



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, August 5, 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 ~ Patricia Dominguez ~ Anna Jimenez

Glenn Martin ~ Eloy Salazar ~ 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.	Announcement of CCRTA Board of Directors Committee Appointments by the Board Chair and Action to Confirm Committee Appointments of Board Members	E. Martinez	3 min.	----- <i>ATTACHMENT</i>
5.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
6.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACIAL COVERINGS ARE REQUIRED (AND AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
7.	Briefing on CCRTA's Response to Hurricane Hanna	J. Cruz-Aedo	5 min.	<i>PPT</i>
8.	Update on CCRTA's Response to COVID-19	J. Cruz-Aedo	5 min.	<i>PPT</i>
9.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of July 1, 2020	E. Martinez	5 min.	Pages 1-10
10.	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 11-15
	<p>a) Action to Award a Contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving (pgs. 11-12)</p> <p>b) Action to Issue a Request for Proposals (RFP) for Bus Stop Amenities (pgs. 13-14)</p>			

	c) Action to Issue an Invitation for Bids (IFB) for Bear Lane Bus Parking Lot Reconstruction (pg. 15)			
11.	Discussion and Possible Action to Authorize Issuing an Invitation for Bids for Power Washing Services for the Transfer Stations	S. Montez	5 min.	Pages 16-18 <i>PPT</i>
12.	Presentations: a) June 2020 Financial Report b) June Procurement Updates c) June 2020 Safety & Security Reports d) June 2020 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	5 min. 5 min. 5 min. 5 min.	Pages 19-29 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 30-36 <i>PPT</i>
13.	CEO's Report	J. Cruz-Aedo	10 min.	----
14.	Board Chair's Report	E. Martinez	10 min.	----
15.	Adjournment	E. Martinez	1 min.	----
16.	Information Items: a) Member Inquiry Forms 1. ADM Committee Meeting–June 24, 2020 2. OPS Committee Meeting–June 24, 2020 b) Member Inquiry Forms 1. Board Meeting–July 1, 2020			----

Total Estimated Time: 1 hr., 22 min.

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BOARD OF DIRECTORS BUDGET WORKSHOP #2

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	2020 Budget Workshop #2 a. Dept. 07 – MIS b. Dept. 40 – Procurement c. Dept. 42 – Finance & Accounting d. Dept. 45 – Administration	R. Saldaña	45 min.	<i>PPT</i>

Total Estimated Time: 45 min.

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On **Friday, July 31, 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 Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

Vision Statement

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



Board of Directors Meeting Memo

August 5, 2020

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

Background

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

Identified Need

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

Recommendation

The Board Chair will recommend Board Members, with the respective chairs, to participate in the designated Committees as shown on the attached.

Respectfully Submitted,

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



2020 CCRTA Committees Appointments
as of July 1, 2020

Administration & Finance Committee

Patricia Dominguez -Committee Chair

Lynn Allison

Glenn Martin

Mike Reeves

Eloy Salazar

Operations & Capital Projects Committee

Dan Leyendecker – Committee Chair

Anna Jimenez

Matt Woolbright

Philip Skrobarczyk

Anne Bauman



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JULY 1, 2020**

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member, Mr. George Clower, who served from July 11, 2012 until June 30, 2020
5. Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors, a) Mr. Eloy H. Salazar
6. Administered the Oath of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors, a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright
7. Receipt of Conflict of Interest Affidavits
8. Opportunity for Public Comment
9. Heard Update – CCRTA's COVID-19 Response
10. Heard Update – RCAT Committee Activities
11. Action to Approve the Board of Directors Meeting Minutes of June 3, 2020.
12. Heard Consent Items –
 - a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
 - b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
 - c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)
13. Action to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration
14. Heard Presentations –
 - a) May 2020 Financial Report
 - b) May Procurement Update
 - c) May 2020 Safety & Security Report
 - d) May 2020 Operations Report
15. Heard CEO's Report
16. Heard Chairman's Report
17. Adjournment
18. 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. Edward Martinez, Board 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, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

Public Present: Mr. Roland Barrera, Roland Barrera Insurance. Public Comment has been made available online to the Public on the CCRTA website at the following link below. No online comments have been received.

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

Held Safety Briefing

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

Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member, Mr. George Clower, who served from July 11, 2012 until June 30, 2020

Mr. Edward Martinez read the Resolution for Mr. George Clower and thanked him for his dedication and service to the agency. He asked Mr. Clower to join everyone at the podium. Mr. Michael Reeves commented Mr. Clower would be missed sorely and thanked him for the comic relief at our meetings, and for everything he has done for the agency. He also thanked him for being you. Mr. Martinez allowed for Mr. Clower's parting words. Mr. Clower thanked the agency and said it's been a long and memorable ride. He has had a lot of good times here at the CCRTA, made a lot of good friends. He also commented he would always have a heart for the CCRTA in the future, and said he hoped someday our paths will cross that I can work with the CCRTA again in the future. Mr. Clower said to Mr. Jorge Cruz-Aedo, that he wanted to say it's been great to get to know you, and that Jorge, you have done an outstanding job as CEO of the CCRTA, and I want you to continue forward with the mission statement. Mr. Clower also mentioned to Mr. Edward Martinez, that you have been a great chairman, and I have loved working with you over the last couple of years. Mr. Clower mentioned, and Glenn, I know we haven't been on the board too long, but have you on my speed dial. Each board member provided their sincere comments and thank Mr. Clower and said he will be sorely missed by all. Mr. Martinez then asked for a vote on the Resolution.

MR. DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING CITY OF CORPUS CHRISTI APPOINTED BOARD MEMBER, MR. GEORGE CLOWER, WHO SERVED FROM JULY 11, 2012 UNTIL JUNE 30, 2020. MR. MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors, a) Mr. Eloy H. Salazar

Mr. Martinez asked Mr. Eloy Salazar to join Mr. John Bell, Legal Counsel at the Podium to take the Oath of Office. Mr. Bell administered the Oath of Office to Mr. Salazar and welcomed him to the CCRTA Board of Directors. Mr. Martinez and the other board members also welcomed him to the Board. Mr. Salazar joined the others at the panel area to begin his term.

Administered the Oaths of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors, a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright

Mr. Martinez asked each of them to join Mr. John Bell, Legal Counsel, via the virtual meeting, to take the Oath of Office. Mr. Bell administered the Oath of Office to Ms. Anne Bauman and Ms. Patricia Dominguez, and Messrs. Philip Skrobarczyk and Matt Woolbright. He welcomed each of them to their next term as a CCRTA Board of Directors member. Mr. Martinez and the other board members also welcomed each of them again to the Board.

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 continues to be very engaged with the COVID-19 pandemic to ensure that both employees and riders are provided the safest environment to have public transportation in our community. He said as of this report, there had been no positive cases. Unfortunately, last evening, he received word that we in fact have received our first confirmation of a confirmed case at our Bear Lane facility. Mr. Cruz-Aedo said the person is now quarantined and contact tracing is now being done. He also commented the agency is still working tirelessly to ensure we have a safe and clean environment to provide transportation. Last Saturday we began the compliance with Nueces County mask order that everyone is to wear facial coverings while in public places, i.e., public transportation. He said face coverings need to be not necessarily surgical masks, hospital grade, and worn by children 10 years of age and under, and worn in public areas where social distancing is not possible and you are confined space like a bus. He also mentioned the order does provide exceptions to individuals who have conditions. Mr. Cruz-Aedo continued that there are no penalties for noncompliance, yet the agency strongly encourages all of our riders to do facial coverings while at our facilities, and at our bus stops and on our buses. He also said riders are also given the opportunity to receive masks by the CCRTA if the rider does not have one. This has also been put on our social media, our messaging systems to make sure riders know facial coverings are required.

Mr. Cruz-Aedo commented the executive team still continue to meet daily to make sure we are current with situations pertaining to transportation. He said we continue to deep clean all our buses every evening, and our facilities are cleaned regularly during the day and again at night. Any personal protective equipment needed for employees are monitored to procure immediately and we continue to advertise all our venues to reinforce to the community the efforts to help reduce the spread of COVID-19. Mr. Cruz-Aedo also provided some financial costs spent to-date for employee cards at \$52,530 to help them be able to get the pandemic cleansing equipment needed at home for a safe environment. He said the agency is currently paying employees \$2 more per hour while on duty. Emergency supplies bought, masks, cleansers, foams costs are at \$669,000, we have our additional security personnel costs and police officers on duty at \$15,311. Mr. Cruz-Aedo said that



the purchase transportation services costs are at \$67,761 for the direct supplies and equipment for the use of the CCRTA by MV Transportation. He said that we have submitted all of these items to the federal transit administration (FTA) who has concurred these expenses and reimbursement is anticipated assumed for these costs, and these costs would be covered strictly by FTA and not an item of the CCRTA.

He commented we are now going to be testing our employees for their temperatures and the customer service area is still closed, yet the community can still get passes, and our employees are able to get all their equipment needed in the H-E-B stores in this community. Mr. Cruz-Aedo also pointed out that we have a video which shows what we do and that we're good stewards. He said it is all about ensuring safety for the employees of the CCRTA, safety for our riders and safety for our communities, and we stay diligent every day, and available to answer any questions the board may have.

Heard Update – RCAT Committee Activities

Ms. Sharon Montez commented on the RCAT Committee for our new board member Mr. Salazar and stated that the RCAT committee represents the voice of the disabled community in Corpus Christi and is the Regional Committee for Accessible Transportation. Ms. Montez said she wanted to brief the Board members this morning in our continuing efforts to enhance the safety for the community and our riders. She said we have decided to delay the RCAT meetings until January of next year, as we will continue to monitor and stay informed on COVID in the community, and if there are any changes to our current timeline, I will come back to the board to keep everyone informed.

Action to Approve the Board of Directors Meeting Minutes of June 3, 2020

MR. REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JUNE 3, 2020. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items

- a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
- b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
- c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)

MR. MATT WOOLBRIGHT ASKED TO PULL CONSENT ITEM C) FOR FURTHER DISCUSSION.

