



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## BOARD OF DIRECTORS

**DATE:** Wednesday, November 6, 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)**

**Lynn Allison ~ Anne Bauman ~ George B. Clower ~ Patricia Dominguez**

**Anna Jimenez ~ Glenn Martin ~ Philip Skrobarczyk ~ Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	E. Martinez	1 min.	-----
2.	<b>Roll Call</b>	D. Leyendecker	2 min.	-----
3.	<b>Safety Briefing</b>	M. Rendón	2 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	E. Martinez	3 min.	-----
5.	<b>Opportunity for Public Comment</b> 3 min. limit – no discussion	E. Martinez	3 min.	-----
6.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
7.	<b>Public Hearing Regarding Adoption of the FY2020 Operating and Capital Budget</b>	<b>R. Saldaña</b>	<b>10 min.</b>	<b>PPT</b>
8.	<b>Discussion and Possible Action to Adopt the FY2020 Operating and Capital Budget</b>	R. Saldaña	10 min.	<b>Pages PH1–PH2</b> <b>PPT</b>
9.	<b>Discussion and Possible Action to move the November 27, 2019 Committees Meetings to Wednesday, November 20, 2019</b>	J. Cruz-Aedo	2 min.	-----
10.	<b>Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of October 2, 2019</b>	E. Martinez	2 min.	<b>Pages 1-8</b>
11.	<b>CONSENT ITEMS:</b> The following items a) through f) 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 9-16</b>
	a) Action to Approve and Adopt the Fiscal 2020 Board and Committee Meetings Calendar (pg. 9) b) Action to Approve Disadvantaged Business Enterprise (DBE) Goal of Thirteen Percent (13%) for Federal Fiscal Years 2020 through 2022 (pgs.10-11) c) Action to Exercise the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program (pgs.12-13) d) Action to Approve the Fiscal Year 2020 Holidays and Service Levels Calendar (pg.14) e) Action to Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services (pgs.15-16)			
12.	<b>Financial Advisor Refinancing Results for the Series 2013 Bond Issues</b>	V. Quiroga	3 min.	<b>PPT</b>
13.	<b>Update – CCRTA’s Defined Benefit &amp; Contribution Plan</b>	L. Keckler	3 min.	<b>PPT</b>

14.	<b>Discussion and Possible Action</b> to Award a Contract to A. Ortiz Construction & Paving, Inc for the Refurbishment of Shelters	S. Montez	3 min.	<b>Pages 17-19</b> <i>PPT</i>
15.	<b>Presentations:</b> a) September 2019 Financial Report b) Procurement Update c) September 2019 Safety & Security Report d) September 2019 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	<b>Pages 20-29</b> <i>PPT</i> <i>PPT</i> <i>PPT</i> <b>Pages 30-38</b> <i>PPT</i>
16.	<b>CEO's Report</b>	J. Cruz-Aedo	5 min.	-----
17.	<b>Board Chair's Report</b>	E. Martinez	5 min.	-----
18.	<b>Adjournment</b>	E. Martinez	1 min.	-----

**Total Estimated Time: 1 hr. & 18 min.**

On **Friday, November 1, 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.



**Subject:** Adopt the FY2020 CCRTA Operating and Capital Budgets of \$56,705,354

### **Background**

Chapter 451 of the Texas Transportation Code mandates that the Authority adopt an annual operating budget prior to the beginning of each fiscal year after making the proposed budget available publicly for at least 14 days. The required public notice period began on October 22, 2019 in order to be completed in time for the public hearing scheduled on November 6, 2019.

### **Identified Need**

A public hearing is being conducted to provide the community and stakeholders an opportunity to provide input prior to the adoption of the 2019 Operating and Capital budget. The 2019 Operating and Capital budget accounts for 41 services (29 fixed routes, 6 express routes, 2 demand response taxi services and 1 demand response shuttle, Flex Route 93 – TAMUCC, B-Line Paratransit Services and Van Pool Services) covering 846 square miles and 5.3 million passenger trips, maintaining 4 transfer stations, 3 park and rides and a fleet of 127 fixed and paratransit vehicle; as well as a fleet of support vehicles.

The CCRTA staff has conducted six (6) prior budget workshops detailing department line item budgets:

Budget workshop #1 was conducted on July 10, 2019. The workshop reviewed 2019 Budget Priorities, 2020 Board Priorities Review, 2019 Revenue Projections, Regional Economic Trends and 2020 Projected Revenues.

Budget workshop #2 was conducted on August 7, 2019. The workshop reviewed the following Administrative Support department budgets: MIS, Procurement, Finance and Accounting and Administration (Admin, DBE/EEO, and Budget & Capital Improvement Projects).

Budget workshop #3 was conducted on August 28, 2019. The workshop reviewed the following areas. CEO, Human Resources, Marketing & Communications and Safety & Security.

Budget workshop #4 was conducted on September 4, 2019. The workshop reviewed the following areas. Customer Service, Facilities Management, Capital Programs and Staples Street Center.

Budget workshop #5 was conducted on September 25, 2019. The workshop reviewed the following Operational areas. Transportation, Purchased Transportation, Service Development, Vehicle Maintenance and Materials Management.

Budget workshop #6 was conducted on October 2, 2019. The workshop reviewed the following areas. Debt Service, Special Projects, Sub-recipient Agreements, Street Maintenance Allocation, Depreciation, 5-Year Service Plan, 5-Year CIP, 2020 Budget Overview and 5-Year Financial Plan.

The CCRTA Management Staff also conducted the 2020 Budget Public Hearing #1 on October 23, 2019 at 6:00pm. The Public Hearing was an overview of the 2020 Operating and Capital budget.

**Financial Impact**

The CCRTA has applied for a competitive grant in the amount of \$9,641,365, of which \$7,231,024 could potentially be reimbursed back to the CCRTA via the grant. If the competitive grant (5339b) is approved, the projected revenues are estimated to come in at \$56,705,354 and the 2020 estimated expenses are projected to come in at \$56,705,354.

If the competitive grant is not approved, the 2020 estimated revenues are projected to come in at \$47,711,285 and the estimated expenses are projected to be \$47,063,989. This would result in a positive cash flow of \$647,296. These funds would be put back into the fund balance.

**Recommendation**

Staff recommends the Board of Directors adopt the proposed 2020 Operating and Capital Budget of \$56,705,354.

Respectfully Submitted,

Submitted by: Robert M. Saldaña  
Managing Director of Administration

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



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, OCTOBER 2, 2019

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Adopted a Resolution for outgoing County Appointed Board Member Mr. Tom Niskala who served from October 14, 2015 until September 30, 2019
5. Adopted a Resolution for outgoing County Appointed Board Member Mr. Scott Harris who served from March 2, 2016 until September 30, 2019
6. Appointed Two (2) Individuals from Nueces County to the CCRTA Board of Directors; a) Ms. Lynn B. Allison and b) Ms. Anna Jimenez
7. Reappointed One (1) Individual from Nueces County to the CCRTA Board of Directors; a) Mr. Dan Leyendecker
8. Reappointed Two (2) Individuals from Small Cities Committee of Mayors to the CCRTA Board of Directors; a) Mr. Glenn Martin and b) Mr. Michael Reeves
9. Receipt of Conflict of Interest Affidavits
10. Opportunity for Public Comment
11. Update on RCAT Committee Activities
12. Held Briefing – Removal of City Hall Bus Stop and Relocation of Bus Routes 56, 56, and 76 to the Staples Street Station, Bay M
13. Held Update on State Legislative for the 2018-2019 Legislative Session
14. Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of September 4, 2019
15. Update on Federal Legislative for the 2018-2019 Legislative Session
16. Heard Consent Items –
  - a) Action to Amend the FY2019 CIP Budget (pgs 10-11, Attachment B)
  - b) 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 (pgs 12-13)
  - c) Action to Award a Contract to Petroleum Solutions, Inc. for Two (2) Four Post Wireless Mobile Column Lifts (pgs 14-15)
17. Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee
18. Action to Award a Contract to A. Ortiz Construction & Paving, Inc. for Shelter Amenities Refurbishment
19. Action to Approve a Resolution by the Corpus Christi Regional Transportation Authority Authorizing the Issuance, Sale and Delivery of the "Corpus Christi Regional Transportation Authority System Revenue Refunding Bonds, Taxable Series 2019", Approving and Authorizing the Execution of a Purchase Contract, An Escrow Agreement, A Paying Agent/Registrar Agreement, and Engagement Letters with the Authority's Financial Advisor and Bond Counsel; Delegating Authority to Certain Designated Authority Officials to select Outstanding Bonds to be Defeased and/or Refunded and Approve All Final Terms of the Bonds, and Calling Certain Bonds for Redemption; Approving and Authorizing All Other Instruments and Procedures Related Thereto; and Providing for an Immediate Effective Date
20. Heard Presentations –
  - a) August 2019 Financial Report
  - b) Procurement Update
  - c) August 2019 Safety & Security Report
  - d) August 2019 Operations Report
21. Heard CEO's Report
22. Heard Chairman's Report
23. Adjournment



**24. Information–**

**a) Member Inquiry Forms:**

- 1. Board Meeting–September 4, 2019**
- 2. Committee Meetings–August 28, 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. Edward Martinez, Board Chairman, called the meeting to order at 8:31 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present:** Edward Martinez, Board Chair; Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; Anne Bauman, George B. Clower; Patricia Dominguez, Scott Harris, Glenn Martin, Tom Niskala and Matt Woolbright.

**Board Members Absent:** Philip Skrobarczyk.

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

**Public Present:** Benjamin Schmit, MV Transportation; Tris Casteneda, Longbow Partners; Nina Jean Larson; Casandra Lorentson, KCS Public Relations; David Gilmore, Republic Services; Ray Hernandez, Iconic Sign Group; Becki V. Rendon, 28<sup>TH</sup> District Court; Victor Quiroga, Jr, Specialized Public Finance; Roland Barrera, Entrust & City Councilman, and Sylvia Trevino.

**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.

**Adopted a Resolution for outgoing County Appointed Board Member Mr. Tom Niskala who served from October 14, 2015 until September 30, 2019**

Mr. Edward Martinez, Board Chairman; read the Resolution for Mr. Tom Niskala and thanked him for his service on the Board.

**MR. DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING COUNTY APPOINTED BOARD MEMBER MR. TOM NISKALA WHO SERVED FROM OCTOBER 14, 2015 UNTIL SEPTEMBER 30, 2019. MR. MIKE REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, NISKALA, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT AND SKROBARCZYK.**

**Adopted a Resolution for outgoing County Appointed Board Member Mr. Scott Harris who served from March 2, 2016 until September 30, 2019**

Mr. Martinez, Board Chairman; read the Resolution for Mr. Scott Harris and thanked him for his service on the Board.

**MR. DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING COUNTY APPOINTED BOARD MEMBER MR. SCOTT HARRIS WHO SERVED FROM MARCH 2, 2016 UNTIL SEPTEMBER 30, 2019. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, NISKALA, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT AND SKROBARCZYK.**



**Appointed, Reappointed and Swearing-in Oaths of Office for Ms. Lynn B. Allison, Ms. Anna M. Jimenez and Mr. Dan Leyendecker from Nueces County to the CCRTA Board of Directors**

Mr. Martinez, Board Chairman, read the Oaths of Office for Ms. Allison, Ms. Jimenez and Mr. Leyendecker from Nueces County to the CCRTA Board of Directors, asked the Honorable Judge Barbara Canales to swear-in each of them to the CCRTA Board of Directors.

**Reappointed Messrs. Glenn Martin and Michael Reeves from Small Cities Committee of Mayors to the CCRTA Board of Directors**

Mr. Martinez, Board Chairman, also read the Oaths of Office for Messrs. Martin and Reeves from the Small Cities Committee of Mayors and asked the Honorable Judge Canales to swear-in each of them to the CCRTA Board of Directors. The Honorable Judge Canales congratulated everyone. After each of the individuals were sworn in, a photo op was taken with the Judge, new members, and reappointed members with family.

**Appointment by the Board Chair and Action to Confirm Committee Appointments**

Mr. Martinez, Board Chairman, appointed Ms. Allison and Mr. Leyendecker to the Administration & Finance Committee, and Mr. Leyendecker appointed as this committee's Chair. Ms. Jimenez and Mr. Reeves were appointed to the Operations & Capital Projects Committee, and Mr. Reeves appointed as this committee's Chair.

**MR. REEVES MADE A MOTION TO CONFIRM THE COMMITTEE APPOINTMENTS AS WRITTEN AND STATED BY THE BOARD CHAIRMAN. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT AND SKROBARCZYK.**

**Receipt of Conflict of Interest Affidavits**

No affidavits received.

**Provided Opportunity for Public Comment**

Ms. Nina Jean Larson commented she is a bus rider who lives downtown and has several incidents with the operators. She spoke on the incident yesterday and commented she needs a walker, yet does not want to become dependent upon using one. She said with the new bus operators on the Route 76, she has experienced, on several occasions, them being rude to her as she uses a walker to carry her laundry and water. She mentioned they asked her to empty the walker, put the laundry and water on a seat and fold up the walker. This has never happened in the past and the trainer was rude to her as well and made a snide comment. She began another comment when her time ran out and the Board Chair thanked her for her comments.

