



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, April 3, 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.	Award Recognition by CEO a) Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting	J. Cruz-Aedo	3 min.	----
6.	Opportunity for Public Comment	E. Martinez	3 min.	----
7.	Update on RCAT Committee Activities	S. Montez	3 min.	----
8.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of February 27, 2019	E. Martinez	2 min.	Pages 1-5
9.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 27, 2019	E. Martinez	2 min.	Pages 6-9
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of March 6, 2019	E. Martinez	2 min.	Pages 10-18
11.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations to Award a Contract to Hanson Professional Services, Inc., for General Architectural and Engineering Services	S. Montez	3 min.	Pages 19-22 <i>PPT</i>
12.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations to Award a Contract for Architectural and Engineering Design Services to	S. Montez	3 min.	Pages 23-26 <i>PPT</i>

	Gignac & Associates, LLP, for the Demolition of Kleberg Bank Building at Port/Ayers			
13. Presentations:				
a) Procurement – Leveling the Playing Field	A. Hinojosa	5 min.		<i>PPT</i>
b) February 2019 Financial Report	R. Saldaña	4 min.	Pages 27-35	<i>PPT</i>
c) Procurement Update	R. Saldaña	4 min.		<i>PPT</i>
d) February 2019 Safety & Security Report	M. Rendón	4 min.		<i>PPT</i>
e) February 2019 Operations Report	G. Robinson	4 min.	Pages 36-44	<i>PPT</i>
14. CEO's Report	J. Cruz-Aedo	5 min.	----	
15. Board Chair's Report	E. Martinez	5 min.	----	
16. Adjournment	E. Martinez	1 min.	----	
17. Information Items:				<i>Attachments</i>
a) RCAT Route Analysis–February 21, 2019				
b) Member Inquiry Forms:				
1. Board Meeting–March 6, 2019				
2. Committee Meetings–February 27, 2019				

Total Estimated Time: 60 min.

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On **Friday, March 29, 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 27, 2019**

Summary of Actions

1. Conducted Roll Call
2. Held Safety Briefing
3. Action to Receive Conflict of Interest Affidavits
4. Provided Opportunity for Public Comment
5. Action to Approve the Administration & Finance Committee Meeting Minutes of January 23, 2019
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Amending the Drug and Alcohol Abuse Policy
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet
8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services
9. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution to add the Port of Corpus Christi to the Interlocal Corporation Agreement between City of Corpus Christi, CCRTA and Nueces County for Radio Communications System
10. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee in Support of a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant
11. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Updated No-Show Policy for the B-Line Eligibility Program
12. Adjournment

The Corpus Christi Regional Transportation Authority Administration & Finance Committee 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.

Committee Members Present: Tom Niskala, Committee Chairman; Glenn Martin, Anne Bauman and Philip Skorbarczyk.

Committee Members Absent: Scott Harris.



Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Dena Linnehan, Michelle Martinez, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, JoAnna Serna and Susan Teltschik.

Public Present: Gina Salazar, President, ATU Local 1769 Union; Blake Littauer, Clean Energy.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:31 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Gordon Robinson provided safety information in the event of an emergency for the Board members and guests in the audience. He explained where individuals are to assemble outside of the building, including shelter in-place instructions. He pointed out where the building exits and muster points are in the building, and explained once you are out of the building, you may not enter until an 'all clear' is given by Security personnel.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Heard Human Resources Department Update

Ms. Gaitan provided a project update of the projects the Human Resources department has been working on to include the Employee Handbook, and mentioned amending the current Drug and Alcohol Abuse Policy. Other projects included the Compensation Study, Employee Benefits and Recruitments. She commented this presentation is relates to the Board Priority of Workforce Development.

Action to Approve the Administration & Finance Committee Meeting Minutes of January 23, 2019

MR. GLENN MARTIN MADE A MOTION TO 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. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Amending the Drug and Alcohol Abuse Policy

Ms. Gaitan commented this item relates to the Workforce Development Board Priority. She commented on background information where the agency is required by the Federal Transit Administration (FTA) under 5307 and 5310 to have a current drug and alcohol



abuse policy in place and testing of all safety-sensitive employees. She stated the CCRTA tests all their employees. Ms. Gaitan commented the last revision was approved in July 2016, although due to a recent compliance audit by the FTA in January 2019, they recommend the agency follow their template for this policy and bring our program up-to-date. She said the new amended policy will reflect the FTA requirement and verbiage changes will help the employees to have a better understanding of the policy.

MR. PHILIP SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE AMENDING THE DRUG AND ALCOHOL ABUSE POLICY. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet

Mr. Robert Saldaña provided background information where the agency is required to produce system-wide passenger mile data to the National Transit Database (NTD). He also commented this item falls under the Board Priority of Safety & Security, and Innovations. He said this does equipment comply with our FTA regulatory requirements under the 5337 and 5339 funds we receive. He commented our current process is tracked manually by staff and compared to fare ridership for accuracy which leaves room for human error, and is labor intensive. Mr. Saldaña pointed out the various benefits of the APC systems and how they help. A layout of the bus was shown indicating where the APC sensor is placed, and said the estimated cost is \$196,601 to cover 14 APC systems on 14 buses. Funding would be under the 5339 Formula grant for an 80/20 split with DBE participation on this project.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR ON-BOARD AUTOMATED PASSENGER COUNTERS (APC) SYSTEM FOR BUS FLEET. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services

Mr. Robert Saldaña commented this item is the Board Priority of Financial Transparency. He provided a background of three audits the agency performs annually; 1) Financial Statements of CCRTA, 2) Federal Single Audit of grant assistance funding, and 3) Financial Statements of CCRTA Employee Defined Benefit Plan. He described a timeline and on January 30, 2019, the agency received three proposals; Carr, Riggs & Ingram;



Collier, Johnson & Woods; and RSM US LLP and all three are qualified. He stated Collier, Johnson & Woods is our current vendor and has been for 14 years. Mr. Saldaña said the agency is recommending Carr, Riggs & Ingram as they provided the best combination of technical ability and pricing, and with a local Corpus Christi office, the company is a super-regional firm with a lot more transit experience. He also commented this contract total of \$212,500 would be for three years with one two-year option at an annual average of \$70,833.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE AWARDING A THREE-YEAR CONTRACT WITH ONE (1) TWO-YEAR OPTIONS TO CARR, RIGGS & INGRAM FOR FINANCIAL AUDITING SERVICES. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to add the Port of Corpus Christi to the Interlocal Corporation Agreement between City of Corpus Christi, CCRTA and Nueces County for Radio Communications System

Mr. Robert Saldaña stated this item is in line with the Board Priority of Financial Transparency. He commented the interlocal agreement began on September 23, 1991 between the City and CCRTA to provide development and operation of an 800 MHz public safety radio system. He stated over the past 28 years, the agreement has been amended six times to add additional users. There are no DBE or costs associated to add the Port of Corpus Christi to the agreement.

MR. TOM NISKALA MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADD THE PORT OF CORPUS CHRISTI TO THE INTERLOCAL CORPORATION AGREEMENT BETWEEN CITY OF CORPUS CHRISTI, CCRTA AND NUECES COUNTY FOR RADIO COMMUNICATIONS SYSTEM. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to in Support of a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant

Ms. Jennifer Fehribach provided background information on this Innovation Board Priority for action to support a partnership with Texas A&M Transportation Institute (TTI) for a grant that is a USDOT Automated Driving System Safety Platform. She said this grant will be for \$60 million, and the lead applicant TTI, and the CCRTA would become the sub-recipient. She recommends to board members to adopt the resolution for this grant. She



commented this is one of the autonomous opportunities for the agency to become more involved with being able to consider a pilot program on the campus at CCTAMU. The vehicle will be from NAVYA and leased through MV, being operated by the CCRTA as a turnkey project.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO IN SUPPORT OF A GRANT APPLICATION WITH TEXAS A&M TRANSPORTATION INSTITUTE FOR A UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) AUTOMATED DRIVING SYSTEM (ADS) DEMONSTRATION GRANT. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Updated No-Show Policy for the B-Line Eligibility Program

Ms. Sharon Montez presented this item under the Board Priority of Safety & Security, and Innovations. She commented the Transportation Research Board held a survey of transit agencies 'No-Show Policies' and found many were too restrictive. The FTA stated 3 no-shows in 30 days did not necessarily indicate abuse and would deny some ADA rights. Ms. Montez stated the CCRTA's No-Show Policy and Late Cancellation aligns to the FTA regulations. She provided definitions of No-Show, Late Cancellation and Violation of the program along with the differences between the old policy and the proposed new policy. She commented the proposed policy will be presented to the Board of Directors at the March Board Meeting for approval, B-Line riders are being notified through various avenues, and the agency will give a one-month grace period. Ms. Montez stated there is no DBE goal since this is a required procedure associated with the federal regulation, and no costs are associated with this action.

MS. BAUMAN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE UPDATED NO-SHOW POLICY FOR THE B-LINE ELIGIBILITY PROGRAM. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT HARRIS.

Adjournment

There being no further review of items, the meeting adjourned at 9:24 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 27, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 23, 2019**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract for Vanpool Services to Enterprise Holdings, dba Commute with Enterprise and Enterprise Rent-A-Car**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts**
8. **Adjournment**

The Corpus Christi Regional Transportation Authority Operations & Capital Projects Committee 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.

Committee Members Present: Michael Reeves, Committee Chairman; George Closer, Dan Leyendecker, Patricia Dominguez and Matt Woolbright.

Committee Members Absent: None.

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Dena Linnehan, Michelle Martinez, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, JoAnna Serna and Susan Teltschik.

Public Present: Gina Salazar, President, ATU Local 1769 Union; Blake Littauer, Clean Energy.

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 9:28 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Gordon Robinson provided safety information in the event of an emergency for the Board members and guests in the audience. He explained where individuals are to assemble outside of the building, including shelter in-place instructions. He pointed out



where the building exits and muster points are in the building, and explained once you are out of the building, you may not enter until an 'all clear' is given by Security personnel.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 23, 2019

MR. DAN LEYENDECKER MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 23, 2019. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CLOWER.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Vanpool Services to Enterprise Holdings, dba Commute with Enterprise and Enterprise Rent-A-Car

Mr. Gordon Robinson provided background information on the program and how the agency is involved, and this item is part of the Innovations Board Priority. He stated there are now 13 vans in the program. Existing contract was awarded in March 2014 and up for renewal. The RFP was posted with several publications last December 2018 and closed on February 15, 2019. He said the pre-bid meeting held last month had three contractors who participated, and one proposal received by Enterprise Holdings, a dba as Commute with Enterprise and Enterprise Rent-a-Car. This program is a turnkey program and no federal dollars are involved. Mr. Robinson said this has been budgeted in 2019 Operating budget at \$98,379 for two 1-year options for a total estimated project cost of \$295,137 during a 3-year period from April 2019 to March 2022. This item will be taken to the March Board meeting for approval.

MR. LEYENDECKER MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 23, 2019. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CLOWER.

Ms. Sharon Montez recognized Mr. Blake Littauer from Clean Energy for attending the meeting.

Mr. Michael Reeves asked for Agenda Item No. 8 to be moved up and presented due to travel of those presenting and attending the meeting.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise a Three-Year Option and a Two-Year Option for Clean Energy CNG Maintenance Services

Ms. Sharon Montez thanked Mr. Blake Littauer of Clean Energy for attending the meeting from his office located in Dallas, Texas. She commented the Board Priority for this item is Facilities. Ms. Montez commented this 3-three contract with 2 one-year options will expire in April 2019, and the agency would like to turn this into a 5-year contract as the vendor has agreed to keep their current pricing for the next 5 years. By exercising a three-year option and a two-year option, total cost for the 5-year contract is budgeted under the 2019 Facilities Maintenance budget at \$1.53 million, or \$305,991 annually. This item is not funded with any federal monies.

She continued with background information where in November 2012, the agency built CNG station of three large 500 HP compressors, dryer, buffer tanks, and 6 fueling dispensers. We had an in-house CNG maintenance employee who unexpectedly departed and a decision was made to hire a company with history of performing CNG maintenance support services to transit agencies like the CCRTA.

