



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, February 6, 2019
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)

Anne Bauman ~ George B. Clower ~ Patricia Dominguez ~ Scott Harris

Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Safety Briefing	M. Rendón	2 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	-----
5.	Opportunity for Public Comment	E. Martinez	3 min.	-----
6.	Personnel Recognition – Felipe Martinez	M. Rendón	3 min.	-----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of January 2, 2019	E. Martinez	2 min.	Pages 1-8
8.	CONSENT ITEMS: <i>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.</i>			
				3 min. Pages C-1 to C-8
	a) Action to Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc. b) Action to Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet c) Action to Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services d) Action to Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane Operations			
9.	Discussion and Possible Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment	S. Montez	3 min.	Pages 9-10 PPT
10.	Presentations:			
	a) Update on Fare Recovery	R. Saldaña	4 min.	PPT
	b) December 2018 Financial Report	R. Saldaña	4 min.	Pages 11-18 PPT
	c) Procurement Update	R. Saldaña	4 min.	PPT
	d) December 2018 Safety & Security Report	M. Rendón	4 min.	PPT
	e) December 2018 Operations Report	G. Robinson	4 min.	Pages 19-27 PPT

11.	CEO's Report	J. Cruz-Aedo	5 min.	----
12.	Board Chair's Report	E. Martinez	5 min.	----
13.	Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a) CEO Evaluation, Compensation and Benefits	E. Martinez	10 min.	----
14.	Adjournment	E. Martinez	1 min.	----
15.	Information Items: a) RCAT Meeting Minutes—No Meeting scheduled in December 2018 b) Member Inquiry Forms: 1. Board Meeting—January 2, 2019 2. Committee Meetings—No Meetings scheduled in December 2018			<i>Attachments</i>

Total Estimated Time: 60 min.

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On **Friday, February 1, 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.

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.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JANUARY 2, 2019**

Summary of Actions

1. **Pledge of Allegiance**
2. **Conducted Roll Call**
3. **Held Safety Briefing**
4. **Action to Receive Conflict of Interest Affidavits**
5. **Provided Opportunity for Public Comment**
6. **Announcement of Committee Appointments by Board Chair and Action to Confirm Committee Appointments**
7. **Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Ms. Christa Rasche**
8. **Action to Approve Board of Directors Meeting Minutes of December 5, 2018**
9. **Action to Approve Meeting Minutes of October 24, 2019; a) Administration & Finance Committee; b) Operations & Capital Projects Committee**
10. **Action to Approve the Retreat Minutes; a) Board Retreat – March 3, 2018; b) Board Retreat – September 21, 2018**
11. **Action to Approve the Budget Workshop Minutes; a) Budget Workshop #1 – July 25, 2018; b) Budget Workshop #2 – October 3, 2018; c) Budget Workshop #3 – October 24, 2018**
12. **Heard Presentation by Pension Benefits on Key Assumptions and Retirement Enhancements**
13. **Action to Adopt a Resolution to Designate Certain Persons to Sign Checks**
14. **Heard Presentations –**
 - a) **November 2018 Financial Report**
 - b) **Procurement Update**
 - c) **Safety & Security Report – November 2018**
 - d) **November 2018 Operations Report**
15. **Heard Presentation by MDR on Marketing Campaign**
16. **Heard CEO's Report**
17. **Heard Chairman's Report**
18. **Adjournment**
19. **Information–**
 - a) **RCAT Meeting & Retreat Minutes– November 15, 2018**
 - b) **Member Inquiry Forms:**
 1. **Board Meeting– December 5, 2018**
 2. **Committee Meetings– No meetings held on November 28, 2018**

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.



Board Members Present: Edward Martinez, Board Chair; Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary (via GoToMeeting); George B. Clower; Glenn Martin, Scott Harris; Tom Niskala; Patricia Dominguez; Anne Bauman; Philip Skrobarczyk and Matt Woolbright (via GoToMeeting).

Board Members Absent: None

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Anna Hinojosa, Monica Jasso, Dena Linnehan, Derrick Majchszak, Rita Patrick, Mike Rendón, Gordon Robinson, Sandra Roddel, Robert Saldaña, Jeremy Sirio and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Roland Barrera, Barrera Insurance (ENTRUST); Doreen Harrell, KCS Public Relations; Stephen Rybak and Nancy Zuniga, MDR; Gina Salazar, Local 1769 ATU; Daniel Nash, Sonia Cano & Mike Carrell, Frost Bank.

Call to Order & Roll Call

Mr. Edward Martinez 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.

Held Safety Briefing

Mr. Miquel Rendon provided safety information for the building exits, muster points in the event of an emergency.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

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

Mr. Edward Martinez, Board Chair announced the 2019 Officers to remain the same as in 2018. He also said the Committee Chair for Administrative & Finance Committee would remain for Mr. Tom Niskala, and the Operations & Capital Projects Committee would remain for Mr. Michael Reeves. The members appointed to the Administrative & Finance Committee for 2019 would be Messrs. Glenn Martin, Scott Harris and Philip Skrobarczyk and Ms. Anne Bauman. He said members for the Operations & Capital Projects Committee for 2019 would be Messrs. George Clower, Dan Leyendecker, Matt Woolbright and Ms. Patricia Dominguez.

Mr. Martinez then asked for a motion to confirm these appointments.



MR. MICHAEL REEVES MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENTS AS STATED. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Ms. Christa Rasche

Mr. Jorge Cruz-Aedo spoke on behalf of Ms. Sharon Montez who was out. He provided a brief background on the RCAT Committee, and the applicants are presented to the RCAT Committee and the RCAT Chair makes a recommendation to the CEO, then the Board of Directors Chairman confirms the appointment for a two-year term, except for the RCAT Chair who serves at the pleasure of the CCRTA Board.

MR. NISKALA MADE A MOTION TO CONFIRM NEW MEMBER APPOINTMENT TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) TO MS. CHRISTA RASCHE. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Board of Directors Meeting Minutes of December 5, 2018

MR. REEVES MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 5, 2018. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Meeting Minutes of October 24, 2018; a) Administration & Finance Committee; b) Operations & Capital Projects Committee

MR. NISKALA MADE A MOTION TO APPROVE MEETING MINUTES OF OCTOBER 24, 2018; A) ADMINISTRATION & FINANCE COMMITTEE; B) OPERATIONS & CAPITAL PROJECTS COMMITTEE. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Board Retreat Meeting Minutes; a) Board Retreat – March 3, 2018; b) Board Retreat – September 21, 2018



MR. NISKALA MADE A MOTION TO APPROVE BOARD RETREAT MEETING MINUTES; A) BOARD RETREAT – MARCH 3, 2018; B) BOARD RETREAT – SEPTEMBER 21, 2018. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve Budget Workshop Minutes; a) Budget Workshop #1 – July 25, 2018; b) Budget Workshop #2 – October 3, 2018; c) Budget Workshop #3 – October 24, 2018

MS. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE BUDGET WORKSHOP MINUTES; A) BUDGET WORKSHOP #1 – JULY 25, 2018; B) BUDGET WORKSHOP #2 – OCTOBER 3, 2018; C) BUDGET WORKSHOP #3 – OCTOBER 24, 2018. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentation by Pension Benefits on Key Assumptions and Retirement Enhancements

Mr. Robert Saldaña introduced Mr. Ken Liew of Pension Benefits. Mr. Liew said he would be covering key numbers on the agency's pension plan, and the last time he reported on the actuarial valuation measuring the status of the pension plan versus the plan assets was on January 1, 2018. He commented the next actuarial valuation will be on January 1, 2019 as soon as they receive the census data and plan asset value within the next few months. He said after they provide the actuarial valuation in January, the agency requests them to perform various studies on how to improve the plan and he will present these results. He also spoke on other areas of the plan regarding assumptions and what they recommend the agency to consider. He also commented he would be going over amendment changes to the plan and present the numbers for the CCRTA to make informed decisions.

Mr. Liew presented and displayed a various slides on Effect of Plan Formula Change to show the covered payroll, normal cost, AAL, AAV, UAAL, annual contribution amount, percent of pay and funded percentages and the increase and decrease amounts. Another slide shown was the Effect of Ad Hoc COLA Increase for Retirees on the 2019 Plan. This is the cost increase and decrease amounts. He showed the Unfunded Actuarial Accrued Liability for both 2018 and 2019 of costs with the two separate RP mortality tables of 2000 and 2014, and the 7.5 percent increase and 2.5 percent formula, and the 7.5 percent and 2.5 percent Formula with a 2.5 percent COLA. The unfunded is expected to increase.

He commented on the funding status of the actuarial accrued liability (AAL), actuarial asset value (AAV), and unfunded actuarial accrued liability (UAAL) and what the amounts



are in the three separate columns under the mortality table years and percentage shown on the chart.