Mr. David Gilmore with Republic Services commented on the recent proposals request for recycling of trash. There were questionnaires in the bid regarding what is recycled by your company, and did not receive the bid. He stated the CCRTA is only recycling cardboard with the current provider Waste Connections, and that Republic Services is the only single stream provider in the City that recycles plastic, cardboard, aluminum and paper. He said they also previously serviced the agency from 2013 to 2016. He wanted to bring this to the attention of the Board members to let them know.

Ms. Sylvia Trevino commented she is a rider of our system and also has three daughters who ride the bus. Ms. Trevino has been using our service since she was a small girl and stated she has no problems with any of our operators and just wanted to make the board members aware. She did state there are drugs and violence issues sometimes when waiting at the Port/Ayers station though. Thanked the board for the opportunity to speak.

**Update on RCAT Committee Activities**

Ms. Sharon Montez commented the monthly RCAT Committee held a Route Assessment Ride on Thursday, September 19<sup>TH</sup>, on Route 28 which traverses Leopard Street and some residential areas. Ms. Montez mentioned 7 RCAT members were present with 4 CCRTA staff. The next regular meeting will be held on Thursday, October 17, 2019 and invited everyone to join the meeting if their schedules permit.

**Held Briefing on Removal of City Hall Bus Stop and Relocation of Bus Routes 54, 56 and 76 to the Staples Street Station, Bay M**



Ms. Montez commented the Board Priority is Public Image and Facilities, and mentioned there have been meetings with City of Corpus Christi elected officials, leadership, and staff. There is a need to move the bus stop at City Hall due to safety and security concerns from the community, and relocate it to the Staples Street Station, Bay M. Ms. Montez stated that Bay M at the Staples Street Station can be modified to accommodate this bus stop replacement. A schematic was displayed where the stops will be relocated on Mestina street. She said some demolition is planned and a new 8 foot platform will be installed so that it is will be ADA compliant. Ms. Montez indicated time frame of 6 to 7 weeks.

#### **Update on State Legislative for the 2018-2019 Legislative Session**

Mr. Tris Casteneda reported on the Summary and Outcomes Report of the last Legislative Session and introduced himself to the Board for the new members. He commented on Transportation Code Chapter 451 and how there are specifics to the code that pertain to the CCRTA. He spoke on the numerous bills in both the House and Senate. He commented that every budget question was that of we need money, yet everyone is saying no. Mr. Casteneda commented he would be talking about 4 separate Take Aways.

Take Away 1 was that a new speaker was selected along with several new committee assignments. He commented that House Committee changes were more extensive than Lt. Gov. Patrick's assignments, who named 14 Republicans and retained his two previously appointed Democratic chairs (Sen. John Whitmire, D-Houston and Eddie Lucio, D-Brownsville) among the Senate's 16 committees. Also, following the announcement in 2017 that Speaker Joe Straus (R-San Antonio) would not seek re-election, the Texas House, for the first time in 10 years, had an open Speaker's race, and Representative Dennis Bonnen (R-Angleton) was unanimously selected to serve as the presiding officer of the Texas House of Representatives. The bi-partisan, unanimous vote was remarkable, since the make-up of the House changed significantly after the November 2018 midterm elections. He spoke on the House Democrats, who played a key role in Bonnen becoming Speaker, were rewarded, taking the chairmanships on 12 standing committees. So, to put that in perspective, under Speaker Straus there were 5 more House committees and Democrats only held one additional chairmanship.

Take Away 2, he mentioned, was on how the Texas Economy will produce sizeable budget surplus. He said the day before the 86th Regular Session began, Texas Comptroller Glenn Hegar released the Biennial Revenue Estimate (BRE), telling legislators that they had approximately \$119.1 billion in revenue available for general-purpose spending during the 2020-21 biennium, which the revenue estimate was an 8.1% increase from what legislators had available for the 2018-19 biennium. Mr. Casteneda mentioned this estimate also included nearly \$13 billion in the Economic Stabilization Fund (ESF), more commonly referred to as the Rainy Day Fund, giving legislators extensive funding options than in previous sessions. He said Texas Comptroller Glenn Hegar revised his revenue estimate to add an extra \$518M in new money for legislators to spend.

The 3rd Take Away is focused on the public cooperation between Governor Greg Abbott (R), Lt. Governor Dan Patrick (R-Houston) and newly elected Speaker Dennis Bonnen (R-Angleton), although it looked dicey. He said they are often referred to as the "Big 3", via their participation in several joint press conferences and collective meetings throughout the session on property tax and school finance reform.

For Take Away 4, Mr. Casteneda commented that elections have consequences and that the straight ticket voting is gone. The GOP margins for some of the other, lower-ballot, statewide candidates, were not as convincing as they had been in years past. He mentioned that this new partisan makeup, combined with the election losses of some Freedom Caucus conservatives, made House floor debates a little milder than in past sessions, and gives Democrats a hope of securing 9 new seats, while holding their gains from the mid-term elections in 2018 to have further influence in the House.

Mr. Casteneda commented that for CCRTA specific issues, initiatives, Transportation Code Chapter 451 specific is shown on page 90 of the report. He said the defensive category and there are a lot of crazy ideas out there and not all are good. Last session the Governor vetoed the air pollution on the local level and planning dollars, and Nueces County take was taken out of the mix. TERP is Texas Emissions Reduction Plan and could expire if not reauthorize on HB 3745. He said that October 22<sup>nd</sup> he and Jorge have 4 applications to take to the Senate/House, that the Fare Approval is 451 specific. He commented CNG gas fueling by local municipalities and others during times of emergency and will give CCRTA to leverage its alternative. Several slides were shown of CCRTA Specific Issues.





**Heard Consent Items –**

- a) **Action to Amend the FY2019 CIP Budget (pgs 10-11, Attachment B)**
- b) **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 (pgs 12-13)**
- c) **Action to Award a Contract to Petroleum Solutions, Inc. for Two (2) Four Post Wireless Mobile Column Lifts (pgs 14-15)**

Mr. Martinez asked if anyone would like to pull any of the Consent Items for further discussion. Mr. Woolbright responded with pulling item A.

**MR. REEVES MADE A MOTION TO APPROVE CONSENT ITEMS B) AND C). MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT AND SKROBARCZYK.**

Mr. Martinez asked for Consent Item A back for discussion. Mr. Woolbright asked if this is for 4 lifts and Mr. Saldaña indicated yes that is what the amendment would be for. Mr. Woolbright approved.

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

**Adoption of a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee (FAC)**

Mr. Robert Saldaña spoke on adoption of the new fare structure with approval of the Fare Approval Committee. The Board Priority for this item is Transparency and background information spoken was that the Agency has seen a downturn in our fare recovery ratio over the past several years. Our current fares cover 6.16 percent of the operational cost that lags way behind in our industry. Mr. Saldaña stated our Board of Directors approved the finding of a Fare Equity Analysis which recommended a fare adjustment to minimize this negative trend on September 4, 2019. He said this identifies the need to help keep up with operational expenses and so the Agency can continue to improve its' amenities. Slides were shown with the breakdown from the base \$1.00 fare structure to modifications and eliminations of several pricing and products.

**Action to Award a Contract to A. Ortiz Construction & Paving, Inc. for Shelter Amenities Refurbishment**

Mr. Martinez mentioned this item was discussed at the Operations & Capital Projects Committee meeting held on September 25, 2019 and additional information was requested. Ms. Montez commented Public Image and Facilities is the Board Priority for this item. She also provided background information for the new board members of 1,343 bus stops to include Sunshade canopies, Tolar shelters, trans containers, metal and concrete/wooden advertising benches. The need as a requirement Transit Asset Management – State of Good Repair Program. She said in order to meet this requirement, agencies who receive federal funds must keep their assets in a state of good repair. By doing this, Ms. Montez stated, the CCRTA created a shelter refurbishment program which gives opportunities for small businesses in the community to bid on a Request for Proposal (RFP) to help us maintain our assets. She mentioned the Scope of Work includes removing amenities at bus stops, prepping and painting at their shops, then re-installing at the CCRTA original locations, and the contract would be for 5 years.

Ms. Montez stated the RFP was issued on August 6th, and we received a proposal on September 10<sup>th</sup>, that also included extending the proposal due date by one week to allow more time for bidders to respond. She also mentioned we also advertised on our website, in the local paper, and at Del Mar College – Procurement Technical Assistance Center (PTAC) and with B2G Now program. She said only 2 companies visited CCRTA to view shelters, and neither of them responded with a bid. The only single proposal we received was from A. Ortiz Construction & Paving, Inc. She also mentioned the owner of A. Ortiz Construction & Paving, Inc. was in the audience today and thanked them for coming.

A table was displayed and showed A. Ortiz price as part of their bid, and when receiving a single proposal, an in-house cost estimate analysis is created to compare the bids. The table detailed the breakdown between the cost by A. Ortiz and CCRTA agency. Ms. Montez commented on these details and that where it shows a higher cost for the agency, this is due to the agency having to depreciate our costs over the 5-year period and contractors are able to depreciate



the year the work is done and write it off. Ms. Montez also mentioned the agency has a Shelter Replacement Program as well in replacing these assets. She said the shelters only would be awarded to a contractor while the agency refurbishes the other items. The total cost from local funds for this project would be \$300,000 in 2019, and \$500,000 annually in years 2020 through 2023. She said the total maximum cost of the 5-year contract would be up to \$2.3M.

The recommendation also included the information from the Operations & Capital Projects Committee meeting held on September 25, 2019 where Mr. Woolbright made a motion to award a contract to A. Ortiz Construction & Paving, Inc. for Refurbishment of Shelter Amenities not to exceed \$1,241,751 over a 5-year period, and Ms. Dominquez second the motion, and passed by all board members.

After general discussion, the members asked for the item to be tabled for additional information to be reviewed next month. Mr. Cruz-Aedo asked for the question needed on this item, so he and staff may provide to the Board members. Mr. Dan Leyendecker stated, the question is, what is the yearly scope of work, and what happens in year 2, 3, 4 and 5, what is the cost and what are we getting for this scope of work. Mr. John Bell, our legal counsel, commented the idea is to have a contract with a contractor who will last for 5 years. He said the annual budget costs would be at \$500,000 per year, actually could be changing in future years, and the agency would like the flexibility to cover all that if need be, because we cannot fix what the budgets are for the next 5 years.

**Action to Approve a Resolution by the Corpus Christi Regional Transportation Authority Authorizing the Issuance, Sale and Delivery of the "Corpus Christi Regional Transportation Authority System Revenue Refunding Bonds, Taxable Series 2019", Approving and Authorizing the Execution of a Purchase Contract, An Escrow Agreement, A Paying Agent/Registrar Agreement, and Engagement Letters with the Authority's Financial Advisor and Bond Counsel: Delegating Authority to Certain Designated Authority Officials to select Outstanding Bonds to be Defeased and/or Refunded and Approve All Final Terms of the Bonds, and Calling Certain Bonds for Redemption: Approving and Authorizing All Other Instruments and Procedures Related Thereto: and Providing for an Immediate Effective Date**

Mr. Cruz-Aedo commented we financed the Staples Street Center with both taxable and tax-exempt bonds, and since issuing the bonds, we have monitored the debt, the interest rate, and the costs the CCRTA incurs annually for these bonds. In doing this, we have noticed a decline in some of these rates and have had an opportunity to refinance those bonds with other bonds we could sell at a lower price. He said we have been working diligently with our financial advisor and he introduced Mr. Victor Quiroga with Specialized Public Finance.

Mr. Quiroga commented he was involved with the 2013 financing of the Staples Street Center facility. He also introduced Noel Valdez with McCall, Parkhurst & Horton, who prepared this Resolution and represents the CCRTA as Bond Counsel. He said Mr. Valdez is responsible for preparing all the legal documentation required for this potential refinance opportunity. He also introduced Mr. Mark Nitcholas with Hutchinson, Shockey, Erley & Company, who is responsible for locating bond investors who will give us those lower interests rates where we can refinance the existing bonds outstanding for interest costs savings. Mr. Quiroga said they have prepared this brief summary regarding the resolution that is under consideration of where interests rates are currently and what costs savings we may achieve by refinancing the existing debt outstanding.

Mr. Quiroga commented on the PowerPoint handout each board member received. These bonds' security mechanism or collateral is only the operating revenue of the CCRTA and sales taxes are not utilized and cannot be utilized to repay the debt. He said this would be an opportunity for the CCRTA to be able to take advantage of the low interest rates environment and decrease their annual interest cost payments.

**Heard Presentations -**

**a) August 2019 Financial Report**

Mr. Saldana commented the Board Priority for this item aligns with Financial Transparency. He mentioned the highlights for the month of August 2019 are the Federal Operating Grant revenue of \$782,245, Investment Income is ahead of budget by 71.79 percent and Total Expenses are under budget by 8.48 percent. He said the revenues include a Transfer-in of \$416,667 for the month. Our total revenue is at \$4.5M on a budget of \$4.4M, or 1.84 percent favorable.



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 \$3.0M on a budget of \$3.3M. A pie chart was shown detailing where the monies go by object category for the month of July excluding depreciation, debt service and street improvement dollars.

Mr. Saldaña also reported on highlights for year-to-date and total revenues were ahead of budget by 2.49 percent, investment income up by 72.85 percent with total expenses being under budget by 10.05 percent for the year. He said annual revenues are \$27.4M on a \$26.8M budget, or \$648,150 to the good. Mr. Saldaña stated the annual expenses are \$21.5M on a budget of \$24.1M. 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 July Sales Tax of 2018 versus May 2019 at \$272,411 over last year, or 9.40 percent increase.