MR. LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE A THREE-YEAR OPTION AND A TWO-YEAR OPTION FOR CLEAN ENERGY CNG MAINTENANCE SERVICES. MR. WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CLOWER.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts

Ms. Jennifer Fehribach stated the Board Priority relates to Budget. She provided background of over 1,900 plus replacement parts, and multiple contracts are needed to secure volume discounts and firm pricing. She commented a one-year cost estimate is based on 2018 consumption and is in 2019 Maintenance Budget. She said the estimated one-year project cost is \$498,683, option year 1 and option year 2 will include a 4 percent increase average, or \$518,630.97 and \$539,376.10 accordingly.

MR. WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD THREE INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS AND ENGINE PARTS. MS. DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CLOWER.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank

Ms. Sharon Montez provided the background on this item and noted the Facilities is the Board Priority. She commented the Kleberg property was purchased in November 2017, and the agency is currently leasing the bank back and the lease expires the end of this coming April 2019. She said the agency will issue an Invitation for Bids (IFB) for demolition of the bank, remove any items which benefit the CCRTA and hold a furniture/vault disposition sale upon lease termination.

She included a scope of work which included demolition of bank and drive through canopy of approximately 28,000 sq. ft., any asbestos abatement, removal of footing up to 3 ft. below grade, any debris removal and backfill to fill in the demolished areas. Slides were displayed with picture of demolition, and she commented the estimated cost for the project is budgeted in the 2019 Operating budget at \$300,000. Also noted there are no federally funded monies for this project.

MR. LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR THE DEMOLITION OF THE KLEBERG BANK. MS. DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CLOWER.

Adjournment

There being no further review of items, the meeting adjourned at 9:53 a.m.

Submitted by: Dena Linnehan



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MARCH 6, 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. Update on RCAT Committee Activities
7. Action to Approve Board of Directors Meeting Minutes of February 6, 2019
8. Action to Approve Consent Agenda Items a) thru j) –
 - a) Action to Approve Amending the Drug and Alcohol Abuse Policy
 - b) Action to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet
 - c) Action to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services
 - d) Action to Approve the Updated No-Show Policy for the B-Line Eligibility Program
 - e) Action to Award a Contract for Vanpool Services to Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car
 - f) Action to Adopt a Resolution to add the Port of Corpus Christi to the Interlocal Corporation Agreement between City of Corpus Christi, CCRTA and Nueces County for Radio Communications System
 - g) Action to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant
 - h) Action to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts
 - i) Action to Exercise a Three-Year Option and a Two-Year Option for Clean Energy CNG Maintenance Services
 - j) Action to Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank
9. Action to: a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust; and b) Approve the Fourth Amendment to the CCRTA Employees Defined Benefit Plan and Trust (As Amended and Restated Effective January 1, 2010)
10. Heard Presentations –
 - a) January 2019 Financial Report
 - b) Procurement Update
 - c) January 2019 Safety & Security Report
 - d) January 2019 Operations Report



- e) **Discontinue Pilot Route 99 Port Aransas Ferry Shuttle Seasonal Service Performance**
- 11. **Heard CEO's Report**
- 12. **Heard Chairman's Report**
- 13. **Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: Real Estate Matters**
- 14. **Adjournment**
- 15. **Information–**
 - a) **RCAT Meeting Minutes– January 17, 2019**
 - b) **Member Inquiry Forms:**
 - 1. **Board Meeting– February 6, 2019**
 - 2. **Committee Meetings– January 23, 2019**

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, Tom Niskala, Scott Harris; Anne Bauman; Philip Skrobarczyk and Matt Woolbright.

Board Members Absent: Patricia Dominguez.

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

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Roland Barrera, Barrera Insurance (ENTRUST); Gina Salazar, Local 1769 ATU; Kara Rivas, KCS/PR; Ray Hernandez, ICONIC Signs; John Valls.

Call to Order & Roll Call

Mr. Edward Martinez called the meeting to order at 8:35 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Miquel Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained where individuals are to assemble outside of the building, including shelter in-place instructions. He pointed out where the building exits and muster points are in the building, and explained once you are out of the building, you may not enter until an 'all clear' is given by Security personnel.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under Public Comment.

Update on RCAT Committee Activities

Ms. Sharon Montez commented on the recent RCAT meeting held February 21, 2019 where the RCAT members rode Route 26, and stated the RCAT members will ride a different route every other month in lieu of holding a regular meeting. This will help them learn what our riders experience and how our system operates. She also commented prior to the meeting a brief training session was held to show the members how to ride the bus, board the bus, use the farebox along with other rider details necessary to navigate the system. Ms. Montez said the next regular RCAT meeting will be held on Thursday, March 21, 2019 with the next bus ride on April 18, 2019.

Action to Approve Board of Directors Meeting Minutes of February 6, 2019

MR. DAN LEYENDECKER MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 6, 2019. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT DOMINGUEZ.

Action to Approve Consent Agenda Items a) thru j) –

- a) Approve Amending the Drug and Alcohol Abuse Policy;**
- b) Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet;**
- c) Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services;**
- d) Approve the Updated No-Show Policy for the B-Line Eligibility Program;**
- e) Award a Contract for Vanpool Services to Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car;**
- f) Adopt a Resolution to add the Port of Corpus Christi to the Interlocal Corporation Agreement between City of Corpus Christi, CCRTA and Nueces County for Radio Communications System;**
- g) Action to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant;**
- h) Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts;**
- i) Exercise a Three-Year Option and a Two-Year Option for Clean Energy CNG Maintenance Services;**
- j) Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank**

MR. MICHAEL REEVES ASKED FOR ITEM 8.C TO BE PULLED FOR FURTHER DISCUSSION AND CLARITY. MR. MATT WOOLBRIGHT ASKED FOR ITEM 8.G TO BE PULLED FOR FURTHER DISCUSSION AND CLARITY.



MR. MARTINEZ ASKED FOR A MOTION TO APPROVE CONSENT AGENDA ITEMS A), B), D), E), F), H), I), AND J). MR. TOM NISKALA MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS A), B), D), E), F), H), I), AND J) WITH THE EXCEPTION OF ITEMS C) AND G). MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT DOMINGUEZ.*

Mr. Martinez asked for discussion and possible action for item no. 8.c), and Mr. Harris commented he would like to get more information on item 8.c).

Mr. Robert Saldaña presented the consent item 8.c) to the Board as had been approved in the Administration & Finance Committee meeting held on February 27, 2019. He stated this item aligns with our Board Priority of Financial Transparency, and is for the financial audits performed annually of three separate types of audits; 1) Financial Statements of CCRTA, 2) Federal Single Audit of Grant Assistance Funding, and 3) Financial Statements of CCRTA Employee Defined Benefit Plan. His timeline for the process was Board approval on December 5, 2018, Request for Proposal (RFP) issuance on December 7, 2018, Proposals received January 30, 2019 from three vendors, Staff evaluation on February 7, 2019; and we asked for the Best and Final Offers (BAFOs) and received them on February 8, 2019. Mr. Saldaña said 2 Finance, 1 Administration, 1 MIS and 1 Human Resources employees made up the evaluation team, and the contract would be for three years with one 2-year option. He displayed a summary of scores and Carr, Riggs & Ingram total had the highest score of 88.70, and this firm is super-regional with a local office in Corpus Christi and provided the best combination of technical ability and price.

Comments and questions were asked and answered regarding the 2nd year option. Mr. Martinez asked for another motion to approve item no. 8.c) Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services.

MR. REEVES MADE A MOTION TO APPROVE CONSENT AGENDA ITEM 8.C) AUTHORIZE AWARDING A THREE-YEAR CONTRACT WITH ONE (1) TWO-YEAR OPTIONS TO CARR, RIGGS & INGRAM FOR FINANCIAL AUDITING SERVICES. MR. NISKALA SECONDED THE MOTION. THE MOTION CARRIED. *MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT DOMINGUEZ.*

Mr. Martinez asked for discussion and possible action for item no. 8.g).

Ms. Jennifer Fehribach presented the consent item 8.g) to the Board as had been approved in the Operations & Capital Projects Committee meeting held on February 27,



2019. She stated this item aligns with our Board Priority of Innovation. Ms. Fehribach commented the Operations Division has been working with Smart Cities Lab and the Texas Innovation Alliance since April 2018 to advance a seamless mobility agenda for the State of Texas, and due to this, the CCRTA was invited to join the coalition to participate in a USDOT grant focused on developing a Safety Platform for Automated Driving Programs. She said Texas A&M Transportation Institute (TTI) would be the grantee and the CCRTA would be the sub-recipient, and the Department of Transportation (DOT) national grant funding estimated at \$60 million dollars. She commented TTI is projecting to award 1 to 4 agencies upwards of \$500,000 towards operations of autonomous vehicles not using federal dollars which aligns within the CCRTA criteria for an autonomous pilot program.

Mr. Woolbright asked the implementation costs for the autonomous program, and Ms. Fehribach stated we are waiting on MV Transportation to send us pricing information so we may provide a cost estimate for the project. She also commented the grant identifies agencies in Texas who already utilized autonomous vehicles, or those who plan to start using autonomous vehicles the next 12 to 24 months. Mr. Cruz-Aedo commented MV cost is determined by the service usage, and we plan to utilize the program during the academic hours. Mr. Scott Harris mentioned an event TTI will be hosting a technology conference in College Station, Texas on April 29, 2019, and he suggested a representative of the CCRTA attend as he plans to attend. He said TTI has research on the various autonomous programs.

After discussions asked and answered, Mr. Martinez asked for another motion to approve item no. 8.g) Action to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant.

MR. NISKALA MADE A MOTION TO APPROVE CONSENT AGENDA ITEM 8.G) ACTION TO SUPPORT A GRANT APPLICATION WITH TEXAS A&M TRANSPORTATION INSTITUTE FOR A UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) AUTOMATED DRIVING SYSTEM (ADS) DEMONSTRATION GRANT. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT DOMINGUEZ.

Mr. Martinez commented Mr. Niskala would abstain from item 9.a) for Action to Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust, and Mr. John Bell reiterated the item number 9.a).

Action to: a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust; and b) Approve the Fourth Amendment to the CCRTA Employees Defined Benefit Plan and Trust (As Amended and Restated Effective January 1, 2010)



Mr. Saldaña commented he will report on both sub-items a) and b) as described above. He stated this item aligns with our Board Priority of Workforce Development and Employee Retention along with Financial Transparency. He displayed a slide to show requirements an employee or retired employee must meet. He commented normal retirement age at 62 years, a plan member may draw benefits with no penalty. The early retirement age of 55 years, a plan member must have completed 10 years of continuous service, and will have a 5 percent benefit reduction for each year preceding normal retirement date and not to exceed a maximum of 35 percent. Mr. Saldaña also said your retirement benefit is based on a member's final three years average earnings, and are fully vested after 7 years of employment with the agency.

A slide showing two options for consideration included the previous actuarial consultant's suggestion to update the mortality table from RP-2000 to RP2014, reducing the rate of return from 7.50 to 7.25 percent, continue current retirement plan program and provide Ad Hoc cost of living adjustment (COLA). The second option CCRTA management recommended would increase the benefit formula calculation from 2.0 to 2.50 percent, offer a one-time COLA of 2.50 percent, retain the RP-2000 mortality table and retain 7.50 percent on rate of return.

Mr. Saldaña displayed a slide that showed the differences between the mortality tables at about 3 to 3-1/2 additional years of life. Additional slides displayed included the CCRTA's rate of return from 2009 through 2018, the rate of return average of 6.8 percent over a 10-year period, and snapshot of averages between 2017 and 2018 where the agency paid out \$1.78 million to \$1.65 million, or a 2.3 increase sequentially. Two slides showing Options 1 and 2, included a current actual baseline of the plan versus the each of the options. Other slides showed formula calculations between 2.0 percent and 2.5 percent and the increased benefit a retiree would receive based on their years of employment, and a chart was shown indicating the CCRTA's funded ratio of 98.30 percent versus other transit agencies.

He also explained for second portion of this item b) Approve the Fourth Amendment to the CCRTA Employees' Defined Benefit Plan and Trust; the previous 3RD amendment restated the Plan, and language should be Approve the First Amendment to the Restated CCRTA Employees' Defined Benefit Plan and Trust. Ms. Lisa Keckler, our Wells Fargo representative, reiterated this should be the First Amendment to the 2015 version of the restated Plan. After general discussion by the Board members for additional clarity on this item, Mr. Martinez asked for a motion of Item 9.a) only.