MR. LEYENDECKER MADE A MOTION TO APPROVE CONSENT ITEMS A) AND B). MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Mr. Cruz-Aedo mentioned that this is an important relationship for the CCRTA, and for our new board member, it would be beneficial to go over the high level of what this agreement entails and what that relationship looks like as we have a number of things going with them at the same time and we're in a weird situation. Mr. Derrick Majchszak presented the consent item C) again for



the new board member and for further discussion. Mr. Salazar said he believes this is a great program and for the agency to continue on the path and partnership with the University. He continued to say he congratulates the Board with supporting it, and continuing to support it. A motion was asked by the Chairman to approve.

MR. REEVES MADE A MOTION TO APPROVE CONSENT ITEM C) AFTER FURTHER DISCUSSION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration

Mr. Reeves commented, on behalf of the Administration & Finance Committee, we have spent a great deal of time on this item. He said, I believe it is in the best interest of us to move forward on this item, knowing these things can become very difficult, and the reasoning behind offering this option, by Staff, it makes a lot of sense to us, so if we want to move forward with hearing the presentation, we can, but on behalf of the Board, I would like to make a motion at this time to move forward with this recommendation. Mr. Leyendecker seconded the motion, yet wanted a little further discussion and would have like to have had the name of the firm 90 Degree Benefit listed on the Agenda of who we are trying to enter an agreement with, for transparency sake, and although in our Packet, the Public does not get the Packet.

Mr. Salazar asked for an explanation of the recommendation on the agenda as it was modified a little. Mr. Cruz-Aedo provided background information where the item went to the committee for review as we were looking at doing a Request for Proposal (RFP) as the likely option we would want to pursue. He said at committee, we introduced the suggestion language of trying to negotiate a deal with 90 Degree Benefit which was formerly Entrust, and if this option wasn't successful, we would have the ability to still issue an RFP. He said in time since committee to now, 90 Degree Benefit is interested in pursuing a new deal to help administer the program. Mr. Cruz-Aedo explained the program and stated we have approximately 230 employees that are covered health care, vision care and dental care. This is a self-funded program that the CCRTA designed years ago and has been updated throughout time to reflect the current changes that takes place in the medical industry. He stated 90 Degree Benefit has helped us manage this program very well. He said the program designed by the CCRTA with the help of consultants that we've brought in along from time to time, we have Mr. Roland Barrera with Roland Barrera Insurance, who is our current consultant that helps us administer the program. Mr. Cruz-Aedo commented they do a great job, employees love the benefits and it is a fair program. He commented the program costs us the normal amounts employers pay in the ranges of reasonable care, and I do not want us to be changing administrators right now, especially because of the COVID, and a few potential claims that we are going to be looking at over time. He stated that he has asked the consultants, Mr. Barrera and staff, to look at ways to ensure that we optimize this program if we go with the renewal, and asked Mr. Barrera, if he could maybe add or correct some of the things Mr. Cruz-Aedo may have commented on.

Mr. Barrera commented he wanted to congratulate Mr. Salazar on his appointment to the CCRTA Board of Directors and welcome. He provided background information as stated at the committee meeting last month, the base plan has a \$300 deductible that resets every month, so if an employee has some type of claim in a period with the 30 days, they pay only \$300, and is also



set for the entire family. He provided an example of a family claim with complications and how the deductible works as employees have a primary care benefit allowance in lieu of a copay. What it provides is that the families have \$2K of primary care. Most asks what is my copay, so there is a separate arrangement with the Doctors Center that is covered under 100 percent without being subject to the primary care allowance. He also commented that 90 Degree Benefit is one of the largest vendors of Spohn Hospital system. Mr. Barrera commented on the costs with the City and County and that the CCRTA plan per participant is lower than theirs at \$43.78. He said when you customize a plan, it can discourage other bidders which could encourage a proposer to charge whatever they want because they know they provide a product that is difficult for others to administer. He commented he believes we have a better opportunity to negotiate a good deal rather than sending it out. Mr. Salazar said being new to the Board, it was more of a question than anything. After further discussion, the Chairman asked for a motion.

MR. REEVES MADE A MOTION TO APPROVE ENTERING INTO A PROFESSIONAL SERVICE AGREEMENT, AND IF UNABLE, THEN APPROVE ISSUING A REQUEST FOR PROPOSAL (RFP) TO NEGOTIATE A PROFESSIONAL SERVICE AGREEMENT FOR A THIRD-PARTY ADMINISTRATOR OF THE CCRTA EMPLOYEE GROUP HEALTH, VISION, AND DENTAL BENEFIT PROGRAM ADMINISTRATION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) May 2020 Financial Report

Mr. Robert Saldaña reported on highlights for the month of May of departmental expense right now at 13.8 percent shy of budget. He explained the far left column is our annual budget we adopted for that line item, the 2ND column is the actual where we came in for May, and the 3RD column is the monthly budget for May. He said operating revenues are a little more than \$42M for the year, and May was at \$3M, or right at budget. Our baseline is about \$3.2M, capital funding comes a lot from our grants about \$146,921, and for May we came in under baseline. He said operating expenses are about \$40M for the year, and May we came in at \$2.8M on a budget of \$3.3M, or a \$500K savings. So the bottom line, there is \$14,519 more revenue than expenses for the month. Mr. Saldaña displayed a slide by category showing the breakdown of revenues and commented May passenger services were at \$82,670 and should be \$153K basically due to the shortfall in ridership. Bus advertisements budget is \$13K and we are at \$9,300, or a shortfall of about \$4K. He said sales tax is \$2.8M and what we estimated, although it is going to be short of a little over 11 percent than the previous month as we believe we will be around 16-17 percent short of that this month. Those numbers will come in Thursday or Friday next week. Mr. Saldaña commented total revenues for May are \$3.08M, or \$200K shortfall in revenues. A pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He pointed out that in Other, the \$300K, \$134K were strictly COVID supplies.

Mr. Saldaña reported on the year-to-date highlights should be about 42 percent on revenues and expenses through five months of the year. Revenue-wise, we are at \$14.5M on a budget of \$15.3, or about \$7-8K shy on revenues. He said capital funding is right on budget, operating expenses are budgeted at \$16.7M and we are at \$15.47M, or a \$1.3M savings. For capital expenditures are right at budget, so right now, we are at \$1.8M shy of revenues over expenses. Mr. Saldaña said that on next month's category, a lot of the shortfall from sales tax and other expense we are having is due to COVID. He did mention that the agency is getting the first draw from the COVID CAREs Act allotment of \$16.3M, we drew down last



week that hits our bank statement today. He said that with the \$1.8M shortfall is actually now a \$4M positive increase from the CAREs Act monies transit agencies were given to help cover these losses, so we are not behind, but \$4.4M ahead of budget. A year-to-date pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He again pointed out that in Other, \$1.8M, \$271K were strictly COVID supplies, some supplies that have been received, paid, and other merchandise we have purchased that has not yet been received. You will see the variances between these and the weekly updates. Mr. Saldaña continued with expenses year-to-date budgeted \$14.8M and we are at \$13.5M, or a \$1.2M savings on expenses.

He provided a month-to-month comparison from 2020 to 2019 stated sales tax over the last five years averaged about 76 percent of our total revenue. Another slide of trending sales tax revenues from April 2019 to April 2020 as we get our sales tax revenue being 2 months in arrears. So, in June we get April sales tax and received \$2.46M in April 2020, and last April, we received \$2.77M, a decrease of \$312K, or a shortfall at 11.26 percent.

b) May Procurement Update

Mr. Saldaña reported there is one procurement for the month being for Parts Inventory Storage Cabinets and Shelving at \$150K and the Invitation for Bids (IFB) goes out July 14, 2020. For our new board member, the CEO signature authority of \$50K or less that we can spend without having to come to the board and we have 8 items; Marketing & Consulting Services at \$44,100 seven-month base agreement; Fasteners and Shop Supplies at \$27,682 three-year base with two 1-year options; Waste Collection and Disposal Services at \$19,368 one-year agreement with two 1-year options; Mass Notification Software at \$45,715 three-year base agreement; HVAC Services at \$39,681 one-year agreement with two 1-year options; Local and Long Distance Phone Provider at \$24,206 three year service contract with one 2-year option; Brass Fittings at \$24,206 two-year agreement with one 1-year option and Hydraulic Hoses and Fittings at \$49,344 two-year agreement with one 1-year option. He said we still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi.

c) May 2020 Safety & Security Report

Mr. Mike Rendón reported May at six accidents with one deemed preventable and 5 deemed non-preventable, or a monthly collision rate of 3.25, and operators drove 184K miles for May. He commented the year-to-date collision rate for 2020 is at 0.78 still meeting the industry standard of 2.0. Mr. Rendón stated security stats were for 368 contacts and the top 2 contacts being 75 percent of the contacts with individuals.

Mr. Rendón reported the security updates on the Staples Street Center, we were almost averaging about 90 to 100 per day in the last few weeks due to the COVID situation, and most entering through the DMV. He said for Veterans Services who receive about 80 to 90 percent of the visitors in this building will be going online, only by appointment, so we're having almost zero visitors in this building, and possibility of right now the averaging again, like it was in the past, between 5 to 15 at the most. He said Greyhound continues on a short schedule as they have canceled three of their schedules, putting less people riding their buses and coming into our building.

He said on the CCPD crime reduction unit, we continue to meet and our priority is servicing the areas across the street from this building on the Leopard side, and have done very well on the Staples Street side. Mr. Rendón said we have worked with CCPD in the past year, yet are concentrating on the area across the street. He said we do spot checks throughout



the day on the homeless population. He mentioned that there is a new group that has gathered together called the Uptown Initiative Group (UIG), and is a business owners group of the uptown on the Leopard street area. They met about 3 weeks ago, and discussed on how to address the homeless population, because they have had incidents across the street, and are very concerned. Their next meeting will be in about three weeks and I plan to attend, and will update the Board after I do so. The UIG is asking business leaders/owners to contribute to their group, and with these funds, they will be hiring a security guard company to do security down Leopard and Staples Street areas, the Uptown areas between 7 p.m. and 7 a.m., he said he will update you next month on what happens.

