



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, November 20, 2019
TIME: 8:30 a.m. Administration & Finance Committee Meeting,
 Operations & Capital Projects Committee Meeting
*(estimated at 9:30 a.m., although to be held immediately following
 the Administration & Finance Committee Meeting)*

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

ADMINISTRATION & FINANCE COMMITTEE

DAN LEYENDECKER (Chair)

Glenn Martin ~ Anne Bauman ~ Philip Skrobarczyk ~ Lynn Allison

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	----
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of October 23, 2019	D. Leyendecker	2 min.	Pages 1-4
6.	Discussion and Possible Action to Adopt a Resolution Approving Revisions to the Investment Policy	R. Saldaña	3 min.	Pages 5-6 <i>Attachment A</i> <i>PPT</i>
7.	Discussion and Possible Action to execute payment of \$440,482 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the following lines of coverage for FY2020: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance	M. Rendon	3 min.	Pages 7-8 <i>PPT</i>
8.	Discussion and Possible Action to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure	S. Montez	3 min.	Pages 9-11 <i>Attachment B</i> <i>PPT</i>
9.	Discussion (In Closed Session) and Possible Action Thereafter in Open Session under Section 551.072 of the Texas Open Meetings Act Concerning: Real Estate Matters	D. Leyendecker	10 min.	----
10.	Adjournment	D. Leyendecker	1 min.	----

Total Estimated Time: 31 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

George B. Clower ~ Patricia Dominguez ~ Matt Woolbright ~ Anna Jimenez

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	M. Reeves	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	M. Reeves	3 min.	----
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 23, 2019	M. Reeves	2 min.	Pages 1-4
6.	Discussion and Possible Action to Award a contract to Vehicle Inspection Systems, Inc. for an Automated Rim Polishing System	D. Majchszak	3 min.	Page 5 <i>PPT</i>
7.	Discussion and Possible Action to Award a contract to Silsbee Ford for Four (4) Transportation Supervisor Support Vehicles	D. Majchszak	3 min.	Page 6 <i>PPT</i>
8.	Adjournment	M. Reeves	1 min.	----

Total Estimated Time: 18 min.

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On **Friday, November 15, 2019** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

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



Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 23, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment - 3 min. limit – no discussion**
5. **Action to Approve the Administration & Finance Meeting Minutes of September 25, 2019**
6. **Action to Approve the Fiscal 2020 Board & Committee Meetings Calendar**
7. **Action to Approve Disadvantaged Business Enterprise (DBE) Goal of Thirteen Percent (13%) for Federal Fiscal Years 2020 through 2022**
8. **Action to Exercise the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program**
9. **Adjournment**

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

Committee Members Present: Dan Leyendecker, Chairman; Glenn Martin, Anne Bauman and Lynn Allison.

Committee Members Absent: Philip Skorbarczyk.

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

Public Present: Benjamin Schmit, MV Transportation; Roland Barrera, Entrust.

Call to Order & Roll Call

Mr. Dan Leyendecker called the meeting to order at 8:31 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. Mr. Rendón commented that if there is a 'shelter in place' ordered, we will shelter in the west side stairwells. He also



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

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of September 25, 2019

MS. LYNN ALLISON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 25, 2019. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, MARTIN, BAUMAN AND ALLISON VOTING IN FAVOR. ABSENT SKROBARCZYK.

Action to Approve the Fiscal 2020 Board & Committee Meetings Calendar

Mr. Jorge Cruz-Aedo commented we have looked at the APTA and other conference dates and added to the updated 2020 meetings calendar and as normally done in the month of December, there will not be no committees meetings held. Mr. Cruz-Aedo replied yes to the question asked by Mr. Edward Martinez, if modifications were made for this year's calendar. Mr. Cruz-Aedo commented the Board is free to make any modifications and cautioned them to keep to a minimum to stay consistent with the dates the Community knows of our meetings. General discussion proposed keeping the meetings with two weeks between or one week between meetings. Several stated no preference and to keep meetings on the first and fourth Wednesdays of the month, with exception of November to be moved up one week due to the Thanksgiving holidays.