MR. MARTIN MADE A MOTION FOR ITEM 9.A) ACTION TO ADOPT A RESOLUTION TO IMPLEMENT A COST OF LIVING ADJUSTMENT UNDER THE CCRTA EMPLOYEES' DEFINED BENEFIT PLAN AND TRUST. MR. CLOWER SECONDED THE MOTION. FURTHER DISCUSSION MERITED ADDITIONAL CLARITY NEEDED TO MOVE FORWARD. MR. MARTINEZ ASKED FOR A VOTE. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, AND SKROBARCZYK VOTING IN



FAVOR. WOOLBRIGHT ABSTAINED. THE MOTION CARRIED. ABSENT DOMINGUEZ.

Mr. Martinez asked the members to tabled item 9.b) Approve the Fourth Amendment to the CCRTA Employees Defined Benefit Plan and Trust (as amended and restated effective January 1, 2010) and to discuss further at the April Board Retreat scheduled for April 26, 2019.

MR. LEYENDECKER (VIA GOTOMEETING) MADE A MOTION FOR ITEM 9.B) ACTION TO APPROVE THE FOURTH AMENDMENT TO THE CCRTA EMPLOYEES DEFINED BENEFIT PLAN AND TRUST (AS AMENDED AND RESTATED EFFECTIVE JANUARY 1, 2010) TO BE TABLED TO DISCUSS FURTHER AT THE APRIL BOARD RETREAT SCHEDULED FOR APRIL 26, 2019. MR. WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT DOMINGUEZ.

Heard Presentations –

a) January 2019 Financial Report

Mr. Saldaña commented the Board Priority aligns with Transparency. He reported January revenues at \$2.9 million on a budget of \$3.3 million were short by \$488,491, and the January expenses were \$2.5 million on a budget of \$2.9 million, or ahead by \$395,819. A chart with expense by object excluding depreciation, debt service and street improvements was displayed with the bulk being salaries and benefits at \$1.1 million and purchased transportation at \$566,909. Mr. Saldaña presented December 2018 sales tax update comparison or month-to-month from 2017 and 2018 at 12.64 percent, including a budget to actual at \$497,782 ending the year, or 16.12 percent. He displayed a chart showing the volatile months of sales tax revenue highs and lows.

b) Procurement Update

Mr. Saldaña commented on the Board Priority aligns with Financial Transparency. He said there are currently five procurements in various stages of processing; 3 having due dates in early March and two in early April. A slide was shown on the stats of each to include outreach, pre-proposal/bid meeting attendance and solicitations received. Mr. Saldaña stated there are no items recorded for the 4-month outlook, and there are 7 projects requiring the CEO's signature authority. He said the agency still maintains the Marina Rental Space contract at \$6,300 monthly.

c) January 2019 Safety & Security Report

Mr. Rendón commented this item falls under the Board Priority of Facilities – Safety & Security. He stated there were 8 accidents for the month of January with 1 determined to be preventable, 7 non-preventable giving us a collision rate for the



month at 2.73. Mr. Rendón reported the CCRTA operators drove a total of 292,661.9 miles in the month of January. A slide showing the Security statistics was displayed and included there were 445 contacts with individuals for the month.

Mr. Rendón commented the security team is securing the building, checking the parking lots for unsecure vehicles, and any safety and security issues concerning the public. He also commented the Tommy Cabello contract since he has retired from the CCPD and is no longer a police officer in the State of Texas. Mr. Rendón said our Procurement department sent him a certified letter terminating his contract as the Security Administrator. Currently Mr. Rendón is doing the duties of this position until a Security Administrator is hired. He also said the security is at full capacity and all stations are manned. Another pro-active campaign the department is in the early stages for the coming months will be for "Lock-It or You Could Lose-It" signage in our employee parking lots. This will help everyone remember to lock up their vehicles and store items out of sight.

Mr. Rendón said the campaign, 'If you See Something, Say Something', has also been utilized at our Bear Lane location now, and will also be displaying on our buses.

d) January 2019 Operations Report

Mr. Gordon Robinson commented the Board Priority for this item aligns with Public Image & Transparency. He reported January's monthly ridership was up 6.3 percent than last year with 439,006 boardings. He said Vanpool is up by 2,108 percent, including Flex-B by 18 percent, B-Line by 20 percent, Fixed Route by 5 percent with a system overall by 6 percent. System-wide year-to-date also up in all categories with a total percentage increase at 6.3 percent.

Charts of performance statistics of highest and lowest weekdays productivity, highest wheelchair and bicycle boardings with Fixed Route On-Time Performance was 88.3 percent were shown. Mr. Robinson provided a slide to show the City Bond Projects and the Harbor Bridge Project detours with 8 out of 32 routes still being on detour, or 25 percent of our routes. He reported B-Line service met their metrics, we received 13 CAFs for the month and the 2nd lowest in the past several years. Miles between Roadcalls came in at 15,599 for the month.

f) Discontinue Pilot Route 99 Port Aransas Ferry Shuttle Seasonal Service Performance

Mr. Gordon Robinson reported on the Route 99 Pilot Program meeting the Board Priority of Transparency. Background information he commented originally began operation June 26 through August 24, 2017, Monday to Sunday, 6:00 a.m. to 8:00 p.m. at 30-minute frequencies, and priority boarding at the ferry terminals. He said the program was improved in 2018 with service option from May 25 through September 3, 2018 (Labor Day) and included express trips between Corpus Christi and Port Aransas, again Monday to Sunday, 6:20 a.m. to 6:45 p.m., at 30-minute



frequencies, and also the priority board at the ferry terminals. He said extensive outreach campaign was introduced through newspaper, summer guides, hotels, rental properties, restaurants, social media, YouTube, Facebook and the others.

A slide showing the service performance for 2017 and 2018 indicated the costs per boarding was \$32.57 in 2017 and \$113.17 in 2018, or 248 percent increase as compared to 2017. Total ridership and operation for 2017 was 2,523 and 62 days versus 2018 at 1,160 and 102 days. Due to the low performance of not meeting the service standards during the two-year pilot program, the agency will discontinue the Port Aransas 2019 Pilot Route 99 service.

Heard CEO's Report

Mr. Cruz-Aedo commented on meeting with the Fire Chief recently regarding the Mayor of Corpus Christi's request to see if the agency could assist with the transportation needs of customers calling the Fire Department for non-emergency calls to be transported to various locations. As an example, the Fire Department must respond when a person calls for medical emergency, whether it is just to pick up medicine at a hospital and not an actual emergency. Mr. Cruz-Aedo let them know we have a system in place where an individual may come in or receive transportation with immediate eligibility until they complete the assessment process provides them access. He said the Chief would contact the City Manager and Mayor to let them know at this time there is no need for additional support from the CCRTA to transport individuals to medical facilities.

He said the Board Retreat will be held April 26, 2019. Additionally, in April our Legislative Consultants will schedule a meeting so the Board members, one-on-one and in a group setting may meet the representatives to hear their initiatives.

Heard Chairman's Report

Mr. Martinez Board Chairman deferred his time to other members to comment. Ms. Anne Bauman commented the MV service. Mr. Reeves thanked Staff for their thorough presentations. Mr. Woolbright also commended everyone on the Operations side and doing a great job. Mr. Martinez commended Ms. Flowers for her tenure with the agency.

He then called the closed session at 10:20 a.m. for Possible Action Thereafter in Open Session Concerning Real Estate Matters.

Held Closed Session and Possible Action Thereafter in Open Session Concerning Real Estate Matters

Mr. Martinez opened the session at 10:41 a.m. No Action was taken.

Adjournment

There being no further review of items, the meeting adjourned at 10:42 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Subject: Enter into Negotiations for the Award of a Contract with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services

Background

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalt repair, topographic surveys, environmental assessments, as well as, environmental services.

Recent uses of engineering/architectural services under this contract include:

- Six Points Demolition design,
- Port/Ayers Station conceptual design,
- Grant application assistance for various projects,
- Underground storage inspections at Bear Lane,
- Storm water quarterly monitoring.

Identified Need

The purpose of having an engineering/architect of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked
- Assists with the design of "shovel ready projects" in anticipation of additional grant funding

There has been a significant advantage in using a multidisciplinary firm. A firm that has diversified engineering/architectural services equates to the RTA having only to contact one company for many different engineering services. This type of contract saves the CCRTA staff time that would otherwise have to be spent looking for numerous companies to provide the various disciplines required on certain projects.

Analysis

A Request for Qualifications was issued on Thursday, January 17th and qualifications statements were received Thursday, March 7th. Five proposals were received and a structured format was used to evaluate and rate the proposals. Written criteria for selection--in order of importance--were assigned as follows:

- Firm Qualifications (35 pts)
- Key Personnel Qualifications (25 pts)
- Work Approach (15 pts)
- Quality of Client Service (15 pts)
- Supporting Information (10 pts)

The results of the evaluation are listed below:

Ratings for Engineering/Architectural Services

Firm	Firm Qualifications/ Summary of Relevant Projects (35 Points Max.)	Key Personnel Qualifications Handling This Project or Similar Ones (25 Points Max.)	Work Plan (15 Points Max.)	Quality of Client Services (15 Points Max.)	Supporting Information (10 Points Max.)	Totals - Maximum Points 100
Hanson	34	25	15	14	9	97
Gignac	28	21	12	12	8	82
Iconic Consulting Group	28	21	13	12	8	82
Heneco Company	25	20	11	11	9	76
Govind Development	24	20	10	11	8	73

All of these firms have much to offer in varying degrees and have been involved in many important projects. After assessing each of these architectural/engineering firms' proposals, staff feels that Hanson Professional Services, Inc. submitted the most superior proposal. Further, Hanson has a strong performance record at the CCRTA. The following represents some salient characteristics and background that highlight their strengths:

Hanson Professional Services, Inc. has been in business since 1954 and is a full service architectural, structural, civil, and environmental engineering firm serving clients in 27 different cities, ten different states and in more than 40 countries around the world. There are five offices located throughout Texas. The company has over 50 engineers, surveyors and environmental professionals at their local office in Corpus Christi.

In 2016, Hanson purchased Naismith Engineering, a local engineering firm that had been in business since 1949 and had a contract with the CCRTA. Hanson did retain most of Naismith's employees. Thereby providing the CCRTA with the same level of satisfactory service that it had received from Naismith before the sale to Hanson.

Hanson's staff of professionals provide service to six different markets: aviation, government, industry, infrastructure, power and railway. Hanson's local office has worked with various governmental entities that include, Texas Parks and Wildlife Department, the Texas Water Development Board, The Texas Department of Health, the Texas Historic commission, U.S. Fish and wildlife Services, the Texas Commission

on Environmental quality, the U.S. Environmental Protection Agency, the U.S. Army Corps of Engineers, the U.S. Department of Agriculture – Rural Development, the Texas Department of Housing and Community Affairs, and the Border Environment Cooperation Commission..

Each of the rated firms included material that demonstrated competence and capabilities in the area of experience and qualifications. However, the Hanson team was clearly rated superior by virtue of depth, relevant experience and track record. Willie Rivera, P.E., the project manager, has over 29 years of experience in the industry. He attended the Texas Accessibility Academy in 2005 to enhance his knowledge level relating to ADA regulations in Texas. The Texas Accessibility Academy provides a comprehensive study of the Texas Architectural Barriers Act (TABAA) and the Texas Accessibility Standards (TAS). Attendees also learn how the TABAA and TAS relate to the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Accessibility guidelines (ADAAG).

Terry Smith, P.G., is the environmental professional lead on the team. He has over 35 years' experience in the environmental industry. He has a comprehensive understanding of the RTA's environmental programs since he assisted in the establishment of some of the procedures. Terry provides continuity and consistency for the CCRTA's environmental programs, which is vital for the repeated successful environmental inspections with the Texas Commission on Environmental Quality and the City of Corpus Christi.

There is a significant advantage of using a multidisciplinary firm represented by Hanson Professional Services, Inc. The firm has such a diversified experienced staff that the CCRTA has to only contact one company for any engineering service required, whether it is civil, mechanical, structural, environmental, architectural or electrical. This type of contract saves the CCRTA staff time that otherwise would have to be spent looking for numerous companies to provide for the various disciplines required on projects. This process also lessens the cost for a service due to the fact the service is in house and the upcharge for subbing out the work is minimized.

Disadvantaged Business Enterprise (DBE)

Hanson Professional Services, Inc. has committed to meeting the DBE goal of 7% for this contract.

