



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## BOARD OF DIRECTORS

**DATE:** Wednesday, September 4, 2019

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> 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 3 min. limit – no discussion	E. Martinez	3 min.	-----
6.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of August 7, 2019	E. Martinez	2 min.	<b>Pages 1-6</b>
8.	Update on Federal Legislative for the 2018-2019 Legislative Session	L. Meyers	10 min.	<i>PPT</i>
9.	Update on 2019 Second Quarter Investment Report	R. Saldaña L. Patterson	5 min.	<i>PPT</i>
10.	Discussion and Possible Action to change the approved RFP to purchase direct from Texas Buy-Board for Unleaded Cutaway Vans for a 5-year Replacement Program	J. Fehribach	4 min.	<b>Page 7</b>
11.	<b>CONSENT ITEMS:</b> 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.			
			4 min.	<b>Pages 8-10</b>
	<ul style="list-style-type: none"> <li>a) Action to Approve the findings of the Fare Equity Analysis to allow staff to present the findings to the Local Governmental Committee</li> <li>b) Action to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2018</li> </ul>			
12.	<b>Presentations:</b>			
	a) August 2019 Financial Report	R. Saldaña	4 min.	<b>Pages 11-19</b> <i>PPT</i>
	b) Procurement Update	R. Saldaña	4 min.	<i>PPT</i>
	c) August 2019 Safety & Security Report	M. Rendón	4 min.	<i>PPT</i>
	d) August 2019 Operations Report	G. Robinson	4 min.	<b>Pages 20-28</b> <i>PPT</i>

13.	<b>CEO's Report</b>	J. Cruz-Aedo	5 min.	----
14.	<b>Board Chair's Report</b>	E. Martinez	5 min.	----
15.	<b>Adjournment</b>	E. Martinez	1 min.	----
16.	<b>Information Items:</b> a) Member Inquiry Forms: 1. Board Meeting–August 7, 2019 2. Committee Meetings–July 24, 2019			<i>Attachments</i>

**Total Estimated Time: 62 min.**

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## **BOARD OF DIRECTORS BUDGET WORKSHOPS #3 AND #4**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>2020 Budget Workshop #3</b> <b>Administrative Support</b> 41 – CEO General Management 44 – Human Resources 50 – Marketing & Communication 52 – Safety & Security  <b>2020 Budget Workshop #4</b> <b>Administrative Support</b> 02 – Customer Service 21 – Facilities Management 49 – Capital Improvements 77 – Staples Street Center	R. Saldaña	45 min.	<i>PPT</i>
2.	<b>Adjournment</b>	E. Martinez	1 min.	----

**Total Estimated Time: 45 min.**

On **Friday, August 30, 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, AUGUST 7, 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. Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of July 10, 2019
8. Update on Pilot Route #95 – Port Aransas Express
9. Heard Consent Items –
  - a) Action to Exercise an Amended Second Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group, LLC. at 37 percent with a minimum guarantee of \$180,000
  - b) Action to Adopt an Updated DBE Policy Statement & Program
  - c) Action to Adopt a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%
  - d) Action to Approve Issuing an Invitation for Bids (IFB) for an Automated Rim Polishing System
  - e) Action to Approve Issuing a Request for Proposals (RFP) for Unleaded Cutaway Vans for a 5-year Replacement Contract
  - f) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services
10. Heard Presentations –
  - a) June 2019 Financial Report
  - b) Procurement Update
  - c) June 2019 Safety & Security Report
  - d) June 2019 Operations Report
11. Heard CEO's Report
12. Heard Chairman's Report
13. Adjournment
14. Information–
  - a) Member Inquiry Forms:
    1. Board Meeting–July 10, 2019
    2. Committee Meetings–June 26, 2019

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

**Call to Order & Roll Call**

Mr. Michael Reeves 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:** Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; Tom Niskala; Glenn Martin; Scott Harris; Patricia Dominguez; Anne Bauman; Philip Skrobarczyk and Matt Woolbright.

**Board Members Absent:** Edward Martinez, Board Chair; George B. Clower.

**Staff Present:** Jennifer Fehribach, Acting CEO; Angelina Gaitan, Dena Linnehan, Derrick Majchszak; Michelle Martinez, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, Jeremy Sirio and Susan Teltschik.

**Public Present:** Benjamin Schmit and Laura Bailey, MV Transportation; David Gonzales, Channel 3 News; Robert Lott, SEC-OPS, Inc; William Schmidt, City Taxicab; Beth Owens, Port Aransas Business Owner and Council member; and Chris Collins, Port Aransas Business Owner General Manager.

#### **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**

Mr. William Schmidt of American Cab Company, and a contractor not representing the Cab Company spoke about the station and that taxis are unable to wait for customers as there is no areas to park. He commented on a confrontation with the security last week when trying to pick up an ADA passenger from Mexico. A van had been called to pick her up, yet she couldn't get into the van, so he got the call and pulled up in the ADA parking area, walked into the building as she had no way of communicating with him since Greyhound had sent out the call. He was given two citations by a constable for parking in the ADA area. Mr. Schmidt said he pays \$50 to the Corpus Christi airport to pick up passengers and would like to see an area for taxis to park while waiting for bus customers as he believes the CCRTA is non-compliant of passengers needing this type of service.

Ms. Beth Owens from Port Aransas, a business owner and sits on the city council, talked about the businesses on the island, and wanted to thank the CCRTA for the bus service of the pilot program Route #95 Express by helping their employees get to the island via the express route. She said this is a huge opportunity for the employees who do not reside in Port Aransas, and the businesses are so appreciative for this program, and again sends their thanks.

Mr. Chris Collins, also a business owner, owns and manages three restaurants in Port Aransas. He said he has 120 employees during the Summer, their peak season, to run the restaurants and that it has always been a challenge in getting workers to the island. Mr. Collins stated there isn't a lot of working class in Port Aransas, and that makes for a huge challenge in transportation in getting their employees who do not reside on the island to work. He said the businesses including his self, are so thankful for the Route 95 Express and we have communicated this to Ms. Rita

Patrick. He said that he has had 15 employees riding the Express every day. Again, Mr. Collins said "Thank You" to the CCRTA for the pilot year for this program, and hopes the agency will continue to run the program next year, and possibly year-round.

#### **Update on RCAT Committee Activities**

Ms. Sharon Montez commented RCAT Committee held another Route Analysis on Route #16 was held Thursday, June 20<sup>TH</sup> departing the station at 11:45 a.m. and returned 12:43 p.m. Destinations visited were Del Mar West Campus, CCRTA Operations Facility and the VA Clinic. She commented Ms. Christa Rasche has resigned giving us an RCAT vacancy. The next regular meeting will be held on Thursday, August 15, 2019, and said the committee will not meet in July.

#### **Action to Approve the Board of Directors Meeting Minutes of July 10, 2019**

**MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF JULY 10, 2019. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ AND CLOWER.**

#### **Update on Pilot Route #95 – Port Aransas Express**

Ms. Rita Patrick reported on this item as it relates to the Board Priority of Innovation; by providing transportation for disadvantaged workforce. Ms. Patrick commented on background information where the agency surveyed the business owners in Port Aransas (Port A) and found out due to the lack of affordable housing, majority of their employees reside in Aransas Pass or Ingleside areas. She said Port A business owners indicated this presents transportation issues for the seasonal 'J1' (seasonal) workforce employees with very little options.

Ms. Patrick commented the Pilot Route #95 was established to help transport J1 employees to and from Port A, runs from Memorial Day through Labor Day, leaves Staples Street Station in the morning, stops at the both HEBs bus stops near or at Ingleside and Aransas Pass, and makes two runs, three times a day. A video was shown on the Express Route.

She said a marketing campaign was provided to Ingleside, Aransas Pass, HEB stores and Port Aransas, and has been well received by both passengers and the employers and businesses in Port A. Ms. Patrick commented this has also established a strong relationship with the local business owners in Port A, and has increased the agency's passenger boardings during months of service. She said the current pilot will end on September 29, 2019 with the pilot being extended in 2020 from March 1<sup>ST</sup> through October 1<sup>ST</sup>. The Marketing Team will continue to follow-up with surveys from the community on the current pilot, evaluate the route and hours of service, and include costs of the pilot with possible grant funding for the disadvantaged workers. Several board members concur this pilot program is a great asset to our community and the workers in Port A, and want to see it continue.

#### **Heard Consent Items –**

Mr. Woolbright asked Item C) be pulled for additional information.

- a) **Action to Exercise an Amended Second Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group, LLC. at 37 percent with a minimum guarantee of \$180,000**
- b) **Action to Adopt an Updated DBE Policy Statement & Program**



- c) Action to Adopt a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%
- d) Action to Approve Issuing an Invitation for Bids (IFB) for an Automated Rim Polishing System
- e) Action to Approve Issuing a Request for Proposals (RFP) for Unleaded Cutaway Vans for a 5-year Replacement Contract
- f) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

**MR. SCOTT HARRIS MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH F) WITH THE EXCEPTION OF ITEM C). MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ AND CLOWER.**

Mr. Woolbright stated he asked for Item C) to be pulled, and did not see anything in the policy document stating a target ratio at 90 percent. Mr. Robert Saldaña said the rate was stated at 85 to 95 percent, and the 90 percent as the target by the one-time payment of \$2.5 million. Mr. Woolbright asked if we could state the intent of the range at 90 percent, and Mr. Saldaña said that the policy states the 85 to 95 percent, so the 90 percent is covered under the policy. Both Messrs. Niskala and Leyendecker commented the intent is there under the 85 to 95 percent statement. Mr. Reeves asked for further discussion and a motion.

