



# AGENDA MEETING NOTICE

## Board of Directors Committees Meetings

**DATE:** Wednesday, July 28, 2021  
**TIME:** 8:30 a.m.

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

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

### ADMINISTRATION & FINANCE COMMITTEE

**PATRICIA DOMINGUEZ, Chairwoman**

Lynn Allison    Dan Leyendecker    Eloy Salazar    Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	P. Dominguez	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	P. Dominguez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action to Approve the Administration &amp; Finance Committee Meeting Minutes of June 23, 2021</b>	P. Dominguez	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Contract Modification No.7 to the existing SEC-OPS 5-Year Security Guard Service Contract, No. 2019-S-06, for the required increase in security services through FY2024 totaling \$2,520,731.23</b>	M. Rendón	3 min.	<b>Pages 5-7 PPT</b>
7.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System</b>	R. Saldaña	3 min.	<b>Page 8 PPT</b>
8.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi</b>	R. Saldaña	3 min.	<b>Page 9 PPT</b>
9.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank</b>	R. Saldaña	3 min.	<b>Pages 10-11 PPT ATTACHMENT A</b>
10.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief</b>	A. Gaitan	3 min.	<b>Page 12 PPT</b>

## AGENDA MEETING NOTICE

	Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for Long-Term Disability and Short-Term Disability Insurance			
11.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposal (RFP) for GenFare Bus Pass Media	S. Montez	3 min.	<b>Page 13</b> <i>PPT</i>
12.	<b>Committee Chair Report</b>	P. Dominguez	3 min.	-----
13.	<b>Adjournment</b>	P. Dominguez	1 min.	-----

**Total Estimated Time: 35 min.**

### OPERATIONS & CAPITAL PROJECTS

**ANNA JIMENEZ, Chairwoman**

**Gabi Canales    Glenn Martin    Michael Reeves    Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendón	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	A. Jimenez	2 min.	-----
4.	<b>Opportunity for Public Comment</b> <b>3 min. limit – no discussion</b>	A. Jimenez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committees Meetings Minutes of June 23, 2021	A. Jimenez	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Awarding a Contract to L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies	D. Majchszak	3 min.	<b>Pages 5-6</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing a Request for Proposals (RFP) for a Long-Range System Plan	D. Majchszak	3 min.	<b>Pages 7-8</b> <i>PPT</i>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Executing a Contract Modification for the Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services	D. Majchszak	3 min.	<b>Pages 9-10</b> <i>PPT</i>

# AGENDA MEETING NOTICE

9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Awarding a Contract to Ti-Zack Concrete Inc., for the ADA Bus Stop Improvements – Phase VII	S. Montez	3 min.	Pages 11-12 <i>PPT</i>
10.	Committee Chair Report	A. Jimenez	3 min.	-----
11.	Adjournment	A. Jimenez	1 min.	-----

**Total Estimated Time: 29 min.**

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## BOARD OF DIRECTORS BUDGET WORKSHOP #1

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>2022 Budget Workshop #1</b> a. Revenue Trends & Assumptions	R. Saldaña	20 min.	<i>PPT</i> <i>Attachment</i>

**Total Estimated Time: 20 min.**

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On **Friday, July 23, 2021** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

**Mission Statement**

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

**Vision Statement**

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, JUNE 23, 2021**

**Summary of Actions**

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Administration & Finance Committee Meeting Minutes of May 26, 2021**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the FY 2021 Operating and Capital Budget – Amendment #1**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building**
9. **Committee Chair Report**
10. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Robstown Council Boardroom located at Robstown City Hall, 101 E. Main Avenue, Robstown, Texas.

**Call to Order & Roll Call**

Vice Board Chairman, Mr. Michael Reeves thanked the City of Port Aransas for allowing the CCRTA to hold their monthly committee's meetings here today. Committee Chairwoman Patricia Dominguez, called the meeting to order at 8:30 a.m., and asked Ms. Dena Linnehan to call Roll. Ms. Linnehan called roll and stated a quorum was present.

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

**Board Members Absent** Dan Leyendecker, Board Secretary.

**Staff Present** Jorge G. Cruz-Aedo, CEO; Dena Linnehan, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña and Ashlee Winstead-Sherman.

**Public Present** Ben Schmit, MV Transportation; Roland Barrera, Roland Barrera Insurance, and David Parsons, City of Port Aransas.

**Held Safety Briefing**

Mr. Mike Rendón provided safety information in the event of an emergency for the Board of Directors and guests in the audience. He commented that today is a little different than at the Staples Street Center location, as we are holding these committee meetings at City of Port Aransas Council Chambers here at 701 W. Ave A., Port Aransas, Texas. He commented that in



case of an emergency, he pointed to the doors to directly behind us. If we have to shelter in place, we will exit out the door to my right, down the hall to the City's Civic Center area. Ms. Dena Linnehan will account for the board of directors at the muster point left side of the council rear doors in the parking lot. He stated he will make sure that the boardroom is cleared properly. Mr. Rendón stated please do not return to the building until an all-clear has been given.

**Action to receive Conflict of Interest Affidavits**

None received.

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

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No public comment received in-person or online. Mr. Roland Barrera, Roland Barrera Insurance, and Mr. David Parsons, City of Port Aransas, City Manager.

