



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, March 4, 2020
TIME: 8:30 a.m.
LOCATION: Staples Street Center
 602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)

Lynn Allison ~ Anne Bauman ~ George B. Clower ~ Patricia Dominguez

Anna Jimenez ~ Glenn Martin ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	----
2.	Roll Call	D. Leyendecker	2 min.	----
3.	Safety Briefing	M. Rendón	2 min.	----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	----
6.	Award Recognitions by CEO a) APTA Marketing & Communication Conference 'Call Center Challenge' – Ms. Dayna DeLa Fuente for Your Outstanding Effort and Performance b) Government Finance Officers Association (GFOA) – Distinguished Budget Presentation Award for the 2019 CCRTA Operating and Capital Budget	J. Cruz-Aedo	3 min.	----
7.	Update – South West Transit Association (SWTA) Resolution of Commitment by CCRTA to Train Employees on Recognizing Human Trafficking	J. Cruz-Aedo	3 min.	<i>Attachment</i>
8.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of: a) SPECIAL Meeting January 2, 2020 b) Meeting Minutes of February 5, 2020	E. Martinez	2 min.	Pages 1-3 Pages 4-11
9.	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.		3 min.	Pages 12-20
	a) Action to Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposal (RFP) for an Interactive Voice Response (IVR) System (pg. 12) b) Action to Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure (pgs. 13-14)			

	<ul style="list-style-type: none"> c) Action to Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options (pgs. 15-16) d) Action to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys (pgs. 17-18) e) Action to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts (pgs. 19-20) 			
10.	Presentations: <ul style="list-style-type: none"> a) January 2020 Financial Report b) Procurement Update c) January 2020 Safety & Security Report d) January 2020 Operations Report 	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	Pages 21-31 PPT <i>PPT</i> <i>PPT</i> Pages 32-41 PPT
11.	CEO's Report	J. Cruz-Aedo	5 min.	-----
12.	Board Chair's Report	E. Martinez	5 min.	-----
13.	Adjournment	E. Martinez	1 min.	-----
14.	Information Items: <ul style="list-style-type: none"> a) RCAT Meeting Minutes-January 16, 2020 b) Member Inquiry Forms: <ul style="list-style-type: none"> 1. Board Meeting--February 5, 2020 2. Committees Meetings--January 22, 2020 			

Total Estimated Time: 49 min.

On **Friday, February 28, 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.




TRANSPORTATION LEADERS AGAINST HUMAN TRAFFICKING PLEDGE

The U.S. Department of Transportation's Transportation Leaders Against Human Trafficking initiative calls on all transportation industry leaders to join us in our commitment to employee education, raising public awareness, and measuring our collective impact by signing this voluntary pledge.


We pledge with one voice as national leaders to join with partners across the transportation industry to work together and end human trafficking by:

- * Educating our employees and organizational members on how to recognize and report signs of human trafficking
- * Raising awareness among the traveling public on human trafficking issues by utilizing common messaging in targeted outreach campaigns
- * Measuring our collective impact on human trafficking by tracking and sharing key data points

By uniting our efforts across the transportation sector, we will see greater progress in reaching our ultimate goal of eliminating human trafficking.


2/25/2020
Jorge G. Cruz-Aedo, CEO

Signature, Date Name, Title



Organization/Address

361-425-4140
jcruz-aedo@ccrta.org

Phone Email

By signing this Pledge, you affirm that you are authorized to make this voluntary commitment on behalf of your organization, and you acknowledge and agree to grant USDOT permission to publicly reference that your organization is a TLAHT pledge signatory.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS 'SPECIAL' MEETING MINUTES
WEDNESDAY, JANUARY 2, 2020**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Safety Briefing**
- 4. Held Election and Swearing-in of CCRTA Board Chair**
- 5. Held Elections for CCRTA Board Vice Chair, Board Secretary and Assistant Secretary**
- 6. Announcement of CCRTA Committee Appointments by Board Chair and Action to Confirm Appointments**
- 7. 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

Mr. Edward Martinez, Board Vice Chairman, called the meeting to order at 11:30 a.m., and held the Pledge of Allegiance. Mr. Dan Leyendecker called Roll and stated a quorum was present.

Board Members Present: Edward Martinez, Board Chair; Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin and Matt Woolbright.

Board Members Absent: Philip Skrobarczyk.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, John Esparza, Dena Linnehan, Derrick Majchszak; Sharon Montez, Rita Patrick, Gordon Robinson, Robert Saldaña and Susan Teltschik.

Public Present: Benjamin Schmit, MV Transportation; Rob MacDonald, MPO.

Held Safety Briefing

Mr. Mike Rendoñ provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Held Election and Swearing-in of CCRTA Board Chair

Mr. Edward Martinez opened the floor for any nominations for Board Chair for the 2020-2021 term. Mr. Glenn Martin made a motion to nominate Mr. Edward Martinez, and then made a motion by acclamation to elect him as Board Chairman. No other nominations were received. Mr. Martinez thanked the members for his re-election as Board Chair.



Mr. John D. Bell, Legal Counsel for the Agency, swore-in Mr. Edward Martinez as the new Board Chairman and photos were taken of the new Chair and Board Members.

MR. GLENN MARTIN MADE A MOTION TO NOMINATE MR. EDWARD MARTINEZ AS BOARD CHAIRMAN, AND MADE A MOTION BY ACCLAMATION TO ELECT HIM AS BOARD CHAIRMAN. MR. DAN LEYENDECKER SECONDED THE MOTION BY ACCLAMATION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.*

Held Election of CCRTA Board Vice Chair, Board Secretary and Assistant Secretary

Mr. Martinez asked for nominations for the Vice Chair, Board Secretary and Assistant Secretary.

MR. MATT WOOLBRIGHT MADE A MOTION TO NOMINATE MR. MICHAEL REEVES AS BOARD VICE CHAIR, NO OTHER NOMINATIONS RECEIVED, AND MR. MARTIN MADE A MOTION BY ACCLAMATION TO ELECT HIM AS BOARD VICE CHAIR. MR. DAN LEYENDECKER SECONDED THE MOTION BY ACCLAMATION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.*

MR. REEVES MADE A MOTION TO NOMINATE MR. DAN LEYENDECKER AS BOARD SECRETARY, NO OTHER NOMINATIONS RECEIVED, AND MS. LYNN ALLISON MADE A MOTION BY ACCLAMATION TO ELECT HIM AS BOARD SECRETARY. MR. MARTIN SECONDED THE MOTION BY ACCLAMATION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.*

MR. MARTIN MADE A MOTION TO ELECT MS. DENA LINNEHAN AS BOARD ASSISTANT SECRETARY BY ACCLAMATION AND NO OTHER NOMINATIONS RECEIVED. MR. MATT WOOLBRIGHT SECONDED THE MOTION BY ACCLAMATION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.*

Announcement of CCRTA Committee Appointments by Board Chair and Action to Confirm Appointments

Mr. Martinez commented on the changes for the committees, and said for the Administration & Finance Committee, Ms. Patricia Dominguez will be the Committee Chair and the members appointed to this committee will be Ms. Lynn Allison and Messrs. George Clower, Glenn Martin and Michael Reeves.

Mr. Martinez also commented on the changes to the Operations & Capital Projects Committee, Mr. Leyendecker will be the Committee Chair and the members appointed to this committee will be Ms. Anne Bauman and Ms. Anna Jimenez, and Messrs. Philip Skrobarczyk and Matt Woolbright.



MR. REEVES MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENTS AS DESCRIBED BY THE BOARD CHAIR. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN, AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.

Adjournment

There being no further review of items, the meeting adjourned at 11:40 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, FEBRUARY 5, 2020**

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. Update on RCAT Committee Activities
7. Action to Approve the Board of Directors Meeting Minutes of January 8, 2020
8. Heard Consent Items –
 - a) Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for a Bus Engine Supplier Contract
9. 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
10. Action to Recommend the Board of Directors Confirm the CEO's Execution of an Amendment to the 2013 Contract with MV Transportation, Inc. In Order to Include the Autonomous Bus Service at TAMU-CC for a Term Ending December 2021
11. Heard Presentations –
 - a) 4th Quarter Defined Benefit & Defined Contribution Plan & Trust Performance
 - b) 4th Quarter Investment Report
 - c) December 2019 Financial Report
 - d) Procurement Update
 - e) December 2019 Safety & Security Report
 - f) December 2019 Operations Report
12. Heard CEO's Report
13. Heard Chairman's Report
14. Held Discussion (In Closed Session) and Possible Action Thereafter in Open Session Concerning:
 - a) CEO Evaluation, Compensation and Benefits
15. 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

Mr. Michael Reeves, Board Vice Chairman, 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: Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin, Philip Skrobarczyk and Matt Woolbright.



Board Members Absent: Edward Martinez, Board Chair.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Angelina Gaitan, Dena Linnehan, Derrick Majchszak; Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Sandy Roddel, Robert Saldaña, Daniel Shelton and Susan Teltschik.

Public Present: Benjamin Schmit and Letty James, MV Transportation; Rob MacDonald, MPO; Ms. Lisa Keckler and Mr. Chris Keller, Wells Fargo.

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

No one spoke.

Heard Update on RCAT Committee Activities

Ms. Sharon Montez commented on the recent meeting held on January 17, 2020. RCAT calendar for 2020 was approved. She commented the next meeting is a scheduled Route Evaluation of two analysis and will be held on February 20, 2020 and everyone is invited.

Action to Approve the Board of Directors Meeting Minutes of January 8, 2020

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 8, 2020. MS. LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Heard Consent Items –

- a) **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for a Bus Engine Supplier Contract**

MR. GLENN MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BID (IFB) FOR A BUS ENGINE SUPPLIER CONTRACT. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.



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

Ms. Angelina Gaitan reported on the original contract from February 20, 2017 through February 19, 2018 at \$48,000, and in 2018 a contract modification was issued to extend the contract for two additional years. She said the extension also covered the additional Risk Management support services at \$12,000 annually. Ms. Gaitan mentioned this would assist the Agency in strengthening the overall management of the various insurance, benefits, risk management contracts. She said it also would potentially add value to reduced insurance contract costs, increase the awareness of the benefits to employees and enhance educational outreach for our wellness program. There will be no DBE interest as this service agreement is not funded with Federal monies, and it has been budgeted in the 2020 Operating Budget at an estimated cost of \$60,000.

MR. GEORGE CLOWER MADE A MOTION 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. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Action to Recommend the Board of Directors Confirm the CEO's Execution of an Amendment to the 2013 Contract with MV Transportation, Inc. In Order to Include the Autonomous Bus Service at TAMU-CC for a Term Ending December 2021

Mr. Derrick Majchszak reported on this item and the need for approval, in order for both contracts to expire at the same time, collectively.

MR. DAN LEYENDECKER MADE A MOTION TO TABLE FOR FUTHER DISCUSSION TO RECOMMEND THE BOARD OF DIRECTORS CONFIRM THE CEO'S EXECUTION OF AN AMENDMENT TO THE 2013 CONTRACT WITH MV TRANSPORTATION, INC. IN ORDER TO INCLUDE THE AUTONOMOUS BUS SERVICE AT TAMU-CC FOR A TERM ENDING DECEMBER 2021.