**b) Procurement Update**

Mr. Saldaña commented on the Board Priority aligns with Public Image & Financial Transparency. He reported there are no current projects. The 4 months there are two projects; bus stop cleaning at \$374,367 and risk management services at \$288,857. 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) August 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 August with 1 preventable and 3 being non-preventable giving us a collision rate for the month at 1.41, under the national range of 2.0. Mr. Rendón reported the CCRTA operators drove a total of 282,041 miles in the month of August, a collision rate of 1.69. A slide showing the Security statistics was displayed and included there were 692 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 very pro-active, continues to monitor our parking lot and areas, and we now have the metal detector set up and working our entry into the building and have seen a huge decrease in the number of the public coming into the building by 65 percent. 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 areas.

**d) August 2019 Operations Report**

Mr. Gordon Robinson commented the Board Priority for this item aligns with Public Image and Transparency. He reported the monthly trends showed ridership down as compared to last August by 4.8 percent. He said Fixed Route was down at 6.1 percent and Vanpool still up again with a banner year at 427 percent with 4,936 more ride this August, system overall down by 4.8 percent. Terms of year-to-date he commented the agency ridership mixed from last year and Fixed Route down only by 1.0 percent, overall we are down 35,077 rides, or 1.0 percent for the year. He displayed a chart of the top 10 routes highest weekday productivity routes and the bottom 10 lowest weekday productivity routes and stated the numbers speak for themselves. The worst two are Port Aransas routes with the two Express routes right behind in low ranking. The wheelchair and bicycle boardings with the highest and lowest frequency boardings were displayed in a table. Fixed route on-time performance just over 90.4 percent for August and is good. Mr. Robinson also commented the fixed routes on detour, 8 out of 32, or 25 percent. He commented the B-Line at 2.84, and MBRC just under standard heat related, CAFs at 16 validated, and we met our standard of MBRC at 8,949 for the month of August.



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

Mr. Cruz-Aedo commented we have not yet received notice late September, early October on the status of our 5339B grant application for the 3 projects we have before the Federal Transit Administration (FTA) for consideration of a special grant award. These funds would be for the Port/Ayers construction to include the demolition of the Kleberg Bank Building that is still there, the Del-Mar South Campus of large bus stops and the Bear Lane Facility repairs. He said we are still waiting any day now on final word and I will keep the Board members informed as I hear back. He mentioned he and Robert Saldana would be out of the office on October 7 through 9 at the Bond Sale. He also said several of us will be attending the APTA TransFORM Annual Conference from October 12 through 17.

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

Mr. Reeves spoke on behalf of our Board Chairman who had to leave the meeting early and welcomed our new board members Ms. Allison and Ms. Jimenez, congratulated Mr. Martin on his reappointment as well as Mr. Leyendecker on his reappointment. He then deferred his time to other board members. Mr. Woolbright, Ms. Jimenez and Ms. Allison commended staff on the Bond Refinancing, and Mr. Martin welcomed the new members also.

### **Adjournment**

There being no further review of items, the meeting adjourned at 11:01 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary



**Subject:** Adopt the Fiscal 2020 Board and Committee Meetings Calendar

**Background**

Each year, the Board adopts a meeting calendar for the upcoming year. The CCRTA monthly Board Meeting(s) are scheduled on the first (1<sup>ST</sup>) Wednesday of the each month. The Administration & Finance Committee and Operations & Capital Projects Committee are held on the fourth (4<sup>TH</sup>) Wednesday each month, respectively.

**Committee Review**

This item was reviewed and approved at the Administration & Finance Committee meeting held on October 23, 2019.

**Recommendation**

Staff recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2020 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



# FINAL – APPROVED

## 2020 Meeting Calendar - CCRTA Board of Directors

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January

**8<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

### July

**1<sup>ST</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### February

**5<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

### August

**5<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Transit Board - Aug 1-4 (UT)  
& Board Support*

AUGUST						
S	M	T	W	T	F	S
						1*
2*	3*	4*	5	6	7	8
9	10	11	12	13	14	15
19	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15*	16*	17*	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### March

**4<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**25<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Legislative - Mar 15-17 (DC)*

### September

**2<sup>ND</sup> – BOARD Mtg.**  
8:30 a.m.

**23<sup>RD</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25*
26*	27*	28	29	30		

### April

**1<sup>ST</sup> – BOARD Mtg.**  
8:30 a.m.

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA CEO – Apr 25-27 (NM)*

### October

**7<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**28<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Annual – Oct 11-14 (CA)*

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11*	12*	13*	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16*
17*	18*	19*	20*	21	22	23
24/31	25	26	27	28	29	30

### May

**6<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**27<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects  
*\*APTA Int'l Bus Roadeo - May 15-19 &  
\*Mobility/Paratransit - May 17-20 (TX)*

### November

**4<sup>TH</sup> – BOARD Mtg.**  
8:30 a.m.

**26<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### June

**3<sup>RD</sup> – BOARD Mtg.**  
8:30 a.m.

**24<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops.&Cap.Projects

### December

**2<sup>ND</sup> – BOARD Mtg.**  
8:30 a.m.

**No COMMITTEE Mtgs.**

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Legend: Meetings – BOD & COMM # in red = CCRTA Holidays (Administrative Offices closed) blue = APTA Mtgs



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 6, 2019

**Subject:** Approve Disadvantaged Business Enterprise (DBE) Goal of Thirteen Percent (13%) for Federal Fiscal Years 2020 through 2022

**Background**

The Corpus Christi Regional Transportation Authority (CCRTA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT). Per 49 CFR Part 26, specifically §26.45, USDOT DBE Program requires recipients of financial assistance from the Federal Transit Administration (FTA) to develop, submit and implement a triennial overall DBE goal.

This overall DBE goal is an aspirational goal that the recipient must make good faith efforts to meet each year for the next three fiscal years. (FFY 2020-2022).

**Identified Need**

The Corpus Christi Regional Transportation Authority's (CCRTA) DBE goal needs to be updated for federal fiscal years 2020 through 2022.

Attached is the updated Goal Setting Methodology for the CCRTA. The overall DBE goal for 2020-2022 is 13%.

CCRTA's Goal Setting Methodology has been submitted to the Federal Transportation Administration (FTA) on July 22, 2019, before the required August 1<sup>st</sup> deadline.

**Disadvantaged Business Enterprise (DBE)**

Not applicable.

**Financial Impact**

None

**Board Priority**

This project aligns with Board Priority – Financial Transparency.

**Committee Review**

This item was reviewed and approved at the Administration & Finance Committee meeting held on October 23, 2019.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to adopt an overall Disadvantaged Business Enterprise (DBE) goal of 13% for Federal Fiscal Years 2020 through 2022.

Respectfully Submitted,

Submitted by: Christina Perez  
DBE/EEO Compliance Officer

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

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





Overall Triennial DBE Goal and  
Methodology for Federal Transit  
Administration (FTA) Assisted  
Activities for FFY 2020-2022

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## 1. Introduction

Corpus Christi Regional Transportation Authority (CCRTA) herein sets forth its overall Disadvantaged Business Enterprise (DBE) Goal along with the corresponding goal-setting methodology for the three-year Federal Fiscal Year (FFY) goal period of 2020-2022 (October 1, 2019 through September 30, 2022), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 "Participation by Disadvantaged Business Enterprises in the U.S. Department of Transportation Programs."

## 2. Background

CCRTA is a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA) funding. As a condition of receiving this assistance, CCRTA must comply with FTA's DBE requirements. In accordance with Title 49 CFR Part 26, Participation by DBE's in USDOT programs, CCRTA is required to develop and submit a triennial Overall DBE goal for its FTA assisted projects.

## 3. FTA-Assisted Contracting Program for FFY 2020 – 2022

Table 1 represents CCRTA's FTA-assisted contracting program which lists all the projects considered in preparing the goal methodology. It is anticipated that the projects listed in this table will be awarded during the triennial period.

Table 1

<b>Projects with Contracting Opportunities</b>	<b>Federal Funds FFY 2020-2022</b>
Bus Stop Shelter Amenities	\$ 1,787,818.00
Bus Stop Improvements Phase VIII through X	\$ 2,400,000.00
Maintenance Buidling Parking Lot Concrete Replacement	\$ 700,000.00
Non Revenue Vehicles	\$678,702
Capitalized Preventive Maintenance	\$2,400,000
Mobile Bus Lifts	\$72,000
Mobility Management	\$ 407,730.00
<b>Total FTA-assisted Contracting Opportunities</b>	<b>\$ 8,446,250.00</b>

Table 2 represents all the projects in Table 1 but is further broken down by sub-contracting opportunities for each project (if applicable). NAICS codes were established for all work categories listed in Table 2.

Table 2

Projects and Sub-Contracting Opportunities	Estimated FTA \$ by Work Category 2020-2022
<b>Capitalized Preventive Maintenance</b>	<b>\$ 2,400,000.00</b>
Motor vehicle parts and accessories, new, merchant wholesalers	\$ 2,400,000.00
<b>Bus Stop Shelter Amenities</b>	<b>\$ 1,787,818.00</b>
Concrete	\$ 375,441.00
<b>Bus Stop Improvements Phase VIII through X</b>	<b>\$ 2,400,000.00</b>
Concrete	\$ 504,000.00
<b>Maintenance Building Parking Lot Concrete Replacement</b>	<b>\$ 700,000.00</b>
Concrete	\$ 50,000.00
Demolition	\$ 20,000.00
Electrical Contractors	\$ 20,000.00
Drainage (irrigation system)	\$ 20,000.00
Sidewalk and Ramps	\$ 20,000.00
<b>Non-Revenue Vehicles</b>	<b>\$ 678,702.00</b>
Non-Revenue Vehicles	\$ 678,702.00
<b>Mobile Bus Lifts</b>	<b>\$ 72,000.00</b>
Mobile Bus Lifts	\$ 72,000.00
<b>Mobility Management</b>	<b>\$ 407,730.00</b>
Mobility Management	\$ 407,730.00
<b>Total FTA-assisted Contracting Opportunity</b>	<b>\$ 8,446,250.00</b>

After all the NAICS Codes were assigned to the work categories in Table 2, the page below was sorted by NAICS code number to identify any potential duplicates. In some cases, the same NAICS code applied to work categories across different projects as demonstrated in Table 3

Table 3

NAICS Codes "Duplicates"	NAICS Code	Estimated FTA \$ by	
		NAICS	2020-2022
Concrete pouring	238110	\$	375,441.00
Bus shelter construction	236220	\$	1,412,377.00
Concrete pouring	238110	\$	504,000.00
Bus terminal construction	236220	\$	1,896,000.00
Highway, Street, and Bridge Construction	237310	\$	570,000.00
Retaining wall (except anchored earth), poured concrete, construction	238110	\$	50,000.00
Demolition, building and structure	238910	\$	20,000.00
Electrical, electrical wiring, and low voltage electrical work	238210	\$	20,000.00
Demolition, building and structure	238910	\$	20,000.00
Sidewalk construction, residential and commercial	238990	\$	20,000.00
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	2,400,000.00
Non Revenue Vehicles	441110	\$	678,702.00
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	72,000.00
Special Needs Transportation	485991	\$	407,730.00
<b>Total FTA assisted Contracting Opportunity</b>		\$	<b>8,446,250.00</b>

Table 4 provides a final summary of the work categories once all the duplicate NAICS codes were combined. The table also provides the estimated FTA funds per NAICS code and the corresponding NAICS weight for each work category.

Table 4

Category of Work	NAICS Code	Estimated FTA \$ by NAICS		NAICS Weight (%)
		2020 - 2022		
Concrete pouring	238110	\$	929,441.00	11.00
Bus shelter construction	236220	\$	3,308,377.00	39.17
Highway, Street, and Bridge Construction	237310	\$	570,000.00	6.75
Demolition, building, and structure	238910	\$	40,000.00	0.47
Electrical, electrical wiring, and low voltage electrical work	238210	\$	20,000.00	0.24
Sidewalk construction, residential and commercial	238990	\$	20,000.00	0.24
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	\$	2,472,000.00	29.27
Non Revenue Vehicles	441110	\$	678,702.00	8.04
Special Needs Transportation	485991	\$	407,730.00	4.83
<b>Total FTA-assisted Contracting Opportunity</b>		\$	<b>8,446,250.00</b>	<b>100.00</b>

## 4. Goal Methodology

### Step 1: Determination of a base figure

CCRTA followed the prescribed federal methodology to determine a base figure. CCRTA looked at the availability of ready and willing DBE firms in each category code and also looked at all ready and willing firms in each category code. This information was gathered through the Texas Unified Certification Program (TUCP) DBE database of certified firms and the 2016 U.S. Census Bureau County Business Patterns Database with defined specific market areas based on the individual contracting opportunity.

CCRTA's Metropolitan Statistical area (MSA) consists of Nueces, San Patricio and Aransas Counties. This is where the majority of contracting dollars are expended and/or the majority of contractor and subcontractor bids/quotes are located.

