



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, June 5, 2019

TIME: 8:30 a.m.

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)

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

Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Safety Briefing	M. Rendón	2 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	-----
5.	Opportunity for Public Comment	E. Martinez	3 min.	-----
6.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
7.	Discussion and Possible Action to move the July Board of Directors Meeting to Wednesday, July 10, 2019	J. Cruz-Aedo	2 min.	-----
8.	Update – Metropolitan Planning Organization	E. Martinez Rob MacDonald, CEO	5 min.	<i>PPT</i>
9.	Presentation – City of Corpus Christi Emergency Preparedness Plan and Corpus Christi Regional Transportation Authority Emergency Response Responsibility	M. Rendón Billy Delgado Corpus Emergency Management Office	10 min.	<i>PPT</i>
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of May 1, 2019	E. Martinez	2 min.	Pages 1-8
11.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Four (4) Transportation Supervisor Support Vehicles	J. Fehribach	4 min.	Page 9 <i>PPT</i>

12.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Bus Parts Supply to Multiple Vendors	J. Fehribach	4 min.	Pages 10-11 <i>PPT</i>
13.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a 5339(B) Grant Application for the Buses and Bus Facilities Infrastructure Investment Program, for Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements	S. Montez	5 min.	Pages 12-13 <i>ATTACHMENT 1</i> <i>PPT</i>
14.	Discussion and Possible Action to Enter into an Agreement between Corpus Christi Regional Transportation Authority (CCRTA) and Texas A&M University - Corpus Christi (TAMU-CC) for an Autonomous Vehicle Pilot Program	R. Patrick	5 min.	Page 14 <i>ATTACHMENT 2</i>
15.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Accept and Adopt the Recommended Assumption Changes to the Defined Benefit Plan as Identified in the Valuation Report from Consultant Actuary Findley, Inc. dated May 22, 2019, and to Authorize the Chief Executive Officer (CEO) to Implement the Assumption Changes and Amend the Plan to Increase the Benefit Formula Multiplier from 2.0 percent to 2.25 percent effective January 1, 2019	R. Saldaña Laura Stewart, Findley, Inc.	5 min.	Pages 15-16 <i>ATTACHMENTS A&B</i> <i>PPT</i>
16.	CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
			10 min.	Pages 17-22 <i>PPT</i>
	<ul style="list-style-type: none"> a) Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Amending Employee Pay Grades and Employee Pay Ranges b) Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a 5-Year Contract in the amount of \$1,797,846 to SEC-OPS Security for Security Services at the Staples Street Center and Bear Lane Operations Facility c) Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations to Award Three Separate Contracts to Hanson Professional Services, Inc., R.H. Shackelford, Inc., and Zarinkelk Engineering Services, Inc., for Engineering Design Services for ADA Bus Stop Improvements Phase VII 			
17.	Presentations:			
	a) April 2019 Financial Report	R. Saldaña	4 min.	Pages 23-31 <i>PPT</i>
	b) Procurement Update	R. Saldaña	4 min.	
	c) April 2019 Safety & Security Report	M. Rendón	4 min.	
	d) April 2019 Operations Report	G. Robinson	4 min.	
18.	CEO's Report	J. Cruz-Aedo	5 min.	-----
19.	Board Chair's Report	E. Martinez	5 min.	-----
20.	Adjournment	E. Martinez	1 min.	-----

21.	Information Items: a) RCAT Route Analysis–April 18, 2019 b) Member Inquiry Forms: 1. Board Meeting–May 1, 2019 2. Committee Meetings–April 24, 2019			<i>Attachments</i>
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Total Estimated Time: 89 min.

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On **Friday, May 31, 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 Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.



Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MAY 1, 2019**

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Update on RCAT Committee Activities
7. Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Mr. Robert Box
8. Engie Automated Bus Technology
9. Update – South Texas Military Facilities Task Force
10. Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of April 3, 2019
11. Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Shelter Option No. 3 for the Cunningham at South Park Middle School Project
12. Heard Consent Item – a) Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage; b) Action to Adopt a Revised 2019 Emergency Preparedness Policy; c) Action to Authorize Executing and Submitting the Federal Transit Administration (FTA) 2019 Certifications and Assurances; d) Action to Approve Issuing an Invitation for Bids (IFB) for Two four post Wireless Mobile Column Lifts; and e) Action to Authorize Exercising the First Option Year with Bridgestone Americas Tire Operations L.L.C. for Bus Tire Leasing and Service Charges
13. Heard Presentations –
 - a) March 2019 Financial Report
 - b) Procurement Update
 - c) March 2019 Safety & Security Report
 - d) March 2019 Operations Report
14. Heard CEO's Report
15. Heard Chairman's Report
16. Adjournment
17. Information–
 - a) RCAT Meeting Minutes–March 21, 2019
 - b) Member Inquiry Forms:
 1. Board Meeting–April 3, 2019
 2. Committee Meetings–March 27, 2019

Note: No committee meetings were held



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

Call to Order & Roll Call

Mr. Edward Martinez called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

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

Board Members Absent: Anne Bauman.

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; Gina Salazar, Local 1769 ATU; Gabriel Ortiz and J.Eric Rivera, Hanson.

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 pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under Public Comment.

Update on RCAT Committee Activities

Ms. Sharon Montez commented the meeting was held Thursday, April 18TH and the members rode Route 76 as part of the Route Evaluation Survey meetings. She commented a few members highlights commended the operator for maneuvering through the construction areas, and that he took time to explain any questions the riders had regarding other routes they had. The next regular meeting will be held on Thursday, May 16, 2019.



Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Mr. Robert Box

Ms. Montez commented that due to a recent vacancy on the committee, and Mr. Robert Box submitted all proper documentation, that the processes were held in accordance with RCAT By-Laws and appointment to the Committee. She asked the Board to confirm his appointment to the RCAT committee.

MR. TOM NISKALA MADE A MOTION CONFIRM NEW MEMBER APPOINTMENT TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) TO MR. ROBERT BOX. MR. MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Presentation – Engie Automated Bus Technology

Mr. Jorge Cruz-Aedo introduced Mr. Kilian Ollivier of Engie Group to present the two-year pilot program the Agency is entering into for an intelligent transit system onboard technology to assist the riders with more route information in real-time. It will be added to Route 17 and Route 23.

Mr. Ollivier presented how the pilot program will enhance the onboard technology of the bus system, data gathering and the riders, and in real-time. He said the objective will improve passenger experience at bus stops and improve overall efficiency of the system as part of the real-time bus fleet monitoring. Mr. Ollivier commented there will be no more paper as the detours would be automated, with active communication between operators and their supervisors, and this will improve on-time performance. This program will be able to pinpoint where the problems occur, help Planning to better plan going forward, better tracking of on-time performance and this data will be available to managers daily, weekly, monthly and yearly basis. He continued that bus stops will have real-time solar powered signage and voice announcements including the same technology within the buses.

Slides were shown of examples of the solar powered signage at bus stops and the real-time screens inside of the buses.

Presentation – Update South Texas Military Facilities Task Force

Mr. Cruz-Aedo introduced Mr. Joe Guzman. He presented an update on the activities of the task force which is a committee of the United Corpus Christi Chamber, and provided details of the committee and displayed a slide of major financial supporters. Mr. Guzman commented on recent news regarding the new Mary Carroll High School proposed location, several House Bills the agency is working with in legislation with their consultant, and stated their annual budget is \$240,000 per year. The Task Force currently has 24 members and 8 Executive Committee members. He spoke on the Defense Economic Assistance Adjustment Grant (DEAAG) for two projects supporting the NASCC and CCAD where the Texas Military Preparedness Commission was



awarded \$6.0 million to construct a security fence around the Army Depot and also to replace a 1940 vintage water line from the university to the Naval Air Station. These projects are estimated to be complete August 2019. He voiced the concerns the Navy had for the proposed Carroll High School where various meetings were held regarding the location, and said that CCISD agreed to relocate the school to Kostoyrz and Saratoga.

Action to Approve Administration & Finance Committee Meeting Minutes of April 3, 2019

MR. REEVES MADE A MOTION TO ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 3, 2019. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Shelter Option No. 3 for the Cunningham at South Park Middle School Project

Mr. Montez commented this item aligns with our Board Priority of Facilities, and also crosses over with the Board Priority of Innovation. She provided background information, purpose for A&E with slide of diagrams to show the renderings of proposed bus stop in front of the school. Ms. Montez provided 3 options and staff's recommendation of Option 3. She stated the two middle schools are being combined with enrollment expected to increase to an estimated 1,000 students. She said Route 19 is a Primary Transit Network (PTN), listed in top ten highest productive routes, and will service the new middle school. The shelters will safeguard passengers, complies with mandated Title VI Federal Act, and will provide a positive, memorable and educational rider experience for both students and adult riders of CCRTA.

Ms. Montez commented this project has been budgeted in the 2019 CIP at \$350,000 and there is no DBE requirement.

MR. REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE SHELTER OPTION NO. 3 FOR THE CUNNINGHAM AT SOUTH PARK MIDDLE SCHOOL PROJECT AS REVISED NOT TO EXCEED \$350,000. MR. NISKALA SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN AND DOMINGUEZ VOTING IN FAVOR. SKROBARCZYK ABSTAINING. HARRIS AND WOOLBRIGHT VOTING NO. ABSENT BAUMAN.

Heard Consent Items –



- a) **Action** to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage
- b) **Action** to Adopt a Revised 2019 Emergency Preparedness Policy
- c) **Action** to Authorize Executing and Submitting the Federal Transit Administration (FTA) 2019 Certifications and Assurances
- d) **Action** to Approve Issuing an Invitation for Bids (IFB) for Two four post Wireless Mobile Column Lifts
- e) **Action** to Authorize Exercising the First Option Year with Bridgestone Americas Tire Operations L.L.C. for Bus Tire Leasing and Service Charges

MR. CLOWER MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH E). MR. NISKALA SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. ABSENT BAUMAN AND WOOLBRIGHT.

Heard Presentations –

a) March 2019 Financial Report

Mr. Saldaña commented the Board Priority for this item aligns with Transparency, and said this item would be a combined effort of March's financials and year-to-date. Mr. Saldaña reported that in 2018, the Corpus Christi Regional Economic Development Corporation (CCREDC) estimated there will be \$26.3 billion dollars of capital investments coming into the area, and when we look at this, not all of those monies will be spent locally and would be spent outside our area so this would not affect our sales tax, the agency's primary source of income. He commented as an economic indicator, we will look at the full-time jobs and unemployment rate, and these monies are projecting adding an estimated 2,035 jobs to the area that would also add to the sales tax revenues. He also mentioned the new Harbor Bridge is a \$1 billion capital investment estimated to be completed in 2021 that also will add to the sales tax revenues in the area.

Mr. Saldaña displayed a slide to show the local growth factors and estimation over the next few years how many jobs will increase due to the construction of the new Harbor Bridge, other industrial projects along with permanent changes in the manufacturing to increase sales tax revenues in the area. Once completion of projects in 2020 to 2022, jobs will decrease somewhat yet permanent jobs will also continue. He said this information helps us to project sales tax revenues. Highlights for 2019 showed sales tax growth in January was 1.27 percent, and a negative 0.11 percent for February, or 0.58 percent for year over year for two months. He said passenger services are 20.73 percent ahead of budget year to date, and investment income is almost 74 percent ahead of budget.

He commented other first quarter highlights are that total expenses are currently 13.16 percent under budget as departments continue to control budgets even with the overtime costs due to staffing shortages, and our purchased transportation



variance is partly due to an increase in services and fuel allocations as required by GAAP.

Mr. Saldaña reported for March \$3.8 million in total revenues with \$3.3 million budgeted from projected sales taxes, and \$3.6 budgeted, or \$134,528 savings. He said expenses came in \$410,468 under the \$3.6 million budgeted at \$3.2 million, so the net change in assets for the month was \$544,986. A slide was shown with the breakdown between budgeted and actual revenues, and a chart with the percentages for grants and other revenues. He said typically sales tax revenues between 75 and 80 percent, and the agency is currently at 89.16 percent and is skewed since we are not receiving the grants right now. Additional slides shown provided the month of March breakdown of expenses by object, category, function and departments to include year to date amounts. These figures excluded depreciation, debt service and street improvements.

b) Procurement Update

Mr. Saldaña commented on the Board Priority aligns with Financial Transparency. He said there are currently 2 projects; engineering services for ADA bus stop improvements and security guard services. He gave the status of each project in the procurement process. He said for the next 4 months, there are 4 projects covering windstorm and hail insurance; tire leasing services and a rebuilt transmissions contracts to approve their first option year; and bus and bench advertising to approve their second and final option year approval.

Next 4 months outlook include 6 projects and all require the CEO's approval included 4 projects of \$50,000 or less for agreements for commercial janitorial services; real-time passenger information system; remix planning software and trapeze software FX-Mon. Each of these agreements will not exceed the agreement cost. Mr. Saldaña reported the agency still maintains the Marina Rental Space contract at \$6,300 monthly.

c) March 2019 Safety & Security Report

Mr. Rendón commented this item falls under the Board Priority of Facilities – Safety & Security. He stated there were 3 accidents for the month of March with 1 deemed preventable and 2 non-preventable giving us a collision rate for the month at 1.02. Mr. Rendón reported the CCRTA operators drove a total of 293,000 miles in the month of March. A slide showing the Security statistics was displayed and included there were 473 contacts with individuals for the month. He detailed each of the Security Statistics for the month and explained the percentages for each.