Financial Impact

The annual cost estimate is \$150,000. The total cost estimate for the fixed first three years would be \$450,000. The services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range from 8% to 10%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

Board Priority

This project aligns with the Board Priority – Facilities.


Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into Negotiations with Hanson Professional Services, Inc., for General Architectural and Design Services. If negotiations do not proceed in a satisfactory manner then the CCRTA will proceed to negotiate and award a contract to the engineering firm with the next highest score.

The initial contract will cover three years. The two one-year options will be presented to the Board of Directors for approval, contingent upon a previous history of satisfactory performance.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Enter into Negotiations for the Award of a Contract with Gignac and Associates, LLP for Architectural Services for the Demolition Design of Kleberg Bank

Background

In November of 2017, the CCRTA purchased the Kleberg Bank and surrounding property/parking lot. The purpose of the purchase was to provide the necessary land to reconstruct the Port/Ayers Transfer Station on land that separated the station from two major arterials, Port and Ayers Streets. Thereby, enhancing the safety for our riders, our drivers and the community, as well as, allowing for the construction of a forward-looking transfer station.

Kleberg Bank requested, with the sale of the property, to leaseback the property until the company built a new bank at a different location. The new bank is now nearly completed and the bank staff will be relocating near the end of May/early June, which releases the bank for demolition.

Once the bank has relocated, the CCRTA will remove items that can be repurposed for the agency and then will hold a furniture disposition, before moving forward with the demolition and the first phase of the Port/Ayers Station project.

Identified Need

Demolition is often the first stage of construction. The demolition process is an involved process that requires significant planning and cooperation among the CCRTA, the demolition company, architects, engineers and regulatory agencies. The process also involves meticulous safety precautions.

Demolition work can be dangerous to the public, on-site workers and the environment. This is why the U.S. Occupational Safety and Health Administration has implemented strict guidelines for how the process must be handled. Hiring an architect to design/manage the demolition phase creates the framework for adherence with the local and regulatory requirements, and provides an added layer of oversight between the contractor hired to perform the job and the CCRTA.

Discussion/Analysis

The Request for Qualifications for the design services for the demolition of Kleberg Bank and the installation of a new ATM was issued on February 11, 2019 and was received March 15, 2019. Four proposals were received.

Written criteria for selection--in order of importance--were assigned as follows:

- Firm Qualifications (35 pts)
- Key Personnel Qualifications (25 pts)
- Work Approach (15 pts)

- Quality of Client Service (15 pts)
- Supporting Information (10 pts)

The table below summarizes the results:

Firm	Firm Qualifications/ Summary of Relevant Projects (35 Points)	Key Personnel Qualifications (25 Points Max.)	Work Approach (15 Points Max.)	Quality of Client Services (15 Points Max.)	Supporting Information (10 Points Max.)	Totals - Maximum Points 100
Gignac	32	22	12	13	9	88
Turner Ramirez Architects	32	23	12	13	8	87
King Consultants, Inc.	29	20	11	11	7	78
LWA Architects	28	21	9	9	8	75

The Gignac team scored the highest overall with a total score 88.

Gignac and Associates, LLP., has its main office in Corpus Christi and has been in business for 31 years. Raymond Gignac, AIA, Principal-In-Charge, has 35 years' experience and will lead the project team. He has a wide range of experience in design of educational, institutional, commercial and municipal facilities.

The firm has extensive experience with local governments, municipalities and school districts. They have worked with Nueces County, the City of Corpus Christi, surrounding small cities, CCISD and the CCRTA.

Projects of note include:

- Design for Staples Street Center and Transfer Station - CCRTA
- Demolition drawings and oversight for the demolition on two blocks of vacant building for the Staples Street Center - CCRTA
- Bear Lane Master Plan -CCRTA
 - Bear Lane Administration Facility
 - Demolition of old Bear Lane Administration Facility
 - Bear Lane Maintenance Shop Renovations
- Water's Edge Park - City of Corpus Christi
- American Bank Center -City of Corpus Christi
- Chaparral Street Improvements - City of Corpus Christi
- Downtown Master Plan - City of Corpus Christi
- North Bayfront Park - City of Corpus Christi
- Corpus Christi Convention Center Renovation and Expansion – City of Corpus Christi
- Bayfront Master Plan – City of Corpus Christi
- Cullen Middle School demolition project - CCISD

- Windsor Park Elementary School demolition project - CCISD
- Design work for ATM - First Community Bank of Alice
- Design work for ATM - First Community Bank of Corpus Christi at Rodd Field
- Design work for ATM - First Community Bank of Corpus Christi at Staples Street

The Gignac firm has been awarded various projects with the CCRTA, each one completed in a satisfactory approach. The firm collaborated with the CCRTA staff in a manner that embodied true teamwork and professionalism.

The Staples Street Center multipurpose building was the most recent project between Gignac's team and the CCRTA. The CCRTA purchased two blocks of land to build the Staples Street Center and the land had existing vacant buildings on both blocks. On one block was the vacated Braslau's building and on the other block were numerous smaller buildings, along with a building that use to be a paint store. Gignac's firm provided the drawings for the demolition of all buildings. They created a framework/design that created a safe and effective means to take down all the buildings with a minimum amount of disruption to our transfer station and adjacent businesses and governmental agencies, such as Nueces County and the City of Corpus Christi.

The Braslau's property had asbestos that had to be properly removed and documented for the Texas Department of State Health Services. The Kleberg Bank has asbestos and it will have to be managed/removed according to environmental/health guidelines. The Gignac firm fully understands the requirements of the asbestos abatement process.

The design and oversight of the Staples Street Center began in 2012, and ran through March of 2018, with the last of the tenant buildout, for the General Land Office. Gignac's firm provided various techniques to allow for schedule adherence and value engineering, when necessary. The overall appeal of the building still had businesses calling to determine if tenant lease space was available long after the building was fully leased.

Continuity at the firm with staff is a key attribute/value added feature. The same professional staff that collaborated on the Staples Street Center are still with the firm and familiar with the CCRTA procedures and expectations for excellence.

Disadvantaged Business Enterprises (DBE) Program

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

Financial Impact

The funding for this project will be allocated from local funds. The estimated fee for Architectural services will be based on a percentage of the total construction costs. The estimated cost for demolition is \$300,000. The fees will vary between 7.5% to 10% of the construction costs, and are contingent on any unforeseen items that may occur.

Board Priority

The Board Priority for this project is Facilities – Port Ayers Station Reconstruction Project.

Committee Review

The Operations Committee did not meet on March 27, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to negotiate a contract with Gignac and Associates, LLP., for the Demolition Design of Kleberg Bank, if the negotiations do not progress in a manner satisfactory to the RTA then according to section 10.8 of the RFQ staff requests entering into negotiations with the second highest scoring firm.

Respectfully Submitted,

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

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer



Subject: February 2019 Financial Report

SUMMARY:

Results from all Activities Compared to Budget

REVENUES

For the month of February, **Total Revenues** fell short of budget projections by \$516,016 or -15.21%. The majority of this shortfall is related to the budget assumptions used in determining the target dates for both operating and capital grants. However, work is underway in the grant-funded overhaul of Gillig buses, which will lead to high capital grant reimbursements in the months to come along with the progression of the rest of the CIP projects. This will also be the case for operating grants as the preventive maintenance grant was awarded February 28, 2019, and the reimbursements for eligible expenses will be reflected in the months to follow.

In other categories, **Passenger Service** exceeded budget expectations by \$6,813, or 4.74%. Although revenues from passenger fares came in slightly lower than budget expectations, the majority of this positive variance is related to the on-line sales of bus passes. The uptick trend from on-line sales is expected to continue as we have seen a significant increase in March already.

The **Investment Portfolio** of the Agency continues to perform well, and exceeded budget expectations by \$19,877. The non-cash portion of the portfolio yielded 2.639% in February. Our investment firm constantly reviews RTA portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Current market conditions indicate the need to extend portfolios and extending now will lock in yields even though rates may decrease but at the same time provide for extra safety.

Sale tax revenue for February is estimated at \$2,624,793, or 3.48% higher than 2018. The actual allocation for February 2019 will be received April 12, 2019. Meanwhile, the actual sales tax allocation for January 2019 was received March 8 and totaled \$2,567,060, which represented a shortfall of \$55,947 or 2.13% against the budget target of \$2,623,007. The January allocation although it fell short of budget projections reflected a 1.27% growth in comparison to the same period last year. What is encouraging is the growth that was experienced in comparing only the actual receipts that were collected in the month of January. When comparing this one component of the monthly allocation, the growth is at 5.39%. For clarification there are eight (8) components to the monthly allocation payment that include adjustments that depend upon the timing and accuracy of taxpayers' returns.

The detail of all revenue categories is presented in the following table, along with the fare recovery ratio for February 2019:

	Actual	Budget	Favorable (Unfavorable) Variance \$
	A	B	A vs B (\$)
Revenues			
Passenger service	\$ 150,566	\$ 143,753	\$ 6,813
Bus advertising	12,153	11,250	903
Other operating revenues	3,583	4,689	(1,106)
Sales Tax Revenue	2,624,793	2,624,793	-
Federal, state and local grant assistance	171	66,667	(66,496)
Investment Income	46,092	26,214	19,877
Staples Street Center leases	39,845	39,915	(70)
Capital Grants & Donations	-	475,937	(475,937)
Total Revenues	\$ 2,877,203	\$ 3,393,220	\$ (516,016)

Fare Recovery Ratio

Description	2/28/2019	Year to Date
Fare Revenue	\$ 150,566	\$ 300,499
Operating Expenses*	2,298,528	4,813,283
FRR	6.55%	6.24%

*Excluding Depreciation

Note: Same period last year the FRR was 5.73%

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of February 2019, total departmental operating expenses realized a favorable variance of approximately \$451,000.

The most significant variance came from **Salaries & Benefits**. Actual expenses came in lower than budgeted by \$136,334 and is largely attributed to the additional cost of the pension enhancements that were budgeted in the Human Resource Department using the assumption of January 1, 2019 effective date. The annual contribution was budgeted for \$1,909,000 which includes the additional costs for increasing the benefit formula and the one-time cola for retirees. Other factors include a decrease of \$833 per month in workers compensation insurance premiums and savings from job vacancies from Transportation, Maintenance, Facilities and Administration that are inclusive of overtime and related benefits totaling approximately \$60,000.

The next significant variance of \$114,782 is from insurance costs and is largely due to the decrease in health insurance claims. The remaining positive variances are due to the timing of purchases that may have been anticipated during the budget process in February but will not occur until the following months.

In addition to the departmental operating expenses, the category of Subrecipient Grant Recipients experienced a positive variance of \$60,182. Combined, this brings the positive variance in total expenses to just over \$511,000. The following table presents the departmental operating expenses by object, excluding the subrecipient grant. Expenses for street improvement allocations and depreciation are included in the detailed report following this memo.

<u>Operating Expense Object Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>
	A	B	A vs B (\$)
Salaries & Benefits	\$ 1,072,989	\$ 1,209,323	\$ 136,334
Services	265,825	340,822	74,997
Materials & Supplies	199,075	267,647	68,572
Utilities	55,106	58,676	3,570
Insurance	239,738	354,520	114,782
Purchased Transportation	532,761	563,703	30,942
Miscellaneous	31,587	53,475	21,888
Total Expenses	\$ 2,397,081	\$ 2,848,167	\$ 451,086

NET POSITION

The Total Net Position at the end of the month was \$89,386,641, a decrease of \$450,610 from December 2018. Of the net position, \$29,325,999 is the portion of the fund balance that is not restricted. However, \$20,347,729 has been assigned by policy to specific reserves leaving the amount available for spending at \$9,056,376.

