



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, June 3, 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	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, SPACE MAY BE LIMITED FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	Action to Confirm Four (4) Reappointments by the Chief Executive Officer (CEO) to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term	S. Montez	10 min.	-----
7.	Update – CCRTA's Response to COVID-19	J. Cruz-Aedo	5 min.	PPT
8.	Discussion and Possible Action to Approve the Board of Directors' Meeting Minutes of May 6, 2020	E. Martinez	5 min.	Pages 1-6

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.		5 min.	Pages 7-20
	<ul style="list-style-type: none"> a) Action to Award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System (pgs. 7-8) b) Action to Authorize Issuing an Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits (pg. 9-10) c) Action to Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields (pgs. 11-12) d) Action to Authorize Issuing an Invitation for Bids (IFB) for Eight (8) Transportation Supervisor and Support Vehicles (pgs. 13-14) e) Action to Authorize Issuing an Invitation for Bids (IFB) for a CNG Defueling Station (pgs. 15-16) f) Action to Exercise the Two (2) Year Option with Brad Hall & Associates for Diesel Fuel Supply (pgs. 17-18) g) Action to Exercise the Second Option Year with Bridgestone Tire Operations, LLC for Bus Tire Leasing and Services (pgs. 19-20) 			
10.	Presentations: <ul style="list-style-type: none"> a) April 2020 Financial Report b) April Procurement Updates c) April 2020 Safety & Security Reports d) April 2020 Operations Report 	R. Saldaña R. Saldaña M. Rendón G. Robinson	5 min. 5 min. 5 min. 5 min.	Pages 21-30 PPT <i>PPT</i> <i>PPT</i> Pages 31-38 PPT
11.	CEO's Report	J. Cruz-Aedo	10 min.	-----
12.	Board Chair's Report	E. Martinez	10 min.	-----
13.	Adjournment	E. Martinez	1 min.	-----
14.	Information Items: <ul style="list-style-type: none"> a) Member Inquiry Forms <ul style="list-style-type: none"> 1. ADM Committee Meeting–April 22, 2020 2. OPS Committee Meeting–April 22, 2020 b) Member Inquiry Forms <ul style="list-style-type: none"> 1. Board Meeting–May 6, 2020 			-----

Total Estimated Time: 1 hr., 19 min.

On **Friday, May 29, 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.



Board of Directors Meeting Memo

June 3, 2020

Subject: Confirm Four (4) Reappointments by the Chief Executive Officer (CEO) to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

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

At this time, four RCAT Committee members have agreed to be reappointed to the RCAT Committee for another two-year term. They are as follows:

- Rhonda Alvarez (second term)
- Joyce Lopez (final term)
- Randal Chisamore (second term)
- Celia Mendez (second term)

In order to continue the selection process, CCRTA's Board of Directors must take action to confirm these appointments.

Recommendation

The CEO requests the Board of Directors to Confirm the Appointments of Ms. Rhonda Alvarez, Mr. Randal Chisamore, Ms. Joyce Lopez and Ms. Celia Mendez to fill the RCAT vacancies.

Respectfully Submitted,

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

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MAY 6, 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. Heard Update – CCRTA's COVID-19 Response
7. Action to Approve the Meeting Minutes for the following:
 - a) Board of Directors Meeting Minutes of April 1, 2020
8. Heard Consent Items –
 - a) Action to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP (pgs. 6-7)
 - b) Action to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies (pgs. 8-9)
 - c) Action to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC (pgs. 10-11)
 - d) Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021 (pg. 12)
 - e) Action to Adopt a Revised 2020 Emergency Preparedness Policy (pgs. 13-14)
 - f) Action to Adopt the Revised 2020 Emergency Preparedness Plan (pgs. 15-16)
 - g) Action to Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving (pgs. 17-18)
 - h) Action to Award the Bus Engine Supplier Contract to French Ellison Truck Center (pgs. 19-20)
 - i) Action to Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800 (pgs. 21-23)
 - j) Action to Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800 (pgs. 24-25)
9. Action to Approve the Postponement of the Local Government Fare Review Committee meeting for 6 Months, Period Ending October 2020, pending the Risk and Impact of COVID-19
10. Heard Presentations –
 - a) March 2020 Financial Report
 - b) March Procurement Update
 - c) March 2020 Safety & Security Report
 - d) March 2020 Operations Report
11. Heard CEO's Report
12. Heard Chairman's Report
13. Adjournment
14. Informational Items

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



Call to Order & Roll Call

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: Edward Martinez, Board Chair; Michael Reeves, Board Vice Chairman; 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: None.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Michael Ledesma, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, and Sandra Roddel.

Public Present: None at this time due to COVID-19 Pandemic. Public Comment has been made available online to the Public on the CCRTA website at the following link:

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

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 Public Comments received.

Heard Update – CCRTA's COVID-19 Response

Mr. Jorge G. Cruz-Aedo commented the agency is taking steps in various areas regarding the pandemic. The first step is cleaning of the entire system and he elaborated on those efforts. He said the agency is tempting to acquire all the sufficient resources for the safety of our employees, and continue monitoring the health of the employees. Mr. Cruz-Aedo mentioned communications and incentives are also being provided to the employee to support a positive moral during this time. Good hygiene continues to be displayed and provided to employees and customers, including safety and security presence at the stations to enforce social distancing. He also commented we closely monitor our ridership numbers and are adjusting routes as needed.

Mr. Cruz-Aedo reported on the daily and weekly aggressive cleaning efforts at our stations with wiping and misting the areas. Our buildings and maintenance facilities are cleaned daily numerous times during the day by our janitorial employees. He said our buses are also deep cleaned daily both inside and outside to include the highly used areas of handrails, fare boxes, windows, driver/operator seats and common locations within each bus. He commented the transfer stations are power washed twice per week versus the once a month as done in the past, with a deep cleaning of other areas as needed. A slide displaying the PPE equipment the agency has procured was shown of the masks; both NK95 and surgical, face shields, gloves, sanitizer and hospital grade disinfectant cleaners available to employees and to clean the entire system. He also commented on



the new glass enclosed Customer Service Counters to provide a safer environment for our customer service, and Valley Transit/Greyhound employees. He commented this is just one of the workplace safety measures the agency is continuing to provide for the health and safety, and support of our employees during this time of need. Costs associated towards these efforts include two (2) \$50 H-E-B cards to employees at \$35,02,; IT Computer Equipment/Laptops for Teleworkers at \$10,625; a \$2 per hour increase to essential employees estimated at \$21,163 bi-weekly; and Emergency supplies procured as of April 29, 2020 at \$505,955. He said our Finance staff has developed new temporary pay policies during the COVID-19 for internal documentation for grant/reimbursement funding. He continued with our Safety communication of 'B-Safe Campaign' on buses, at transfer stations, bus stops and bus benches in both English and Spanish.

Mr. Cruz-Aedo introduced our new Director of Transportation, Mr. Michael Ledesma and asked him to come up to meet the Board of Directors. Mr. Ledesma said a few words and looked forward to working with staff to make this the best transit agency as possible.

Action to Approve the Meeting Minutes of: a) Board of Directors Meeting Minutes of April 1, 2020

MR. MIKE REEVES MADE A MOTION TO APPROVE THE MEETING MINUTES OF: A) BOARD OF DIRECTORS MEETING MINUTES OF APRIL 1, 2020. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items –

- a) Action to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP (pgs. 6-7)
- b) Action to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies (pgs. 8-9)
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MR. DAN LEYENDECKER MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH J). MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



Action to Approve the Postponement of the Local Government Fare Review Committee meeting until January 2021, pending the Risk and Impact of COVID-19, as Amended.

Mr. Cruz-Aedo commented that over the past 18 months, the Board has put the implementation of the Fare Recovery System in place for the CCRTA. He said in September 2019, the Board approved findings of the Fare Equity Analysis and recommended a fare adjustment. From Fall 2019 to Spring of this year, 29 fare review public meetings were held, including online surveys, and staff has received public feedback from our customers and the community. On February 21, 2020, staff requested that members be named for the Local Government Fare Review Committee from our 3 major stakeholders; City, Nueces County and Small Cities Mayors Committee.

He also provided the COVID-19 response timeline which began in March 2020, and said from March 11TH, the World Health Organization declared the COVID-19 as a Pandemic and during the month, the City of Corpus Christi, Nueces County, Public Health District began its preparation for the pandemic. By the end of March, Nueces County and the City of Corpus had both named members to the Local Government Fare Review Committee. Mr. Cruz-Aedo stated he is asking the Board to postpone this meeting due to staff and resources currently being prioritized and dedicated to the COVID-19 pandemic response. With necessary and foreseen changes that will affect our community, our workforce, our employees, the world due to the impact of this pandemic, he asked the Board to postpone the Local Government Fare Review Committee meeting for six months, ending October 2020. If postponement is approved, fares will maintain at their current pricing, although the agency's base fares still remain amongst the lowest in the nation.