Mr. Rendón commented there will be security and security guards working the Buc Days Illuminated Parade this weekend. He mentioned the Paratransit area the agency has for our B-Line riders. The Green Roof will be available for the invitees from the City, County, Small Cities Committee of Mayors and other dignitaries in Nueces County to watch and enjoy the parade with the CCRTA.



A slide showing the CEO, Director of Security and Director of Transportation along with the CCPD Crime Reduction Unit and held a meeting to discuss the homeless population in the area around the Staples Street Center and uptown areas. He mentioned the homeless are addressed with respect and dignity as they are human beings too who may just be needing some type of help. He said when they hang out at our building and station platform including the sidewalks and parking lots, our security work with them to guide them where they need to go. The 'See Something, Say Something' campaign remains in force and is working.

d) March 2019 Operations Report

Mr. Gordon Robinson commented the Board Priority for this item aligns with Public Image & Transparency. He reported March's monthly ridership at 425,091 passenger trips. He stated Fixed Route was down almost 9 percent, Vanpool services at 200 percent up for the month, and B-Line up at 7 percent. He reported year-to-date being at a negative 2.5 percent down although other comparable agencies are averaging 4 percent down. A chart was shown of the overall system performance of highest and lowest weekday productivity by route, by wheelchair and bicycle boardings, and the On-Time Performance just over for the quarter at 88 percent with no issues. Mr. Robinson displayed a list of fixed route detours and stated 6 of these detours will be coming to completion soon. He said the B-line service and MV Transportation both met standard industry metrics. The number of Customer Assistance Forms (CAF) came in at 12 for the month, and stated miles between road calls for miles driven for the month of March were at almost 18,000 that met the standard as well.

Heard CEO's Report

Mr. Cruz-Aedo commented the employees enjoyed the Buc Days Rodeo. He mentioned the Buc Days Illuminated Parade will be coming down Leopard and turn at Staples Street. He said the agency invited the City, County, Small Cities Committee of Mayors and other dignitaries to enjoy the parade on the Green Roof and doors open at 6:00 p.m. He also mentioned the Staples Street side for ADA individuals to watch the parade in the reserved area.

Heard Chairman's Report

Mr. Martinez Board Chairman thanked staff for their continued hard work and focusing on getting projects and items at the meetings in detail. He deferred his time to other members to comment. Mr. Clower commended staff as well. Mr. Reeves commented on the upcoming Beach to Bay event and for the public to utilize the agency's services in getting to and from the relay points. Mr. Harris commended staff and Ms. Montez on her items discussed earlier and her hard work in coordinating all the details of each project. Ms. Dominguez gave a shout out to Mr. Rendón for his assistance at the last minute in presenting an educational and informative session on 'See Something, Say Something' campaign at Del Mar on their VIP program for the students.



Adjournment

There being no further review of items, the meeting adjourned at 10:34 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Subject: Approve Issuing an Invitation for Bids (IFB) for Four (4) Transportation Supervisor Support Vehicles

Background

RTA Transportation Supervisors operate non-revenue support vehicles to travel throughout the 841 square mile CCRTA service area to provide street supervision and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions etc. Additionally, Transportation Supervisors respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

Identified Need

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

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures for four (4) SUV Transportation Supervisor Support Vehicles is estimated to be \$142,910.00. This item is a 2019 CIP Capital project and includes 5307 Federal Grant Funds, estimated federal portion 80% - \$114,328.00.

Board Priority

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

Recommendation

Staff requests the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Four (4) Transportation Supervisor Support Vehicles.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Award a Contract for Bus Parts Supply to Multiple Vendors

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. The Maintenance Department released an Invitation for Bid (IFB) for; Air, Air Condition, Body, Chassis, Cooling, Glass, Suspension, Transmission, Wheelchair for Bus Parts Supply. The contract(s) also include new fleet bus parts not previously purchased or in inventory.

The Vehicle Maintenance Department may only purchase a portion of the parts listed under these agreements. RTA seeks to secure supply contract pricing with various vendors to utilize volume discounts while acquiring parts only as needed. Non-contracted pricing will normally result in higher annual parts expense due to a volatile market and excessive staff administration time for procuring parts.

The following twelve (12) vendors submitted pricing for various bus parts.

C.C. Freightliner	Gillig
New Flyer LTD	Neopart Transit
French Ellison Truck Center	Kirk's Automotive Inc.
Prevost Car Inc.	Mohawk MFG & Supply
Janek	Rush Truck Center
Muncie Transit	Allison Trans Tech

Identified Need

Competitive contracts for bus parts will ensure the demand for parts are met, plus secure firm and discounted rates.

Disadvantaged Business Enterprise (DBE)

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

Proposals Received

A total of 8 proposers were deemed responsive. The maintenance department conducted a comprehensive cost analysis and recommend awardees;

Gillig	Neopart
Kirk's Automotive	Rush Truck Center
Mohawk Manufacturing	The Janek
Muncie	Allison Tran. Tech

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2019 operating budget.

Base Year Estimated Cost	\$391,719.60
Option Year 1 - 4% avg. increase	\$407,388.38
Option Year 1 - 4% avg. increase	\$423,683.91

Board Priority

This Board Priority is Budget - Improved budget to actual reporting.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract for Bus Parts Supply to Multiple Vendors for; Air, Air Condition, Body, Chassis, Cooling, Glass, Suspension, Transmission, Wheelchair for a one-year base contract with two (2) one-year options following Board approval.

Recommended awardees –

Gillig	Neopart
Kirk's Automotive	Rush Truck Center
Mohawk Manufacturing	The Janek
Muncie	Allison Tran. Tech

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Adopt a Resolution in Support of a 5339(B) Grant Application for the Buses and Bus Facilities Infrastructure Investment Program, for the Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements

Background

The Federal Transit Administration (FTA) announced the opportunity to apply for approximately \$423.5 million in fiscal year (FY) 2019 funds under the Grants for Buses and Bus Facilities Infrastructure Investment Program (CFDA #20.526).

The Grant for Buses and Bus Facilities program makes federal resources available to states and direct recipients to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.

The grant applications will need to be submitted by June 21st.

Identified Need

The agency has identified three projects for the grant submittal.

- *Port/Ayers Station Reconstruction – \$5,811,845 (estimated construction, architectural and engineering services)*
- *Del Mar South Campus Bus Stations – \$2,884,510 (estimated construction, architectural and engineering of 2 stations – Yorktown and Rodd Field Road)*
- *Bear Lane Bus Parking Lot Improvements – \$945,011 (estimated construction, architectural and engineering services)*
- *Total estimated construction, architectural and engineering costs – \$9,641,366*

Analysis

Applicants must demonstrate how the proposed project will address an unmet need for capital investment in bus vehicles and/or supporting facilities, enhance the safety of the transit system for transit vehicle operators, riders, and the general public, or improve the connectivity of bus systems with other networks through the use of deployment-ready information technologies.

For example, an applicant may demonstrate a substantial backlog of deferred capital investment, insufficient size or capacity of maintenance facilities, excessive reliance on vehicles that are beyond their intended service life, a vehicle fleet that is insufficient to meet current ridership demands, or passenger facilities that are insufficient for their current use. For safety, an applicant may demonstrate safety concerns with vehicles, equipment, or facilities that are beyond their intended useful life, or that are no longer appropriate for use due to safety concerns. To improve connectivity, bus systems may deploy Intelligent Transportation Systems (ITS) technologies or software that link buses

with other transportation modes. Applicants should also describe how the proposed project will improve the operation of the transit system and whether the project represents a one-time or periodic need that cannot reasonably be funded from FTA formula program allocations and State or local resources.

Financial Impact

The federal share of eligible capital costs ranges from 80 to 90 percent of the net capital project cost, unless, the grant recipient requests a lower percentage. The Federal share may exceed 80 percent for certain projects related to the ADA, the Clean Air Act (CAA), and certain bicycle projects. The minimum estimated local match of 20% for construction, architectural and engineering costs would equate to \$1,928,273.

Anything related to ADA could be funded up to 90%, but, FTA may prioritize projects proposed with a higher local share.

Committee Review

This item was review and approved at the Administration & Finance Committee meeting held on May 22, 2019.

Recommendation

Staff requests the Board of Directors adopt a Resolution in Support of a 5339(B) Grant Application for Buses and Bus Facilities Infrastructure Investment Program, for the Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Office

**Corpus Christi
Regional Transportation Authority**



Resolution

**IN SUPPORT OF A 5339(B) GRANT APPLICATION FOR BUSES AND
BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM**

WHEREAS, the Corpus Christi Regional Transportation Authority has a goal of maintaining buses, bus related facilities and equipment in a state of good repair, through an effort to reduce the unmet need for capital investment in bus vehicles and/or supporting facilities, while enhancing the safety of the transit system for transit vehicle operators, riders, and the general public, or improving the connectivity of bus systems with other networks through the use of deployment-ready information technologies, leading to, reduced operating costs, safety and security enhancements, improved customer service and performance targets,

WHEREAS, the plan of development calls for exploration of grant opportunities for the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities. The projects to be submitted for grant funding include the Port/Ayers Station Reconstruction, the Del Mar South Campus Bus Stations and the Bear Lane Bus Parking Lot Improvements.

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

Section 1. The Board hereby declares its support for the goal of maintaining buses, bus related facilities and equipment in a state of good repair, through the effort to reduce the unmet need for capital investment in bus vehicles and/or supporting facilities, while enhancing the safety of the transit system for transit vehicle operators, riders, and the general public, or improving the connectivity of bus systems with other networks through the use of deployment-ready information technologies, leading to, reduced operating costs, safety and security enhancements, improved customer service and performance targets,

Section 2. The Board further declares its intention to support the plan of development for exploration of grant opportunities for the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.

DULY PASSED AND ADOPTED this ____ day of ____ 2019.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge Cruz-Aedo
Chief Executive Officer

Edward Martinez
Chairman of the Board



Subject: Enter into an Agreement between Corpus Christi Regional Transportation Authority (CCRTA) and Texas A&M University - Corpus Christi (TAMU-CC) for Autonomous Vehicle Pilot Program

Background

The RTA will provide an AV shuttle for use on the TAMU-CC campus. The AV Shuttle will operate on weekdays when the University is in session during the Fall, Spring, and Summer semesters of academic years 2019-2020 and 2020-2021.

Identified Need

The RTA is interested in providing TAMU-CC on campus transportation which will utilize the latest mobility technology. Gather data, bring cutting edge technology to the region and build toward the reduction of carbon emissions. TAMU-CC is interested in accessing AV technology, public transportation on campus that includes serving ADA students, as well as, becoming a nationally recognized university with an on-campus AV shuttle.

Disadvantaged Business Enterprise (DBE)

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

Financial Impact

The RTA will contract a lease agreement with MV Transportation to purchase, operate and provide maintenance for an AV shuttle. TAMU-CC will provide a secure indoor storage facility and electricity to recharge the AV shuttle nightly.

2019 Aug – Dec (5 months)	2020 Jan - Dec (12 months)	2021 Jan - July (7 months)	2 year Total
\$ 174,385	\$406,040	\$226,660	\$807,086

Board Priority

Innovation – Providing new service that includes ADA Students, Employees, and Faculty by way of new, groundbreaking technology.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into an Agreement between the Corpus Christi Regional Transportation Authority and Texas A&M University – Corpus Christi for an Autonomous Vehicle Pilot Program.

Respectfully Submitted,

Submitted & Reviewed by: Rita Patrick
Director of Marketing

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Memorandum of Agreement
Texas A&M University - Corpus Christi and
the Corpus Christi Regional Transportation Authority
For Autonomous Vehicle Pilot Program
August 1, 2019 through July 31, 2021

“This agreement made and entered into by and between TAMU-CC, a component of the Texas A&M University System, an agency of the State of Texas (TAMU-CC) and Corpus Christi Regional Transportation Authority (RTA).”

WHEREAS, the RTA is interested in utilizing an Autonomous Vehicle Pilot Program (AV shuttle) in a restricted area to test new technology; and

WHEREAS, TAMU-CC is interested in new technology services for transportation throughout the campus to more easily access buildings, parking lots, and housing; and

WHEREAS, the RTA has made arrangements to purchase an AV shuttle; and

NOW, THEREFORE, BE IT AGREED BY THE REGIONAL TRANSPORTATION AUTHORITY AND TAMU-CC THAT:

1. Provision of Service. RTA will provide the AV shuttle for use on the TAMU-CC campus. The AV shuttle is an autonomous vehicle that is approximately 15.5 ft. long, 7 ft. wide, and 9 ft. tall, which can hold 11 seated passengers and 4 standing passengers, and operates at a speed of up to 15.53 mph, or substantially similar.
2. Operation. The RTA will operate the AV shuttle with predetermined stops at apartment complexes, buildings, parking lots and areas identified by TAMU-CC and the RTA on the TAMU-CC campus. RTA will also provide maintenance of the AV shuttle.
 - (a) Operation Times. The AV shuttle route will operate only on weekdays when the University is in session during the Fall, Spring, and Summer semesters of academic years 2019-20 and 2020-21 on an hourly schedule established by the RTA.
 - (b) Onboard Attendant. RTA will provide any required onboard attendant for all times the AV shuttle is in use on the campus. The attendant will be required, at minimum, to have the ability to maintain situational awareness, operate the

ADA access ramp, have a standard driver's license, and be trained to use the standard and emergency controls.