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

#### **Heard Presentations –**

##### **a) June 2019 Financial Report**

Mr. Saldaña stated the Board Priority for this item aligns with Financial Transparency. He mentioned a few highlights for the month of June 2019 are up by 1.15 percent ahead of budget, investment income also ahead of budget at 66.93 percent and that total expenses were 12.23 percent under budget. For June 2019, he reported total revenues were \$3.2 million, and the total expenses were \$3.1 million on a budget of \$3.5 million. He displayed charts of the revenues by category, and the expenses by object that show the breakdown of revenues or expenses source. Mr. Saldaña said total operating expenses came in at \$2.4 million on a budget of \$2.9 million. A pie chart was shown detailing where the monies go by object category for the month of June excluding depreciation, debt service and street improvement dollars.

Mr. Saldaña also reported on highlights for year-to-date and said passenger services were behind budget by 0.37 percent, investment income up by 72.34 percent with total expenses being under budget by 11.50 percent for the year. He said annual revenues are \$18.6 million on a \$18.6 million budget. Mr. Saldaña stated the annual expenses are \$19.3 million on a budget of \$19.3 million. He also provided charts and details showing revenues by category, and the expenses by object with the breakdown of each category or expenses source. Mr. Saldaña also provided a pie chart detailing where the monies go by object category for the year, and excludes depreciation, debt service and street



improvement dollars. Mr. Saldaña commented on the Budget to Actual numbers for May Sales Tax of 2018 versus May 2019 at \$104,458 better than last year.

**b) Procurement Update**

Mr. Saldaña commented on the Board Priority aligns with Public Image & Financial Transparency. He reported on three projects; On-Board Automated Passenger Counters system for the fleet at \$196,660, Wireless Mobile Column Lifts at \$73,360, and Refurbishment of Shelter Amenities at \$2.5 million. He said proposals for the on-board mobile systems are being evaluation, an Invitation for Bids (IFB) was issued in July for the column lifts, and a Request for Proposals (RFP) was issued August 6, 2019 for the shelter refurbishment. Mr. Saldaña stated there is an annual contract with TMLR for risk management services at an estimated cost of \$500,000 to be approved in December.

Other projects requiring CEO approval to include five projects for agreements for brass fittings not to exceed \$24,206; a reverse osmosis water system not to exceed \$16,233; Corpus Christi Air Quality Group not to exceed \$5,000; generator services not to exceed \$14,625 and hydraulic hoses and fittings not to exceed \$46,116. Mr. Saldaña reported the agency still maintains the Marina Rental Space contract at \$6,100 monthly as previously discussed with the Board.

**c) May 2019 Safety & Security Report**

Mr. Rendón commented this item falls under the Board Priority of Facilities; Safety and Security. He stated there were 4 accidents for the month of June with 1 preventable and 3 being non-preventable giving us a collision rate for the month at 1.50, under the national range of 2.0. Mr. Rendón reported the CCRTA operators drove a total of 267,000 miles in the month of June. A slide showing the Security statistics was displayed and included there were 794 contacts with individuals for the month, and commented due to the heat, there are more individuals using the station for shade. He detailed each of the Security Statistics for the month and explained the percentages for each as displayed in the chart for the various stations. Mr. Rendón also said the SEC-OPS, Inc. is now in place and continue to monitor our parking lot and areas, and we now have the metal detector set up and working our entry into the building. Additional training was held on family violence and a fire drill is schedule in the near future. He also commented, the "if you see something, say something" is working everyday with people letting us know of areas of concern for safety issues or persons in the building not in the correct area.

**d) May 2019 Operations Report**

Mr. Gordon Robinson commented the Board Priority for this item aligns with Public Image and Transparency. He reported the June monthly ridership at 411,501 passenger trips, or 1,356 fewer than last year, or down by 0.3 percent. He stated ridership is mixed from last year as Fixed Route is down by on 2.2 percent, and Vanpool and Flexi-B services up for the month. He reported some different routes were switching out as low performing, and displayed a chart showing the overall system performance of highest and lowest weekday productivity by route, by wheelchair and bicycle boardings.

Mr. Robinson said On-Time Performance was at 92.0 percent and good with 265 out of 288 randomly surveyed trips on time, only 20 trips were 6 minutes late with one early departure for the month. Mr. Robinson displayed a list of fixed route detours and stated 6 of these detours coming to completion soon. He said the B-line service had a productivity



high of 2.85 percent, B-Line a little below the standard mainly due to the heat, Customer Assistance Forms (CAF) came in at 12 validated for the month, and stated miles between road calls for miles driven for the June were low at 6,903 mostly due to the heat.

### **Heard CEO's Report**

Mr. Jorge Cruz-Aedo commented that Councilwoman Paulette Guajardo contacted us in regard to the City putting together a team of stakeholders, businesses and entities near or at Leopard St. and Staples St. intersection areas, to address the increased criminal activities in relation to the sale of narcotics or synthetics in the area. He mentioned the agency is very interested in ensuring the safety of our customers at our bus stops not only here in this targeted area, but at all our bus stops and stations. Mr. Cruz-Aedo commented he will keep the board members abreast of the status of this item as it moves forward and that the CCRTA is very interested in participating.

He also commented he has been working with Mr. Peter Zanoni, Corpus Christi City Manager, as there is a conflict in the City's presentation to the Federal Transit Association (FTA) regarding the Port/Ayers building. He said we have a letter from the City in their support of our project and it encourages FTA funding, although there is a letter from the City's Director of Development Services conflicting the building due to it's age and that it should be considered for historical recognition. He continued to say, this creates a conflict for the grant which has been a smooth process so far for the agency, and Mr. Zanoni is working to rectify the conflicts within the City, with the FTA, and other stakeholders involved in the program.

Mr. Cruz-Aedo also announced Monday, August 12, 2019 at 10:00 a.m. at Miller High School, the CCRTA will have their first dedication of a CCISD school bus stop. He said we have redone the school bus stops as part of our refurbishment project by painting them in the school's colors and mascots. A new Route #93 Flex on August 19, 2019 will be another dedication with times still being set. In September, the agency will dedicate the Hector P. Garcia bus stop and hold a press conference, so we will keep the board advised of times and dates as they are developed.

### **Heard Chairman's Report**

Mr. Reeves, Vice Board Chairman thanked staff and deferred his time to other members to comment. Mr. Woolbright commented on an article in the Wall Street Journal about pension plans and how they are underfunded in America, and kudos for how we have funded the agency's plan. He also commended the agency on the Port A Express and keep it up. Mr. Harris also thanked staff and others for their great work. Ms. Domniguez also commented great job! Mr. Niskala reiterated the great work and commented to add an item at the Operations Committee regarding the taxis parking issue as spoken on earlier. Ms. Bauman commented she appreciates the operators with all the construction detours and interruptions. Mr. Martin reiterated the taxi situation and finding a solution, and kudos for the Pilot Express Route #95. Mr. Leyendecker said great job! Mr. Reeves asked staff and CEO and asked for a round of applause for all you do.

### **Adjournment**

There being no further review of items, the meeting adjourned at 9:34 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary



Board of Directors Meeting Memo

September 4, 2019

**Subject:** Change the approved RFP to purchase direct from Texas Buy-Board for Unleaded Cutaway Vans for a 5-year Replacement Program

**Background**

On July 24<sup>th</sup> the CCRTA Board of Directors approved issuing a Request for Proposals (RFP) for Unleaded Cutaway Vans for a 5-year Replacement Contract.

**Identified Need**

With the passage of 2015's Federal Transit Administration FAST Act, the FTA now allows local transit agencies to purchase vehicles from other state cooperatives that meet FTA's and the State of Texas' procurement guidelines.

To support agencies, the Texas Department of Transportation has provided available options of cooperatives that are recommended for CCRTA to immediately purchase vehicles rather than use a lengthy RFP process.

**Financial Impact**

Total expenditures for the 5-year approval to purchase a total of fifty-seven (57) cutaway vans is estimated to be \$14,249,943.00. This item is a 2019-2023 CIP Capital project and includes 5307 Federal Grant Funds, estimated federal portion 85% - \$11,399,954.40.

**Disadvantaged Business Enterprise (DBE)**

Not Applicable.

**Board Priority**

This item aligns with the Board Priority – Customer Service.

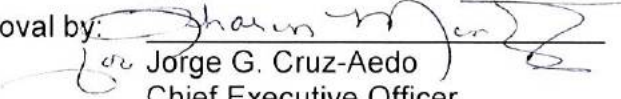
**Recommendation**

Staff requests the Board of Directors to change the Approved RFP to purchase direct from Texas Buy-Board for Unleaded Cutaway Vans for a 5-year Replacement Program.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Reviewed by: Robert Saldaña  
Managing Director of Administration

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September 4, 2019

**Subject:** Fare Equity Analysis Findings

**Background**

The Corpus Christi Regional Transportation Authority (CCRTA) has only adjusted the fixed route fare structure one (1) time in the 33-year history of the CCRTA. The current fare structure was last reviewed and adopted in May 2008. The review process was implemented to try and reduce the complexity of the fare structure (as noted in the 2010 Triennial review). When reviewing the fare structure, the Corpus Christi Regional Transportation Authority (CCRTA) keeps four (4) objectives in mind:

1. Encourage ridership growth and minimize loss
2. Maintain affordability for low-income populations
3. Encourage farebox recovery in keeping with revenue goals and peer agency practices
4. Encourage simplicity and ease of understanding for customers and operators

**Identified Need**

Over the past several years the farebox recovery ratio (the percentage of the operating costs that fares pays for) has steadily been trending downward. Currently the CCRTA farebox recovery ratio is at 6.62%, while our peer agencies average around (17%). Because sales tax is the vast majority of our revenue and the nature of sales tax is volatile, the CCRTA is reviewing our current fares to stop the decline of the farebox recovery ratio.

