

**** REVISED AGENDA ****



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, August 28, 2019
TIME: 8:30 a.m. Administration & Finance Committee Meeting,
 Operations & Capital Projects Committee Meeting
*(estimated at 9:30 a.m., although to be held immediately following
 the Administration & Finance Committee Meeting)*

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

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Glenn Martin ~ Scott Harris ~ Anne Bauman ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	T. Niskala	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	T. Niskala	3 min.	----
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of July 24, 2019	T. Niskala	2 min.	Pages 1-3
6.	Discussion and Possible Action to approve the findings of the Fare Equity Analysis to allow staff to present the findings to the Local Governmental Committee	R. Saldaña C. Barone	10 min.	Page 6 PPT
7.	Acceptance of the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2018	R. Saldaña Alan Bowers, Jr. Carr, Riggs & Ingram	10 min.	Pages 7-8 PPT
8.	Adjournment	T. Niskala	1 min.	----

Total Estimated Time: 32 min.

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BOARD OF DIRECTORS BUDGET WORKSHOP #3

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	2020 Budget Workshop #3 Administrative Support 41 – CEO General Management 44 – Human Resources 50 – Marketing & Communication 52 – Safety & Security	R. Saldaña	30 min.	PPT

**** REVISED AGENDA ****

2.	Adjournment	E. Martinez	1 min.	-----
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Total Estimated Time: 30 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 24, 2019	D. Leyendecker	2 min.	Pages 1-3
6.	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.	Page 4 PPT
7.	Adjournment	D. Leyendecker	1 min.	-----

Total Estimated Time: 16 min.

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On **Friday, August 23, 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 24, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment - 3 min. limit – no discussion**
5. **Action to Approve the Administration & Finance Committee Meeting Minutes of June 26, 2019**
6. **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**
7. **Action to Adopt an Updated DBE Policy Statement & Program**
8. **Action to Adopt a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%**
9. **Adjournment**

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

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

Committee Members Absent: Scott Harris and Philip Skorbarczyk.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Michelle Martinez, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik.

Public Present: Benjamin Schmit, MV Transportation.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:32 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. He also stated once out of



the building, to not enter until an 'all clear' is given by Security personnel. Ms. Dena Linnehan will lead board members to the muster point.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of June 26, 2019.

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JUNE 26, 2019. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS AND BAUMAN VOTING IN FAVOR. ABSENT SKROBARCZYK.

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

Ms. Rita Patrick reported on the background information, the financial impact and identified the need to amend the second year option due to a decrease of advertising budget.

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

Action to Adopt an Updated DBE Policy Statement and Program

Mr. Robert Saldaña reported background information and as a regulation of the USDOT for this program, this was last updated in 2011. There have been two changes to have Mr. Cruz-Aedo designated as the Chief Executive Officer (CEO) of the CCRTA, and Ms. Christina Perez designated DBE Liaison Officer, and due to these changes, the policy needed to be revised.

MR. MARTIN MADE A MOTION TO ADOPT AN UPDATED DBE POLICY STATEMENT AND PROGRAM. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS AND BAUMAN VOTING IN FAVOR. ABSENT SKROBARCZYK.



Action to Adopt a Pension Funding Policy for the Defined Benefit Plan that establishes a funding ratio range of 85%-95%

Mr. Robert Saldaña reported the Board Priority for this item relates to Financial Transparency. As requested by the CCRTA Board of Directors, and due to legislative requirements under Chapter 802-86th Legislature, staff is providing this pension funding policy. He said the requirement is to adopt a funding policy by January 1, 2020, and this Draft Funding Policy details a plan for achieving a funding ratio that is equal to or greater than 100 percent. He also mentioned this is a critical indicator of a pension's health at a specific point, this will serve as a starting point for the agency and provide an opportunity for any corrective action should the ratio fall outside of the desired range of 85 to 95 percent. Mr. Saldaña continued to say, with guidance of the authority's actuary, proper steps can be taken to achieve the ultimate goal of funding 100 percent of the pension obligation in future years.

MR. MARTIN MADE A MOTION ADOPT A PENSION FUNDING POLICY FOR THE DEFINED BENEFIT PLAN THAT ESTABLISHES A FUNDING RATIO RANGE OF 85%-95%. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS AND BAUMAN VOTING IN FAVOR. ABSENT SKROBARCZYK.

Adjournment

There being no further review of items, the meeting adjourned at 8:45 a.m.

Submitted by: Dena Linnehan



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 ration 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.