The base figure is derived by dividing the number of ready, willing and able DBE firms identified in each work category by the number of all firms identified in each work category (relative availability), then weighting the relative availability for each work category by the corresponding work category weight (Table 4), and then adding the weighted ratios together.

$$\text{Base Figure} = \frac{\text{Number of Ready, Willing and Able DBE Firms}}{\text{Number of ALL Ready, Willing and Able Firms}} (\text{X}) \text{ Category Weight (X) } 100$$

Numerator: TUCP DBE Database of Certified Firms

Denominator: U.S. Census Bureau's 2016 Business Patterns

To ensure the information pulled for DBE firms and all firms were equal, the same geographic region was selected for both groups as noted in Table 5.

The result of the base figure calculations is **18.40%**, as shown in Table 5.

Table 5

Category of Work	NAICS		Geographic Region	All Firms	DBE Firms	Weighted Ratio (%)
	NAICS Code	Weight (%)				
Concrete pouring	238110	11.56%	Nueces County, San Patricio County & Aransas County	23	7	3.51%
Bus shelter construction	236220	41.16%	Nueces County, San Patricio County & Aransas County	43	8	7.65%
Highway, Street, and Bridge Construction	237310	7.09%	Nueces County, San Patricio County & Aransas County	10	10	7.09%
Demolition, building, and structure	238910	0.50%	Nueces County, San Patricio County & Aransas County	31	7	0.11%
Electrical, electrical wiring, and low voltage electrical work	238210	0.25%	Nueces County, San Patricio County & Aransas County	80	2	0.00%
Sidewalk construction, residential and commercial	238990	0.25%	Nueces County, San Patricio County & Aransas County	46	9	0.04%
Motor Vehicle Supplies and New Parts Merchant Wholesalers	423120	30.75%	Nueces County, San Patricio County & Aransas County	17	0	0.00%
Non Revenue Vehicles	441110	8.44%	Nueces County, San Patricio County & Aransas County	31	0	0.00%
Special Needs Transportation	485991	4.83%	Nueces County, San Patricio County & Aransas County	2	0	0.00%
<b>BASE FIGURE</b>		<b>100.00%</b>		<b>283</b>	<b>43</b>	<b>18.40%</b>

Step 2: Adjusting the Base Figure

After establishing the base figure, CCRTA reviewed other known factors potentially impacting the relative availability of DBE’s within the market area. This approach follows the narrow tailoring provisions set forth under 49 CFR §26.45: Step 2; DBE Goal Adjustment guidelines.

Factors considered in making an adjustment to the Base Figure included the following:

**Past DBE Goal Attainments**

The primary form of evidence available is the past participation of DBE’s in CCRTA’s contracting awards. CCRTA calculated past DBE participation attainments for the last three (3) federal fiscal years. Table 6 reflects the actual representation of DBE’s on FTA-assisted contracts awarded by CCRTA in the last three federal fiscal years.

Table 6

Federal Fiscal Year (FFY)	Annual DBE Goal (%)	FTA DBE Goal Attainment (%)
2016	13%	67%
2017	16%	0%
2018	16%	7%
<b>Median DBE Attainment Within the Last Three Years</b>		<b>7.00%</b>
<b>Base Figure</b>		<b>18.40%</b>
<b>Proposed Adjusted Base Figure</b>		<b>13%</b>

The median established for the past three years, as shown in Table 6, is lower than the base figure derived from Step 1; therefore, an adjustment to the base figure based on CCRTA’s past DBE goal attainments has been made. The decision to make an adjustment was based on the following:

- Past participation (the volume of work DBE’s have performed in recent years) or other measures of demonstrated capacity as illustrated in Table 6;
- Evidence from past and recent disparity studies, and availability analysis which were used in evaluating the data; and
- Statistical data that show disparities in the ability of DBE’s getting financing and bonding.

Based on the above, CCRTA feels that an adjustment to the base figure is warranted. The adjustment is calculated in accordance with FTA guidance by averaging the base figure with the median DBE past attainment, as shown below:

$$\text{Adjusted Base Figure} = \frac{\text{Base Figure (18.40\%)} + \text{Median Attainment (7\%)}}{2}$$

The formula resulted in a proposed adjustment (decrease) to the base figure from 18.40% to 13%.

There are no other factors that CCRTA is aware of that would have an impact on the DBE goal setting methodology.



## 5. Proposed Overall DBE Goal

**The final proposed overall DBE goal for FFY 2020-2022 for Corpus Christi Regional Transportation Authority's FTA-assisted contracts is 13%.**

## 6. Utilization of Race/Gender Neutral Method

Per 49 CFR §26.51, "You must meet the maximum feasible portion of your overall goal by using race/gender-neutral means of facilitating DBE participation." Contract specific goals may be established in those instances when it is anticipated that the use of race-neutral measures may not be sufficient to meet the goal.

To ensure a measurable and accurate calculation, FTA's DBE program, through way of its Goal Setting Methodology and Consultation webinar held in May, 2019 has provided a current formula for calculating the race-neutral/race-conscious split. The formula, as shown below, requires you to calculate the *Relative RN (Race-Neutral) Attainment*, the *Absolute RN (Race-Neutral Attainment)* and finally, the *RC (Race-Conscious) Split*.

1. Relative RN Attainment =

$$\frac{\text{RN Attainment (by \$ or \%)}}{\text{Overall DBE Achievement (by \$ or by \% )}}$$

2. Absolute RN Attainment =

$$\text{Relative RN Attainment (by \%)} \times (\text{X}) \text{ Proposed Overall Goal (by \%)}$$

3. RC Split

$$\text{Proposed Overall Goal (by\%)} - \text{Absolute RN Attainment (by\%)}$$

Following this suggested formula lead CCRTA's Race-Conscious (RC)/Race-Neutral (RN) split as follows:

$$13\%/0\%$$

Because the goal of §26.51 is to meet the maximum feasible portion of a recipient's overall goal by race-neutral means of facilitating race-neutral DBE participation, CCRTA is committed to a RC/RN split of:

$$\text{RC} = 10\% / \text{RN} = 3\%$$

CCRTA will actively seek to solicit procurement participation from DBE firms and ensures the same in its public notices.

Race-neutral methods will include, but are not limited to the following:

- DBE participation through a prime contract obtained through competitive procurement measures
- DBE participation through a subcontract on a prime contract
- CCRTA will provide pre-bid/pre-proposal meetings to allow for networking opportunities for primes and subcontractors
- CCRTA advertises and distributes its DBE directory via its website, [www.ccrta.org](http://www.ccrta.org)
- CCRTA participates in local outreach events

CCRTA will also ensure that Requests for Proposals (RFPs), Invitation for Bids (IFBs), and all corresponding contracting requirements foster participation by DBEs and other small businesses. CCRTA encourages prime contractors to subcontract portions of the work to disadvantaged business enterprises (DBEs).

## 7. Public Participation

In accordance with 49 CFR Part 26.45(g)(1)(i), minority, women, local business owners, and community organizations within CCRTA's metropolitan statistical areas were provided an opportunity to review the triennial goal methodology and provide input.

CCRTA issued a notice on their website of the proposed FTA Overall DBE Goal Methodology for FFY 2020-2022. This notice informed the public that the proposed goal and methodology are available for review at the CCRTA's Staples Street Center during normal business hours for 35 days following the date of the public notice.

CCRTA held a public meeting on July 17, 2019 at the CCRTA Staples Street Center, 602 N. Staples, Corpus Christi, TX 78401 at 1:00 p.m. Official notice was posted at the Nueces County Office and the City of Corpus Christi City Hall. The public meeting notice was also posted to CCRTA's website.

Invites to the meeting and a copy of the DBE methodology were emailed directly to:

- Procurement Technical Assistance Center (PTAC)
- United Corpus Christi Chamber of Commerce
- U.S. Small Business Administration (SBA) Corpus Christi Branch Office
- Corpus Christi International Airport
- Texas Department of Transportation – Corpus Christi District – DBE Program

- Alliance Program through the Texas Department of Transportation at the University of Texas at San Antonio

CCRTA did not receive any response from individuals, agencies or organizations regarding their attendance. However, three individuals did attend the meeting but no specific feedback was provided from the attendees.

Staff has attended outreach events to encourage DBE participation with the local community, at these events, CCRTA provides information, such as the DBE pamphlet entitled *What you need to know to become Certified*. This provides information to the public on how to become a vendor for CCRTA along with the general criteria for certification as a DBE. Listed below are a few events staff has attended in the last twelve months:

- Doing Business with CCRTA (hosted by PTAC)
- DBE Certification and Government Contracting Resources for Small Businesses
- 7<sup>th</sup> Annual B.I.G Event
- PTAC Vendor Fair

#### FEEDBACK FROM PUBLIC PARTICIPATION PROCESS

Staff has not received any feedback related to the FFY 2020-2022 Overall DBE Goal Methodology and proposed DBE goal.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 6, 2019

**Subject:** Exercising the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration

**Background**

The CCRTA employs approximately 231 employees. The full-time employees are provided Health, Vision, and Dental Benefits. A summary of this self-funded benefit program is below:

Monthly Cost to Employees:

	Medical	Dental	Vision
Employee	\$40.00	\$11.28	\$0.00
Family	\$230.00	\$43.00	\$0.00

Benefits:

- Physician Office Visits
- Preventive Care
- Urgent Care
- Emergency Room Care
- Outpatient Care
- Radiology
- Surgery
- Chiropractic Care
- Maternity Care
- Prescription Drugs
- Dental
- Vision

Current Employees Enrolled: 215 Members

Status	# of Enrollees (Active Employee)	# of Enrollees (Retirees)	Total Enrollees
Employee Only	106	7	113
Family Only	98	4	102

**Identified Need**

The current contract for group health, vision and dental program is currently administered by Entrust Inc. of Katy, TX and is scheduled to expire on December 31, 2019. It is of importance to have an active insurance plan available for our employees and their dependents to ensure that their healthcare is being managed. Providing healthcare to employees also assist with their well-being and longevity of life. We also find it of importance to meet the Affordable Care Act (ACA) requirements for organizations with large groups of employees to offer insurance.

Staff is very pleased with the quality of service from the current incumbent and the local representatives. Having a local office in the Corpus Christi area with a Customer Service staff available has been an added benefit for both the HR staff and the employees of the CCRTA.

**Financial Impact**

Funds are budgeted in the proposed FY2020 Human Resources departmental budget. Please note the plan administrative service costs have not increased since the 2014 plan year. The administrative breakdown is listed below:

The renewal represents a \$-0- increase to the Regional Transportation Authority. Plan administrative fees remain unchanged at:

**Entrust Plan Administration - Medical**

\$10.00 per employee per month for employee only coverage or \$13,560/yr.  
\$20.00 per employee per month for employee plus family coverage or \$24,480/yr.

**Entrust Plan Administration - Dental**

\$2.00 per employee per month for employee only coverage or \$2,304/yr.  
\$4.00 per employee per month for employee plus family coverage or \$4,704/yr.

**Stop Loss Underwriting Fee**

\$21.45 per employee per month for employee only coverage or \$29,086/yr.  
\$42.90 per employee per month for employee plus family coverage or \$52,510/yr.

**Plan Compliance**

\$8.90 per employee per month or \$22,962/yr.

**Transaction Fee**

\$12.50 per transaction or approximately \$33.03 per employee per month or approximately \$88,783/yr.

The annual cost for the second-year option is estimated at \$238,395.

**Committee Review**

This item was reviewed and approved at the Administration & Finance Committee meeting held on October 23, 2019.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer or designee to exercise the second option year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Insurance Program.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 6, 2019

**Subject:** Fiscal Year 2020 Holidays and Service Levels

**Background**

Each year, the Corpus Christi Regional Transportation Authority (CCRTA) Service Standards require Board of Directors approval of service levels on holiday dates or on dates adjacent to a holiday. In the past, CCRTA has not operated service on Easter, Thanksgiving, and Christmas holidays. On other dates, the CCRTA has operated a modified schedule in alignment with historic ridership levels.

**Identified Need**

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the Fiscal Year (FY) 2020 Holidays and Service Levels.

**Financial Impact**

Costs associated with the FY 2020 Holidays and Service Levels are included in the 2020 Operating Budget.

**Board Priority**

This project aligns with Board Priority – Public Image and Transparency.

**Committee Review**

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on October 23, 2019.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the FY 2020 Holidays and Service Levels.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

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



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

5658 Bear Lane, Corpus Christi, TX 78405 | p. 361-289-2712 | f. 361-289-3057 | www.ccrta.org

To: CCRTA & Contract Employees

Approved Date: \_\_\_\_\_

From: Jorge Cruz-Aedo, Chief Executive Officer

Re: 2020 Holidays and Service Levels

The 2020 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

The Chief Executive Officer or designee determines the public transportation needs of the community which may result in changes to a schedule or service level.

Day	Date	Holiday	Service Level	Comments
Friday	April 10, 2020	Good Friday	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	April 12, 2020	Easter Sunday	No Service	RTA Holiday: All Facilities Closed
Monday	May 25, 2020	Memorial Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Friday	July 3, 2020	Administration Holiday	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Saturday	July 4, 2020	Independence Day	Saturday Service Level Terminates in Early Evening	RTA Holiday: Administration and Customer Service Closed
Monday	September 7, 2020	Labor Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Thursday	November 26, 2020	Thanksgiving	No Service	RTA Holiday: All Facilities Closed
Friday	November 27, 2020	Black Friday	Weekday Service Level	No RTA Holiday
Thursday	December 24, 2020	Christmas Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Friday	December 25, 2020	Christmas	No Service	RTA Holiday: All Facilities Closed
Thursday	December 31, 2020	New Year's Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Friday	January 1, 2021	New Year's Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed

\* A reduced service level is similar to services operated on Sundays.