He commented for the active participant, and they earn an additional year of benefit as long as they are working at the agency at 2 percent a year of their final average pay. As an example he gave, an active participant working 10 years, earns 20 percent of their final average pay divided by 12 months, as an annual monthly pension income when they retire at the age of 62. He said for the deferred vested participate terminated from the agency, who has earned a vested interest in the plan, and cannot be taken away, has also reached the normal retirement age of 62, they are entitled to receive a pension benefit based on years of service and final average pay at the time of their termination. He said retired participants are those currently receiving monthly benefits for the rest of their life, dependent upon the option chosen by them at time of retirement, and once an option is chosen, it cannot be changed. He gave an example of a participant retired at 62, chose married joint with 50 percent survivorship, the agency pay them monthly as long as they live, and then their spouse will receive half of the benefit for as long as they live. If the participant life single annuity, the benefit is paid to them as long as they live with no other beneficiaries being paid. He said the plan is financially sound as of January 1, 2018.

He stated the mortality assumption was updated January 1, 2008 with the RP-2000 Mortality Table from 1983 Group Annuity Mortality, and although there is no specific legal requirement, the Texas Pension Review Board guidelines say choice of assumptions must be realistic and reasonable in the aggregate. Mr. Liew commented for 2019, he recommended the agency use the 2019 mortality table since people are living longer, with the requested proposed formula change from 2.0 percent to the 2.5 percent change of the plan.

He continued with the Replacement Income Ratio used to measure how good your pension plan is. They measure a long-term employee as having 25 years of service, and they will receive 50 percent of their earnings. He said an employee should have between 70 and 90 percent from the Defined Contribution Plan and personal savings of replacement income at time of retirement. He also commented from a study done in 2011, the current CCRTA plans being offered a long-term employee with 25 years of service, receive 83 percent of their earnings before they retire. In closing, Mr. Liew recommended the agency update the mortality table should they amend the plan.

Action to Adopt a Resolution to Designate Certain Persons to Sign Checks

Mr. Saldaña introduced the Frost Bank personnel who will be handling our new designation certain persons to sign checks. Mr. Saldana reported on the Resolution to adopt to designate certain persons to sign checks with Frost Bank.

MR. NISKALA MADE A MOTION TO ADOPT A RESOLUTION TO DESIGNATE CERTAIN PERSONS TO SIGN CHECKS. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER,



**CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN,
SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

Heard Presentations –

a) November 2018 Financial Report

Mr. Robert Saldaña reported on the November 2018 actual operating revenues of \$148,670, on a budget of \$164,018, or \$15,348 less due to passenger services. Departmental expenses are \$2.4 million, on a budget of \$2.54 million, or \$145,568 to the good. He said depreciation came in at \$366,535 for total operating expenses of \$2.76 million. The Sales Tax Revenue of \$2.93 million, investment income, Staples Street net expenses, Port/Ayers, subrecipient, debt service, and street improvements for a net change in assets in negative \$991,474, with majority being our debt service due to normal payment of bonds in November. Charts shown with breakdown of expenses by function for monthly and year-to-date. Mr. Saldaña reported on year-to-date operating revenues of \$2.2 million, total operating expenses of \$31.4 million, sales tax revenue \$30.8 million, investment income, Staples Street net expenses, Port/Ayers costs, debt service, subrecipient and street improvement program, and change in net assets negative \$1.7 million, less the depreciation not a cash outlay, leaves us around \$2.3 million ahead of budget. A comparison of sales tax revenue from 2017 to 2018 came in at \$82,484 less for October, and budget to actual from 2017 to 2018 came in at \$52,088 less for October.

Mr. Saldaña He ended with a chart showing the sales tax volatility.

b) Procurement Update

Mr. Robert Saldaña reported on 2 current procurements for Financial Auditing Services and Vanpool Services. Mr. Saldaña provided statistics for each project on the outreach, pre-proposal meeting attendance and number of proposals submitted and bids received. A slide showing an item over the \$50,000 four month outlook is for CNG Fueling Station Maintenance to take to the committee in February and to the Board in March to exercise the option year one.

Mr. Saldaña charted the seven contracts for the CEO's signature authority. Those listed are for Pre-Employment Background Screening with varying costs dependent upon services completed; Monitor Security & Fire System at \$2,700; Labor and Employment Law Services at \$5,400 and Labor and Employment Law Services at \$19,600; Server Support Services at \$19,000; Budget software support services at \$5,000 and B2GNow Management program at \$15,000. These contracts are not to exceed the amounts shown on the chart. Mr. Saldaña reported the month-to-month contract for the Marina Rental Space is a continuous agreement with the City at \$6,300.

c) November 2018 Safety & Security Report



Mr. Miguel Rendón reported for the month of November our operators drove 285,000 miles with 2 accidents; 1 preventable and 1 non-preventable, our year-to-date accident rate is 0.70 and met the industry standard of 2.00. He said the year-to-date collision rate comparison for 2017 was 1.46, and for 2018 is 1.03. A PowerPoint slide displayed showed 562 contacts with individuals; 50 percent of these contacts were with quality of life and loitering; unauthorized vehicles at 16.55 percent; unauthorized use of shelters at 4.80 percent. Mr. Rendón commented the percentage for the month from criminal trespass warnings issued, individuals arrested for public intoxication and criminal trespass arrests is close to 2 percent.

Mr. Rendón also provided an update of the East and West doors at Staples Street Center (SSC), and stated the access panel card readers for 2nd and 3rd floor restrooms have been installed, and motors are working correctly. The Security Officers continue to patrol the facility with random checks in the parking areas and average finding 4 to 6 vehicles unlocked. He commented on the recent fire drill and all tenants and employees evacuated the building within 5 minutes. Mr. Rendón also commented again on the 'If you See Something, Say Something' campaign and how it is working at the facility.

d) November 2018 Operations Report

Mr. Gordon Robinson reported October's monthly ridership down at 439,607 boardings as compared to November 2017. Ridership for Fixed Route was also down overall by 4.6 percent, and B-Line up at 7.4 percent, big increase for Vanpool at 222.9 percent from 2017. Year-to-date system overall ridership in comparison to 2017 is down 1.1 percent, and Fixed Route down by 1.3 percent, Vanpool up at 16.3 percent for the year. Weekday Productivity at 45.0 passengers per revenue hour on Route 55 Gregory, and Port Aransas Flexi-B at 131 boardings. He said wheelchair boardings were 706 on Route 19/Ayers, and Route 29/Staples bicycle boardings of 1,692. On time performance for the month was 87.9 percent, there were 8 detours out of 32 on fixed routes. Two slides showing the City Bond Projects & Harbor Bridge Projects was presented showing the timeline of detours expected. Mr. Robinson commented for Miles Between Road Calls at 10,287. Confirmed and verified number of CAFs are down from last month from 41 to 21 for November, with 7 commendations and met the standard at an outstanding 5.0.

Heard Marketing Campaign Presentation

Ms. Rita Patrick provided an intro regarding the new Marketing Campaign, and introduced Mr. Stephen Rybak of MDR Advertising. Mr. Rybak presented several slides to show how the agency plans to roll out new services with Transit Plan 20/20. Background information included how to best communicate updates to riders, a branding program to better reflect the exciting updates coming, and the opportunity to energize and modernize the B image, and how the agency will roll out these new services. He spoke on the new services of Flex Service, Vanpool and Express Services as well as the existing services the agency currently utilizes and how these will become updated with modern names and color coded to recognize the look of the new campaign. Fleet graphics to correspond to size of



vehicles for each service, visual icons on the individual services to include brochures, bus stop signage, operator uniforms and info sheets. Mr. Rybak commented the campaign would modernize our fleet, processes, retain and re-educate current rider including attract new riders, and create an internal cohesion across the various services.

Mr. Cruz-Aedo commented this is an exciting time for the agency to revamp our look, our services and re-educate our ridership as it has been 10 years since the last changes.

Heard CEO's Report

Mr. Cruz-Aedo commented the UCC Chamber and CCRTA would be hosting the Mayor's Interagency Breakfast tomorrow morning at 7:30 am.

Heard Chairman's Report

Mr. Martinez thanked staff for all their hard work. He then deferred time over to other board members. Board Members wished everyone a Happy New Year.

Adjournment

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

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Board of Directors Meeting Memo

February 6, 2019

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.

Committee Review

This item was reviewed and approved at the Administrations & Finance Committee held on January 23, 2019.

Recommendation

Staff requests 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: 

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.

Robyn M. Jacobson - Agent

Dixie A. Gunning - Agent

EXECUTED this 6th day of February 2019.

Dan S. Leyendecker



Board of Directors Meeting Memo

February 6, 2019

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.

Committee Review

This item was reviewed and approved at the Administrations & Finance Committee held on January 23, 2019.


Recommendation

Staff requests 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



Board of Directors Meeting Memo

February 6, 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.

Committee Review


This item was reviewed and approved at the Administrations & Finance Committee held on January 23, 2019.

Recommendation

Staff requests 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:



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



Board of Directors Meeting Memo

February 6, 2019

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.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee held on January 23, 2019.

Recommendation

Staff requests 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



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, which would cover a term of 5 years.

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 in 2019. The goal is to visit all shelter locations at least once every three years.

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) with a contract term of five years will provide the RTA with firm pricing and quality workmanship. In addition, it will provide opportunities for small businesses. The work zones will consist of five areas.

The evaluation elements of the Refurbishment of Shelter Amenities RFP will include:

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

Disadvantaged Business Enterprise (DBE)

Local funds are budgeted for this project and one of the goals with this project is to provide bidding opportunities for small businesses in the community.