Recommendation

Staff requests that the Administration & Finance Committee recommend to 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



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.


Recommendation

Staff requests that the Administration & Finance Committee recommend to 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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 24, 2019**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Held Safety Briefing**
- 3. Action to Receive Conflict of Interest Affidavits**
- 4. Provided Opportunity for Public Comment - 3 min. limit – no discussion**
- 5. Action to Approve Issuing an Invitation for Bids (IFB) for an Automated Rim Polishing System**
- 6. Action to Approve Issuing a Request for Proposals (RFP) for Unleaded Cutaway Vans for a 5-year Replacement Contract**
- 7. Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services**
- 8. Adjournment**

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

Committee Members Present: Dan Leyendecker, George Clower, Patricia Dominguez and Matt Woolbright.

Committee Members Absent: Michael Reeves, Committee Chairman.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Michelle Martinez, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik.

Public Present: Benjamin Schmit, MV Transportation.

Call to Order & Roll Call

Mr. Mike Reeves called the meeting to order at 8:49 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. He also stated once out of the building, to not enter until an 'all clear' is given by Security personnel. Ms. Dena Linnehan will lead board members to the muster point.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve Issuing an Invitation for Bids (IFB) for an Automated Rim Polishing System

Ms. Jennifer Fehribach reported on the Board Priority relating to Public Image and Transparency. She gave background information on the equipment and the automated polishing system to a chrome finish preventative maintenance labor efficiency. Ms. Fehribach also said that an automated polishing system drastically reduces labor hours by 75 percent, or 420 annual hours to restore rims to a mirror-like finish. She commented the financial impact is part of the 2019 CIP Capital project using local funding and is estimated to be \$140,000.

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE ISSUING AN INVITATION FOR BIDS (IFB) FOR AN AUTOMATED RIM POLISHING SYSTEM. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, CLOWER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.

Action to Approve Issuing a Request for Proposals (RFP) for Unleaded Cutaway Vans for a 5-year Replacement Contract

Ms. Jennifer Fehribach reported the Board Priority aligns with Customer Service. The cutaway fleet is a mixed use of operations for both paratransit and fixed route, a multi-year contract, and has as outlined by the Federal Transit Administration guidelines, the useful life of a cutaway van is seven (7) years or 200,000 miles. She said this contract will help to meet daily service demands, maintain lower maintenance costs and ensure the fleet reliability. Ms. Fehribach reported the financial impact is included in the 2019-2023 CIP Capital Projects and also with 5307 Federal Grant monies. Total expenditures for the estimated 5-year project costs are \$14,249,273, and the Authority's portion is estimated at local 15 percent, or \$2,137,491.45 with the estimated Federal portion of 85 percent at \$12,112,451.55 for 57 cutaway vans.

MR. CLOWER MADE A MOTION TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR UNLEADED CUTAWAY VANS FOR A 5-YEAR REPLACEMENT CONTRACT. MS. DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.

Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

Mr. Gordon Robinson introduced Dr. Amada Drum, Executive Director of Strategic Engagement Initiatives, and she thanked the CCRTA for partnering with them for over 20



years for providing transportation services to students, faculty and employees at Texas A&M Corpus Christi.

He provided background information on this item and its purpose and stated it aligns with the Board Priority of Innovation. He said the Route 60 will not change going into the new school session at the Momentum and Texas A&M-CC campus. Mr. Robinson commented that the new Flex Pilot 93 service will transport more students and faculty as compared to Route 63 and will be more like a tailored on-demand service. He displayed a slide with times and dates of service along with the new branding look for this service.

He said this program between the CCRTA and TAMU-CC share the cost of the transportation services; Route 60 service, CCRTA negotiated reimbursement from TAMU-CC for the 2019-20 Fall and Spring semesters in the amount of \$119,639.38. He also commented that for the Pilot Flex 93 service, CCRTA negotiated reimbursement in the amount of \$114,390.09, or total combined reimbursement amount is \$234,029.47

MR. WOOLBRIGHT MADE A MOTION ACTION TO EXECUTE A ONE-YEAR MEMORANDUM OF AGREEMENT (MOA) WITH TEXAS A&M UNIVERSITY-CORPUS CHRISTI FOR TRANSPORTATION SERVICES. MS. DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, CLOWER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES.

Adjournment

There being no further review of items, the meeting adjourned at 9:05 a.m.

Submitted by: Dena Linnehan



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 24th 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 that the Operations & Capital Projects Committee recommend to 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