Mr. Rendón also commented that the "If you See Something, Say Something" campaign is re-educating our tenants and staff. For our new member, we started this campaign about a year ago, and it is working very, very well. He said the Tenants and staff, when they saw any criminal activity or any individual that looked suspicious in our area, especially in the parking lot, you know, there's a number that they call for the security 24 hours a day, and the reason we're re-educating and reminding people about this campaign is because even though there's about two-thirds less vehicles in our parking lot, we're still having incidents on tenants and company vehicles that are left unlocked. He said our own staff in this building are leaving their windows down, and so we just want to remind them and re-educate them on this campaign, so I am working with Marketing, and they will be helping me to change the poster that we have up here right now, so next month we plan to bring you a new poster, different colors to make a difference, so maybe we can get back on track with this campaign..

d) May 2019 Operations Report

Mr. Derrick Majchszak reported on behalf of Gordon Robinson. Mr. Majchszak reported on one of the highlights for May 2020, is that our passenger trips were at 196,997, which is about a 56 percent reduction from May 2019. He said revenue service hours are down 25.9 percent, and our revenue service miles were down 26.3 percent. A slide showing monthly ridership trends was displayed and he mentioned while COVID obviously had a large impact on our ridership, we did see an increased trend through May, and may see a small increase through June. For system-wide monthly ridership reports, you can see the system overall was down, 56.4 percent, fixed route by 56.5 percent, and B-line was down 56.1 percent. He said for rural services that encompass, Real did not provide any transportation services for CCRTA during that month of May, and you can also see the contracted demand service which is operated by Port Aransas was down. Mr. Majchszak also commented that Real was closed part of that time, and what they provide, is transportation to the DPS office, it was limited to the CDL tests a good portion of the month. We did not receive any direct complaints due to their closure. He commented Paisano operates in Corpus Christi.

He continued with our year to date ridership down 22.2 percent, 29.8 percent being fixed route, 28.5 percent being on B-line, Van pool is up right now at 19.1 percent, but we'll see a continued downward trend due to laid off employees. He said we still offer services, just limited capacity at this time. Here is all of our fixed route metrics, you can see all of them well within the standards, with the increase of rider ships, the bicycle boardings. A slide showing the list of all of the upcoming bond projects associated with the harbor bridge project and the City's bond projects was displayed, and once these start kicking in, we'll be at 33 percent, or services will be impacted by these detours. The B line metrics, the passengers per metric that we have waived since the beginning of the pandemic, for us to encourage social distancing in single rider trips as often as possible. No issues with Miles Between Roadcalls (MBRC) with the fleet.



Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented we are currently in the hurricane season, and as such, we are in Phase I of our preparedness, and that is to make our employees cognizant of the season, encouraging employees to do all the things you need to be doing now before there is any kind of potential for an actual hurricane to be a threat so that in case we need to activate to further phases, we are prepared to do so. We have also worked with the emergency operations center of the county and the City to ensure that coordination is in place, and in case there is a need for any kind of response, we are in a position to do so. So we are preparing and getting ready for unforeseen circumstances that may happen over the hurricane season.

Additionally, we, again, are so focused on ensuring our equipment and our facilities, are cleaned and cleaned deeply every day, and our focus on a daily basis is to ensure it happens. So when you hear about us, be sure and feel comfortable saying that we are working to the fullest extent possible to ensure that we have a safe environment here at the CCRTA.

Mr. Cruz-Aedo commented his final point as of today, is I have taken over the responsibilities of being President of the Texas Transit Association, and a board member of the Southwest Transit Association as well. So, now two board seats of not only the state agency, but the regional agencies as well, so with that, that concludes my report.

Heard Chairman's Report

Mr. Edward Martinez, Board Chairman, applauded Mr. Cruz-Aedo as taking on the position of President for the Texas Transit Association, and that is an incredible honor for the CCRTA, obviously, because as CEO, this is a leading organization for metropolitan, small, urban and rural transportation across the State of Texas. Mr. Martinez said this is a fantastic achievement, you stayed the course. He continued with, I know you were vice chair for some time interim, and now you're representing the CCRTA as a whole. Mr. Martinez commented for those of you who don't know, the TTA supports the needs of Texas public transportation system throughout the state, and an advocacy agency and education.

Mr. Martinez stated, let me be the first to announce, we are thrilled to broadcast it, the CCRTA will be hosting the 2021 state conference and competition here in Corpus Christi, so, another fantastic announcement Jorge again. We are very proud of all the efforts Jorge across the state and across the nation, so congratulations again.

Mr. Martinez opened it up for other board member's comments. Mr. Michael Reeves, Board Vice Chairman, commented, Jorge, once again, very proud of you, well done, well deserved, you continue over the last several years to become more involved in our local community and outside and abroad, we tasked you with, that you have exceeded those expectations, I commend you for that. He also said, Staff, once again with this unwritten time period that we are in, with no manual, you continue to stay ahead of things, you are cognizant of what is going on around you, you are watching internal, external customers, and just being safeguards of our agency and our people and our riders, and so I thank you for that, applaud you for that. He also said, Welcome aboard, Director Salazar, looking forward to meeting you and thank you for your commitment to serve, we are glad you're here, and we want you to enjoy it. Mr. Reeves left with, other than that, everybody just stay safe and try to enjoy this 4th of July with your family and your dear ones. Mr. Dan Leyendecker, Board Secretary, stated Director Reeves, you pretty much summed it up. I have to reiterate during this uncertain times, Director Salazar, welcome aboard. I want to do a proper sendoff for George Clower as he was a great friend, a great board member, and I'm going to miss him. Ms. Lynn Allison commented to echo what Mike and Dan have said, and Jorge, congratulations, I know you are going to keep us on the map throughout the state here, representing not only the CCRTA, but transportation in Texas,



and to the Staff as well, for all of your work, and always being so prepared for our questions, and Welcome to director Salazar. Ms. Patricia Dominguez commented welcome Director Salazar, and Jorge, great job, and everyone has always expressed all the details of your leadership, and I really appreciate that. Mr. Glenn Martin said I'm going to have to echo from all my fellow board members and welcome to our new board member. He said congratulation Jorge, on your additional job, I think that is well deserved, and thanks for the job you do. He also mentioned I am looking forward to the sendoff for George. Staff Job well done and everybody stay safe. Mr. Philip Skrobarczyk commented mega dittos and I will not restate all that stuff, but thanks to everybody, Jorge you know it is nice to hang with a rock star. Mr. Matt Woolbright commented he echos what everyone else has said, welcome to the Board Mr. Salazar, Staff doing a good job and let's keep it up. Mr. Eloy Salazar commented he looks forward to working with the board and getting educated, and my first meeting I had a lot of questions, I thought I would wait and meet with our Chair and CEO to get caught up in some of the areas that I'm not as up to date as I would like to be, because coming on this board, I see that there is a lot of activity, a lot of things that you do for the community, and I fully support that, and also that we continue to support the local community businesses, obviously, sometimes you have to go outside that area, it looks like you, from what I've seen in the past, you do a good job of trying to make sure that you look within first and then obviously, if competition doesn't allow it, then you go outside, but I look forward to working with each and every one of you, contributing whatever knowledge I have to make it better. In any way that I can. Mr. Martinez as Ms. Anna Jimenez for her comments and she said welcome to the board, Director Salazar, I look forward to working with you. Jorge, congratulations on your appointments to the board for the Texas Transit Authority, we are glad to have you. She also commented I would like to give a shoutout to Rita, as I have been keeping up with the social media updates she is doing, and she is doing a phenomenal job with our clients and constituents. I appreciate those videos, Rita, thank you. Ms. Anne Bauman also commented I've been here all along, I washed dishes had a cup of coffee although I would have much rather be there with all of you. She said Director Salazar, welcome and I am looking forward to meeting you. Jorge, I have already expressed to you how proud I am of your advancement within the industry, and she said we do look forward to celebrating George in the proper way.

Adjournment

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

Submitted by: Dena Linnehan

s/s Dan Leyendecker
Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 5, 2020

Subject: Award a contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving

Background

The Materials Management Department warehouse facility stores approximately \$865,000.00 in parts and supplies. Materials Management currently utilizes numerous heavy-duty cabinets for inventory storage. The parts and supplies in inventory are needed for Preventative Maintenance Inspections (PMI's) and the necessary repairs to prevent or reduce service disruptions.

Identified Need

The Materials Management Department is responsible for maintaining the inventory of necessary parts and supplies to support a fleet of 70 buses (35' - 40'). The existing heavy-duty cabinets are over 35 years old and many are worn out from daily use and are unrepairable. This project will improve efficiencies in the use of storage space and warehouse productivity.

Disadvantaged Business Enterprise

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

Financial Impact

The Parts Inventory Storage Cabinets and Shelving project is budgeted for \$150,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The bid from The Lilly Company is \$89,919.91. The local match is 20% with a cost of \$17,983.98 and a federal cost of \$71,935.93.

Parts Inventory Storage Cabinets and Shelving			
IFB No. 2020-FP-06			
Ranking	Bidder	Total Bid Amount	
1	The Lilly Company	\$89,919.91	
2	Kipper Tool Company	\$116,356.39	
3	Stanley Black & Decker	\$119,447.09	Non-Responsive Missing Certification Forms
4	NCH Corporation - Partsmaster/Dyna Systems	\$142,848.00	

Board Priority

This Board Priority aligns with Public Image & Transparency.

Committee Review

Committee members reviewed and approved this item as presented at the Operations & Capital Projects Committee meeting held on July 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to award a contract to The Lilly Company for Parts Inventory Storage Cabinets and Shelving.

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

August 5, 2020

Subject: Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities

Background

The CCRTA has the following number of bus stops and bus stop amenities:

- 1375 Bus stops
- 199 Tolar shelters and sun shade structures in the service area.
- 951 Benches and 12 Simme Seats
- 647 Trash receptacles

From direction of the Board of Directors, CCRTA has developed a Shelter Program which was implemented in 2019, that includes a Shelter Refurbishment Program and a Shelter Expansion/Replacement program.

In 2019 the Shelter Refurbishment Program kicked-off and to date 52 bus stops shelter amenities have been refurbished. Also, phase one of the Shelter Expansion/Replacement program is underway and 40 shelter sets are on order and are expected to be delivery in August of this year.

Identified Need

The continuation of the Shelter Expansion/Replacement Program for the enhancement of the CCRTA’s shelter amenities in the service area and to meet the goals of the Federal Transit Administration’s State of Good Repair Program mandate.