**Action to Approve the Administration & Finance Committee Meeting Minutes of May 26, 2021**

**DIRECTOR LYNN ALLISON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MAY 26, 2021. DIRECTOR PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Authorize to Approve the FY2021 Operating and Capital Budget – Amendment #1**

Mr. Robert Saldaña commented we are here today to present some cost allocations and some revenue projections we are updating. He reported this item aligns with the Board Priority – Financial Transparency. Mr. Saldaña reported the FY2021 Operating and Capital Budget was approved on November 4, 2020 after holding six budget workshops and two budget hearings prior to adoption. Background information provided of approved revenues totaling \$51,694,538, or \$38,628,906 in operating revenue, and \$9,715,577 in capital grant revenues, and would transfer-in \$3,350,055 from unrestricted reserves to balance our budget due to a revenue shortfall. He commented that \$12,218,667 was approved for 25 projects in capital expenses and \$39,475,871 in operating expenses. Total approved expenses at \$51,694,538.

Several slides presented were detailed and showed charts describing categories of Revenues, Expenditures Adjustments and key areas where this amendment #1 for the FY2021 Operating and Capital Budget that included \$6,857,205 in supplemental appropriations allocated to support the transit industry during the pandemic emergency, and through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021. He said if total revenues increased by \$3,251,715, the driving factor for the increase is due to the second round of COVID relief funds of the CRRSSA grant, and total expenses would increase by \$1,120,596. Mr. Saldaña stated that



this would eliminate the need for us to transfer-in from our unrestricted reserves and would give us a positive cash flow of \$2,131,118, or \$54,946,253 amended revenues and \$52,815,135 amended expenses.

**DIRECTOR ALLISON MADE A MOTION TO APPROVE THE FY2021 OPERATING AND CAPITAL BUDGET – AMENDMENT #1. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Action to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022**

Mr. Mike Rendon reported on the background information to say Carlisle Insurance has provided Windstorm & Hail Insurance coverage for the last three years 2018-2019, 2019-2020 and 2020-2021 and our coverage will expire on July 27, 2021. He commented the premium for this coverage for the 2021-2022 years will be \$132,048.00, and the difference from last year is \$22,638.00, or 20.69 percent increase. He asked Mr. Roland Barrera with Roland Barrera Insurance to explain this coverage for our board members. He commented the deductible is 1 percent per named property, so to raise it to 3 percent will keep the premium lower for the agency.

Mr. Roland Barrera commented that the market has evolved on a standpoint of what the procurement options are. He commented on the private sector and how they will have a broker or agent you have a comfort level with, and they actually search the market. He commented the challenges in a complex product with lots of moving parts, it is solicited as if it were a commodity. He said that here, you look at the perspective, and work it for you year-round, and said the City and County look at it and assign a broker of record, to be able to do the solicitations on your behalf. He stated what is happening in the market now, there are only so many competitive markets, that they are only quoting of the larger agencies. Mr. Barrera said that his agency is the only largest one in Corpus Christi, and said that many are being acquired, and need to look at this from a different perspective. He said the carrier has allegiance to the agent or broker, or agency, and they will go to solicit and they will go to Carlisle, who will say we have had the business for the past three years which then knocks out the other markets, and the other brokers will not be able to propose on the business, and has become very difficult for his agency to solicit this type of procurement. Mr. Barrera stated that this item is in addition to what his company currently provides for the CCRTA of our benefits, and in order to get into the larger markets, he would need to partner with other large agencies to procure this type of service. He said going forward, this should be presented as a Request for Qualifications (RFQ) so you can assign an agent.

Mr. Barrera explained a couple of options, and to provide the same coverages, or apples to apples, the cost of this coverage has gone up 100 percent. He commented on last year's storms in the Gulf of Mexico where there were 34 named storms and a record, and are predicting 20 named storms in the Gulf of Mexico for this year. He said you add in that, the Winter Storm along with challenges of the COVID Pandemic, the insurance companies are taking a bath.

**DIRECTOR SALAZAR MADE A MOTION TO AWARD A CONTRACT FOR WINDSTORM AND HAIL INSURANCE FOR FY 2021-2022. DIRECTOR SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**



**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building**

Ms. Sharon Montez commented the item aligns with the Board Priority – Public Image and Facilities. She reported on the background of office space of approximately 4,077 rentable square feet, and are allowed up to 18 unreserved parking spaces for their employees as part of the lease. She said the initial term is 5 years as of August 1, 2016, and will expire July 31, 2021, and stated the term of the lease renewal is for 2 years to begin August 1, 2021 and will expire on July 23, 2023. She also stated that the tenant has the option to renew the lease for up to 3 additional terms of one year each with a 3-month prior written notice. Ms. Montez commented the monthly rent is adjusted each year to reflect a 3% annual increase and is consistent with the increases on the existing lease. Also, the future lease revenue to be generated for the two-year term is estimated at \$124,728.60.

**DIRECTOR ALLISON MADE A MOTION TO AUTHORIZE THE LEASE RENEWAL WITH NUECES COUNTY FOR LEASE SPACE AT THE STAPLES STREET CENTER BUILDING. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, ALLISON, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT LEYENDECKER.**

**Heard Committee Chair Report**

Chairwoman Dominguez commented she was very impressed at the recent groundbreaking event and how well it was done and received by the community. Great job by all.