**Disadvantaged Business Enterprise (DBE)**

Since there are no federal funds being used for this action, so there is not a required DBE goal.

**Financial Impact**

The cost of the Fare Equity Analysis study is \$24,920.

**Board Priority**

This project aligns with Board Priority – Financial Transparency.

**Committee Review**

This item was presented to the Administration & Finance Committee on August 28, 2019, and was reviewed and approved.

**Recommendation**

Staff requests the Board of Directors to approve the findings of the fare equity analysis, and allow staff to present findings to the Local Governmental Committee.

Respectfully Submitted,

Submitted & Reviewed by: Robert Saldaña  
Managing Director of Administration

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September 4, 2019

**Subject:** Acceptance of the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2018

### **Background**

The Texas Transportation Code Chapter 451.451 states (a) The Board of an authority shall have an annual audit of the affairs of the authority prepared by an independent certified public accountant or a firm of independent certified public accountants and (b) The audit is open to public inspection. The Authority is also required by federal regulations to undergo a compliance and financial audit of its federal grants and the Defined Benefit Plan.

Pursuant to these regulations, the financial statements of the Authority for its fiscal year ended December 31, 2018, has been audited the by the independent firm of Carr, Riggs, & Ingram, LLC, Certified Public Accountants.

In compliance with the accounting requirements promulgated by the Governmental accounting Standards Board (GASB), the financial statements are being presented through the **Comprehensive Annual Financial Report (CAFR)** which is a thorough and detailed presentation of the Authority's financial condition prepared internally by the Finance Department and reviewed by Carr, Riggs, & Ingram, LLC, Certified Public Accountants.

### **Identified Need**

Alan D. "A.J." Bowers, Jr. CPA, CITP (Certified Information Technology Professional), Engagement Auditor and Partner, of the accounting firm of Carr, Riggs, & Ingram, LLC, Certified Public Accountants, has provided the Independent Auditors' Report along with an overview of the financial performance of the Year Ended December 31, 2018.

The CAFR has been reviewed by the auditors and their input has been incorporated throughout the document. The auditors have expressed an "unmodified," or clean, opinion. This type of opinion is issued when the auditors feel that financial statements are presented, in all material respects, in accordance with applicable financial reporting framework. The document also contains the single audit reports which are required of the Authority as a recipient of Federal Funds.

The prior year 2017 CAFR was awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, and the 2018 CAFR will be submitted to GFOA once accepted by the Board.

### **Summary of Audit Results**

The auditor's report expresses an unmodified opinion on the basic financial statements for the Authority, major federal award programs (Single Audit), and the Employees Defined Benefit Plan and Trust.

GASB 75 was adopted during 2018. The Statement is an accounting standard that sets new reporting requirements for government employer Other Post-Employment Benefits (OPEB) and replaces GASB 45.

The net position of the Authority stands at \$86,033,144 of which \$25,296,266 represents the portion of unrestricted reserves. By order of Board Approved Policies, the total amount that has been assigned to reserve accounts totaled \$14,274,903, leaving the amount available in unrestricted reserves at \$11,021,363.

**Disadvantaged Business Enterprise**

Not Applicable.

**Financial Impact**

None at this time.

**Board Priority**

This item aligns with the Board Priority – Financial Transparency.

**Committee Review**

This item was presented to the Administration & Finance Committee on August 28, 2019, and was reviewed and approved.

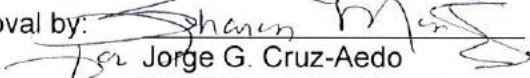
**Recommendation**

Staff requests the Board of Directors to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2018.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

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



**Subject:** July 2019 Financial Report

**SUMMARY: Results from all Activities Compared to Budget**

**REVENUES**

For the month of July, **Total Revenues** of \$3,345,195 exceeded budget expectations by \$49,026, or 1.49%. All revenue categories reflected a positive variance with the exception of grant revenue. **Other Operating Revenues** includes \$25,660 in not-at-fault bus accident insurance reimbursements.

The July 2019 financials include the **\$2.5M** additional contribution to the RTA Employee Defined Benefit Plan approved by the Board on July 10, 2019. The Board's action also included amending the operating budget to fund the **\$2.5M** from the unrestricted portion of the fund balance. The contribution is being recorded as a **Transfer-In** amortized over a period of six (6) months starting in July and ending in December. In order to maintain a balance budget that accommodates this transaction, the monthly financials, starting with July, will reflect one-sixth of the \$2.5M or \$416,667, listed **below-the-line expenses**. The \$2.5M currently assigned in the unrestricted portion of the fund balance will decrease each month by \$416,667 until the amount is fully amortized. In December 2019 the balance will be fully exhausted reflecting a zero balance.

The **Investment Portfolio** of the Agency continues to perform well, and exceeded budget expectations by **\$22,311** or **76.87%**. The non-cash portion of the portfolio yielded 2.857% in July. On August 1, 2019, the Federal Reserve reduced the benchmark interest rate by 25 basis points. Additional rate cuts have been discussed at the Fed and around Washington, D.C., and may affect future yields on the portfolio's short-term holdings and investment officers are in contact with Linda Patterson, the authority's Investment Advisor, to consider strategies for locking in rates and optimizing earnings.

**Sales tax revenue** for July 2019 is estimated at \$3,027,280, which is greater than the budgeted amount by \$29,173 or 0.97%. Meanwhile, the sales tax estimate is \$129,973, or 4.49% higher than July 2018. The actual allocation for July 2019 will be received September 13, 2019. Sales tax represented **90.50%** of total revenue realized in July and **89.71%** of total revenues YTD.

Sales tax represents the largest component of CCRTA's total income however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. The sales tax revenue over the last five years averages to **76.80%** of total income.

To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, over 50% of the unrestricted portion is assigned to fund reserves that are earmarked to meet unexpected demands.

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

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 149,548	\$ 145,564	\$ 3,984	2.74%
Bus advertising	11,910	11,250	660	5.86%
Other operating revenues	25,911	816	25,095	3076.39%
Sales Tax Revenue	3,027,280	2,998,107	29,173	0.97%
Federal, state and local grant assistance	-	1,500	(1,500)	-100.00%
Investment Income	51,334	29,023	22,311	76.87%
Staples Street Center leases	40,079	39,907	173	0.43%
Capital Grants & Donations	39,132	70,000	(30,868)	-44.10%
<b>Total Revenues</b>	<b>\$ 3,345,195</b>	<b>\$ 3,296,167</b>	<b>\$ 49,028</b>	<b>1.49%</b>

Revenue Source	Jul-19	%	YTD	%
Passenger Service	\$ 149,548	4.47%	\$ 1,116,172	4.98%
Bus Advertising	\$ 11,910	0.36%	\$ 86,232	0.38%
Other Revenue	\$ 25,911	0.77%	\$ 99,014	0.44%
Sales Tax Revenue	\$ 3,027,280	90.50%	\$ 20,108,143	89.71%
Grants Operating	\$ -	0.00%	\$ 19,736	0.09%
Grants Capital	\$ 39,132	1.17%	\$ 361,609	1.61%
Investment Income	\$ 51,334	1.53%	\$ 343,385	1.53%
SSC lease income	\$ 40,079	1.20%	\$ 279,241	1.25%
<b>Total Revenue</b>	<b>\$ 3,345,195</b>	<b>100.00%</b>	<b>\$ 22,413,531</b>	<b>100.00%</b>

### Fare Recovery Ratio

Description	7/31/2019	Year to Date
Fare Revenue	\$ 149,548	\$ 1,116,172
Operating Expenses*	3,100,575	18,123,642
FRR	4.82%	6.16%
*Excluding Depreciation		

Note: Same period last year the FRR was 5.49%. The 2019 YTD FRR of 6.16% includes \$79,621 of revenues from the special services provided to Flatiron/Dragados Winnebago in February and March 2019.

## EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of July 2019, total departmental operating expenses realized a favorable variance of approximately \$204,069.

The most significant positive variance came from **Materials & Supplies, Utilities and Miscellaneous expense categories** and are mostly attributable to a timing difference in the receipt of vendor invoices. The Miscellaneous category consists of line items for Dues & Subscriptions, Travel & Training, and Advertising & Promotion.