UNAUDITED FUND BALANCE AS OF FEBRUARY 28, 2019:

Net Invested in Capital Assets	\$ 58,449,340
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	8,279,831
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	9,056,376
	<u>\$ 89,464,746</u>

Please refer to the following page 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 Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended February 28, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 150,566	\$ 143,753	\$ 6,813	4.74%
Bus advertising	12,153	11,250	903	8.02%
Other operating revenues	3,583	4,689	(1,106)	-23.58%
Sales Tax Revenue	2,624,793	2,624,793	-	0.00%
Federal, state and local grant assistance	171	66,667	(66,496)	-99.74%
Investment Income	46,092	26,214	19,877	75.83%
Staples Street Center leases	39,845	39,915	(70)	-0.18%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	-	475,937	(475,937)	-100.00%
Total Revenues	2,877,203	3,393,220	(516,016)	-15.21%
Expenses				
Transportation	561,170	571,379	10,209	1.79%
Customer Programs	33,835	34,311	476	1.39%
Purchased Transportation	532,761	563,703	30,942	5.49%
Service Development	26,843	34,350	7,506	21.85%
MIS	67,256	76,093	8,838	11.61%
Vehicle Maintenance	318,310	384,609	66,299	17.24%
Facilities Maintenance	135,118	168,594	33,476	19.86%
Contracts and Procurements	15,177	17,122	1,944	11.36%
CEO's Office	57,368	72,816	15,449	21.22%
Finance and Accounting	29,329	45,347	16,019	35.32%
Materials Management	10,361	10,486	126	1.20%
Human Resources	356,778	516,455	159,677	30.92%
General Administration	38,294	47,703	9,409	19.72%
Capital Project Management	9,925	13,084	3,159	24.15%
Marketing & Communications	28,624	47,430	18,806	39.65%
Safety & Security	77,380	112,317	34,937	31.11%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	53,456	81,038	27,582	34.04%
Port Ayers Cost Center	-	28,703	28,703	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	37,625	37,625	100.00%
Subrecipient Grant Agreements	1,973	62,155	60,182	96.83%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
Total Expenses	2,961,847	3,533,212	571,365	16.17%
Change in Net Assets	\$ (84,644)	\$ (139,992)	55,349	39.54%

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended February 28, 2019

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
Operating Revenues:				
Passenger service	\$ 300,499	290,884	9,615	3.31%
Bus advertising	24,306	22,500	1,806	8.02%
Other operating revenues	7,228	9,497	(2,268)	-23.89%
Sales Tax Revenue	5,191,853	5,247,800	(55,947)	-1.07%
Federal, state and local grant assistance	2,139	133,334	(131,195)	-98.40%
Investment Income	94,564	55,238	39,326	71.19%
Staples Street Center leases	79,543	79,645	(103)	-0.13%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	30,187	951,875	(921,688)	-96.83%
Total Operating Revenues	5,730,318	6,790,772	(1,060,455)	-15.62%
Operating Expenses:				
Transportation	1,149,586	1,172,042	22,457	1.92%
Customer Programs	63,072	63,902	831	1.30%
Purchased Transportation	1,099,670	1,102,407	2,737	0.25%
Service Development	59,420	72,369	12,949	17.89%
MIS	132,249	156,270	24,021	15.37%
Vehicle Maintenance	703,352	798,980	95,628	11.97%
Facilities Maintenance	258,416	343,852	85,436	24.85%
Contracts and Procurements	32,035	36,462	4,426	12.14%
CEO's Office	130,057	132,737	2,680	2.02%
Finance and Accounting	65,051	94,920	29,869	31.47%
Materials Management	22,255	22,477	221	0.98%
Human Resources	783,822	1,034,961	251,139	24.27%
General Administration	83,198	100,558	17,359	17.26%
Capital Project Management	21,227	28,042	6,815	24.30%
Marketing & Communications	55,659	96,866	41,207	42.54%
Safety & Security	154,214	226,537	72,323	31.93%
Depreciation	714,618	714,618	-	0.00%
SSC Expenses	98,038	164,057	66,019	40.24%
Port Ayers Cost Center	-	57,407	57,407	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	78,698	78,698	100.00%
Subrecipient Grant Agreements	3,941	124,311	120,370	96.83%
Street Improvements Program for CCRTA Region Entities	501,161	501,161	-	0.00%
Total Expenses	6,131,041	7,123,632	992,593	13.93%
Change in Net Assets	\$ (400,723)	(332,860)	(67,863)	-20.39%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended February 28, 2019 and year ended December 31, 2018

	Unaudited February 28 2019	Unaudited December 31 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 20,644,458	\$ 21,212,691
Investments	5,109,031	5,104,907
Receivables:	-	
Sales and Use Taxes	5,191,853	6,015,928
Accrued Interest	56,200	38,377
Federal Government	243,451	252,402
Other	320,512	226,291
Inventories	590,836	603,224
Prepaid Expenses	1,697,607	261,394
Total Current Assets	<u>33,853,948</u>	<u>33,715,212</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,655,211	1,658,443
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	23,592,450	23,592,450
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	60,369,148	60,369,148
Construction in Progress	666,827	666,827
Current Year Additions	38,383	-
Total Capital Assets	<u>149,308,109</u>	<u>149,269,726</u>
Less: Accumulated Depreciation	<u>(71,613,769)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>77,694,340</u>	<u>78,370,575</u>
Total Non-Current Assets	<u>79,349,551</u>	<u>80,029,018</u>
TOTAL ASSETS	<u>113,203,499</u>	<u>113,744,231</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	2,932,452	2,932,452
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>116,135,951</u></u>	<u><u>116,676,683</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (cotinued)
Month ended February 28, 2019 and year ended December 31, 2018

	Unaudited February 28 2019	Unaudited December 31 2018
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	803,002	1,621,321
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	595,000	595,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,257,697	1,756,536
Other Accrued Liabilities	947,810	720,774
Total Current Liabilities	<u>4,958,417</u>	<u>5,048,539</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,650,000	18,650,000
Compensated Absences	195,210	195,210
Net Pension Liability	628,913	628,913
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>19,845,880</u>	<u>19,845,880</u>
TOTAL LIABLILITES	<u>24,804,297</u>	<u>24,894,420</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,866,907	1,866,907
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>26,671,204</u>	<u>26,761,327</u>
Net Position:		
Net Invested in Capital Assets	58,449,340	59,125,575
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	29,404,105	29,178,479
TOTAL NET POSITION	<u>\$ 89,464,746</u>	<u>\$ 89,915,356</u>

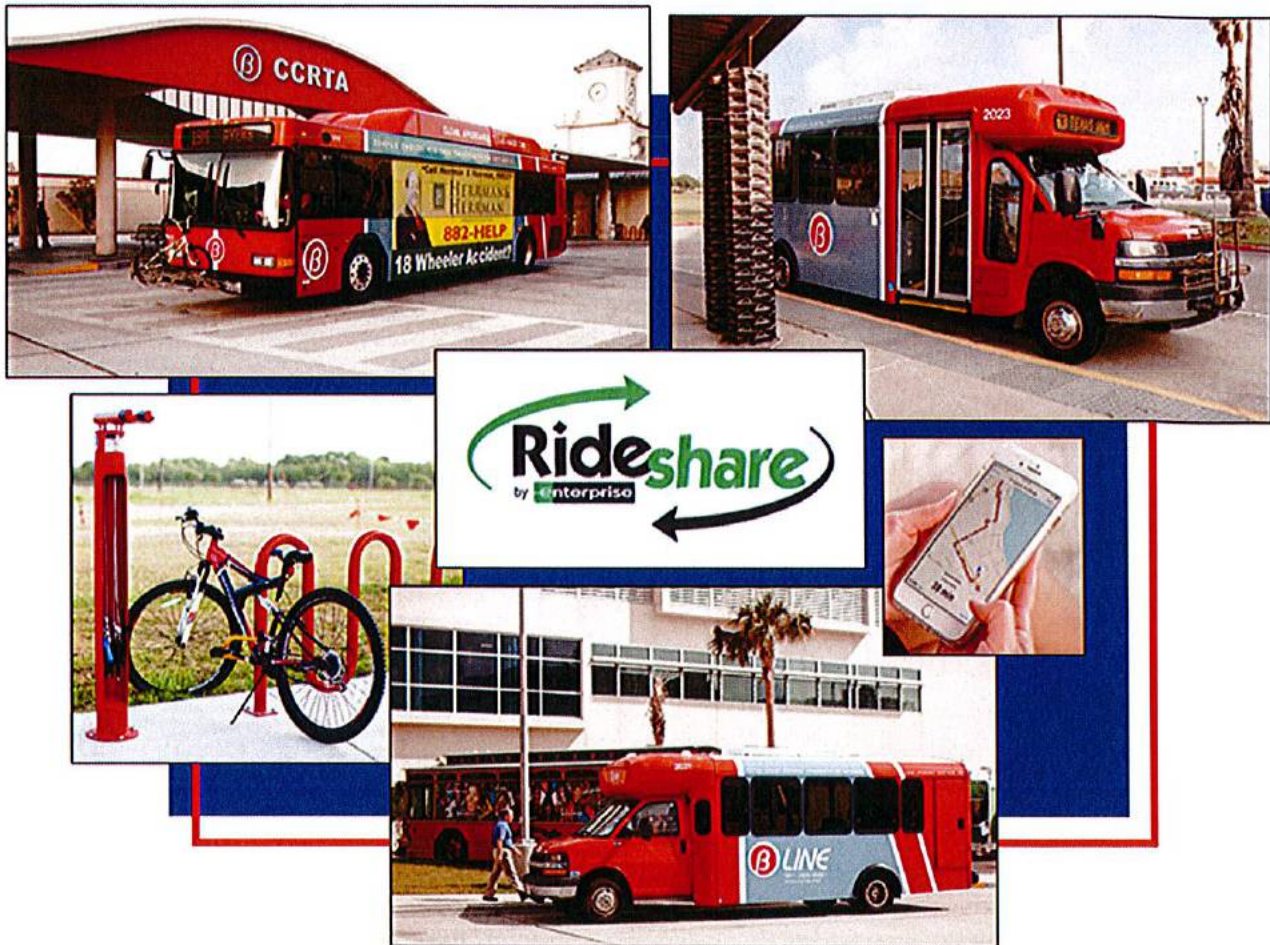
**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended February 28, 2019**

	<u>2/28/2019</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 113,345
Cash Received from Bus Advertising and Other Ancillary	66,910
Cash Payments to Suppliers for Goods and Services	(2,057,643)
Cash Payments to Employees for Services	(692,489)
Cash Payments for Employee Benefits	(1,516,613)
Net Cash Used for Operating Activities	<u>(4,086,489)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,585,367
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(1,968)
Distributions to Region Entities	(1,321,352)
Net Cash Provided by Non-Capital Financing Activities	<u>2,262,047</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	(38,383)
Net Cash Used by Capital and Related Financing Activities	<u>(38,383)</u>
Cash Flows from Investing Activities:	
Investment Income	35,674
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>35,674</u>
Net Increase in Cash and Cash Equivalents	(1,827,151)
Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2019	24,126,820
Cash and Cash Equivalents (Including Restricted Accounts), February 28, 2019	\$ <u>22,299,669</u>



