



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Committees

**DATE:** Wednesday, January 23, 2019

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

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

### ADMINISTRATION & FINANCE COMMITTEE

**TOM NISKALA (Chair)**

Glenn Martin ~ Scott Harris ~ Anne Bauman ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	T. Niskala	3 min.	-----
4.	Opportunity for Public Comment	T. Niskala	3 min.	-----
5.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc.	R. Saldaña	3 min.	<b>Pages 1-2</b> Attachment A PPT
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet	R. Saldaña	3 min.	<b>Pages 3-4</b> PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services	J. Cruz-Aedo	3 min.	<b>Pages 5</b> Attachment B PPT
8.	Adjournment	T. Niskala	1 min.	-----

**Total Estimated Time: 20 min.**

**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

**MICHAEL REEVES (Chair)**

**Dan Leyendecker ~ George B. Clower ~ Patricia Dominguez ~ Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	D. Linnehan	2 min.	----
2.	<b>Safety Briefing</b>	M. Rendón	2 min.	----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	M. Reeves	3 min.	----
4.	<b>Opportunity for Public Comment</b>	M. Reeves	3 min.	----
5.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment</b>	S. Montez	3 min.	<b>Pages 1-2</b> <i>PPT</i>
6.	<b>Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane Operations</b>	M. Rendon	3 min.	<b>Pages 3-4</b> <i>PPT</i>
7.	<b>Adjournment</b>	M. Reeves	1 min.	----

**Total Estimated Time: 17 min.**

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On **Friday, January 18, 2019** 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.

<p align="center"><b>Mission Statement</b></p> <p>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. <b>B</b> Secondly, The RTA will also act responsibly to enhance the regional economy.</p>	<p align="center"><b>Vision Statement</b></p> <p>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.</p>
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**Subject:** Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Bank Account Administered by Entrust, Inc.

**Background**

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

**Identified Need**

Entrust is the Third-Party Administrator (TPA) that manages and administers the Agency's self-funded medical benefit plan since 2008. Among the services that are under contract, Entrust provides the administration of health care plan claims. The administration of the claims processing is a task that is traditionally performed by the company providing the insurance however, since CCRTA is self-insured, it is outsourced to Entrust. In this capacity, Entrust is required to maintain, but not fund, a Client Services Bank Account from which payments are issued to cover valid expenses of the Plan.

As a result, CCRTA maintains a bank account titled "CCRTA Health-Care Claims Account" to use in recording all the activity associated with claims. The recording and reconciliation of transactions to this account is maintained by the Finance Department. Entrust provides a listing of disbursements twice a month to the Finance Department for review and approval. Disbursements include payments to hospitals, insured participants and to the pharmacy benefit manager (PBM) that is contracted to provide access for prescription medications. Once approved, checks are disbursed and recorded.

In order to establish the new bank account at Frost Bank, it is necessary to identify the Entrust Signers on this account and proceed with the resolution and signature page attached. Both signatures are required on checks.

The Entrust Signers on this bank account are:

Robyn M. Jacobson – Agent  
Dixie A Gunning – Agent

**Disadvantaged Business Enterprises (DBE)**

Since this is a required procedure associated with a service procurement there is no DBE goal.

**Financial Impact**

There are no costs associated with this action.

**Board Priority**

The Board Priority is Financial Transparency. This is also a part of the legal banking requirements for establishing the bank accounts with the Agency's new Depository Bank.

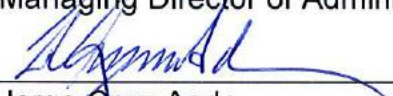
**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Bank Account Administered by Entrust, Inc. and other demands for money on behalf of the Authority.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
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Jorge Cruz-Aedo  
Chief Executive Officer

# Corpus Christi Regional Transportation Authority



## Resolution

### Designation of Persons to Sign Checks

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

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

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

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

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

**DULY PASSED AND ADOPTED** this 6th day of February, 2019.

**ATTEST:**

**CORPUS CHRISTI  
REGIONAL TRANSPORTATION AUTHORITY**

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

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

Exhibit "A"

**REGIONAL TRANSPORTATION AUTHORITY**

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

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Robyn M. Jacobson - Agent

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Dixie A. Gunning - Agent

EXECUTED this 6<sup>th</sup> day of February 2019.