MR. MATT WOOLBRIGHT MADE A MOTION TO AMEND AND APPROVE THE POSTPONEMENT OF THE LOCAL GOVERNMENT FARE REVIEW COMMITTEE MEETING UNTIL JANUARY 2021, PENDING THE RISK AND IMPACT OF COVID-19. MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) March 2020 Financial Report

Ms. Sandra Roddel reported on the item's board priority aligning with Transparency. Highlights for the month of March reported expenses over revenue of \$543,462, primarily due to accruals of \$331,083 in depreciation, and \$251,803 in street improvements. She said the departmental operating expense are 8.11 percent under budget. A slide of the Income Statement Snapshot chart of revenues and expenses was displayed with Total Revenues for March at \$2.9M and Total Expenses at \$3.5M, or \$543K over budget. Another slide of our revenue by category with the breakdown was displayed. She continued with a pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown, and said that operating expenses compared to budget is 8.14 percent, or \$2.8M.

Ms. Roddel said highlights for year-to-date puts us 25 percent into our budget, with Passenger Service collected at 90.38 percent of targeted, Staples Street Center revenues collected at almost 100 percent collected versus baseline, and Total Expenses at 6.22 percent, or \$604,57 less than targeted baseline which is very commendable. She said this is partly due to some of the reduction in expenses. She continued with the year-to-date Income Statement Snapshot slide for March of operating revenues at \$8.6M and \$9.4M in expenses, giving us a negative \$1.3M after calculating in Capital funding revenues and Capital expenditures. Ms. Roddel presented year-to-date revenues by category breakdown for Total Revenues and Capital Funding at \$9.3M. She continued with a pie-chart detailing where monies are allocated by object year-to-date, with an additional slide of breakdown,



and said that operating expenses compared to budget is 23.68 percent, or \$8.4M. She stated the numbers for this March will be available today. She said the comparisons for February Sales Tax Revenues are \$59K, or an increase of 2.36 percent as compared to February last year, and for February actual compared to budget is a decrease of \$6,503.

Ms. Roddel provided an update of the financial impact of COVID-19 and funds spent or encumbered for COVID-19 through June 30, 2020. She stated March actual of incurred expenses at \$164K, encumbered through June 30, 2020 at \$683K for total commitments of \$847K. She said this includes the PPEs, cleaning supplies, gift cards for employees, personal leave buy out, employees and security personnel \$2 per hour incremental costs along with IT teleworker and Facilities equipment. Ms. Roddel also provided projected expenditures due to the impact of COVID-19 through December 31, 2020 is estimated at \$1.6M in funds spent. Mr. Cruz-Aedo stated this \$1.6M of funds allocated are all eligible under the CARES Act of the \$16M that has been allocated to us by the Government.

Ms. Roddel also commented the agency have \$28M in reserves with \$17M assigned by our Board as a liquidity cushion. She presented a slide with detail costs of the budget of revenues said there is the possibility of a \$9.0M revenue shortfall in 2020 due to this COVID-19 Pandemic. She also reported shortfall and COVID-19 projected year-end expenses total \$10.7M towards eligible grants under the CARES Grant of \$16.3M leaving the agency with available Grant Funds of \$5.6M. She said the Grant is 100 percent reimbursable with no local match.

b) March Procurement Update

Ms. Christina Perez reported there are no current procurements for the month. She commented on the 3 Month Outlook of 3 projects coming before the Board for approval June through August. Projects include a bus parts supply agreement with multiple vendors at \$407K, diesel fuel emissions contract at \$1.5M, and a tire leasing service contract at \$100K. She also reported on two projects requiring the CEO signature authority of \$50,000 or less for a real-time passenger information system, and a contract for fasteners and miscellaneous shop supplies. We still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi.

c) March 2020 Safety & Security Report

Mr. Mike Rendón reported February and March at zero accidents and he cannot remember this happening in the past 20 years that two consecutive months being zero. He commented the year-to-date collision rate for 2020 is at 0.12. Mr. Rendón mentioned the operators drove 261K miles for February and 246K miles in March, and due to the impact of COVID-19 Pandemic. He commented security stats were for 419 contacts and the top 5 contacts being 90 percent of the contacts with individuals.

Mr. Rendón reported on security at the Staples Street Center, and said only 5 people are allowed into the building as part of the agency's commitment to keep employees, customers and tenants safe. Mr. Rendón reported that Valley Transit/Greyhound has also reduced their schedules and less individuals are entering the building. He said the police officers are enforcing the 6-foot rule of our passengers whether standing in a group or sitting on our benches at our transfer stations. The CCPD Crime Reduction Unit has received about 8 calls in the past 6 weeks from activities happening across the street of the agency that our security professionals continue to report due to any suspicious activities they encounter.



d) March 2019 Operations Report

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported March highlights were down due to the impact of COVID-19, and Passenger Trips were at 335,534, or 21.0 percent less than in 2019. He said Service Hours also were down at 28,193, or 8.8 percent less than last year as the agency reduced service on March 18, 2020. Mr. Robinson also added Service Miles being at 420,349, or 6.3 percent less than 2019, as impacted by the Nueces County Order to Stay Home reduced miles even more on March 26, 2020.

Mr. Robinson reported on the March monthly breakdown with a graph chart to show the comparison in previous years from 2017 to 2020, and the decline resulting from the COVID-19 impact. He presented a slide of the ridership by mode where Fixed Route and B-Line were similar for the bulk of services, where VanPool maintained a positive level. He added that year-to-date, ridership was down by 7.2 percent which is in line with Fixed Route and B-Line. On-Time Performance did very well at almost 95 percent overall and meeting Industry Standards. Wheelchair and bicycle boardings were also down impact of COVID-19. He said construction has impacted 6 out of 32 routes, with one recently being completed has allow us to get 4 routes back online. Mr. Robinson presented a slide of upcoming projects impacting Fixed Route services from May 2020 through late 2021.

Mr. Robinson said all of the B-line metrics were met with the exception of miles between roadcalls at almost 18K, productivity down due to practicing social distancing. He said Miles Between Roadcalls (MBRC) were at 10,447 and met the metrics for our large buses.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented on the loss of our General Counsel, Mr. John Bell's passing of his mother.

Heard Chairman's Report

Mr. Edward Martinez, Board Chairman commended CCRTA Staff and those on the front-lines during this COVID-19 Pandemic with our operators who are out there daily keeping our agency and customers mobile. He asked is any other board members for comments and Mr. Michael Reeves, Board Vice Chairman, also commended Mr. Cruz-Aedo and Staff and all others who are being overly cautious and trying to put a shield around what will hopefully end in the near future. Mr. Woolbright commended the agency at operating on 2 to 3 percent of our reserves is good financial stewardship. Ms. Lynn Allison commended Staff as well since she is in contact with many at the agency on a daily basis and all doing a great job.

Adjournment

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

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 3, 2020

Subject: Award a Contract to Enghouse Transportation 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

With the Board of Directors approval, a Request for Proposals (RFP) was issued on March 4th, 2020, structured as an Interactive Voice Response (IVR) System purchase with warranty and installation. The proposals were received from Enghouse Transportation, Information Logistics, Aumtech, Vocantas and Mnet. These proposals were evaluated for:

- Approach and Work Plan
- Qualifications and References
- Experience
- Price

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (80 Points Max.)	Cost (20 Points Max.)	Totals - Maximum Points 100	Price (Total Cost)
Enghouse Transportation	73.80	20	93.80	\$151,920
Information Logistics,Inc	69	6.87	75.87	\$442,559.74
Aumtech,Inc	58	11.13	69.13	\$272,960
Vocantas,Inc	49.80	18.85	68.65	\$161,155
Mnet,Inc	57.80	9.49	67.29	\$320,103.16

The firm that was deemed as being the best overall value is Enghouse Transportation which has been in the business for 35 years and specializes in many transit enterprise systems which include scheduling, dispatching, workforce management, operations and transit telecommunications.

Disadvantaged Business Enterprise

For this procurement the DBE goal 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

Funds for the Interactive Voice Response (IVR) System were identified in the MIS 2020 Capital Budget using funding provided by the VTCLI Grant with an 80/20 match. The total cost for the Interactive Voice Response (IVR) System is \$151,920.

Board Priority

The Board Priority is Innovation.

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to award a contract to Enghouse Transportation 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

June 3, 2020

Subject: Authorize Issuing an Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits

Background

RTA currently operates a fleet of 70 Gillig buses on our fixed route services, and staff is requesting to retrofit 52 of these buses with Ultraviolet Germicidal Irradiation (UVGI) kits. These UVGI kits will be installed in the HVAC system and will treat the air as it is pulled through the HVAC system.

RTA seeks to provide an environment that is clean of harmful bacteria and viruses for our bus operators and customers. UVGI technology has been proven to be 93 to 99.9 percent effective in killing a variety of harmful bacteria, mildew, mold, fungi, pathogens, and viruses including but not limited to; Coronaviruses, Influenza, H1N1, and MRSA.

Identified Need

The Ultraviolet Germicidal Irradiation (UVGI) kits will add another layer of protection for our bus operators and customers. Retrofitting CRTA buses with an UVGI system will greatly reduce viruses, bacteria, mold, mildew, fungi and harmful pathogens such as COVID-19 by breaking down their DNA as air passes through the HVAC system.