Subject: February 2019 Operations Report

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

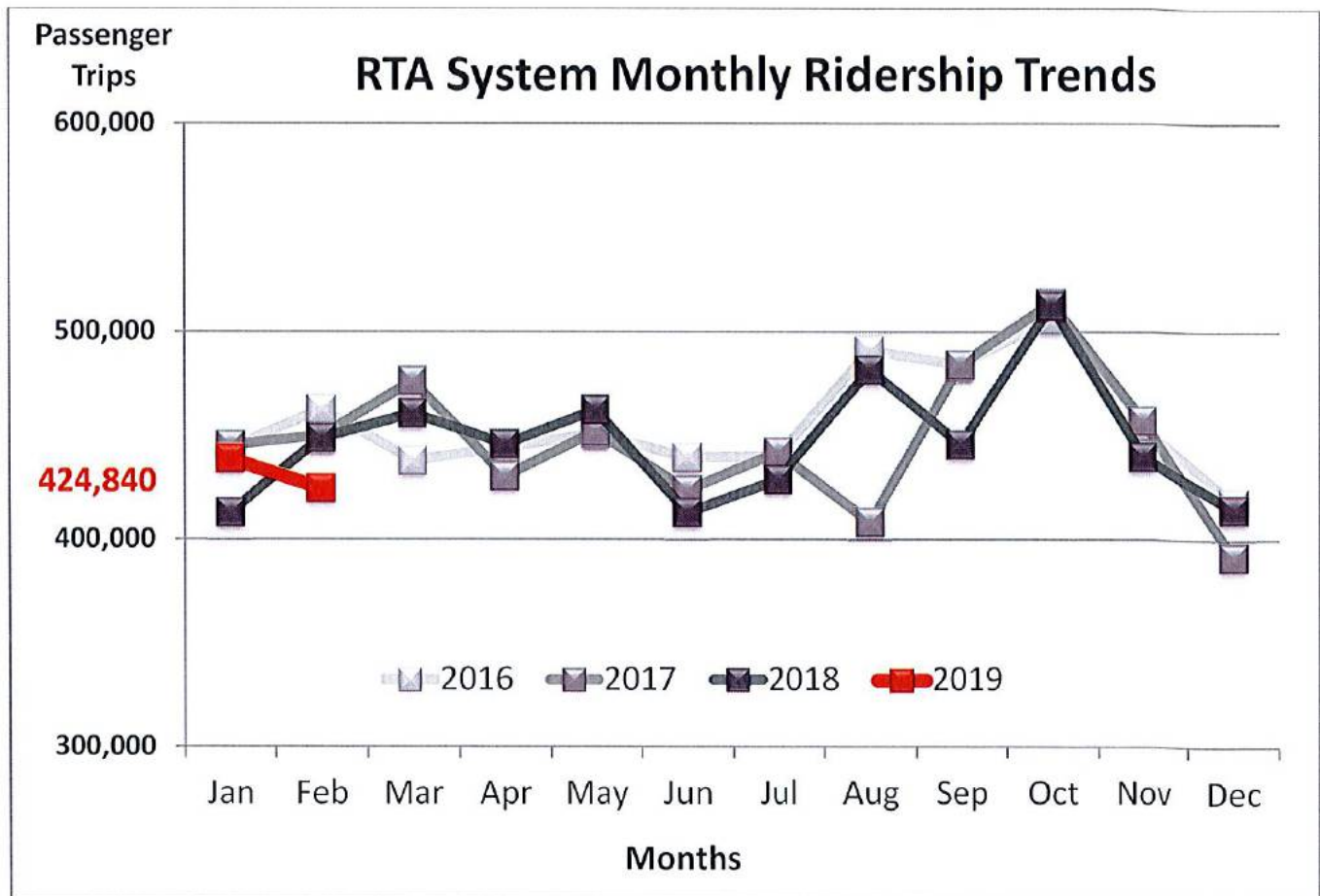


1. System-wide Ridership and Service Performance Results

Boardings for all services in February 2019 totaled 424,840. This represents a -5.3% decrease as compared to 448,847 boardings in February 2018 or 24,007 fewer boardings this month.

February 2019	February 2018	Variance
20 Weekdays	20 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
0 Holiday reduced service level	0 Holiday reduced service level	-
28 Days	28 Days	-

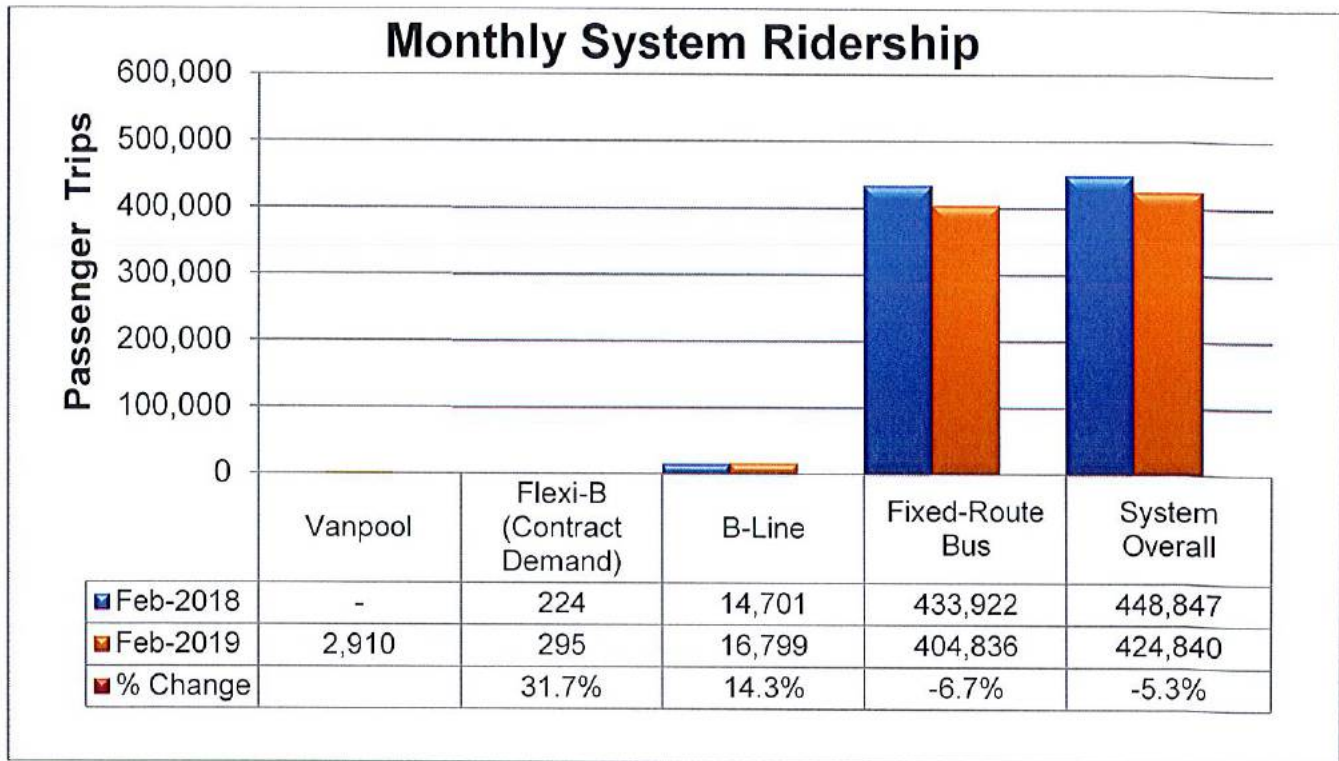
This February the average retail price for unleaded gas in Corpus Christi was approximately \$2.03 per gallon compared to approximately \$2.29 per gallon in February 2018¹. February rainfall was approximately 0.68 of an inch as compared to February 2018 at 0.46 of an inch. Normal or average rainfall is 1.93 inches.² Average temperature was 62.7 degrees.



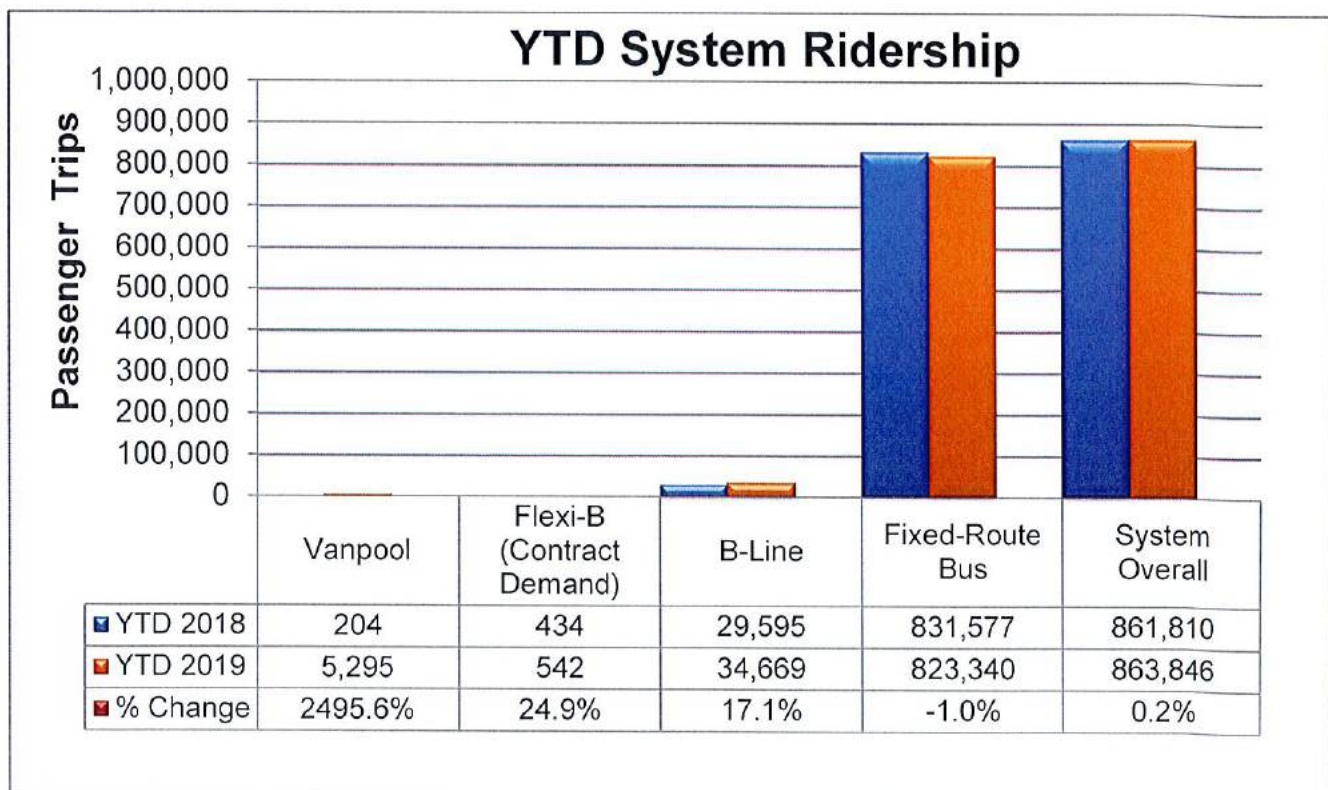
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

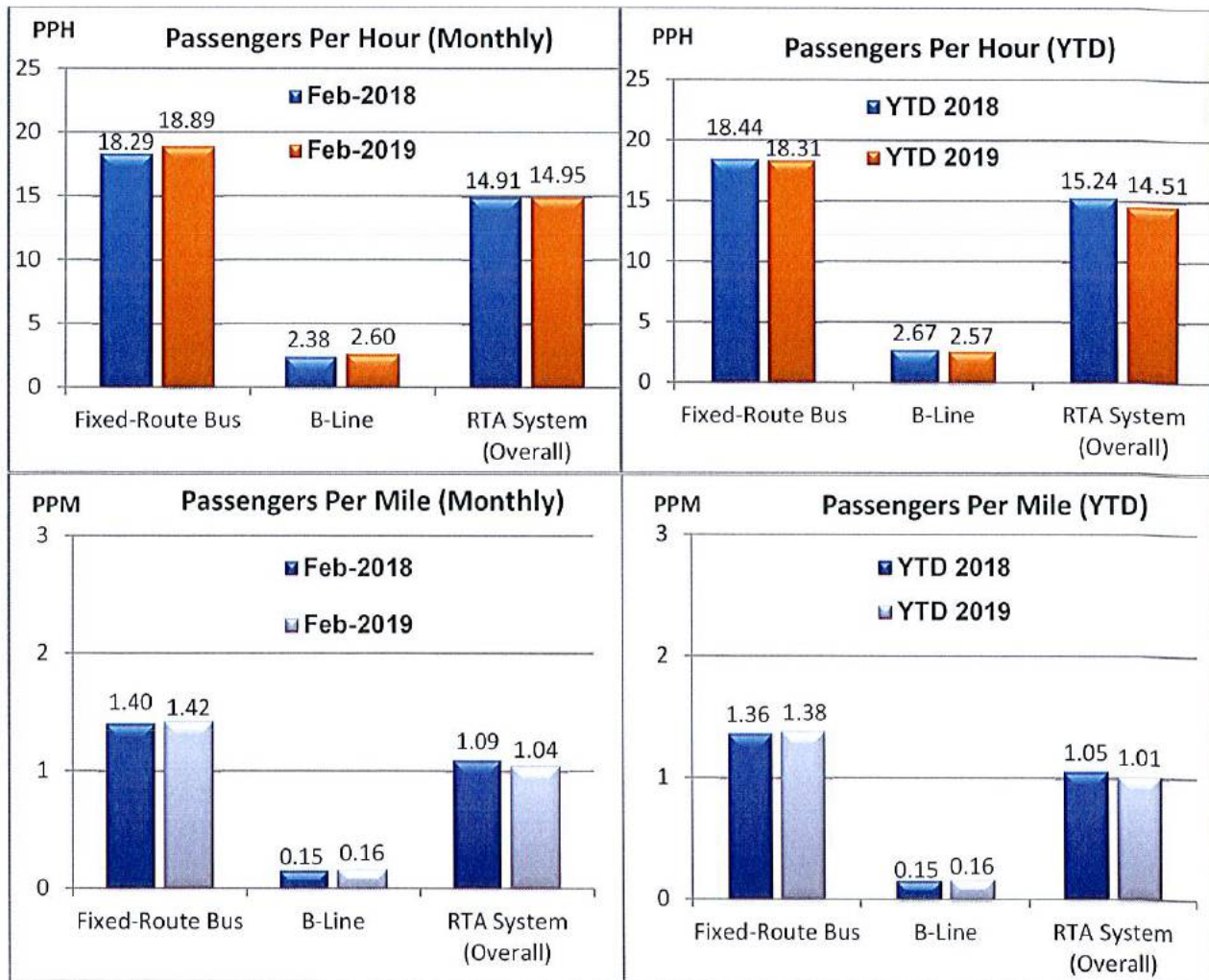
The chart below shows monthly ridership results for all services. CCRTA recorded 24,007 fewer boardings for a decrease of -5.3% this month as compared to February 2018.