3. Term. Beginning August 1, 2019, and continuing through July 31, 2021, subject to earlier termination as provided below.
4. Route. The route the AV shuttle is required to take will be determined by RTA and TAMU-CC and may not be longer than 2 miles or have a grade above 12% for more than 100 yards. The route may be amended by mutual agreement between RTA and TAMU-CC. TAMU-CC will maintain the streets and thoroughfares that the AV shuttle utilizes in good condition suitable for the use of the AV shuttle.
5. Storage. TAMU-CC will provide a location on campus for secure storage of the AV shuttle in a manner to be agreed upon by the parties.
6. Electricity. TAMU-CC will provide electricity to recharge the AV shuttle nightly via a 208, 220, or 240 Volt (AC) outlet, capable of supplying 16 or 32 Amps.
7. Liability Insurance. The RTA will require its contractor operating service to provide automobile liability insurance at minimum limits of at least \$1,000,000 for bodily injury or death. Both the RTA and TAMU-CC shall be named as additional insureds on provided policy.
8. Promotion. TAMU-CC will advise students, faculty, and employees that they can ride the AV shuttle at no charge as long as they display a valid current "SAND DOLLAR" ID, including each summer's school semesters.
9. Termination. The RTA can terminate this program on thirty (30) days' notice.
10. Execution and modification. This agreement is binding only when signed by both parties. Any modifications or amendments must be in writing and signed by both parties.
11. Notices. This agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
12. Assignment. This agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
13. Entire Agreement. This agreement contains the entire agreement between RTA and TAMU-CC with respect to the matters contained herein, and supersedes all other oral or written agreements between the parties with respect to such matters. It is acknowledged that other contracts may be executed. Such other agreements are not intended to change or alter this Agreement unless expressly stated in writing.

14. Headings. Headings appear solely for convenience of reference. Such headings are not part of this agreement and shall not be used to construe it.
15. Governing Law. This agreement is construed under and in accordance with the laws of the State of Texas. Mandatory venue for all legal proceedings against TAMU-CC is in the county in which the principal office of the chief executive officer is located. At execution of this agreement, such county is Nueces County, Texas.
16. Independent Contractor Status. This Agreement will not be construed as creating an employer/employee relationship between TAMU-CC and RTA.
17. Severability. If any provision or provisions of this agreement shall be held invalid or unenforceable, the validity, legality and enforceability of the remaining portions shall not in any way be affected or impaired thereby.
18. Force Majeure. Each party shall be excused from any breach of this agreement, which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.
19. Dispute Resolution Process.
 - (a) The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used, as further described herein, by TAMU-CC and RTA to attempt to resolve any claim for breach of contract made by RTA:
 - (i) RTA's claim for breach of this contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Government Code. To initiate the process, RTA shall submit written notice, as required by subchapter B, to Judy Harral, Director of Purchasing. Said notice shall specifically state that the provisions of Chapter 2260, subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of TAMU-CC and RTA otherwise entitled to notice under the parties' contract. Compliance by RTA with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the Government Code.
 - (ii) The contested case process provided in Chapter 2260, subchapter C, of the Government Code is RTA's sole and exclusive process for seeking a remedy for any and all alleged breaches of contract by TAMU-CC if the parties are unable to resolve their disputes under subparagraph (i) of this paragraph.
 - (iii) Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature

under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by TAMU- CC nor any other conduct of any representative of TAMU-CC relating to the contract shall be considered a waiver of sovereign immunity to suit.

- (b) The submission, processing and resolution of RTA's claim is governed by the published rules adopted by the Office of the Attorney General pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended. These rules are found at 1 T.A.C. chpt. 68.
- (c) Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by RTA, in whole or in part.
- (d) The designated individual responsible on behalf of TAMU-CC for examining any claim or counterclaim and conducting any negotiations related thereto as required under §2260.052 shall be Judy Herral, Director of Purchasing.

Agreed on this the ____ day of _____, 2019.

Corpus Christi Regional Transportation Authority

Texas A&M University - Corpus Christi

Jorge Cruz-Aedo
Chief Executive Officer

Name:
Title:

Date: _____

Date: _____



Subject: To accept and adopt the recommended assumption changes to the Defined Benefit Plan as identified in the valuation report from Consultant Actuary Findley, Inc. dated May 22, 2019, and to authorize the CEO to implement the assumption changes and amend the plan to increase the benefit formula multiplier from 2.0% to 2.25% effective January 1, 2019

Background

Because the RTA and its employees do not participate in the Social Security system, RTA maintains a Defined Benefit Plan to provide retirement benefits to employees. The Plan is a single-employer established under the applicable sections of the Internal Revenue Code and administered by a portfolio management firm under a Trust arrangement.

Identified Need

The choice of actuarial assumptions and pension cost methods are a critical part of identifying the target funded status required to financially sustain the plan's future pension obligations. Because of the complex nature surrounding retirement calculations, it is necessary to examine key economic and demographic assumptions regularly in order to identify cost-effective retirement options and enhancements that will benefit the Authority and its employees.

Analysis

The valuation report from Findley, Inc. has been prepared in accordance with generally accepted actuarial standards including the overall appropriateness of the analysis, assumptions, and results which is also in conformity with the appropriate Standards of Practice as promulgated from time to time by the Actuarial Standards Board. The projected costs provided by Findley, Inc. are based on the following assumptions:

Key Valuation Assumption recommendations:

- Update Mortality to RP-2014 Blue Collar Table
- Change discount rate to 7.40% and commit to continuing to decrease over time until appropriate benchmark of 7.0% is attained .
- Update withdrawal and retirement assumptions based on plan experience.

Valuation Method Options recommendations:

- Actuarial Value of Assets
 - Change from Market Value to 5-year Smoothed
- Amortization Period
 - Reset period to 15 years beginning 1/1/2019

Additional Plan Contributions

- Continue to fund changes or reach target funded status

Retirement Benefit Formula Increase

- Amend the plan to increase the benefit formula multiplier from 2.0% to 2.25%

Note: The two attached resolutions adjust the Actuarial Assumptions (Attachment A); and increase the Calculation Formula from 2.0% to 2.25% (Attachment B).

Disadvantaged Business Enterprise (DBE)

This is being funded with local funds and not applicable to DBE.

Financial Impact

To adopt the assumption changes and to increase the benefit formula multiplier from 2.0% to 2.25% to be paid in 2019 from **unrestricted reserves**, and to cover the increase in liability due to the assumption changes.

Board Priority

This project aligns with the Board Priority – Financial Transparency.

Recommendation

Staff requests the Board of Directors to accept and adopt the recommended assumption changes to the Defined Benefit Plan as identified in the valuation report from Consultant Actuary Findley, Inc. dated May 22, 2019, and to authorize the Chief Executive Officer (CEO) or designee to implement the assumption changes and amend the plan to increase the benefit formula multiplier from 2.0% to 2.25% effective January 1, 2019.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: Robert Saldana
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**Corpus Christi
Regional Transportation Authority**



Resolution

**APPROVING ADJUSTMENTS TO THE ACTUARIAL ASSUMPTIONS
UTILIZED FOR THE RTA EMPLOYEES' DEFINED BENEFIT PLAN**

WHEREAS, the Corpus Christi Regional Transportation Authority, (the "RTA") has adopted and maintains the RTA Employees Defined Benefit Plan and Trust (the "Plan") in order to provide retirement benefits to its employees; and

WHEREAS, the RTA desires to make adjustments in the actuarial assumptions under which the Plan is operated;

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

1. The Board hereby adjusts the actuarial assumptions for administration of the Plan in the following respects:

- (a) Discount Rate - Change the discount rate from 7.5% to 7.4% and continue to lower the discount rate by 10 basis points each year until a discount rate of 7.0% is reached.
- (b) Mortality - Change the mortality table from the RP-2000 to RP-2014 Blue Collar Table.
- (c) Retirement Rates - Change the assumed retirement rate from 100% at age 62 to a table of rates by age based on plan experience.
- (d) Termination Rates - Change the assumed turnover rate from Turnover Table 5 (1955) to SOA Small Plan Service Table (2003).
- (e) Valuation of Assets – Change the method of valuation from actual market value to a 5-year smoothed valuation with a 90% to 110% collar.
- (f) Amortization Period – Reset the amortization period for any deficiency contributions to 15 years beginning January 1, 2019.

Duly PASSED and ADOPTED this _____ day of _____ 2019.

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
Edward Martinez
Chairman of the Board

**Corpus Christi
Regional Transportation Authority**



Resolution

AMENDING THE RTA EMPLOYEES' DEFINED BENEFIT PLAN AND TRUST TO INCREASE THE CALCULATION OF RETIREMENT INCOME

WHEREAS, the Corpus Christi Regional Transportation Authority, (the "RTA") has adopted and maintains the RTA Employees Defined Benefit Plan and Trust (the "Plan") in order to provide retirement benefits to its employees; and

WHEREAS, the RTA desires to increase the calculation of Retirement Income as such term is used from 2% of Final Average Compensation to 2.25% of Final Average Compensation;

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

1. The Board amends the Plan by approving and adopting the Amendment to the RTA Employees Defined Benefit Plan and Trust in the form attached in order to increase the calculation of Retirement Income as such term is used in the Plan from 2% of Final Average Compensation to 2.25% of Final Average Compensation, to be effective as of July 1, 2019.

2. The Board further authorizes the Chairman of the Board to execute the attached Plan Amendment and approve any technical corrections or other Plan amendments required in order to conform the Plan to the requirements of the Internal Revenue Code, as amended, including approval of a restated and amended Plan document as may be prepared in connection with such technical amendments together with any documents required by the Internal Revenue Service for a favorable determination letter concerning the Plan.

3. The CEO is authorized and directed to file an application for a determination letter with the Internal Revenue Service and take such actions and sign such additional documents as may be required or advisable in connection with the qualification of the Plan, as amended, under the provisions of the Internal Revenue Code, as amended, and any regulations applicable to the Plan.

Duly PASSED and ADOPTED this _____ day of _____ 2019.

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Edward Martinez
Chairman of the Board

**AMENDMENT
TO THE
RTA EMPLOYEES DEFINED BENEFIT PLAN AND TRUST**
(As Amended and Restated Effective January 1, 2015)

Pursuant to Section 7.01 of the RTA Employees Defined Benefit Plan and Trust (the "Plan"), the Corpus Christi Regional Transportation Authority (the "RTA") hereby amends the Plan to revise Section 3.01(b) concerning the "Amount of Retirement Income" in order to increase the benefit from 2% to 2.25% of an employee's Final Average Compensation multiplied by Years of Service. As amended, such subsection shall read as follows:

3.01 NORMAL RETIREMENT

- (b) **Amount of Retirement Income.** The amount of annual retirement income payable to a Participant who retires on his or her Normal Retirement Date Shall be an amount equal to 2.25% of his or her Final Average Compensation multiplied by his or her Years of Service. The annual retirement income shall be converted to a monthly retirement benefit by dividing by twelve.

IN WITNESS WHEREOF, the Corpus Christi Regional Transportation Authority has caused this Amendment to the RTA Employee Defined Benefit Plan and Trust to be executed by its authorized officers on this ____ day of _____, 2019.

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
Edward Martinez
Chairman of the Board



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 5, 2019

Subject: Amend the Employee Pay Grades and Pay Ranges

Background

Currently, the authority utilizes the Compensation Plan Study that was approved in 2016. The only type of increases that the employees have seen have been because of the merits associated with their performance evaluation or COLA increases. Human Resources department has noticed that recruitments tend to be opened for longer periods of time, and this may be because of the ranges in salary that are reflected.

Identified Need

In November 2018, we retained Ray Associates, Inc. to assist the Authority in conducting a comprehensive compensation study including a custom salary survey to solicit salary information for comparable jobs from 10 other employers, most of which were in the State of Texas. In addition, this study also included a classification component to ensure that each job carries the appropriate job title for the work being performed and an internal equity component to ensure that all jobs are paid comparably with one another both within departments and across departmental lines.

Disadvantaged Business Enterprise

No DBE percentage available.

Financial Impact

The estimated financial impact for the rest of 2019 (July-December) is \$33,178 which is 3.45% for the current payroll salaries, and primarily increases the Bus Operators starting pay of \$14.00 per hour to the new starting rate of pay of \$16.00 per hour. In 2020, the financial impact will be \$66,356 which is 6.90% for the entire year (January-December).

Job positions experiencing the changes are as follow:

Operations – 20	Bus Operators
Operations – 3	Vehicle Maintenance Technician, Garage Service Technician
Administrative – 4	Eligibility Coordinator, HR Administrator, Street Operations Supervisor, MDOO

Bringing these employees up to the entry pay level of the new pay grades will bring them align to other employees performing the same or similar position.

Board Priority

This item aligns with the Board Priority – Workforce Development.