Below is the proposed capital schedule for bus stop shelter amenities for three years:

Description	Estimated Quantity	Estimated Avg. Unit Cost	Total Cost
Bus Stop Shelters	117	\$ 11,252	\$ 1,316,484.00
Solar Lighting	117	\$ 2,572.00	\$ 300,924.00
Benches – Advertising	175	\$ 860.00	\$ 150,500.00
Trash Receptacles	175	\$ 1,135.00	\$ 198,625.00
Smart Shelters	3	\$ 26,000.00	\$ 78,000.00
Bus Stop Beacon Light	82	\$ 2,172.00	\$ 178,104.00
Simme Seat	22	\$ 515.00	\$ 11,330.00
Freight			\$ 42,762.00
Estimated Total			\$ 2,276,729.00

The Request for Proposal for the procurement of shelter amenities will be evaluated on the following criteria:

- Bus Shelter Design
- Experience and Past Performance
- Maintainability/Durability
- Responsiveness to RFP instructions
- Delivery Timeframe
- Price

Disadvantaged Business Enterprise (DBE)

The DBE goal for this procurement is 0%.

Board Priority

The Board Priority for this item is Facilities.

Financial Impact

The procurement would be structured as a three-year fixed contract with a two-year option. The estimated annual cost for the base three-year contract is, 523,750 for 2020, \$814,326 for 2021, \$938,653 for 2022, and the total for the three-year fixed contract would be approximately \$2,276,729.

Upon completion of the three-year fixed contract, the two-year option would be based on a satisfactory performance in the prior years and budget availability. The option year contract would require the Board of Directors authorization to move forward with the contract.

Committee Review

Committee members reviewed and approved this item as presented at the Operations & Capital Projects Committee meeting held on July 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to award a contract to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities.

Respectfully Submitted,

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

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 5, 2020

Subject: Authorize Issuing an Invitation for Bids for Bear Lane Bus Parking Lot Improvements

Background

In 2019, The Federal Transit Administration (FTA) announced the opportunity to apply for funds under the grants for Buses and Bus Facilities Infrastructure Investment Program (CFDA - #20.526) The CCRTA submitted three projects for a grant and was awarded full funding for all three projects.

Identified Need

The design for the project has been completed and the next step in the process is to issue and Invitation for Bids for Bear Lane Bus Parking Lot Improvements.

The project scope will include:

- Remove approximately 4,900 square yards of existing concrete and base material
- Construct a new 8" concrete pavement section including 8" of limestone base and compacted subgrade
- Replace a section of security fence with new line posts
- Re-striping the pavement in areas where the concrete will be replaced
- Re-install fencing loop detectors in areas where the concrete will be replaced
- The project is expected to take six months to complete, once construction begins.

Financial Impact

The estimated total project cost of the project is \$945,010. This project is federally funded, and the federal portion is \$756,008 and the local match is \$189,000.

Board Priority

The Board Priority is Facilities.

Committee Review

Committee members reviewed and approved this item as presented at the Operations & Capital Projects Committee meeting held on July 22, 2020.

Recommendation


Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to issue and Invitation for Bids for Bear Lane Bus Parking Lot Improvements.

Respectfully Submitted,

Submitted &
Reviewed by:

Sharon Montez
Managing Director of Customer Services and Capital Projects

Final Approval by:


Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bids for Power Washing Services for the Transfer Stations

Background

The CCRTA has the following bus transfer stations:

- Robstown Transfer Station
- Southside Transfer Station
- Port Ayers Transfer Station
- Staples Street Station

Prior to the current pandemic, the transfer stations were power washed at least once a month, while custodial staff would clean the stations at least twice a day. The Facilities Maintenance Staff is just not equipped to increase the frequency of the power washing at the stations, so the decision was made to hire a contractor to support staff for at least three months.

In May a short- term contract was awarded by the Board of Directors to Phoenix Clean for the power washing of the stations, for an amount not to exceed \$121,800. Three responsible bids were received.

Identified Need

Given the latest data on Covid-19 and the widespread nature of the disease, the CCRTA Staff believes the power washing services at the stations, should be continued at the current frequency of twice a week, in an effort to minimize the spread of Covid-19.

As published in a San Francisco Chronicle article, on July 8th, the following was written, "We know the coronavirus primarily spreads through person-to-person contact when an infected person coughs or sneezes. But live particles that cause COVID-19 can survive on some surfaces for days or weeks, and remain in the air for hours. That is cause for concern".

Also, stated in the article regarding the possible spread of Covid-19 living on surfaces the following was written, "It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes," according to the Centers for Disease Control and Prevention, citing what scientists call fomite transmission.

In an effort to minimize the risk of exposure of Covid-19 to the CCRTA riders Facilities Maintenance Staff practices routine cleaning of frequently touched surfaces using disinfectants registered with the EPA, while cleaning and misting the buildings and

stations throughout the day, which includes, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Adding another layer to the disinfecting process, the CCRTA has outsourced the power washing of the stations twice a week.

Regarding the shelf life of a virus on surfaces, which is still be studied, as per the article mentioned above, "there is already, some tests suggesting that transmission from touching contaminated surfaces is possible -- one reason health experts recommend washing your hands and not touching your face. Here's a rundown on how long coronaviruses can live on common surfaces, according to studies by the New England Journal of Medicine and the medical journal The Lancet.

- **Aluminum** -(foil, window frames, ladders, etc.): 2-8 hours
- **Paper** - (mail, tissues, toilet paper, magazines, newspapers, etc.): 3 hours
- **Copper** - (coins, jewelry, wires, etc.): 4 hours
- **Cardboard** - (shipping boxes, food packaging, etc.): 24 hours
- **Cloth** - (bags, bedding, blankets, carpet, hair bands, etc.): 2 days
- **Wood** - (furniture, tabletops, etc.): 4 days
- **Plastic** - (light switches, credit cards, food packaging, ATM buttons, etc.): 3-7 days
- **Metal** - (utensils, keys, pots and pans, door handles, etc.): 5 days, (benches at most of the stations are metal)

As part of the power washing process the following steps are involved:

- Use of high pressure, hot water systems to clean stations. These areas include, benches, any handrails, trash containers, concrete surfaces, access pads, drive areas and surrounding sidewalk areas.
- Sodium Hypochlorite is used to kill germs in high traffic areas.
- Trash is temporarily removed from trash containers so both the container and linear may be power washed. We ensure stations are free of debris prior to power washing.
- Debris such as gum and soda are also removed with high temperature water heaters and pressure.

Staff seeks authorization to issue an Invitation for Bids for Power Washing Services at the transfer stations for services twice a week. The term would be a one-year base contract with a one-year option year.

Disadvantaged Business Enterprise

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

Financial Impact

The estimated cost of the service is \$487,200 for a one-year base contract and will be budgeted in the Facilities Maintenance Department, as part of the Covid-19 program. The estimated cost is based on the square footage of an area, as well as, all cleaning

supplies, material, labor, equipment, equipment maintenance and general liability and auto insurance.

Board Priority

The Board Priority is Facilities.

Committee Review

Committee members reviewed and approved this item as presented at the Operations & Capital Projects Committee meeting held on July 22, 2020.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to award a contract to issue and Invitation for Bids (IFB) for Power Washing Services for the Transfer Stations.

Respectfully Submitted,

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

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



Subject: June 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

Operating Revenues totaled **\$3,530,193** in June, or 95.99% 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 June reflect the impact of the Covid-19 pandemic on various aspects of the Agency, as fare revenues demonstrated some improvement over April, but still reached only 46.12% of the baseline expectation, while bus and bench advertising rebounded from May to reach 96.98% of the baseline expectation.

In June, the Agency process the first drawdown request on June 26th, in the amount of \$6,656,974, from the CARES Grant, as part of the federal response to the Covid-19 pandemic. This represents reimbursement for Covid-19 and related expenses incurred from January 20, 2020 through April 30, 2020 which was the latest reconciled set of financials. The total apportionments for the Agency are \$16,359,362, with \$15,359,362 allocated for operating assistance and \$1,000,000 allocated for capital expenditures. The CARES funding serves to cover operating expenses incurred on or after January 20, 2020. **Federal, state, and local grant assistance** totaled **\$6,667,983** and includes pass through grant reimbursements of \$11,009.

The **Investment Portfolio** closed the month of June with a Market Value of **\$35,261,964**, an increase of **\$7,886,515** from the end of 2019, which closed at **\$27,375,449**. In comparison to the Market Value ending in May, the Market Value for June increased by **\$6,529,579**, primarily due to the receipt of CARES Grant funds. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of June 30, 2020 was 0.524%, or approximately 131 basis points lower than December 31, 2019 (1.832%), and reflects the continued decline in the federal funds rate experienced thus far in response to the Covid-19 pandemic. The yield on TexPool prime has fallen to 0.380% as of July 28, 2020, as the effects of rate changes further drives down yields.

Other Revenues which is a component of Operating Revenues included the proceeds from insurance recoveries from property loss (vehicle) in the amount of **\$17,655** and a **\$7,985** rebate for TML insurance equity. These revenues are typically sporadic and will not usually align with the baseline expectation. The revenue category includes federal and state fuel credits, income from facility rentals, proceeds from insurance claims, and other income.

Sales tax revenue which represents the largest source of income from **Operating Revenues** is estimated at **\$3,371,490** for the month of June and represents the amount equaled to 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 **since adjustments to sales tax payments by the Comptroller are unpredictable**. The most common adjustments come from **Audits** that can lead to sizeable adjustments that may either decrease or increase the sales tax payment. 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 (actual)	2,463,919	2,776,441	(312,522)	-11.26%
May (actual)	2,791,009	2,862,654	(71,645)	-2.50%
June (estimate)	3,371,490	3,371,490	-	0.00%
July				0.00%
August				0.00%
September				0.00%
October				0.00%
November				0.00%
December				0.00%
	\$ 16,608,455	\$ 16,780,863	\$ (172,408)	-1.03%

The actual allocation for June 2020 will be received August 14, 2020. Sales tax represented **32.59%** of total revenue realized in June, significantly lower than normal due to the CARES funding.

The **\$3,371,490** sales tax payment received July 10, 2020 included the allocation from internet sales of \$16,441. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$122,949**. Retailers started collecting sales tax on internet sales October 1, 2019. The below Month-Over-Month Growth shows increases for the first three months while decreasing in February and decreasing again in April. Using moving averages trends the average increase for the first three months at a 23% increase and the six-month at 55.25% increase in comparison to October 2019.