The chart below shows YTD ridership results for all services. CCRTA has recorded 2,036 more boardings for a YTD increase of 0.2% in 2019 as compared to the same period in 2018.



The following charts report system-wide productivity for the month of February 2019 vs. February 2018 and YTD figures.



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

Schedule Adherence	Standard	Dec-18	Jan-19	Feb-19	3-Month Average
Early Departure	<1%	0.2%	0.2%	0.5%	0.3%
Departures within 0-5 minutes	>85%	86.1%	88.3%	89.2%	87.9%
Monthly Wheelchair Boardings	No standard	4,589	4,556	4,850	4,665
Monthly Bicycle Boardings	No standard	7,275	7,967	7,344	7,529

The following detours potentially impact on-time performance:

On Detour	<ul style="list-style-type: none"> • Comanche St. Overpass-(14) month project-<u>Nearing completion*</u> <ul style="list-style-type: none"> ➤ Route 21---TxDOT Project
On Detour	<ul style="list-style-type: none"> • S. Alameda St. (Ayers-Louisiana)-(19) month project-<u>Nearing completion*</u> <ul style="list-style-type: none"> ➤ Routes 5 & 17
On Detour	<ul style="list-style-type: none"> • North Staples St (IH-37 Bridge Overpass)-To be complete mid-summer 2019 <ul style="list-style-type: none"> ➤ Route 12---TxDOT Project-<u>Nearing completion*</u>
On Detour	<ul style="list-style-type: none"> • Corona Dr. (Flynn-Everhart)-(10) month project-<u>Nearing completion*</u> <ul style="list-style-type: none"> ➤ Route 17
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-McArdle)-(27) month project-To be complete October 2019 <ul style="list-style-type: none"> ➤ Route 17
On Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Staples-Kostoryz)-(2) year project-To be complete April-2019 <ul style="list-style-type: none"> ➤ Routes 32 & 37-<u>Nearing completion*</u>
On Detour	<ul style="list-style-type: none"> • Old Robstown Rd. (Leopard-Agnes-Hwy 44)-(1) year project-To be complete late April 2019-<u>Nearing completion*</u> <ul style="list-style-type: none"> ➤ Route 12
No Detour	<ul style="list-style-type: none"> • South Staples St. (Brawner Parkway-Kostoryz)-Half complete-traffic switched to south side lanes of travel. <ul style="list-style-type: none"> ➤ Routes 17 & 29
No Detour	<ul style="list-style-type: none"> • North Beach Improvements (5) month project-To be complete May 2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78
No Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (12) month project-To be complete March 2020 <ul style="list-style-type: none"> ➤ Routes 19G & 19M
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (Holly Rd-SPID) (22) month project-To be complete March 2021 <ul style="list-style-type: none"> ➤ Routes 17 & 32
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Staples-Crosstown) (14) month project-To be complete April 2020 <ul style="list-style-type: none"> ➤ Routes 16 & 23 Detour to begin late-2019
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Staples-Ocean Dr) (15) month project-To be complete Sept. 2020 <ul style="list-style-type: none"> ➤ Route 23 Detour to begin late-2019
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project-To be complete Dec. 2021 <ul style="list-style-type: none"> ➤ Route 29
On Detour	<ul style="list-style-type: none"> • Leopard St. (Palm-Nueces Bay) (14) month project-To be complete Nov. 2020 <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin late-2019
On Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown-Palm) (13) month project-To be complete Dec. 2020 <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin late-2019
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project-To be complete May 2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78

Currently, there are 8 detoured routes out of 32 fixed routes travelling on the local street network (25%). Four future detours in dashed outline will account for an additional 13% of detoured services. However, six projects are nearing completion.

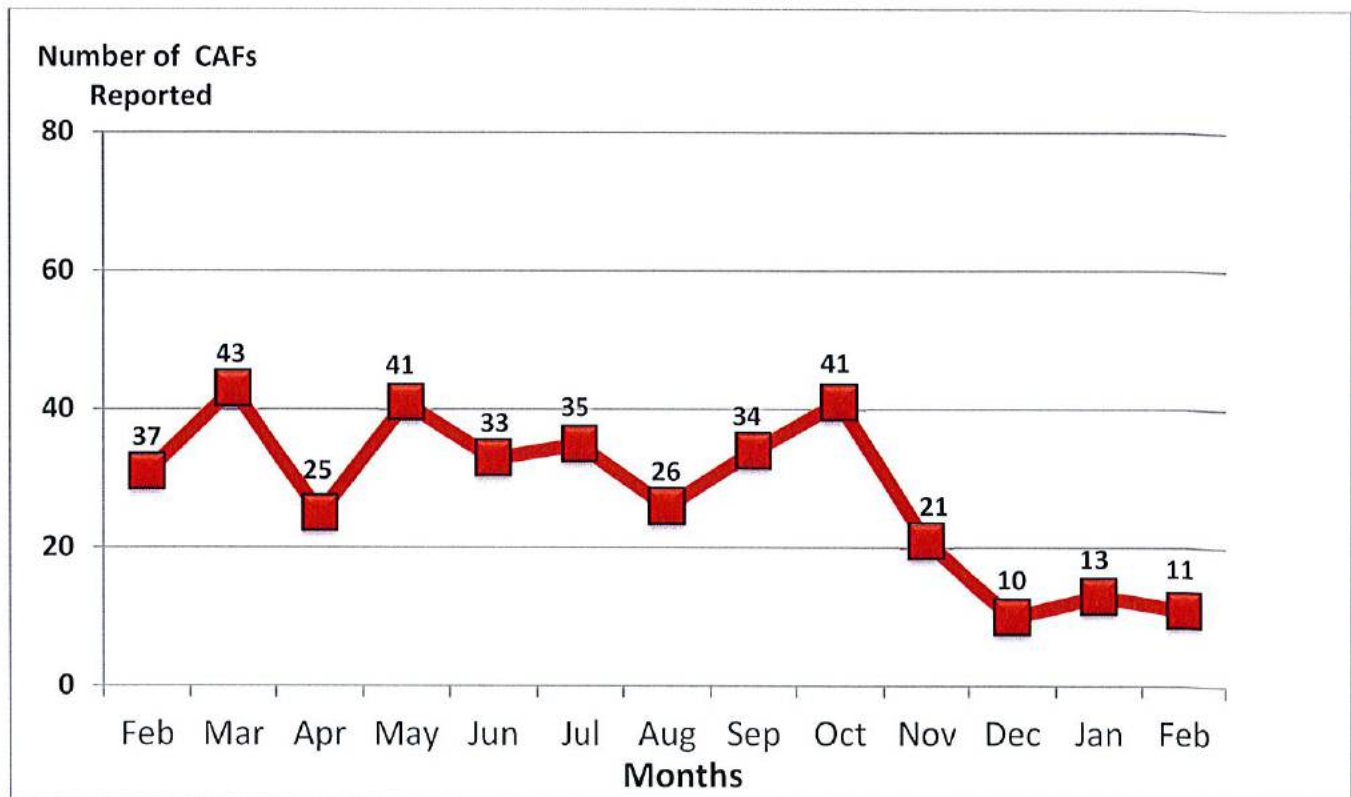
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: 2.69 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: 23,690 did meet the contract standard of 12,250 miles.
- Ridership Statistics: 10,610 ambulatory; 4,914 wheelchair boardings

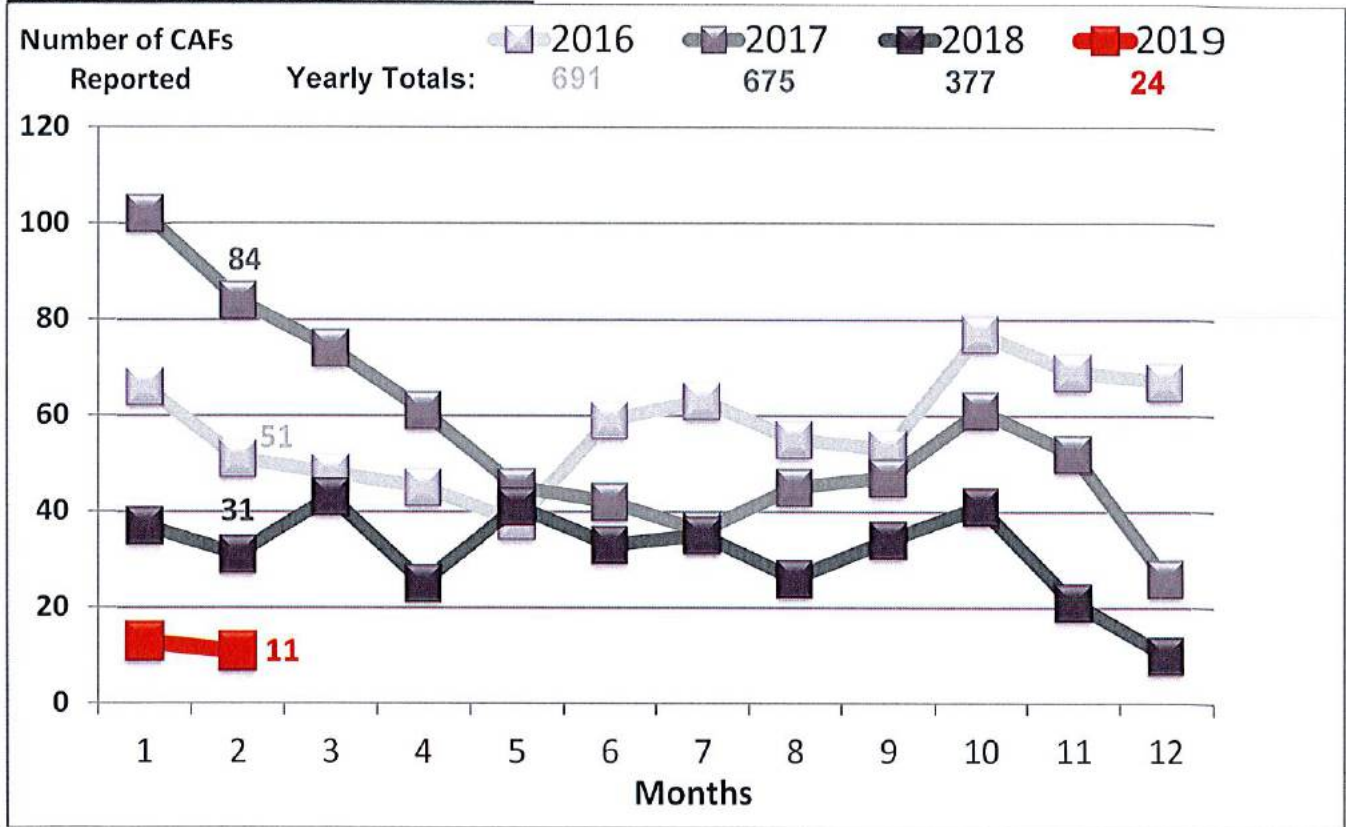
Metric	Standard	Dec-18	Jan-19	Feb-19	(3) Month-Avg.
Passengers per Hour	2.50	2.54	2.63	2.69	2.62
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	19,449	15,640	23,690	19,593
Monthly Wheelchair Boardings	No standard	4,608	5,062	4,914	4,861