CC RTA 2019 Pay Schedule

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
5	A	20,259.20	26,624.00	33,009.60	
	M	1,688.27	2,218.67	2,760.80	
	B	779.20	1,024.00	1,268.60	
	H	9.74	12.80	15.87	
6	A	21,257.60	27,934.40	34,632.00	Custodian I Internship Program (Undergraduate \$10/Graduate \$15)
	M	1,771.47	2,327.87	2,886.00	
	B	817.60	1,074.40	1,332.00	
	H	10.22	13.43	16.65	
7	A	22,318.40	29,328.00	36,355.40	Custodian II
	M	1,859.87	2,444.00	3,029.87	
	B	858.40	1,128.00	1,398.40	
	H	10.73	14.10	17.48	
8	A	23,420.80	30,794.00	38,168.00	
	M	1,951.73	2,565.33	3,180.67	
	B	900.80	1,184.00	1,468.00	
	H	11.26	14.80	18.35	
9	A	24,585.60	32,323.20	40,060.80	
	M	2,048.80	2,693.60	3,338.40	
	B	945.60	1,243.20	1,540.80	
	H	11.82	15.54	19.26	
10	A	25,812.80	33,924.80	42,057.60	
	M	2,151.07	2,827.07	3,504.80	
	B	992.80	1,304.80	1,617.60	
	H	12.41	16.31	20.22	
11	A	27,102.40	35,630.40	44,158.40	Maintenance Technician I Revenue Counter
	M	2,258.53	2,969.20	3,679.87	
	B	1,042.40	1,370.40	1,698.40	
	H	13.03	17.13	21.23	
12	A	28,454.40	37,398.40	46,353.20	Customer Service Representative Garage Service Technician Parts Clerk
	M	2,371.20	3,116.53	3,863.60	
	B	1,094.40	1,438.40	1,783.20	
	H	13.68	17.98	22.29	
13	A	29,868.80	39,270.40	48,672.00	Data Technician Maintenance Technician II Receptionist
	M	2,489.07	3,272.53	4,056.00	
	B	1,148.80	1,510.40	1,872.00	
	H	14.36	18.88	23.40	
14	A	31,345.60	41,204.80	51,084.80	Dispatcher Junior Buyer Lead Maintenance Technician Mechanic's Assistant
	M	2,612.13	3,433.73	4,257.07	
	B	1,205.60	1,584.80	1,964.80	
	H	15.07	19.81	24.56	

CC RTA 2019 Pay Schedule

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
15	A	32,905.60	43,264.00	53,622.40	Accounts Payable Specialist
	M	2,742.13	3,605.33	4,468.53	Bus Operator (starting entry at \$16.00 and based on experience \$17,00/5 yrs. \$18,00/10+ yrs)
	B	1,265.60	1,664.00	2,062.40	Marketing & Communications Liaison
	H	15.82	20.80	25.78	
16	A	34,546.80	45,427.20	56,305.60	
	M	2,679.07	3,785.60	4,692.13	
	B	1,328.80	1,747.20	2,165.60	
	H	16.61	21.84	27.07	
17	A	36,275.20	47,694.40	59,113.60	Human Resources Technician
	M	3,022.93	3,974.53	4,926.13	Info. Tech. Systems Technician
	B	1,395.20	1,834.40	2,273.60	Payroll Coordinator
	H	17.44	22.93	28.42	Senior Administrative Assistant
18	A	38,084.80	50,065.60	62,067.20	Safety & Security Coordinator
	M	3,173.73	4,172.13	5,172.27	
	B	1,464.80	1,925.60	2,387.20	
	H	18.31	24.07	29.84	
19	A	39,977.60	52,561.60	65,145.60	Customer Service Advocate
	M	3,331.47	4,380.13	5,428.80	Training Instructor
	B	1,537.60	2,021.60	2,505.60	Vehicle Electronics Maint. Technician
	H	19.22	25.27	31.32	Vehicle Maintenance Technician
20	A	41,974.40	55,182.40	68,411.20	DBE Certification Specialist
	M	3,497.87	4,598.53	5,700.93	Executive Administrative Assistant
	B	1,614.40	2,122.40	2,631.20	Garage Service Supervisor
	H	20.18	26.53	32.89	
21	A	44,054.40	57,928.00	71,801.60	Street Operations Supervisor
	M	3,671.20	4,827.33	5,983.47	
	B	1,694.40	2,228.00	2,761.60	
	H	21.18	27.85	34.52	
22	A	46,238.40	60,798.40	75,358.40	Marketing Production Coordinator
	M	3,853.20	5,065.53	6,279.87	Outreach Coordinator
	B	1,778.40	2,338.40	2,898.40	Project Coordinator
	H	22.23	29.23	36.23	
23	A	48,547.20	63,635.20	79,123.20	Eligibility Coordinator
	M	4,045.60	5,319.60	6,593.60	Procurement Administrator
	B	1,867.20	2,455.20	3,043.20	
	H	23.34	30.69	38.04	

CC RTA 2019 Pay Schedule

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
24	A	50,950.00	66,995.80	83,054.40	Budget Analyst
	M	4,246.67	5,583.07	6,921.20	Dispatch Operations Administrator
	B	1,960.00	2,576.80	3,194.40	Human Resources Administrator
	H	24.50	32.21	39.93	Mechanic Supervisor
25	A	53,497.60	70,345.60	87,193.60	Accountant
	M	4,458.13	5,862.13	7,266.13	Facilities Buildings Manager
	B	2,057.60	2,705.60	3,353.60	Safety & Security Administrator
	H	25.72	33.82	41.92	Senior Transit Planner
26	A	56,160.00	73,840.00	91,540.80	Customer Service Administrator
	M	4,680.00	6,153.33	7,628.40	Info. Tech. Systems Administrator
	B	2,160.00	2,840.00	3,520.80	Street Operations Administrator
	H	27.00	35.50	44.01	
27	A	58,968.00	77,542.40	96,116.80	
	M	4,914.00	6,461.87	8,009.73	
	B	2,268.00	2,982.40	3,696.80	
	H	28.35	37.28	46.21	
28	A	61,900.80	81,390.40	100,880.00	Assistant Director of Maintenance
	M	5,159.40	6,782.53	8,406.67	Comptroller
	B	2,380.80	3,130.40	3,880.00	
	H	29.76	39.13	48.50	
29	A	64,979.20	85,446.40	105,913.60	
	M	5,414.93	7,120.53	8,826.13	
	B	2,499.20	3,286.40	4,073.60	
	H	31.24	41.08	50.92	
30	A	68,224.00	89,710.40	111,196.80	
	M	5,685.33	7,475.87	9,266.40	
	B	2,624.00	3,450.40	4,276.80	
	H	32.80	43.13	53.46	
31	A	71,535.20	94,162.40	116,750.40	Director of Marketing
	M	5,969.60	7,846.53	9,729.20	Director of Safety & Security
	B	2,755.20	3,622.40	4,490.40	
	H	34.44	45.28	56.13	
32	A	75,212.80	98,904.00	122,595.20	DBE/EEO Compliance Officer
	M	6,267.73	8,242.00	10,216.27	
	B	2,892.80	3,804.00	4,715.20	
	H	35.16	47.55	58.94	
33	A	78,956.80	103,812.80	128,699.60	Director of Planning
	M	6,579.73	8,651.07	10,724.13	Director of Procurement
	B	3,036.80	3,992.80	4,949.60	
	H	37.96	49.91	61.87	

CC RTA 2019 Pay Schedule

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
34	A	82,888.00	108,992.00	135,096.00	Director of Information Technology
	M	6,907.33	9,062.67	11,258.00	
	B	3,188.00	4,192.00	5,196.00	
	H	39.85	52.40	64.95	
35	A	87,027.20	114,420.80	141,835.20	Director of Finance Director of Human Resources Director of Maintenance
	M	7,252.27	9,535.07	11,819.60	
	B	3,347.20	4,400.80	5,455.20	
	H	41.84	55.01	68.19	
36	A	91,374.40	120,140.80	148,928.00	Director of Transportation
	M	7,614.53	10,011.73	12,410.67	
	B	3,514.40	4,620.80	5,728.00	
	H	43.93	57.76	71.60	
37	A	95,929.60	126,131.20	156,353.60	
	M	7,994.13	10,510.93	13,029.47	
	B	3,689.60	4,851.20	6,013.60	
	H	46.12	60.64	75.17	
38	A	100,713.60	132,433.60	164,153.60	
	M	8,392.80	11,036.13	13,679.47	
	B	3,873.60	5,093.60	6,313.60	
	H	48.42	63.67	78.92	
39	A	105,747.20	139,048.00	172,348.80	
	M	8,812.27	11,587.33	14,362.40	
	B	4,067.20	5,346.00	6,628.80	
	H	50.84	66.85	82.86	
40	A	111,030.40	145,995.20	180,960.00	Managing Dir. of Customer Services
	M	9,252.53	12,165.27	15,080.00	
	B	4,270.40	5,615.20	6,960.00	
	H	53.38	70.19	87.00	
41	A	116,563.20	153,275.20	189,987.20	Managing Director of Administration
	M	9,713.60	12,772.93	15,832.27	
	B	4,483.20	5,895.20	7,307.20	
	H	56.04	73.69	91.34	
42	A	122,387.20	160,929.60	199,472.00	Managing Director of Operations
	M	10,198.93	13,410.80	16,622.67	
	B	4,707.20	6,189.60	7,672.00	
	H	58.84	77.37	95.90	



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 5, 2019

Subject: Award a 5-Year Contract in the amount of \$1,797,846 to SEC-OPS Security for Security Services at the Staples Street Center and Bear Lane Operations Facility

Background

Currently the CCRTA is utilizing VETS Securing America (VSA) to provide security services. At the Staples Street Center they provide 24-hour commissioned security service daily and two non-commissioned officers from 7 a.m. to 7 p.m. Monday through Friday. At the Bear Lane Facility they provide weekend non-commissioned security guard service Saturday through Sunday from 10:30 p.m. to 5:30 a.m. The current contract expires June 27, 2019.

Identified Need

The RFP was structured as a five-year contract. At the Staples Street Center the contract provides for 5 commissioned guards to work 168 hours per week, totaling 8,736 hours per year; and 4 non-commissioned guards to work 120 hours per week, totaling 6,240 hours per year. At the Bear Lane Facility 1 non-commissioned guard works weekends from 10:30 p.m. to 5:30 a.m. and variable holiday hours. Weekly coverage hours are 14 hours and with holiday coverage hours the yearly contracted total hours is 824 hours.

On Wednesday, April 24, 2019 seven proposals were received. Five (5) proposals were deemed responsive and two (2) were deemed non-responsive. The non-responsive companies were Tricorps and Blue Knight Security.

The evaluation team consisted of:

- Sharon Montez, Managing Director of Special Projects and Customer Service;
- Mike Rendon, Director of Safety and Security;
- Gordon Robinson, Director of Planning;
- Derrick Majchszak, Director of Transportation; and
- Wes Vardeman, Outreach Coordinator.

The proposals were evaluated on Key Personnel Experience, Project Approach, Relevant Experience and Past Experience, and Training. The chart below summarizes the final scoring points:

Proposer	Technical Total (70 Points)	Price Points (30 Points)	Grand Total (100 Points)
SEC-OPS Security	66.80	26.72	93.52
Monterry Security	68.75	14.71	83.46
VETS Securing America	44.00	30.00	74.00
AEPS Corp.	50.20	22.92	73.12
ARBER	44.20	19.90	64.10

Below is the pricing submitted by each responsive proposer for the five-year contract:

Proposer	Pricing
SEC-OPS Security	\$1,797,846.00
Monterry Security	\$3,265,955.20
VETS Securing America	\$1,601,198.80
AEPS Corp.	\$2,095,776.40
ARBER	\$2,413,675.80

Staff requests awarding a 5-Year Contract in the amount of \$1,797,846.00 to SEC-OPS Security for security services at the Staples Street Center and Bear Lane Operations Facility. They received the highest overall total points. SEC-OPS has an established local office. They have been in business since 2005. Currently they provide security service for the Port of Corpus Christi; Nueces County; City of Corpus Christi (CCPD building); and also provide security for the Drug Enforcement Agency in the State of Texas.

Financial Impact

The total cost for the five-year base contract, with no option years, is \$1,797,846.00 and is budgeted in the Safety and Security 2019 operating budget. Budget will be requested for subsequent years during the annual budget process.

Board Priority

This item aligns with the Board Priority – Facilities – Safety and Security

Committee Review

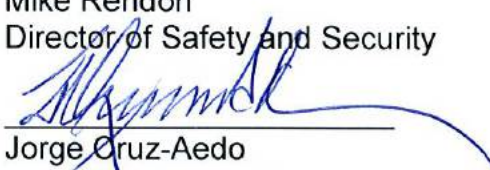
This item was review and approved at the Administration & Finance Committee meeting held on May 22, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a 5-Year contract in the amount of \$1,797,846.00 to SEC-OPS Security for security services at Staples Street Center and Bear Lane Operations Facility.

Respectfully Submitted,

Submitted by: Mike Rendón
Director of Safety and Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 5, 2019

Subject: Enter Into Negotiations for Design Services with Hanson Professional Services, Inc., Zarinkelk Engineering Services, Inc., and R.H. Shackelford Engineering, Inc., for ADA Bus Stop Improvements – Phase VII

Background

The CCRTA is moving forward with the next phase of the ADA Transition Plan, which will be Phase VII. To date the CCRTA has 828 bus stops that are now ADA compliant and we are 62% compliant.

The CCRTA has previously used a bidding model that divided the bus stop improvements into three zones to give smaller contractors the opportunity to meet the bonding requirements for projects. We will utilize that same model this time. Consequently, the CCRTA will hire three engineering teams to design the three bid packages for the contractors.

Identified Need

The overall goal is to improve another 126 and continue working towards reaching 100% ADA compliancy for the bus stops. Upon the completion of Phase VII and, if we are able to complete at least 126 bus stops, we should be at 71% compliancy at 954 bus stops.