MR. MARTIN MADE A MOTION TO APPROVE THE FISCAL 2020 BOARD & COMMITTEE MEETINGS CALENDAR. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, MARTIN, BAUMAN AND ALLISON VOTING IN FAVOR. ABSENT SKROBARCZYK.

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

Mr. Robert Saldaña reported the item aligns with our Board Priority of Public Image and Transparency. He said this item is for the approval of the agency's Triennial DBE Goal of 13 percent for the FY2020 through FY2022.

Mr. Saldaña stated that as part of the requirement for recipients to receive federal assistance is to submit and implement a triennial overall DBE goal, and that they must make good faith efforts to meet an aspirational goal each year. He said the CCRTA must meet this aspirational goal for the next three federal fiscal years from 2020 through 2022. Mr. Saldaña explained what an aspirational goal means by seeing what projects will



receive federal funds and by setting a DBE goal dependent upon the criteria requirements, and have DBE opportunities

Mr. Saldaña displayed a table of seven projects the CCRTA is estimated to complete in years 2020 through 2022 that will be funded with federal monies and also have a DBE opportunity. He commented on the yellow highlighted line items as being the major project with the white-lined items being for the sub-contracting DBE opportunities. The agency has \$8.44M of total federal assisted projects with \$4.56M being potential subcontracting DBE opportunities. He explained in order to be compliant with the FTA, the agency must submit their overall goal along with the methodology of how we get there and this is part of the packet you received.

Mr. Saldaña said the CCRTA submitted their 13 percent overall DBE goal back on July 22, 2019 as it must be submitted by August 1, 2019.

MS. ALLISON MADE A MOTION TO APPROVE DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF THIRTEEN PERCENT (13%) FOR FEDERAL FISCAL YEARS 2020 THROUGH 2022. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, MARTIN, BAUMAN AND ALLISON VOTING IN FAVOR. ABSENT SKROBARCZYK.

Action to Exercise the Second Option Year with Entrust for the Administration of the CCRTA Employee Group Health, Vision, and Dental Benefit Program

Ms. Angelina Gaitan commented on the background that the agency provides Health, Vision and Dental insurance benefit coverages through a self-funded program for the 231 full-time employees since 1999, and that Entrust is our administrator for the program. She said Entrust handles all claims and benefit related questions for our employees.

Ms. Gaitan displayed two tables; one being a summary of monthly costs for the employees, and the other being the program benefits provided. Premiums for a family will cost \$230.00 per month for medical, \$43.00 for dental and \$0.00 for vision coverages, and for employee only will cost \$40.00, \$11.28 and \$0.00 accordingly. She said the zero cost for vision is included in the Medical benefit.

Ms. Gaitan commented the agency has 215 members on this plan, and by exercising the second-year option will ensure us a continuous administration of the health, vision and dental benefits. She said during this process, the agency will perform a cost analysis, communicate with the employee group by inviting representatives from the various programs to help assist employees on making better choices when using the plan. Another benefit is by having a local company serve the agency.

Ms. Gaitan displayed a slide with bullet points showing the breakdown of each category of the plan of the annual administrative cost of \$238,395 and said these costs are 100 percent budgeted in each department's budgets.



MR. ALLISON MADE A MOTION TO EXERCISE THE SECOND OPTION YEAR WITH ENTRUST FOR THE ADMINISTRATION OF THE CCRTA EMPLOYEE GROUP HEALTH, VISION, AND DENTAL BENEFIT PROGRAM. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, MARTIN, BAUMAN AND ALLISON VOTING IN FAVOR. ABSENT SKROBARCZYK.

Adjournment

There being no further review of items, the meeting adjourned at 8:51 a.m.

Submitted by: Dena Linnehan



Subject: Adopt a Resolution Approving Revisions to the Investment Policy

Background

In accordance with Section 2256.005 (e) of the Texas Government Code, (Public Funds Investment Act – PFIA) ***“the governing body of an investing entity shall review not less than annually:***

1. Review and adopt by rule, order, ordinance, or resolution an investment policy and investment strategies that governs investing Authority Funds (This policy ***excludes*** pension funds, which have a separate policy).
2. To notify the Board of Directors after the first year of contract with the Investment Advisor.