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

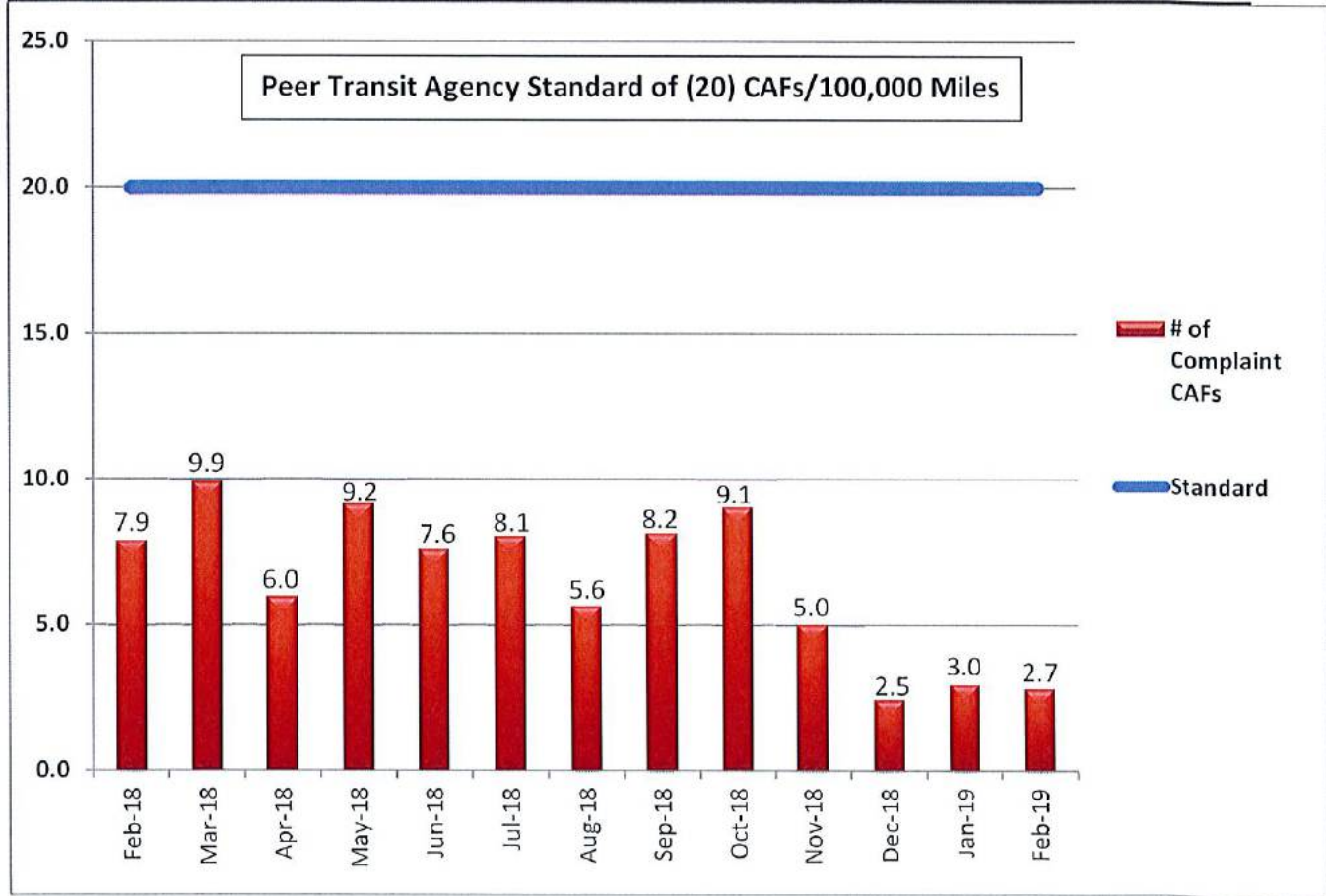
For February 2019, Customer Service received and processed 28 Customer Assistance Forms (CAF's) of which 11 or 39% were verified as valid. This represents a decrease of 2 CAFs received and verified from the 13 CAF's in January 2018. Like last month there were 4 commendations received this February.



3a. CAF Reports: Historical Trends



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



3d. February 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	4		3	7
Driving Issues	1	1		2
Customer Services				
Late/Early – No Show		1		1
Alleges Injury	1		2	3
Fare/Transfer Dispute	2			2
Clean Trash Can				
Dispute Drop-off/Pickup		3		3
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident at Station				
Incident on Bus	1			1
No Wifi				
Denial of Service	1			1
Safety & Security	1			1
Rude	2	1		3
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Stop Location Dirty				
Commendations	2	2	0	4
Total CAFs	15	8	5	28

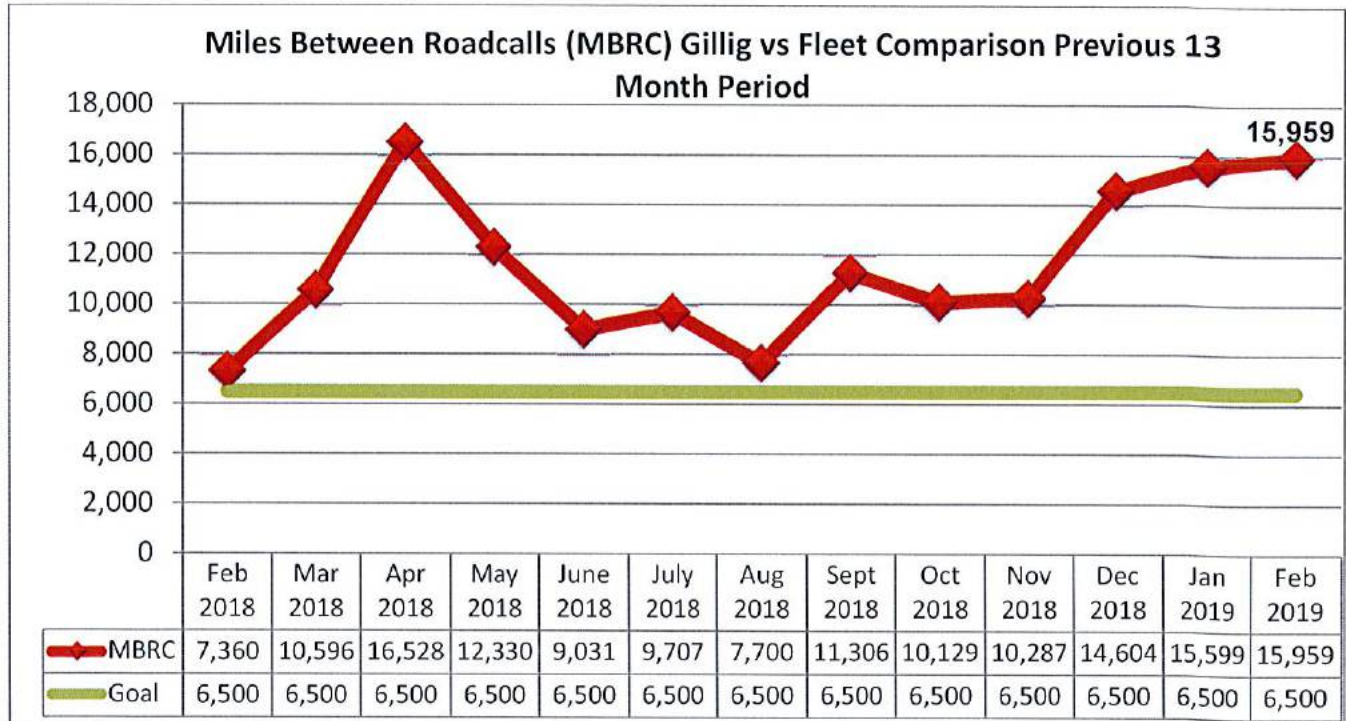
3c. Route Summary Report for February 2019:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#32 Southside Mini-B	1
#4 Flour Bluff Mini B		#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	3	#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz	1	#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside	2	#56 Flour Bluff/Downtown Express	
#19 Ayers		#63 The Wave	
#19G Greenwood	1	#65 Padre Island Connection	
#19M McArdle	1	#76 Harbor Bridge Shuttle	
#21 Arboleda	1	#78 North Beach Shuttle	
#23 Molina	4	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		B-Line (Para-transit) Services	8

#27 Northwest	1	Safety & Security	1
#27x Northwest (Express)		Safety/Transportation	3
#28 Leopard /Omaha		Facility Maintenance	
#29 Staples		Service Development/Facilities	
#29F Staples/Flour Bluff		Transportation (Other)	1
#29SS Staples/Spohn South		IT	
#30 Westside/Health Clinic		TOTAL CAF's	28

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For February 2019, 15,959 miles between road calls (MBRC) were recorded as compared to 7,360 MBRC in February 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

RCAT ROUTE EVALUATION

Evaluation Questions

Date: <u>02/21/19</u> Bus # <u>1006</u> Route <u>21</u> Operator # <u>21035</u> Location: <u>Staples Street Station</u> Weather <u>Cold and Drizzly</u>					
1	Were you greeted when you boarded the bus?	9	1	0	0
2	Did you witness if the driver was helpful if a rider needed assistance?	9	0	1	0
3	Was the operator dressed professionally	10	0	0	0
4	Were the audible ADA announcements in a loud enough tone to be heard?	7	1	2	0
6	Did the air conditioning, or heating, meet your comfort needs?	10	0	0	0
7	Did the wheelchair ramp function adequately if it was used?	10	0	0	0
8	Is the head sign in the front of the bus legible and does it display the correct route information for you to identify your specific route and bus?	6	0	4	0
9	Was the bus clean, were the windows clean and clear?	6	1	3	0
10	Did you use the TransLoc/MOBI system? If you used the system, did it work to your satisfaction?	0	0	0	10
11	Did you experience any noise made by the bus that was excessive or discomforting?	2	7	1	0
12	Did the stop request signal device properly function for you?	8	0	2	0
13	Did you experience any issues with the doors upon entering or exiting the vehicle?	1	9	0	0
14	Did the vehicle break down, or exhibit any performance issues, or experience a delay?	1	7	0	2
15	Did the kneel system work satisfactorily in lowering the bus entrance?	9	1	0	0
16	On rainy days did you notice or experience any water leakage issues on the interior of the bus?	0	7	0	3
17	Did you see any bus stops during your trip that are in need of repair?	0	8	1	1
18	Where did you exit the bus?	Bus Stop #: <u>Staples Street Station</u> Time: <u>1:08 pm</u>			
		Excellent	Good	Fair	Needs Improvement
		4	6	0	0

Based on 10 Participant Evaluation forms.

5 Was the quality of your ride satisfactory?

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/6/2019	8c.	Eddie Martinez	In reference to action item to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services, Mr. Martinez asked how long have we been working with	Mr. Robert Saldana stated CCRTA has been with Collier for 14 years.	3/6/2019
3/6/2019	8c.	Scott Harris	In reference to action item to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services, Mr. Harris asked if the firms were locally based?	Mr. Robert Saldana stated two firms are local and one firm is out of San Antonio.	3/6/2019
3/6/2019	8c.	Scott Harris	In reference to action item to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services, Mr. Harris asked if this was an auto renew clause in the contract?	Mr. Robert Saldana stated no it is not an auto renew clause.	3/6/2019
3/6/2019	8g.	Matt Woolbright	In reference to action item to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant, Mr. Woolbright asked what is the implementation cost of this grant?	Mr. Jorge Cruz-Aedo stated he visited with MV on Monday the 4th of March and the pricing would depend on the use which would be year round (Fall Semester, Spring Semester, and Summer Sessions). In the very near future there will be a firm price from MV to implement the pilot with TX A&M.	
3/6/2019	8g.	Matt Woolbright	In reference to action item to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant, Mr. Woolbright asked if applying this action item obligate	Ms. Jennifer Fehribach stated no.	
3/6/2019	9a.	Eddie Martinez	In reference to action items a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust, Mr. Martinez asked if the COLA was a one time increase?	Mr. Robert Saldana stated yes it is a one time increase.	
3/6/2019	9a.	Dan Leyendecker	In reference to action items a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust, Mr. Leyendecker asked if the resolution under item A. on the recommendation is that a one time COLA or is that an annual COLA?	Mr. Robert Saldana stated that it is a one time COLA.	

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/6/2019	9a.	George Clower	In reference to action items a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust, Mr. Clower asked how we got from 89% funded to 98% funded from everyone else?	Mr. Robert Saladana stated that we are 98% funded with our current plan and no changes. If we make changes it increases the cost of plan so now we are at 89% funded.	

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/23/2019					
1/23/2019			<p align="center">NO MEETINGS HELD</p>		