Analysis

A Request for Qualifications (RFQ) was issued on February 26, 2019, and received on April 5, 2019. Four proposals were received. The selection criteria used to evaluate the proposals is listed in the table below:

Firms and Allocated Points

Firm	Firm Qualification s/Summary of Relevant Projects (35 Points Max.)	Key Personnel Qualifications Handling This Project or Similar Ones (25 Points Max.)	Work Approach (15 Points Max.)	Quality of Client Services (10 Points Max.)	Supporting Information (5 Points Max.)	Engineer Services Questionnaire (5 Points Max.)	Disadvantage Business Enterprise Requirements (5 Points Max.)	Totals - Maximum Points 100
Hanson, Inc.	34.75	24.75	14.75	9.75	4.75	5.00	5.00	98.75
Zarinkelk Engineering Services, Inc.	26.75	21.00	11.25	7.50	3.75	4.25	5.00	79.50
RH Shackelford Engineering	27.50	22.00	11.00	6.75	3.25	4.75	0.00	75.25
Lakes Engineering, Inc.	25.00	17.50	7.75	5.50	3.00	3.75	5.00	67.50

All of these engineering firms have much to offer in varying degrees and have been involved in many important projects for various governmental entities. After assessing each submitted proposal, based on the criteria mentioned earlier, staff has determined that the top three firms with the highest scores are Hanson Professional Services, Inc.; Zarinkelk Engineering Services, Inc., and RH Shackelford Engineering, Inc.

Hanson's, main headquarters is located in Springfield, IL and they have a local office in Corpus Christi. Hanson has been in business 65 years. Zarinkelk Engineering Services, Inc. is located in Houston, TX. and has been in business 19 years. R.H. Shackelford Engineering, Inc., has their home office located in Corpus Christi and has been in business 20 years.

Financial Impact

The estimated total cost for the three engineering contracts is \$105,000. This project is budgeted in the 2019 Capital Budget, funded with federal funds.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range up to 12%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

Disadvantaged Business Enterprise (DBE)

The DBE goal for this contract was established at 6% participation. All three recommended engineering firms have committed to meet the DBE goal through utilization of certified DBE firms.

Committee Review


This item was review and approved at the Operations & Capital Projects Committee meeting held on May 22, 2019.

Recommendation

Staff requests the Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to enter into negotiations for design services with Hanson Professional Services, Inc., Zarinkelk Engineering Services, Inc., and R.H. Shackelford, Inc. for ADA Bus Stop Improvements – Phase VII. If negotiations do not proceed in a satisfactory manner then the RTA will proceed to negotiate with the engineering firm with the next highest score.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: April 2019 Financial Report

SUMMARY:

Results from all Activities Compared to Budget

REVENUES

For the month of April, **Total Revenues** exceeded budget expectations by \$61,557, or 2.09%. **Passenger Service** fell short of budget expectations by \$16,290, or 10.19%. **Other Operating Revenues** exceeded budget by \$22,875 and is due to a refund from Texas Municipal League for a Workers Comp audit of a prior fiscal year.

The **Investment Portfolio** of the Agency continues to perform well, and exceeded budget expectations by **\$21,335** or **75.96%**. The non-cash portion of the portfolio yielded **2.857%** in April. Our investment firm, Patterson & Associates, constantly reviews CCRTA's 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, including the April 2019 estimate, is down **1.02%** YOY and short of budget by **4.35%**. The actual allocation for April 2019 will be received June 14, 2019. Sales tax represented **88.91%** of total revenue realized in April and **88.79%** of total revenues YTD.

Total Revenues exceeded budget by **\$61,557** or **2.09%**. The detail of all revenue categories is presented in the following table, along with the fare recovery ratio for April 2019:

	Actual	Budget	Favorable (Unfavorable) Variance \$
	A	B	A vs B (\$)
Revenues			
Passenger service	\$ 143,583	\$ 159,873	\$ (16,290)
Bus advertising	12,833	11,250	1,583
Other operating revenues	23,691	816	22,876
Sales Tax Revenue	2,674,771	2,674,771	-
Federal, state and local grant assistance	3,648	1,934	1,714
Investment Income	49,422	28,087	21,335
Staples Street Center leases	39,983	39,831	153
Capital Grants & Donations	60,375	30,187	30,188
Total Revenues	\$ 3,008,307	\$ 2,946,748	\$ 61,559

Revenue Source	Apr-19	%	YTD	%
Passenger Service	\$ 143,583	4.77%	\$ 675,355	5.58%
Bus Advertising	\$ 12,833	0.43%	\$ 50,648	0.42%
Other Revenue	\$ 23,691	0.79%	\$ 59,690	0.49%
Sales Tax Revenue	\$ 2,674,771	88.91%	\$ 10,745,049	88.79%
Grants Operating	\$ 3,648	0.12%	\$ 9,450	0.08%
Grants Capital	\$ 60,375	2.01%	\$ 205,707	1.70%
Investment Income	\$ 49,422	1.64%	\$ 196,006	1.62%
SSC lease income	\$ 39,983	1.33%	\$ 159,286	1.32%
Total Revenue	\$ 3,008,307	100.00%	\$ 12,101,191	100.00%

Fare Recovery Ratio

Description	4/30/2019	Year to Date
Fare Revenue	\$ 143,583	\$ 675,355
Operating Expenses*	2,550,632	9,886,688
FRR	5.63%	6.83%
*Excluding Depreciation		

Note: Same period last year the FRR was 5.41%. Also note that the one-time injection of the \$79,622 received in March from Flatiron/Dragados, LLC for Harbor Bus Bridge bus shuttle services boosted the YTD FRR.

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of April 2019, total departmental operating expenses realized a favorable variance of approximately \$356,122.

The most significant positive variance came from **Insurance**, as health insurance claims costs have been lesser than anticipated. The only unfavorable budget variance is from the **Purchased Transportation Department**. Fuel cost allocations required by GAAP, increased services and the cost associated with special movements directly impacted the budget predictions for the month of April. Increased services are due to the increase in ridership for B-Line transportation. In April ridership increased by 2,189 or 13.75% in comparison to same period last year. Salaries & Benefits continues to present a favorable variance in relation to the additional budgeted costs for pension which have not yet been realized.

Total Expenses of \$3,202,909 came in \$427,270 less than budget expectations or 11.77%.

<u>Operating Expense Object Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>
	A	B	A vs B (\$)
Salaries & Benefits	\$ 1,149,255	\$ 1,282,097	\$ 132,842
Services	322,760	382,822	60,062
Materials & Supplies	224,554	269,346	44,792
Utilities	50,780	58,676	7,896
Insurance	239,297	354,520	115,224
Purchased Transportation	571,714	526,203	(45,510)
Miscellaneous	36,659	77,475	40,816
Total Expenses	\$ 2,595,018	\$ 2,951,140	\$ 356,122

NET POSITION

The Total Net Position at the end of the month was \$89,823,401, a decrease of \$403,611 from December 2018. Of the net position, \$30,279,886 is the portion of the fund balance that is not restricted. However, \$19,859,947 has been assigned by policy to specific reserves leaving the amount available for spending at \$10,419,940.

UNAUDITED FUND BALANCE AS OF APRIL 30, 2019:

Net Invested in Capital Assets	\$ 57,932,213
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	712,218
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	1,065,545
Unassigned	10,419,940
	<u>\$ 89,823,401</u>

Note: The Unassigned fund balance of **\$10,419,940** does not yet reflect the net effect of the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The cumulative effect of the change in accounting principle associated with the implementation of GASB 75 will be a reduction to Unassigned fund balance in the amount of **\$1,101,367** which would reduce the Unassigned Balance to **\$9,318,573** as April 30, 2019. The change in accounting

principal will be implemented with the audited 2018 Comprehensive Annual Financial Report and the subsequent periods to follow.

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended April 30, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 143,583	\$ 159,873	\$ (16,290)	-10.19%
Bus advertising	12,833	11,250	1,583	14.07%
Other operating revenues	23,691	816	22,875	2804.19%
Sales Tax Revenue	2,674,771	2,674,771	-	0.00%
Federal, state and local grant assistance	3,648	1,934	1,714	88.62%
Investment Income	49,422	28,087	21,335	75.96%
Staples Street Center leases	39,983	39,831	152	0.38%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	60,375	30,187	30,188	100.00%
Total Revenues	3,008,306	2,946,749	61,557	2.09%
Expenses				
Transportation	607,914	623,235	15,321	2.46%
Customer Programs	25,775	31,323	5,548	17.71%
Purchased Transportation	571,732	526,203	(45,529)	-8.65%
Service Development	29,699	36,796	7,097	19.29%
MIS	77,660	78,815	1,155	1.47%
Vehicle Maintenance	355,426	404,450	49,026	12.12%
Facilities Maintenance	143,588	173,036	29,448	17.02%
Contracts and Procurements	16,678	18,601	1,923	10.34%
CEO's Office	98,011	101,219	3,208	3.17%
Finance and Accounting	69,576	72,164	2,588	3.59%
Materials Management	11,149	11,489	340	2.96%
Human Resources	370,607	517,822	147,215	28.43%
General Administration	52,116	77,233	25,117	32.52%
Capital Project Management	10,901	14,333	3,432	23.95%
Marketing & Communications	34,590	48,767	14,177	29.07%
Safety & Security	75,210	113,586	38,376	33.79%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	44,386	82,359	37,973	46.11%
Port Ayers Cost Center	-	28,703	28,703	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	-	-	0.00%
Subrecipient Grant Agreements	-	62,155	62,155	100.00%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
Total Expenses	3,202,909	3,630,179	427,270	11.77%
Change in Net Assets	\$ (194,602)	\$ (683,430)	488,828	-71.53%

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended April 30, 2019

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
Operating Revenues:				
Passenger service	\$ 675,355	600,352	75,002	12.49%
Bus advertising	50,648	45,000	5,648	12.55%
Other operating revenues	59,690	3,263	56,427	1729.34%
Sales Tax Revenue	10,745,049	11,233,863	(488,814)	-4.35%
Federal, state and local grant assistance	9,450	7,736	1,714	22.16%
Investment Income	196,006	112,348	83,658	74.46%
Staples Street Center leases	159,286	159,306	(20)	-0.01%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	205,707	175,519	30,188	17.20%
Total Operating Revenues	12,101,191	12,337,387	(236,196)	-1.91%
Operating Expenses:				
Transportation	2,379,553	2,392,085	12,532	0.52%
Customer Programs	113,576	126,630	13,054	10.31%
Purchased Transportation	2,253,024	2,154,814	(98,210)	-4.56%
Service Development	117,150	144,738	27,587	19.06%
MIS	268,326	312,540	44,213	14.15%
Vehicle Maintenance	1,464,972	1,603,660	138,688	8.65%
Facilities Maintenance	540,801	687,703	146,903	21.36%
Contracts and Procurements	66,528	72,923	6,396	8.77%
CEO's Office	274,388	274,474	86	0.03%
Finance and Accounting	169,704	195,840	26,135	13.35%
Materials Management	43,723	44,953	1,230	2.74%
Human Resources	1,548,974	2,112,285	563,311	26.67%
General Administration	172,276	227,210	54,934	24.18%
Capital Project Management	42,524	56,085	13,560	24.18%
Marketing & Communications	124,671	193,732	69,061	35.65%
Safety & Security	306,498	453,075	146,576	32.35%
Depreciation	1,429,235	1,429,235	-	0.00%
SSC Expenses	181,357	328,114	146,757	44.73%
Port Ayers Cost Center	-	114,813	114,813	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	108,476	108,476	100.00%
Subrecipient Grant Agreements	5,199	248,621	243,422	97.91%
Street Improvements Program for CCRTA Region Entities	1,002,322	1,002,322	-	0.00%
Total Expenses	12,504,801	14,284,327	1,779,526	12.46%
Change in Net Assets	\$ (403,610)	(1,946,940)	1,543,330	79.27%

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended April 30, 2019 and year ended December 31, 2018

	<u>Unaudited April 30 2019</u>	<u>Unaudited December 31 2018</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 24,116,900	\$ 21,212,691
Investments	3,054,507	5,104,907
Receivables:		
Sales and Use Taxes	5,644,291	6,015,928
Accrued Interest	45,582	38,377
Federal Government	279,981	258,243
Other	222,091	245,913
Inventories	654,870	654,774
Prepaid Expenses	1,416,981	261,394
Total Current Assets	<u>35,435,202</u>	<u>33,792,226</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,662,375	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	235,872	-
Total Capital Assets	<u>149,505,599</u>	<u>149,269,726</u>
Less: Accumulated Depreciation	<u>(72,328,386)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>77,177,213</u>	<u>78,370,575</u>
Total Non-Current Assets	<u>78,839,588</u>	<u>80,029,018</u>
TOTAL ASSETS	<u>114,274,790</u>	<u>113,821,245</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	2,932,452	2,932,452
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>117,207,242</u></u>	<u><u>116,753,697</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (cotinued)
Month ended April 30, 2019 and year ended December 31, 2018

	Unaudited April 30 2019	Unaudited December 31 2018
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	1,172,829	1,637,638
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	595,000	595,000
Compensated Absences	283,472	283,472
Distributions to Regional Entities Payable	2,758,858	1,756,536
Other Accrued Liabilities	1,083,110	763,466
Total Current Liabilities	<u>5,893,269</u>	<u>5,036,112</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,650,000	18,650,000
Compensated Absences	344,752	344,752
Net Pension Liability	628,913	628,913
Net OPEB Obligation	-	-
Total Non-Current Liabilities	<u>19,623,665</u>	<u>19,623,665</u>
TOTAL LIABLITES	<u>25,516,934</u>	<u>24,659,777</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,866,907	1,866,907
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>27,383,841</u>	<u>26,526,684</u>
Net Position:		
Net Invested in Capital Assets	57,932,213	59,125,575
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,279,886	29,490,135
TOTAL NET POSITION	<u>\$ 89,823,401</u>	<u>\$ 90,227,012</u>