Disadvantaged Business Enterprise

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

Financial Impact

The estimated total cost for this project is \$264,950. This project is expected to qualify for a full 100 percent grant funding under CARES act.

Board Priority

The Board Priority is Safety & Security.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to approve issuing an Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) kits.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 3, 2020

Subject: Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields

Background

RTA currently operates a fleet of 70 Gillig buses on our fixed route services, and staff is requesting to retrofit 63 of these buses with an advanced Driver Safety Shield. These vehicles have recently been equipped with acrylic barriers that were designed and installed by our vehicle maintenance team. These barriers were installed to provide our bus operators with an additional level of protection from COVID-19 and other bacterial and viral threats.

Identified Need

The existing barriers are only intended to provide additional protection from bacterial and viral threats. Prior to COVID-19, the primary threat to a bus operator was the risk of a physical assault. The purchase and installation of Driver Safety Shields will provide our bus operators with protection from potential physical assaults, assaults using weapons, and from bacterial and viral threats.

Disadvantaged Business Enterprise

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

Financial Impact

The estimated total cost for this project is \$443,240. This project is expected to qualify for a full 100 percent grant funding under the CARES act.

Board Priority

The Board Priority is Safety & Security.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.


Recommendation

Staff recommends the Board of Directors to approve issuing an Invitation for Bids (IFB) for Driver Safety Shields.

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: Award Issuing an Invitation for Bid (IFB) for Eight (8) Transportation Supervisor and Support Vehicles

Background

RTA Transportation Supervisors and staff operate non-revenue support vehicles to travel throughout the 846 square mile CCRTA service area to provide street supervision and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions etc. Additionally, Transportation Supervisors and staff respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

Identified Need

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

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures for Eight (8) SUV Transportation Supervisor and Support Vehicles is estimated to be \$392,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$78,400. and a federal estimated cost of \$313,600. This project is contingent upon the award of 5307 funding.

Board Priority

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

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to approve Issuing an Invitation for Bid (IFB) for Eight (8) Transportation Supervisor and Support Vehicles.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 3, 2020

Subject: Approve Issuing an Invitation for Bids (IFB) for a CNG Defueling Station

Background

The RTA currently owns and operates a fleet of 110 CNG powered vehicles. The Maintenance Department conducts periodic CNG system and tank inspections with two employees who are certified CNG fuel storage inspectors. These inspections help ensure the fleet is in safe operating condition and that we maintain compliance with all EPA and Railroad Commission of Texas standards.

Identified Need

The Maintenance Department is responsible for maintaining the fleet of CNG vehicles. In the event a CNG fuel tank or related infrastructure needs repair, the CNG must be removed from the fuel tanks before any repair work may commence. The agency does not currently have the ability to safely discharge CNG from the vehicle fuel tanks with a defueling station. A grounded CNG Defueling Station will help ensure the RTA is safely maintaining our fleet while remaining compliant with the Railroad Commission of Texas guidelines and industry best safety practices.

Disadvantaged Business Enterprise

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

Financial Impact

The CNG Defueling Station project is budgeted for \$60,000.00 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$12,000, and a federal estimated cost of \$48,000. The project is contingent upon the award of 5307 funding.

Board Priority

This Board Priority aligns with Safety & Security.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to approve issuing an Invitation for Bid (IFB) for a CNG Defueling Station.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 3, 2020

Subject: Exercise the Two (2) Year Option with Brad Hall & Associates for Diesel Fuel Supply

Background

The RTA requires approximately 155,464 gallons of diesel fuel annually to operate the fixed-route diesel buses. In compliance with the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the RTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

On June 7 of 2017, the Board of Directors awarded a diesel supply contract to Brad Hall & Associates with a three (3) year base contract and a two (2) year option following Board approval.

Identified Need

A diesel fuel supply agreement assures that the RTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of diesel fuel.

Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with Brad Hall & Associates to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total amount of expenditures will be determined on actual usage. Expenditures in 2019 were \$333,810.58. Funds are budgeted in FY2020 Operating Budget.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to Exercise the Two (2) Year Option with Brad Hall & Associates for Diesel Fuel Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 3, 2020

Subject: Authorize Exercising the Second Option Year with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Services

Background

CCRTA utilizes a contractor for tire leasing and service charges for the bus fleet. Tires are leased based on actual miles driven and have a minimum operating tread depth, front 4/32nds and rear 2/32nds.

A contracted Tire Technician provides a turnkey service to include; conduct monthly inventory, document all tire transactions, mount and dismount tires, repair damaged tires, ensure proper tire pressure, and identify/mitigate tire related concerns. In addition, the contractor is responsible for the disposal of scrap tires in accordance with all state and federal laws.

CCRTA staff analyzed performing services in-house. However, the high capital investment and implementation cost, additional staffing and liability of scrap tire disposal, were deemed not to be cost effective.

Identified Need

On June 1, 2016, the Board of Directors approved the award of a contract for Bus Tire Leasing and Services to Bridgestone Americas Tire Operations, LLC. The contract is structured as a three-year base with two (2) one-year options, with the option years requiring Board of Directors approval. The Board of Directors authorized exercising the first option year on May 1, 2019.

The turnkey service ensures a specialized technician, trained on current and new advances, will maintain the fleet’s tires to industry standards; tire wear, alignment, repair or replacement due to road hazards, tire installs and demounting processes.

Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with Bridgestone Americas Tire Operations, LLC to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total estimated cost is \$228,161.58 and is budgeted in the FY2020 Operating Budget. Actual expenditures are determined by usage.

- Estimated annual tire lease: \$152,357.58
- Estimated annual tire specialist service charge: \$75,804.00

Bus Tire Leasing and Service Charges				
DESCRIPTION	LEASE RATE PER MILE	ESTIMATED FLEET MILES	ESTIMATED COST PER TIRE	ESTIMATED FLEET LEASE (INCLUDES SPARES)
Tire Lease	\$ 0.00647	3,344,716	\$ 309.15	\$ 152,357.58
DESCRIPTION	SERVICE CHARGE RATE	OPTION YEAR MONTHS	ANNUAL SERVICE CHARGE	
Service Charge	\$ 6,317.00	12	\$ 75,804.00	
Option Year Two, Estimated Total Cost				\$ 228,161.58

Board Priority

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

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 27, 2020.

Recommendation

Staff recommends the Board of Directors to Exercise the Second Option Year with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Services.

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: April 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

Operating Revenues totaled \$2,980,266 in April, or 94.45% 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. Revenues for April reflect the impact of the Covid-19 pandemic on various aspects of the Agency, as fare revenues reached only 46.80% of the baseline expectation, while bus and bench advertising reached only 66.73% of the baseline expectation.

The **Investment Portfolio** closed the month of April with a Market Value of **\$27,898,371**, an increase of **\$522,922** 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 April 30, 2020 was 0.9409%, or approximately 89 basis points lower than December 31, 2019 (1.8321%), and reflects the beginning of the decline in the federal funds rate experienced thus far in response to the Covid-19 pandemic. The yield on TexPool prime has fallen to 0.6651% as of May 28, 2020, as a result of action taken by the Fed in order to help falling capital markets as a result of the Covid-19 outbreak.

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

Sales tax revenue for April 2020 is estimated at **\$2,776,441**, which is equal to the amount received for the same period in 2019. This amount was utilized in order to maintain a conservative forecast for what might emerge in the aftermath of Covid-19. 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 (actual)	\$ 2,532,147	\$ 2,567,060	\$ (34,913)	-1.36%
February (actual)	2,593,497	2,533,698	59,799	2.36%
March (actual)	2,856,393	2,669,520	186,873	7.00%
April (estimate)	2,776,441	2,776,441	-	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%
	\$ 10,758,477	\$ 10,546,719	\$ 211,758	2.01%

The actual allocation for April 2020 will be received June 12, 2020. Sales tax represented **93.16%** of total revenue realized in April.

The **\$2,856,393** sales tax payment received May 8, 2020 included the allocation from internet sales of \$18,756. RTA's started receiving internet revenue in December 2019 and to date have received \$87,317. Retailers started collecting sales tax on internet sales October 1, 2019. Internet tax collections received by RTA has been trending towards a significant increase each month with the exception of February which decreased by \$4,162 or -23.42% from the month before. Here are how the internet sales came in for the last six months.