**Total Expenses** of \$3,867,979 came in \$266,224 less than budget expectations, or 6.44%.

<u>Operating Expense Object Category</u>	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Salaries & Benefits	\$ 1,636,708	\$ 1,720,626	\$ 83,918	4.88%
Services	403,045	429,961	26,917	6.26%
Materials & Supplies	263,963	309,058	45,096	14.59%
Utilities	41,565	58,676	17,111	29.16%
Insurance	321,324	354,520	33,196	9.36%
Purchased Transportation	559,625	538,703	(20,922)	-3.88%
Miscellaneous	33,860	52,613	18,753	35.64%
<b>Total Expenses</b>	<b>\$ 3,260,090</b>	<b>\$ 3,464,158</b>	<b>\$ 204,068</b>	<b>5.89%</b>

<u>Operating Expenses</u>	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Departmental Operating Expenses	\$ 3,260,090	\$ 3,464,158	\$ 204,068	5.89%
Debt Service	-	-	-	0.00%
Depreciation	357,309	357,309	-	0.00%
Street Improvements	250,581	250,581	-	0.00%
Subrecipient Grant Agreements	-	62,155	62,155	100.00%
	<b>\$ 3,867,980</b>	<b>\$ 4,134,203</b>	<b>\$ 266,223</b>	<b>6.44%</b>

**NET POSITION**

The Total Net Position at the end of the month was \$84,964,474, a decrease of \$1,068,670 from December 2018, which is largely due to depreciation. Of the net position, \$26,206,206 is the portion of the fund balance that is not restricted. However, \$14,796,444 has been assigned by policy to specific reserves, leaving the amount available for spending at \$11,409,763.

**FUND BALANCE AS OF JULY 31, 2019:**

<b>Fund Balance</b>	
Net Invested in Capital Assets	\$ 57,146,966
Restricted for Debt Service	1,611,302
Unrestricted	<u>26,206,207</u>
Net Position	<u><u>84,964,474</u></u>
<b>Total Unrestricted Funds</b>	
Assigned for Operating Reserve	8,639,961
Assigned for Capital Reserve	3,360,932
Assigned for Health Care Costs Reserve	712,218
Unamortized Pension Contribution	<u>2,083,333</u>
<b>Total Assigned</b>	<b>14,796,444</b>
<b>Available Unrestricted Funds</b>	<b><u><u>\$ 11,409,763</u></u></b>

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:   
for Jorge G. Cruz-Aedo  
Chief Executive Officer

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
For the month ended July 31, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 149,548	\$ 145,564	\$ 3,984	2.74%
Bus advertising	11,910	11,250	660	5.86%
Other operating revenues	25,911	816	25,095	3076.39%
Sales Tax Revenue	3,027,280	2,998,107	29,173	0.97%
Federal, state and local grant assistance	-	1,500	(1,500)	-100.00%
Investment Income	51,334	29,023	22,311	76.87%
Staples Street Center leases	40,079	39,907	172	0.43%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	39,132	70,000	(30,868)	-44.10%
<b>Total Revenues</b>	<b>3,345,195</b>	<b>3,296,167</b>	<b>49,026</b>	<b>1.49%</b>
<b>Expenses</b>				
Transportation	631,360	595,640	(35,720)	-6.00%
Customer Programs	76,989	74,454	(2,534)	-3.40%
Purchased Transportation	559,625	538,703	(20,923)	-3.88%
Service Development	43,600	50,519	6,919	13.70%
MIS	73,653	80,177	6,523	8.14%
Vehicle Maintenance	383,222	409,509	26,288	6.42%
Facilities Maintenance	134,620	175,257	40,637	23.19%
Contracts and Procurements	17,542	19,340	1,799	9.30%
CEO's Office	48,565	69,171	20,606	29.79%
Finance and Accounting	46,155	48,274	2,119	4.39%
Materials Management	12,962	11,990	(971)	-8.10%
Human Resources	884,714	935,173	50,457	5.40%
General Administration	52,167	52,855	688	1.30%
Capital Project Management	11,382	14,708	3,327	22.62%
Marketing & Communications	33,745	49,435	15,691	31.74%
Safety & Security	90,276	114,220	23,944	20.96%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	157,818	161,040	3,221	2.00%
Port Ayers Cost Center	1,697	28,703	27,007	94.09%
Debt Service	-	-	-	0.00%
Special Projects	-	34,990	34,990	100.00%
Subrecipient Grant Agreements	-	62,155	62,155	100.00%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
<b>Total Expenses</b>	<b>3,867,979</b>	<b>4,134,203</b>	<b>266,224</b>	<b>6.44%</b>
<b>Transfer-In from Fund Balance</b>	<b>416,667</b>	<b>416,667</b>	<b>-</b>	<b>0.00%</b>
<b>Revenues &amp; Transfers over Expenses \$</b>	<b>(106,118)</b>	<b>(421,369)</b>	<b>315,252</b>	<b>74.82%</b>

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
For the month ended July 31, 2019

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
<b>Operating Revenues:</b>				
Passenger service	\$ 1,116,172	1,050,076	66,097	6.29%
Bus advertising	86,232	78,750	7,482	9.50%
Other operating revenues	99,014	10,088	88,926	881.47%
Sales Tax Revenue	20,108,143	19,996,673	111,470	0.56%
Federal, state and local grant assistance	19,736	12,236	7,500	61.29%
Investment Income	343,385	198,481	144,903	73.01%
Staples Street Center leases	279,241	278,951	289	0.10%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	361,609	345,706	15,903	4.60%
<b>Total Operating Revenues</b>	<b>22,413,531</b>	<b>21,970,960</b>	<b>442,571</b>	<b>2.01%</b>
<b>Operating Expenses:</b>				
Transportation	4,212,832	4,207,265	(5,567)	-0.13%
Customer Programs	244,015	246,624	2,608	1.06%
Purchased Transportation	3,912,154	3,770,924	(141,230)	-3.75%
Service Development	219,358	267,626	48,268	18.04%
MIS	502,632	548,986	46,354	8.44%
Vehicle Maintenance	2,661,012	2,827,023	166,011	5.87%
Facilities Maintenance	1,004,579	1,206,812	202,234	16.76%
Contracts and Procurements	117,471	128,725	11,254	8.74%
CEO's Office	454,068	475,631	21,564	4.53%
Finance and Accounting	320,617	355,823	35,206	9.89%
Materials Management	79,065	79,420	356	0.45%
Human Resources	3,205,154	4,110,419	905,265	22.02%
General Administration	319,583	380,623	61,040	16.04%
Capital Project Management	80,575	99,085	18,510	18.68%
Marketing & Communications	220,136	340,033	119,897	35.26%
Safety & Security	570,392	793,832	223,441	28.15%
Depreciation	2,501,161	2,501,161	-	0.00%
SSC Expenses	422,629	575,190	152,561	26.52%
Port Ayers Cost Center	1,697	200,923	199,227	99.16%
Debt Service	419,524	427,882	8,358	1.95%
Special Projects	-	181,664	181,664	100.00%
Subrecipient Grant Agreements	18,374	435,087	416,713	95.78%
Street Improvements Program for CCRTA Region Entities	1,754,064	1,754,064	-	0.00%
<b>Total Expenses</b>	<b>23,241,090</b>	<b>25,914,823</b>	<b>2,673,733</b>	<b>10.32%</b>
<b>Transfer-In from Fund Balance</b>	<b>416,667</b>	<b>416,667</b>	<b>-</b>	<b>0.00%</b>
<b>Revenues &amp; Transfers over Expenses \$</b>	<b>(410,892)</b>	<b>(3,527,196)</b>	<b>3,116,304</b>	<b>88.35%</b>

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

	<b>Unaudited July 31 2019</b>	<b>Audited December 31 2018</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 22,544,196	\$ 21,259,832
Investments	3,076,612	5,104,907
Receivables:		
Sales and Use Taxes	6,304,329	6,015,928
Accrued Interest	45,827	38,377
Federal Government	244,095	258,243
Other	151,840	245,913
Inventories	683,714	654,774
Prepaid Expenses	3,197,894	261,394
<b>Total Current Assets</b>	<u>36,248,507</u>	<u>33,839,367</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	1,672,970	1,611,302
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	522,551	-
Total Capital Assets	<u>149,792,278</u>	<u>149,269,727</u>
Less: Accumulated Depreciation	<u>(73,400,312)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>76,391,966</u>	<u>78,370,576</u>
<b>Total Non-Current Assets</b>	<u>78,064,936</u>	<u>79,981,878</u>
<b>TOTAL ASSETS</b>	<u>114,313,443</u>	<u>113,821,245</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	5,170,677	5,170,677
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>119,484,120</u></u>	<u><u>118,991,922</u></u>

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

	<b>Unaudited July 31 2019</b>	<b>Audited December 31 2018</b>
	<u>          </u>	<u>          </u>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	1,218,975	316,287
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	3,510,600	3,077,888
Other Accrued Liabilities	842,262	616,793
<b>Total Current Liabilities</b>	<u>6,450,309</u>	<u>4,889,440</u>
<b>Non-Current Liabilities:</b>		
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	6,468,642	6,468,642
Net OPEB Obligation	1,101,367	1,101,367
<b>Total Non-Current Liabilities</b>	<u>26,564,761</u>	<u>26,564,761</u>
<b>TOTAL LIABLILITES</b>	<u><b>33,015,070</b></u>	<u><b>31,454,201</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	1,504,577	1,504,577
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u><b>34,519,647</b></u>	<u><b>32,958,778</b></u>
<b>Net Position:</b>		
Net Invested in Capital Assets	57,146,966	59,125,577
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	26,206,206	25,296,265
<b>TOTAL NET POSITION</b>	<u><b>\$ 84,964,474</b></u>	<u><b>\$ 86,033,144</b></u>