October 2019	\$10,059		
November 2019	12,664	25.89%	increase from prior month
December 2019	14,454	14.13%	increase from prior month
January 2020	17,773	22.96%	increase from prior month
February 2020	13,611	23.41%	decrease from prior month
March 2020	18,756	37.80%	increase from prior month
April 2020	16,441	12.34%	decrease from prior month
May 2020	19,191	16.73%	increase from prior month

Sales tax typically represents the largest component of CCRTA's total income however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. The 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 and expense categories are presented in the following tables, along with the fare recovery ratio for June 2020:

Operating Revenue – June 2020 and Year-To-Date – Revenue Composition

Revenue Source	June 2020	%	YTD	%
Passenger Service	\$ 70,751	0.69%	\$ 641,133	2.58%
Bus Advertising	12,828	0.13%	63,202	0.25%
Other Revenue	25,769	0.25%	30,373	0.12%
Sales Tax Revenue	3,371,490	33.06%	16,608,455	66.90%
Grants - Operating	6,667,983	65.38%	6,967,411	28.06%
Grants - Capital	-	0.00%	139,700	0.56%
Investment Income	8,863	0.09%	134,620	0.54%
SSC Lease Income	40,493	0.40%	242,230	0.98%
Total Revenue	\$ 10,198,176	100.00%	\$ 24,827,123	100.00%

June 2020 Revenue – Operating and Capital Funding and Transfer-In

	06/2020				
	2020 Adopted Budget	June 2020 Actual	June Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 70,751	\$ 153,393	3.84%	46.12%
Bus advertising	158,731	12,828	13,228	8.08%	96.98%
Other operating revenues	622,779	25,769	51,898	4.14%	49.65%
Sales Tax Revenue	37,762,468	3,371,490	3,371,490	8.93%	100.00%
Federal, state and local grant assistance	874,476	6,667,983	72,873	762.51%	9150.14%
Investment Income	565,803	8,863	47,150	1.57%	18.80%
Staples Street Center leases	486,015	40,493	40,501	8.33%	99.98%
Total Operating Revenues	42,310,982	10,198,176	3,750,533	24.10%	271.91%
Capital Grants & Donations	12,631,327	-	-	0.00%	0.00%
Transfers-In	1,763,046	146,921	146,921	8.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 10,345,096	\$ 3,897,453	18.24%	265.43%

Year-to-Date 2020 Revenue – Operating and Capital Funding and Transfer-In

	06/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 641,133	\$ 920,355	34.83%	69.66%
Bus advertising	158,731	63,202	79,366	39.82%	79.63%
Other operating revenues	622,779	30,373	311,390	4.88%	9.75%
Sales Tax Revenue	37,762,468	16,608,455	16,780,863	43.98%	98.97%
Federal, state and local grant assistance	874,476	6,967,411	437,238	796.75%	1593.51%
Investment Income	565,803	134,620	282,902	23.79%	47.59%
Staples Street Center leases	486,015	242,230	243,008	49.84%	99.68%
Total Operating Revenues	42,310,982	24,687,423	19,055,120	58.35%	129.56%
Capital Grants & Donations	12,631,327	139,700	139,700	1.11%	100.00%
Transfers-In	1,763,046	734,603	734,603	41.67%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 25,561,726	\$ 19,929,423	45.08%	128.26%

JUNE 2020 EXPENSES

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

June 2020 Total Expenses & Capital Expenditures

	06/2020				
	2020 Adopted Budget	June 2020 Actual	June Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,873,405	\$ 2,967,220	8.07%	96.84%
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	11,009	4,141	22.15%	265.84%
Total Operating Expenses	40,101,033	3,136,218	3,341,753	7.82%	93.85%
Grant Eligible Costs	12,631,327	-	-	0.00%	0.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 3,467,301	\$ 3,672,836	6.11%	94.40%

Year-to-Date 2020 Total Expenses & Capital Expenditures

	06/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 16,461,714	\$ 17,803,322.60	46.23%	92.46%
Debt Service	1,423,053	317,415	711,526.50	22.31%	44.61%
Street Improvements	3,021,641	1,510,821	1,510,820.50	50.00%	100.00%
Subrecipient Grant Agreements	49,694	310,437	24,847	624.70%	1249.39%
Total Operating Expenses	40,101,033	18,600,386	20,050,517	46.38%	92.77%
Grant Eligible Costs	12,631,327	139,700	139,700	1.11%	100.00%
Depreciation Expenses	3,972,995	1,986,497	1,655,415	50.00%	120.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 20,726,582	\$ 21,845,631	36.55%	94.88%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

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

Accordingly, for the month of June 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation. **We are 6 months into the budget or 50% and the majority of the departmental expenses closed the month at or below this benchmark.**

June 2020 Departmental Expenses

Departmental Operating Expense Object Category	06/2020				
	2020 Adopted Budget	June 2020 Actual	June Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 1,159,640	\$ 1,104,781	8.75%	104.97%
Benefits	5,512,012	496,557	459,334	9.01%	108.10%
Services	4,801,717	238,795	400,143	4.97%	59.68%
Materials & Supplies	3,047,162	308,855	253,930	10.14%	121.63%
Utilities	707,280	52,284	58,940	7.39%	88.71%
Insurance	454,522	31,024	37,877	6.83%	81.91%
Purchased Transportation	7,105,315	562,632	592,110	7.92%	95.02%
Miscellaneous	721,266	12,608	60,106	1.75%	20.98%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 2,862,396	\$ 2,967,220	8.04%	96.47%

2020 Year-to-Date Departmental Expenses

Departmental Operating Expense Object Category	06/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 6,303,925	\$ 6,628,685	47.55%	95.10%
Benefits	5,512,012	2,846,435	2,756,006	51.64%	103.28%
Services	4,801,717	1,641,106	2,400,859	34.18%	68.35%
Materials & Supplies	3,047,162	1,513,950	1,523,581	49.68%	99.37%
Utilities	707,280	319,685	353,640	45.20%	90.40%
Insurance	454,522	185,643	227,261	40.84%	81.69%
Purchased Transportation	7,105,315	3,408,048	3,552,658	47.96%	95.93%
Miscellaneous	721,266	242,921	360,633.21	33.68%	67.36%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 16,461,714	\$ 17,803,323	46.23%	92.46%

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 June 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries**, was 5% over the baseline expectation. In June, the expense was recognized for employees opting to receive a payout of up to 40 hours of personal leave. This was offered in order to prevent employees from losing out on the time due to restrictions on vacation leave related to the Agency's emergency response to Covid-19. The total cost of this payout was \$85,688. The **Benefits** category exceeded the baseline by 8%, due to higher health insurance claims for the month. 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 eight percentage points of the baseline expectation for year-to-date budget 2020, and monthly expenses to-date are only 46.23% of the budget, compared to the baseline expectation of 50%.

Fare Recovery Ratio

<u>Description</u>	<u>6/30/2020</u>	<u>Year to Date</u>
Fare Revenue	\$ 70,751	\$ 641,133
Operating Expenses*	2,862,396	15,982,142
Fare Recovery Ratio	2.47%	4.01%
*Excluding Depreciation		

Note: Same period last year (June) the FRR was 5.50%

NET POSITION

The Total Net Position at the end of the month was **\$85,155,947**, an increase of \$3,835,651 from December 2019, which is due to the combined effect of the CARES Grant funding offset by accruals for depreciation and 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, 49% has been designated by the Board.***

Of the Total Net Position of **\$85,155,947**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$35,192,890**, but only **\$18,039,385** 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 JUNE 30, 2020:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 49,963,057
Restricted for Debt Service	-
Unrestricted	35,192,890
TOTAL FUND BALANCE	85,155,947
<u>RESERVES</u>	
Net Invested in Capital Assets	49,963,057
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	18,039,385
TOTAL INVESTED IN CAPITAL & RESERVES	\$ 85,155,947

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 June 2020

OPERATING BUDGET	06/2020				
	2020 Adopted Budget	June 2020 Actual	June Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 70,751	\$ 153,393	3.84%	46.12%
Bus advertising	158,731	12,828	13,228	8.08%	96.98%
Other operating revenues	622,779	25,769	51,898	4.14%	49.65%
Sales Tax Revenue	37,762,468	3,371,490	3,371,490	8.93%	100.00%
Federal, state and local grant assistance	874,476	6,667,983	72,873	762.51%	9150.14%
Investment Income	565,803	8,863	47,150	1.57%	18.80%
Staples Street Center leases	486,015	40,493	40,501	8.33%	99.98%
Total Revenues	42,310,982	10,198,176	3,750,533	24.10%	271.91%
Expenses					
Transportation	10,158,674	870,633	846,556	8.57%	102.84%
Customer Programs	564,293	42,903	47,024	7.60%	91.24%
Purchased Transportation	7,105,315	590,142	592,110	8.31%	99.67%
Service Development	608,237	47,215	50,686	7.76%	93.15%
MIS	1,349,557	99,474	112,463	7.37%	88.45%
Vehicle Maintenance	5,738,762	433,470	478,230	7.55%	90.64%
Facilities Maintenance	2,834,107	233,369	236,176	8.23%	98.81%
Contracts and Procurements	323,102	29,002	26,925	8.98%	107.71%
CEO's Office	1,006,761	73,924	83,897	7.34%	88.11%
Finance and Accounting	771,199	76,325	64,267	9.90%	118.76%
Materials Management	188,618	19,209	15,718	10.18%	122.21%
Human Resources	701,471	57,657	58,456	8.22%	98.63%
General Administration	595,856	38,533	49,655	6.47%	77.60%
Capital Project Management	329,103	21,921	27,425	6.66%	79.93%
Marketing & Communications	685,721	69,625	57,143	10.15%	121.84%
Safety & Security	1,449,103	79,286	120,759	5.47%	65.66%
Staples Street Center	996,766	78,119	83,064	7.84%	94.05%
Port Ayers Cost Center	-	1,587	-	0.00%	0.00%
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	11,009	4,141	22.15%	265.84%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,033	3,125,208	3,341,753	7.79%	93.52%
Revenues Over Expenses - Operating Budget	2,209,949	7,072,968	408,780		
CIP BUDGET					
	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	7,072,968	408,780		
Revenues Over Expenses - CIP Budget	(2,209,949)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	(0)	6,888,805	224,618		