Financial Impact

The estimated annual cost for 2019 is \$300,000, budgeted in the 2019 Operating Budget in Department #21. The estimated cost for the five-year refurbishment program is \$1.5 million, based on continued funding at \$300,000.

The Shelter Refurbishment Contract will include a termination clause, as with our other service contracts, whereas, if the services are not delivered in satisfactory manner and

according to the specifications the contract could be subject to termination if the performance does not improve after notification.

Board Priority

The Board Priority is Public Image.

Recommendation

Staff request the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for Refurbishment of Shelter Amenities for a five-year term.

Respectfully Submitted,

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

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer



Subject: December 2018 Unaudited Financial Report

SUMMARY:

Results from all Activities Compared to Budget

For the month of December, **Total Revenues** exceeded budget projections by \$196,520 or 5.75%. While **Operating Revenues** came in lower than budget expectations by \$4,324 or -2.58%, the upticks in **Non-Operating Revenues**, specifically the 10.17% increase in Sales Tax Receipts and 597.24% in Investment Income, not only were able to absorb the budget shortage in Federal Grant Revenues but lead to the budget surplus in the Overall Revenues of \$196,520.

The strong performance from these major revenue sources continued a trend that brought an economic uptick to the Agency ending the year with **Total Revenues** exceeding budget projections by \$1,550,284 or 4.31%. At year end, Sales Tax Revenue of \$33,436,859 posted a 2.66% growth in comparison to 2017 or an additional \$866,803. In comparison to the annual budget, actual sales tax revenues exceeded budget by \$1,231,253 or 3.82%. Sales Tax Revenue represented 87.57% of **Total Revenues** while **Passenger Fares** represented 4.42%.

For the month of December, **Total Operating Expenses** excluding depreciation fell short of projections by \$311,924 or -12.85% but ended the year with a budget shortage of less than 1% or \$228,405. Results from operations posted Revenues in excess of Expenses of \$545,024 at month end, but fell short of budget by \$91,812. At year-end, results from operations recorded Revenues exceeding Expenses by \$2,274,521 and surpassing budget projections by \$1,483,132 or 225.71%.

Although Capital Grant Revenue for the month and year-end fell short of projections, Total Revenues exceeded Expenses by \$577,020 and \$2,928,954 respectively. The budget shortfalls in Capital Grant Revenues for the month and year-end are a result of the federal fiscal year and the timing in which the grant funding is made available.

Net Position

At year-end the financial position maintained a liquidity ratio of 6.67 which enabled CCRTA to retain the A+ S&P Rating. The ratio presents CCRTA's ability to meet its financial obligations 6 times over as of the end of the year. Investments and Cash and Cash Equivalents increased by \$591,561 from 2017 and the unrestricted portion of the fund balance increased by \$1,686,180.

The Total Net Position at the end of year was at \$89,727,337 of which \$28,985,309 is the portion of the fund balance that is not restricted. However, \$19,510,303 has been assigned by policy to specific reserves leaving the amount available for spending at \$9,475,006.

UNAUDITED FUND BALANCE AS OF DECEMBER 31, 2018:

Net Invested in Capital Assets	\$ 59,130,726
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	7,442,405
Assigned for Capital Reserve	3,348,353
Assigned for Local Share of CIP	4,544,000
Assigned for Health Care Costs Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	1,065,545
Unassigned	<u>9,475,006</u>
	\$ 89,727,337

FAREBOX RECOVERY RATIO

Description	12/31/2018	Year to Date
Fare Revenue	\$ 148,220	\$ 1,688,586
Operating Expenses*	2,740,082	30,803,151
FRR	5.41%	5.48%

*Excluding Depreciation

REVENUES

The revenue composition for the month of December and YTD is presented below for additional information and is consistent with projected expectations:

Revenue Source	Dec-18	%	YTD	%
Passenger Service	\$ 148,220	4.07%	\$ 1,688,586	4.42%
Bus Advertising	\$ 11,764	0.32%	\$ 141,209	0.37%
Other Revenue	\$ 3,583	0.10%	\$ 544,485	1.43%
Sales Tax Revenue	\$ 3,087,585	84.74%	\$ 33,436,859	87.57%
Grants Operating	\$ 273,755	7.51%	\$ 858,410	2.25%
Grants Capital	\$ 31,996	0.88%	\$ 644,554	1.69%
Investment Income	\$ 46,758	1.28%	\$ 408,922	1.07%
SSC lease income	\$ 39,835	1.09%	\$ 459,519	1.20%
Total Revenue	<u>\$ 3,643,496</u>	<u>100.00%</u>	<u>\$ 38,182,544</u>	<u>100.00%</u>

Since Sales Tax Revenues is the major source of revenue for the Agency, special emphasis is given to explain variances. Because sales tax revenue lags two months behind, it is necessary to offer the following explanation to enhance the reader's understanding.

Sales Tax Growth

2018 Customer Spending Period	Date Received	2018 Payment Allocation	2017 Same Period	\$ Increase	% Growth
January	9-Mar-18	\$ 2,534,818	\$ 2,299,340	\$ 235,478	10.24%
February	13-Apr-18	\$ 2,536,544	\$ 2,293,420	\$ 243,124	10.60%
May	11-May-18	\$ 3,199,962	\$ 2,968,716	\$ 231,246	7.79%
April	8-Jun-18	\$ 2,584,842	\$ 2,468,113	\$ 116,729	4.73%
May	13-Jul-18	\$ 2,758,195	\$ 2,623,117	\$ 135,078	5.15%
June	9-Aug-18	\$ 2,812,691	\$ 3,121,817	\$ (309,126)	-9.90%
July	14-Sep-18	\$ 2,897,307	\$ 2,579,517	\$ 317,790	12.32%
August	12-Oct-18	\$ 2,834,233	\$ 2,394,859	\$ 439,374	18.35%
September	9-Nov-18	\$ 2,981,496	\$ 3,206,691	\$ (225,195)	-7.02%
October	14-Dec-18	\$ 2,778,625	\$ 2,861,109	\$ (82,484)	-2.88%
November	11-Jan-19	\$ 2,430,561	\$ 2,570,724	\$ (140,163)	-5.45%
December*	8-Feb-19	\$ 3,087,585	\$ 3,182,934	\$ (95,349)	-3.00%
		\$ 33,436,859	\$ 32,570,356	\$ 866,502	2.66%

*Estimated

Sales Tax Revenue Comparison to Budget

2018 Customer Spending Period	Date Received	2018 Actual	2018 Budget	\$ Increase	Actual vs Budget
January	9-Mar-18	\$ 2,534,818	\$ 2,233,911	\$ 300,907	13.47%
February	13-Apr-18	\$ 2,536,544	\$ 2,254,023	\$ 282,521	12.53%
May	11-May-18	\$ 3,199,962	\$ 3,097,321	\$ 102,641	3.31%
April	8-Jun-18	\$ 2,584,842	\$ 2,437,717	\$ 147,125	6.04%
May	13-Jul-18	\$ 2,758,195	\$ 2,942,721	\$ (184,526)	-6.27%
June	9-Aug-18	\$ 2,812,691	\$ 3,091,421	\$ (278,730)	-9.02%
July	14-Sep-18	\$ 2,897,307	\$ 2,549,121	\$ 348,186	13.66%
August	12-Oct-18	\$ 2,834,233	\$ 2,364,463	\$ 469,771	19.87%
September	9-Nov-18	\$ 2,981,496	\$ 3,061,329	\$ (79,833)	-2.61%
October	14-Dec-18	\$ 2,778,625	\$ 2,830,713	\$ (52,088)	-1.84%
November	11-Jan-19	\$ 2,430,561	\$ 2,540,328	\$ (109,767)	-4.32%
December*	8-Feb-19	\$ 3,087,585	\$ 2,802,538	\$ 285,047	10.17%
		\$ 33,436,859	\$ 32,205,606	\$ 1,231,253	3.82%

*Estimated

GASB STATEMENT 34 – EXPENSES BY FUNCTION RESULTS

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are over budget by \$311,924, or 12.85%.

- Salaries & Benefits – December reflects \$1,153,377, which is 5.78% (\$63,042) over budgeted amounts.
- Services – December reflects \$307,808, which is 34.66% (\$79,225) over budgeted amounts. The negative variance is a timing issue as vendor invoices are being requested in order to complete close of fiscal year activities.
- Materials and Supplies – December reports \$321,399 which is 37.89% (\$88,310) over budgeted amounts. The negative variance is a timing issue as vendor invoices are being requested in order to complete close of fiscal year activities.
- Utilities – December reports \$57,637, which is 13.96% (\$50,577) over budgeted amounts. The negative variance is a timing issue as vendor invoices are being requested in order to complete close of fiscal year activities.
- Insurance – December reports \$349,146, which is \$88,009, or 33.70% under budgeted amounts. The negative variance is mostly due to higher than anticipated health insurance claims costs.
- Purchased Transportation – December reports \$511,498, which is \$31,995 (6.67%) over the budgeted amount. The variance is related to increased expenditures for contracted fixed route service as a result of the utilization of the contractor's services for fixed route services previously fulfilled by CCRTA operators.
- Miscellaneous – December reports \$39,217 which is \$9,441 (31.71%) over budgeted amounts. The negative variance is a timing issue as vendor invoices are being requested in order to complete close of fiscal year activities.