**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
For the month ended July 31, 2019**

	<u>7/31/2019</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 132,301
Cash Received from Bus Advertising and Other Ancillary	83,527
Cash Payments to Suppliers for Goods and Services	(1,288,731)
Cash Payments to Employees for Services	(725,750)
Cash Payments for Employee Benefits	(2,870,849)
Net Cash Used for Operating Activities	<u>(4,669,503)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,862,654
Grants and Other Reimbursements	4,779
Distributions to Subrecipient Programs	(4,779)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,862,654</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	86,583
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	(7,140)
Net Cash Provided by Capital and Related Financing Activities	<u>79,443</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	43,777
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Investing Activities	<u>43,777</u>
<b>Net decrease in Cash and Cash Equivalents</b>	<b>(1,683,629)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), July 1, 2019</b>	<b>25,900,795</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), July 31, 2019</b>	<b>\$ <u>24,217,166</u></b>



**Subject:** July 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.

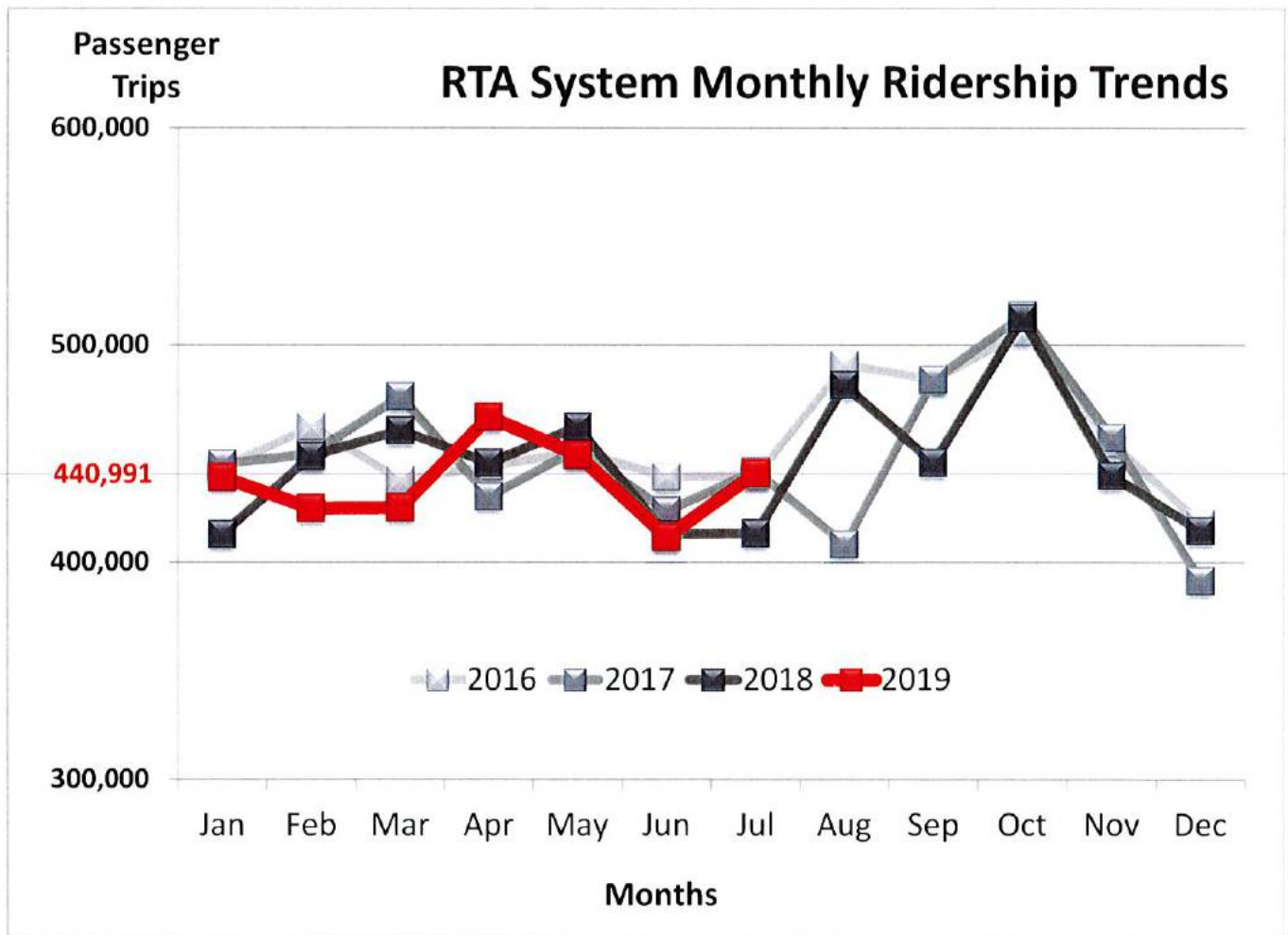


**1. System-wide Ridership and Service Performance Results**

Boardings for all services in July 2019 totaled 440,991. This represents an increase of 6.7% as compared to 413,346 boardings in July 2018 or 27,645 more boardings this month.

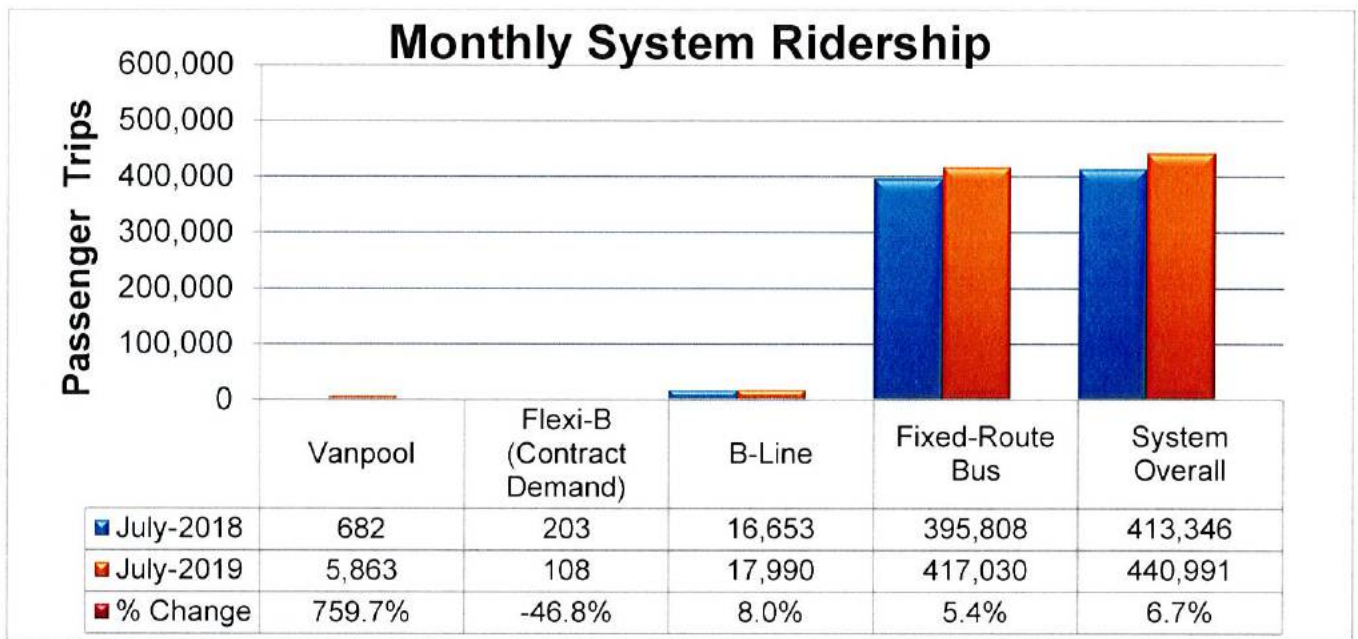
July 2019	July 2018	Variance
22 Weekdays	21 Weekdays	+1
4 Saturdays	4 Saturdays	-
4 Sundays	5 Sundays	-1
1 Holiday	1 Holiday	-
31 Days	31 Days	-

In July 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.48 per gallon compared to approximately \$2.51 per gallon in July 2018<sup>1</sup>. July rainfall was approximately 0.58 inches as compared to July 2018 at 4.52 inches. Historically, average rainfall in July is 2.8 inches.<sup>2</sup> Average temperature was normal at 83.4 degrees but there were several days of 100 plus degree temperatures. Historically, the average temperature for July is 84 degrees.