Several questions were asked by board members to clarify the 2-year Autonomous Vehicle (AV) Pilot Program. Staff provided the information on MV Transportation's contract that is set to expire in December 31, 2020. Mr. Majchszak commented that MV purchased the AV 'SURGE' vehicle in good faith, the contract is a 2-year AV Pilot Program Contract ending in December 31, 2021, and we are requesting that MV's contract be amended to also expires December 31, 2021. After general discussion, Mr. Dan Leyendecker rescinded tabling the item and voted in favor, and other board members agreed to approve by a vote.

MS. PATRICIA DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS CONFIRM THE CEO'S EXECUTION OF AN AMENDMENT TO THE 2013 CONTRACT WITH MV TRANSPORTATION, INC. IN ORDER TO INCLUDE THE AUTONOMOUS BUS SERVICE AT TAMU-CC FOR A TERM ENDING DECEMBER 31, 2021. MR. MARTIN SECONDED THE MOTION. A VOTE WAS TAKEN WITH 9 MEMBERS; REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ,



**LEYENDECKER, MARTIN, AND SKROBARCZYK VOTING IN FAVOR, AND 1
MEMBER WOOLBRIGHT VOTING AGAINST. ABSENT MARTINEZ.**

Heard Presentations –

a) 4TH Quarter Defined Benefit & Defined Contribution Plan & Trust Performance

Mr. Robert Saldaña introduced Ms. Lisa Keckler and Mr. Chris Koeller, Portfolio Manager from Wells Fargo who presented this item. Ms. Keckler commented that Wells Fargo Institution Retirement and Trust Team has been acquired by Principle Financial Group as of July 1, 2019, and they are still Wells Fargo employees and the Agency's Plan is still in Wells Fargo system as nothing has changed yet. She said they will be transitioning services onto some principle platforms later in 2020 and first half of 2021. Ms. Keckler also mentioned they will visit with CCRTA and bring a Service Continuity Agreement which will be the legal documentation to be signed by CCRTA that gives consent for Wells Fargo to transfer over data to Principle Financial Group of our plans.

Mr. Koeller provided a brief report on the December 31, 2019 numbers reflected in the Defined Benefit Plan and the Defined Contribution Plan. He said equity markets had very strong returns in the 4TH Quarter with S&P 500 up 9.1 percent, and up over 30 percent for the year. He reported Large CAP Growth outperformed Large CAP Value and is a trend we are seeing in Mid, Small and International-CAPs. He said this reversed slightly in the 3RD Quarter, yet the trend continues to be strong as shown in his slide displayed on a chart under Information Technology where it performed over 50 percent. He also commented that this has been strong across the board with the exception of Energy. Mr. Koeller commented the quarter was very strong and that this hasn't been seen in over 2 decades so very positive as credit spreads narrowed there. He said economically, things look reasonably strong. Other comments included that Manufacturing was a little soft, with Services being much stronger. For housing and the job market, they are much to be content with and moderately stable this year. Mr. Koeller commented they expect geological uncertainties to keep the U.S. economic expansion on edge during a record 12TH year of growth. A very robust year in the equity and fixed income markets.

Mr. Koeller continued with the report on the RTA Employees Defined Benefit Contribution Plan & Trust ending December 31, 2019. He said we would be meeting with staff to provide more details this afternoon. Mr. Koeller reported on the Quarter in Review ending in \$10.9M, and ending the year in \$11.5M to show a \$615,361 in gains. He said the Plan has grown nicely and the balance of the assets is great, and there is a mix of index and actives. He commented they can talk with the committee to make any improvements or to expand some items for additional growth. The line-up serves us well and the current grading includes Fixed Income, Balanced, Large and Mid Cap, and International investments.

4TH Quarter Investment Report

Mr. Robert Saldaña introduced Mr. David McElwain of Patterson & Associates who presented the item. Mr. McElwain reported there have been a number of events that contributed to a bumpy environment for Fixed Income, or our Operating Funds governed by the Public Funds Investment Act (PFIA) of Texas. He commented the Fed's think we are in a good place as seen in the overall economic numbers running close to 2 percent, as stated by the Fed's Vice Chair Clarida. Mr. McElwain commented inflation has been sluggish for a decade and it is projected to remain limited through 2020. This will keep the central banks on hold and accommodative as the bar slowly rises for further stimulus.



With the price of oil down and at its weakest since 2016, a major run up in oil prices will harm our trading partners and keep the global economy down.

He displayed a slide with a chart of the CCRTA Portfolio beginning at \$29.7M as of September 30, 2019 and ending in \$27.3M on December 31, 2019. He said the policy benchmark quarter over quarter was a 30-basis point decline. Our FY2019 earnings to date at \$552,566. He commented that the allocation between September and December had roughly 17 percent in bank deposits with lower yields than the pools, making the portfolio slightly under the benchmark. Mr. McElwain mentioned the CD that did mature looks like it divided up 50 percent between the bank deposits and TexPool. He said we are extremely heavy in overnight instruments. Some of the parameters between State Law (PFIA), are that the PFIA sets highest credit ratings for safety, requires the Agency to set its own parameters within fixed income (debt) markets and does not allow investments in equities (stocks). While CCRTA policy specifically excludes pension funds, objectives are safety, liquidity, diversification and yield, fixed income and money market securities only and benchmarks of 6 month and 1-year U.S. Treasury marks.

b) December 2019 Financial Report

Mr. Saldaña said this item aligns with our Transparency Board Priority and highlights for the month of December. He commented are our bus advertising is up by 11-1/2 percent ahead of budget, the investment income also up over 11-1/2 percent, and said total expenses are 10.05 percent under budget. He commented we have an uptick in sales tax revenue we are projecting at 3.48 percent for December which we will receive the 14TH of the month. Revenues for the month are \$5.7M, \$3.6 in expenses giving us a \$2.1M surplus. A slide was displayed showing a chart by category, and he detailed the breakdown of each line item to reflect total revenues at \$5.3M and adding our transfer-in last payment from our pension fund, making total revenues for the month at \$5.7M. He said we are now 104 percent fund as the market has been doing very well.

A chart showing where money goes by category was also displayed, and said Salaries and Benefits are at \$1.6M or 56 percent, with \$549,687 or 19 percent for Purchased Transportation. Other items were detailed with the amounts and percentages. Another chart of expenses by object, with Salaries and Benefits being the largest at \$1.62M on a budget of \$1.69M for the month, and all showed savings with the exception of Purchased Transportation coming in at \$549,687 on a budget of \$538,704, and said we are at \$359,969 better than what we budgeted.

Mr. Saldaña reported on highlights for the year-to-date showing our revenues excluding capital grants at almost 2.82 percent ahead of budget, investment income is at 61 percent ahead of budget also with our total expenses being 11 percent under budget. He also commented our revenues are at \$43.8M with expenses being \$41.5M giving us a savings of \$2.2M this year. A chart of revenue by category was displayed and detailed each line item to reflect total year-to-date revenues including the transfer-in of the \$2.5M payment for pension making our total revenues at \$43.8M. for the year.

The month over month comparison for November 2018 we received \$2.43M versus this November of \$2.58M for an increase of \$153,434, or 6.3 percent increase in sales tax. He said for November 2019 we budgeted \$2.51M and came in at \$2.58M so we are at \$68,872 increase. Mr. Saldaña displayed a chart graph showing the sales tax highs and lows from November 2019 versus November 2018. Mr. Cruz-Aedo said for 2019, although



revenues were off slightly, our expenses were below the actual of revenues we received, and ended the year contributing \$1.5M to our undesignated fund balance as we did very well.

c) Procurement Update

Mr. Saldaña reported there are two current procurements for the month for On-board Automated Passenger Counters (APC) system for bus fleet at \$196,601, and Bus Stop Shelter Amenities at \$608,000 and both RFPs are in progress. He commented on the board items coming us for review and approval by the board in January through March of 4 projects; Insurance Consulting Services, Bus Brake System Parts, Electrical Bus Engine Parts and Internal and External Bus Engine Parts.

Mr. Saldaña displayed two slides under the CEO signature authority of \$50,000 or less for 11 projects; Wireless and VOIP Equipment and Service, Quarterly Maintenance of the CCTV System, Coin Sorter PM Inspection, Two Employment Labor Law Attorney agreements, Digital Destination Signage, HD Vehicle Filters, Boardroom Audio Support, Licensing for Budget Software, B2GNow Diversity Management Annual Service Fee and Janitorial Services. He reported on month-to-month contracts; Monitor Fire and Burglar System, Satellite Phones and two MOA's; Rural Economic Assistance League and Demand Response. Also reported is that we still maintain the Harbor Ferry marina space.

d) December 2019 Safety & Security Report

Mr. Mike Rendón commented this December report aligns with our Board Priority – Facilities-Safety & Security. He said there were 6 accidents and 2 were non-preventable and 4 preventable, giving us a collision rate for the month at 2.51. Mr. Rendón reported the CCRTA operators drove a little over 238,000 miles for December, and our collision rate at 1.46. A slide security stats indicated there were 336 contacts with individuals and he detailed each line item of percentages. The top 4 items took about 90 percent of our contacts and also added a year-to-date security stats slide. He stated the agency continues to utilize the Canine Unit from Precinct 5 once a month where we board different buses and routes at all transfer stations. He said our CEO approved hosting the 1st Quarterly Meeting with Texas Transportation Safety & Security Professional Association (TTSSPA) on January 31, 2020 here at Staples Street in the Boardroom from 8:30 am to 2:00 pm with lunch being provided and you are all invited.

e) December 2019 Operations Report

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported monthly highlights to show passenger trips at 397,227, down by 4.1 percent from last December, service hours we consumed are 31,225 and service miles driven at 500,456. He displayed a graph chart showing the comparison of monthly ridership from prior years with ups and downs by the months. Mr. Robinson commented on the mode split where B-Line was up by almost 6 percent and Vanpool up 306.5 percent. Mr. Robinson said the year-to-date we finished down at 2.2 percent overall, Vanpool over 300 percent, B-Line also still up by 6.7 percent.

He said no issues with On-Time Performance almost 95.8 percent for December, and early departures were standard within our system. A slide showing projects that will be impacted by the city construction, and said there is 15 percent being of our services are on detour and several heavy ridership routes will be impacted in the next few months. The



B-Line Service performance is 2.67 for productivity, slight dip in Miles Between Road Calls (MBRC) below the standard and little over 4,000 for wheelchair boardings. We received 7 CAFs a low for the month is very good for us and historically has been down for the year. Mr. Robinson said Miles Between Road Calls are over 14,000 and meeting the standard.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented on the position of Managing Director of Operations, did a national recruitment and visited with outside and internal applicants, and are pleased to announce that we offered the position to Mr. Derrick Majchszak.

He continued on speaking about the South West Transit Association (SWTA), who designates a Legislature of the Year, and the CCRTA submitted Senator John Cornyn as a candidate for consideration. He said Senator Cornyn was instrumental in helping us receive our recent Grant Award. Mr. Cruz-Aedo said if Senator Cornyn does not receive the position as Legislature of the Year award from SWTA, we will bring forth a Resolution of support for his efforts in appreciation, and will present to him when those of us who travel to D.C. in March for the APTA Legislative Conference.

Mr. Cruz-Aedo gave an update on the autonomous vehicle (AV) that has been in operation for 3 weeks now and everything seems to be working well with the vehicle at the TAMU-CC campus. He commented on Mr. Mike Rendon's saying of 'to be proactive', Mr. Cruz-Aedo has asked the RCAT Committee send members to ride the SURGE AV to make sure we are meeting all of the ADA requirements and issues that are before us. He added we have a comparable service available to anyone who has a disability to be able to go to any of the areas along the route the SURGE AV utilizes by calling the number listed on the signage of the route.