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

OPERATING BUDGET	06/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 641,133	\$ 920,355	34.83%	69.66%
Bus advertising	158,731	63,202	79,365.50	39.82%	79.63%
Other operating revenues	622,779	30,373	311,389.50	4.88%	9.75%
Sales Tax Revenue	37,762,468	16,608,455	16,780,863	43.98%	98.97%
Federal, state and local grant assistance	874,476	6,967,411	437,238	796.75%	1593.51%
Investment Income	565,803	134,620	282,901.50	23.79%	47.59%
Staples Street Center leases	486,015	242,230	243,007.50	49.84%	99.68%
Total Revenues	42,310,982	24,687,423	19,055,120	58.35%	129.56%
Expenses					
Transportation	10,158,674	4,990,063	5,079,337	49.12%	98.24%
Customer Programs	564,293	243,156	282,146	43.09%	86.18%
Purchased Transportation	7,105,315	3,519,050	3,552,658	49.53%	99.05%
Service Development	608,237	251,149	304,119	41.29%	82.58%
MIS	1,349,557	600,476	674,779	44.49%	88.99%
Vehicle Maintenance	5,738,762	2,454,537	2,869,381	42.77%	85.54%
Facilities Maintenance	2,834,107	1,251,880	1,417,054	44.17%	88.34%
Contracts and Procurements	323,102	161,189	161,551	49.89%	99.78%
CEO's Office	1,006,761	523,096	503,381	51.96%	103.92%
Finance and Accounting	771,199	361,010	385,599	46.81%	93.62%
Materials Management	188,618	102,219	94,309	54.19%	108.39%
Human Resources	701,471	369,642	350,736	52.70%	105.39%
General Administration	595,856	207,242	297,928	34.78%	69.56%
Capital Project Management	329,103	107,485	164,551	32.66%	65.32%
Marketing & Communications	685,721	296,993	342,861	43.31%	86.62%
Safety & Security	1,449,103	542,957	724,551	37.47%	74.94%
Staples Street Center	996,766	469,688	498,383	47.12%	94.24%
Port Ayers Cost Center	-	9,883	-	0.00%	0.00%
Debt Service	1,423,053	317,415	711,527	22.31%	44.61%
Special Projects	200,000	-	100,000	0.00%	0.00%
Subrecipient Grant Agreements	49,694	310,437	24,847	624.70%	1249.39%
Street Improvements Program for CCRTA Region Entities	3,021,641	1,510,821	1,510,820.50	50.00%	100.00%
Total Expenses	40,101,033	18,600,386	20,050,517	46.38%	92.77%
Revenues Over Expenses - Operating Budget	2,209,949	6,087,037	(995,397)		
CIP BUDGET	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	734,603	734,603	41.67%	100.00%
Grant Revenue	12,631,327	139,700	139,700	1.11%	0.00%
Total Funding Sources	14,394,373	874,303	874,303	6.07%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	139,700	139,700	1.11%	0.00%
Depreciation Expenses	3,972,995	1,986,497	1,986,497	50.00%	100.00%
Total Expenditures	16,604,322	2,126,197	2,126,197	12.81%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(1,251,894)	(1,251,894)	56.65%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	6,087,037	(995,397)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(1,251,894)	(1,251,894)		
Revenues Over Expenses (including rounding)	(0)	4,835,143	(2,247,291)		

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

	Unaudited June 30 2020	Unaudited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 34,878,465	\$ 27,157,466
Receivables:		
Sales and Use Taxes	5,757,909	6,183,019
Accrued Interest	-	-
Federal Government	26,631	410,980
Other	188,761	1,263,308
Inventories	967,212	675,774
Prepaid Expenses	1,425,553	509,201
Total Current Assets	43,244,531	36,199,748
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	234,089	167,718
Current Year Additions	299,076	-
Total Capital Assets	151,101,275	150,735,827
Less: Accumulated Depreciation	(80,873,218)	(78,886,721)
Net Capital Assets	70,228,057	71,849,106
Total Non-Current Assets	70,228,057	71,849,106
TOTAL ASSETS	113,472,588	108,048,854
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	121,091,833	115,668,099
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	761,748	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	109,496	246,366
Distributions to Regional Entities Payable	5,036,142	3,525,322
Other Accrued Liabilities	770,313	718,297
Total Current Liabilities	7,766,054	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	1,067,600	930,730
Net Pension Liability	2,455,449	2,455,449
Net OPEB Obligation	970,134	970,134
Total Non-Current Liabilities	24,213,068	24,076,198
TOTAL LIABILITIES	31,979,123	30,391,039
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,956,764	3,956,764
TOTAL LIABILITIES AND DEFERRED INFLOWS	35,935,887	34,347,803
Net Position:		
Net Invested in Capital Assets	49,963,057	51,584,106
Unrestricted	35,192,890	29,736,190
TOTAL NET POSITION	\$ 85,155,947	\$ 81,320,296

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

	<u>6/30/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 59,445
Cash Received from Bus Advertising and Other Ancillary	76,093
Cash Payments to Suppliers for Goods and Services	(1,784,792)
Cash Payments to Employees for Services	(795,916)
Cash Payments for Employee Benefits	(273,347)
Net Cash Used for Operating Activities	<u>(2,718,517)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,463,919
Grants and Other Reimbursements	6,656,974
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>9,120,893</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	-
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	(19,528)
Net Cash Used by Capital and Related Financing Activities	<u>(19,528)</u>
Cash Flows from Investing Activities:	
Investment Income	8,863
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>8,863</u>
Net Increase in Cash and Cash Equivalents	6,391,711
Cash and Cash Equivalents (Including Restricted Accounts), June 1, 2020	28,486,754
Cash and Cash Equivalents (Including Restricted Accounts), June 30, 2020	<u><u>\$ 34,878,465</u></u>



Subject: June 2020 Operations Report

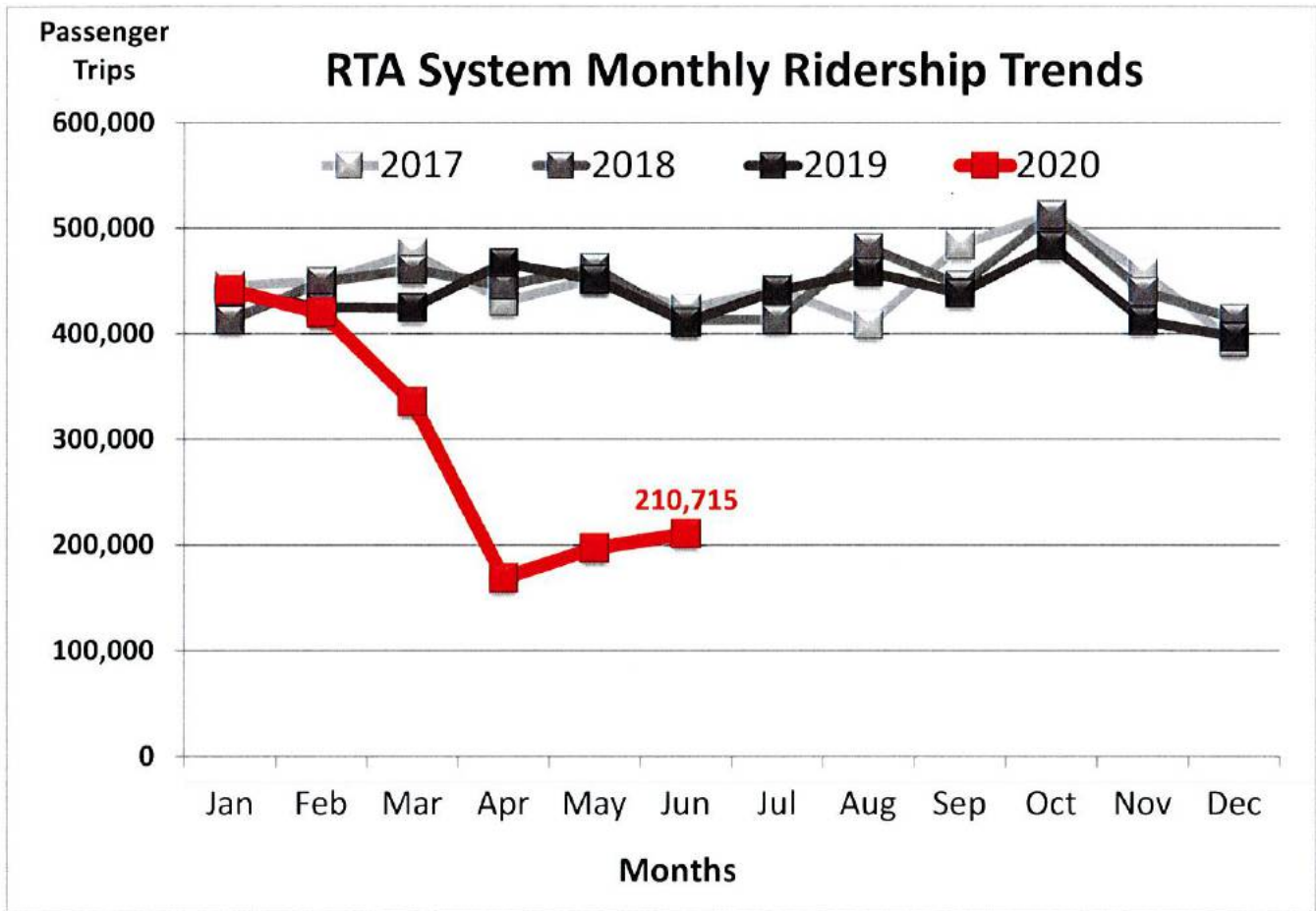
The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and 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 June 2020, system-wide ridership levels were adversely impacted by the COVID-19 pandemic. Boardings totaled 210,715 which represents a decrease of -48.7% as compared to 410,974 boardings in June 2019 or 200,259 fewer boardings this month.