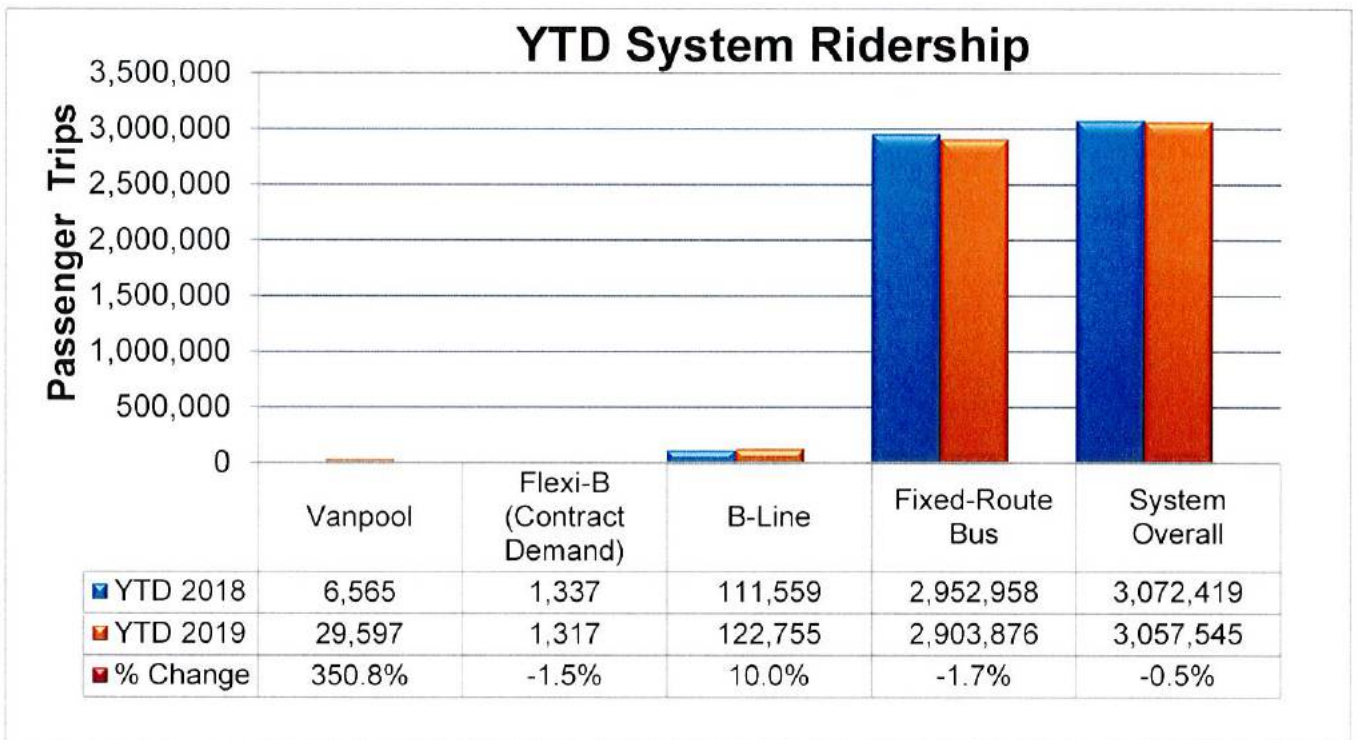


The chart below shows monthly ridership results for all services. CCRTA recorded 27,645 more boardings for an increase of 6.7% this month as compared to July 2018.

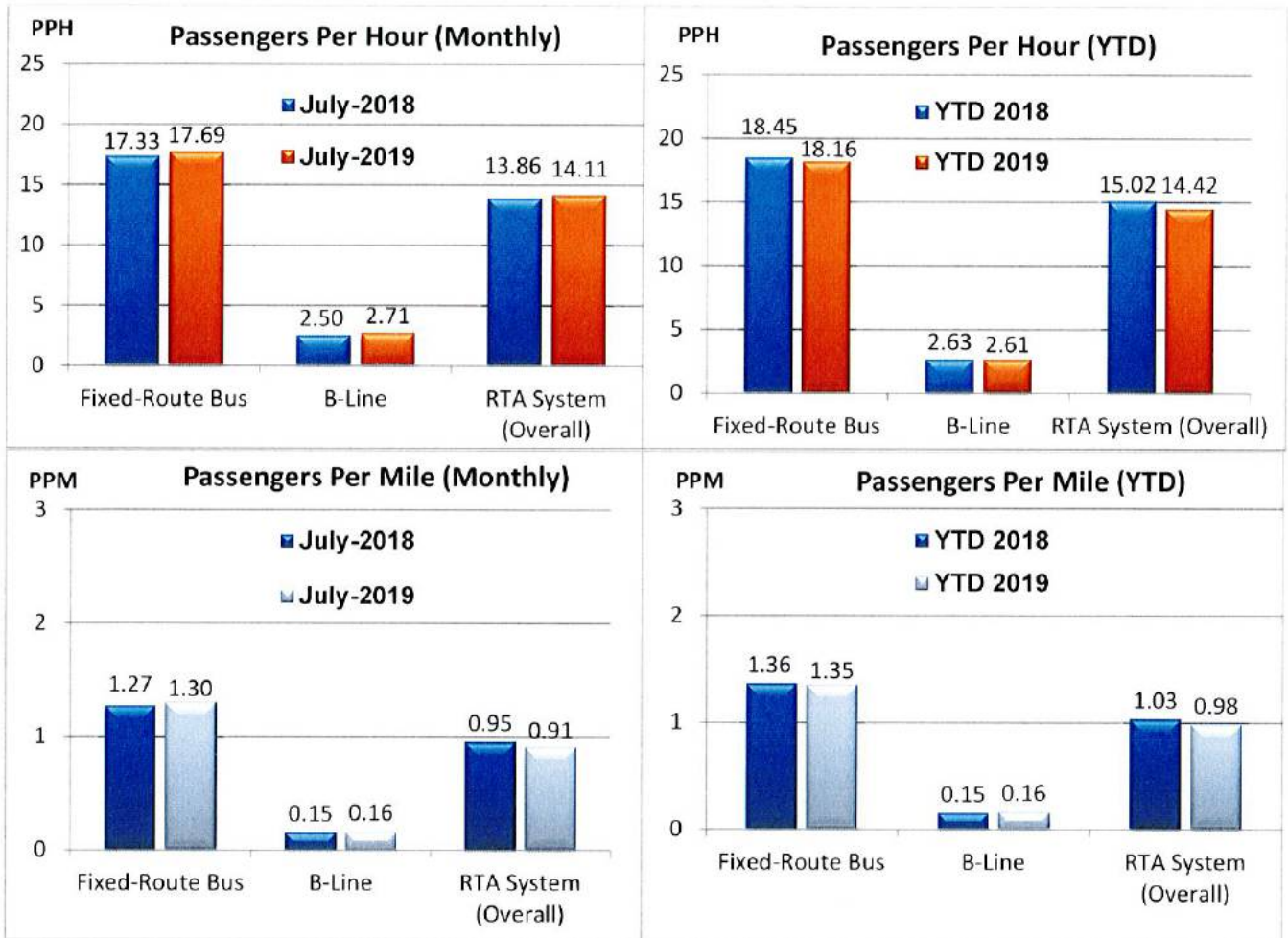
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.  
 2. [https:// www.usclimatedata.com/climate/corpus-christi/texas/united-states](https://www.usclimatedata.com/climate/corpus-christi/texas/united-states)



The chart below shows YTD ridership results for all services. CCRTA has recorded 14,874 fewer boardings for a YTD decrease of -0.5% in 2019 as compared to the same period in 2018. This difference equates to less than one weekday's average ridership.



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



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

Schedule Adherence	Standard	Apr-19	May-19	Jun-19	Jul-19	4-Month Average
Early Departure	<1%	0.3%	0.3%	0.3%	0.0%	0.2%
Departures within 0-5 minutes	>85%	93.4%	90.4%	92.0%	94.3%	92.5%
Monthly Wheelchair Boardings	No standard	5,291	5,022	5,091	5,222	5,157
Monthly Bicycle Boardings	No standard	8,389	8,351	8,518	9,304	8,641

**The following detours potentially impact on-time performance:**

On Detour	<ul style="list-style-type: none"> <li>• <b>Comanche St. Overpass</b> (TxDOT project): <u>Completed mid-August 2019.</u> <ul style="list-style-type: none"> <li>➤ Route 21 &amp; detoured Route 28</li> </ul> </li> <li>• <b>N. Staples St. Overpass</b> (TxDOT project): <u>To be complete mid-September.</u> <ul style="list-style-type: none"> <li>➤ Route 12</li> </ul> </li> <li>• <b>Gollihar Rd.</b> (Staples-Kostoryz) (2) year project: <u>To be complete September.</u> <ul style="list-style-type: none"> <li>➤ Routes 32 &amp; 37</li> </ul> </li> <li>• <b>Old Robstown Rd.</b> (Leopard-Agnes-Hwy 44) (1) year project: <u>To be complete late August.</u> <ul style="list-style-type: none"> <li>➤ Route 12</li> </ul> </li> <li>• <b>Carroll Ln.</b> (Houston-Gollihar) (27) month project: <u>To be complete Spring 2020.</u> <ul style="list-style-type: none"> <li>➤ Route 17 (Final phase of a four-phase project has begun)</li> </ul> </li> <li>• <b>South Staples St.</b> (Brawner Parkway-Kostoryz): 75% complete, traffic to be complete late 2019. <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 29</li> </ul> </li> <li>• <b>Morgan Ave.</b> (Staples-Crosstown) (14) month project: To begin mid-August.</li> <li>• <b>Morgan Ave.</b> (Staples-Ocean Dr) (15) month project: To begin mid-August. <ul style="list-style-type: none"> <li>➤ Route 23 Detour to begin late-2019</li> </ul> </li> <li>• <b>Everhart Rd.</b> (Holly Rd-SPID) (22) month project: To begin late September. <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 32</li> <li>➤ Routes 16 &amp; 23 Detour to begin late-2019</li> </ul> </li> <li>• <b>Ayers St.</b> (SPID-Gollihar) (12) month project: To begin October 2019. <ul style="list-style-type: none"> <li>➤ Routes 19G &amp; 19M</li> </ul> </li> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project: To be complete late 2021. <ul style="list-style-type: none"> <li>➤ Route 29</li> </ul> </li> <li>• <b>Leopard St.</b> (Palm-Nueces Bay) (14) month project: To be complete late 2020. <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin late-2019</li> </ul> </li> <li>• <b>Leopard St.</b> (Crosstown-Palm) (13) month project: To be complete late 2020. <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin late-2019</li> </ul> </li> <li>• <b>Leopard Street TxDOT Project</b> (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28</li> </ul> </li> <li>• <b>Sea Town Improvements</b> (5) month project: To be complete mid-2019 <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78 (<i>project on hold</i>)</li> </ul> </li> <li>• <b>Airline Rd.</b> (SPID-McArdle) (9) month project: To be complete mid-2020 <ul style="list-style-type: none"> <li>➤ Routes 26 &amp; 65</li> </ul> </li> </ul>
On Detour	
On Detour	
On Detour	
On Detour	
On Detour	
No Detour	
Future Detour	
Future Detour	
No Detour	
No Detour	
Future Detour	
Future Detour	
Future Detour	
No Detour	
Future Detour	

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 (6) routes or 19% of detoured services. However, five construction projects are nearing completion four of which involve a detoured service.