*Distribution Date:  
Distribution Type:  
Posted & Acknowledgement w Policy  
to each employee:  
Posted for # of weeks  
remove date:*



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 6, 2019

**Subject:** Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services

**Background**

As part of the capital improvements initiative several years ago, the Board of Directors, asked for a significant increase in the number of trash receptacles located at bus stops. Previously, there had been approximately 150 trash receptacles throughout the area. But, after the Board request and subsequent procurement, the trash receptacle count went from 150 to 860 trash receptacles. Thereby, growing the number of trash receptacles in the service area exponentially and requiring additional support resources.

**Identified Need**

In addition to the 860 trash receptacles, mentioned above, the RTA services 1,343 bus stops throughout our service area, with approximately 198 shelters. The CCRTA's service area is approximately 838 square miles and includes nine cities. By procuring bus stop cleaning services two goals are accomplished. The cleanliness of the stops enhances the overall public image of the CCRTA and provides a clean waiting area for our riders.

The contracted maintenance program for the bus stops includes landscaping, tree trimming around the bus stops, trash and graffiti removal. The service is provided to all stops on a weekly basis.

**Analysis**

The Request for Proposals (RFP) was a three-year base contract with two (2) one (1) year options. The RFP was issued on September 27, 2016 and a pre-proposal was held October 11, 2016. Four proposals were received on November 1, 2016. Evergreen had the highest technical and overall score with an 83.56 out of 100.

Firms	Subtotal (70 Points Max.)	Cost (30 Points Max.)	Cost for first Three Years	Total (100 Points Max.)
<b>Evergreen Lawn and Landscape</b>	<b>64.50</b>	<b>19</b>	<b>\$1,123,102.51</b>	<b>83.56</b>

Please see the list below for the evaluation criteria and associated points:

- Approach and Work Plan 25 pts
- Experience 25 pts
- Qualifications and References 20 pts
- Cost 30 pts



Evergreen Lawn and Landscape has over 21 years of experience with a list of clients that include La Palmera Mall, Corpus Christi Housing Authority, First Community Banks, Greenbriar Apartments, and the CCRTA.

The company has performed in a satisfactory manner over the last three years and responds in a timely manner when tasked to address a specific issue.

**Financial Impact**

The first option year price is the same as the previous three years annual pricing, at \$374,367.50.

**Committee Review**

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on October 23, 2019.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the first option year to Evergreen Lawn and Landscape for Bus Stop Cleaning Services in an amount not to exceed \$374,367.50.

Respectfully Submitted,

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

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

**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**

There are a couple of factors contributing to a new shelter refurbishment program. The Federal Transit Administration's (FTA), "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". The Board of Directors has discussed the need for an enhanced shelter maintenance and expansion program for shelters.

CCRTA, in response to achieving the two mentioned factors above, determined 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. The goal was to hire one or several small contractors, who are capable of performing the work to specifications. The contract term is five years.

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

A Request for Proposals was issued August 6, and proposals were due on September 10. The CCRTA, based on discussion with the Board, prepared a five-year program, that all interested proposers were made aware of and was used by the proposer in determining their cost.

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 table below list the number of amenities, the pricing and the CCRTA's independent cost estimate as a cost comparison for the first year:

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

Shelter Refurbishment Program - 5 Year Cost Summary						
Description	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
A. Ortiz Shelter Refurbishment Costs	\$234,500	\$240,591	\$248,516	\$255,243	\$262,901	\$1,241,751

*Note: Every shelter will be touched every third year, which will average to 66 a year.*

CCRTA Staff is recommending the award of a contract for the **refurbishments of the shelters (sunshades and Tolar shelters), items only**. 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 2/3<sup>rd</sup>'s of the cost of procuring a new shelter amenity, a decision was made to not outsource the refurbishment of 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 and the work has exceeded expectations, on all occasions. Over the years, the contractor has collaborated with the CCRTA on maintaining costs and has gone beyond what was required. The work was consistently performed in a professional and timely manner, on budget and according to specifications.

Currently, the contractor is performing the construction modifications, to an area adjacent to the CCRTA's Staples Street Station.

A. Ortiz Construction & Paving, Inc. has provided a fair and reasonable bid and completed all the appropriate documentation to be deemed a responsible bidder. Below is a list of those requirements:

- Have a satisfactory record of past performance.
- Have necessary management and technical capability to perform.
- Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
- Price deemed responsive and responsible as per federal and state regulations.

The CCRTA follows all applicable procurements/processes to maintain the integrity of all federal/state/local regulations. Every three years the FTA performs a triennial audit to review various procurement files, to ensure all requirements were met and every four years a "Quadrennial Review" is required by the State of Texas and various processes are reviewed.

#### **Disadvantaged Business Enterprise (DBE)**

This project is funded with local funds and does not have a DBE requirement. Although, this company is listed as an eligible DBE vendor in the State of Texas.

**Financial Impact**

**The contract term will cover a five-year period. The total five-year budget is not to exceed \$1,241,751.**

**Board Priority**

The Board Priority is Public Image and Facilities.

**Committee Review**

This item was reviewed by the September Operations & Capital Projects Committee, the October Board of Directors, the October Operations & Capital Projects Committee. A motion was made by Mr. Matt Woolbright to award a contract to A. Ortiz Construction & Paving, Inc. for Refurbishment of Shelter Amenities not to exceed \$1,241,751 over a 5 year period, and Ms. Dominquez second the motion during the October 23, 2019 Operations & Capital Projects Committee meeting.

**Recommendation**

Staff recommends 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 Refurbishment, in an amount not to exceed \$1,241,751, over a five-year period.

Respectfully Submitted,

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

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



**Subject:** September 2019 Financial Report

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

**REVENUES**

For the month of September, **Total Revenues** of \$3,476,871 fell short of budget expectations by \$1,183,080, or 25.39%. The negative variance is related to Capital Grant Revenue which is expected to improve as capital projects are completed. Excluding the Capital Grant category, revenues total \$3,361,995, for a positive variance of \$25,929, or 0.78%. **Passenger Service** and **Other Operating Revenues** experienced negative variance of \$21,376 (12.65%) and \$800 (98.04%), respectively, however this negative variance was mitigated by positive results from **Bus Advertising** (\$2,203 or 19.58%), **Federal Operating Grant Assistance** (\$25,825 or 1,721.67%), **Investment Income** (\$20,041 or 71.35%), and **Staples Street Center** lease income (\$36 or 0.09%).

The **Investment Portfolio** of the Agency earned interest of \$48,127 for the month of September and \$441,531 YTD and ended up with a Market Value of \$29,785,647. The Investment Portfolio continues to perform well, though earnings have lessened slightly due to the recent reductions in the federal funds rate. An additional reduction of 25-basis-points was announced by the Federal Reserve on October 30, 2019, and there is a 23% chance of one more rate cut in December according to FedWatch. The majority of the Agency's holdings are in TexPool, which has seen average rates decline from 2.4927% at December 31, 2018, to 2.2749% as of September 30, 2019. The non-cash portion of the portfolio totaled \$3,137,497 and yielded 2.857% in September. The certificates of deposit that are included in the non-cash portion of the portfolio will mature on November 4, 2019 and November 9, 2019, respectively. The book value on these two CD's total \$3,137,497.26. Staff continues to monitor the holdings of the investment portfolio under the direction of the Investment Advisor in order to limit exposure to short-term rate volatility and maximize investment income.

**Sales tax revenue** for September 2019 is estimated at \$3,085,225, which is equal to the amount budgeted for the month. Because we are on a full accrual accounting system and sales tax payments reflect a two-month lag, estimates equal budget. Meanwhile, the sales tax estimate is \$103,729, or 3.48% higher than September 2018 but less than the 4.64% YOY. The actual allocation for September 2019 will be received November 8, 2019. Sales tax represented **88.74%** of total revenue realized in September and **87.16%** 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 by the Board to fund reserves that are earmarked to meet certain unexpected demands.

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

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 147,654	\$ 169,030	\$ (21,376)	-12.65%
Bus advertising	13,453	11,250	2,203	19.58%
Other operating revenues	16	816	(800)	-98.04%
Sales Tax Revenue	3,085,225	3,085,225	-	0.00%
Federal, state and local grant assistance	27,325	1,500	25,825	1721.67%
Investment Income	48,127	28,087	20,041	71.35%
Staples Street Center leases	40,195	40,159	36	0.09%
Capital Grants & Donations	114,876	1,323,885	(1,209,009)	-91.32%
<b>Total Revenues</b>	<b>\$ 3,476,871</b>	<b>\$ 4,659,952</b>	<b>\$ (1,183,080)</b>	<b>-25.39%</b>

Revenue Source	Sep-19	%	YTD	%
Passenger Service	\$ 147,654	4.25%	\$ 1,426,399	4.73%
Bus Advertising	\$ 13,453	0.39%	\$ 111,449	0.37%
Other Revenue	\$ 16	0.00%	\$ 113,606	0.38%
Sales Tax Revenue	\$ 3,085,225	88.74%	\$ 26,306,215	87.16%
Grants Operating	\$ 27,325	0.79%	\$ 829,306	2.75%
Grants Capital	\$ 114,876	3.30%	\$ 594,880	1.97%
Investment Income	\$ 48,127	1.38%	\$ 441,371	1.46%
SSC lease income	\$ 40,195	1.16%	\$ 359,675	1.19%
<b>Total Revenue</b>	<b>\$ 3,476,871</b>	<b>100.00%</b>	<b>\$ 30,182,900</b>	<b>100.00%</b>

### Fare Recovery Ratio

Description	9/30/2019	Year to Date
Fare Revenue	\$ 147,654	\$ 1,426,399
Operating Expenses*	2,870,636	23,984,886
FRR	5.14%	5.95%
*Excluding Depreciation		

Note: Same period last year the FRR was 6.08%. The 2019 YTD FRR of 5.95% 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 September 2019, total departmental operating expenses realized a favorable variance of approximately \$331,828.

The most significant positive variance came from the **Services, Materials & Supplies**, and **Insurance** expense categories. The variance for **Services** and **Materials & Supplies** is mostly related to the timing of receipt of invoices from vendors, while **Insurance** is due to lower employee health coverage costs. The **Miscellaneous** category consists of line items for Dues & Subscriptions, Travel & Training, and Advertising & Promotion.

**Total Expenses** of \$3,586,025 came in \$355,145 less than budget expectations, or 9.01%.

<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	\$ 1,595,633	\$ 1,645,691	\$ 50,056	3.04%
Services	234,801	332,387	97,587	29.36%
Materials & Supplies	197,094	264,846	67,752	25.58%
Utilities	54,709	58,676	3,967	6.76%
Insurance	255,224	354,520	99,296	28.01%
Purchased Transportation	538,205	538,703	499	0.09%
Miscellaneous	63,633	76,304	12,672	16.61%
<b>Total Expenses</b>	<b>\$ 2,939,299</b>	<b>\$ 3,271,127</b>	<b>\$ 331,828</b>	<b>10.14%</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	\$ 2,939,299	\$ 3,271,127	\$ 331,828	10.14%
Debt Service	-	-	-	0.00%
Depreciation	357,309	357,309	-	0.00%
Street Improvements	250,581	250,581	-	0.00%
Subrecipient Grant Agreements	38,837	62,155	23,318	37.52%
<b>Total Expenses</b>	<b>\$ 3,586,025</b>	<b>\$ 3,941,172</b>	<b>\$ 355,145</b>	<b>9.01%</b>

**NET POSITION**

The Total Net Position at the end of the month was **\$85,556,773**, a decrease of \$476,371 from December 2018, which is largely due to depreciation. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending. However, 51% of the Unrestricted portion of the Total Net Position has been Assigned by the Board.

Of the Total Net Position of **\$85,556,773**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$27,234,184**, but only **\$13,271,073** is available for spending as a result of the internal restrictions placed by the Board for specific reserves.