To continue, he commented that he has been contacted by VIA, DART and Houston METRO who want to send delegations to Corpus to visit with us and to see the AV and to learn how we made it happen. He said he will be presenting at SWTA and recently at the AV America Conference in Palo Alto, CA. and also at Tex-21 Quarterly Meetings, and has been asked to present to the Federal Highway Association on our AV. Mr. Cruz-Aedo commented EasyMile, the manufacturer of the AV SURGE, and ENGIE, another pilot program currently in place to inform customers of where there are going at the bus stops on the screens, and both French companies, have each reached out to us to attend their International Conference in June in Paris. He said additional details will be provided once we have talk in more detail with these companies, as they want to pay for the registrations, yet travel and food would be paid for by the CCRTA. Mr. Cruz-Aedo commented details are to be worked out and we wanted to share with the board members and will keep them advised if this becomes a reality.

Heard Chairman's Report

Mr. Mike Reeves, Board Vice Chairman deferred time to other board members. All members congratulated Mr. Derrick Majchszak on the promotion, and also thanked Mr. Cruz-Aedo and Staff for all they do including their hard work and making the AV project come to life.

Held Discussion (In Closed Session) and Possible Action Thereafter in Open Session Concerning; CEO Evaluation, Compensation and Benefits

Mr. Reeves called the Closed Session into order at 10:13 a.m. Section 551.071 of the Texas Open Meetings Act. Mr. Reeves ended the Closed Session meeting at 10:48 a.m. and stated the meeting was now in Open Session. Mr. Reeves asked if there was any action taken in Closed Session and asked for a motion.



MR. CLOWER MADE A MOTION CONCERNING; CEO EVALUATION, COMPENSATION AND BENEFITS; TO EXTEND THE CEO'S CONTRACT BY ONE YEAR, PROVIDE HIM WITH AN 8 PERCENT RAISE, INCLUDING A 3 PERCENT COLA AND A ONE-TIME PERFORMANCE INCENTIVE EQUAL TO 7 PERCENT OF HIS CURRENT SALARY. MR. LEYENDECKER SECONDED THE MOTION. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, AND SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Adjournment

There being no further review of items, the meeting adjourned at 10:49 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 4, 2020

Subject: Issue a Request for Proposals (RFP) for an Interactive Voice Response (IVR) System

Background

CCRTA provides paratransit, demand response, and commuter route services to the City of Corpus Christi and its member cities. CCRTA's services approximately 5.4 Million passenger trips each year, and is currently using an outdated IVR system. The IVR System is known as the RIDELINE on our website and marketing documents.

Identified Need

Currently, the CCRTA's IVR system was built around Windows 2008 R2 server platform that is no longer supported by Microsoft. The outdated system is vulnerable to attacks and does not meet today's IVR standards. As a result, the CCRTA is seeking a qualified contractor to implement an IVR system to provide route, schedule, real-time, and general customer service information. The goal is to reduce the number of calls from passengers that require a live agent.

Disadvantaged Business Enterprise

Staff will encourage the successful bidder to outreach with minority, women owned, and disadvantaged businesses.

Financial Impact

Funds for the Interactive Voice Response (IVR) System have been identified in the 2020 capital budget using funding provided by the VTCLI Grant with an estimated cost of \$118,000.

Board Priority

The Board Priority aligns with Innovation.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on February 26, 2020.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for an Interactive Voice Response (IVR) System.

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

March 4, 2020

Subject: Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure

Background

The Board of Directors adopted a Resolution, at the December Board meeting, in support of a grant application from the Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure. At that time, four locations were designated for the grant application.

Given that the CCRTA is striving to become a more innovative leader in environmental sustainably and smart growth, additional locations for electric charging stations have been discussed. The installations would take place over a period of five years, throughout the service area, near major highways.

TCEQ has stated that there could be another call for projects later this year, if there is funding left after this round of grant awards, and the CCRTA would like to be staged to respond in a timely manner.

The statutory goal of the AFFP is to ensure that alternative fuel vehicles have access to fuel and to build the foundation for a self-sustaining market for alternative fuels in Texas. The program's objective is aimed at increasing the use of alternative fuels in the Clean Transportation Zone.

The program is part of the Texas Emissions Reduction Plan (TERP) and is funded from legislative appropriations to the TCEQ from the TERP Fund. The overall objectives of TERP include achieving reductions in nitrogen oxides (NO_x) emissions and other pollutants of concern to assist areas to come into compliance or remain in compliance with the National Ambient Air Quality Standards under the federal Clean Air Act.

Identified Need

The agency has identified ten additional site locations for the installation of electric charging stations.

Analysis

Applicants must meet all State of Texas requirements and be eligible to conduct business in Texas. There is no limitation on the number of grants an eligible applicant may receive from this program for different locations.

Stations funded by AFFP grants must be new facilities or, at a minimum, provide new services. Projects that are open to the public will be considered for funding before private facilities. Public stations must be accessible and available for public use for a minimum

of eight hours per day between the hours of 6:00 a.m. and 8:00 p.m., Monday through Friday.

Eligible project categories for AFFP applications are:

- Construction of new facilities dispensing eligible alternative fuels to vehicles and equipment in the Clean Transportation Zone, or
- Expansion of existing alternative or natural gas fueling facilities currently located in the Clean Transportation Zone, dispensing natural gas or other alternative fuels to vehicles and equipment to provide new services or capabilities.

Disadvantaged Business Enterprise

This project is funded with local funds and does not have a DBE requirement.

Financial Impact

The maximum grant award for fuels other than natural gas will be 50% of the total eligible costs or a maximum of \$600,000, whichever is less. The CCRTA's estimated project cost for one location, with two charging units with dual dispensers is estimated at \$100,000, for a total of \$1,000,000 for ten locations. Therefore, 50% of that amount could be funded by the TCEQ grants, while the CCRTA's local match would be 50%, or \$500,000, and would be funded from unobligated reserves.

Board Priority

This item aligns with the Public Image and Innovation Board Priorities.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on February 26, 2020.

Recommendation

Staff recommends the Board of Directors to Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure.

Respectfully Submitted,

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

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

Corpus Christi Regional Transportation Authority



Resolution

IN SUPPORT OF A GRANT APPLICATION FROM TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR THE ALTERNATIVE FUELING FACILITIES PROGRAM (AFFP) FOR ELECTRIC CHARGING STATIONS AND INFRASTRUCTURE

WHEREAS, electric vehicle charging services can provide a positive economic and environmental impact, and

WHEREAS, the Corpus Christi Regional Transportation Authority (CCRTA) provide electric vehicle charging services which can provide an incentive to attract visitors/customers by providing a convenient location for charging in the greater Corpus Christi area,

WHEREAS, the CCRTA desires to participate in a grant program with the Texas Commission on Environmental Quality (TCEQ) for grant funding to offset the costs for the procurement and installation of up to twenty electric vehicles charging stations and at up to ten different locations, and for future participation in TCEQ grant programs to expand the quantity of electric charging station as deemed needed for the service area, and

WHEREAS, potential locations include, Port Aransas, North Beach, Robstown, Annville/Calallen area, the South-Side (near Yorktown area), Padre Island, Westside Downtown, Flour Bluff and the Northside of Corpus Christi with the potential for future sites to be identified.

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

Section 1. The Board hereby declares its support for:

- Electric vehicle charging stations that can provide a positive economic and environmental impact,
- Electric vehicle charging stations that provide an incentive to attract visitors/customers by providing a convenient location for charging in the greater Corpus Christi area,
- CCRTA to participate in a grant program through the Texas Commission on Environmental Quality (TCEQ) for grant funding to offset the costs for the procurement and installation of potentially twenty electric vehicles charging stations in ten different locations,
- Placement of electric charging stations at ten additional sites that include Port Aransas, North Beach, Robstown, Annville/Calallen area, the South-Side (near Yorktown area), Padre Island, Westside Downtown, Flour Bluff and the Northside of Corpus Christi with the potential for future sites to be identified.

Section 2. The Board further declares its intention to support the plan of development for future exploration of grant opportunities for the financing of capital projects for the procurement and installation of electric charging stations.

DULY PASSED AND ADOPTED this 4TH day of March 2020.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge G. Cruz-Aedo
Chief Executive Officer

Edward Martinez
Chairman of the Board



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 4, 2020

Subject: Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options

Background

In 2015, CCRTA contracted both bus and bench advertising with Iconic Sign Group. The contract was for 3-years with two, one-year options. Iconic Sign Group, LLC will complete its last one-year option on July, 27, 2020. Services provided by Iconic Sign Group, LLC has been good.

Identified Need

The bus and bench advertising contract allow CCRTA to expand its revenue stream to provide quality transportation, security, and customer service for our transit riders. The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

Financial Impact

The contract with Iconic Sign Group was a Three-Year Base Contract with two one-year option. The last year was amended (see chart below).

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000
Second Option Year (Original)	37% or	\$200,000

Approved Amendment Request in 2019

Due to a decrease of advertising inventory resulting in reduction of potential revenue. The current street construction throughout the city has had adverse results in bus bench advertising which has decreased the number of bus benches available.

Second Option Year (Amended)	37% or	\$180,000
------------------------------	--------	-----------

Iconic Sign Group, LLC financial revenue to CCRTA for the past five years

Year	Bus Advertising Revenue	Bench Advertising Revenue	Total Per Year
2017	\$80,530.25	\$95,133.43	\$175,663.68
2018	\$78,409.95	\$96,218.17	\$174,628.12
2019	\$91,119.61	\$85,881.48	\$177,001.09
Total	\$250,059.81	\$277,233.08	\$527,292.89

Board Priority

This item aligns with the Board Priority – Financial Transparency.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on February 26, 2020.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) Bus and Bench Advertising for Three Years with Two 1-Year Options.

Respectfully Submitted,

Submitted by: Rita Patrick
Director of Marketing

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 4, 2020

Subject: Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys

Background

The Federal Transit Administration's (FTA) National Transit Database (NTD) was established by the United States Congress to record the financial, operating and asset condition of transit systems within the nation. Recipients or beneficiaries of FTA grants under the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) are required by law to submit data to the NTD in uniform categories. More than 660 transit providers report data to the NTD.

Every three years, the RTA must conduct a mandatory passenger miles traveled sampling effort as required by the FTA. Passenger miles traveled is the cumulative sum of the distance traveled by passengers on revenue service trips.

Identified Need

Per the FTA, the 2020 NTD reporting year is a mandatory passenger miles traveled sampling year. A procurement is required in order to hire resources to conduct a system-wide sampling on multiple transit services. The scope of work will be focused on the collection of ridership activity on-board buses, at bus stops, and at transfer stations in order to accurately calculate passenger miles traveled. Data collection will occur in the Fall 2020 timeframe. For each revenue trip operated on autonomous, fixed route, Flex, and Commuter Express services, the surveys will record boardings, alightings, passenger loads, on-time performance, and passenger miles traveled data per NTD guidelines. Upon completion, this data will be utilized to calculate passenger miles traveled data for the 2020 NTD annual report. In addition, this data will support future service and facility improvements.

Disadvantaged Business Enterprise

This project is funded with local funds and does not have a DBE requirement.

Financial Impact

The estimated project budget is \$62,500. Local funds for this project have been budgeted in the 2020 Service Development Operating Budget.