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Dan S. Leyendecker



**Subject:** Issue a Request for Proposals (RFP) for On-Board Mobile Video Surveillance System Replacement for Bus Fleet.

**Background**

The CCRTA bus fleet is equipped with On-Board Surveillance Systems to record internal and external video on the bus for deterrence, safety, and risk management. Currently video is provided to Management Staff, Security, and Law Enforcement daily as requested.

**Identified Need**

The CCRTA faces challenges maintaining older On-Board Surveillance Equipment on a portion of our bus fleet. Twenty Six (26) buses are equipped with a surveillance system that is five (5) years past its end of life (EOL), parts are no longer available, and requires each bus to be physically boarded to retrieve video. The replacement of the outdated system will allow for central management, wireless video retrieval, longer video retention, and high definition (HD) video to coincide with the capabilities of the rest of our fleet.

**Disadvantaged Business Enterprise**

Staff will work with DBE office and collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Funds for the On-Board Mobile Video Surveillance System Replacement for bus fleet were identified in the MIS 2019 Capital Budget using funding provided by the 5307 Formula Funds with an estimated cost of \$323,030.

**Board Priority**

The Board Priority is Innovation.


**Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for On-Board Mobile Video Surveillance System Replacement for Bus Fleet.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



Administration & Finance Committee Memo

January 23, 2019

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

**Background**

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

In March of last year, two additional option years were added and the contract was increased from \$48,000 to \$60,000 to incorporate Risk Management Services. The Chief Executive Officer had identified a need for additional insurance coverage expertise to assist the Risk Management functions of the CCRTA. The italicized bullet points in the attached agreement define the new services that have been provided.

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

**Identified Need**

Exercising the second-option year will allow the continuity of all the various insurance and benefits programs through February 20, 2019. The additional support services provided by the consultant, strengthens the overall management of the various services listed in the agreement.

**Disadvantaged Business Enterprise (DBE)**

This item is not funded with federal funds.

**Financial Impact**

The estimated agreement cost is \$60,000 per year, and is budget in 2019 Operating Budget.

**Board Priority**

This Board Priority is Transparency.

**Recommendation**

Staff requests the Administrations & Finance Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance. There is a one-year option left on the agreement, after this one, and it will be presented to the Board of Directors for approval, contingent upon satisfactory performance of the current service terms.

Respectfully Submitted,

Final Approval by:

  
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Jorge Cruz-Aedo  
Chief Executive Officer

## INSURANCE CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement is entered into between the Corpus Christi Regional Transportation Authority in Corpus Christi, Texas (the "CCRTA") and Roland Barrera Insurance (the "Consultant"), and provides as follows:

1. Services to be Performed. Consultant shall perform Professional Insurance Consulting Services for the CCRTA to include:

- Will provide technical support in review of fully insured and self-funded plan to determine the best program for employees and the CCRTA, in coverage and cost.
- Assist CCRTA Staff in evaluating employee and CCRTA objectives with the Employee Health Benefit Plan, including Employee Focus Groups, teams and management.
- *Assist the Safety and Security Officer with evaluation of risk management programs and review liability coverage to insure adequate coverage limits.*
- *Advise Chief Executive Officer on risk management safety programs and risk assessment.*
- *Assist in development or risk management procedural manual for agency adoption.*
- *Assist in the creation of risk management program procedures for use by the CCRTA.*
- Preparation of Cash Flow Model and cost tracking system for the new Health Benefit Plan.
- Have a thorough understanding and knowledge of CCRTA culture, philosophies, objectives, business and budget plans.
- Assist with the solicitation for qualified proposals; assist with proposal conference, meetings and other support as needed during the solicitation process.
- Assist DBE Officer to insure maximum Disadvantage Business Enterprise (DBE) participation.
- Assist CCRTA Staff with evaluation of proposals and prepare written report of findings and recommendations.
- Evaluate insurance coverage limits and make recommendations based on risk and cost factors.
- Submit written finds and recommendations to the Chief Executive Officer or his designee.
- Assist Staff with preparation and recommendations to the CCRTA Administration & Finance Committee and Board of proposal results, if needed.
- Assist CCRTA Staff with other low or no cost health benefit options, i.e., Pre-Tax payments, ancillary and voluntary employee products.
- Assist with the Electronic Enrollment via Benetrac on an annual basis for current active employees.
- Assist with coordinating with vendor for the wellness program implementation.
- Coordinates with HR/Payroll/Finance Staff/Benetrac/Insurance Carriers; Periodical Meetings with staff to discuss issues and find a remedy.
- Provide enrollment reporting of insurance coverage by submitting manual feeds to carriers:
  - ENTRUST
  - Minnesota Life
  - UNUM
  - AFLAC
  - Lincoln Financial