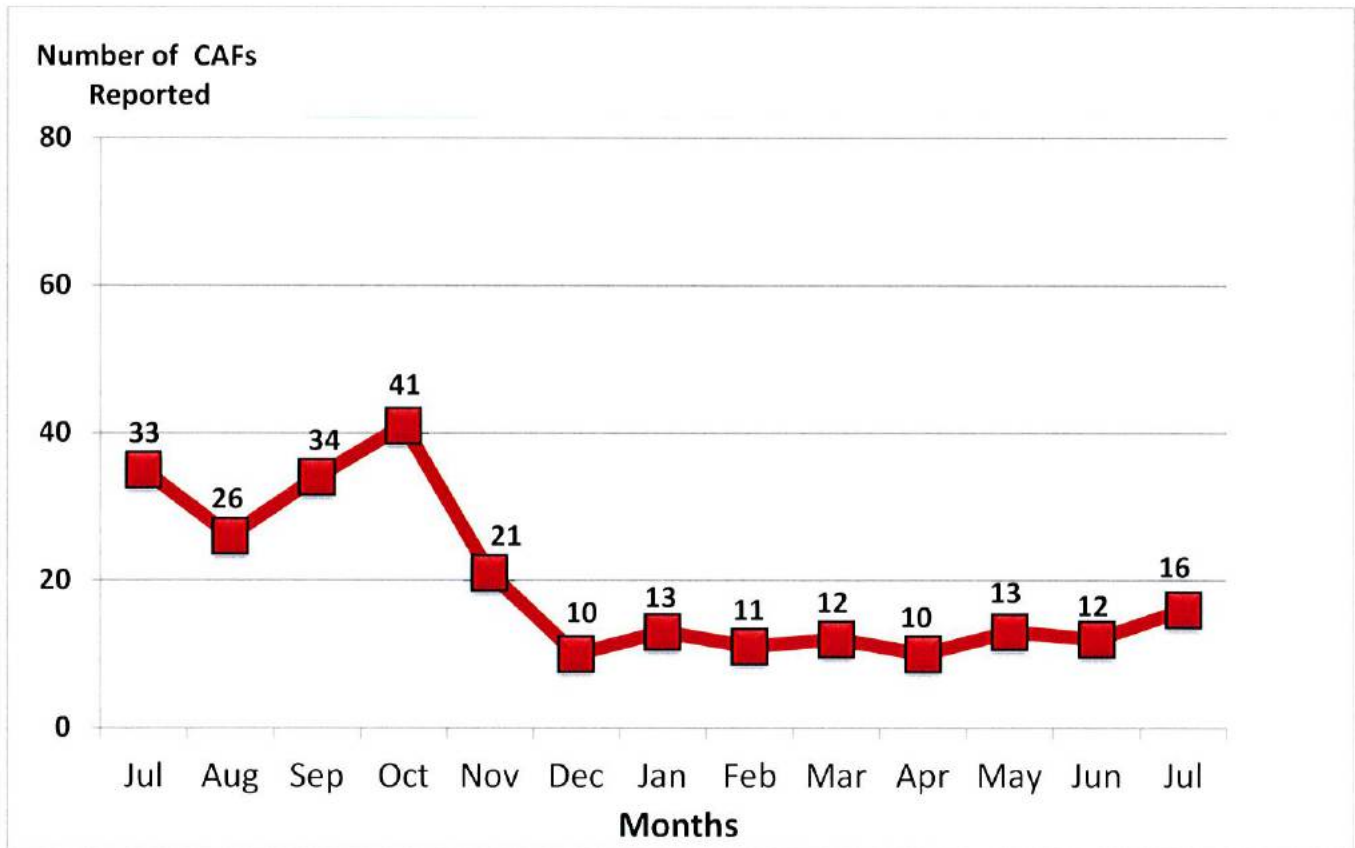
**3. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.84** 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: **8,602** did not meet contract standard of 12,250 miles.
- Ridership Statistics: **11,954** ambulatory; **4,843** wheelchair boardings

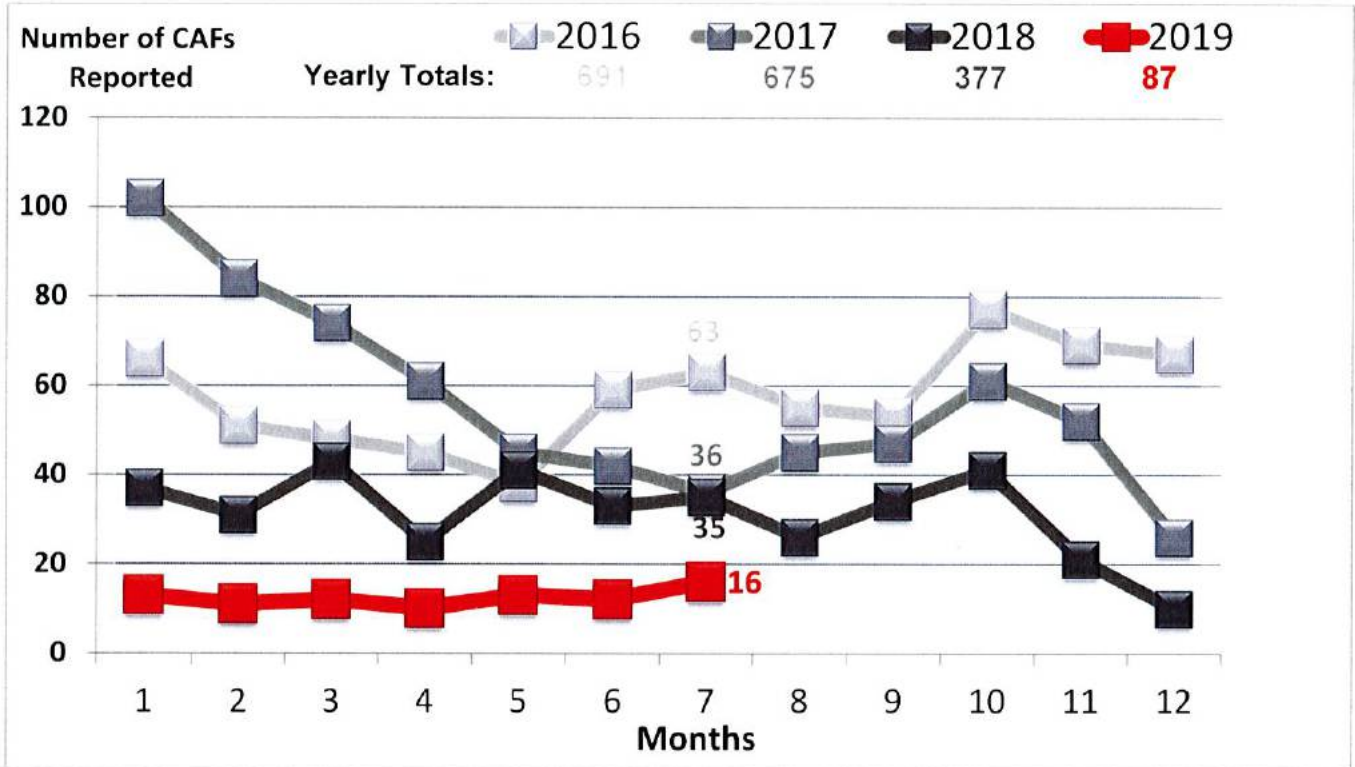
Metric	Standard	Apr-19	May-19	Jun-19	Jul-19	(4) Month-Ave.
Passengers per Hour	2.50	2.73	2.70	2.85	2.84	2.78
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	13,000	10,988	8,513	8,602	10,276
Monthly Wheelchair Boardings	No standard	5,233	4,976	4,572	4,843	4,906