Board Priority

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

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on February 26, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys.

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 4, 2020

Subject: Action to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts

Background

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

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

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

Identified Need

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

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2020 operating budget. The estimated one-year project cost of \$542,186.68 is based on usage in 2019.

Multiple Bus and Engine Parts Contracts

Internal & External Engine Bus Parts (Option Year 1)	\$318,427.89
Electrical Bus Parts (Option Year 1)	\$103,992.05
Brakes Bus Parts (Option Year 1)	\$119,766.74
Estimated One-Year Combined Project Costing	\$542,186.68

Board Priority

This Board Priority aligns with Public Image & Transparency.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on February 26, 2020.

Recommendation

Staff recommends the Board of Directors to Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) of Three Individual Contracts to Multiple Vendors for Bus and Engine Parts; Internal and External Engine, Electrical Bus, and Brake Bus.

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


VENDORS

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

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: January 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

New Format: The results of operations will now be reported in comparison to the annual adopted budget. The operating budget will be reported separately from the CIP budget. A year to-date baseline for each component has been established to improve the analytics and provide a gauge as measurement of information. The Actual to Baseline column is a fixed point of reference that compares the results of each component against budgeted target goals at a specific point in time. The standard information will also be included to provide continuity and reference.

To open the 2020 fiscal year:

Operating Revenues totaled \$2,743,319 in January, or 77.80% of the monthly baseline expectation. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data. In the case of January, there is a significant difference (20.56%) between the estimated **Sales Tax Revenue** of \$2,500,000 and the baseline expectation of \$3,100,000. This is because less sales tax collections are expected in the month of January, compared to times of the year that coincide with more financial activity such as spring break, summer months, back to school and holidays. Categories measuring favorably against the baseline expectation include **Passenger Service** (99.99%), **Bus Advertising** (95.26%), and **Staples Street Center lease income** (99.62%).

The **Investment Portfolio** closed the month of January with a Market Value of **\$27,716,776** an increase of **\$341,327** from the end of 2019 which closed at **\$27,375,449**. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of December 31, 2019 was 1.801, or 3 basis points lower than December 31, 2019 (1.832%), and reflects the stabilization of the federal funds rate, though the threat of the Coronavirus may force the Fed's hand toward easing rates.

Other Operating Revenues, including federal and state fuel credits, income from facilities rental, proceeds from insurance claims, and other income had minimal activity in January 2020. These revenues are typically sporadic and will not usually align with the baseline expectation.

Sales tax revenue for January 2020 is estimated at **\$2,500,000**, which is equal to the amount budgeted for the month. Because we are on a full accrual accounting system and sales tax payments reflect a two-month lag, estimates equal budget. Meanwhile, the sales tax estimate is \$67,060, or 2.61% lower than January 2019 and was predicted to maintain a conservative forecast for what might emerge in early part of 2020. This strategy will assist in responding to revenue shortfalls by allowing ample time to adjust spending and or evaluate changes in spending patterns.

Month Revenue was Recognized	2020 Actual	2019 Actual	\$ Growth	% Growth
January (estimate)	\$ 2,500,000	\$ 2,567,060	\$ (67,060)	-2.61%
February	-	-	-	0.00%
March	-	-	-	0.00%
April	-	-	-	0.00%
May	-	-	-	0.00%
June	-	-	-	0.00%
July	-	-	-	0.00%
August	-	-	-	0.00%
September	-	-	-	0.00%
October	-	-	-	0.00%
November	-	-	-	0.00%
December	-	-	-	0.00%
	\$ 2,500,000	\$ 2,567,060	\$ (67,060)	-2.61%

The actual allocation for January 2020 will be received March 13, 2020. Sales tax represented **91.24%** of total revenue realized in January.

The **\$2,421,928** sales tax payment received February 14, 2020, included the allocation from internet sales of \$14,454. RTA's started receiving internet revenue in December 2019 and to date have received \$37,177. Retailers started collecting sales tax on internet sales October 1, 2019. Internet tax collections received by RTA is trending towards a significant increase each month. Here are how the internet sales came in for the last three months.

October 2019	\$10,059
November 2019	12,664
December 2019	14,454

Sales tax 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 sales tax revenue over the last five years' averages to **76.80%** of total income.

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, over 50% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

The detail of all revenue categories is presented in the following tables, along with the fare recovery ratio for January 2020:

	01/2020				
	2020 Adopted Budget	January 2020 Actual	YTD Baseline 8.3% into Budget	% YTD to Budget	Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 153,383	\$ 153,393	8.33%	99.99%
Bus advertising	158,731	12,600	13,228	7.94%	95.26%
Federal CNG Tax Credit	506,439	-	42,203	0.00%	0.00%
State Diesel Tax Credit	750	-	63	0.00%	0.00%
Leasing Income - Kleberg	3,000	-	250	0.00%	0.00%
Rent Income	1,440	-	120	0.00%	0.00%
Insurance Proceeds	107,298	-	8,942	0.00%	0.00%
Other Income	3,852	31	321	0.80%	9.66%
Sales Tax Revenue	37,762,468	2,500,000	3,146,872	6.62%	79.44%
Federal, state and local grant assistance	874,476	-	72,873	0.00%	0.00%
Investment Income	565,803	36,959	47,150	6.53%	78.38%
Staples Street Center leases	486,015	40,347	40,501	8.30%	99.62%
Total Operating Revenues	42,310,982	2,743,319	3,525,915	6.48%	77.80%
Capital Grants & Donations	12,631,327	-	1,052,611	0.00%	0.00%
Transfers-In	1,763,046	-	146,921	0.00%	0.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 2,743,319	\$ 4,725,446	4.84%	58.05%

Revenue Source	Jan-20	%	YTD	%
Passenger Service	\$ 153,383	5.59%	\$ 153,383	5.59%
Bus Advertising	\$ 12,600	0.46%	\$ 12,600	0.46%
Other Revenue	\$ 31	0.00%	\$ 31	0.00%
Sales Tax Revenue	\$ 2,500,000	91.13%	\$ 2,500,000	91.13%
Grants Operating	\$ -	0.00%	\$ -	0.00%
Grants Capital	\$ -	0.00%	\$ -	0.00%
Investment Income	\$ 36,959	1.35%	\$ 36,959	1.35%
SSC lease income	\$ 40,347	1.47%	\$ 40,347	1.47%
Total Revenue	\$ 2,743,319	100.00%	\$ 2,743,319	100.00%

Fare Recovery Ratio

Description	1/31/2020	Year to Date
Fare Revenue	\$ 153,383	\$ 153,383
Operating Expenses*	2,736,150	\$ 2,736,150
FRR	5.61%	5.61%
*Excluding Depreciation		

Note: Same period last year the FRR was 6.02%.

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of January 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation.

Operating Expense Object Category	01/2020				
	2020 Adopted Budget	January 2020 Actual	YTD Baseline 8.3% into Budget	% YTD to Budget	Actual to Baseline
Salaries & Benefits	\$ 18,769,383	\$ 1,539,468	\$ 1,564,115	8.20%	98.42%
Services	4,801,717	276,827	400,143	5.77%	69.18%
Materials & Supplies	3,047,162	208,705	253,930	6.85%	82.19%
Utilities	707,280	67,174	58,940	9.50%	113.97%
Insurance	454,522	30,924	37,877	6.80%	81.64%
Purchased Transportation	7,105,315	617,223	592,110	8.69%	104.24%
Miscellaneous	721,266	66,467	60,106	9.22%	110.58%
Total Expenses	\$ 35,606,645	\$ 2,806,788	\$ 2,967,220	7.88%	94.59%

New for 2020 is the allocation of the full labor burden to each respective department. In the past, line items such as **Health Insurance**, **Workers Compensation**, and **Unemployment Insurance** were all charged to the **Human Resources** department. Now, the benefit line is allocated proportionately to its respective department. As such, there is a significantly lower budget amount for the expense function of **Insurance**. The reduction in Insurance has been added to **Salaries & Benefits** as part of the allocation process.

For January 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries & Benefits**, was within two percentage points of the baseline expectation. Categories such as **Utilities** and **Miscellaneous** appear further from the baseline expectation, however these categories are subject to uncontrollable factors such as weather and the timing of travel. Total operating expenses are within six percentage points of the baseline expectation for January 2020, and monthly expenses are only 7.88% of the budget, compared to the baseline expectation of 8.33%.

The results of all expenditure activities, including capital are presented below. Again, 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.

	01/2020				
	2020 Adopted Budget	January 2020 Actual	YTD Baseline 8.3% into Budget	% YTD to Budget	Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,806,788	\$ 2,967,220	7.88%	94.59%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Street Improvements	3,021,641	251,803	251,803	8.33%	100.00%
Subrecipient Grant Agreements	49,694	2,807	4,141	5.65%	67.78%
Total Operating Expenses	40,101,034	3,061,399	3,341,754	7.63%	91.61%
Grant Eligible Costs	12,631,327	-	1,052,611	0.00%	0.00%
Depreciation Expenses	3,972,993	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditu	\$ 56,705,354	\$ 3,392,482	\$ 4,725,446	5.98%	71.79%

NET POSITION

The Total Net Position at the end of the month was **\$79,998,330**, a decrease of \$649,162 from December 2019, which is largely due to depreciation and the accrual for Street Improvements. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending. ***The Debt Service restriction of \$1.6 Million was removed as a result of the November 2019 bond refunding. Of the unrestricted portion, 45% has been designated by the Board.***

Of the Total Net Position of **\$79,998,330**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$28,972,456**, but only **\$11,818,951** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

FUND BALANCE AS OF JANUARY 31, 2020:

FUND BALANCE	
Net Invested in Capital Assets	\$ 51,025,874
Restricted for Debt Service	-
Unrestricted	28,972,456
TOTAL FUND BALANCE	\$ 79,998,330
RESERVES	
Net Invested in Capital Assets	51,025,874
Restricted for Debt Service	-
Restricted for Operating Reserve	9,310,463
Restricted for Capital Reserve	3,157,831
Restricted for Local Share of CIP	3,972,993
Restricted for Employee Benefits Reserve	712,218
Unrestricted	11,818,951
TOTAL INVESTED IN CAPITAL & RESERVES	\$ 79,998,330