**Adjournment**

There being no further review of items, the meeting adjourned at 9:02 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Dena Linnehan



**Subject:** Approve Contract Modification #7 for Security Guard Services, No. 2019-S-06, for \$81,071.04 FY2021; and \$1,462,869.00 for Fiscal Years 2022 through FY2024, for a Total of \$1,543,940.04

**Background**

In January 2019 an RFP was issued for Security Guard Service at the Staples Street Center. On June 5, 2019, the Board approved and awarded a 5-year contract in the amount of \$1,797,846 to SEC-OPS Security. Since contract award there have been six contract modifications to meet the changing security needs of the Authority. Security coverage is provided at Staples Street Center by a commissioned officer 24 hours a day/7 days a week; at Bear Lane Operations facility on Saturdays and Sundays; and at Southside Transfer, Port Ayers, and Staples Street Stations at 60 hours a week excluding Sunday. The Law Enforcement services contract includes support for the transfer stations, bus stops and buses.

**Identified Need**

CCRTA strives to provide a safe and secure environment at all of its facilities for staff and customers. To accomplish this mission, proposed is increasing security guard coverage at Staples Street, Port Ayers, and Southside Transfer Stations from 60 hours per week to 84 hours per week and adding coverage at the Robstown Station at 84 hours per week. In addition, a Rover position is being proposed at 45 hours per week to inspect each CCRTA facility and to support guards on the platforms and patrol all bus routes. Overtime subsidy is proposed for 40 hours to safeguard any unforeseen security needs beginning August 19, 2021 through December 31, 2021.

In an effort to attract quality personnel and improve retention, a 3-tier pay scale is proposed for commissioned and non-commissioned officers. Overtime funding is proposed in order to provide 80 hours of unforeseen security needs in 2021, 2022, 2023 and 2024.

For FY2022, FY2023, and FY2024 proposed is inclusion of the 3-tier pay scale for non-commissioned and commissioned security officers and also for the new Rover position and the project management costs. Also provision for overtime to cover additional security needs.

**Financial Impact**

The financial impact from the proposed contract modification spans over the budget years 2021, 2022, 2023 and 2024 totaling \$1,543,940.04. This will be funded with Sales Tax Revenues that will be freed up from the inflow of grant revenues from the American Rescue Plan Grant (ARPG). The cost for each year is being presented in separate tables below.

**FY-2021** - The table below reflects the total incremental costs to FY2021 of **\$81,071.04** for the **19-week period starting August 19, 2021 through December 31, 2021**. The increase in hours will be paid through by local funds.

<b>August 19 thru December 31, 2021</b>					
	<b>Current Contract Hours</b>	<b>Proposed Increased Hours</b>	<b>Hourly Rate</b>	<b>Number of Weeks</b>	<b>Cost</b>
<b>Rover</b>	0	45	\$24.30	19	\$20,776.50
<b>Staples Street Center</b>	60	14	\$21.21	19	\$5,641.86
<b>Port-Ayers Transfer Station</b>	60	24	\$21.21	19	\$9,671.76
<b>South Side Transfer Station</b>	60	24	\$21.21	19	\$9,671.76
<b>Robstown Transfer Station</b>	0	84	\$21.21	19	\$33,851.16
<b>Commission Guard (Overtime) If needed</b>	0	40	\$36.45	0	\$1,458.00
<b>Total</b>					<b>\$81,071.04</b>

**FY 2022 through 2024** – The table below reflects the annual cost for each budget year from 2022-2024. The Commissioned and Non-Commissioned service costs factor the billing rates based on the above-mentioned pay levels, the addition of the Rover Position, and the annual project manager cost of \$14,000.00.

<b>SECURITY GUARD SERVICE</b>						
<b>PERIOD</b>	<b>2022 1 Jan-31 Dec Hours / Amount</b>		<b>2023 1 Jan-31 Dec Hours / Amount</b>		<b>2024 1 Jan-27 Jul Hours / Amount</b>	
<b>NON-COMMISSIONED SECURITY OFFICERS</b>						
NC-Security Officer 2 (\$21.90)	6806	\$149,051.40	6806	\$149,051.40	3927	\$86,001.30
NC-Security Officer 3 (\$22.75)	7779	\$176,972.25	7779	\$176,972.25	4488	\$102,102.00
<b>Sub-Total</b>		<b>\$326,023.65</b>		<b>\$326,023.65</b>		<b>\$188,103.30</b>
<b>COMMISSIONED SECURITY OFFICERS</b>						
Commissioned Security Officer 2 (\$25.95)	3057	\$79,329.15	3057	\$79,329.15	1764	\$45,775.80
Commissioned Security Officer 3 (\$26.75)	3057	\$81,774.75	3057	\$81,774.75	1764	\$47,187.00
<b>Sub-Total</b>		<b>\$161,103.90</b>		<b>\$161,103.90</b>		<b>\$36,315.00</b>
<b>ROVER POSITION</b>						
Rover 1 (\$26.90)	2340	\$62,946.00	2340	\$62,946.00	1850	\$36,315.00
<b>Sub-Total</b>		<b>\$62,946.00</b>		<b>\$62,946.00</b>		<b>\$36,315.00</b>
<b>PROJECT MANAGER</b>		<b>\$14,000.00</b>		<b>\$14,000.00</b>		<b>\$8,000.00</b>
<b>OVERTIME – Commissioned Security Officer 2 (\$38.92 x 80 hrs.)</b>		<b>\$3,113.60</b>		<b>\$3,113.60</b>		<b>\$3,113.60</b>
<b>Yearly-Total</b>		<b>\$567,187.15</b>		<b>\$567,187.15</b>		<b>\$328,494.70</b>
<b>GRAND TOTAL CHARGE – 2022, 2023, 2024</b>						<b>\$1,462,869.00</b>

**Board Priority**

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

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Contract Modification #7 for Security Guard Services, No. 2019-S-06, for \$81,071.04 FY2021; and \$1,462,869.00 for Fiscal Years 2022 through FY2024, for a Total of \$1,543,940.04.