One of the reserves listed in the **Unrestricted Funds Section** of the Fund Balance is the **Unamortized Pension Contribution** which resulted from the one-time contribution of \$2,500,000 made to the Defined Benefit Plan. Below is the breakdown:

One-Time Contribution .....\$2,500,000  
 Less Two Months of Amortization @ \$416,667 (July - September).....1,250,000  
 Equals the Unamortized Pension Contribution Stated below.....1,250,000

**FUND BALANCE AS OF SEPTEMBER 30, 2019:**

<b>Fund Balance</b>	
Net Invested in Capital Assets	\$ 56,711,287
Restricted for Debt Service	1,611,302
Unrestricted	<u>27,234,184</u>
Net Position	<u><u>85,556,773</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>1,250,000</u>
<b>Total Assigned</b>	<b>13,963,111</b>
<b>Available Unrestricted Funds</b>	<b><u><u>\$ 13,271,073</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:   
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 September 30, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 147,654	\$ 169,030	\$ (21,376)	-12.65%
Bus advertising	13,453	11,250	2,203	19.58%
Other operating revenues	16	816	(800)	-98.04%
Sales Tax Revenue	3,085,225	3,085,225	-	0.00%
Federal, state and local grant assistance	27,325	1,500	25,825	1721.67%
Investment Income	48,127	28,087	20,041	71.35%
Staples Street Center leases	40,195	40,159	36	0.09%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	114,876	1,323,885	(1,209,009)	-91.32%
<b>Total Revenues</b>	<b>3,476,871</b>	<b>4,659,952</b>	<b>(1,183,080)</b>	<b>-25.39%</b>
<b>Expenses</b>				
Transportation	630,100	568,312	(61,789)	-10.87%
Customer Programs	25,726	26,904	1,178	4.38%
Purchased Transportation	538,205	538,703	499	0.09%
Service Development	25,947	35,573	9,626	27.06%
MIS	73,495	77,454	3,959	5.11%
Vehicle Maintenance	343,740	396,517	52,776	13.31%
Facilities Maintenance	117,341	170,815	53,475	31.31%
Contracts and Procurements	15,922	17,861	1,939	10.85%
CEO's Office	86,143	92,268	6,125	6.64%
Finance and Accounting	37,138	39,458	2,319	5.88%
Materials Management	12,894	10,988	(1,906)	-17.35%
Human Resources	782,507	933,805	151,299	16.20%
General Administration	43,119	49,420	6,301	12.75%
Capital Project Management	10,469	13,709	3,239	23.63%
Marketing & Communications	44,244	48,099	3,855	8.01%
Safety & Security	83,646	112,951	29,306	25.95%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	66,875	81,699	14,823	18.14%
Port Ayers Cost Center	1,788	28,703	26,916	93.77%
Debt Service	-	-	-	0.00%
Special Projects	-	27,888	27,888	100.00%
Subrecipient Grant Agreements	38,837	62,155	23,318	37.52%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
<b>Total Expenses</b>	<b>3,586,025</b>	<b>3,941,172</b>	<b>355,146</b>	<b>9.01%</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>307,513</b>	<b>1,135,446</b>	<b>(827,934)</b>	<b>-72.92%</b>

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
For the month ended September 30, 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	\$ 1,426,399	1,383,967	42,432	3.07%
Bus advertising	111,449	101,250	10,199	10.07%
Other operating revenues	113,606	11,720	101,886	869.34%
Sales Tax Revenue	26,306,215	26,043,910	262,305	1.01%
Federal, state and local grant assistance	829,306	795,500	33,806	4.25%
Investment Income	441,371	255,591	185,781	72.69%
Staples Street Center leases	359,675	359,268	406	0.11%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	594,880	1,739,591	(1,144,711)	-65.80%
<b>Total Operating Revenues</b>	<b>30,182,900</b>	<b>30,690,798</b>	<b>(507,897)</b>	<b>-1.65%</b>
<b>Operating Expenses:</b>				
Transportation	5,482,621	5,364,582	(118,039)	-2.20%
Customer Programs	299,130	301,527	2,397	0.79%
Purchased Transportation	5,028,540	4,848,331	(180,209)	-3.72%
Service Development	273,997	327,495	53,498	16.34%
MIS	647,245	705,256	58,011	8.23%
Vehicle Maintenance	3,421,524	3,629,977	208,453	5.74%
Facilities Maintenance	1,282,915	1,550,663	267,748	17.27%
Contracts and Procurements	149,717	165,186	15,470	9.37%
CEO's Office	582,843	651,868	69,026	10.59%
Finance and Accounting	395,831	453,117	57,287	12.64%
Materials Management	103,896	101,897	(1,999)	-1.96%
Human Resources	4,734,948	5,978,714	1,243,766	20.80%
General Administration	426,216	481,181	54,965	11.42%
Capital Project Management	101,954	127,127	25,173	19.80%
Marketing & Communications	296,556	436,898	140,342	32.12%
Safety & Security	756,954	1,020,369	263,415	25.82%
Depreciation	3,215,779	3,215,779	-	0.00%
SSC Expenses	551,036	739,247	188,211	25.46%
Port Ayers Cost Center	5,608	258,330	252,722	97.83%
Debt Service	419,524	427,882	8,359	1.95%
Special Projects	-	223,605	223,605	100.00%
Subrecipient Grant Agreements	63,684	559,398	495,714	88.62%
Street Improvements Program for CCRTA Region Entities	2,255,225	2,255,225	-	0.00%
<b>Total Expenses</b>	<b>30,495,741</b>	<b>33,823,655</b>	<b>3,327,914</b>	<b>9.84%</b>
<b>Transfer-In from Fund Balance</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>-</b>	<b>0.00%</b>
<b>Revenues &amp; Transfers over Expenses \$</b>	<b>\$ 937,159</b>	<b>\$ (1,882,858)</b>	<b>2,820,017</b>	<b>149.77%</b>

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

	<b>Unaudited September 30 2019</b>	<b>Audited December 31 2018</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 24,754,689	\$ 21,259,832
Investments	3,099,120	5,104,907
Receivables:		
Sales and Use Taxes	6,055,634	6,015,928
Accrued Interest	38,217	38,377
Federal Government	385,272	258,243
Other	294,773	245,913
Inventories	722,007	654,774
Prepaid Expenses	2,061,918	261,394
<b>Total Current Assets</b>	<u>37,411,630</u>	<u>33,839,367</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	1,679,439	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	801,490	-
Total Capital Assets	<u>150,071,217</u>	<u>149,269,727</u>
Less: Accumulated Depreciation	<u>(74,114,930)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>75,956,287</u>	<u>78,370,576</u>
<b>Total Non-Current Assets</b>	<u>77,635,727</u>	<u>79,981,878</u>
<b>TOTAL ASSETS</b>	<u>115,047,357</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>120,218,034</u></u>	<u><u>118,991,922</u></u>

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

	Unaudited September 30 2019	Audited December 31 2018
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	596,247	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	4,011,761	3,077,888
Other Accrued Liabilities	1,105,443	616,793
<b>Total Current Liabilities</b>	<u>6,591,923</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>33,156,684</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>34,661,261</b></u>	<u><b>32,958,778</b></u>
<b>Net Position:</b>		
Net Invested in Capital Assets	56,711,287	59,125,577
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	27,234,184	25,296,265
<b>TOTAL NET POSITION</b>	<u><b>\$ 85,556,773</b></u>	<u><b>\$ 86,033,144</b></u>

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

	<u>9/30/2019</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 113,941
Cash Received from Bus Advertising and Other Ancillary	76,945
Cash Payments to Suppliers for Goods and Services	(1,436,999)
Cash Payments to Employees for Services	(744,671)
Cash Payments for Employee Benefits	(340,026)
Net Cash Used for Operating Activities	<u>(2,330,809)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,169,718
Grants and Other Reimbursements	774,479
Distributions to Subrecipient Programs	(6,473)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>3,937,724</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	91,807
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	(83,689)
Net Cash Provided by Capital and Related Financing Activities	<u>8,118</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	40,787
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Investing Activities	<u>40,787</u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>1,655,819</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), September 1, 2019</b>	<b>24,778,309</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), September 30, 2019</b>	<b>\$ <u>26,434,128</u></b>



**Subject:** September 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.

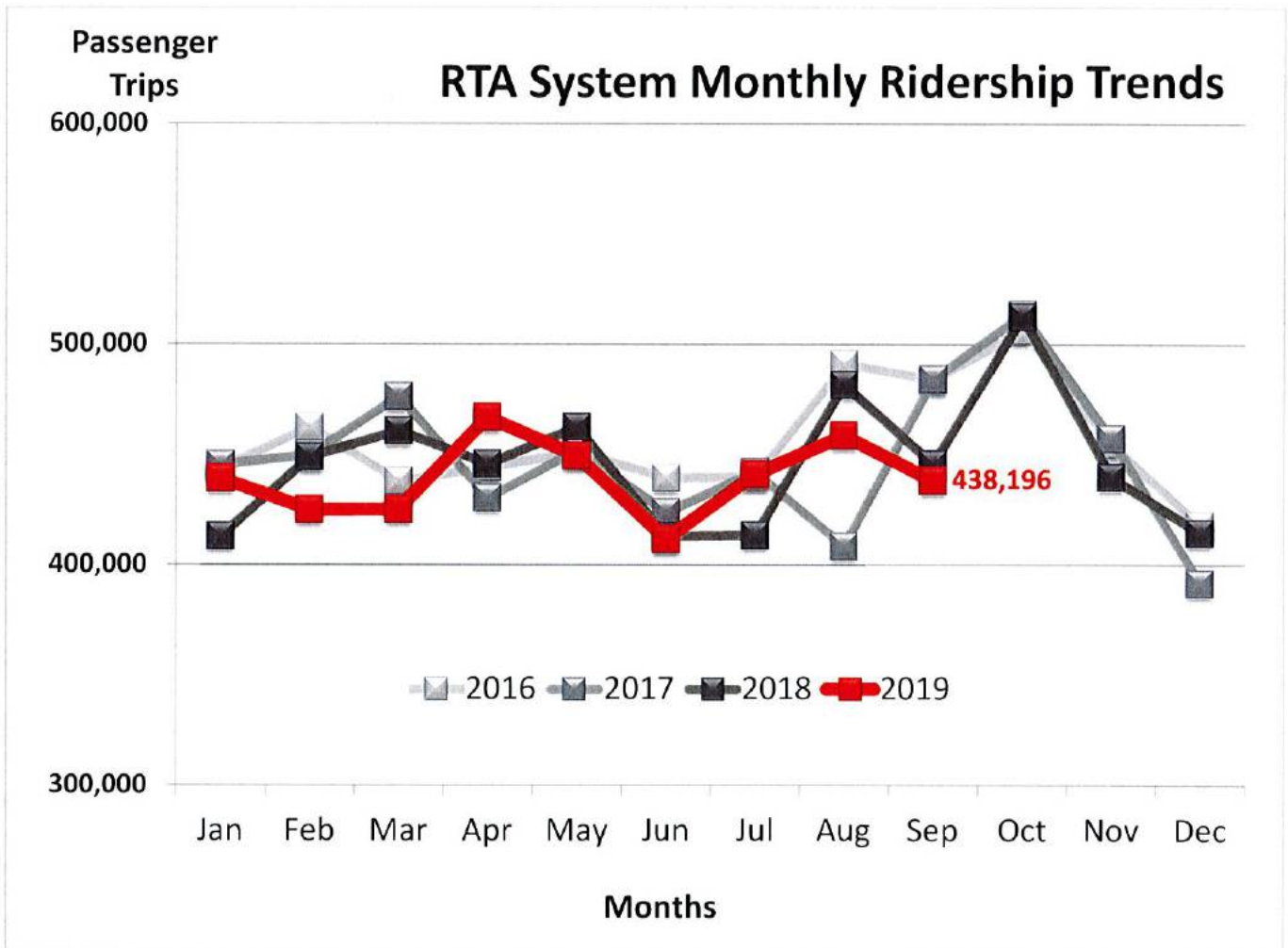


## 1. System-wide Ridership and Service Performance Results

September 2019 boardings for all services totaled 438,196. This represents a decrease of -1.7% as compared to 445,716 boardings in September 2018 or 7,520 fewer boardings this month.

September 2019	September 2018	Variance
21 Weekdays	20 Weekdays	+1
4 Saturdays	5 Saturdays	-1
5 Sundays	5 Sundays	-
No Holidays	No Holidays	-
30 Days	30 Days	-

In September 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.26 per gallon compared to approximately \$2.55 per gallon in September 2018<sup>1</sup>. September rainfall was below normal at 3.94 inches as compared to the well above normal rainfall total of 13.36 inches for September 2018. Historically, average rainfall in September is 4.36 inches.<sup>2</sup> The average high temperature was above normal at 94 degrees. Historically, the average high temperature for September is 90 degrees.