October 2019	\$10,059
November 2019	12,664
December 2019	14,454
January 2020	17,773
February 2020	13,611
March 2020	18,756

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 April 2020:

April 2020 Revenue

	04/2020				
	2020 Adopted Budget	April 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 71,785	\$ 153,393	3.90%	46.80%
Bus advertising	158,731	8,826	13,228	5.56%	66.73%
Other operating revenues	622,779	100	51,898	0.02%	0.19%
Sales Tax Revenue	37,762,468	2,776,441	2,776,441	7.35%	100.00%
Federal, state and local grant assistance	874,476	66,542	72,873	7.61%	91.31%
Investment Income	565,803	16,157	47,150	2.86%	34.27%
Staples Street Center leases	486,015	40,414	40,501	8.32%	99.79%
Total Operating Revenues	42,310,982	2,980,266	3,155,484	7.04%	94.45%
Capital Grants & Donations	12,631,327	94,936	94,936	0.75%	100.00%
Transfers-In	1,763,046	146,921	146,921	8.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 3,222,122	\$ 3,397,340	5.68%	94.84%

2020 Year-to-Date Revenue

	04/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 33.33% into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 487,712	\$ 613,570	26.50%	79.49%
Bus advertising	158,731	41,001	52,910	25.83%	77.49%
Other operating revenues	622,779	4,504	207,593	0.72%	2.17%
Sales Tax Revenue	37,762,468	10,758,477	10,546,719	28.49%	102.01%
Federal, state and local grant assistance	874,476	299,428	291,492	34.24%	102.72%
Investment Income	565,803	112,761	188,601	19.93%	59.79%
Staples Street Center leases	486,015	161,323	162,005	33.19%	99.58%
Total Operating Revenues	42,310,982	11,865,206	12,062,890	28.04%	98.36%
Capital Grants & Donations	12,631,327	124,078	124,078	0.98%	100.00%
Transfers-In	1,763,046	587,682	587,682	33.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 12,576,966	\$ 12,774,650	22.18%	98.45%

Revenue Composition

Revenue Source	April 2020	%	YTD	%
Passenger Service	\$ 71,785	2.33%	\$ 487,712	4.07%
Bus Advertising	8,826	0.29%	41,001	0.34%
Other Revenue	100	0.00%	4,504	0.04%
Sales Tax Revenue	2,776,441	90.28%	10,758,477	89.73%
Grants - Operating	66,542	2.16%	299,428	2.50%
Grants - Capital	94,936	3.09%	124,078	1.03%
Investment Income	16,157	0.53%	112,761	0.94%
SSC Lease Income	40,414	1.31%	161,323	1.35%
Total Revenue	3,075,202	100.00%	\$ 11,989,284	100.00%

Fare Recovery Ratio

Description	4/30/2020	Year to Date
Fare Revenue	\$ 71,785	\$ 487,712
Operating Expenses*	2,511,794	10,713,798
Fare Recovery Ratio	2.86%	4.55%
*Excluding Depreciation		

Note: Same period last year the FRR was 5.63%

EXPENSES

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

April 2020 Departmental Expenses

Operating Expense Object Category	04/2020				
	2020 Adopted Budget	April 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 973,803	\$ 1,104,781	7.35%	88.14%
Benefits	5,512,012	446,271	459,334	8.10%	97.16%
Services	4,801,717	274,968	400,143	5.73%	68.72%
Materials & Supplies	3,047,162	268,182	253,930	8.80%	105.61%
Utilities	707,280	46,028	58,940	6.51%	78.09%
Insurance	454,522	30,924	37,877	6.80%	81.64%
Purchased Transportation	7,105,315	546,238	592,110	7.69%	92.25%
Miscellaneous	721,266	13,289	60,106	1.84%	22.11%
Total Expenses	\$ 35,606,645	\$ 2,599,702	\$ 2,967,220	7.30%	87.61%

2020 Year-to-Date Departmental Expenses

Operating Expense Object Category	04/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 33.33% into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 4,130,713	\$ 4,419,123	31.16%	93.47%
Benefits	5,512,012	2,019,685	1,837,337	36.64%	109.92%
Services	4,801,717	1,117,208	1,600,572	23.27%	69.80%
Materials & Supplies	3,047,162	879,661	1,015,721	28.87%	86.60%
Utilities	707,280	210,320	235,760	29.74%	89.21%
Insurance	454,522	123,696	151,507	27.21%	81.64%
Purchased Transportation	7,105,315	2,325,776	2,368,438	32.73%	98.20%
Miscellaneous	721,266	225,034	240,422	31.20%	93.60%
Total Expenses	\$ 35,606,645	\$ 11,032,091	\$ 11,868,882	30.98%	92.95%

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 **Benefits** as part of the allocation process.

For April 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries**, was more than 10% lower than the baseline expectation. The **Materials & Supplies** category appears further from the baseline expectation; however, this category includes much of the costs incurred in response to Covid-19. Total operating expenses are within seven percentage points of the baseline expectation for year-to-date budget 2020, and monthly expenses to-date are only 30.98% of the budget, compared to the baseline expectation of 33.33%.

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.

April 2020 Total Expenses & Capital Expenditures

	04/2020				
	2020 Adopted Budget	April 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,599,702	\$ 2,967,220	7.30%	87.61%
Debt Service	1,423,053	118,588	118,588	8.33%	100.00%
Street Improvements	3,021,641	251,803	251,803	8.33%	100.00%
Subrecipient Grant Agreements	49,694	66,542	4,141	133.90%	1606.84%
Total Operating Expenses	40,101,033	3,036,635	3,341,753	7.57%	90.87%
Grant Eligible Costs	12,631,327	94,936	94,936	0.75%	100.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 3,462,654	\$ 3,767,772	6.11%	91.90%

2020 Year-to-Date Total Expenses & Capital Expenditures

	04/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 33.33% into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 11,032,091	\$ 11,868,882	30.98%	92.95%
Debt Service	1,423,053	474,351	474,351	33.33%	100.00%
Street Improvements	3,021,641	1,007,214	1,007,214	33.33%	100.00%
Subrecipient Grant Agreements	49,694	299,428	16,565	602.54%	1807.63%
Total Operating Expenses	40,101,033	12,813,083	13,367,011	31.95%	95.86%
Grant Eligible Costs	12,631,327	124,078	124,078	0.98%	100.00%
Depreciation Expenses	3,972,995	1,324,332	993,249	33.33%	133.33%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 14,261,493	\$ 14,484,338	25.15%	98.46%

NET POSITION

The Total Net Position at the end of the month was **\$79,324,799**, a decrease of \$1,991,194 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 **\$79,324,799**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$28,726,013**, but only **\$11,572,508** 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 APRIL 30, 2020:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 50,598,786
Restricted for Debt Service	-
Unrestricted	28,726,013
TOTAL FUND BALANCE	<u>79,324,799</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	50,598,786
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
Restrctied for Employee Benefits Reserve	712,218
Unrestricted	11,572,508
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 79,324,799</u>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended April 2020

OPERATING BUDGET	04/2020				
	2020 Adopted Budget	April 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 71,785	\$ 153,393	3.90%	46.80%
Bus advertising	158,731	8,826	13,228	5.56%	66.73%
Other operating revenues	622,779	100	51,898	0.02%	0.19%
Sales Tax Revenue	37,762,468	2,776,441	2,776,441	7.35%	100.00%
Federal, state and local grant assistance	874,476	66,542	72,873	7.61%	91.31%
Investment Income	565,803	16,157	47,150	2.86%	34.27%
Staples Street Center leases	486,015	40,414	40,501	8.32%	99.79%
Total Revenues	42,310,982	2,980,266	3,155,484	7.04%	94.45%
Expenses					
Transportation	10,158,674	726,578	846,556	7.15%	85.83%
Customer Programs	584,293	37,877	47,024	6.71%	80.55%
Purchased Transportation	7,105,315	579,256	592,110	8.15%	97.83%
Service Development	608,237	41,920	50,686	6.89%	82.70%
MIS	1,349,557	122,075	112,463	9.05%	108.55%
Vehicle Maintenance	5,738,762	341,535	478,230	5.95%	71.42%
Facilities Maintenance	2,834,107	199,283	236,176	7.03%	84.38%
Contracts and Procurements	323,102	27,276	26,925	8.44%	101.30%
CEO's Office	1,006,761	86,448	83,897	8.59%	103.04%
Finance and Accounting	771,199	80,708	64,267	10.47%	125.58%
Materials Management	188,618	20,043	15,718	10.63%	127.52%
Human Resources	701,471	66,623	58,456	9.50%	113.97%
General Administration	595,856	34,751	49,655	5.83%	69.99%
Capital Project Management	329,103	16,406	27,425	4.99%	59.82%
Marketing & Communications	685,721	25,256	57,143	3.68%	44.20%
Safety & Security	1,449,103	105,758	120,759	7.30%	87.58%
Staples Street Center	996,766	86,327	83,064	8.66%	103.93%
Port Ayers Cost Center	-	1,581	-	0.00%	0.00%
Debt Service	1,423,053	118,588	118,588	8.33%	100.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	66,542	4,141	133.90%	1606.84%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,033	3,036,635	3,341,753	7.57%	90.87%
Revenues Over Expenses - Operating Budget	2,209,949	(56,369)	(186,269)		
CIP BUDGET					
	2020 Adopted Budget	April 2020 Actual	Baseline 8.33% into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	146,921	146,921	8.33%	100.00%
Grant Revenue	12,631,327	-	-	0.00%	0.00%
Total Funding Sources	14,394,373	146,921	146,921	1.02%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	-	-	0.00%	0.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenditures	16,604,322	331,083	331,083	1.99%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(184,162)	(184,162)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	(56,369)	(186,269)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	(0)	(240,532)	(370,431)		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended April 2020