Identified Need

The current Investment Policy was last approved by Resolution on December 4, 2019 by the Board of Directors and is now due for a review to stay in compliance with PFIA. The new proposed Resolution for adoption is included as part of this document. The Investment Policy is being included as an attachment to this document. The changes to the Investment Policy are as follows:

1. Qualitative change to the Investment Policy

The Policy has been reviewed by our Investment Advisor and the recommended changes are highlighted in red and located on page 5. New regulations now require SEC registered money market funds to be **Triple A Rated and striving to maintain a \$1 net asset value**. This definition has also been incorporated by the Public Funds Investment Act (PFIA). The revision is intended to improve liquidity and preservation of principal.

There are no changes to any of the provisions of the CCRTA Investment Program which require investment changes to the investment strategies to adhere to the four primary objectives of:

- Preservation and Safety of Principal
- Liquidity
- Diversification
- Yield

2. Board Notification of Investment Officer

Because the investing environment is driven by complex regulatory and market forces, that requires daily attention, CCRTA has continued to utilize a professionally managed investment portfolio through the services of an Investment Advisor. Patterson &

Associates, a SEC-registered Investment Advisor, is currently serving the Authority under a 14-month Professional Agreement which expires on December 31, 2020.
Referenced in Attachment A of the Investment Policy.

Disadvantaged Business Enterprise

Since this is an approval for a policy, there is no DBE goal.

Financial Impact

There isn't a quantifiable direct financial impact. The potential for a financial impact would be based on an investment change/future rate of return.

Board Priority

This item corresponds with the Agency's Public Image and Transparency effort.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution Approving Revisions to the Investment Policy.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority



Resolution

Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers

WHEREAS, the Corpus Christi Regional Transportation Authority most recently adopted an Investment Policy on February 1, 2017 in accordance with Texas Government Code Chapter 2256, the Public Funds Investment Act; and

WHEREAS, Texas Government Code §2256.005 requires a review of the Investment Policy at least annually and the adoption of a resolution incorporating any modifications to the Investment Policy; and

WHEREAS, the Texas Government Code §2256.005(f) requires the governing body to designate investment officers by resolution; and

WHEREAS, Texas Government Code §2256.025 requires a review and designation of an authorized broker/dealer list at least annually; and

WHEREAS, the Board has completed a review of the Investment Policy, the designation of Investment Officers, the designation of Investment Advisor, and the authorized broker/dealer list as provided therein;

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

RESOLVED, that the Corpus Christi Regional Transportation Authority Investment Policy is reviewed and approved.

RESOLVED, that the designation of the Director of Finance, Sandy Roddel, and the Managing Director of Administration, Robert Saldana, as the Investment Officers under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the designation of Patterson & Associates as the Investment Advisor under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the authorized broker/dealer list is hereby ratified and confirmed.

DULY PASSED AND ADOPTED this ____ day of ____, 2019.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge G. Cruz-Aedo
Chief Executive Officer

Edward Martinez
Chairman of the Board



Subject: Action to Execute Payment of \$440,482 to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2020: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

Background

The Corpus Christi RTA is insured through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP). The Authority has been a member of the Liability Property Fund since 1990 and joined the Worker's Compensation Fund in 2009. Participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments.

Identified Need

The assets and interest of the Corpus Christi RTA need to be adequately protected through insurance coverage.

Analysis

Total contribution costs for FY2020 have increased by 6.67% or \$27,545 over 2019. Four lines of coverage out of eight lines of coverage contributions have decreased.

The main increases and decreases are explained as follows:

Increases:

- *Automobile Catastrophe* - rate increase for this type of coverage.
- *Real and Personal Property* - rate increase for this type of coverage and a change in value for the Staples Street Center.
- *Workers' Compensation* - Agency does not have a bad loss ratio but due to having a low modifier (.2) that is sensitive to any loss experience increase, even a slight one, the contribution amount increases.

Decreases:

- *Automobile Liability/Medical Payments* – reduction in claims and settlements
- *Errors & Omissions Liability* – reduction in claims

A finalized cost schedule table which compares fund contributions is presented below:

Disadvantaged Business Enterprise

There is no DBE goal.