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 January 31, 2020

OPERATING BUDGET	01/2020				
	2020 Adopted Budget	January 2020 Actual	YTD Baseline 8.3% into Budget	% YTD to Budget	Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 153,383	\$ 153,393	8.33%	99.99%
Bus advertising	158,731	12,600	13,228	7.94%	95.26%
Other operating revenues	622,779	31	51,898	0.00%	0.06%
Sales Tax Revenue	37,762,468	2,500,000	3,146,872	6.62%	79.44%
Federal, state and local grant assistance	874,476	-	72,873	0.00%	0.00%
Investment Income	565,803	36,959	47,150	6.53%	78.38%
Staples Street Center leases	486,015	40,347	40,501	8.30%	99.62%
Total Revenues	42,310,982	2,743,319	3,525,915	6.48%	77.80%
Expenses					
Transportation	10,158,674	857,304	846,556	8.44%	101.27%
Customer Programs	564,293	43,821	47,024	7.77%	93.19%
Purchased Transportation	7,105,315	617,923	592,110	8.70%	104.36%
Service Development	608,237	42,530	50,686	6.99%	83.91%
MIS	1,349,557	92,120	112,463	6.83%	81.91%
Vehicle Maintenance	5,738,762	424,354	478,230	7.39%	88.73%
Facilities Maintenance	2,834,107	201,896	236,176	7.12%	85.49%
Contracts and Procurements	300,830	18,481	25,069	6.14%	73.72%
CEO's Office	823,492	96,037	68,624	11.66%	139.95%
Finance and Accounting	771,199	46,078	64,267	5.97%	71.70%
Materials Management	188,618	19,631	15,718	10.41%	124.89%
Human Resources	701,471	41,109	58,456	5.86%	70.33%
General Administration	801,398	58,540	66,783	7.30%	87.66%
Capital Project Management	329,103	15,347	27,425	4.66%	55.96%
Marketing & Communications	685,721	58,989	57,143	8.60%	103.23%
Safety & Security	1,449,103	101,991	120,759	7.04%	84.46%
Staples Street Center	996,766	68,983	83,064	6.92%	83.05%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	2,807	4,141	5.65%	67.78%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,034	3,059,744	3,341,753	7.63%	91.56%
Revenues Over Expenses - Operating Budget	2,209,948	(316,425)	184,162		
CIP BUDGET					
	2020 Adopted Budget	January 2020 Actual	YTD Actual 8.3% into Budget	% YTD to Budget	Actual to Baseline
	A	B	A / 12	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	146,921	146,921	8.33%	100.00%
Grant Revenue	12,631,327	-	1,052,611	0.00%	0.00%
Total Funding Sources	14,394,373	146,921	1,199,531	1.02%	12.25%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	-	1,052,611	0.00%	0.00%
Depreciation Expenses	3,972,993	331,083	331,083	8.33%	100.00%
Total Expenditures	16,604,320	331,083	1,383,693	1.99%	23.93%
Funding Sources Over Expenditures	(2,209,947)	(184,162)	(184,162)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,948	(316,425)	184,162		
Revenues Over Expenses - CIP Budget	(2,209,947)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	1	(500,587)	0		

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended January 31, 2020

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 153,383	\$ 152,176	\$ 1,207	0.79%
Bus advertising	12,600	11,000	1,600	14.55%
Other operating revenues	31	280	(249)	-88.98%
Sales Tax Revenue	2,500,000	2,500,000	-	0.00%
Federal, state and local grant assistance	-	-	-	0.00%
Investment Income	36,959	36,500	459	1.26%
Staples Street Center leases	40,347	40,200	147	0.37%
Capital Grants & Donations	-	-	-	0.00%
Total Revenues	2,743,319	2,740,156	3,163	0.12%
Expenses				
Transportation	857,304	848,063	(9,241)	-1.09%
Customer Programs	43,821	41,723	(2,098)	-5.03%
Purchased Transportation	617,923	588,611	(29,312)	-4.98%
Service Development	42,530	37,733	(4,797)	-12.71%
MIS	92,120	101,445	9,325	9.19%
Vehicle Maintenance	424,354	473,225	48,871	10.33%
Facilities Maintenance	201,896	234,608	32,712	13.94%
Contracts and Procurements	18,481	27,465	8,984	32.71%
CEO's Office	96,037	120,427	24,390	20.25%
Finance and Accounting	46,078	56,764	10,686	18.83%
Materials Management	19,631	15,434	(4,197)	-27.20%
Human Resources	41,109	49,496	8,386	16.94%
General Administration	58,540	60,693	2,153	3.55%
Capital Project Management	15,347	27,062	11,716	43.29%
Marketing & Communications	58,989	101,410	42,422	41.83%
Safety & Security	101,991	113,584	11,593	10.21%
Depreciation	331,083	-	(331,083)	0.00%
Staples Street Center	68,983	87,328	18,345	21.01%
Debt Service	-	-	-	0.00%
Special Projects	-	16,667	16,667	100.00%
Subrecipient Grant Agreements	2,807	4,141	1,334	32.22%
Street Improvements Program for CCRTA Region Entities	251,803	251,803	-	0.00%
Total Expenses	3,392,481	3,257,684	(134,797)	-4.14%
Transfer-In from Fund Balance	146,921	146,921	-	0.00%
Revenues & Transfers over Expenses	\$ (502,240)	\$ (370,608)	(131,633)	35.52%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended January 31, 2020 and year ended December 31, 2019

	Unaudited January 31 2020	Unaudited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 27,467,907	27,157,466
Investments	-	-
Receivables:		
Sales and Use Taxes	4,921,928	5,005,923
Accrued Interest	-	-
Federal Government	200,413	403,586
Other	1,370,604	1,263,308
Inventories	865,514	876,672
Prepaid Expenses	926,982	509,201
Total Current Assets	35,753,348	35,216,157
Non-Current Assets:		
Restricted Cash and Cash Equivalents	-	-
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,363,471	24,363,471
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,321,517	61,321,517
Construction in Progress	167,718	167,718
Current Year Additions	11,580	-
Total Capital Assets	150,505,587	150,494,007
Less: Accumulated Depreciation	(79,214,713)	(78,883,630)
Net Capital Assets	71,290,874	71,610,377
Total Non-Current Assets	71,290,874	71,610,377
TOTAL ASSETS	107,044,222	106,826,533
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	5,170,677	5,170,677
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
Total Deferred Outflows	8,658,541	8,658,541
TOTAL ASSETS AND DEFERRED OUTFLOWS	115,702,763	115,485,075

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (continued)
Month ended January 31, 2020 and year ended December 31, 2019

	Unaudited January 31 2020	Unaudited December 31 2019
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	1,090,334	703,001
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	815,000	815,000
Compensated Absences	283,472	283,472
Distributions to Regional Entities Payable	3,777,125	3,525,322
Other Accrued Liabilities	869,164	641,450
Total Current Liabilities	6,835,095	5,968,244
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	344,752	344,752
Net Pension Liability	6,468,642	6,468,642
Net OPEB Obligation	1,101,367	1,101,367
Total Non-Current Liabilities	27,364,761	27,364,761
TOTAL LIABLILITES	34,199,856	33,333,005
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,504,577	1,504,577
TOTAL LIABILITIES AND DEFERRED INFLOWS	35,704,433	34,837,582
Net Position:		
Net Invested in Capital Assets	51,025,874	51,345,377
Restricted for Debt Service	-	-
Unrestricted	28,972,456	29,302,115
TOTAL NET POSITION	\$ 79,998,330	80,647,492

**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended January 31, 2020**

	<u>1/31/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 126,060
Cash Received from Bus Advertising and Other Ancillary	60,649
Cash Payments to Suppliers for Goods and Services	(1,837,602)
Cash Payments to Employees for Services	(707,139)
Cash Payments for Employee Benefits	(243,576)
Net Cash Used for Operating Activities	<u>(2,601,608)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,583,995
Grants and Other Reimbursements	110,360
Distributions to Subrecipient Programs	(2,807)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,691,548</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	92,813
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	90,728
Net Cash Provided by Capital and Related Financing Activities	<u>183,541</u>
Cash Flows from Investing Activities:	
Investment Income	36,959
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Investing Activities	<u>36,959</u>
Net Increase in Cash and Cash Equivalents	310,441
Cash and Cash Equivalents (Including Restricted Accounts), January 1, 2020	27,157,466
Cash and Cash Equivalents (Including Restricted Accounts), January 31, 2020	\$ <u>27,467,907</u>



Subject: January 2020 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.

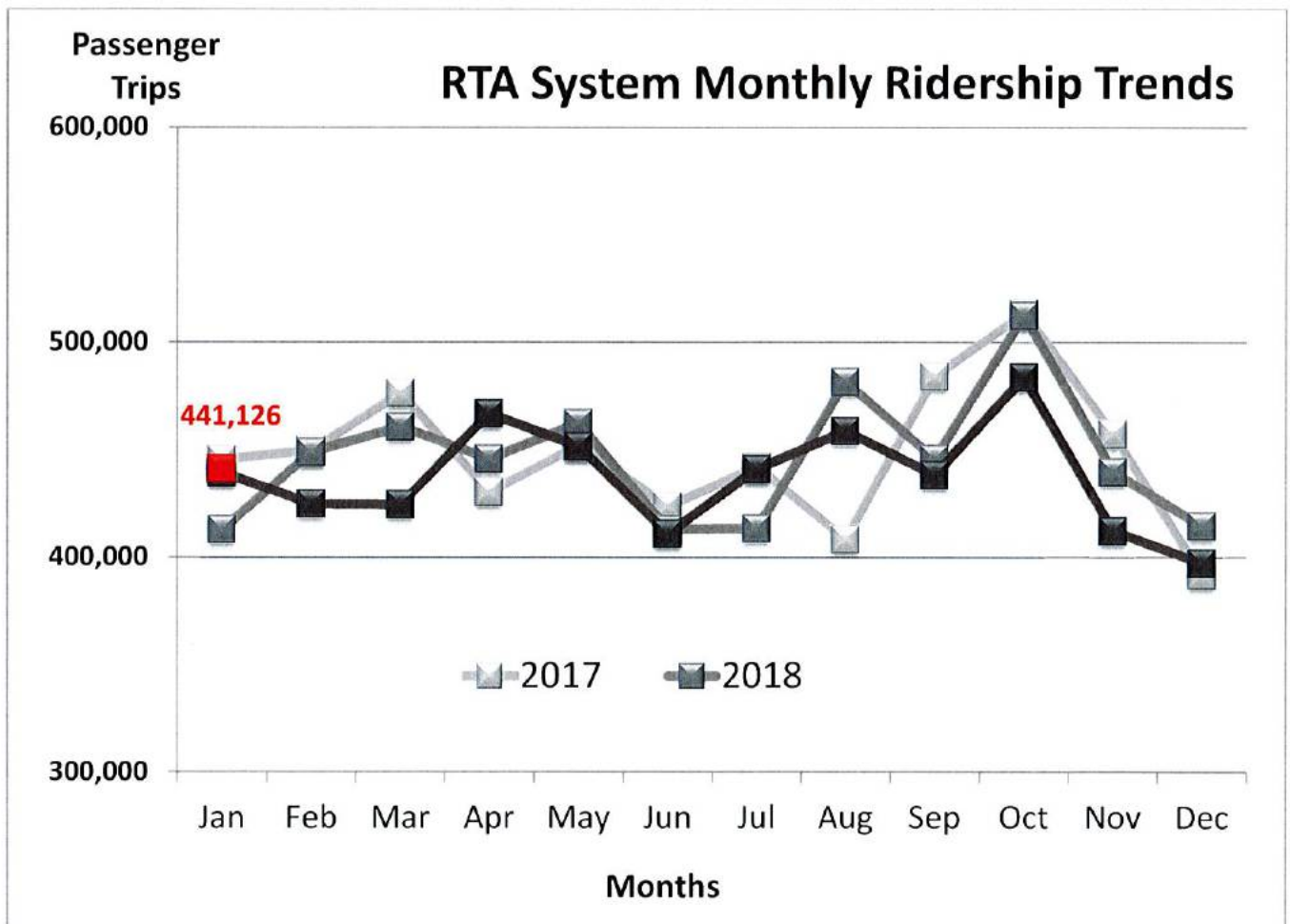


1. System-wide Ridership and Service Performance Results

January 2020 boardings for all services totaled 441,126. This represents an increase of 0.4% as compared to 439,327 boardings in January 2019 or 1,799 more boardings this month.