OPERATING BUDGET	04/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 33.33% into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 3	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 487,712	\$ 613,570	26.50%	79.49%
Bus advertising	158,731	41,001	52,910	25.83%	77.49%
Other operating revenues	622,779	4,504	207,593	0.72%	2.17%
Sales Tax Revenue	37,762,468	10,758,477	10,546,719	28.49%	102.01%
Federal, state and local grant assistance	874,476	299,428	291,492	34.24%	102.72%
Investment Income	565,803	112,761	188,601	19.93%	59.79%
Staples Street Center leases	486,015	161,323	162,005	33.19%	99.58%
Total Revenues	42,310,982	11,865,206	12,062,890	28.04%	98.36%
Expenses					
Transportation	10,158,674	3,406,447	3,386,225	33.53%	100.60%
Customer Programs	564,293	167,855	188,098	29.75%	89.24%
Purchased Transportation	7,105,315	2,362,822	2,368,438	33.25%	99.76%
Service Development	608,237	165,531	202,746	27.21%	81.64%
MS	1,349,557	407,841	449,852	30.22%	90.66%
Vehicle Maintenance	5,738,762	1,603,006	1,912,921	27.93%	83.80%
Facilities Maintenance	2,834,107	794,862	944,702	28.05%	84.14%
Contracts and Procurements	323,102	106,396	107,701	32.93%	98.79%
CEO's Office	1,006,761	363,594	335,587	36.12%	108.35%
Finance and Accounting	771,199	233,318	257,066	30.25%	90.76%
Materials Management	188,618	68,119	62,873	36.11%	108.34%
Human Resources	701,471	248,411	233,824	35.41%	106.24%
General Administration	595,856	133,695	198,619	22.44%	67.31%
Capital Project Management	329,103	69,054	109,701	20.98%	62.95%
Marketing & Communications	685,721	197,427	228,574	28.79%	86.37%
Safety & Security	1,449,103	385,422	483,034	26.60%	79.79%
Staples Street Center	996,766	311,674	332,255	31.27%	93.81%
Port Ayers Cost Center	-	6,618	-	0.00%	0.00%
Debt Service	1,423,053	474,351	474,351	33.33%	100.00%
Special Projects	200,000	-	66,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	299,428	16,565	602.54%	1807.63%
Street Improvements Program for CCRTA Region Entities	3,021,641	1,007,214	1,007,214	33.33%	100.00%
Total Expenses	40,101,033	12,813,083	13,367,011	31.95%	95.86%
Revenues Over Expenses - Operating Budget	2,209,949	(947,878)	(1,304,121)		
CIP BUDGET					
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 33.33% into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 3	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	587,682	587,682	33.33%	100.00%
Grant Revenue	12,631,327	124,078	124,078	0.98%	0.00%
Total Funding Sources	14,394,373	711,760	711,760	4.94%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	124,078	124,078	0.98%	0.00%
Depreciation Expenses	3,972,995	1,324,332	1,324,332	33.33%	100.00%
Total Expenditures	16,604,322	1,448,410	1,448,410	8.72%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(736,650)	(736,650)	33.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	(947,878)	(1,304,121)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(736,650)	(736,650)		
Revenues Over Expenses (including rounding)	(0)	(1,684,527)	(2,040,770)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended April 30, 2020, and year ended December 31, 2019

	Unaudited April 30 2020	Unaudited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 27,953,455	\$ 27,157,466
Receivables:		
Sales and Use Taxes	5,632,834	6,183,019
Accrued Interest	-	-
Federal Government	391,635	403,586
Other	147,893	1,263,308
Inventories	782,503	675,774
Prepaid Expenses	1,748,784	509,201
Total Current Assets	36,656,903	36,192,354
Non-Current Assets:		
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,516,982	61,516,982
Construction in Progress	204,561	167,718
Current Year Additions	299,076	-
Total Capital Assets	151,071,747	150,735,827
Less: Accumulated Depreciation	(80,207,961)	(78,883,630)
Net Capital Assets	70,863,786	71,852,197
Total Non-Current Assets	70,863,786	71,852,197
TOTAL ASSETS	107,520,689	108,044,551
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	4,131,381	4,131,381
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
Total Deferred Outflows	7,619,245	7,619,245
TOTAL ASSETS AND DEFERRED OUTFLOWS	115,139,934	115,663,796
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	849,463	736,501
Current Portion of Long-Term Liabilities:		
Long-Term Debt	815,000	815,000
Compensated Absences	273,355	273,355
Sales Tax Audit Funds Due	246,366	246,366
Distributions to Regional Entities Payable	4,532,536	3,525,322
Other Accrued Liabilities	1,065,453	718,297
Total Current Liabilities	7,782,173	6,314,841
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	269,885	269,885
Sales Tax Audit Funds Due	930,730	930,730
Net Pension Liability	2,455,449	2,455,449
Net OPEB Obligation	970,134	970,134
Total Non-Current Liabilities	24,076,198	24,076,198
TOTAL LIABILITIES	31,858,371	30,391,039
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,956,764	3,956,764
TOTAL LIABILITIES AND DEFERRED INFLOWS	35,815,135	34,347,803
Net Position:		
Net Invested in Capital Assets	50,598,786	51,587,197
Unrestricted	28,726,013	29,728,796
TOTAL NET POSITION	\$ 79,324,799	\$ 81,315,993

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended April 30, 2020

	<u>4/30/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 53,953
Cash Received from Bus Advertising and Other Ancillary	550,450
Cash Payments to Suppliers for Goods and Services	(1,470,362)
Cash Payments to Employees for Services	(712,718)
Cash Payments for Employee Benefits	(231,360)
Net Cash Used for Operating Activities	<u>(1,810,036)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,593,497
Grants and Other Reimbursements	1,002
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,594,499</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	15,204
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	(317,415)
Purchase and Construction of Capital Assets	(123,240)
Net Cash Used by Capital and Related Financing Activities	<u>(425,450)</u>
Cash Flows from Investing Activities:	
Investment Income	16,157
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>16,157</u>
Net Increase in Cash and Cash Equivalents	375,170
Cash and Cash Equivalents (Including Restricted Accounts), April 1, 2020	27,578,284
Cash and Cash Equivalents (Including Restricted Accounts), April 30, 2020	<u><u>\$ 27,953,455</u></u>



Subject: April 2020 Operations Report

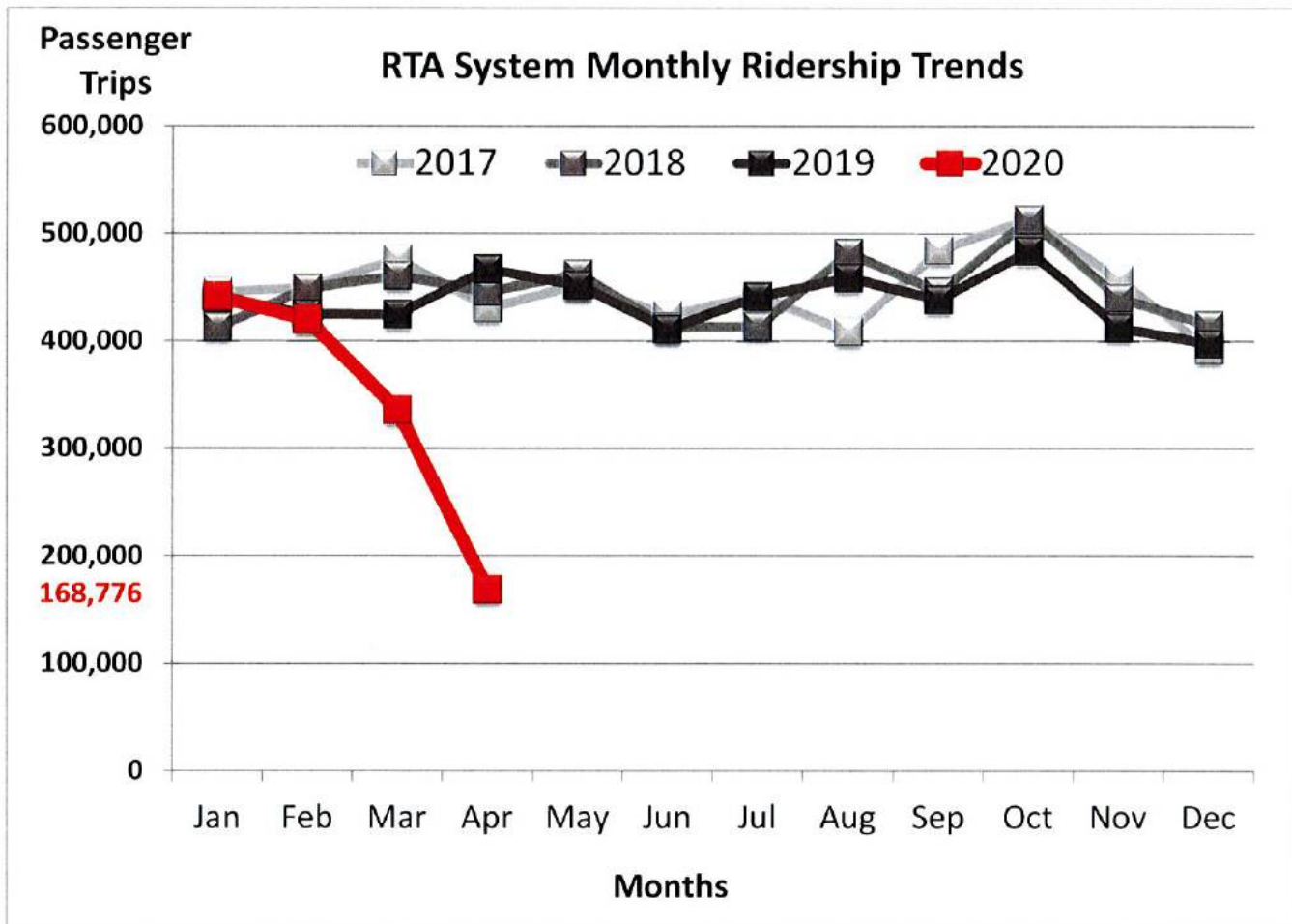
The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and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

Due to the COVID-19 pandemic, customer comments continued to be collected by the Marketing Department through social media outlets and the web site.