Please refer to the following page for the detailed financial statement.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended December 31, 2018 & December 31, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 148,220	148,650	(430)	142,447	5,773
Bus advertising	11,764	13,713	(1,949)	12,176	(412)
Other operating revenues	3,583	5,528	(1,945)	678	2,905
Total Operating Revenues	163,567	167,891	(4,324)	155,301	8,266
Operating Expenses:					
Transportation	584,994	524,186	(60,808)	628,715	43,721
Customer Programs	23,803	31,020	7,217	29,851	6,048
Purchased Transportation	511,498	479,503	(31,995)	430,626	(80,872)
Service Development	63,816	23,417	(40,399)	34,992	(28,824)
MIS	84,232	85,101	869	85,610	1,378
Vehicle Maintenance	477,608	386,923	(90,685)	390,094	(87,514)
Facilities Maintenance	138,101	137,137	(964)	142,424	4,323
Contracts and Procurements	16,078	16,444	366	15,778	(300)
CEO's Office	77,243	46,637	(30,606)	45,748	(31,495)
Finance and Accounting	29,177	34,533	5,356	33,609	4,432
Materials Management	14,933	10,838	(4,095)	14,875	(58)
Human Resources	486,338	384,927	(101,411)	453,171	(33,167)
General Administration	39,826	42,030	2,204	40,653	827
Capital Project Management	9,881	13,645	3,764	17,326	7,445
Marketing & Communications	32,686	49,168	16,482	58,483	25,797
Safety & Security	107,088	105,742	(1,346)	97,289	(9,799)
Total Departmental Expenses	2,697,302	2,371,253	(326,049)	2,519,244	(178,058)
Depreciation	366,535	366,534	(1)	708,333	341,798
Total Operating Expenses	3,063,837	2,737,787	(326,050)	3,227,577	163,740
Operating Income (Loss)	(2,900,270)	(2,569,896)	(330,374)	(3,072,276)	172,006
Other Income (Expense)					
Sales Tax Revenue	3,087,585	2,802,538	285,047	2,750,231	337,354
Federal, state and local grant assistance	273,755	399,660	(125,905)	535,183	(261,428)
Investment Income	46,758	6,706	40,052	11,944	34,814
Gain (Loss) on Disposition of Property	-	-	-	36,118	(36,118)
SSC Expenses	(42,780)	(56,905)	14,125	(71,357)	28,577
SSC Lease Income	39,835	38,185	1,650	33,908	5,927
Port Ayers Cost Center	-	(4,167)	4,167	-	-
Debt Service	(85,761)	(87,472)	1,711	(1,089,413)	1,003,652
Subrecipient Grant Agreements	(4,948)	(22,662)	17,714	(8,726)	3,778
Street Improvements Program for CCRTA Region Entities	(235,685)	(235,686)	1	(252,623)	16,938
Non-Operating Income (Loss)	3,078,759	2,840,197	238,562	1,945,265	1,133,494
Change in Net Assets	\$ 178,489	270,301	(91,812)	(1,127,011)	1,305,500

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended December 31, 2018 & December 31, 2017

	Year to Date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,688,586	1,750,235	(61,649)	1,565,910	122,676
Bus advertising	141,209	164,561	(23,352)	134,837	6,372
Other operating revenues	587,318	522,553	64,765	628,061	(40,743)
Total Operating Revenues	2,417,113	2,437,350	(20,237)	2,328,808	88,305
Operating Expenses:					
Transportation	6,822,077	6,925,851	103,774	6,492,750	(329,327)
Customer Programs	345,915	403,184	57,269	323,387	(22,528)
Purchased Transportation	6,458,251	5,754,039	(704,212)	5,125,221	(1,333,030)
Service Development	436,556	417,049	(19,507)	334,703	(101,853)
MIS	813,483	858,577	45,094	776,996	(36,487)
Vehicle Maintenance	4,588,973	4,923,651	334,678	4,329,122	(259,851)
Facilities Maintenance	1,676,261	1,759,701	83,440	1,594,846	(81,415)
Contracts and Procurements	200,696	209,704	9,008	131,194	(69,502)
CEO's Office	582,352	624,149	41,797	589,879	7,527
Finance and Accounting	487,810	504,513	16,703	407,601	(80,209)
Materials Management	149,010	122,958	(26,052)	158,964	9,954
Human Resources	5,412,067	4,661,184	(750,883)	5,150,575	(261,492)
General Administration	502,143	584,879	82,736	404,698	(97,445)
Capital Project Management	174,379	195,405	21,026	191,805	17,426
Marketing & Communications	372,187	561,857	189,670	563,343	191,156
Safety & Security	1,116,735	1,262,929	146,194	1,102,288	(14,447)
Total Departmental Expenses	30,138,895	29,769,631	(369,264)	27,677,372	(2,461,523)
Depreciation	4,398,420	4,398,419	(1)	7,791,663	3,393,243
Total Operating Expenses	34,537,315	34,168,050	(369,265)	35,469,035	931,720
Operating Income (Loss)	(32,120,202)	(31,730,700)	(389,502)	(33,140,227)	1,020,025
Other Income (Expense)					
Sales Tax Revenue	33,436,859	32,205,606	1,231,253	29,404,090	4,032,769
Federal, state and local grant assistance	858,410	4,952,699	(4,094,289)	4,412,474	(3,554,064)
Investment Income	408,922	78,960	329,962	68,750	340,172
Gain (Loss) on Disposition of Property	-	7,575	(7,575)	36,118	(36,118)
SSC Expenses	(664,256)	(805,115)	140,859	(558,181)	(106,075)
SSC Lease Income	459,519	458,216	1,303	308,181	151,338
Port Ayers Cost Center	-	(50,000)	50,000	-	-
Debt Service	(1,605,797)	(1,605,708)	(89)	(1,514,815)	(90,982)
Subrecipient Grant Agreements	(46,299)	(271,945)	225,646	(96,278)	49,979
Street Improvements Program for CCRTA Region Entities	(2,828,222)	(2,828,223)	1	(2,778,853)	(49,369)
Non-Operating Income (Loss)	30,019,136	32,142,065	(2,122,929)	29,281,486	737,650
Change in Net Assets	\$ (2,101,066)	411,365	(2,512,431)	(3,858,741)	1,757,675

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Years ended December 31, 2018 and December 31, 2017

	<u>Unaudited December 31 2018</u>	<u>Audited December 31 2017</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,223,056	\$ 20,728,310
Investments	5,122,811	5,025,996
Receivables:		
Sales and Use Taxes	5,518,146	5,753,658
Accrued Interest	20,358	20,473
Federal Government	512,030	1,663,575
Other	188,068	180,223
Inventories	556,039	550,134
Prepaid Expenses	261,398	362,729
Total Current Assets	<u>33,401,906</u>	<u>34,285,098</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,648,276	1,611,302
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,615,679
Transit Stations, Stops and Pads	23,592,451	23,407,608
Other Improvements	5,525,123	5,442,159
Vehicles and Equipment	60,369,147	56,807,561
Construction in Progress	671,977	3,407,006
Current Year Additions	-	-
Total Capital Assets	<u>149,274,877</u>	<u>148,061,982</u>
Less: Accumulated Depreciation	<u>(70,899,151)</u>	<u>(61,977,502)</u>
Net Capital Assets	<u>78,375,726</u>	<u>86,084,480</u>
Total Non-Current Assets	<u>80,024,002</u>	<u>87,695,782</u>
TOTAL ASSETS	<u>113,425,908</u>	<u>121,980,880</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	2,932,452	3,411,606
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>116,358,360</u></u>	<u><u>125,392,486</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (continued)
Years ended December 31, 2018 and December 31, 2017

	<u>Unaudited December 31 2018</u>	<u>Audited December 31 2017</u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	148,669	2,854,439
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	595,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	3,098,888	3,068,313
Other Accrued Liabilities	720,771	690,537
Total Current Liabilities	<u>4,918,236</u>	<u>7,543,197</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,650,000	19,245,000
Compensated Absences	195,210	195,210
Net Pension Liability	628,913	2,383,237
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>19,845,880</u>	<u>22,195,204</u>
TOTAL LIABILITIES	<u>24,764,116</u>	<u>29,738,401</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,866,907	479,174
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>26,631,023</u>	<u>30,217,575</u>
Net Position:		
Net Invested in Capital Assets	59,130,726	66,264,480
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	28,985,309	27,299,129
TOTAL NET POSITION	<u>\$ 89,727,337</u>	<u>\$ 95,174,911</u>



Subject: Operations Report for December 2018

The system-wide monthly operations performance report for December 2018 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.