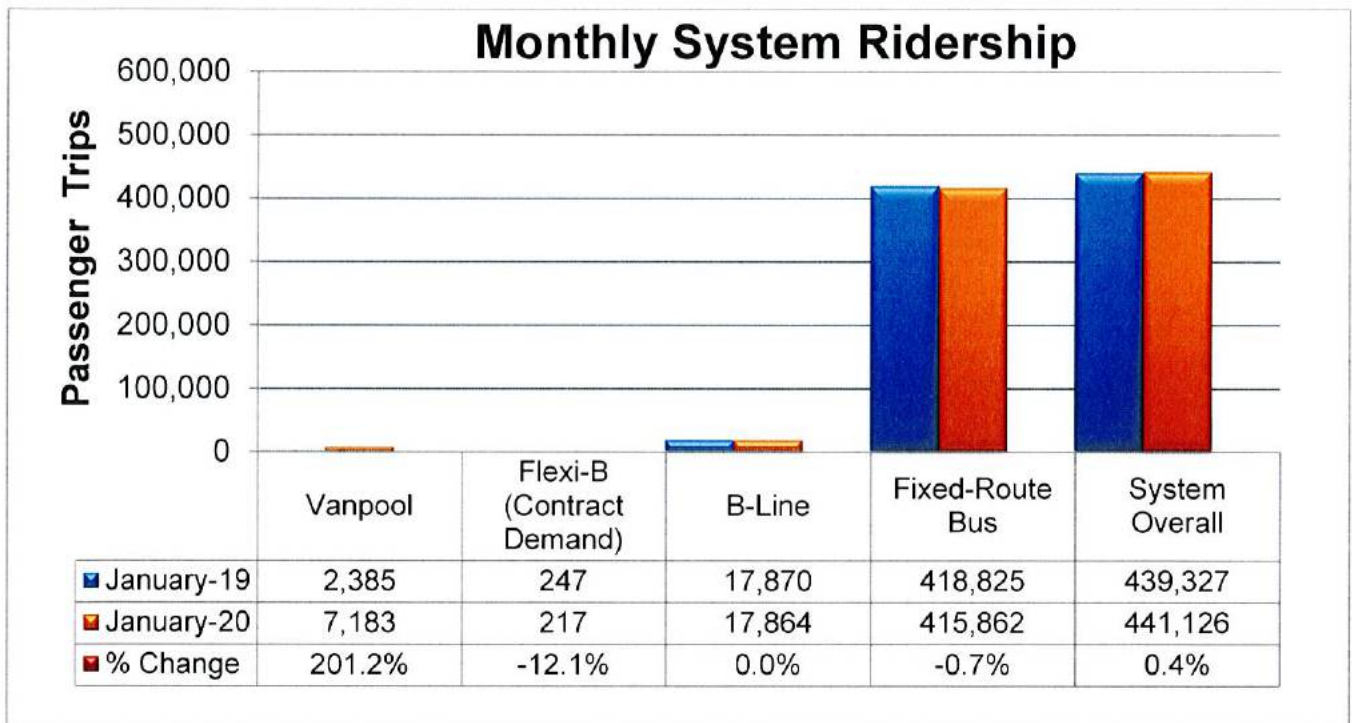
January 2019	January 2020	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
1 Holiday	1 Holiday	-
31 Days	31 Days	-

In January 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$2.19 per gallon compared to approximately \$1.91 per gallon in January 2019¹. This month's rainfall was below normal at 0.31 inches as compared to 1.73 inches in January 2019. Historically, the average rainfall in January is 1.54 inches.² The average high temperature was normal at 67 degrees.

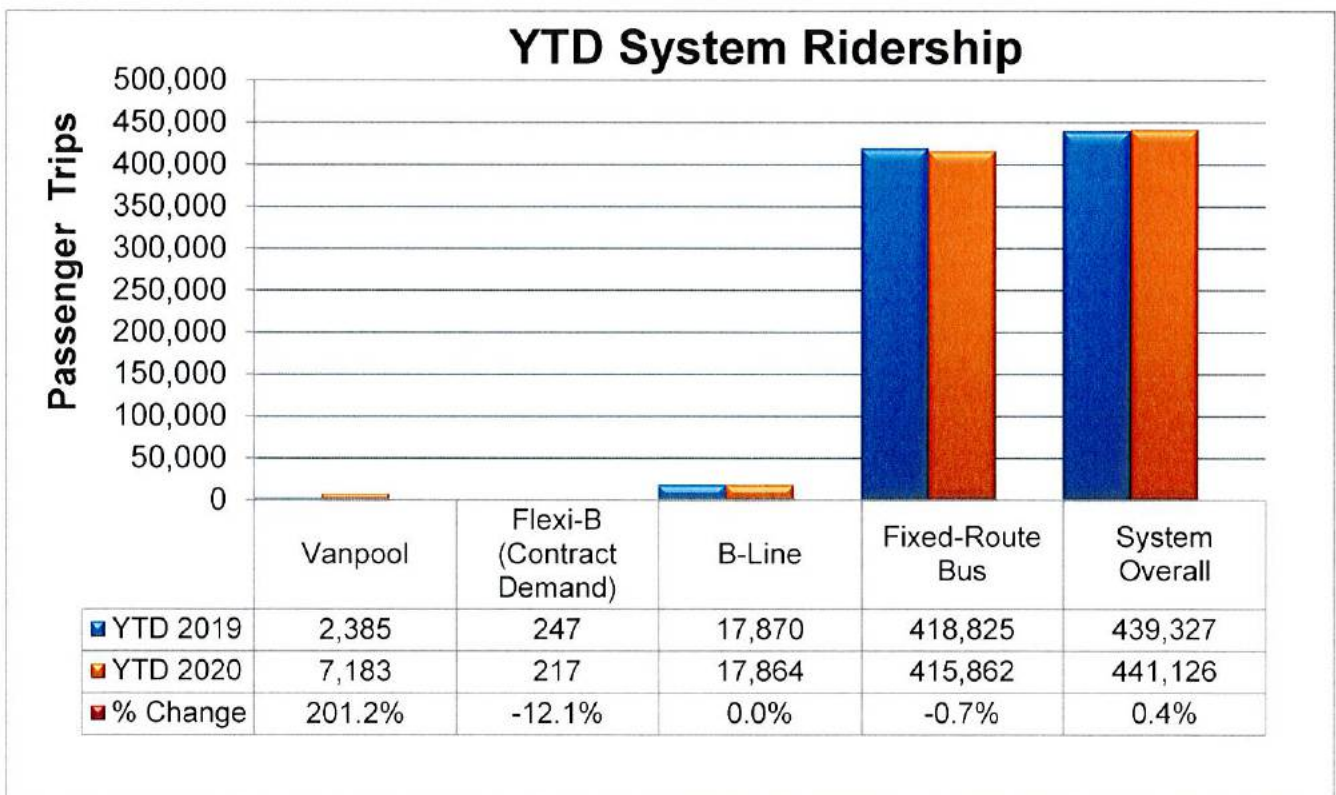


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

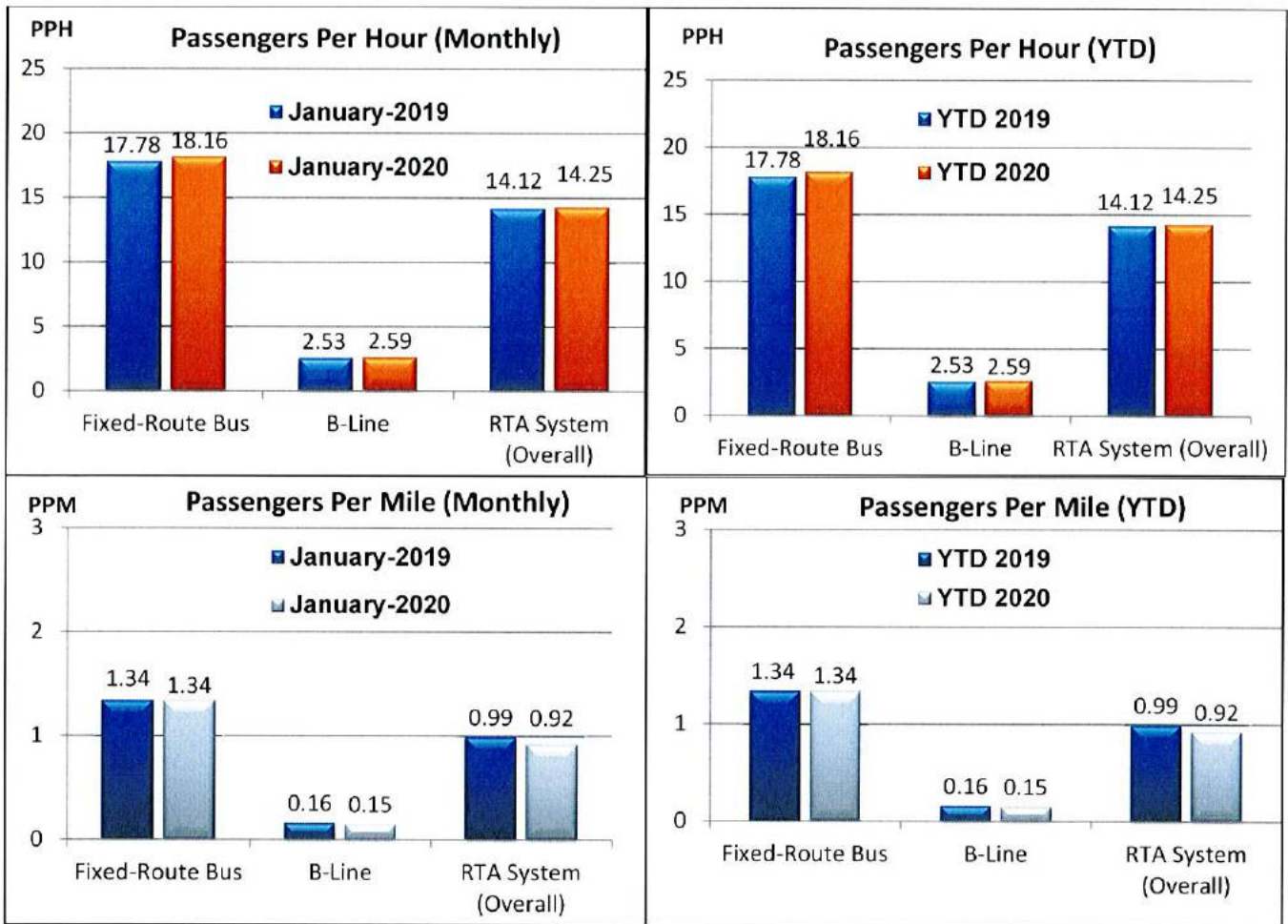
The chart below shows monthly ridership results for all services. CCRTA recorded 1,799 more boardings for an increase of 0.4% this month as compared to January 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 1,799 more boardings for a YTD increase of 0.4% in 2020 as compared to the same period in 2019.



The following charts report system-wide productivity for the month of January 2020 vs. January 2019 and YTD figures.