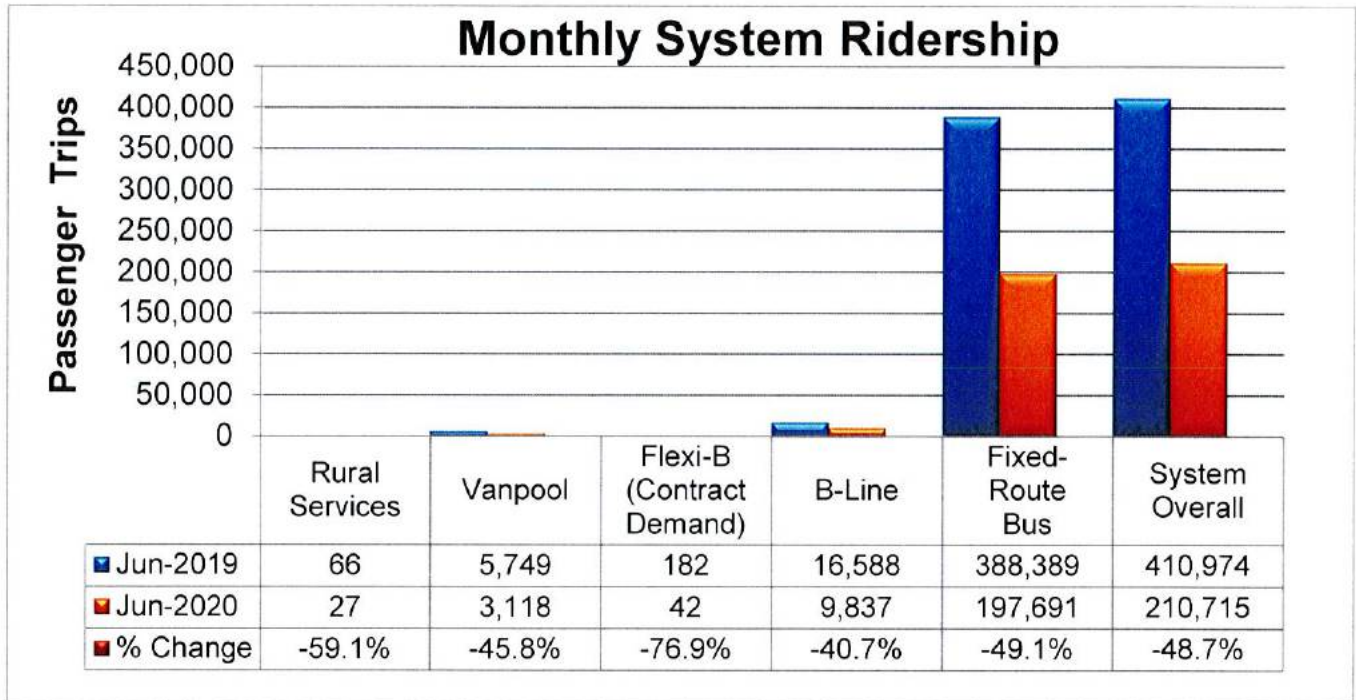


June 2019	June 2020	Variance
20 Weekdays	22 Weekdays	+2
5 Saturdays	4 Saturdays	-1
5 Sundays	4 Sundays	-1
No Holiday	No Holiday	-
30 Days	30 Days	0

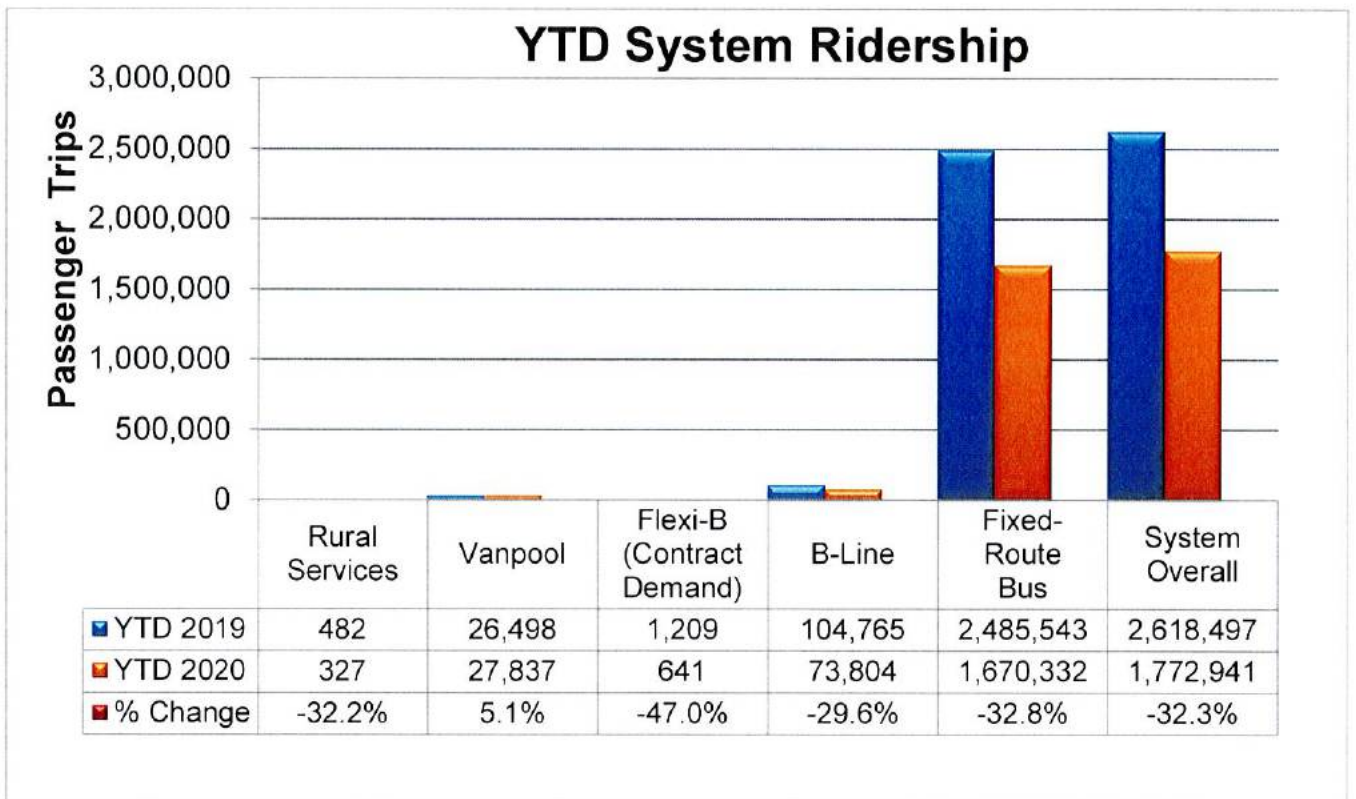
In June 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$1.74 per gallon compared to approximately \$2.22 per gallon in June 2019¹. This month's rainfall was above normal at 4.69 inches as compared to 3.01 inches in June 2019. Historically, the average rainfall in June is 3.35 inches.² The average high temperature was normal at 91 degrees.

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

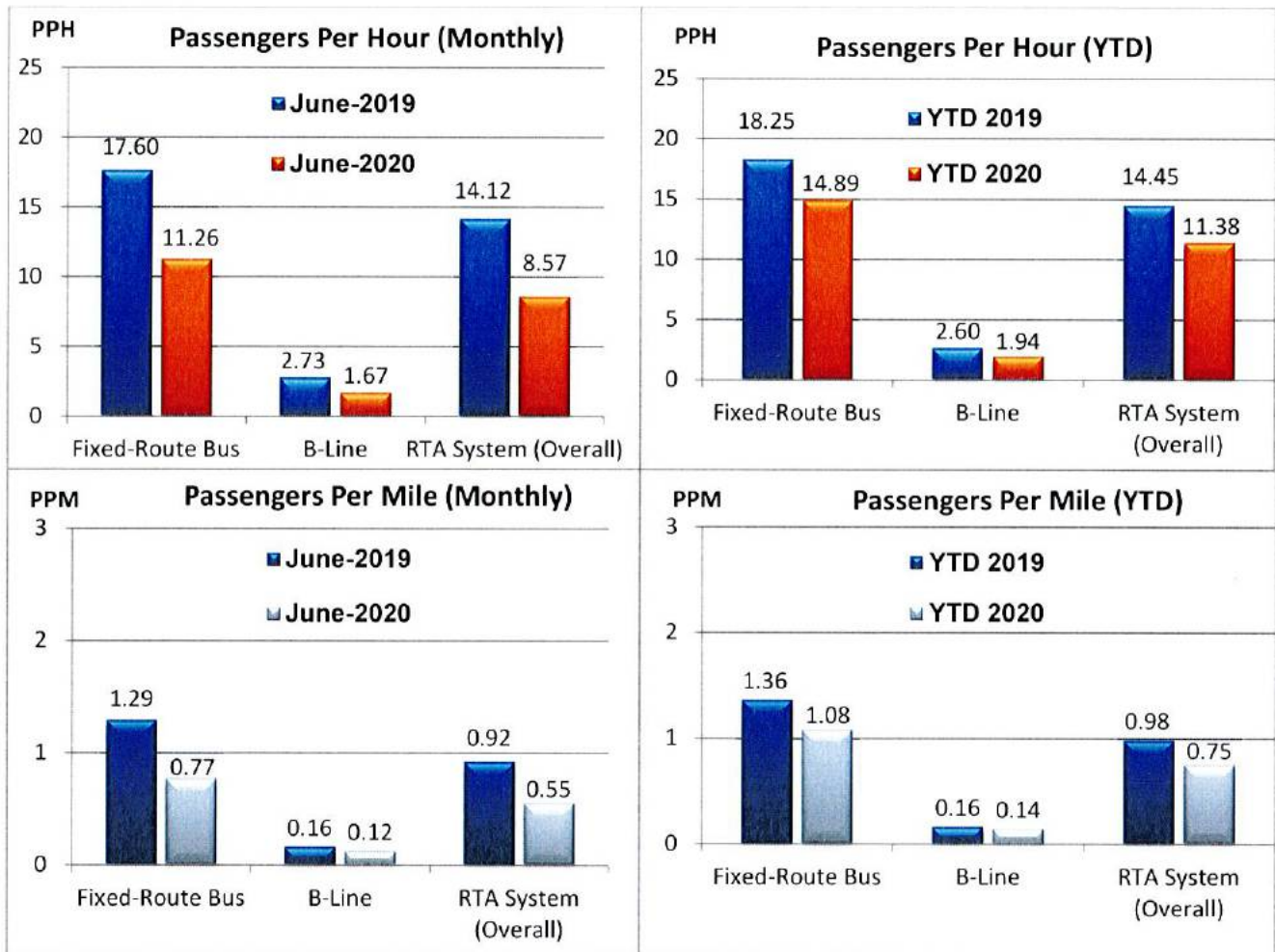
The chart below shows monthly ridership results for all services. CCRTA recorded 200,259 fewer boardings for a decrease of -48.7% this month as compared to June 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 845,556 fewer boardings for a YTD decrease of -32.3% in 2020 as compared to the same period in 2019.