1. System-wide Ridership and Service Performance Results

In April 2020, system-wide ridership levels were adversely impacted by the COVID-19 pandemic. Boardings totaled 168,776 which represents a decrease of -63.9% as compared to 466,880 boardings in April 2019 or 298,104 fewer boardings this month.

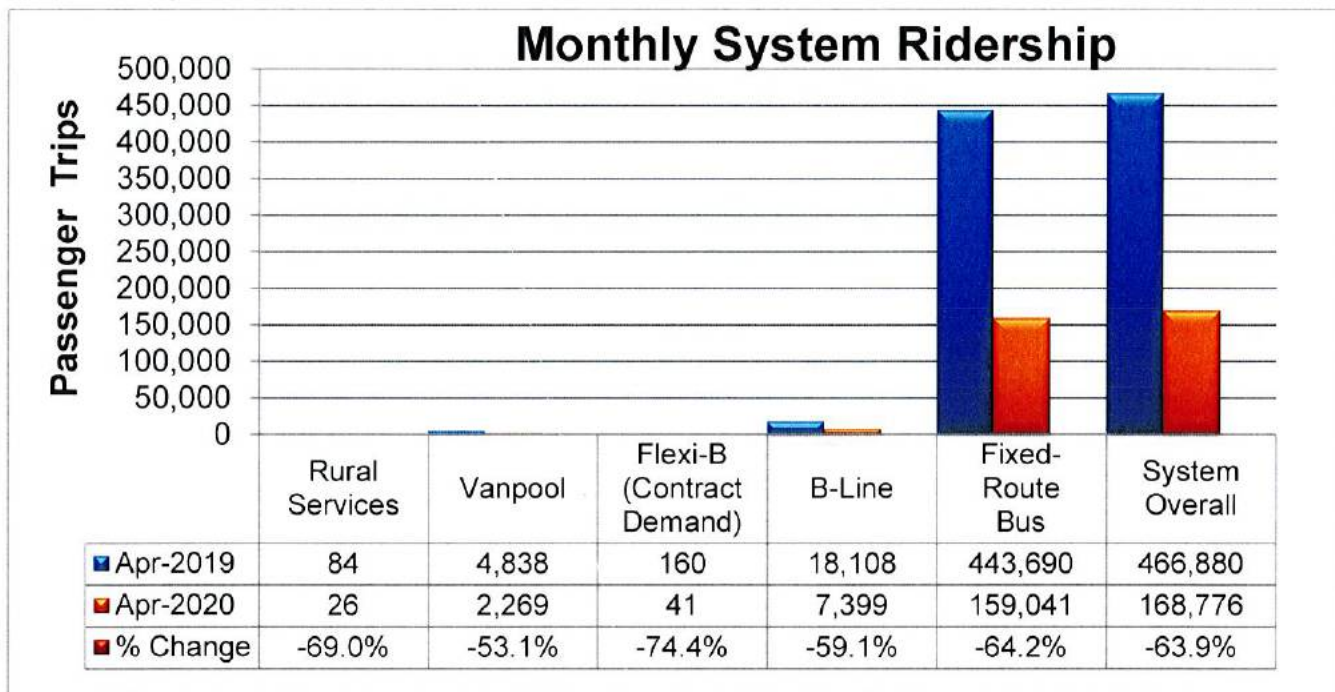


April 2019	April 2020	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
3 Sundays	3 Sundays	-
1 Holiday	1 Holiday	-
30 Days	30 Days	0

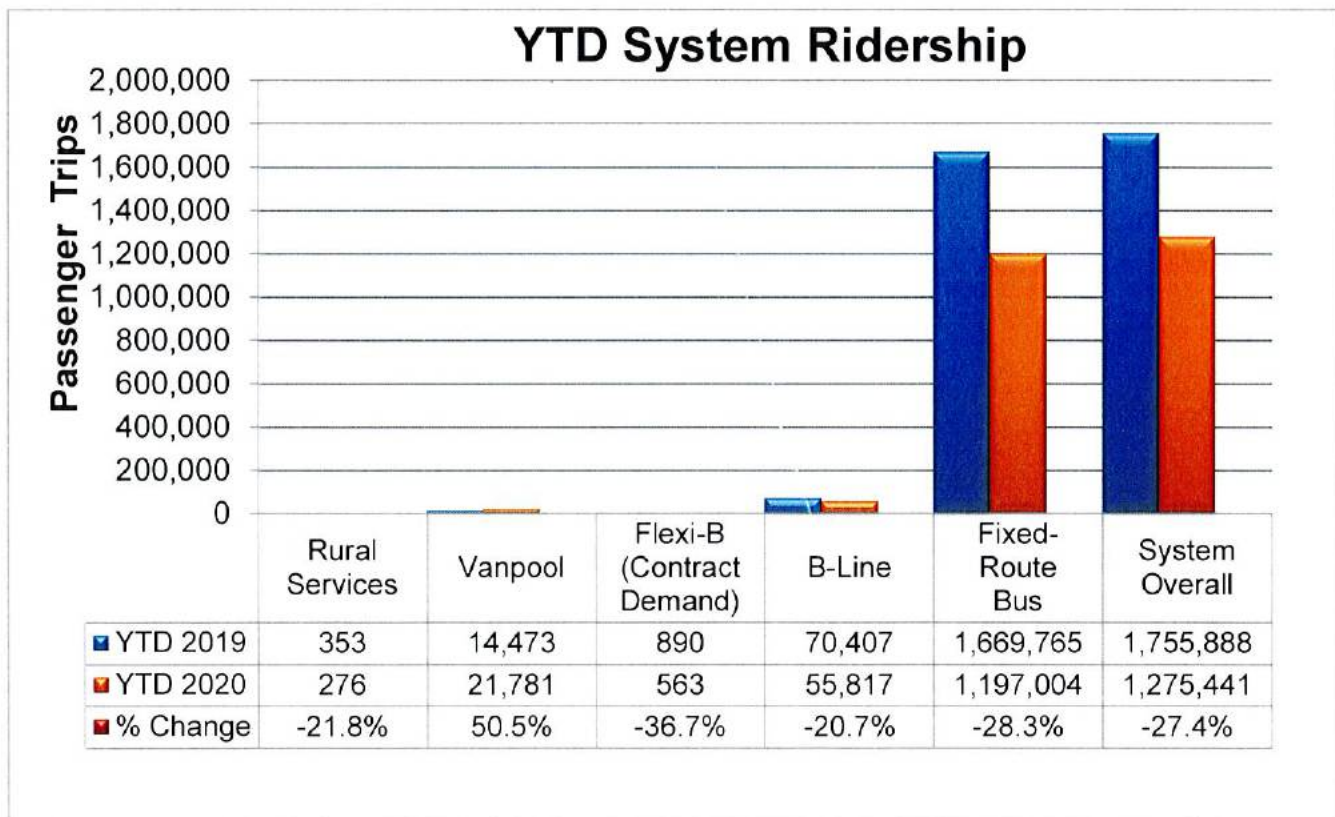
In April 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$1.68 per gallon compared to approximately \$2.45 per gallon in April 2019¹. This month's rainfall was below normal at 0.90 inches as compared to 3.05 inches in April 2019. Historically, the average rainfall in April is 1.83 inches.² The average high temperature was normal at 83 degrees.