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

Schedule Adherence	Standard	Oct-19	Nov-19	Dec-19	Jan-20	4-Month Average
Early Departure	<1%	0.0%	0.5%	0.0%	0.0%	0.1%
Departures within 0-5 minutes	>85%	90.7%	91.6%	95.8%	92.0%	92.5%
Monthly Wheelchair Boardings	No standard	4,759	3,643	3,669	3,782	3,963
Monthly Bicycle Boardings	No standard	8,780	7,188	7,066	7,393	7,607

The following construction projects potentially impact on-time performance:

On Detour	<ul style="list-style-type: none"> • North Beach-U.S. 181 realignment (Harbor Bridge reconstruction) <ul style="list-style-type: none"> ➤ Routes 76 & 78
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-Gollihar) (27) month project-<u>To be complete mid-2020.</u> <ul style="list-style-type: none"> ➤ Route 17 (Final phase of a four-phase project has begun)
On Detour	<ul style="list-style-type: none"> • Leopard St. (at Crosstown/Brownlee) TxDOT project began June 2019. <ul style="list-style-type: none"> ➤ Route 28
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean Dr) (15) month project began August 2019. <ul style="list-style-type: none"> ➤ Route 23
Future Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project-<u>To be complete late 2021</u> <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • South Staples St. (Brawner Parkway-Kostoryz): Nearly complete-<u>To be complete mid-2020.</u> <ul style="list-style-type: none"> ➤ Routes 17 & 29
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (Holly Rd-SPID) (22) month project-Began September 2019. <ul style="list-style-type: none"> ➤ Routes 17 & 32
No Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (28) month project-Began December 2019. <ul style="list-style-type: none"> ➤ Routes 19G & 19M
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project-Began January 2020. <ul style="list-style-type: none"> ➤ Routes 76 & 78
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project-<u>To begin mid-2020.</u> <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Doss-Nueces Bay) (14) month project-<u>To be complete late 2021.</u> <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin early-2020
No Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (9) month project-<u>To be complete early-2021</u> <ul style="list-style-type: none"> ➤ Routes 26 & 65
Future Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month (3) Phase project-<u>To begin mid-2020 complete late-2021</u> <ul style="list-style-type: none"> ➤ Route 4
No Detour	<ul style="list-style-type: none"> • McArdle Rd. (Carroll-Kostoryz) (6) month project-<u>To begin early 2021.</u> <ul style="list-style-type: none"> ➤ Route 19M
No Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Greenwood-Crosstown) Still in design phase-<u>To begin mid-2021.</u> <ul style="list-style-type: none"> ➤ Routes 23 & 25
No Detour	<ul style="list-style-type: none"> • S. Alameda St. (Louisiana-Chamberlain) (12) month project-<u>To begin late 2021.</u> <ul style="list-style-type: none"> ➤ Routes 5 & 17

Currently, there are (5) detoured routes out of 32 fixed routes travelling on the local street network (15%). Detoured routes include: 17, 23, 28, 76 & 78. Future detours indicated in a dashed outline will account for an additional (4) or (14%) of detoured bus route services including Routes 4, 26, 27 & 65.

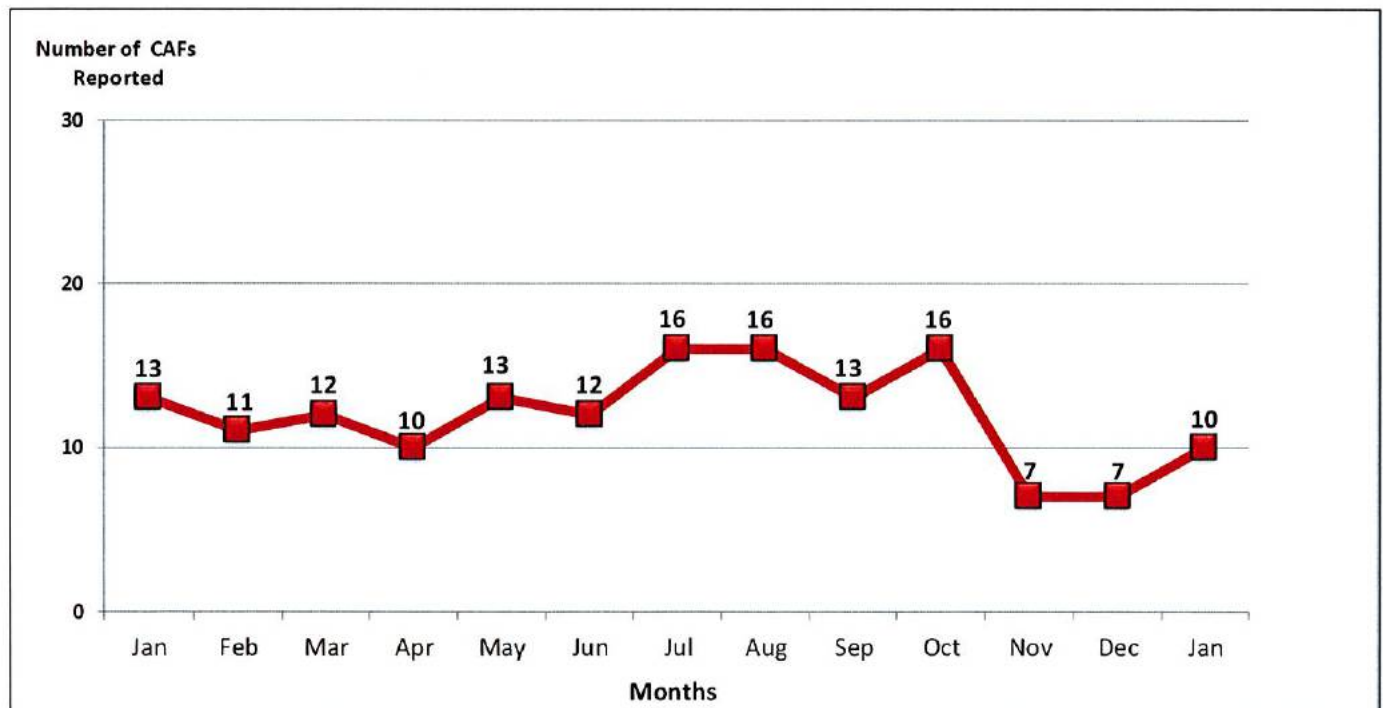
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.71** PPH did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **14,552** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **12,073** ambulatory boardings; **4,612** wheelchair boardings

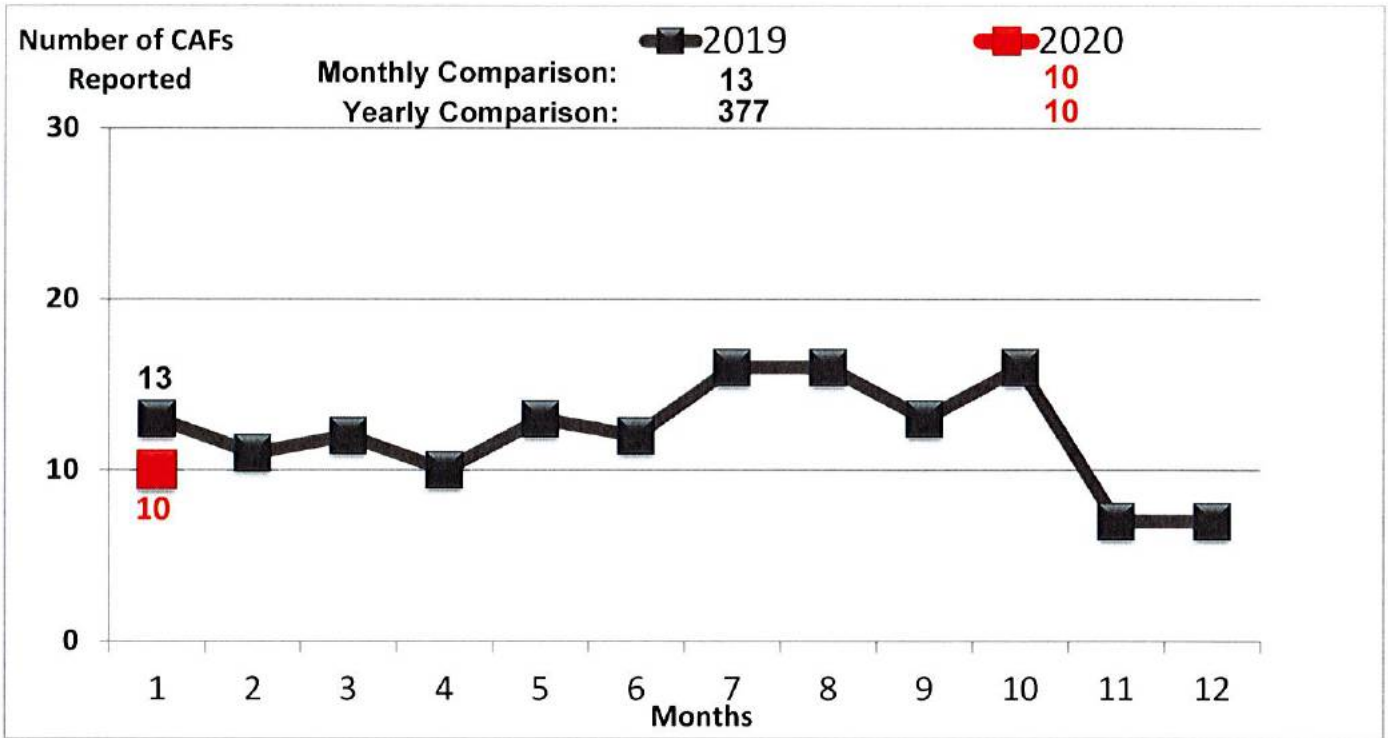
Metric	Standard	Oct-19	Nov-19	Dec-19	Jan-20	(4) Month-Ave.
Passengers per Hour	2.50	2.85	2.67	2.62	2.71	2.71
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	15,261	9,207	12,010	14,552	12,758
Monthly Wheelchair Boardings	No standard	4,779	4,089	4,260	4,612	4,435