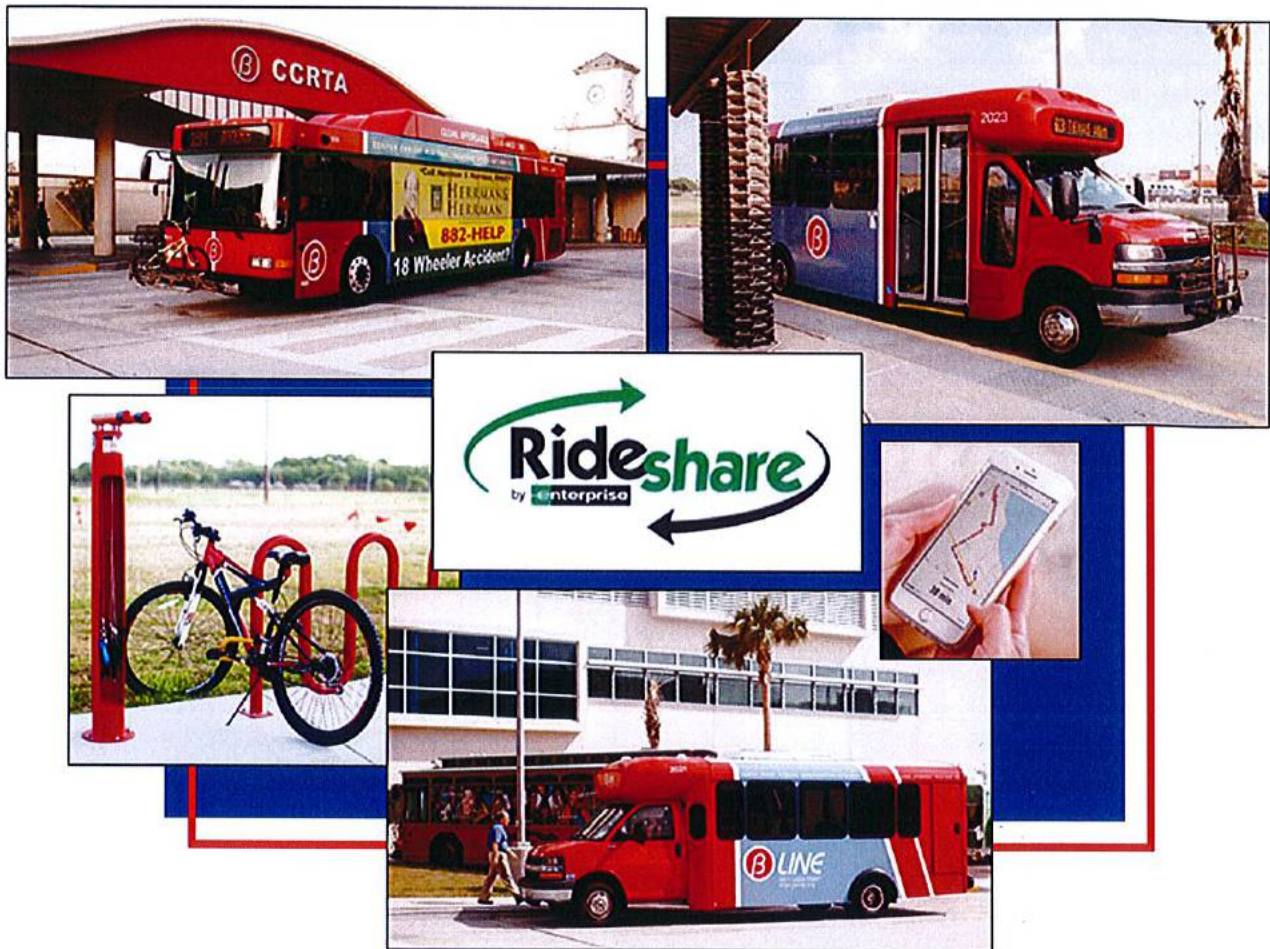
**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended April 30, 2019**

	<u>4/30/2019</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 115,940
Cash Received from Bus Advertising and Other Ancillary	186,797
Cash Payments to Suppliers for Goods and Services	(844,441)
Cash Payments to Employees for Services	(704,436)
Cash Payments for Employee Benefits	(326,529)
Net Cash Used for Operating Activities	<u>(1,572,669)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,533,698
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(1,258)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,532,440</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	6,956
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	-
Net Cash Used by Capital and Related Financing Activities	<u>6,956</u>
Cash Flows from Investing Activities:	
Investment Income	42,160
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>42,160</u>
Net Increase in Cash and Cash Equivalents	1,008,887
Cash and Cash Equivalents (Including Restricted Accounts), April 1, 2019	24,770,389
Cash and Cash Equivalents (Including Restricted Accounts), April 30, 2019	\$ <u>25,779,276</u>



Subject: April 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.

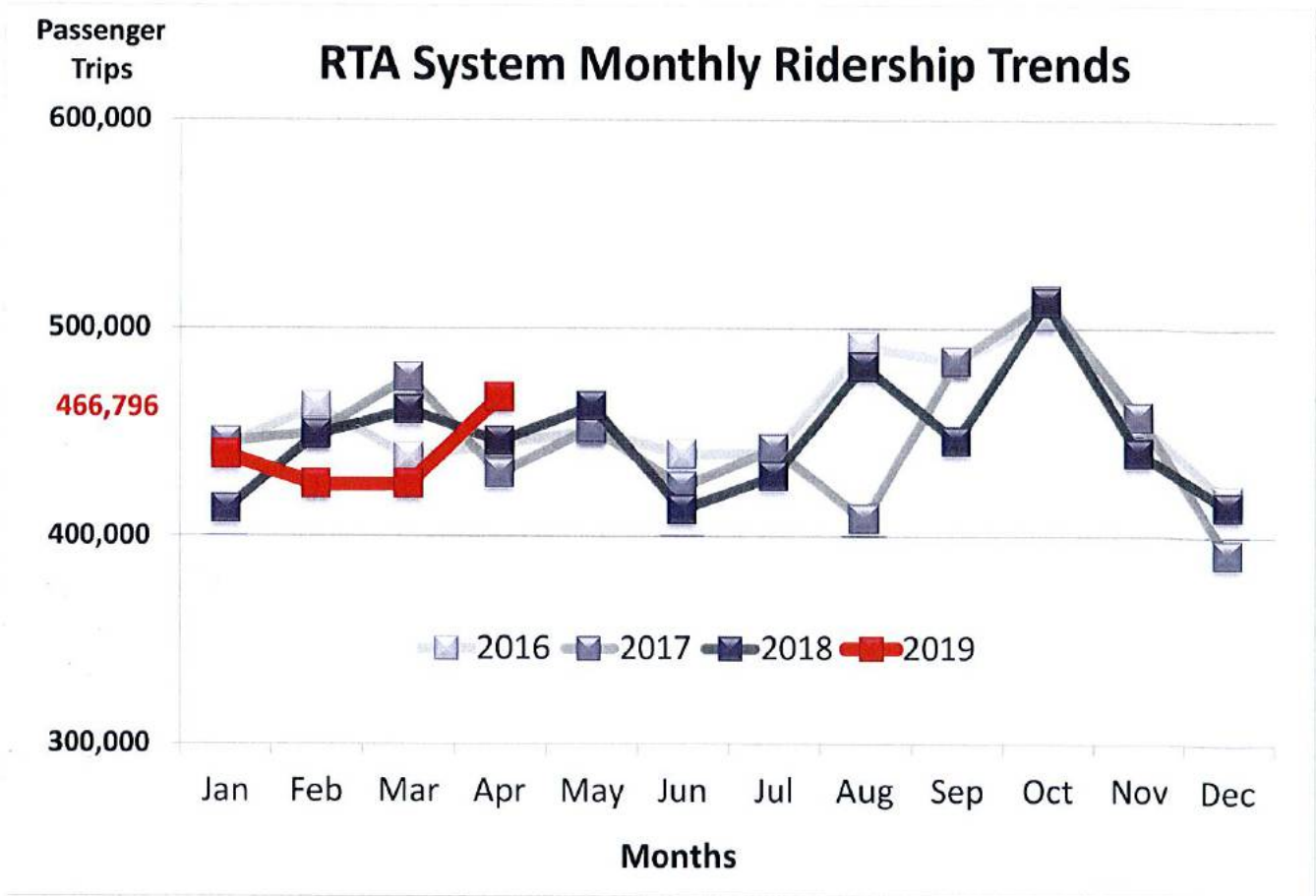


1. System-wide Ridership and Service Performance Results

Boardings for all services in April 2019 totaled 466,796. This represents a 4.7% increase as compared to 445,760 boardings in April 2018 or 21,036 more boardings this month.

April 2019	April 2018	Variance
22 Weekdays	21 Weekdays	+1
4 Saturdays	4 Saturdays	-
3 Sundays	4 Sundays	-1
1 Holiday (No Service)	1 Holiday (No Service)	-
30 Days	30 Days	-

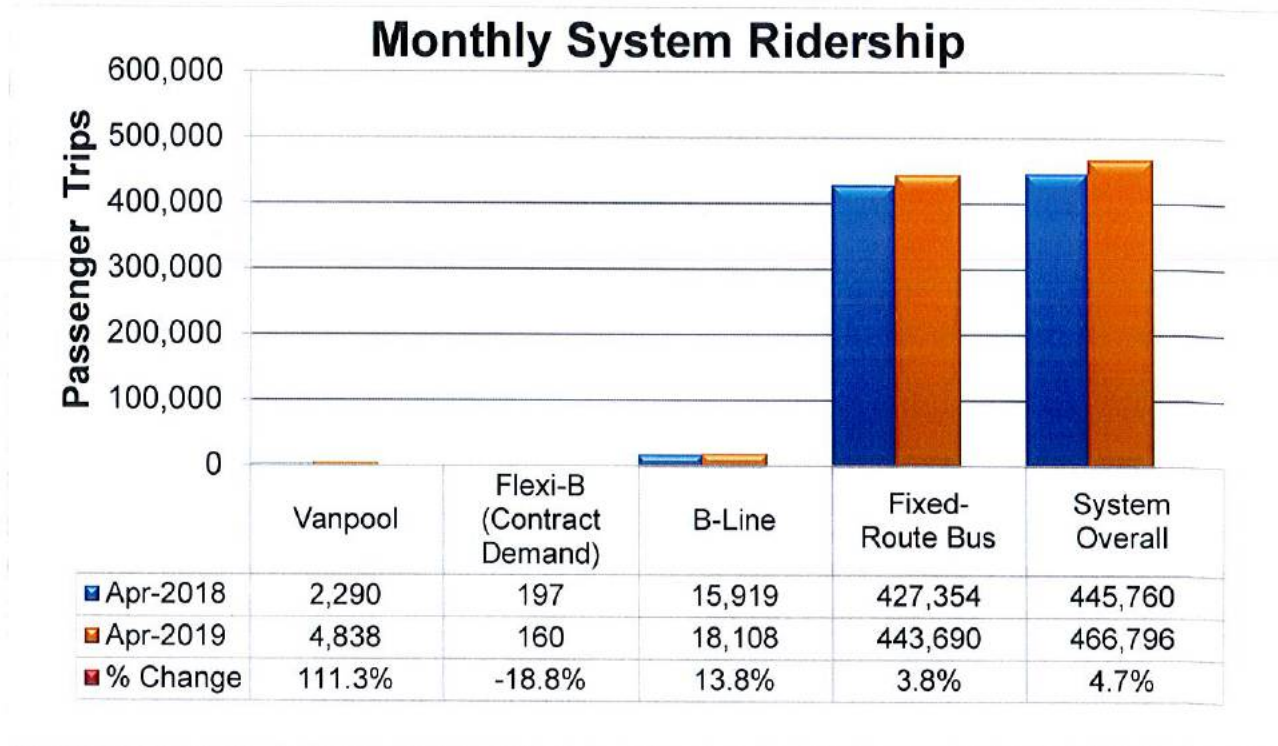
In April 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.46 per gallon compared to approximately \$2.48 per gallon in April 2018¹. April rainfall was well above normal at approximately 3.05 inches as compared to April 2018 which was below normal at 0.26 inches. Historically, average rainfall in April is 1.85 inches.² Average temperature was 70.7 degrees. Historically, the average temperature for April is 72 degrees.



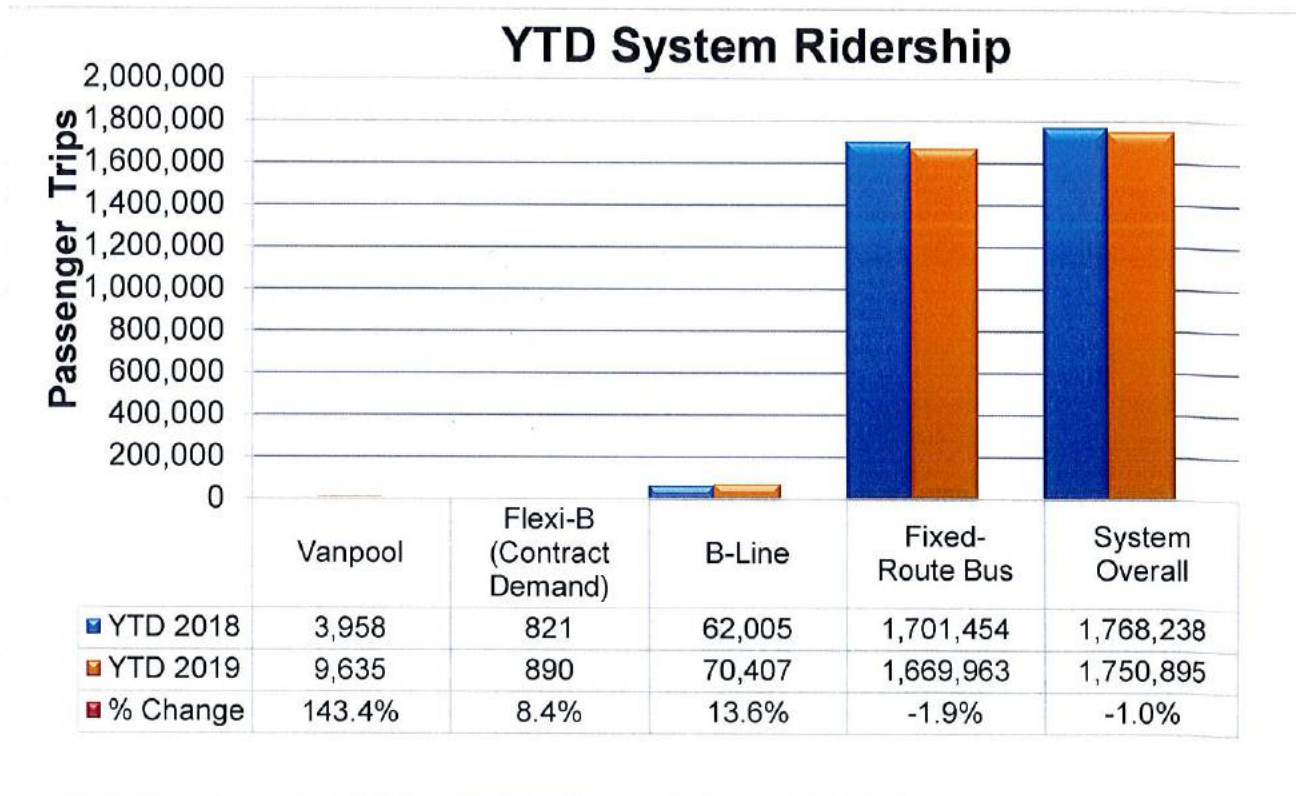
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

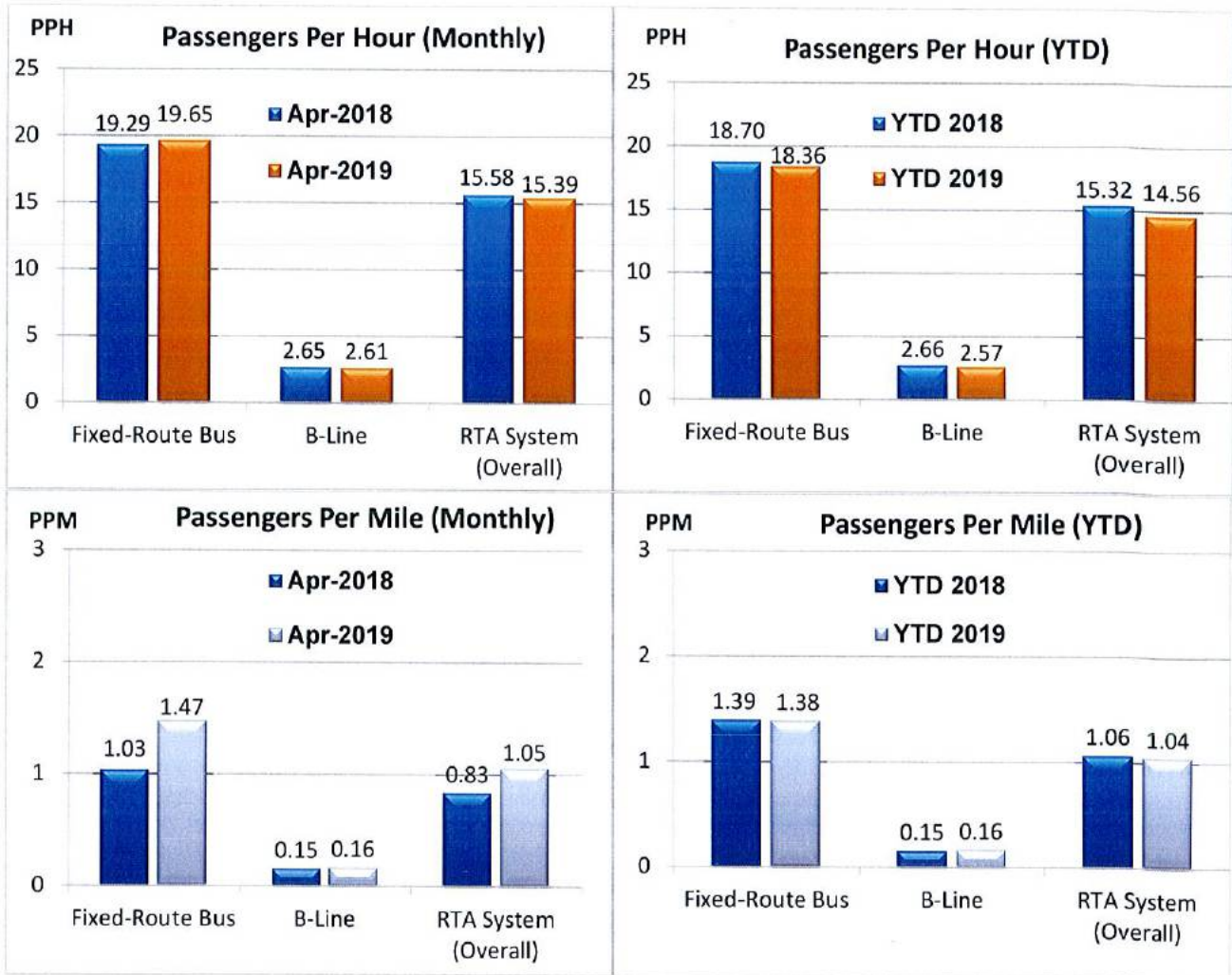
The chart below shows monthly ridership results for all services. CCRTA recorded 21,036 more boardings for an increase of 4.7% this month as compared to April 2018.



The chart below shows YTD ridership results for all services. CCRTA has recorded 17,343 fewer boardings for a YTD decrease of -1.0% in 2019 as compared to the same period in 2018.



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



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

Schedule Adherence	Standard	Feb-19	Mar-19	Apr-19	3-Month Average
Early Departure	<1%	0.5%	0.8%	0.3%	0.5%
Departures within 0-5 minutes	>85%	89.2%	87.6%	93.4%	90.1%
Monthly Wheelchair Boardings	No standard	4,850	4,757	5,291	4,966
Monthly Bicycle Boardings	No standard	7,344	8,075	8,389	7,936

The following detours potentially impact on-time performance:

On Detour	<ul style="list-style-type: none"> • Comanche St. Overpass-(TxDOT project)-<u>Nearing completion</u>* Delayed <ul style="list-style-type: none"> ➤ Route 21
On Detour	<ul style="list-style-type: none"> • N. Staples St-IH-37 Bridge Overpass-(TxDOT project)-<u>Nearing completion</u>* <ul style="list-style-type: none"> ➤ Route 12
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-McArdle)-(27) month project-To be complete late 2019 <ul style="list-style-type: none"> ➤ Route 17-<u>50% complete</u>
On Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Staples-Kostoryz)-(2) year project-To be complete mid-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 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 to be complete later this year. <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 mid-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 mid-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 mid-2021. <ul style="list-style-type: none"> ➤ Routes 17 & 32
Future 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
Future Detour	<ul style="list-style-type: none"> • Morgan Ave. (Staples-Ocean Dr) (15) month project-To be complete mid-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 late 2021. <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Palm-Nueces Bay) (14) month project-To be complete late 2020. <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin late-2019
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown-Palm) (13) month project-To be complete late 2020. <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin late-2019
Future Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project-To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project-To be complete mid-2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78

Currently, there are 5 detoured routes out of 32 fixed routes travelling on the local street network (16%). Future detours in dashed outline will account for an additional 13% of detoured services. However, four construction projects are nearing completion.

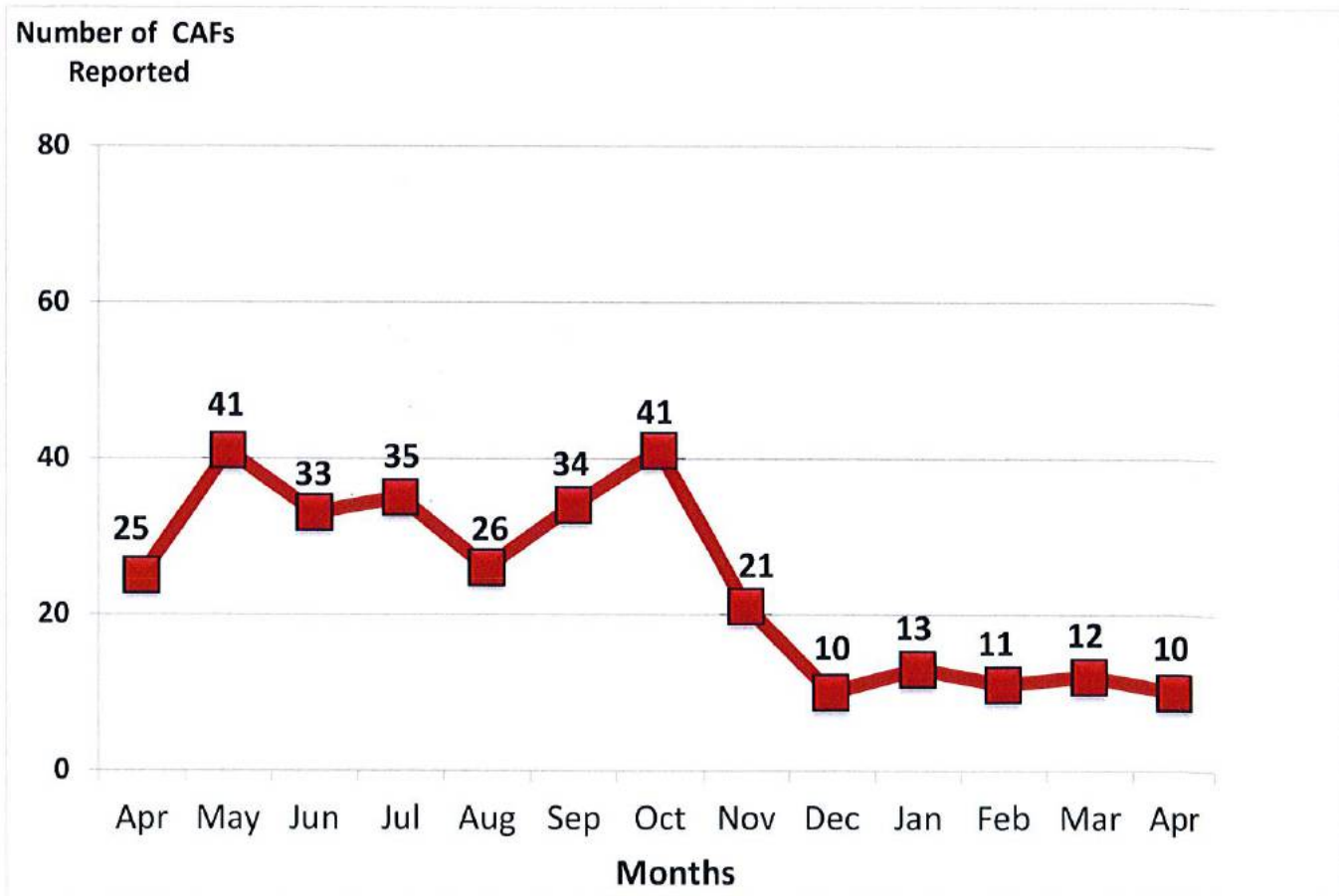
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.73** 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: **13,000** did meet contract standard of 12,250 miles.
- Ridership Statistics: **11,344** ambulatory; **5,233** wheelchair boardings