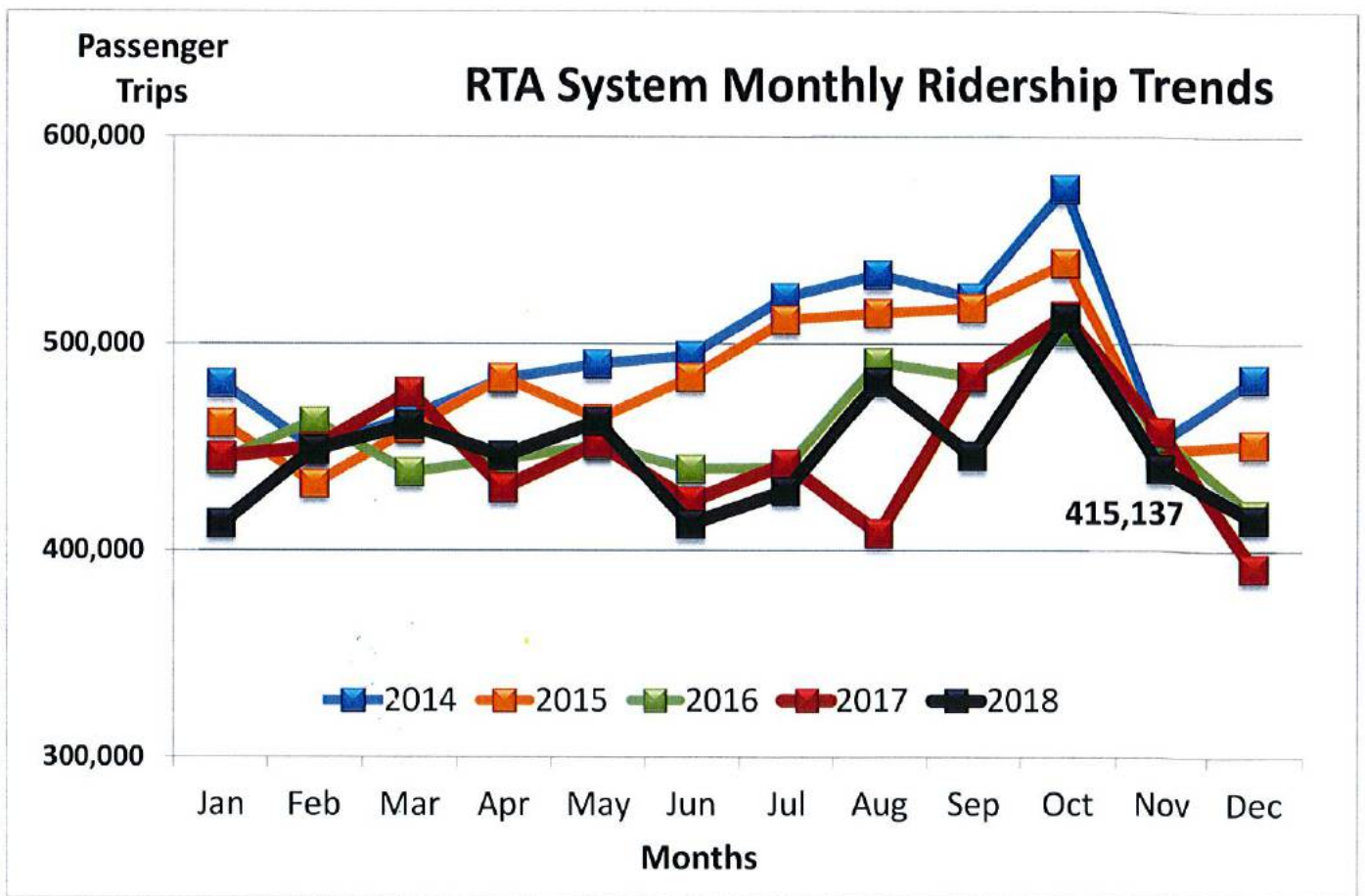


1. System-wide Ridership and Service Performance Results

Boardings for all services in December 2018 totaled 415,137. This represents a 6.0% increase as compared to 391,511 boardings in December 2017 or 23,626 more boardings this month.

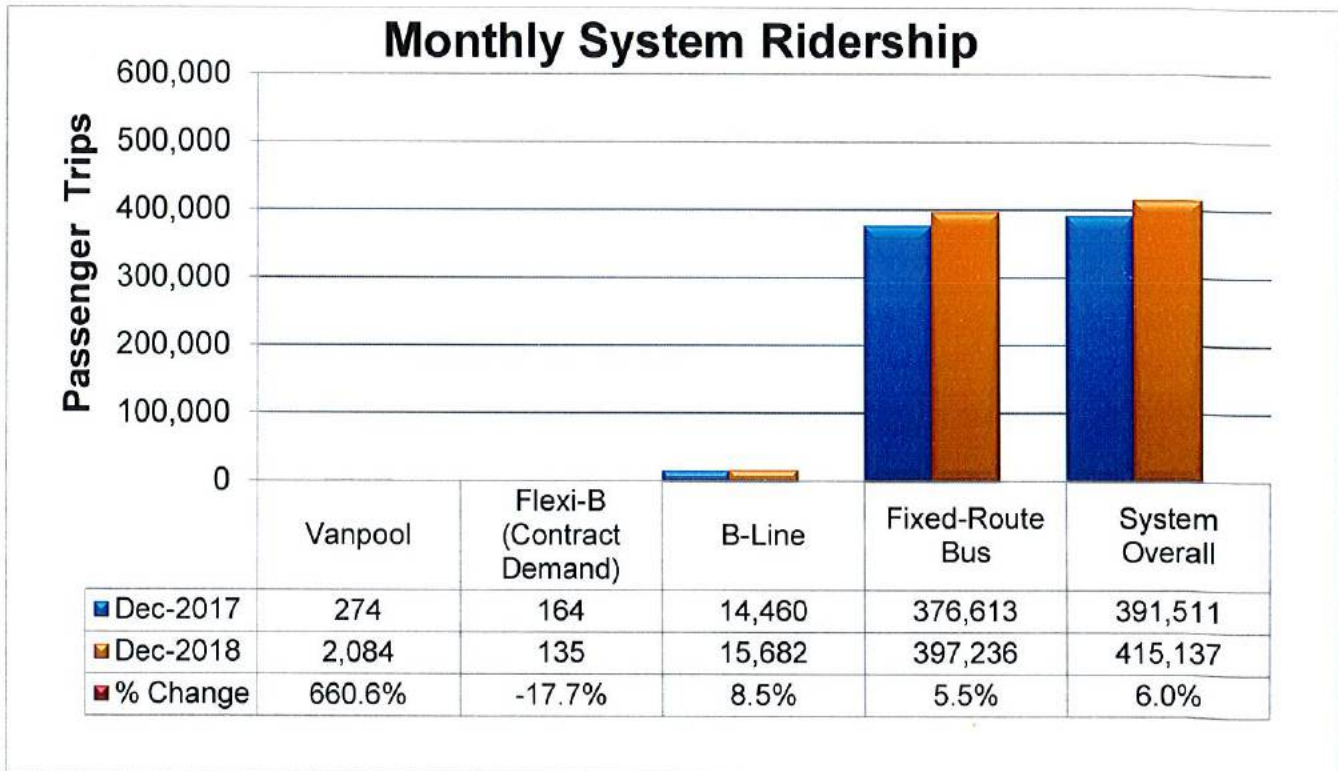
December 2018	December 2017	Variance
20 Weekdays	20 Weekdays	-
5 Saturdays	5 Saturdays	-
5 Sundays	5 Sundays	-
1 Holiday reduced service level	1 Holiday reduced service level	-
31 Days	31 Days	-

Average retail gas prices for unleaded fuel was approximately \$1.97 per gallon this December compared to approximately \$2.13 per gallon in December 2017¹. December rainfall was below normal at approximately 0.72 inches compared to December 2017 which was above normal at 4.37 inches.²