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



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

Schedule Adherence	Standard	Mar-20	Apr-20	May-20	Jun-20	4-Month Average
Early Departure	<1%	0.3%	0.0%	0.5%	0.0%	0.2%
Departures within 0-5 minutes	>85%	94.9%	96.7%	93.1%	97.3%	95.5%
Monthly Wheelchair Boardings	No standard	3,109	1,807	2,451	2,551	2,480
Monthly Bicycle Boardings	No standard	6,658	3,990	4,623	4,641	4,978

The following construction projects may 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	<ul style="list-style-type: none"> • Winnebago & Lake St.-(Harbor Bridge reconstruction): To begin July 2020. <ul style="list-style-type: none"> ➤ Route 12
No Detour	<ul style="list-style-type: none"> • Park Road 22 Bridge: To begin July 2020. <ul style="list-style-type: none"> ➤ Route 65
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-Gollihar) (30) month project: To be complete late July 2020 <ul style="list-style-type: none"> ➤ Route 17
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete July 2021 <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: To be complete late 2021 <ul style="list-style-type: none"> ➤ Route 27
On Detour	<ul style="list-style-type: none"> • 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"> • 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"> ➤ Route 27
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"> ➤ Route 27
Future 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 2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17

In June 2020, there were six (6) detoured services out of 32 fixed routes or 18% travelling on the local street network. Current detoured services include Routes 17, 19, 23, 32, 76 & 78. In addition to current detoured routes, future detoured routes will include: 3, 4, 12, 26, 27 and 65.

Current and future detour impacts will include 12 services or 37% of bus services travelling on the local street network.

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

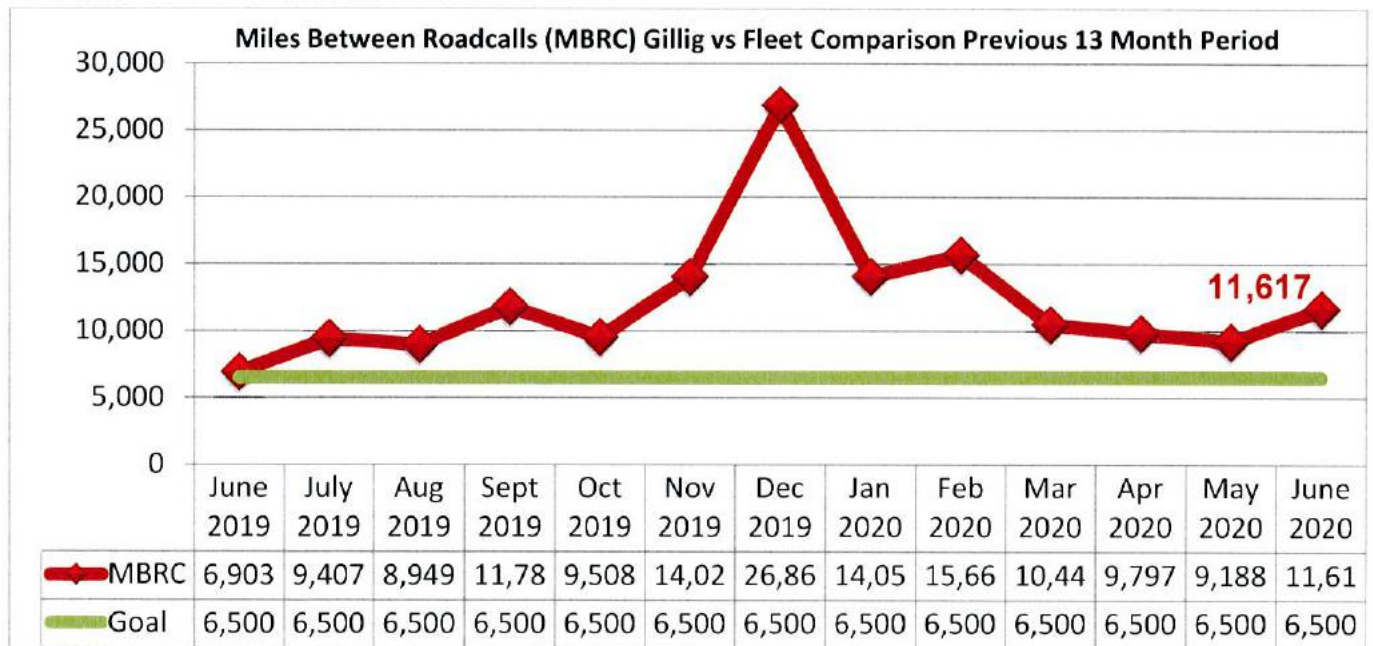
In June 2020, B-Line service metrics were impacted by the COVID-19 pandemic. Due to COVID-19 pandemic, the "Passengers per Hour (PPH)" performance metric has been waived to support social distancing methods.

- Productivity: **1.67** 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): **6,195** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **6,697** ambulatory boardings; **2,551** wheelchair boardings

Metric	Standard	Mar-20	Apr-20	May-20	Jun-20	(4) Month-Ave.
Passengers per Hour	2.50	2.21	1.29	1.41	1.67	1.65
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	17,999	9,176	6,522	6,195	9,973
Monthly Wheelchair Boardings	No standard	3,555	1,741	1,953	2,551	2,450

Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For June 2020, there were 11,617 miles between road calls (MBRC) recorded as compared to 6,903 MBRC in June 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 Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/24/2020	6.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators of the Self Insurance Plan, Ms. Allison asked, did we have to go through this same procedure in 2019? Were we able to automatically renew with Entrust?	Mr. Barrera responded at the time we had a five year contract and this is where we've gone out. I believe it was a three year contract with two one year options and we've exhausted all the option years.	6/24/2020
6/24/2020	6.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators of the Self Insurance Plan, Ms. Allison asked, why we're looking at reinventing the wheel?	Mr. Cruz-Aedo responded I would like to do both, this is just authorizing us to move forward to go to the board and ask permission, and there I would actually put that in the motion, but I would ask that we be allowed to pursue both avenues and then pick the best one for us.	6/24/2020
6/24/2020	6.	G. Martin	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators of the Self Insurance Plan, Mr. Martin asked, would you recommend we table this item?	Mr. Cruz-Aedo responded you could. It doesn't expire until December, but we would like to continue to move forward. But if y'all need more time to consider, well then you obviously have that option and we would not want to interfere with anything that you would need to get to the point where you're comfortable with the direction.	6/24/2020
6/24/2020	6.	D. Leyendecker	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators of the Self Insurance Plan, Mr. Leyendecker asked, are you going to investigate if we can procure this under the professional services act? And if so, then you're going to sit down and negotiate with 90 degree?	Mr. Cruz-Aedo responded in the affirmative. And if we would come up with a fair recommendation to the RTA, then maybe we could bring that. If we couldn't get there, then we would actually then go out with the RFP.	6/24/2020

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/24/2020	6.	G. Martin	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Third Party Administrators of the Self Insurance Plan, Mr. Martin asked, would you read your proposed motion into the record?	Mr. Saldana responded the new recommendation would be staff request administration or finance committee recommends to the board of directors to officer chief executive officer designee to enter into a professional services agreement with our current provider 90 Degrees in lieu of an agreed upon price, then we would go out for an RFP.	6/24/2020
6/24/2020	7.	L. Allison	In reference to Recommend the Board of Directors to Adopt the 2020 Public Transportation Action Safety Plan (PTAS) Manual, Ms. Allison asked, What if anything significant that's changed here on this plan from what was adopted last year?	Mr. Rendon responded they customized the plan to help the small agencies.	6/24/2020
6/24/2020	7.	M. Reeves	In reference to Recommend the Board of Directors to Adopt the 2020 Public Transportation Action Safety Plan (PTAS) Manual, Mr. Reeves asked, since we're talking insurance in this regard, and we're in hurricane season, tropical season, just like our residential, do we have flood coverage separately from this windstorm and hail?	Mr. Rendon responded this is just windstorm.	6/24/2020
6/24/2020	7.	L. Allison	In reference to Recommend the Board of Directors to Adopt the 2020 Public Transportation Action Safety Plan (PTAS) Manual, Ms. Allison asked, the 45 million in assets, that includes staples street center?	Mr. Rendon responded in the affirmative.	6/24/2020

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/1/2020	9.	M. Woolbright	In reference to the CCRTA's Response to COVID-19, Mr. Woolbright asked, if riders have a medical reason that their doctors have told them it's not wise for them to wear a mask, are we making accommodations for that?	Mr. Cruz-Aedo responded in the affirmative.	7/1/2020
7/1/2020	13.	E. Salazar	In reference to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration, Mr. Salazar asked, can I get an explanation of this?	Mr. Barrera responded in the affirmative.	7/1/2020
7/1/2020	14a.	D. Leyendecker	In reference to the May 2020 Financial Report, Mr. Leyendecker asked, have you guys tried to extrapolate what these losses might be through the end of the year?	Mr. Saldana responded that we are going through budgeting right and we are trying to project what it is going to be for next year.	7/1/2020
7/1/2020	14b.	M. Woolbright	In reference to the May Procurement Update, Mr. Woolbright asked, how many other contracts do we have that have to do with communications and marketing?	Mr. Cruz-Aedo responded I'm not cognizant of any other significant contract. We may have, you know, some small ones that I'm not knowledgeable of at this point, but this is the largest one that we have I'm not aware of any that would be done in lieu of staff doing them here, we have a web design, but that is outside what staff would normally do anyway	7/1/2020
7/1/2020	14b.	M. Woolbright	In reference to the May Procurement Update, Mr. Woolbright asked, would it be possible to get a list of contracts that have to do with marketing, anything along that kind of range?	Mr. Cruz-Aedo responded in the affirmative.	7/1/2020