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

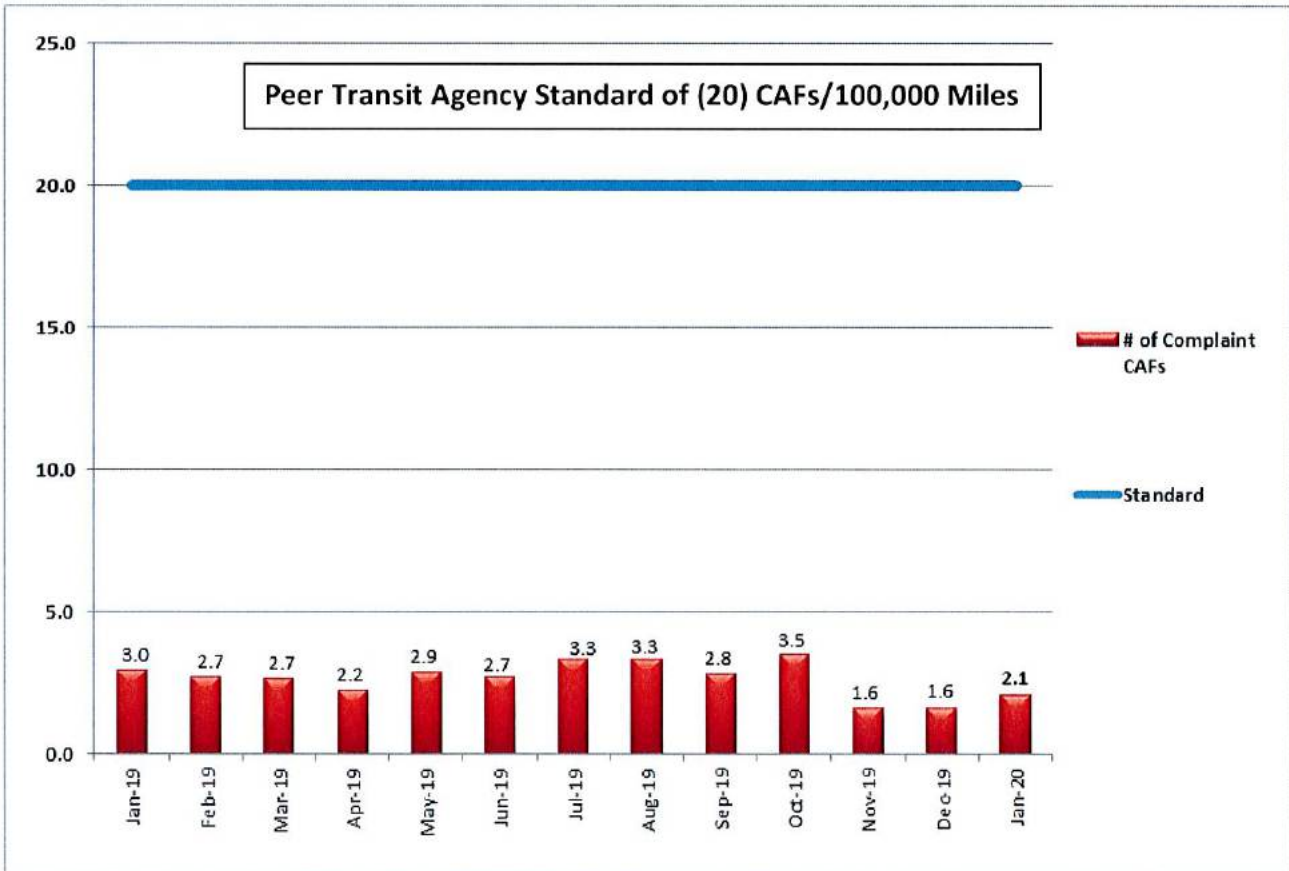
For January 2020, Customer Service received and processed 15 Customer Assistance Forms (CAF's) of which 10 or 67% were verified as valid. One commendation was received this month.



3a. CAF Reports: Historical Trends



3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend



3d. January 2020 CAF Breakdown by Service Type:

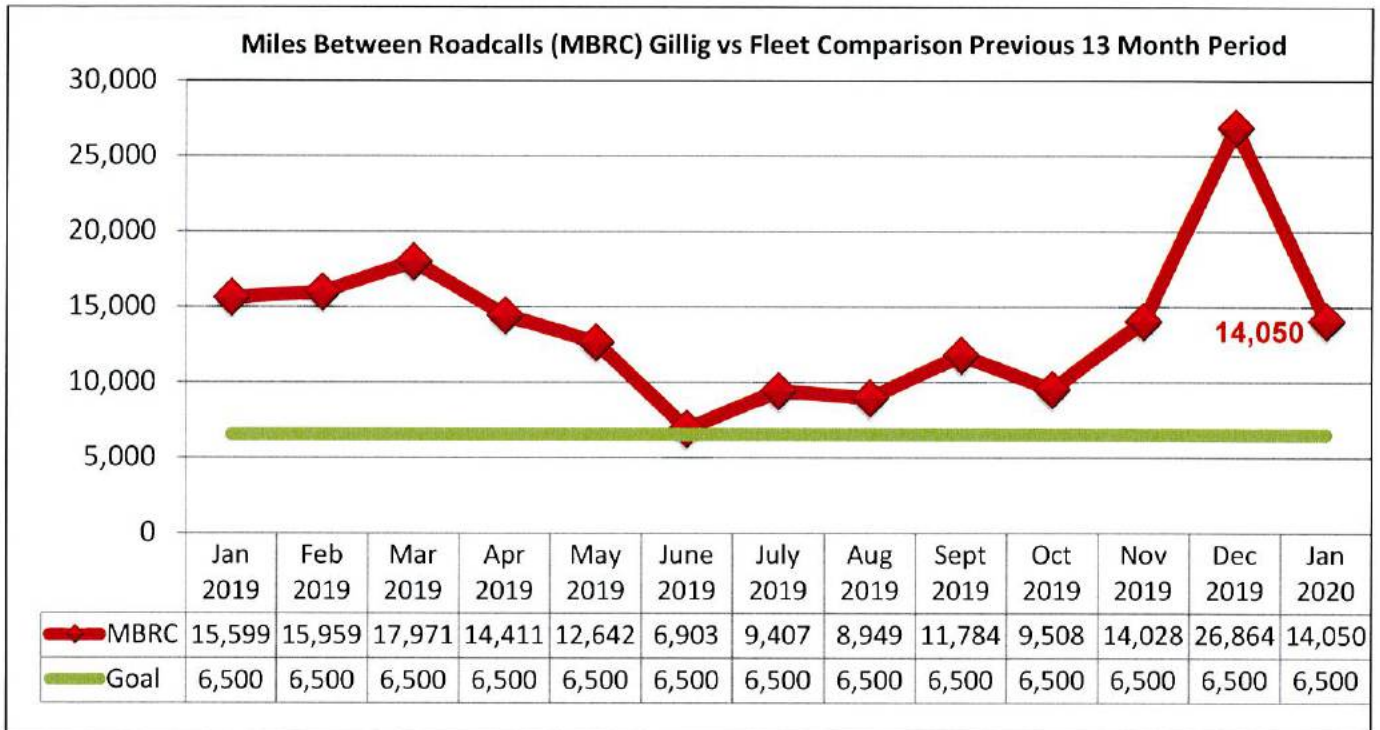
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	1			1
Driving Issues	1	1		2
Customer Services	3		1	4
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior	1			1
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service	2	1	1	4
Safety & Security				
Rude	2			2
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations		1		
Total CAFs	10	3	2	15

3c. Route Summary Report for January 2020:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#32 Southside	
#4 Flour Bluff		#34 Robstown North Circulator	
#5 Alameda		#35 Robstown South Circulator	
#5x Alameda Express		#37 Crosstown/TAMUCC	
#6 Santa Fe/Malls		#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park	1	#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz		#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside	2	#56 Flour Bluff/Downtown Express	
#19 Ayers	2	#63 The Wave	
#19G Greenwood	1	#65 Padre Island Connection	
#19M McArdle	1	#76 Harbor Bridge Shuttle	
#21 Arboleda		#78 North Beach Shuttle	
#23 Molina	1	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	3
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard /Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South		Transportation (Other)	
#30 Westside/Health Clinic		TOTAL CAF's	15

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For January 2020, there were 14,050 miles between road calls (MBRC) recorded as compared to 15,599 MBRC in January 2019. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



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

**RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, January 16, 2020**

Advisory Committee Members Present: John Longoria, Richard Balli, Joyce Lopez, Dr. Deborah Stanley, Rhonda Alvarez, Robert Box, Randall Chisamore, and Celia Mendez

Advisory Committee Members Absent:

Board Members Present: No Board Members Present

Staff Present: Susan Teltschik, Sharon Montez, Terry Klinger and Melanie Gomez

MV Present: Janessa Cano, Letty James

Employee Representative(s) Present:

Call to Order: Mr. John Longoria called the meeting to order at 12:08 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: There was no public comment

Action to Approve Meeting Minutes of October 18, 2018: approved as presented.

Robert Box made a motion to adopt the RCAT Minutes of November 15, 2018 as presented; Mr. Longoria seconded the motion. Balli, Lopez, Stanley, Alvarez, Chisamore, and Mendez voting for.

Committee for Persons with Disabilities (CFPWD) Update:

Mr. Balli informed the committee of the ADA citation count. The total year to date citations for 2019 were 3,435. For 2018 there were 4238 citations, disabled parking, blocking the architecture and blocking the sidewalks.

On June 26 the Americans with Disabilities Act will be celebrating a 30 year anniversary. Mr. Balli recommends a bus wrap to commemorate the date.

September No-Show/Eligibility Appeals

The No-Show/Eligibility Appeals Committee was scheduled to meet on Tuesday, January 14, 2020 for no show appeals. The committee did not meet, there were no appeals.

Eligibility Appeals:

None scheduled for November.

Discussion of 4th Quarter Unsung Hero Award: Mrs. Olsen would like to compliment 2 drivers, Nikki Perry & Urban Arrisola, and dispatch for B-Line. She had 2 scheduled rides for today 06-07-19. She said both drivers were terrific. Unfortunately her doctor's appointment cancelled last minute, after she had already been picked up. She said the drivers and dispatch worked together to go above and beyond to get her home so she did not have to wait hours before her next ride. She greatly appreciates all efforts made, calling her experience a "Blessing." She would like the employees recognized.

Discussion and Approval RCAT 2020 Meeting Calendar: Robert Box made a motion to adopt the RCAT 2020 Meeting Calendar; Mr. Longoria seconded the motion. Balli, Lopez, Stanley, Alvarez, Chisamore, and Mendez voting for.

Update Short Term Service Plan and Facility Improvements Overview:

CCRTA has a two year pilot program for an Autonomous E-Shuttle, the SURGE, operating on TAMU-CC campus. The Agency has one FLEX route on a pilot program, 8 commuter Express Routes, 28 fixed routes, 2 demand taxi services, 1 demand response shuttle (FLEXI-B), B-Line Paratransit Services, and Vanpool services with 20 vans. The Agency covers 846 square miles, in 9 communities with 76 peak fixed route vehicles, 93 total and 27 peak, B-Line vehicles, 34 total.

2020 Service Plan: Expand Pilot Route 95 Port Aransas EXPRESS Service From March 1, 2020 through October 1, 2020 and add service from Southside Station to Port Aransas. Add a new Pilot FLEX Service in Flour Bluff Area restructuring Route 3 NAS Shuttle and Route 4 Flour Bluff. Add

new Pilot FLEX Service in Annaville, Calallen, and Tuloso-Midway areas to service DPS offices, Veteran's Cemetery and several apartment complexes.

Beyond 2020 Service Plan: Restructure Route 12 Hillcrest/Baldwin to FLEX Service. Restructure Route 15 Kostoryz to serve Carroll High School at Saratoga and Kostoryz. Implement FLEX Service to serve Del Mar College - Southside campus, including key destinations along Saratoga, Yorktown, and Cimarron

Update on Fare Recovery Recommendation: Ms. Montes reviewed the Fare Recovery information presented in the October RCAT Meeting. The CCRTA Board voted to modify the Fare Recommendation to include a B-Line 31-Day Pass for \$70.00.

RCAT Liaison's Report:

Ms. Sharon Montez presented Shelter Refurbishment Program stating there are 4 Transfer Stations, 3 Park and Rides (Calallen, Gregory, Robstown) and 1,343 bus stops with 128 sunshade canopies and 70 tolar shelters. Approximately 80 of the 198 shelters will be refurbished this year. The Agency will also be adding approximately 46-60 shelters per year over the next five years.

The Agency is working on a grant to add electric charging stations to place at the Agency parking lot, two the County Courthouse, two at the new Port Ayers Transfer Station, two at the Del Mar College – South, two at the Southside Transfer Station and two in Port Aransas.

Chairperson's Report:

Mr. John Longoria shared the upcoming meeting dates with the committee.

Informational Items:

Mr. John Longoria adjourned the meeting at 12:58 p.m. The next meeting will be held on Route Evaluation on Thursday, February 20, 2020.