Respectfully Submitted,

Submitted by: Miguel Rendón  
Managing Director Executive Affairs

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



**Subject:** Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System

**Background**

The CCRTA's current Computer-Aided Dispatch (CAD), Automatic Vehicle Location (AVL) system, Clever Devices DRI, has been CCRTA's primary system since 2009. Replacement of the CAD/AVL system is imperative to meet future informational needs of the organization; particularly related to cloud services, new dispatch technological tools and electronic reporting.

**Identified Need**

The CCRTA's IT and Transportation departments have defined the need for a CAD/AVL System to help meet the requirements of the Authority. This CAD/AVL system will be robust enough for current and future needs, and have the capability to provide expansion. The replacement of the CAD/AVL system will address five major areas of need:

- 1. Improve On-Time Performance
- 2. Improve Dispatch Reliability and Efficiency
- 3. Improve Scheduling and Planning
- 4. Improve Data Management and Reporting
- 5. Increase Ridership

**Disadvantaged Business Enterprise**

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

**Financial Impact**

The Two (2)-phase CAD/AVL System project is budgeted under the 2021 & 2022 CIP's at an estimated cost of \$1,200,000 phase 1 and \$971,500 for phase 2 in 2022. The total estimated project cost of \$2,171,500. The 2021 & 2022 CIP project will be funded by a 5339 grant at an 80/20 split.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff request that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

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



**Subject:** Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi

**Background**

The CCRTA's current Bus Modem Cellular Routers Digi, have been in place since 2015 and has reached its end of life support. Replacement of the Modem Cellular Routers is imperative to meet future network and security needs of the organization; particularly related to Wi-Fi speeds, wireless coverage and cloud services.

**Identified Need**

The CCRTA's MIS department has identified the need for new cloud access cellular modems to help meet the requirements of the Authority. The modems will be robust enough for current and future needs, and have the capability to support AT&T FIRSTNET wireless services. FIRSTNET is the only nationwide wireless broadband communications platform dedicated to America's first responders and public safety community.

**Financial Impact**

The estimated cost for the Bus Modem Cellular Routers with Wi-Fi will be \$134,420. The 2021 CIP project will be funded by 5307 grant at an 80/20 split.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff request that the Administration & Finance Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

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



**Subject:** Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank

**Background**

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

**Identified Need**

Due to personnel replacement and changes, it is necessary to revise the current authorizations on file for the Medical Claims Bank Account held at Frost Bank. Entrust LLC/90 degrees is contracted to process medical claims along with other related functions such as the bookkeeping activities associated with stop loss coverage and health plan compliance. In this capacity, two of Entrust LLC/90degrees representatives have been delegated the authority to sign checks on behalf of Corpus Christi Regional Transportation Authority. The checks require two signatures for dual internal control purposes. With the retirement of one of the authorized check signer, it is necessary to remove this person from the banking records and delegate the authority to his replacement.

In addition, it has become necessary to make changes to the current CCRTA personnel listed on record with Frost Bank due to the addition of the new position of Managing Director of Executive Affairs.

The internal and external changes require a Board approved Resolution along with the processing of other banking documents which is needed to effectuate the process. The resolution and signature page are attached.

Once the Resolution is presented to the Bank along with the signed signature cards, the changes will reflect the following check signers.

The changes that are being requested are as follows:

**Delete:**

Robyn Jacobson, Entrust LLC/90degrees

Sharon Montez, CCRTA, Managing Director of Customer Service & Capital Projects

**Add:**

Lonnie M. Meadows, Entrust LLC/90degrees

Miguel Rendón, CCRTA, Managing Director of Executive Affairs

When the changes are effectuated, the list of authorized signers on the Medical Claims Bank Account will reflect the following:

1. Jorge Cruz-Aedo, CEO
2. Edward Martinez, Board Chair
3. Michael Reeves, Board Vice Chair

4. Dan Leyendecker, Board Secretary
5. Miguel Rendón, Managing Director of Executive Affairs
6. Robert Saldaña, Managing Director of Administration
7. Dixie Gunning, Entrust LLC/90degrees
8. Lonnie M. Meadows, Entrust LLC/90degrees

**Disadvantaged Business Enterprises (DBE)**

Since there is no cost associated with this requirement nor are any bank fees being charged by Frost Bank, there is no DBE goal.

**Financial Impact**

There are no costs associated with this action.

**Board Priority**

Financial Transparency and as part of the legal banking requirements for maintaining current bank information on record.