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

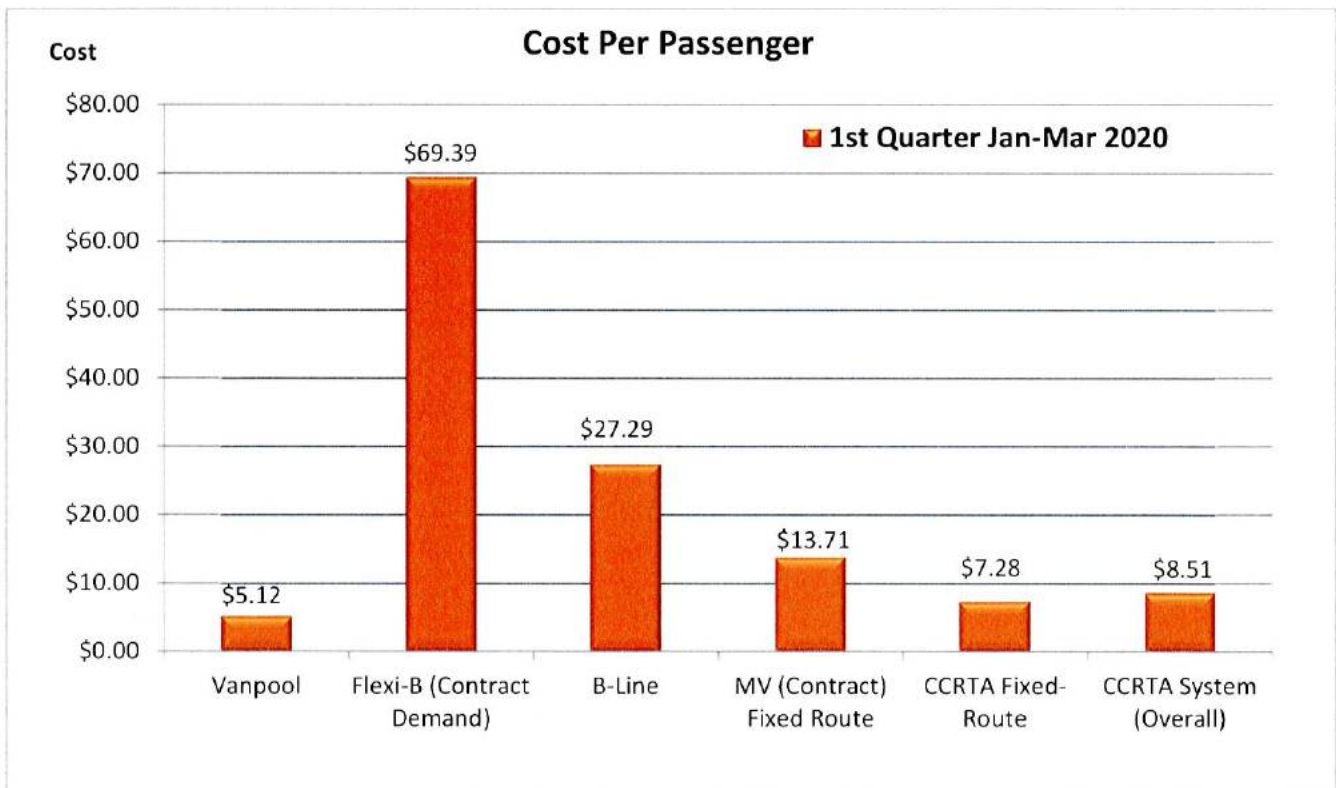
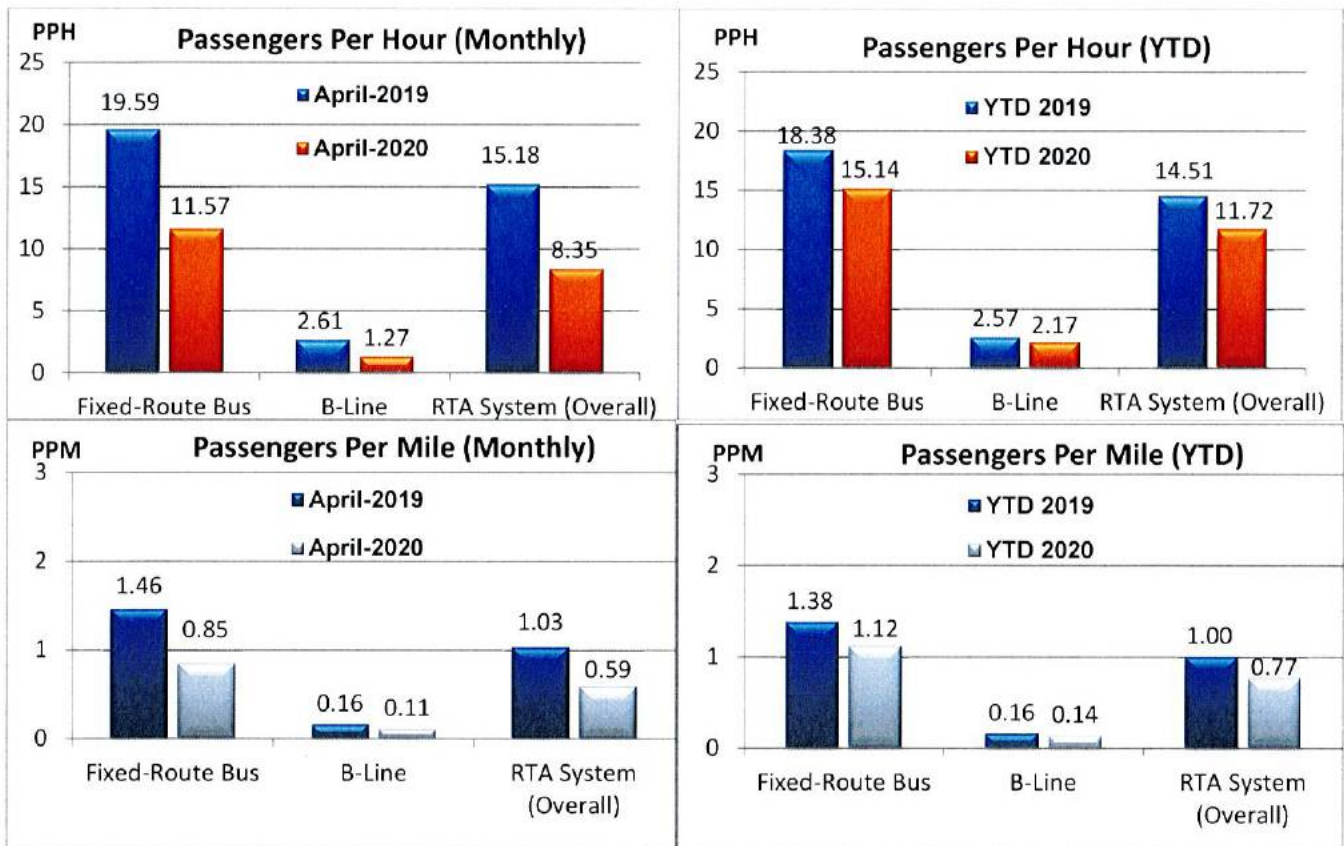
The chart below shows monthly ridership results for all services. CCRTA recorded 298,104 fewer boardings for a decrease of -63.9% this month as compared to April 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 480,447 fewer boardings for a YTD decrease of -27.4% in 2020 as compared to the same period in 2019.



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



The following table includes Cost per Passenger totals by service mode for the first quarter of 2020.

Mode of Operation	Jan-20	Feb-20	Mar-20	First Quarter
CCRTA Fixed Route	\$6.48	\$6.78	\$8.95	\$7.28
MV (Contract) Fixed Route	\$12.81	\$12.14	\$17.16	\$13.71
B-Line Service	\$25.31	\$25.56	\$32.06	\$27.29
Port-Aransas Flexi-B	\$55.92	\$61.35	\$120.85	\$69.39
Vanpool	\$4.59	\$4.88	\$6.13	\$5.12
System Wide Monthly Average	\$7.65	\$7.92	\$10.37	\$8.51

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

Schedule Adherence	Standard	Jan-20	Feb-20	Mar-20	Apr-20	4-Month Average
Early Departure	<1%	0.0%	0.3%	0.3%	0.0%	0.2%
Departures within 0-5 minutes	>85%	92.0%	89.0%	94.9%	96.7%	93.1%
Monthly Wheelchair Boardings	No standard	4,112	3,854	3,109	1,807	3,221
Monthly Bicycle Boardings	No standard	7,746	6,695	6,658	3,990	6,272

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

On Detour	<ul style="list-style-type: none"> • North Beach-U.S.181 realignment (Harbor Bridge reconstruction) <ul style="list-style-type: none"> ➤ Routes 76 & 78
Future Detour	
On Detour	<ul style="list-style-type: none"> • Winnebago & Lake St.-(Harbor Bridge reconstruction): To begin in June 2020 <ul style="list-style-type: none"> ➤ Route 12 • Carroll Ln. (Houston-Gollihar) (27) month project: <u>To be complete late June, early July 2020</u> <ul style="list-style-type: none"> ➤ Route 17
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 • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete July 2021 <ul style="list-style-type: none"> ➤ Route 23
Future Detour	
No Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28 • Everhart Rd. (Holly Rd-SPID) (22) month project: Began Sept. 2019 <ul style="list-style-type: none"> ➤ Routes 17 & 32
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (SPID-McArdle): Project to begin mid-June 2021. <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (28) month project: Began Jan. 2020 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project: Began Jan. 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: To begin Dec. 2020 <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Nueces Bay to Palm) (14) month project: To begin October 2020 with anticipated completion in late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown to Palm) (14) month project: To begin January 2021 with anticipated completion in mid-2022 <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (7) month project: To begin January 2021 <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: To begin late August 2020 with anticipated completion in October 2022 <ul style="list-style-type: none"> ➤ Routes 3 & 4
No Detour	<ul style="list-style-type: none"> • McArdle Rd. (Carroll-Kostoryz) (6) month project: To begin early-2021 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Greenwood-Crosstown) In design. To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 23 & 25
No Detour	<ul style="list-style-type: none"> • S. Alameda St. (Louisiana-Chamberlain) (12) month project: To begin late 2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17

In April 2020, there were six (6) detoured routes out of 32 fixed routes travelling on the local street network (19%). Current detoured routes include: 17, 19, 23, 28, 76 & 78.