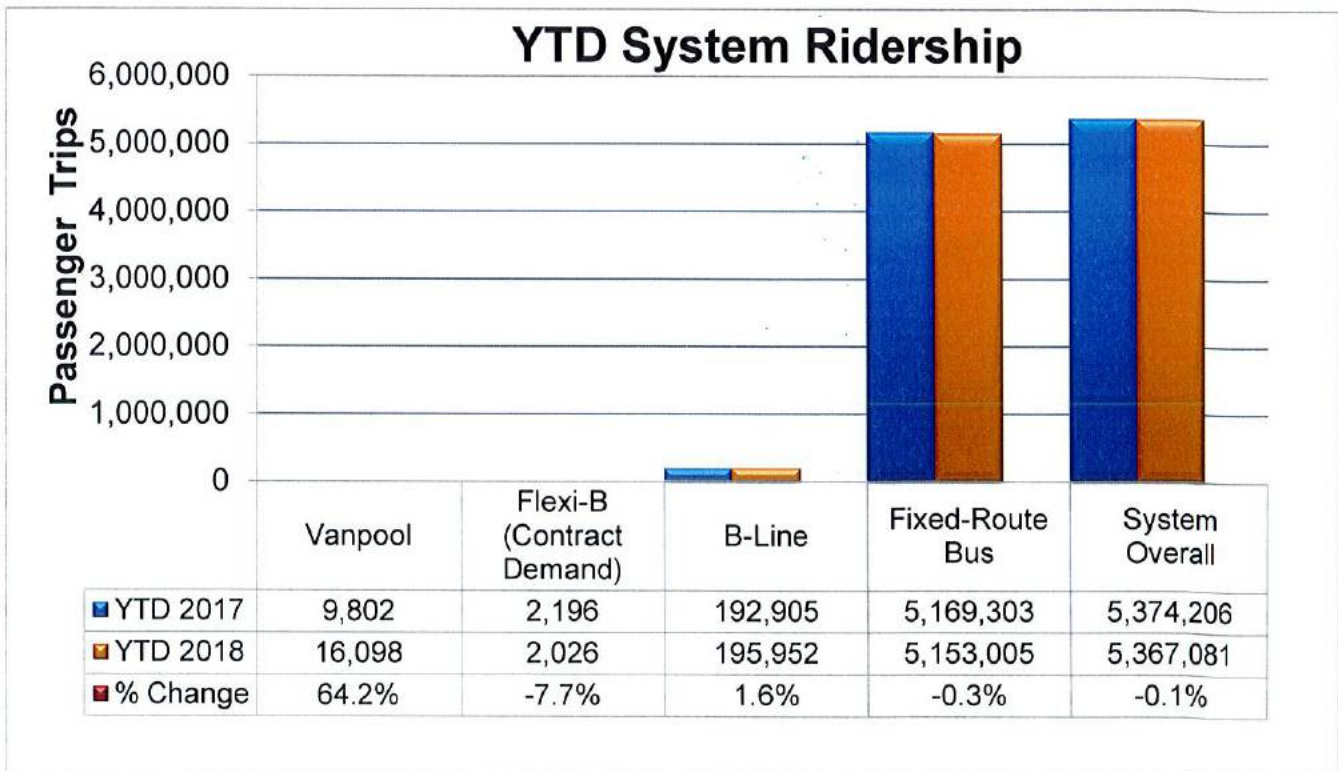


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. [https:// www.usclimatedata.com/climate/corpus-christi/texas/united-states](https://www.usclimatedata.com/climate/corpus-christi/texas/united-states)

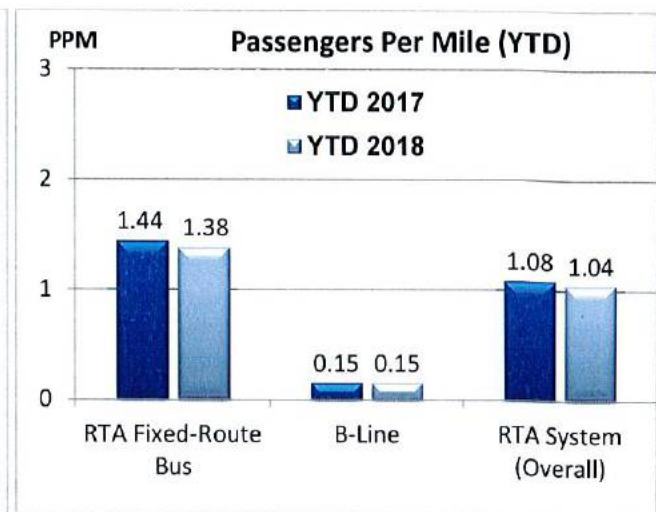
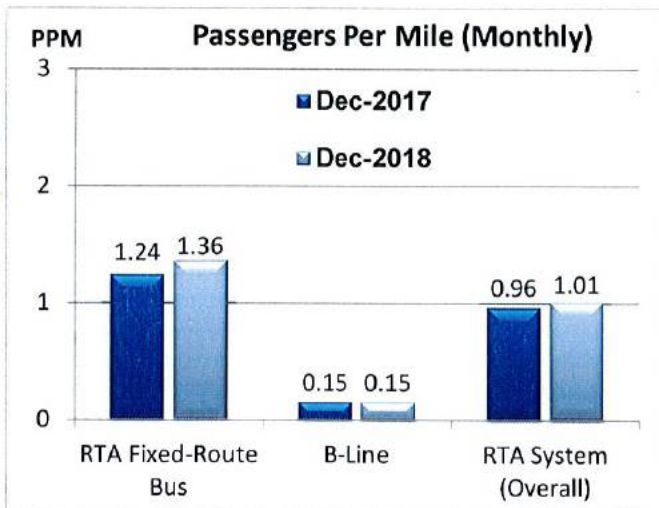
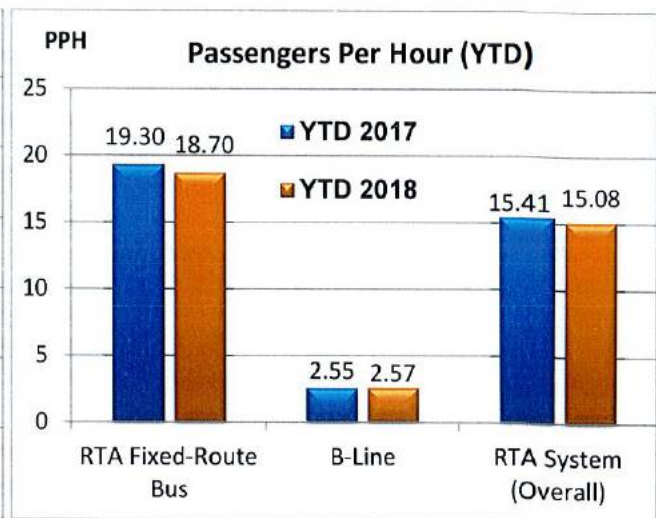
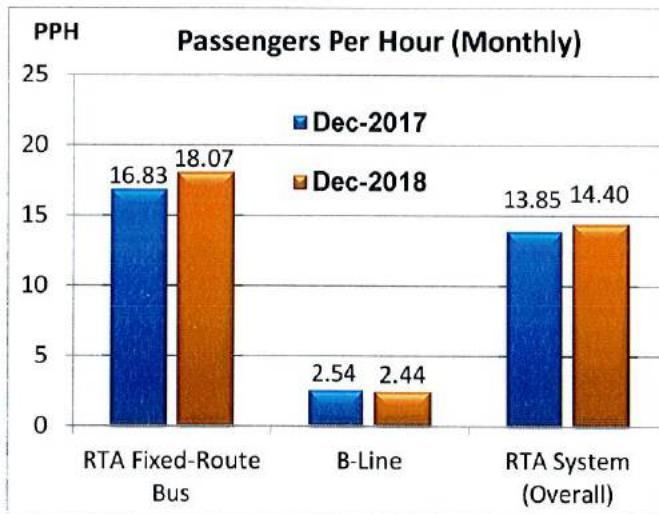
The chart below shows monthly ridership results for all services. CCRTA recorded 23,626 more boardings for an increase of 6.0% this month as compared to December 2017.



The chart below shows YTD ridership results for all services. CCRTA recorded 7,737 fewer boardings for a YTD decrease of -0.1% in 2018 as compared to the same period in 2017.



The following charts report system-wide productivity for the month of December 2018 vs. December 2017 and YTD figures.



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

Schedule Adherence	Oct-18	Nov-18	Dec-18	3-Month Average
Early Departure	0.0%	0.3%	0.2%	0.2%
Departures within 0-5 minutes	85.1%	87.9%	86.1%	86.4%
Monthly Wheelchair Boardings	5,347	4,377	4,589	4,771
Monthly Bicycle Boardings	9,663	7,714	7,275	8,217

The following detours potentially impact on-time performance:

- | | |
|-----------|---|
| On Detour | • Comanche St. Overpass -(9) month project-To be completed January 2019
➤ Route 21 |
| On Detour | • S. Alameda St. (Ayers-Louisiana) -(19) month project-To be completed Feb. 2019
➤ Routes 5, 19 & 29 |
| On Detour | • Ayers St. (Santa Fe-Alameda) -(17) month project-To be complete Jan. 2019
➤ Route 19 |
| On Detour | • North Staples St (IH-37 Bridge Overpass) -To be complete Late April 2019
➤ Route 12 |
| On Detour | • Corona Dr. (Flynn-Everhart) -(10) month project- To be complete March 2019
➤ Route 17 |
| On Detour | • Carroll Ln. (Houston-McArdle) -(27) month project-To be complete October 2019
➤ Route 17 |
| On Detour | • Gollihar Rd. (Staples-Kostoryz) -(2) year project-To be complete March 2019
➤ Routes 32 & 37 |
| On Detour | • Old Robstown Rd. (Leopard-Agnes-Hwy 44) -(1) year project-To be complete April 2019
➤ Routes 12 |
| No Detour | • South Staples St. (Brawner Parkway-Kostoryz) -Half complete- traffic switched to south side lanes of travel.
➤ Routes 17 & 29 |
| No Detour | • North Beach Improvements (5) month project-To be complete May 2019
➤ Routes 76 & 78 |
| No Detour | • Ayers St. (SPID-Gollihar) (12) month project-To be complete March 2020
➤ Routes 19G & 19M |
| No Detour | • Everhart Rd. (Holly Rd-SPID) (22) month project-To be complete March 2021
➤ Routes 17 & 32 |
| No Detour | • Morgan Ave. (Staples-Crosstown) (14) month project-To be complete April 2020
➤ Routes 16 & 23 |
| No Detour | • Morgan Ave. (Staples-Ocean Dr) (15) month project-To be complete Sept. 2020
➤ Route 23 |
| No Detour | • S. Staples St. (Kostoryz- Baldwin) (29) month project-To be complete Dec. 2021
➤ Route 29 |
| No Detour | • Leopard St. (Palm-Nueces Bay) (14) month project-To be complete Nov. 2020
➤ Routes 27 & 28 |
| No Detour | • Leopard St. (Crosstown-Palm) (13) month project-To be complete Dec. 2020
➤ Routes 27 & 28 |
| No Detour | • Sea Town Improvements (5) month project-To be complete March 2019
➤ Routes 76 & 78 |

Currently there are 8 detoured routes out of 32 fixed routes travelling on local streets (25%).