**4. Customer Programs Monthly Customer Assistance Form (CAF) Report**

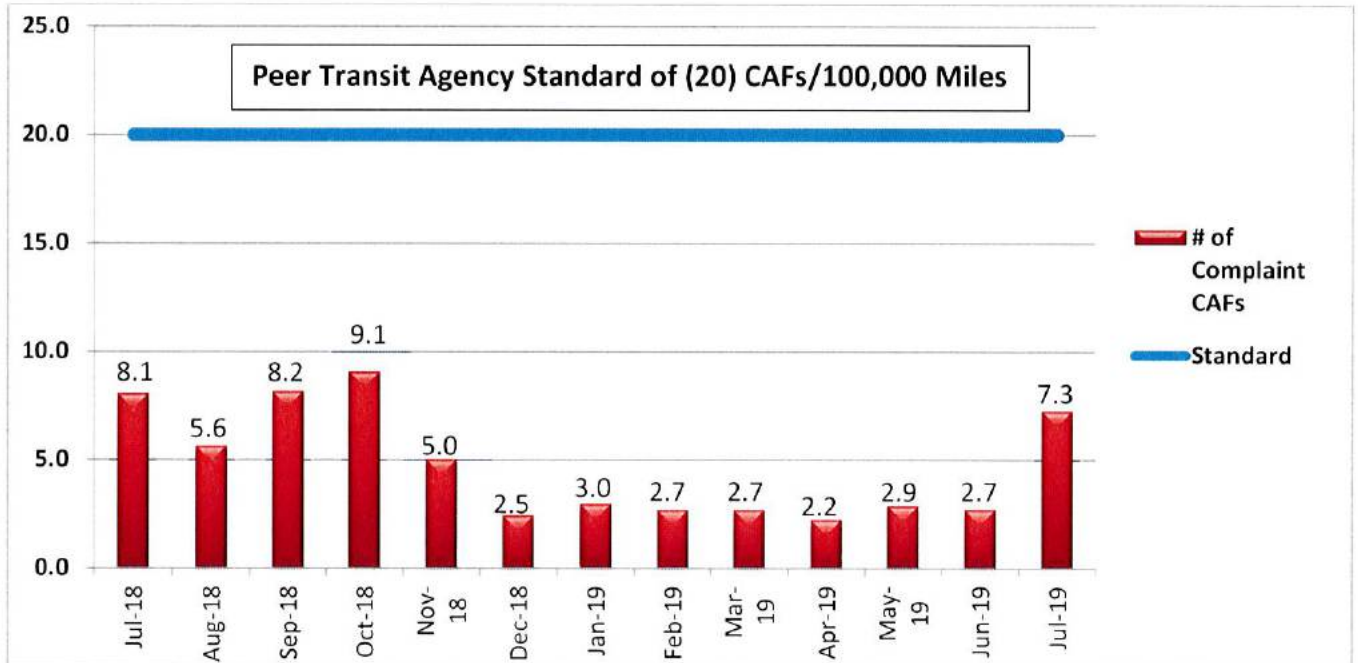
For July 2019, Customer Service received and processed 31 Customer Assistance Forms (CAF's) of which 16 or 52% were verified as valid. This represents an increase of four additional CAFs received and verified from the 12 CAF's in June 2019. There was one commendation received for this month.



**3a. CAF Reports: Historical Trends**



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



### 3d. July 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	2			2
Driving Issues	5			5
Customer Services	4	1		5
Late/Early – No Show	2	2		4
Alleges Injury	1			1
Fare/Transfer Dispute	1		1	2
Clean Trash Can				
Dispute Drop-off/Pickup	1			1
Add Bench/Stop	1			1
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop	1			1
Incident at Station				
Incident on Bus				
Policy				
Denial of Service	2			2
Safety & Security				
Rude	2		1	3
Facility Maintenance	1			1
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance	1	1		2
Commendations			1	1
<b>Total CAFs</b>	<b>24</b>	<b>4</b>	<b>3</b>	<b>31</b>

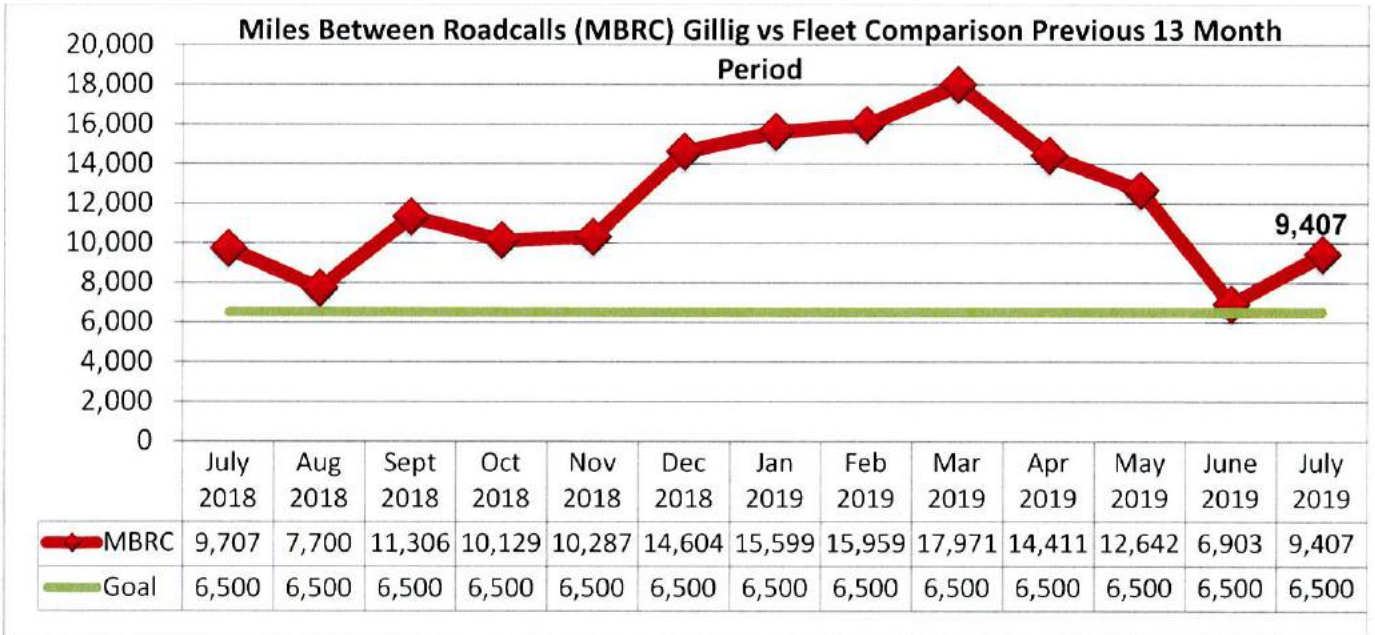
### 3c. Route Summary Report for July 2019:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#32 Southside Mini-B	
#4 Flour Bluff Mini B	1	#34 Robstown North Circulator	
#5 Alameda		#35 Robstown South Circulator	1
#5x Alameda Express		#37 Crosstown/TAMUCC	4
#6 Santa Fe/Malls	1	#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park		#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz	1	#53 Robstown/NAS Ex (P&R)	
#16 Morgan	1	#54 Gregory/Downtown Express	
#17 Carroll/Southside	2	#56 Flour Bluff/Downtown Express	
#19 Ayers	3	#63 The Wave	
#19G Greenwood	1	#65 Padre Island Connection	1
#19M McArdle		#76 Harbor Bridge Shuttle	2
#21 Arboleda		#78 North Beach Shuttle	1
#23 Molina	3	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	1
#27 Northwest	1	B-Line (Para-transit) Services	4
#27x Northwest (Express)		Safety & Security	1
#28 Leopard /Omaha		Safety/Transportation	

#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	1
#29SS Staples/Spohn South	1	Transportation (Other)	
#30 Westside/Health Clinic		<b>TOTAL CAF's</b>	<b>31</b>

**5. Vehicle Maintenance Department Monthly Miles Between Road Calls Report**

For July 2019, there were 9,407 miles between road calls (MBRC) recorded as compared to 9,707 MBRC in July 2018. This represents a difference of 300 miles. 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.

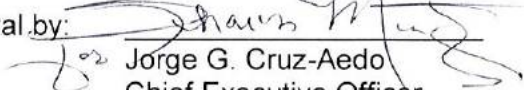
Respectfully Submitted,

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 G. Cruz-Aedo  
Chief Executive Officer

**Board of Directors Meeting**

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
8/7/2019	8	Scott Harris	In regards to the Update on Pilot Route #95 – Port Aransas Express, Mr. Harris asked when was the pilot going to pause?	Ms. Rita Patrick responded at the end of September.	8/7/2019
8/7/2019	8	Glen Martin	In regards to the Update on Pilot Route #95 – Port Aransas Express, Mr. Martin asked if this would become a Flex route?	Ms. Rita Patrick responded that it would continue as a pilot.	8/7/2019
8/7/2019	9c	Matt Woolbright	In regards to adopting a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%, Mr. Woolbright asked if the target number was 90%?	Mr. Robert Saldana responded that it was his understanding that the range was going to be 85%-95% and the 90% was just a target range.	8/7/2019
8/7/2019	10 a	Dan Leyendecker	In regards to the June Financial reports, Mr. Leyendecker asked if there had been any notification about the internet sales tax?	Mr. Robert Saldana responded that there was a formal request to the comptrollers office and are awaiting a response.	8/7/2019
8/7/2019	10 d	Matt Woolbright	In regards to the June Operations report, Mr. Woolbright asked if the Roadcall mileage comparison was consistent with last year's numbers?	Mr. Gordon Robinson responded that is is very similar.	

### Board of Directors Meeting

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/24/2019	8	Matt Woolbright	In regards to adopting a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%, Mr. Woolbright asked if it would make more sense to amend the policy to say 100%?	Mr. Robert Saldana responded that we could amend the policy to say 100%.	7/24/2019
7/24/2019		Glenn Martin	In regards to adopting a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%, Mr. Martin asked if we will have to be at 100% next year?	Mr. Robert Saldana responded that we will have to submit a plan to say how we will get to 100%.	7/24/2019

**Board of Directors Meeting**

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/24/2019	5	Matt Woolbright	In regards to Approving Issuing Invitation for Bids (IFB) for an Automated Rim Polishing System, Mr. Woolbright asked what the material cost difference is when comparing manual to using the machine?	Ms. Jennifer Fehribach responded that whenever staff is using small hand polishing equipment, they are going through quite a bit of materials. I do not have the dollar amount,	7/24/2019