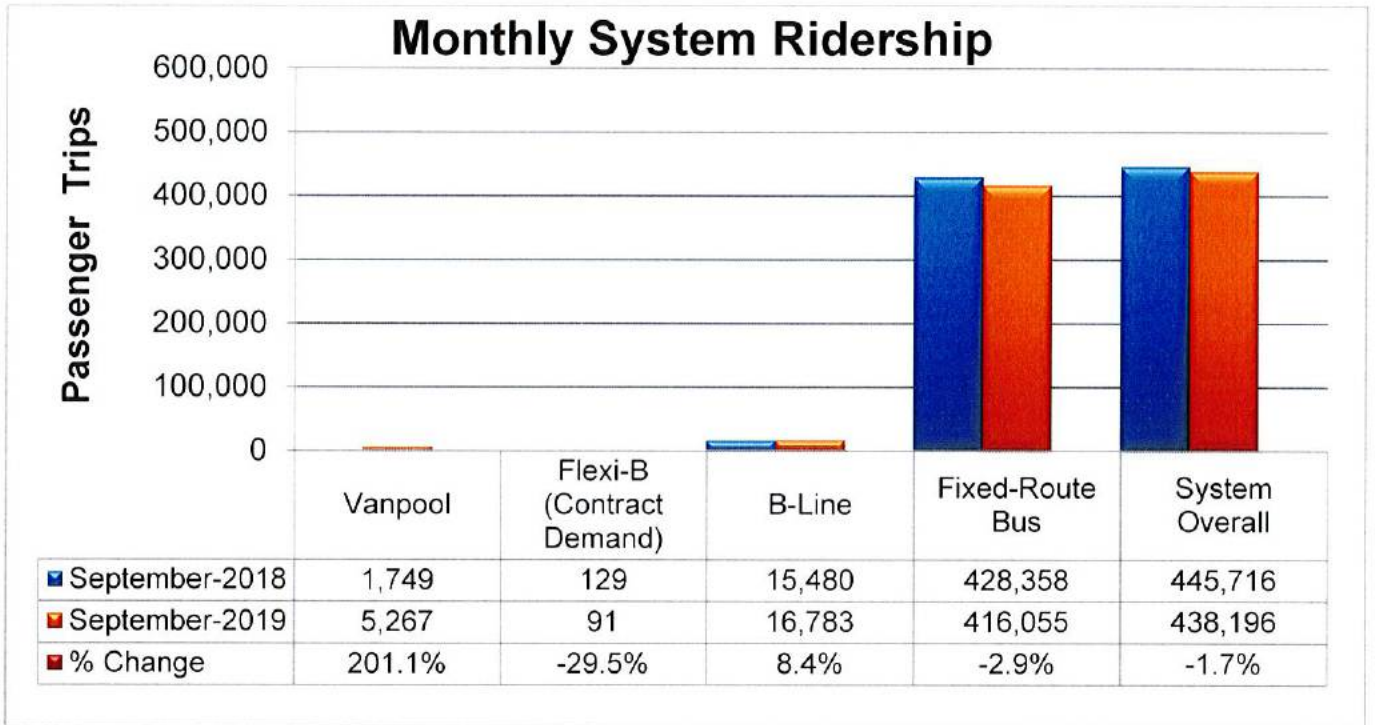


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

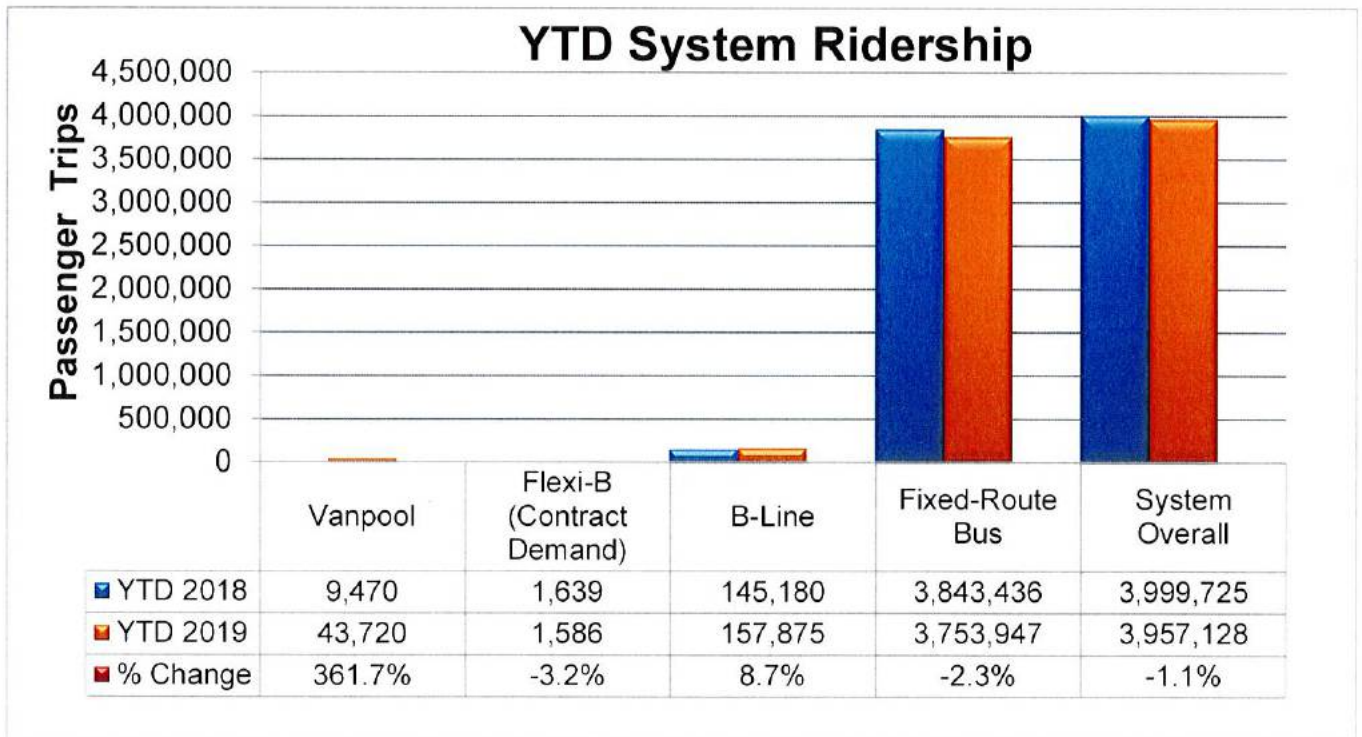
2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>



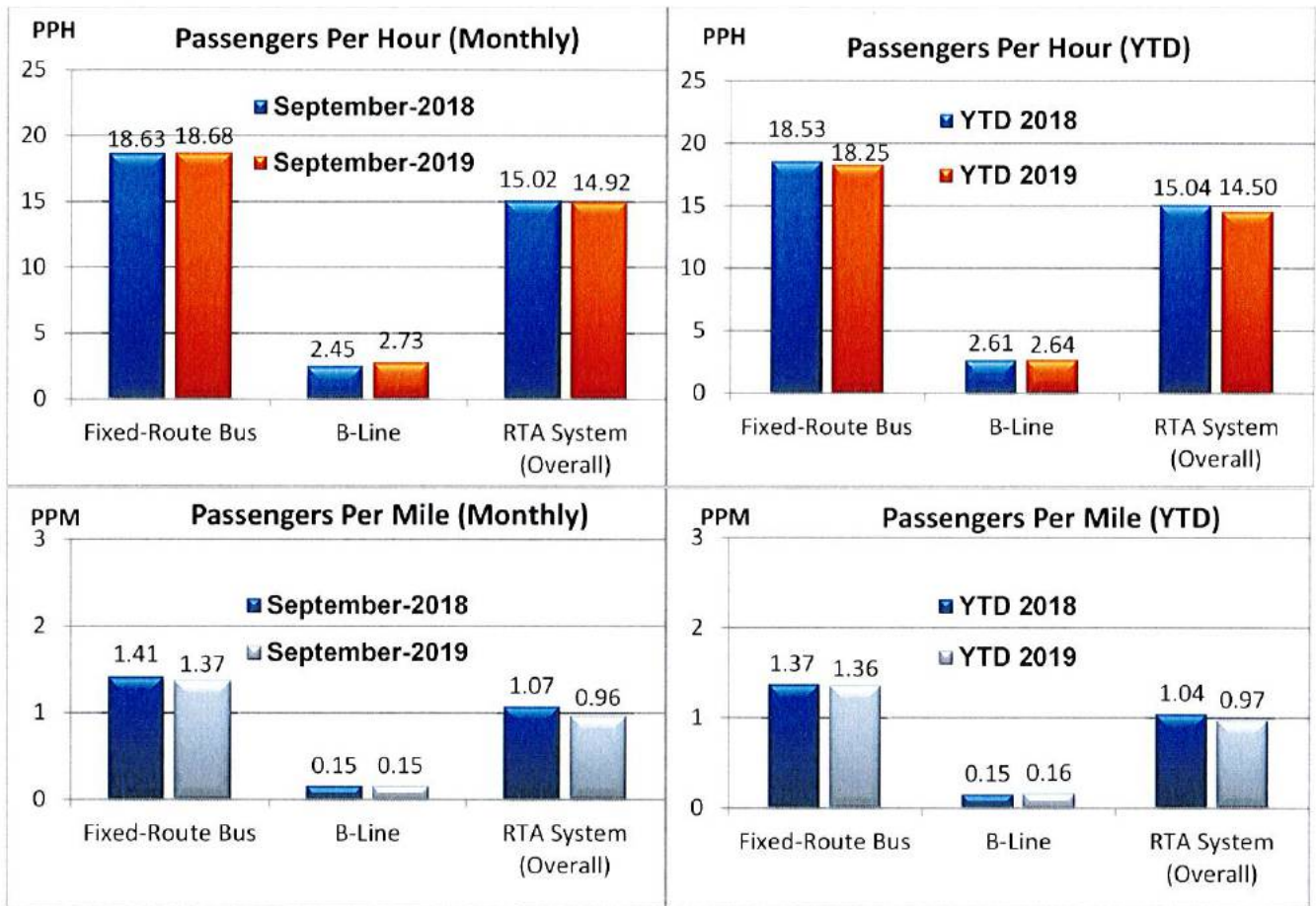
The chart below shows monthly ridership results for all services. CCRTA recorded 7,520 fewer boardings for a decrease of -1.7% this month as compared to September 2018.



The chart below shows YTD ridership results for all services. CCRTA has recorded 42,597 fewer boardings for a YTD decrease of -1.1% in 2019 as compared to the same period in 2018.



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



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

Schedule Adherence	Standard	Jun-19	Jul-19	Aug-19	Sep-19	4-Month Average
Early Departure	<1%	0.3%	0.0%	0.0%	0.0%	0.1%
Departures within 0-5 minutes	>85%	92.0%	94.3%	90.4%	88.4%	91.3%
Monthly Wheelchair Boardings	No standard	5,091	5,222	5,097	4,373	4,946
Monthly Bicycle Boardings	No standard	8,518	9,304	9,629	8,115	8,892

**The following construction projects potentially impact on-time performance:**

Off Detour	<ul style="list-style-type: none"> <li>• <b>Old Robstown Rd.</b> (Leopard-Agnes) (18) month project-<b><u>Completed mid-October</u></b> <ul style="list-style-type: none"> <li>➤ Route 12 has returned to regular routing.</li> </ul> </li> </ul>
Off Detour	<ul style="list-style-type: none"> <li>• <b>N. Staples St. Overpass-</b> (TxDOT project)-<b><u>Completed mid-October</u></b> <ul style="list-style-type: none"> <li>➤ Route 12 has returned to regular routing.</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>North Beach-U.S. 181 realignment (Harbor Bridge reconstruction)</b> <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Carroll Ln.</b> (Houston-Gollihar) (27) month project-<b><u>To be complete mid-2020.</u></b> <ul style="list-style-type: none"> <li>➤ Route 17 (Final phase of a four-phase project has begun)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (at Crosstown/Brownlee) TxDOT project began mid-June. <ul style="list-style-type: none"> <li>➤ Route 28</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Staples-Crosstown) (14) month project began mid-August.</li> <li>• <b>Morgan Ave.</b> (Staples-Ocean Dr) (15) month project began mid-August. <ul style="list-style-type: none"> <li>➤ Route 23</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard Street TxDOT Project</b> (Mexico to Doss St.) (24) month project-<b><u>To be complete late 2021</u></b> <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>South Staples St.</b> (Brawner Parkway-Kostoryz)-3/4 complete-traffic to be complete late 2019. <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 29</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <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> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <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> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project-To be complete 2021. <ul style="list-style-type: none"> <li>➤ Route 29</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Palm-Nueces Bay) (14) month project-<b><u>To be complete late 2020.</u></b> <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin late-2019</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Doss-Palm) (13) month project-<b><u>To be complete late 2020.</u></b> <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 Detour to begin late-2019</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <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> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Airline Rd.</b> (SPID-McArdle) (9) month project-<b><u>To be complete mid-2020</u></b> <ul style="list-style-type: none"> <li>➤ Routes 26 &amp; 65</li> </ul> </li> </ul>

Currently, there are (5) detoured routes out of 32 fixed routes travelling on the local street network (15%). Detoured routes include: 17, 23, 28, 76 & 78. Future detours indicated in a dashed outline will account for an additional (3) detoured route services. However, as illustrated above, two projects have been completed as of mid-October 2019 accounting for two detours along separate portions of Route 12 Hillcrest/Baldwin.