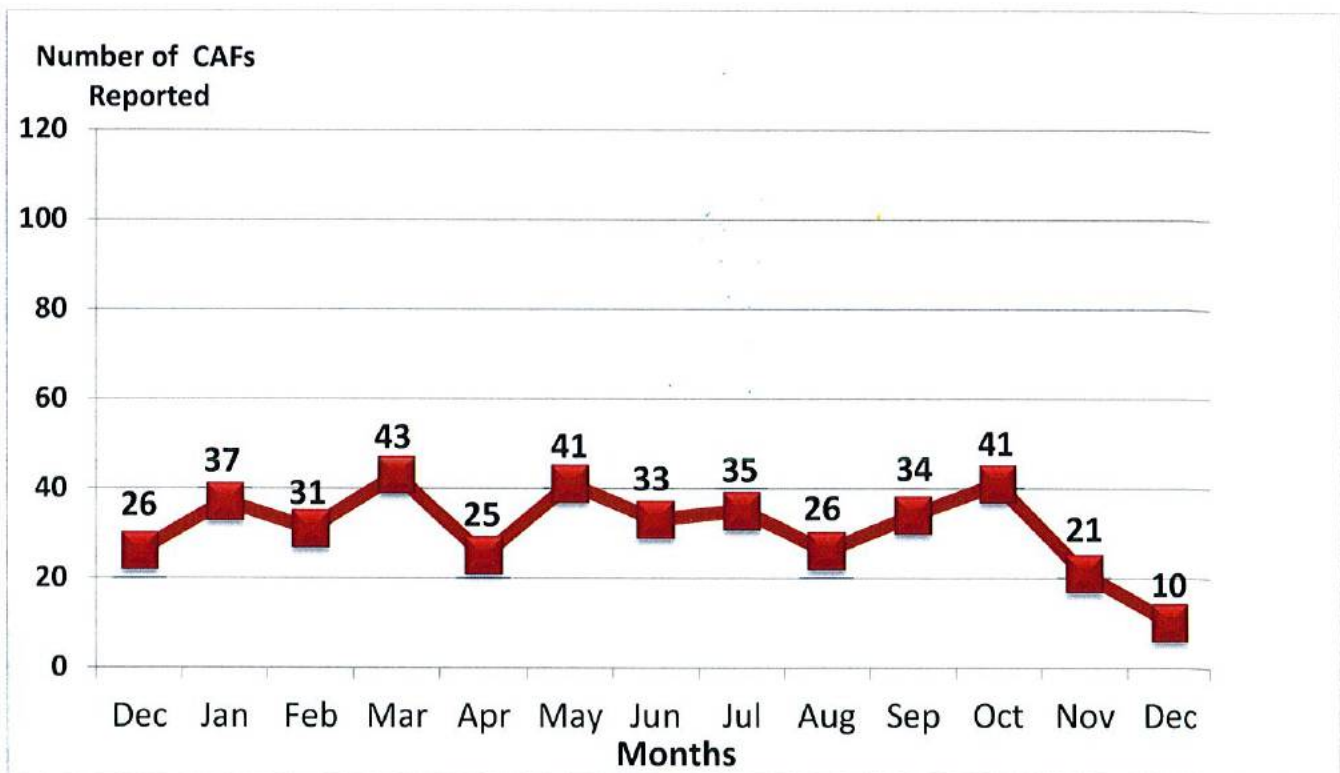
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.54** PPH did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **19,449** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **9,814** ambulatory; **4,608** wheelchair boardings

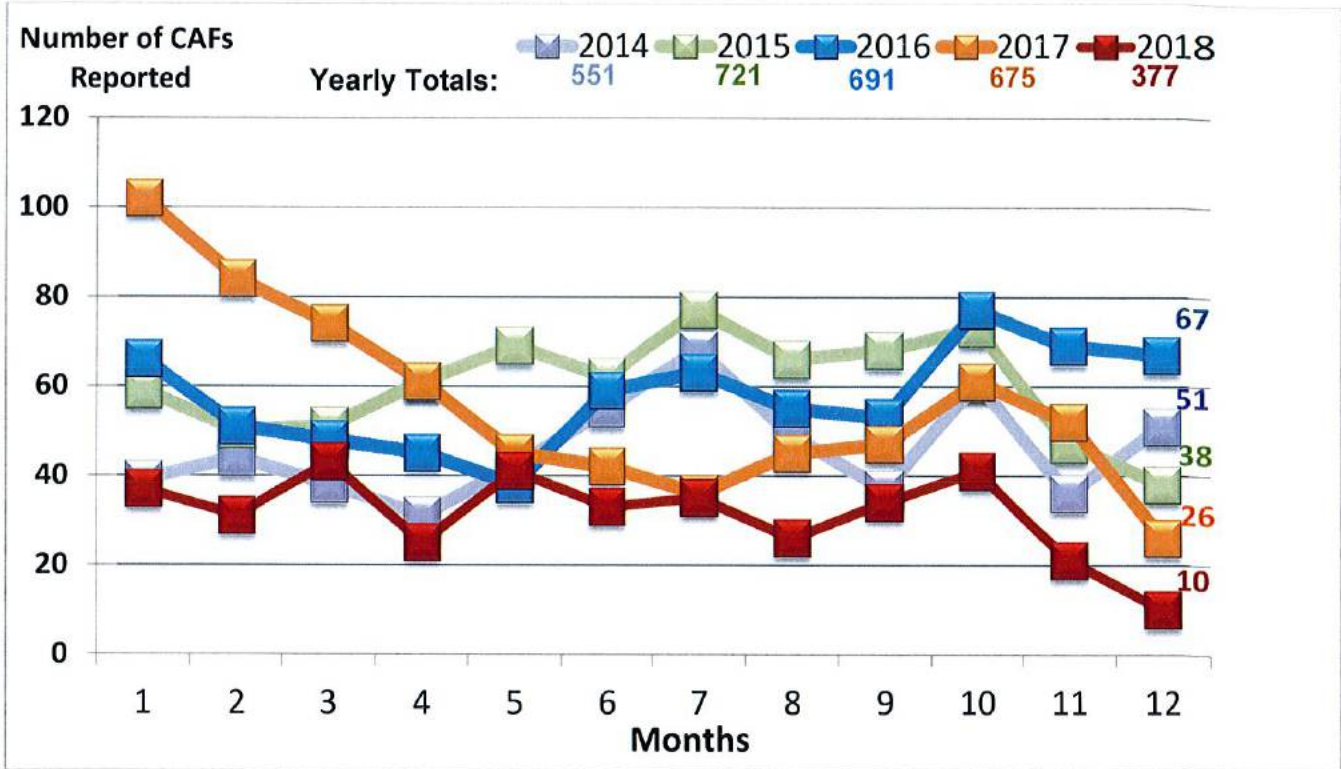
Metric	Standard	Oct-18	Nov-18	Dec-18	(3) Month-Ave.
Passengers per Hour	2.50	2.63	2.55	2.54	2.57
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	13,337	15,924	19,449	16,237
Monthly Wheelchair Boardings	No standard	5,378	4,848	4,608	4,945