**Recommendation**

Staff request that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution (attached) Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Final Review by: Robert Saldaña  
Managing Director of Administration

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

# Corpus Christi Regional Transportation Authority



## Resolution

### Designation of Persons to Sign Checks

**WHEREAS**, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

**WHEREAS**, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

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

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, Managing Director of Administration, and Managing Director of Legislative Affairs. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

**DULY PASSED AND ADOPTED** this \_\_\_\_\_ day of August, 2021.

**ATTEST:**

**CORPUS CHRISTI  
REGIONAL TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Dan S. Leyendecker  
Board Secretary

By: \_\_\_\_\_  
Edward Martinez  
Board Chair

**Exhibit "A"**

**REGIONAL TRANSPORTATION AUTHORITY**

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

\_\_\_\_\_  
Edward Martinez, Board Chair

\_\_\_\_\_  
Michael Reeves, Board Vice-Chair

\_\_\_\_\_  
Dan S. Leyendecker, Board Secretary

\_\_\_\_\_  
Jorge G. Cruz-Aedo, Chief Executive Officer

\_\_\_\_\_  
Robert Saldaña, Managing Director of Administration

\_\_\_\_\_  
Miguel Rendón, Managing Director of Legislative Affairs

EXECUTED this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Dan S. Leyendecker  
Board Secretary



**Subject:** Authorize Issuing a Request for Proposals (RFP) for Long-Term Disability and Short-Term Disability Insurance

**Background**

The Authority provides long-term disability insurance to full time employees who have been employed for one (1) year. The Authority pays for the premium cost. The current program provides coverage with a 90-day elimination period and benefits equal to 66.67% of an employee's base wages. The policy provides income protection to employees for total and permanent disabilities, as well as for occupational disabilities and mental and nervous related disabilities.

The Authority also offers short-term disability insurance to active employees working a minimum of 32 hours per week and the employee is responsible for the premium cost. The current plan provides coverage with a 14-day elimination period and the benefits equal to 60.00% of an employee's base wages. The policy provides income protection to employees for a benefit period of 11 weeks, for partial, total and permanent disabilities.

**Identified Need**

The current contract for the long-term and short-term disability is through United HealthCare and expires December 31, 2021. The current contract still has option years available but this first option year brought about a dramatic increase in the premiums due to CCRTA not meeting the required number of employees eligible in the area of long-term disability we would like to solicit an RFP in order to gain a better dollar value for our employees.

**Financial Impact**

The total annual amount for these benefit are approximately \$253,495. This cost is split with a portion of about \$36,604 being paid by the employee for the voluntary premium selection of the short-term disability and the remaining \$216,891 paid by the CCRTA for the long-term disability insurance. These dollar amount are an estimate based off of the current contract costs. These monies are budgeted out of individual department operating budgets.

**Board Priority**

This item aligns with the Board Priority – Workforce Development.

**Recommendation**

Staff request that the Administration & Finance Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Authorize Issuing a Request for Proposals (RFP) for Long-Term Disability and Short-Term Disability Insurance.

Respectfully Submitted,

Submitted & Reviewed by: Angelina Gaitan  
Director of Human Resources

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



Subject: Authorize Issuing an Invitation for Bids (IFB) for Purchasing Genfare Bus Pass Media

**Background**

The CCRTA is using an electronic fare box collection system called Genfare (GFI). This system uses specialized encoded bus passes to help provide a collection of data and reports.

**Identified Need**

The following list of passes have been utilized in CCRTA's GFI system: 1 Day Bus Pass, 7 Day Bus Pass, 31 Regular Day Bus Pass, 31 Day Reduce Bus Pass, 31 Day B-Line, CCISD Late Run Passes, Token/Genfare Bus Pass, Transfers and Business Card Bus Pass for Board of Directors and staff. Staff would like to seek a three (3) year base contract with a two (2) one-year options.

CCRTA Staff have started preliminary discussions regarding a hybrid approach to bus pass media. Items being further investigated include smart cards, and a bus pass mobile application.

**Financial Impact**

The estimated annual amount of contract is \$35,000 for the purchasing of GFI Bus Passes, based on current ridership trends and usage.

**Board Priority**

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

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to Issue an Invitation for Bids (IFB) for purchasing Genfare Bus Pass Media.

Respectfully Submitted,

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

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, MAY 26, 2021**

**Summary of Actions**

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of May 23, 2021**
6. **Heard Update – Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Revisions to the CCRTA Service Standards**
9. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Maintenance Services**
10. **Committee Chair Report**
11. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Robstown Council Boardroom located at Robstown City Hall, 101 E. Main Avenue, Robstown, Texas.

**Call to Order & Roll Call**

Chairwoman Anna Jimenez called the meeting to order at 9:03 a.m., Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present** Anna Jimenez, Committee Chairwoman; Directors Gabi Canales, Glenn Martin, Michael Reeves 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, Robert Saldaña and Ashlee Winstead-Sherman.

**Public Present** Ben Schmit, MV Transportation; Roland Barrera, Roland Barrera Insurance, and David Parsons, City of Port Aransas.