Future road detours indicated in a dashed outline will account for an additional five (5) or additional (16%) of detoured bus route services.

Future detoured routes will include Routes: 3, 4, 12, 27 & 28.

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

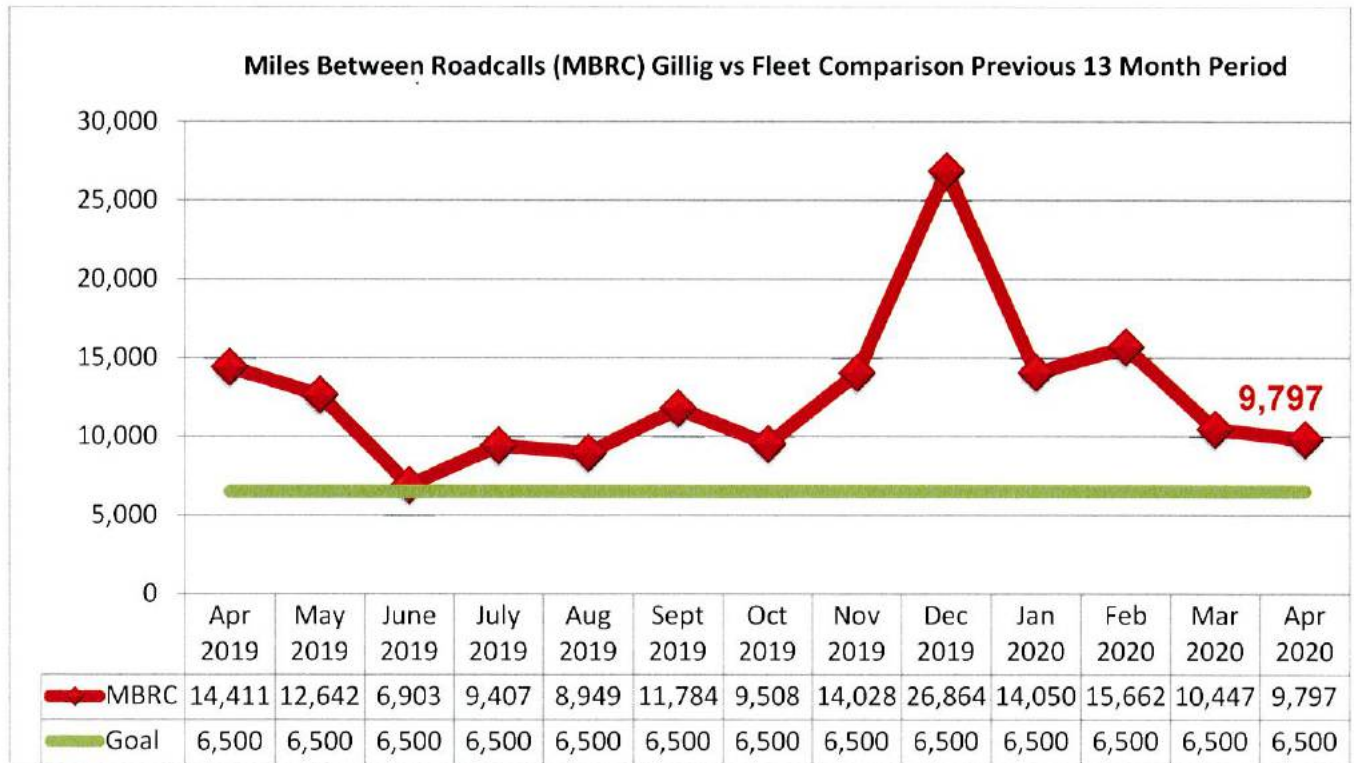
In March 2020, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **1.29** PPH did not 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): **9,176** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **5,364** ambulatory boardings; **1,741** wheelchair boardings

Metric	Standard	Jan-20	Feb-20	Mar-20	Apr-20	(4) Month-Ave.
Passengers per Hour	2.50	2.71	2.73	2.21	1.29	2.24
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	14,552	8,770	17,999	9,176	12,624
Monthly Wheelchair Boardings	No standard	4,612	4,453	3,555	1,741	3,590

Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For April 2020, there were 9,797 miles between road calls (MBRC) recorded as compared to 14,411 MBRC in April 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

Administration and Finance Committee Member Inquiry Form

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/22/2020	5.	M. Reeves	In reference to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP, Mr. Reeves asked, have all expectations with this firm been met?	Mr. Cruz-Aedo responded in the affirmative.	4/22/2020
4/22/2020	6.	G. Martin	In reference to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies, Mr. Martin asked, we are only putting this on 15 buses?	Mr. Saldana answered in the affirmative.	4/22/2020
4/22/2020	6.	E. Martinez	In reference to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies, Mr. Martinez asked, do you share these numbers with us on a monthly bases, if not can you share them on a quarterly bases with us?	Mr. Saldana confirmed that we do not share those numbers monthly, but he can provide them on a quarterly bases.	4/22/2020
4/22/2020	6.	G. Clower	In reference to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies, Mr. Clower asked, what 15 routes are we going to choose?	Mr. Saldana answered, we will put them on our heavily travelled routes.	4/22/2020
4/22/2020	7.	M. Reeves	In reference to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC, Mr. Reeves asked, Iconic will still guarantee us about 180 thousand dollars each year?	Ms. Patrick answered, they will give us 37% of what they receive in accounts payable until this contract expires.	4/22/2020

Administration and Finance Committee Member Inquiry Form

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/22/2020	7.	G. Martin	In reference to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC, Mr. Martin asked, the new contract has no minimum?	Ms. Patrick responded in the affirmative.	4/22/2020
4/22/2020	7.	E. Martinez	In reference to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC, Mr. Martinez asked, is there an agreement that we have to share these funds we receive from this agreement with the city?	Mr. Cruz-Aedo responded in the affirmative.	4/22/2020
4/22/2020	7.	D.Leyendecker	In reference to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC, Mr. Leyendecker asked, does the amendment allow for us to audit those accounts payable records?	Ms. Patrick answered in the affirmative.	4/22/2020
4/22/2020	8.	L. Allison	In reference to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021, Ms. Allison asked, is the financial impact the same as last year?	Mr. Rendon responded, we are expecting the premium to go up by about ten percent which would be about one hundred thousand for next year's premium.	4/22/2020
4/22/2020	10.	G. Martin	In reference to Adopt the Revised 2020 Emergency Preparedness Plan, Mr. Martin asked, what is the difference between the plan and the policy?	Mr. Rendon responded, the policy identifies the responsibility of the organization, and the plan is the internal plan of what the RTA will do when something happens.	4/22/2020

Board Meeting Member Inquiry Form

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/6/2020	6.	M. Woolbright	In reference to the CEO's update on the CCRTA's COVID-19 Response, Mr. Woolbright asked, are we currently being affected on a cash flow bases?	Mr. Cruz-Aedo responded, at this point we are okay but once our sales tax revenue becomes affected we will have to dip into our unrestricted reserves if we haven't been reimbursed by then.	5/6/2020
5/6/2020	6.	M. Woolbright	In reference to the CEO's update on the CCRTA's COVID-19 Response, Mr. Woolbright asked, how big are our cash reserves?	Mr. Cruz-Aero responded, twenty one million dollars.	5/6/2020
5/6/2020	6.	E. Martinez	In reference to the CEO's update on the CCRTA's COVID-19 Response, Mr. Martinez asked, are any of our active stops being treated?	Mr. Cruz-Aedo responded, we are not currently treating our bus stops, we are just treating our transfer stations.	5/6/2020
5/6/2020	9.	E. Martinez	In reference to Approve the Postponement of the Local Government Fare Review Committee meeting for 6 Months, Period Ending October 2020, pending the Risk and Impact of COVID-19, Mr. Martinez asked, are you needing the board to postpone this item until January 2021?	Mr. Cruz-Aedo responded in the affirmative.	5/6/2020
5/6/2020	10.a.	E. Martinez	In reference to the March 2020 Financial Report, Mr. Martinez asked, what is the process for getting reimbursement from the CARES ACT?	Mr. Cruz-Aedo responded, there is no due date on any of these funds yet. We are connected with Region six and we are in the process of establishing our process that we will be using to track those expenses. We have some reimbursements pending now.	5/6/2020