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

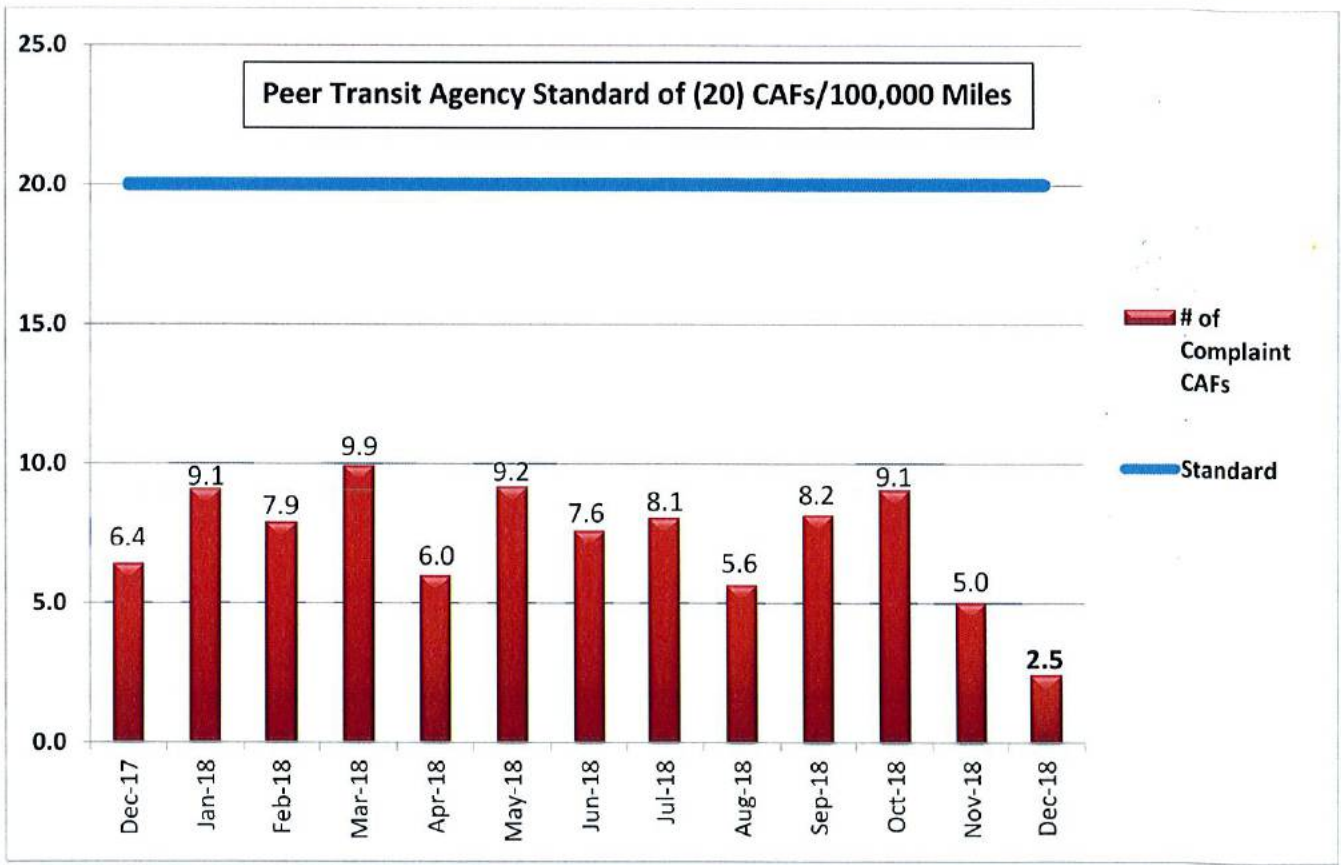
For December 2018, Customer Service received and processed 22 Customer Assistance Forms (CAF's) of which 10 or 45% were verified as valid. This represents a decrease of 11 CAFs received and verified from the 21 CAF's in November 2018. Of the 22 CAFs received 2 were commendations in the month of December.



3a. CAF Reports: Historical Trends



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



3d. December 2018 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	3		1	4
Driving Issues	1	2		3
Customer Services		2	2	2
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute	1			1
Clean Trash Can	2			2
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident at Station	1			1
Incident on Bus	1			1
No Wifi				
Denial of Service	2	1	1	4
Safety & Security				
Rude	2			2
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Stop Location Dirty				
TOTAL CAFs	13	5	2	20
Commendations	2	0	0	2

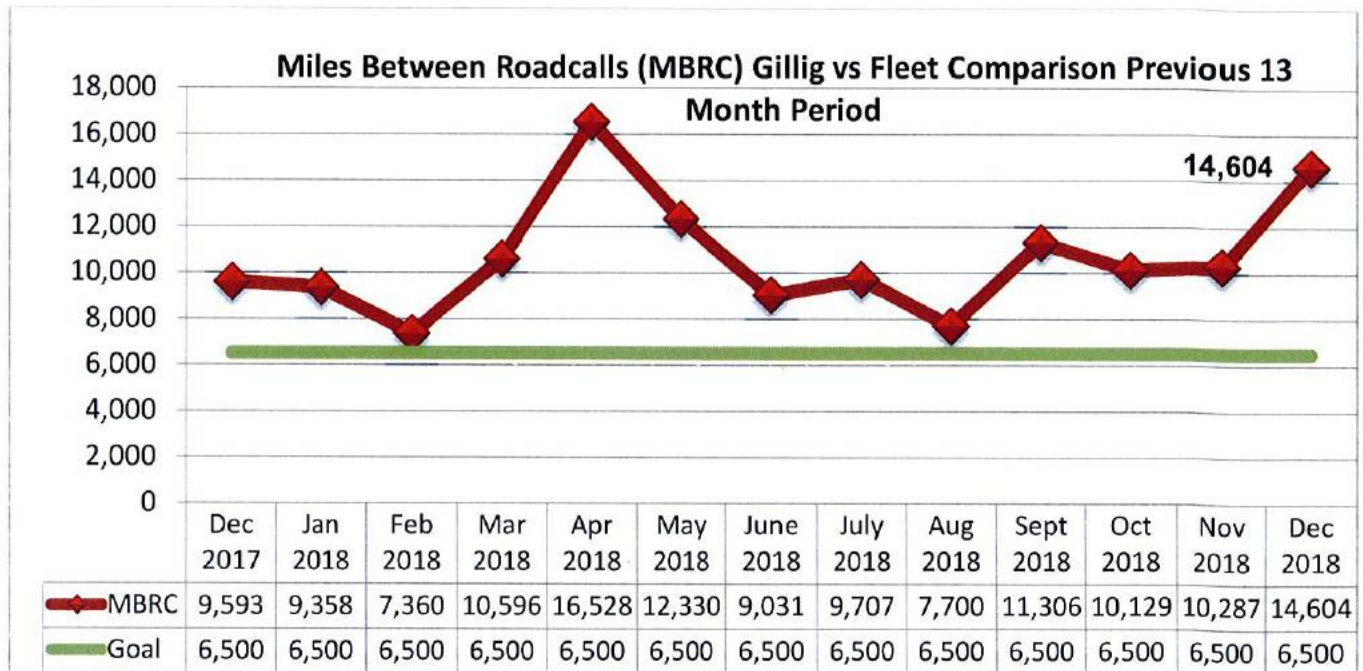
3c. Route Summary Report for December 2018:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#32 Southside Mini-B	
#4 Flour Bluff Mini B	1	#34 Robstown North Circulator	
#5 Alameda		#35 Robstown South Circulator	
#5x Alameda Express		#37 Crosstown/TAMUCC	
#6 Santa Fe/Malls		#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park	1	#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz		#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside	1	#56 Flour Bluff/Downtown Express	
#19 Ayers	2	#63 The Wave	
#19G Greenwood		#65 Padre Island Connection	
#19M McArdle		#76 Harbor Bridge Shuttle	
#21 Arboleda		#78 North Beach Shuttle	1
#23 Molina		#90 Flexi-B Port Aransas	

#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes	1	B-Line (Para-transit) Services	5
#27 Northwest		Safety & Security	2
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard /Omaha		Facility Maintenance	2
#29 Staples	3	Service Development/Facilities	
#29F Staples/Flour Bluff	1	Transportation (Other)	
#29SS Staples/Spohn South		IT	
#30 Westside/Health Clinic		TOTAL CAF's	20

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For December 2018, 14,604 miles between road calls (MBRC) were recorded as compared to 9,593 MBRC in December 2017. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Director of Planning

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: _____
Jorge Cruz-Aedo
Chief Executive Officer

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/2/2019 Board	14.a	Matt Woolbright	In reference to the November 2018 Financial Report, Mr. Woolbright asked for clarification on the increase of Staples Street Center expenses, October 2018 the expenses were lower.	Mr. Saldana stated there were other expenses included \$15,000 for the motors for the doors and \$21,000 for the October VETS Security Service invoice that wasn't received in October and was not paid until November.	1/2/2019
1/2/2019 Board	14.b	Dan Leyendecker	In reference to the Procurement Update, Mr. Leyendecker asked for the estimated cost of the CNG contract.	Mr. Saldana stated it was approximately \$800,000 but he would find the estimated cost and present it in the Weekly Update. Compresses Natural Gas (CNG) Fueling contract was awarded to Clean Energy dba California Clean Energy, Inc. on April 11, 2016. The award was a three year contract with two (2) one-year options. The three year base year contract was awarded for the amount not to exceed \$852,933. The estimated cost for the first-option year is not to exceed \$293,046.	1/2/2019 1/4/2019
1/2/2019 Board	14.b	Matt Woolbright	In reference to the Procurement Update, Mr. Woolbright asked for clarification on the purpose of contracting with two different law firms.	Mr. Bell stated the two contracts are to have different people to call, all are qualified on the issues.	1/2/2019
1/2/2019 Board	14.c	Anne Bauman	In reference to the Security Update, Ms. Bauman asked for clarification on how the off-duty officers are paid, asking if they are paid out of the contract and if they receive any benefits.	Mr. Rendon stated the off-duty officers are paid out of the contract and they do not receive any benefits, they are not employees of the Agency.	1/2/2019
1/2/2019 Board	14.c	Matt Woolbright	In reference to the Security Update, Mr. Woolbright asked for clarification on the notice the directors received about expecting a resignation from the owner of the contract of the off-duty officers.	Mr. Rendon stated Mr. Cabello stated he was going to withdraw from the contract, but two days later he had changed his mind. Mr. Cruz-Aedo stated the Police Department has placed Mr. Cabello on Administrative Leave with pay but in this capacity he can't perform the law enforcement duties in the contract.	1/2/2019

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/2/2019 Board	14.c	Dan Leyendecker	In reference to the Security Update, Mr. Leyendecker asked for clarification on payment of the contract with Mr. Cabello not performing the duties designated in the contract.	Mr. Cruz-Aedo stated the Agency is paying the officers \$32.00 per hour for time worked. The \$500.00 per week Coordinator's fee is not being paid since Mr. Cabello is suspended.	1/2/2019