**Subject:** Authorize Issuing a Request for Proposals (RFP) for Refurbishment of Shelter Amenities

**Background**

The RTA currently has in place an estimated 199 bus stop shelters, 963 benches and 860 trash receptacles and will systematically begin refurbishing these bus stop shelter amenities, as part of a "Transit Asset Management Maintenance Program. The refurbishment program will assist with the maintenance of the assets to keep them in a state of good repair, while extending the useful life longevity, and enhancing the CCRTA's public image.

**Identified Need**

The CCRTA is working to enhance the condition/appearance of the bus stop shelter amenities in the service area by issuing a Request for Proposal for Bus Stop Shelter Refurbishment. The plan would be to try to refurbish an estimated 75 bus stop canopy shelters, 50 Tolar style shelters, 75 benches, 300 concrete/wooden benches and 90 trash receptacles. As part of the refurbishment process, the bus stop shelters will include the placement of the CCRTA logo; and a new color scheme, Sparkling Silver. A request for proposals (RFP) will provide the RTA with firm pricing and quality workmanship.

The work scope elements of the Refurbishment of Shelter Amenities RFP will include:

- Experience and qualifications
- Detailed work processes
- References
- Price

**Disadvantaged Business Enterprise (DBE)**

This project is funded with local funds and not federal funds.

**Financial Impact**

The estimated cost for the refurbishment program is \$300,000, which is budgeted in the 2019 Operating Budget.

**Board Priority**

The Board Priority is Public Image.

**Recommendation**

Staff request the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for Refurbishment of Shelter Amenities.

Respectfully Submitted,

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

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Issue a Request for Proposals for Security Guard Services at the Staples Street Center and Bear Lane Operations Facility

**Background**

The CCRTA utilizes Vets Security America (VSA), a security guard service company, at Staples Street Center and at the Bear Lane Operations Facility. This is a separate contract than the Law Enforcement Contract.

The hours are utilized for 24-hour shifts at the Staples Street Center, and for weekend service at the Bear Lane Operations Facility. Issuing an RFP will allow the award of a contract with the appropriate service hours based on the operational safety needs for the Staples Street Center and Bear Lane.

**Identified Need**

The operational guard service hours for the Staples Street Center building are 24-hour for commissioned security guards and 12-hours a day Monday through Friday for two (2) non-commissioned guards.

**Analysis**

The review panel for the Request for Proposals will consist of the Director of Transportation, Director of Planning, Director of Procurement, Managing Director of Special Projects, and the Director of Safety and Security.

The technical and pricing breakdown is listed below:

- Key personnel 15 pts
- Relevant Experience/Past Performance 15 pts
- Project Approach 20 pts
- Training 20 pts
- Pricing 30 pts

**Disadvantaged Business Enterprise**

Since this is a required procedure associated with a service procurement, there is no DBE goal.

**Financial Impact**

The estimated amount of service hours for commissioned security guards is 8,736 at \$23.25/hour for a cost of \$203,112. Estimated non-commissioned hours at Staples Street Center 6,240 at \$18.63/hour for a cost of \$116,251.20 Estimated non-commissioned hours at Bear Lane Facility is 824 at \$18.63/hour for a cost of \$15,351.12. The estimated total cost for one year is \$334,714.32. This will be a three-year contract with two (2) one-year option years. The three year cost is \$1,004,142.96.

**Board Priority**

This meets the priority for Facilities – Safety & Security.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for Security Guard Services for the Staples Street Center and Bear Lane Operations Facility.

Respectfully Submitted,

Submitted by: Miguel Rendón  
Director of Safety & Security

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer