



AGENDA MEETING NOTICE

Committees

DATE: Wednesday, September 25, 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 August 28, 2019	T. Niskala	2 min.	Pages 1-4
6.	Discussion and Possible Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee	R. Saldaña	4 min.	Page 5 Attachment A
7.	Discussion and Possible Action to Amend the FY2019 CIP Budget	R. Saldaña	4 min.	Pages 6-7 Attachment B
8.	Discussion and Possible Action to Enter into a Professional Agreement with Wells Fargo Institutional Trust to continue providing the Portfolio Management Services of CCRTA's retirement plans through May 31, 2020	R. Saldaña	4 min.	Pages 8-9
9.	Adjournment	T. Niskala	1 min.	----

Total Estimated Time: 24 min.

~*~*~*~*~*~*~

BOARD OF DIRECTORS BUDGET WORKSHOP #5

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	2020 Budget Workshop #5 <i>Transit Operations</i> 01 – Transportation 03 – Purchased Transportation 04 – Service Development 11 – Vehicle Maintenance	R. Saldaña	30 min.	PPT

	43 – Materials Management			
2.	Adjournment	E. Martinez	1 min.	-----

Total Estimated Time: 30 min.

~*~*~*~*~*~*~*~*

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	M. Reeves	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	M. Reeves	3 min.	-----
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 24, 2019	M. Reeves	2 min.	Pages 1-3
6.	Discussion and Possible Action to Award a Contract to Petroleum Solutions, Inc. for Two (2) Four Post Wireless Mobile Column Lifts	D. Majchszak	4 min.	Pages 4-5 <i>PPT</i>
7.	Discussion and Possible Action to Award a Contract to A. Ortiz Construction & Paving, Inc. for Shelter Amenities Refurbishment	S. Montez	4 min.	Pages 6-8 <i>PPT</i>
8.	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 20 min.

~*~*~*~*~*~*~*~*

On **Friday, September 20, 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, AUGUST 28, 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 July 24, 2019**
- 6. Action to Approve the findings of the Fare Equity Analysis to allow staff to present the findings to the Local Governmental Committee**
- 7. 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. Glenn Martin called the meeting to order at 8:30 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. Mr. Rendón commented that if there is a 'shelter in place' ordered, we will shelter in the west side stairwells. He also stated once you exit the building, do 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 July 24, 2019

MR. SCOTT HARRIS MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JULY 24, 2019. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. NISKALA ABSENT.

Action to Approve the findings of the Fare Equity Analysis to allow staff to present the findings to the Local Governmental Committee

Mr. Robert Saldaña commented over the past several years the agency has noticed our fares steadily declining, and we began the conversation about 14 months ago to find out what was driving the decline and to look at our fare structure. The term we use of Farebox Recovery Ratio, is the percentage of our operating costs that our fares covers, and over the past few years has been in the range of 5.5 to 6.6 percent and typically lower than what the industry reports. He said our peers who are about our size, generally range from 14 to 17 percent and the CCRTA is well below those ranges. Mr. Saldaña said part of the process is to look into a fare equity analysis, by taking a look at some fare changes potentially, whether raise, lower or make any type of change to the fare media, then a fare equity analysis would need to be done so you are not affecting anyone disproportionately affecting any particular type of customer; elderly, minority, low income and other groups who could be affected by the changes.

Mr. Saldaña introduced Christina Barone of Nelson Nygaard. Ms. Barone provide background information that included she led the fare analysis as part of the comprehensive operational analysis done a few years ago, and was excited to be back to talk about the next step with fare equity. She commented on the fare analysis goals to encourage ridership growth and minimize loss of ridership, how to maintain affordability for low-income populations, encourage farebox recovery rates in line with goals and our peers, and encourage simplicity and ease of understanding for operators and customers. She provided a slide to show the actual in 2016 and 2017 as compared to the projected 2018, and the areas where there was a decrease.

Ms. Barone said a fare equity analysis is required by the FTA for agencies operating 50+ vehicles in peak service, a large urban area with over 200,000+ people, and required for fares increase, or decrease, and any media changes made. This is done checking to make sure you are not taking on any changes that would be disproportionate and disparate impacts on the low income, minorities or any group that would be affected by the changes, and is done prior to having a fare change implemented and is also submitted to the FTA as part of the Title VI Program.

The analysis survey and methodology used data from CCRTA administered survey, estimated proposed fare payment and difference from existing payment option. Their recommendations are to raise the base fare from \$0.75 to \$1.00, increase the day pass at twice the base fare, uniform



pass products and reduced fare options across fare types, free service for seniors (65 older) and people with disabilities, formalizing existing policies related to token upcharge on b-line service. She commented the agency will eliminate the \$0.10 reduced fare during off-peak hours, 11-trip commuter pass and free transfers, and the agency will modify to increase fares to match new \$1.00 fare structure, add a 10-trip pass and eliminate the 31-day pass.

A slide was shown with the amounts and categories of how the fares will change from the existing fare to the final proposed costs. Ms. Barone displayed a slide on the B-Line fare structure with their recommendations. She said the fixed route ridership will decrease around 16 percent, or by 800,050 riders, although an increase of around \$600,000 in terms of fare revenue. Fare equity findings would be a 9 percent change in transit costs, minorities would see less than this with only a 2.8 percent more across the board. She said low income riders would see a 33.2 percent increase in cost and seems like a lot, yet is mostly due to the elimination of the \$0.10 reduced fare during off-peak hours. Ms. Barone spoke on the transfers impacting 24 percent of current ridership and has the largest impact on increasing fare revenue. Although, eliminating transfers will help the agency meet farebox recovery goals and obligations with respect to generating \$1.8 million in operating revenue annually. Ms. Barone provide the final recommendations propose mitigation to reduce pass product multipliers of the day and monthly pass, reduce fare options across all fare categories, free fixed-route service for seniors age 65 and above, continue to offer discounted passes and tokens program with human service agencies, and formalize use of tokens for B-Line service with a payment upcharge.

The next step is to submit the analysis to the FTA as part of the agency's Title VI program where they will review to ensure stated policies and procedures are being followed. She stated the agency should establish guidelines for fare adjustments annually. This includes the average fare, a subsidy per passenger and the farebox recovery ratio. She said by doing this, if the agency notices all three are declining and costs to operate the service are increasing, we should consider a fare adjustment. Ms. Barone also mentioned by monitoring and tracking use of all the passes, and a significant drop in sales of any of our product or service, consideration of a fare adjustment should possibly be done.

MR. HARRIS MADE A MOTION TO APPROVE THE FINDINGS OF THE FARE EQUITY ANALYSIS TO ALLOW STAFF TO PRESENT THE FINDINGS TO THE LOCAL GOVERNMENTAL COMMITTEE. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. NISKALA ABSENT.

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

Mr. Robert Saldaña reported Chapter 451 states the agency shall have an annual audit of its' affairs prepared by independent certified public accountant or a firm. He said this will show the agency's financial statements are presented through our Comprehensive Annual Financial Report (CAFR). Mr. Robert Saldaña introduced Ms. Kellie Shipley and Mr. Alan Bowers (remotely) with Carr Riggs & Ingram who will go over our financial statements and how we report.



Ms. Shipley reported she would be presenting the findings of the Independent Auditors' Report ending in December 31, 2018. Ms. Shipley stated the auditors' report opinion was unmodified which states is a clean opinion and the financial statements are presented fairly. She commented for other auditors' report on internal controls, there were no findings, and the report on compliance requirements, or OMB uniform grants guidance, again no findings were found and all was good.

She commented on the main points of the agency's balance sheet, and noted the statement of net position showed the biggest change of an increase in 2017 due to fixed assets which came back down in 2018, and also commented the 3-year trend for total liabilities showed consistency as there wasn't much change in the 3 years. Ms. Shipley displayed a slide showing the Total Net Position and Unrestricted Net Position in Millions and everything shows to be constant with the only change in 2017 due to the fixed assets. She reported on the breakdown of the unrestricted net position, or equity, and the total equity is \$86 million, with \$25 million being unrestricted. She mentioned this breakdown shows the assigned and unassigned position, or available net position. Ms. Sandra Roddel, Director of Finance provided a breakout of projects committed to the unrestricted equity as shown on the chart to include the change in net position.

Ms. Shipley indicated from the chart for statement of revenues, expenses and change in net position our operating revenues have remained consistent from \$2.3 million to \$2.5 million. Other slides showed the agency's operating expenses and non-operating revenues, capital grants and donations.

As auditors' our responsibility is to provide an opinion about whether the financial statements prepared by management are fairly presented, free of material misstatement, and consideration of the agency's internal controls for the purpose of determining and designing our audit procedures. Several slides were shown to show management and auditors' detailed responsibilities and said there were 5 areas of significant policies; the disclosure of deposits and investments, capital assets, long-term liabilities, retirement plan and OPEB as shown. She said there were no significant disagreements with management and had no other findings and issues.

MR. HARRIS MADE A MOTION TO ADOPT AN UPDATED DBE POLICY STATEMENT AND PROGRAM. MR. 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 9:11 a.m.

Submitted by: Dena Linnehan



Subject: Adopt a Resolution adopting the new Fare Structure subject to the approval of the Fare Approval Committee (FAC)

Background

The current fare structure was last reviewed and adopted in May 2008. The review process was implemented to minimize the downward trend of the CCRTA's fare recovery ratio 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 (a percentage of operating costs the fare pays) has steadily been trending downward. Currently the CCRTA farebox recovery ratio is at 6.16%, 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)

There are no federal funds being used for this action so no DBE goal is required.

Financial Impact

The financial impact will be dependent of how the ridership reacts to the fare adjustment. Increase in revenue will be used to offset rising operational costs.

Board Priority

This project aligns with Board Priority – Financial Transparency.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors to adopt a resolution adopting the new fare structure subject to the approval of the Fare Approval Committee (FAC).

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority



Resolution

WHEREAS, Texas Transportation Code Section 451.061 bestows on the Board of Directors the authority to impose a reasonable and nondiscriminatory fare, toll charge, rent, and other compensation for the use of transit authority system sufficient to produce revenue, together with tax revenue received by the authority, in an amount adequate to:

1. Pay all the expenses necessary to operate and maintain the transit authority system;
2. Pay when due the principal of and interest on, a sinking fund and reserve fund payments agreed to be made with respect to, all bonds that are issued by the authority and payable in whole or part from the revenue; and
3. Fulfill the terms of any other agreement with the holders of bonds described by Subdivision (2) or with a person acting on behalf of the bondholders.

WHEREAS, it is intended by this chapter that the compensation imposed under Subsection (a) and taxes imposed by the authority not exceed the amounts necessary to produce revenue sufficient to meet the obligations of the authority under this chapter; and

WHEREAS, except as provided by Subsection (d-1), the fares, tolls, charges, rent, and other compensation established by an authority in which the principal municipality has a population of less than 1.9 million may not take effect until approved by a majority vote of a committee composed of:

1. Five (5) members of the governing body of the principal municipality, selected by that governing body;
2. Three (3) members of the commissioner's court of the county having the largest portion of the incorporated territory of the principal municipality, selected by that commissioner's court; and
3. Three (3) Mayors of municipalities, other than the principal municipality, located in the authority, selected by:
 - (a) The Mayors of all the municipalities, except the principal municipality, located in the authority; or
 - (b) The Mayor of the most populous municipality, other than the principal municipality, in the case of an authority in which the principal municipality has a population of less than 320,000; and

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

RESOLVED, that the Board of Directors Adopt this Resolution adopting the new fare structure subject to the approval of the Fare Approval Committee.

DULY PASSED AND ADOPTED this 25th day of September, 2019.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge Cruz-Aedo
Chief Executive Officer

Edward Martinez
Board Chairman



Subject: Amend the 2019 Capital Budget

Background

By statute, the Board adopts a balance operating budget annually. A formal capital budget along with a Capital Improvement Plan (CIP) are also adopted as part of the annual budgeting process at the same time in order to properly allocate the Authority's financial resources, linking strategic and comprehensive plans with fiscal capacity.

The operating budget addresses expenses and revenues for a single year, while the Capital Improvement Plan has two parts – a capital budget and a capital program. The capital budget is the upcoming year's spending plan for capital items and the capital program is a plan for capital expenditures that are project oriented and may span more than one year.

Identified Need

Four (4) Capital items have been identified that require an amendment to the 2019 Capital and CIP Budget. All of the items are for replacement of vehicles and equipment. The increase in costs are primarily due to upgrades and the added feature of a safety collision avoidance system that was not available in the type of vehicle that was initially requested.

An attachment listing the changes to the 2019 Adopted CIP Budget is being provided to itemize the projects requiring an amendment along with the resulting financial impact.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

Source of funding comes from Federal Transit Grants matching funds being funded from the CCRTA undesignated fund balance. This amendment results in a \$1,278,750 increase of total project costs. The federal share will increase revenues by \$1,176,000 with matching funds of \$102,750 being funded from the undesignated fund balance.

The 2019 Capital Budget will increase total project costs by \$1,278,750 bringing the total to \$6,672,161 from \$5,393,411.

Board Priority

This item aligns with the Board Priority – Financial Transparency.

Committee Review

Staff requests the Administration & Finance Committee recommend the Board of Directors to amend the 2019 Capital Budget.

Respectfully Submitted,

Submitted by: Sandra M. Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

AMENDMENT #1
FY2019 CIP BUDGET

Project #	Description	2019 Budget Project Costs	Grant Share (Revenues)	Local Share	Change in Project Costs	Change in Grant Share (Revenues)	Change in Local Share
2019-01	Bear Land Fencing Replacement - DBE	\$ 31,035	\$ 24,828	\$ 6,207	\$ -	\$ -	\$ -
2019-02	VPS Support Vehicles Replacement (2) 80/20	\$ 68,000	\$ 54,400	\$ 13,600	\$ (68,000)	\$ (54,400)	\$ (13,600)
2019-03	Hybrid SUV Replacement (2) 80/20	\$ 74,910	\$ 59,928	\$ 14,982	\$ (74,910)	\$ (59,928)	\$ (14,982)
2019-02	SUV Replacement (4) 80/20	\$ -	\$ -	\$ -	\$ 183,560	\$ 146,848	\$ 36,712
2019-04	Mobile Bus Lift	\$ 80,000	\$ 64,000	\$ 16,000	\$ -	\$ -	\$ -
2019-05	Port A Fleet Replacement (1) 80/20	\$ 85,000	\$ 68,000	\$ 17,000	\$ (85,000)	\$ (68,000)	\$ (17,000)
2019-05	Port A Fleet Replacement (1) 85/15	\$ -	\$ -	\$ -	\$ 255,000	\$ 216,750.00	\$ 38,250.00
2019-05	Port A Fleet Pre & Post Delivery Inspection (2)	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,320	\$ 330
2019-05	Paratransit Fleet Replacement (11) @ \$255,000 85/15	\$ -	\$ -	\$ -	\$ 2,805,000	\$ 2,384,250.00	\$ 420,750.00
2019-07	Paratransit Fleet Pre & Post Delivery Inspections (26 @ \$825)	\$ -	\$ -	\$ -	\$ 21,450	\$ 17,160	\$ 4,290
2019-07	Paratransit Fleet Replacement (11) @ \$160,000 80/20	\$ 1,760,000	\$ 1,408,000	\$ 352,000	\$ (1,760,000)	\$ (1,408,000)	\$ (352,000)
2019-06	Bus DVR Camera Replacement	\$ 323,030	\$ 258,424	\$ 64,606	\$ -	\$ -	\$ -
2019-08	Coin Sorter	\$ 11,000	\$ 8,800	\$ 2,200	\$ -	\$ -	\$ -
2019-09	Shelvers for Windshields & Windows	\$ 25,000	\$ 20,000	\$ 5,000	\$ -	\$ -	\$ -
2019-10	Fluid Storage Tanks	\$ 27,500	\$ 22,000	\$ 5,500	\$ -	\$ -	\$ -
2019-11	Bus Automatic Passenger Counting Solution (14)	\$ 196,601	\$ 157,281	\$ 39,320	\$ -	\$ -	\$ -
2019-12	Del Mar South Campus	\$ 209,588	\$ 167,670	\$ 41,918	\$ -	\$ -	\$ -
2019-13	Misc Concrete Improvements (Bus Pads) - DBE	\$ 350,000	\$ 280,000	\$ 70,000	\$ -	\$ -	\$ -
2019-14	Cunningham @ South Park Middle School	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -
2019-15	Service Trucks Utility Bed	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ -	\$ -
2019-16	Electric Utility Vehicle	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -
2019-17	Rim Polisher	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -
2019-18	Demolition of Contractor's (MV) Building	\$ 60,996	\$ -	\$ 60,996	\$ -	\$ -	\$ -
2019-19	Electric Charging Unit @ Staples Street Center	\$ 51,000	\$ -	\$ 51,000	\$ -	\$ -	\$ -
2019-20	Port/Ayers Renovation Project	\$ 620,601	\$ -	\$ 620,601	\$ -	\$ -	\$ -
2019-21	Ford Focus Support Vehicles	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -
2019-22	Adobe Acrobat Reader Replacement	\$ 15,200	\$ -	\$ 15,200	\$ -	\$ -	\$ -
2019-23	Dismas Land Purchase	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -
2019-24	Microsoft Email Server Replacement	\$ 17,950	\$ -	\$ 17,950	\$ -	\$ -	\$ -
2019-25	Microsoft Office Replacement	\$ 14,000	\$ -	\$ 14,000	\$ -	\$ -	\$ -
2019-26	Microsoft Server Software Replacement	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -
2019-27	Staff Computers	\$ 17,600	\$ -	\$ 17,600	\$ -	\$ -	\$ -
2019-28	Tough Books 20 (4)	\$ 6,400	\$ -	\$ 6,400	\$ -	\$ -	\$ -
Total 2019 Projects		\$ 5,393,411	\$ 2,593,331	\$ 2,800,080	\$ 1,278,750	\$ 1,176,000	\$ 102,750



Subject: Action to enter into a Professional Agreement with Wells Fargo Institutional Trust to continue providing the Portfolio Management Services of CCRTA's retirement plans through May 31, 2020

Background

Legislation enacted by the 86th Legislature and signed by the Governor amended the Texas Government Code Chapter 802 to expand and update the reporting requirements for public retirement systems that will become effective in 2020.

Specifically, Senate Bill 322 relates to the evaluation and reporting of practices and performance of investments. Retirement systems with pension assets exceeding \$30M must conduct investment performance evaluation by an independent firm. The first evaluation report is due May 31, 2020, and thereafter every 6 years.

In addition, this bill addresses new fee disclosures requirements. Retirement systems will be required to include in their annual financial report a listing, by asset class, or all direct and indirect commissions and fees paid by the retirement system for the sale, purchase, or management of its assets and to provide the names of the investment managers engaged by the retirement system effective by the end of the fiscal year 2019. This will be automatically incorporated in the CAFR and audited by our auditors, CRI.

Identified Need

Currently, Wells Fargo Institutional Trust provides services for the CCRTA retirement Plans. Investment services are currently bundled with the administrative services. Services include administrative and recordkeeping services for both the defined benefit and defined contribution plans and trustee services for both plans. Wells Fargo provides investment reporting services for the defined contribution plan and investment management and reporting services for the defined benefit pension plan.

To enable staff to obtain professional guidance for implementing the new reporting requirements Wells Fargo should be allowed to continue providing the same services under a professional agreement through May 31, 2020 to provide the continuity necessary for the transition.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

There is no financial impact to the operating budget. There are no changes to the fee schedule and **all fees are paid from the assets of the trust accounts**. The Defined Benefit Plan fee schedule is based on the assets under management. The current annual fee is 0.30% of plan assets or 30 basis points. The fee will drop to 0.25% or 25 basis points once the pension assets reach \$50 Million. The current monthly fee is approximately \$10,201 (30 basis points or 0.30% x \$40,804,465 in plan assets divided by 12 months) or \$122,412 annually.

The Defined Contribution Fees are paid through a mutual fund revenue sharing arrangement that varies by fund and by the participant investment elections, plus the distribution fees charged when participants take payments from the plan. The total annual fees for 2018 were 17 basis points or 0.17% of plan assets. The estimated monthly fee for 2019 is approximately \$1,558 or \$18,696 annually (calculated by taking the estimated 17 basis points or 0.17% x \$11,000,000 in plan assets divided by 12 months).

Board Priority

This item aligns with the Board Priority – Financial Transparency.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to enter into a Professional Agreement with Wells Fargo Institutional Trust to continue providing the Portfolio Management Services of CCRTA's retirement plans through May 31, 2020.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge G. Gruz-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: Award a contract to Petroleum Solutions, Inc. for Two (2) Four-Post Wireless Mobile Column Lifts

Background

The RTA Maintenance Department facility currently houses eight bays and five stationary vehicle lifts. Lifts undergo monthly equipment Preventative Maintenance Inspections (PMI) or repairs and are out of service to vehicle Technicians, causing disruptions in vehicle servicing. A four-post wireless mobile column lift allows for bays without equipment to be used and thus maximize the existing square footage allotted to maintain rolling stock.

Identified Need

The CCRTA Maintenance Department is responsible for maintaining a fleet of 70 buses (35' - 40'). Four post wireless mobile column lifts have an 18,500-pound weight capacity and are able to accommodate any size wheel base. Wireless mobile lifts offer the flexibility of being powered with single phase, three phase, or a battery system.

Disadvantaged Business Enterprise

For this procurement the 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.

Financial Impact

The Four Post Wireless Mobile Column Lift project is budgeted for \$80,000 and is a 2019 CIP project funded partially by 5307 Formula Funds. The bid from Petroleum Solutions, Inc. is \$79,148.38. The local match is 20% with a cost of \$15,829.67, federal estimated cost of \$63,318.71.

Bidder	Item Description	Qty.	Unit Price	Total	Manufacturer	Model	Delivery Time
Automotive Professional Service Equipment	Wireless Mobile Four Column Lifts	2	\$44,997.00	\$89,994.00	Challenger Lift	CLHM-190-4	15
Best Buy Auto Equipment	Wireless Mobile Four Column Lifts	2	\$46,899.00	\$93,798.00	Challenger Lift	CLHM-190-4	30
Gray Manufacturing, Co.	Wireless Mobile Four Column Lifts	2	\$41,892.00	\$83,784.00	Gray Manufacturing Company, Inc.	WPLS-190	30
Petroleum Solutions, Inc.	Wireless Mobile Four Column Lifts	2	\$39,574.19	\$79,148.38	Rotary	FLES MAX 419	21
Reeder Distributors, Inc.	Wireless Mobile Four Column Lifts	2	\$39,995.00	\$79,990.00	Stertil-Koni USA	ST-1085-FWA	30-45

Board Priority

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget.


Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Award a contract to Petroleum Solutions, Inc. for Two (2) Four-Post Wireless Mobile Column Lifts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Director of Transportation

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



Subject: Award a Contract to A. Ortiz Construction and Paving, Inc., for the Refurbishment of Shelter Amenities

Background

The RTA currently has in place an estimated 198 bus stop shelters, 951 benches and 860 trash receptacles at the 1,343 bus stops, which require regular maintenance.

Identified Need

The Federal Transit Administration's, "Transit Asset Management Program", has new requirements, where by transit agencies are requirement to track and maintain the assets of the system in a "State of Good Repair".

Based on the aforementioned FTA requirements, CCRTA determined that in order to keep all shelter amenities in a "State of Good Repair", a robust shelter refurbishment program was needed. However, because CCRTA does not have the number of staff and equipment to support a robust program, the decision was made to outsource some of the work.

A Request for Proposals was issued August 6th, and proposals were due on September 10th. The contract term is five years.

Numerous companies were contacted, and the proposal due date was extended an additional week to provide more time to submit a proposal. Also, the information was uploaded into B2G vendor program, CCRTA's website, advertised in the local newspaper and shared with Del Mar College (Procurement Technical Assistance Center), but the outreach process still garnered only one proposal. A. Ortiz Construction and Paving, Inc. submitted the single proposal.

The scope of work includes removing the shelter amenities at their location, taking it back to their shop, sanding/prepping it, painting the amenities and then taking it back to its location and re-installing it.

The table below list the number of amenities to be refurbished, the pricing and the CCRTA's independent cost estimate as a cost comparison:

Description	Number of Amenities	Quantity of Amenities Awarded	Unit Price 1st Year	Independent Cost Estimate
Fiberglass Sunshade Canopy*	128	128	\$2,750.00	\$2,292.00
Tolar Shelters*	70	70	\$3,750.00	\$3,081.00
Trash Containers*	860	0	\$750.00	\$658.00
Metal Benches*	150	0	\$600.00	\$635.00
Concrete Wooden Benches*	801	0	\$650.00	\$681.00

* Removal, refurbishment, and installation

Cost Escalation Percentages	Percent
Percent increase on unit pricing in Year 2	3%
Percent increase on unit pricing in Year 3	3%
Percent increase on unit pricing in Year 4	3%
Percent increase on unit pricing in Year 5	3%

CCRTA is awarding a contract for the shelter refurbishments items at this time. When reviewing the costs of refurbishment for the trash receptacles, metal benches and concrete benches it was decided that because the items mentioned above, are close to 2/3rd's of the cost of procuring a new shelter amenity, a decision was made to not refurbish those items at this time. In-house staff will refurbish the items on an as needed basis, while simultaneously working on the procurement of new amenities to replace the existing ones.

A Ortiz Construction & Paving, Inc. has been in business since 1950. The CCRTA has conducted business with A. Ortiz Construction & Paving on numerous occasions for various projects. The work was consistently performed in a professional and timely manner, on budget and according to specifications

Disadvantaged Business Enterprise (DBE)

This project is funded with local funds and not federal funds.

Financial Impact

The estimated cost for the refurbishment program in 2019 is \$300,000, and starting in 2020 will increase to \$500,000 annually for the next four years.

Board Priority

The Board Priority is Public Image and Facilities.

Recommendation

Staff request the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to A. Ortiz Construction and Paving, Inc. for Shelter Amenities Refurbishment.

Respectfully Submitted,

Submitted by: Sharon Montez

Managing Director of Capital Projects and Customer Services

Final Approval by:



Jorge G. Cruz-Aedo
Chief Executive Officer