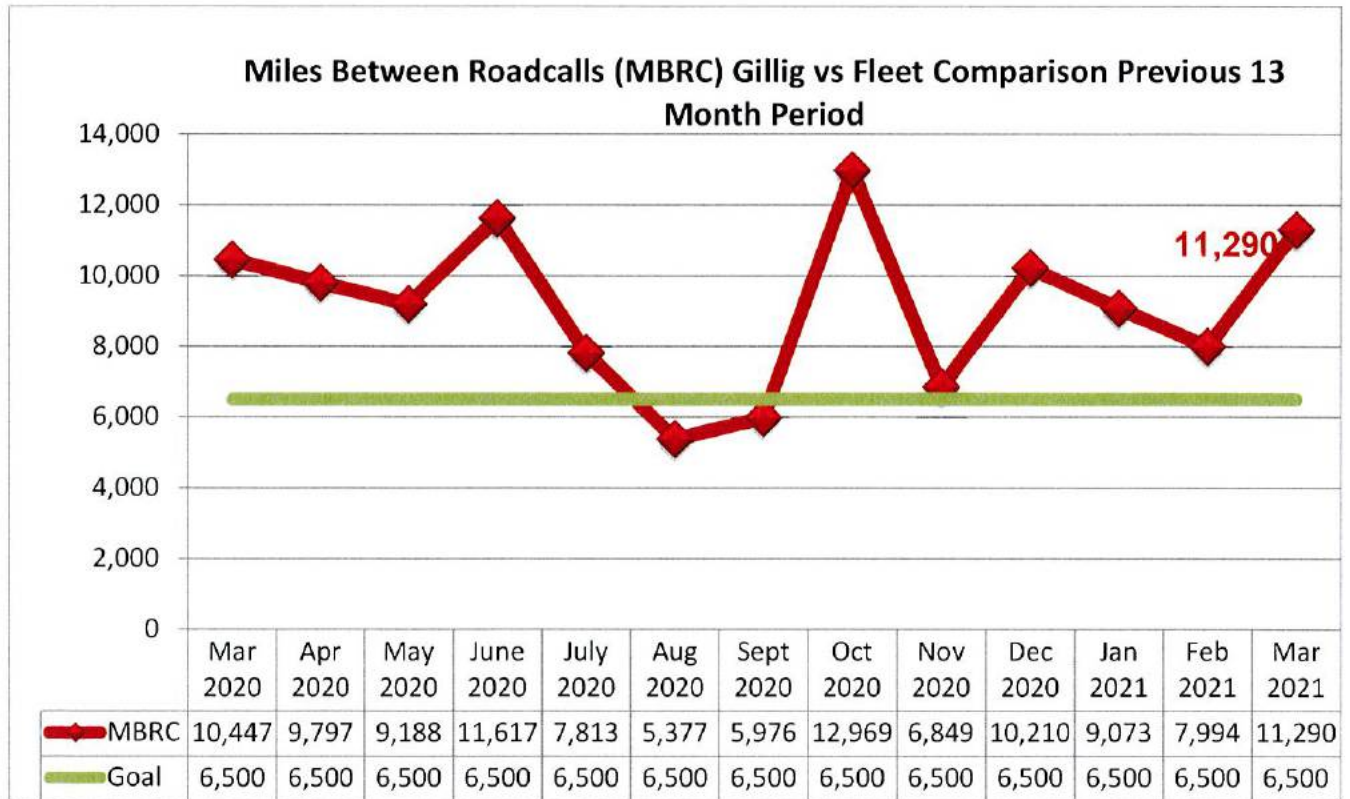
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues				
Driving Issues				
Customer Services				
Late/Early – No Show				
Alleges Injury	1			1
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues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

CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In March 2021, there were 11,290 miles between road calls (MBRC) recorded as compared to 10,447 MBRC in March 2020. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. In addition, seasonal high weather temperatures impact the number of road calls.



Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

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

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/7/2021	10.	D. Leyendecker	In regards to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as Per the State Transportation Code, Mr. Leyendecker asked, did you have any recommendations to go along with those findings from the last slide?	Mr. Harned responded the biggest recommendation is that the board be aware of them and to take them into account.	4/7/2021
4/7/2021	12.	E. Salazar	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Mr. Salazar asked if an engineering firm comes before the board, do they still come before us for approval?	Mr. Cruz-Aedo responded that any architectural contract that will exceed 50,000 will come back to the board for approval since I don't have that authority outside of 50,000.	4/7/2021
4/7/2021	12.	D. Leyendecker	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Mr. Leyendecker asked, we're going to make sure we follow all the federal guidelines, correct, so if we do get the federal grant monies flow through we can state that we did the acquisition of the architectural firm in accordance with the federal regs?	Ms. Montez answered in the affirmative.	4/7/2021
4/7/2021	12.	L. Allison	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Ms. Allison asked, once we have this retained architect, do they have proposed renderings on standby before they're funded or how is that going to work?	Ms. Montez responded that the architect that was chosen will be given a task order to design for whatever project they've been assigned.	4/7/2021
4/7/2021	12.	L. Allison	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Ms. Allison asked, that task order is issued before we've funded a project?	Ms. Montez responded in some case it might be. We would pay local dollars for it in that respect. If we want to move a project along, if we know a grant is coming and we want to get ahead of the curve, yes, ma'am, we would do that.	4/7/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/7/2021	12.	D. Leyendecker	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Mr. Leyendecker asked, how many architects are you anticipating would be in the pool?	Ms. Montez responded one time anybody that ranked above a 70 with their technical scores was automatically moved to the next level, but I'm going to work with the city to see what they're doing as well. But it's going to be dependent on how many people actually submit.	4/7/2021
4/7/2021	12.	L. Allison	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Ms. Allison asked, how are the monitors holding up to withstanding weather and the human element and what is the feedback from the ridership on those monitors?	Ms. Montez responded they do enjoy it and find it helpful. It provides information, we're learning that not a lot of our riders have the phones to do trans loc and things like that. So having the information at the stops proves useful. They're holding up well. We did have some graffiti I think two weeks ago, but it came right off.	4/7/2021
4/7/2021	12.	L. Allison	In regards to Issue a Request for Qualifications (RFQ) for General Architectural Services, Ms. Allison asked, regarding the maintenance on the monitors, is the included with the Ortiz contract?	Ms. Montez responded in the affirmative.	4/7/2021
4/7/2021	13.	E. Martinez	In regards to 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, Mr. Martinez asked, is this for just one bus stop?	Ms. Montez responded in the affirmative. It's the bus turn-in which run anywhere from \$70-75,000. It will be on Kostoryz. The 70 foot shelter, the monitor, the trash receptacles, the bike rack, the solar lighting. This is the whole deal. It will be similar to the stop at Cunningham.	4/7/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/7/2021	13.	E. Martinez	In regards to 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, Mr. Martinez asked, will there be a bus stop across the street?	Ms. Montez responded I don't know if planning has developed the actual route yet so I'm not quite sure if it will be bidirectional. Mr. Majchszak also noted that it will be one direction because it is a busy street and will cause a danger if there is crossing for that stop.	4/7/2021
4/7/2021	13.	D. Leyendecker	In regards to 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 Schools, Mr. Leyendecker, stated another reason I thought we were doing this route is to make sure we kept the architectural integrity to try to be matching the school and its architectural theme. Is that true, Sharon?	Ms. Montez responded in the affirmative.	4/7/2021
4/7/2021	14.	D. Leyendecker	In regards to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII, Mr. Leyendecker asked, you're asking for us to go out for an RFQ for engineering firms, but at the same time authorizing once the engineering firms are complete in their design to go out for bids for phase 8?	Ms. Montez responded in the affirmative.	4/7/2021
4/7/2021	15.	D. Leyendecker	In regards to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure, Mr. Leyendecker asked, are all these bus pads in the city of Corpus Christi or do we have them throughout our service area?	Ms. Montez responded that they are all in the City of Corpus Christi.	4/7/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/7/2021	16.	D. Leyendecker	In regards to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities, Mr. Leyendecker asked, is this going to be a single contract? Are we entertaining the possibility of us ordering all the materials and then having a contractor perform all the labor?	Ms. Montez responded in the affirmative and also stated we can look at local firms. That language will be included as well.	4/7/2021
4/7/2021	17.	E. Martinez	In regards to Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems, Mr. Martinez asked, why are we only requesting eleven?	Mr. Majchszak responded a good part of that is expense. These buses are the newest ones that won't be replaced any time soon so we don't want to put them in a vehicle that we're planning on getting rid of in the next few years and having it become an issue. That's the reason why we want to start with this and we want to get the community more engaged with it.	4/7/2021
4/7/2021	18.	E. Salazar	In regards to Award a Contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services, Mr. Salazar requested that in future ones that we identify those nonresponsive reasons for two reasons. One is the person that was not the low bidder, but didn't get awarded the contract you will know what he did wrong and why he wasn't awarded the contract. And number two for transparency for the board as to why the low bid was not taken?	Mr. Majchszak responded in the affirmative.	4/7/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/7/2021	19.C	E. Martinez	In regards to the February 2021 Operations Report, Mr. Martinez asked, what is the average age of our fleet?	Mr. Majchszak responded looking at the age of the Gillig fleet you're looking at close to probably eight and a half years. If you're looking at the average age of the ARBOCs I would say 75% are already past their useful life or right at their useful life. As the 29 ARBOCs come in, but we're probably averaging six or seven years for useful life a their age. And that is the useful life. And that includes the seven new ones that we had in 2017. After the new ones come in, though, the average age will probably drop to three or four years in the ARBOC fleet.	4/7/2021
4/7/2021	19.C	E. Martinez	In regards to the February 2021 Operations Report, Mr. Martinez asked, what is the average lead time on the ARBOCs?	Mr. Majchszak responded in a normal world it would be about six months.	4/7/2021

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/24/2021			***No Meeting due to quorum not being met***		

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/24/2021			****No Meeting due to quorum not being met****		