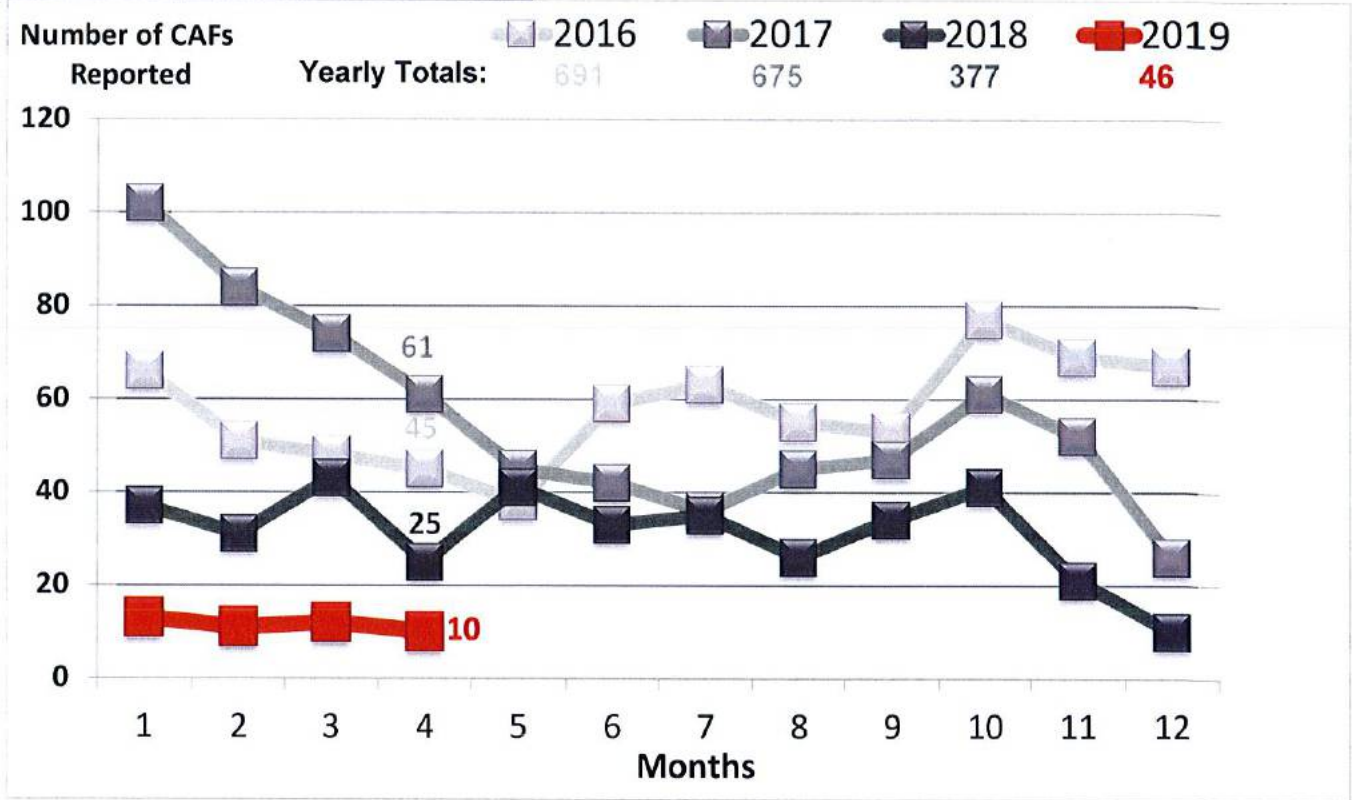
Metric	Standard	Jan-19	Feb-19	Mar-19	Apr-19	(3) Month-Ave.
Passengers per Hour	2.50	2.63	2.69	2.66	2.73	2.69
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	15,640	23,690	12,696	13,000	16,462
Monthly Wheelchair Boardings	No standard	5,062	4,914	5,195	5,233	5,114

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

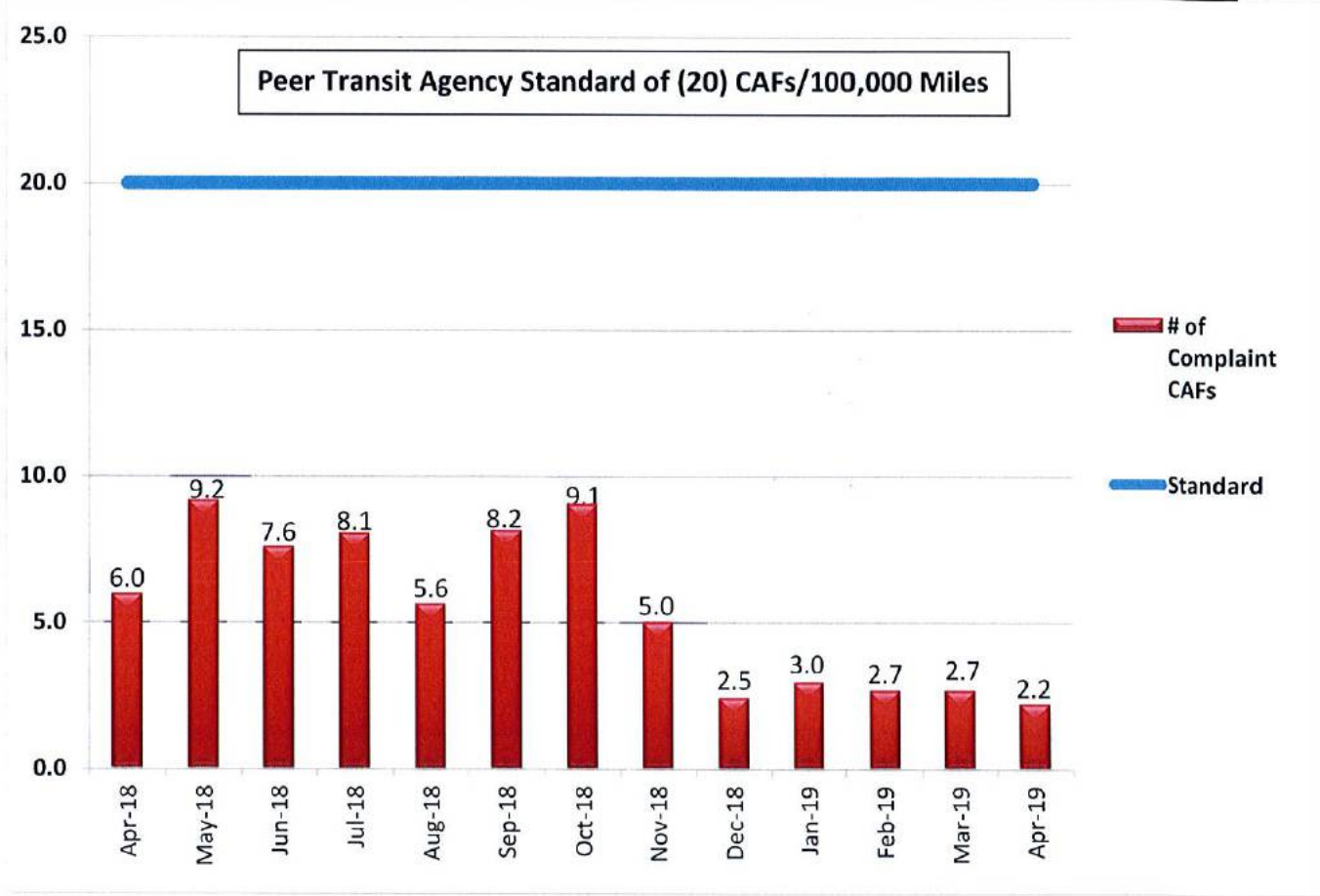
For April 2019, Customer Service received and processed 24 Customer Assistance Forms (CAF's) of which 10 or 41% were verified as valid. This represents a decrease of two CAFs received and verified from the 12 CAF's in March 2018. There was one commendation received for this month.



3a. CAF Reports: Historical Trends



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



3d. April 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	1			1
Service Stop Issues	3			3
Driving Issues	5			5
Customer Services	2	1		3
Late/Early – No Show	1			1
Alleges Injury	1			1
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop	2			2
Incident at Station				
Incident on Bus				
Policy			1	1
Denial of Service	1			1
Safety & Security				
Rude	2			2
Facility Maintenance	1			1
Service Development				
Transportation (Other)	1			1
Over Crowded Vehicle				
Route Suggestion	1			1
Stop Location Dirty				
Commendations		1		1
Total CAFs	17	6	3	24

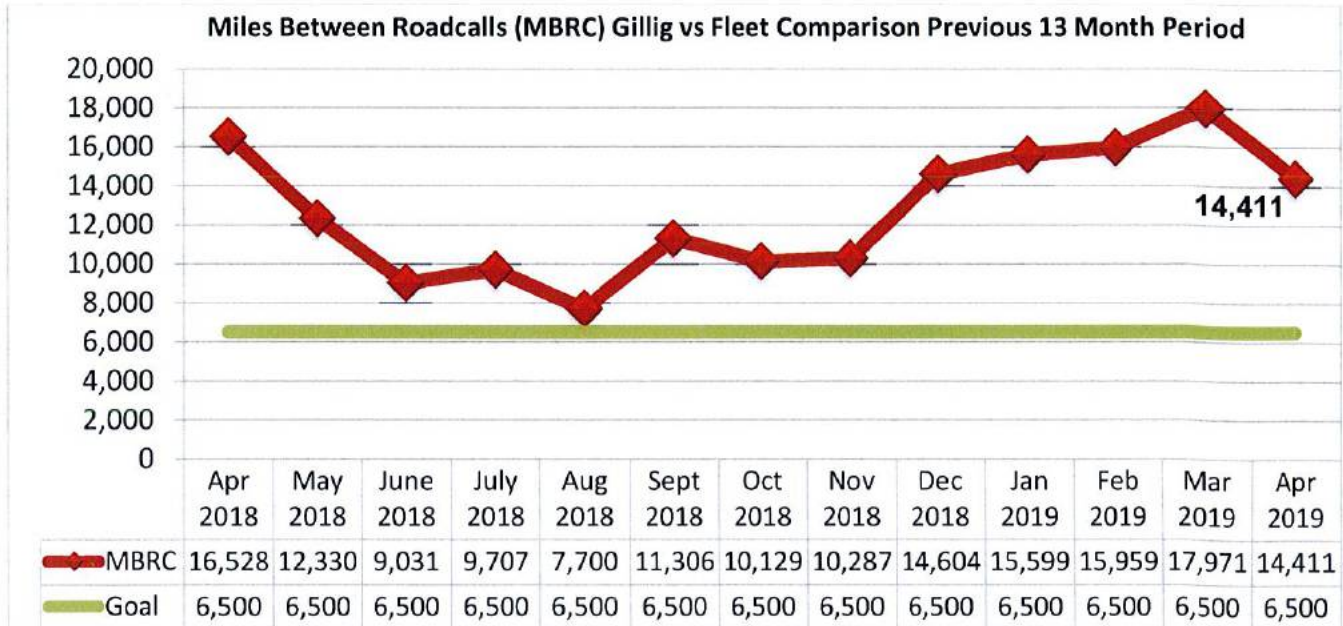
3c. Route Summary Report for April 2019:

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

#27 Northwest	3	Safety & Security	3
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard /Omaha		Facility Maintenance	
#29 Staples	1	Service Development/Facilities	2
#29F Staples/Flour Bluff	3	Transportation (Other)	
#29SS Staples/Spohn South		IT	
#30 Westside/Health Clinic		TOTAL CAF's	24

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For April 2019, 14,411 miles between road calls (MBRC) were recorded as compared to 16,528 MBRC in April 2018. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: 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		Yes	No	Unanswered	Not Applicable
Date: <u>04/18/19</u> Operator # <u>10937</u> Bus # <u>100</u> Weather <u>Clear, Sunny, & Warm</u> Location: Corpus Christi Hall Route <u>76</u>					
<p>Comment 1: The driver did a great job maneuvering the bus through the construction sites. His driving skills were safe-no curb jumps!</p> <p>Comment 2: Operator was very professional while operating the route. Any passenger who had questions about other connecting routes or bus stops; he'd take his time to explain them to the riders. All other passengers seemed to enjoy the ride as well. The route passed by a lot of major tourist stops and I feel that it's great for the public. Gives them access to events etc.</p>					
1	Were you greeted when you boarded the bus?	9	3	0	0
2	Did you witness if the driver was helpful if a rider needed assistance?	11	0	1	0
3	Was the operator dressed professionally	10	0	2	0
4	Were the audible ADA announcements in a loud enough tone to be heard?	5	6	1	0
6	Did the air conditioning, or heating, meet your comfort needs?	9	2	0	1
7	Did the wheelchair ramp function adequately if it was used?	12	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?	12	0	0	0
9	Was the bus clean, were the windows clean and clear?	9	3	0	0
10	Did you use the TransLoc/MOBI system? If you used the system, did it work to your satisfaction?	3	6	3	0
11	Did you experience any noise made by the bus that was excessive or discomfoting?	1	11	0	0
12	Did the stop request signal device properly function for you?	6	0	0	6

Based on 12 Participant Evaluation forms.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

13	Did you experience any issues with the doors upon entering or exiting the vehicle?	0	11	0	1				
14	Did the vehicle break down, or exhibit any performance issues, or experience a delay?	1	9	0	2				
15	Did the kneel system work satisfactorily in lowering the bus entrance?	10	1	0	1				
16	On rainy days did you notice or experience any water leakage issues on the interior of the bus?	1	1		10				
17	Did you see any bus stops during your trip that are in need of repair?	2	9	0	1				
18	Where did you exit the bus?	Bus Stop #: 9017			Time: 1:03 pm				
		Excellent	Good	Fair	Needs Improvement	N/A			
5	Was the quality of your ride satisfactory?	5	5	1	1				

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/23/2019	5	Scott Harris	Mr. Harris asked in regards to approving Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage why we are doing this on a one year basis? Why is it not longer?	Mr. Mike Rendon Answered that we did try last year to have a 3 year contract, bu the industry does not allow for that option.	4/24/2019
1/23/2019	5	Scott Harris	Mr. Harris asked in regards to approving Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage if we have to have an RFP every year?	Mr. Mike Rendon answered that yes we do have to issue an RFP every year.	4/24/2019
	5	Glenn Martin	Mr. Martin asked in regards to approving Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage what are the identifying assests?	Mr. Mike Rendon answered that the Staples Street building, Operation Building on Bear Lane, transfer stations, Port Ayers, Robstown, South Side Stations, and the major University Bus Stops are the identifying assests	4/24/2019
	6	Tom Niskala	Mr. Niskala asked in regard to adopting a Revised 2019 Emergency Preparedness Policy if relocation would be provided by other agencies? Is it correct that we would just get them to the fair grounds and they would be relocated by other services?	Mr. Jorge Cruz-Aedo answered that it was a correct statement. Our evacuation plan would get our service area riders to the respective evacuation site with the county and city.	4/24/2019

