



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Committees

**DATE:** Wednesday, January 22, 2020  
**TIME:** 8:30 a.m. Administration & Finance Committee Meeting,  
 Operations & Capital Projects Committee Meeting  
*(estimated at 9:30 a.m., although to be held immediately following  
 the Administration & Finance Committee Meeting)*

**LOCATION:** Staples Street Center  
 602 North Staples Street, 2<sup>ND</sup> Floor Board Room, Corpus Christi, TX

### ADMINISTRATION & FINANCE COMMITTEE

**PATRICIA DOMINGUEZ (Chair)**

Lynn Allison ~ George Clower ~ Glenn Martin ~ Michael Reeves

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	----
5.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance	A. Gaitan	3 min.	Pages 1-2 PPT
6.	Adjournment	P. Dominguez	1 min.	----

Total Estimated Time: 13 min.

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### OPERATIONS & CAPITAL PROJECTS COMMITTEE

**DAN LEYENDECKER (Chair)**

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	----
5.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract	D. Majchszak	3 min.	Pages 1-2 PPT
6.	Adjournment	D. Leyendecker	1 min.	----

Total Estimated Time: 13 min.

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On **Friday, January 17, 2020** 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 Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.



**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.



**Subject:** Exercise Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance

**Background**

The CCRTA entered into an Insurance Consulting Services Agreement with Roland Barrera Insurance for the period of February 20, 2017 through February 19, 2018. The original agreement was a fixed one-year contract with a one-option year.

In March of 2018, two additional option years were added and the contract was increased from \$48,000 to \$60,000 to incorporate Risk Management Services. The Chief Executive Officer had identified a need for additional insurance coverage expertise to assist the Risk Management functions of the CCRTA.

During the last few year, the consultant has provided support/guidance services in regards to Risk Management Services, renewal of the TML policy, Employee Health Benefit Plan, and the Wellness Program implementation process.

**Identified Need**

Exercising the final year will allow the continuity of all the various insurance and benefits programs through February 20, 2021. The additional support services provided by the consultant, strengthens the overall management of the various services listed in the agreement.

**Disadvantaged Business Enterprise (DBE)**

This item is not funded with federal funds.

**Financial Impact**

The estimated agreement cost is \$60,000 per year, and is budget in 2020 Operating Budget.

**Board Priority**

This Board Priority is Transparency.

**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resouces

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



**Subject:** Authorize Issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract

### **Background**

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2012 and 2015 fixed route coaches have reached or will soon reach their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

### **Identified Need**

The 2012 and 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next two (2) years; up to thirty-five (35) 2012-2015 CNG Gillig Low Floor units. Twenty (20) engines in 2020 and fifteen (15) engines in 2021 are expected to be replaced.

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

The Bus Engine Contract Supplier Invitation for Bid (IFB) is structured as a one-year firm supply agreement with one (1) one-year option following Board approval.

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2020 operating budget. The project is contingent upon the award of 5307 funding.

Expenditures for this 2020 CIP item is expected to be \$815,020.00. The local match is 20% with an estimated cost of \$163,004.00 and a federal estimated cost of \$652,016.00.

**Board Priority**

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Derrick Majchszak  
Acting Managing Director of Operations

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