**Held Safety Briefing**

Mr. Mike Rendón provided safety information in the event of an emergency for the Board of Directors and guests in the audience. He commented that today is a little different than at the Staples Street Center location, as we are holding these committee meetings at City of Port Aransas Council Chambers here at 701 W. Ave A., Port Aransas, Texas. He commented that in case of an emergency, he pointed to the doors to directly behind us. If we have to shelter in



place, we will exit out the door to my right, down the hall to the City's Civic Center area. Ms. Dena Linnehan will account for the board of directors at the muster point left side of the council rear doors in the parking lot. He stated he will make sure that the boardroom is cleared properly. Mr. Rendón stated please do not return to the building until an all-clear has been given.

**Action to receive Conflict of Interest Affidavits**

None received.

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

Public Comment may be provided in writing, limited to 1,000 characters, by using the **Public Comment Form** online at [www.ccrta.org/news-opportunities/agenda](http://www.ccrta.org/news-opportunities/agenda) or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and **MUST** be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

No public comment received in-person or online. Mr. Roland Barrera, Roland Barrera Insurance, and Mr. David Parsons, City of Port Aransas, City Manager.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of May 23, 2021**

**BOARD VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF MAY 23, 2021. DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Update – Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi**

Mr. Derrick Majchszak stated the Board Priority for this item is Public Image and Transparency. He commented on the SURGE autonomous vehicle the agency implemented a pilot program at the TAMU-CC university. He commented this pilot program began January 21, 2020 for a two-year program and schedule was weekdays during Spring, Summer and Fall sessions held at the university from 7:30 a.m. to 3:30 p.m. He reported on the ridership and performance statistics during the 2-year period. Mr. Majchszak reported CCRTA issued a Memorandum of Agreement (MOA) with TAMU-CC and it will expire July 31, 2021. He said the National Highway Traffic Safety Administration (NHTS) approved operation and it will expire January 11, 2022, and the vehicle's entry into the country will expire November 29, 2022. He said if we extend the MOA to the end to end of 2021, estimated costs to operate July through end of 2021 is \$161,900. Cost to terminate the contract by July 31, 2021 would be \$97,915, and there is a credit available for ending the pilot program before November. The end costs to the Agency to end the program before November and the vehicle has been returned to EasyMile, would be \$33,232. He said we are looking at \$130K difference between operating the service versus ending the program early.

Mr. Majchszak commented this was an R&D project and finances are not the only consideration. He said that staff has decided to end the pilot program early even with input received from the university. He commented that they like the SURGE and also have a new understanding of the



challenges and limitations of this technology, and are fine with ending the program early. He said there have been several lessons learned from this program; both by the university and the CCRTA. Some of those are the operation of the AV in a southern coastal environment, ADA considerations, butterfly migration, sea mist issue. He mentioned that with the COVID pandemic, passengers in the vehicle are basically limited to two which includes an attendant all the time. Another challenge learned is operating and scheduling for the AV, in that our peers did not attempt operating for a full 8 hours a day. He mentioned the campus police also had some concerns as when the AV was on campus and pedestrian traffic would step out in front of it just to test it out. He said this program has unique challenges with technology because it is so sensitive.

Mr. Jorge Cruz-Aedo commented we are approaching the end of the initial 2-year period of the program, and working in a different environment with the pandemic. He said we have several challenges of operating the AV, ridership not met as initially predicted along with other environmental issues not anticipated for initially due to the pandemic. Now with COVID, the AV is not sized correctly due to social distancing, to help this would be for the vehicle to travel on public roadways, yet does not have the power to do so. He said it may be time to consider closure to the pilot program and moving forward with the different technologies that are developing.

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply**

Mr. Derrick Majchszak commented this item aligns with the Board Priority Public Image & Transparency. He commented the agency utilizes the Allison 4000 Series transmissions and the Gillig fleet is at approximately 8 years old. This is a 2-year contract with 1-year option for rebuilt transmissions. In order to maintain a state of good repair, we need to meet or exceed the OEM standards for rebuilt transmissions, and this agreement helps to maintain fixed costs and timely repairs. Mr. Majchszak reported there is no DBE goal to meet. He said three bids were received and Reliable Transmission Service Texas, LLC was low bidder, with a projected cost for the 2-year base at \$85,405, and is based on actual usage for expenditures. The funds are accounted for annually in Board approve operating budget, and this contract is for 19 replacements at \$4,495 per rebuilt transmission. A slide shown had the breakdown of the bidders and their costs.

**DIRECTOR MARTIN MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO RELIABLE TRANSMISSION SERVICE TEXAS, LLC FOR REBUILT TRANSMISSION SUPPLY. BOARD VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Revisions to the CCRTA Service Standards**

Mr. Derrick Majchszak commented this item also aligns with the Board Priority Public Image & Transparency. He reported on background information that this is system-wide service standards that are a Federal Transit Administration (FTA) requirement, and address service delivery for type of service, frequency and passenger loads. This also include bus stop spacing and amenities and the ADA compliancy. Mr. Majchszak commented the agency's current standards were approve in June 2017. He said these revisions will include additional criteria for bus stop placement and installation of amenities, pilot service for new implementations and performance monitoring, demand response service and general updates to improve readability. Mr. Majchszak reported there is no financial impact as this will incur by revising the Service Standards, and the



revision provide more support for operating and capital budget decisions. Disadvantaged Business Enterprises (DBE) is not applicable.