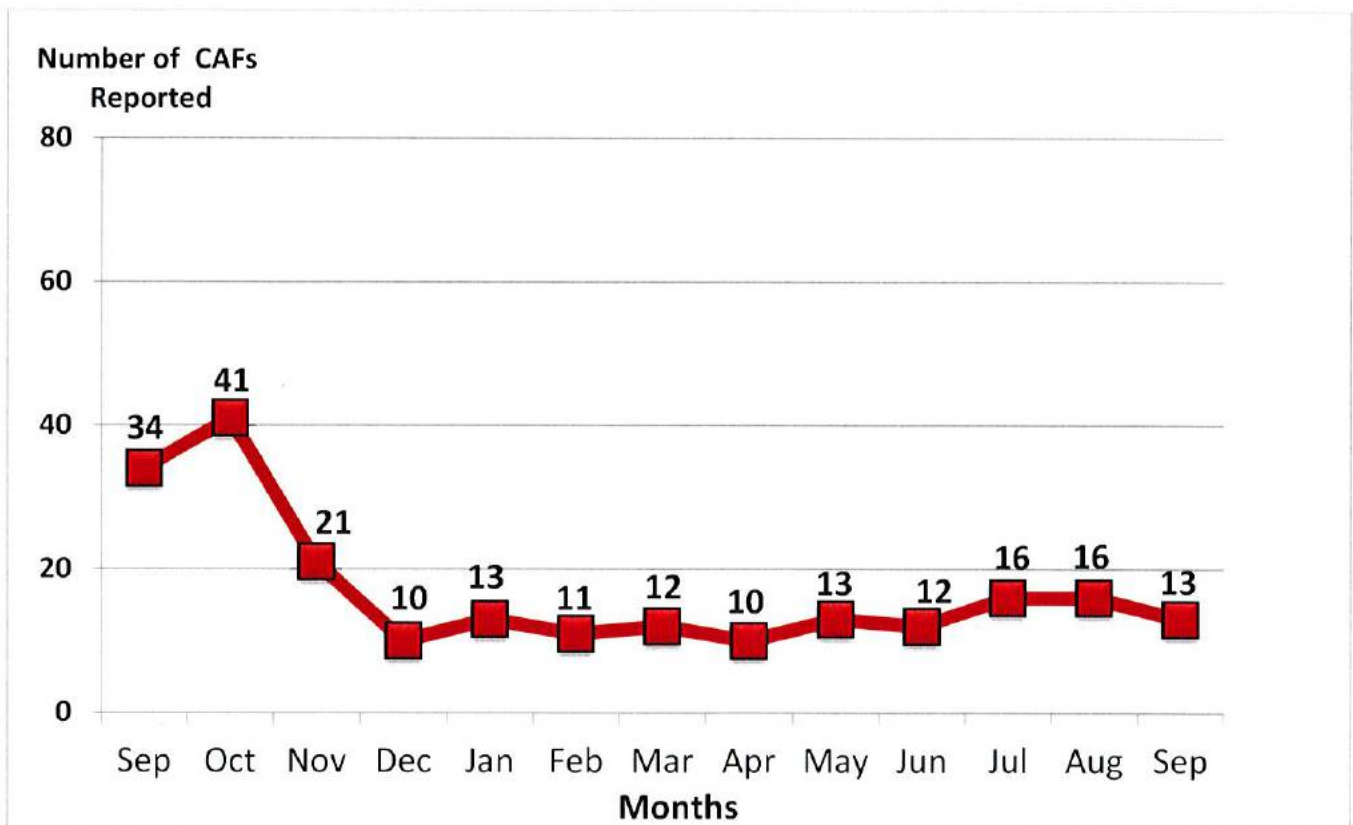
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.85** 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: **5,836** did not meet contract standard of 12,250 miles.
- Ridership Statistics: **11,375** ambulatory; **4,305** wheelchair boardings

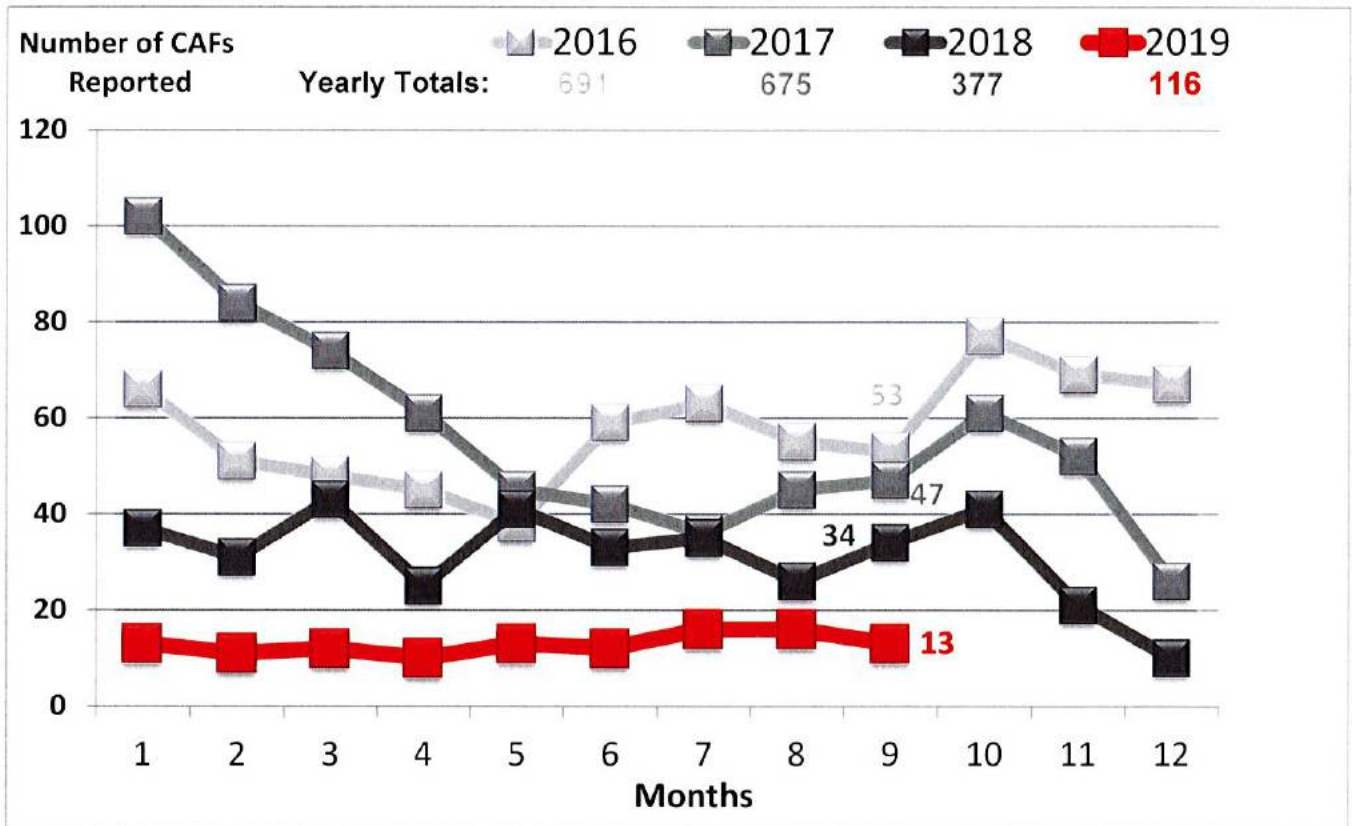
Metric	Standard	Jun-19	Jul-19	Aug-19	Sep-19	(4) Month-Ave.
Passengers per Hour	2.50	2.85	2.84	2.83	2.85	2.84
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	8,513	8,602	5,078	5,836	7,007
Monthly Wheelchair Boardings	No standard	4,572	4,843	4,882	4,305	4,651

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

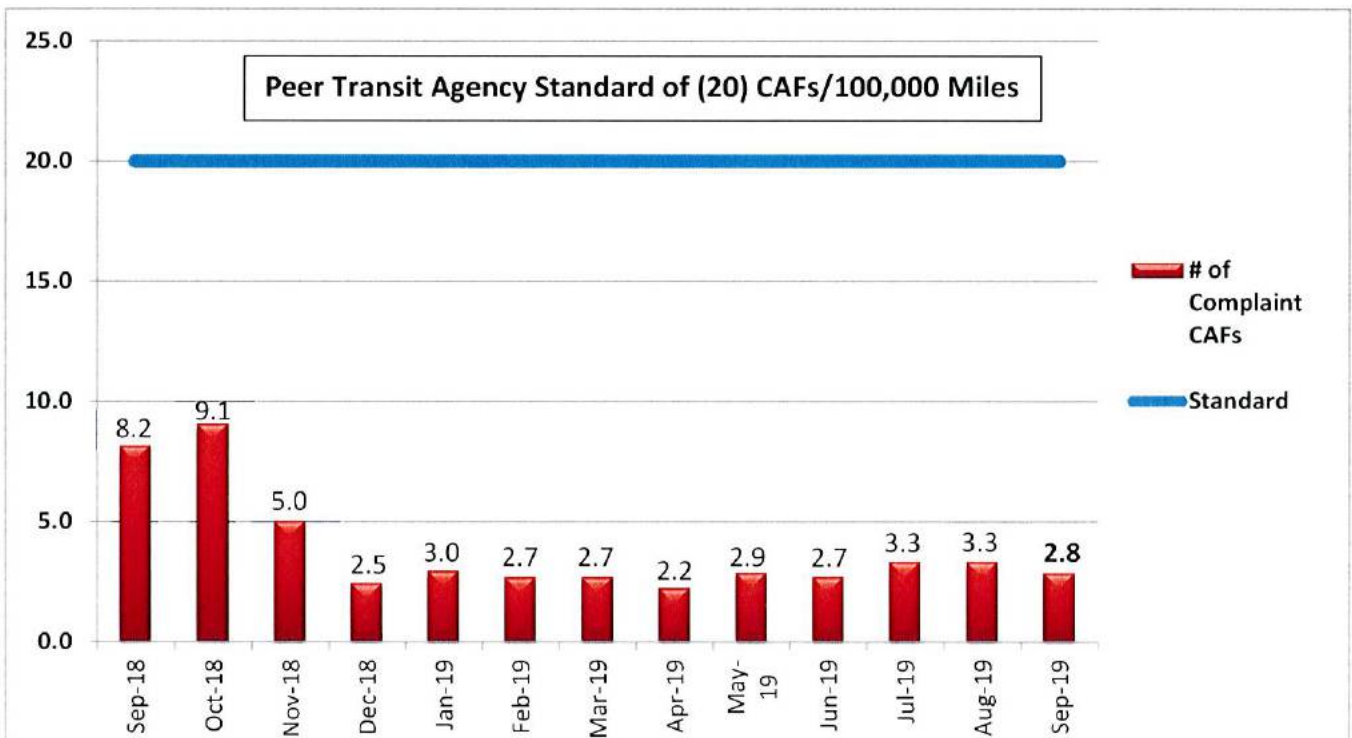
For September 2019, Customer Service received and processed 33 Customer Assistance Forms (CAF's) of which 13 or 39% were verified as valid. There were four commendations received for this month.



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



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



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

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	1			1
Service Stop Issues	3		1	4
Driving Issues	2	3	1	6
Customer Services	6		3	9
Late/Early – No Show				
Alleges Injury			1	1
Fare/Transfer Dispute	1			1
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus		1		1
Incident at Station				
Policy				
Denial of Service			2	2
Safety & Security	1			1
Rude	1			1
Facility Maintenance	2			2
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations	1	3		4
<b>Total CAFs</b>	<b>18</b>	<b>7</b>	<b>8</b>	<b>33</b>

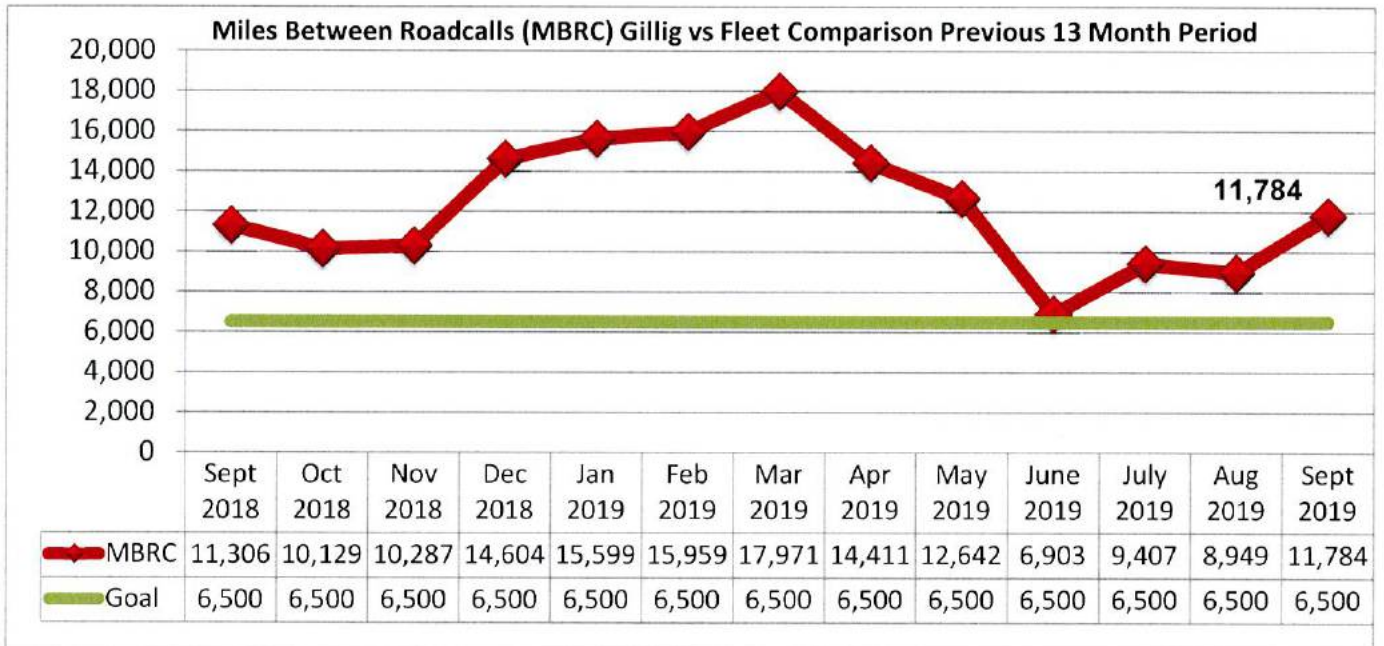
### 3c. Route Summary Report for September 2019:

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

#27 Northwest	1	B-Line (Para-transit) Services	7
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard /Omaha		Facilities Maintenance	
#29 Staples	3	Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	2
#29SS Staples/Spohn South	1	Transportation (Other)	
#30 Westside/Health Clinic	1	<b>TOTAL CAF's</b>	<b>33</b>

#### 4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For September 2019, there were 11,784 miles between road calls (MBRC) recorded as compared to 11,306 MBRC in September 2018. This represents a difference of 478 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

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