**BOARD VICE CHAIRMAN REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE REVISIONS TO THE CCRTA SERVICE STANDARDS. DIRECTOR MARTIN SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Maintenance Services**

Ms. Sharon Montez commented this item aligns with Public Image and Transparency Board Priority. She commented this is a regular routine item and 9 years ago as part of a capital improvements initiative, the Board asked for a significant increase in the number of trash receptacles located at bus stops which were at 150 throughout the area. After their request, we increased these receptacles from 150 to 860 and continue to grow in service area exponentially. She reported the agency services 1,375 bus stops in our service area of 838 square miles in nine cities. The contracted maintenance program includes landscaping, litter and trash removal services, and there are about 50 bus stops requiring more frequent cleaning due to increased pedestrian traffic. The evaluation criteria and associated points, the procurement would be structured as a five-year fixed contract with estimated cost of \$2,118,845.13, and first year will be \$391,196.26.

**DIRECTOR MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP MAINTENANCE SERVICES. BOARD VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. JIMENEZ, CANALES, MARTIN, REEVES AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Committee Chair Report**

Chairwoman Jimenez commented she echoed Chairwoman Dominguez's earlier comment on the recent groundbreaking ribbon cutting. Great job to staff; Rita and Mike, and to all the teamwork an event like this involves to put on a quality event that was amazing. She said it makes her feel good to be a part of the CCRTA.

**Adjournment**

There being no further review of items, the meeting adjourned at 9:36 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Dena Linnehan



**Subject:** Award a Contract to L&M Industrial Supply 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 was divided into twenty-five sections and awarded to the lowest overall bidder, based on estimated annual usage. This contract is structured with a three-year base and two one-year options following Board approval.

**Disadvantaged Business Enterprise**

For this procurement the DBE participation is zero percent (0%).

**Financial Impact**

The projected cost of the three (3) year base contract is \$80,073.20 for fasteners and miscellaneous shop supplies. Total expenditures will be determined by actual usage. Funds are accounted for in the FY2021 and future Board approved annual operating budgets.

FASTENERS AND MISCELLANEOUS SHOP SUPPLIES IFB NO. 2021-SP-09				
Vendor	Three Year Base Bid Total	Number of Business Days for Delivery	Option Year 1 Percentage	Option Year 2 Percentage
L&M Industrial Supply	\$80,073.20	2	5%	5%
KBN Corporation	\$266,642.08		3%	0%

**Board Priority**

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

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies.

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:** Approve Issuing a Request for Proposals (RFP) for Long Range System Plan

### **Background**

Approximately every 5 years, transit systems develop long range system plans to re-align system-wide services to meet public needs and to identify phased service and capital improvements in accordance with financial projections. The CCRTA Long Range System Plan (LRSP) will provide a road map aimed to boost ridership through the identification of innovative service improvements, defined service implementation timelines, and prioritize capital investments including bus stop amenities outlined within annual operating, capital improvement, and financial plans through year 2027 and beyond. In respect to the COVID-19 pandemic, the LRSP will provide a comprehensive action plan to increase ridership while meeting diverse customer needs.

In the past, the CCRTA has completed multiple short and long range service plans. In 2012, the Vamonos Long Range Plan aimed to provide a new vision for the transit system which included multi-year service implementation timelines and a financial projection. In 2016, the CCRTA completed Transit Plan 20/20 which included a five-year fixed route service improvement plan geared to attract riders, improve service effectiveness, intensify operational performance, and fulfill unmet customer needs. Multiple service improvements identified within each plan have been implemented within the CCRTA service area.

### **Identified Need**

Since March 2020, the COVID-19 pandemic has had an impact on ridership and service levels. The issuance of a Request for Proposals for a LRSP is necessary to re-evaluate our system-wide service and capital improvement needs to effectively meet customer needs aimed at boosting ridership levels. The LRSP will outline and prioritize various transit needs and respective financial resources. Public and stakeholder outreach activities will guide LRSP recommended outcomes.

The LRSP will include the following scope of work items:

- Evaluate system-wide ridership performance
- Identify innovative service and capital improvement recommendations
- Analyze student needs involving Del Mar College and Texas A&M Corpus Christi University and other academic organizations
- Conduct Americans with Disabilities Act (ADA) bus stop assessment
- Complete Park and Ride site evaluation
- Perform passenger trip 100% count including required National Transit Database Passenger Miles Traveled sampling
- Develop phased service and capital improvements with financial projections

It is anticipated that the LRSP will require approximately 6-9 months to complete.

Below is the proposed project timeline:

<b>Board Approval to Issue Request for Proposals</b>	<b>August 4, 2021</b>
<b>Issue Request for Proposals</b>	<b>August 31, 2021</b>
<b>Pre-Proposal Meeting</b>	September 14, 2021
<b>Requests for Information (RFI) Due</b>	September 21, 2021
<b>Responses to RFI's Due</b>	September 28, 2021
<b>RFP Submission Deadline</b>	October 12, 2021
<b>Staff Recommendation to the Board</b>	November 3, 2021
<b>Contract Award</b>	November 10, 2021
<b>Contract Effective Date</b>	January 3, 2022

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement, but staff will collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

The estimated budget for this project is \$660,185.00. Funds have been identified in the proposed 2022 Operating Budget.

**Board Priority**

This item aligns with the Board Priority – Innovation.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for Long Range System Plan.

Submitted by: Gordon Robinson  
Director of Planning

Final Review by: Derrick Majchszak  
Managing Director of Operations

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



**Subject:** Execute a Modified Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

**Background**

The CCRTA has operated bus services for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. Within the current 2020-21 academic year, the Memorandum of Agreement (MOA) consists of Route 60 Momentum Shuttle, Pilot Flex 93, and B-Line paratransit service. The Route 60 service operates during the Fall and Spring semesters only while the Pilot Flex 93 and B-Line paratransit services operate throughout the year.

**Identified Need**

For the upcoming 2021-22, and 2022-23 academic years, a modified MOA is required as the MOA will span a two-year term instead of an annual term. In addition, TAMU-CC has requested the removal of the Pilot Flex 93 service from the MOA. From a cost sharing standpoint, TAMU-CC will increase the contribution amount by 6% for the Route 60 service and will contribute to the fare-free ridership program for students, faculty, and employees which matches the MOA with Del Mar College. The term of the modified MOA is September 1, 2021 through August 31, 2023.

For the 2021-23 academic years, Route 60 will operate as follows:

Monday – Thursday	Friday	Saturday	Sunday
10-minute frequency, 7:30 a.m. – 1 p.m.	20-minute frequency, 7:30 a.m. – 6:00 p.m.	No Service	No Service
20-minute frequency, 1 p.m. – 7:30 p.m.			

Route 60 will begin operating service on student housing move-in dates and end service on the last day of final examinations. Route 60 will not operate service on select holidays, or during winter break, spring break, and summer sessions.

**Financial Impact**

The CCRTA and TAMU-CC share the cost of transportation services and fares. For the Route 60 service, CCRTA has negotiated an annual reimbursement from TAMU-CC for the 2021-23 academic years in the amount of \$126,817.74. In addition, TAMU-CC will contribute \$23,122 annually for the fare-free ridership program. The total TAMU-CC reimbursement amount for the 2021-23 academic years is \$299,879.48.

	Academic Year 2021-22	Academic Year 2022-23	Totals
Route 60 Momentum Shuttle	\$126,817.74	\$126,817.74	\$253,635.48
Fare-free Ridership Program	\$23,122.00	\$23,122.00	\$46,244.00
<b>Totals</b>	<b>\$149,939.74</b>	<b>\$149,939.74</b>	<b>\$299,879.48</b>

**Disadvantages Business Enterprise (DBE)**

DBE participation is zero percent (0%).

**Board Priority**

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

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Execute a Modified Memorandum of Agreement (MOA) with TAMU-CC in the amount of \$299,879.48 for the Route 60 service and the fare-free ridership program.

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



**Subject:** Award a Contract to Ti-Zack Concrete Inc., for the ADA Bus Stop Improvements – Phase VII

**Background**

Currently, the CCRTA has completed six phases of the ADA Bus Stop Transition Plan for ADA compliancy. To date 831 bus stops, out of 1,375 bus stops, are compliant or 60 percent compliant. The overall goal is to reach 100% ADA compliancy, contingent on Right-of-Way, within the next eight to ten years.

**Identified Need**

There are 544 bus stops remaining, in the ADA Bus Stop Transition Plan. The CCRTA plans to improve 99 bus stops, as part of this phase of the ADA Bus Stop Improvement Plan.

**Analysis**

The bids were issued May 6th, the pre-bid was held May 20th, and the bid opening was June 17th. The CCRTA received six bids. One of the bids, was deemed non-responsive, due to missing documentation from their bid submittal. The table below displays the bids.

Company Name	Zone 1	Zone 2	Zone 3	Total Bids
Ti-Zack Concrete, Inc.	\$263,446.96	\$317,315.50	\$233,077.00	\$813,839.46
Reytec Construction	\$293,913.75	\$336,247.50	\$270,202.00	\$900,363.25
A. Ortiz Construction and Paving, Inc.	\$366,513.00	\$413,280.00	\$336,212.00	\$1,116,005.00
Mako Contracting	\$367,282.56	\$507,307.20	\$346,745.56	\$1,221,335.32
*DMB Construction	\$601,311.98	\$ .---	\$ .---	\$601,311.98
ARS Specialty Contractors, LLC.	\$1,070,802.00	\$ .---	\$ .---	\$1,070,802.00

*\*DMB Construction was non-responsive due to failure to submit all required DBE Forms & did not submit Appendix "C", Certifications and Statement of Qualifications.*

The lowest bidder was Ti-Zack Concrete, Inc., out of Minnesota. They have been in business since 1999. The company has previously provided construction services for the CCRTA and completed Phase II and Phase VI of the ADA Bus Stop Program, for a total of 155 bus stops. The quality of the work completed was superior and it was performed in an expeditious manner.

**Financial Impact**

The estimated amount of the contract is \$813,839.46 and is budgeted in the 2021 Capital Projects budget. This project is funded with 80% federal funds and 20% local funds.

**Board Priority**

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

**Disadvantaged Business Enterprise**

The DBE Goal for this project is 11%, and Ti-Zack Concrete, Inc. has stated that they would meet that goal with a subcontractor.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Ti-Zack, Concrete Inc., for the ADA Bus Stop Improvements – Phase VII for the amount of \$813,839.46.

Respectfully Submitted,

Submitted by: Sharon Montez  
Reviewed by: Managing Director of Customer Services

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