Financial Impact

Types of Coverage	Limit	Deductible	2018	2019	2020	Inc./Dec
			Contribution	Contribution	Contribution	2019 & 2020
General Liability	\$9,000,000	\$0	\$3,843	\$3,365	\$ 2,904	\$ (461)
Errors & Omissions Liability	\$2,000,000	\$10,000	\$11,735	\$9,794	\$ 8,341	\$ (1,453)
Automobile Liability/Medical Payments	\$500,000	\$0	\$290,576	\$221,546	\$ 200,183	\$ (21,363)
Automobile Catastrophe	\$10,000,000	\$10,000	\$25,000	\$25,000	\$ 30,460	\$ 5,460
Sub Total:			\$331,154	\$259,705	\$241,888	\$ (17,817)
Law Enforcement Liability	\$5,000,000	\$1,000	\$901	\$831	\$ 732	\$ (99)
Real & Personal Property (Includes Flood and Earthquake with a \$25,000 deductible)	\$40,062,873	\$10,000	\$42,865	\$36,378	\$ 39,126	\$ 2,748
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000	Included	Included	Included	--
Boiler & Machinery	\$100,000	\$10,000	Included	Included	Included	--
Public Employee Dishonesty	\$500,000	\$2,500	\$718	\$733	\$ 734	\$ 1
Sub Total:			\$44,484	\$37,942	\$40,592	\$ 2,650.00
TOTAL: LIABILITY, PROPERTY & CRIME			\$375,638	\$297,647	\$ 282,480	\$ (15,167)
Workers' Compensation	Statutory		\$124,983	\$115,290	\$ 158,002	\$ 42,712
GRAND TOTAL			\$500,621	\$412,937	\$ 440,482	\$ 27,545

Board Priority

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

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute payment of \$440,482.00 to Texas Municipal League Inter-Governmental Risk Pool for the following lines of coverage for FY2020: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Respectfully Submitted,

Submitted by: Miguel Rendón
Director of Safety and Security

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



Subject: Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure

Background

Recently, the Board Chair, led a visit to the TCEQ, accompanied by the CEO, CCRTA staff and the CCRTA's state legislative consultant to discuss the availability of grant funding programs.

Tonya Baer, Deputy Director for the Office of Air, led the discussion for TCEQ and informed the CCRTA that it would be eligible for several grants, which will have various release dates. The grant closest to being released is the Alternative Fueling Facilities Program (AFFP), which TCEQ mentioned would be released within next few weeks. This grant criteria allows for the procurement and installation of electric charging stations, so long as stations align with the grant criteria.

The AFFP can fund natural gas and alternative fueling stations projects in the 83 Texas counties that make up the Clean Transportation Zone, and Nueces County is part of that zone.

The statutory goal of the AFFP is to ensure that alternative fuel vehicles have access to fuel and to build the foundation for a self-sustaining market for alternative fuels in Texas. The program's objective is aimed at increasing the use of alternative fuels in the Clean Transportation Zone.

The program is part of the Texas Emissions Reduction Plan (TERP) and is funded from legislative appropriations to the TCEQ from the TERP Fund. The overall objectives of TERP include achieving reductions in nitrogen oxides (NO_x) emissions and other pollutants of concern to assist areas to come into compliance or remain in compliance with the National Ambient Air Quality Standards under the federal Clean Air Act.

Identified Need

The agency has identified four site locations for the installation of electric charging station.

See table below:

No.	Location	Scope	Estimated Costs
1	Staples Street Station	One Level 3 (DC) EV charging station with dual charging plugs, and one Level 2 charging station with dual charging plugs, along with concrete pad, electrical infrastructure, lighting and bollards.	\$ 90,540.32
2	Port/Ayers Transfer Station	One Level 3 (DC) EV charging station with dual charging plugs, and one Level 2 charging station with dual charging plugs, along with concrete pad, electrical infrastructure, lighting and bollards.	\$ 88,480.00
3	Del Mar Southside Campus	One Level 3 (DC) EV charging station with dual charging plugs, and one Level 2 charging station with dual charging plugs, along with concrete pad, electrical infrastructure, lighting and bollards.	\$ 99,160.80
4	CCRTA Bear Lane Operations Facility	One Level 3 (DC) EV charging station with dual charging plugs, and one Level 2 charging station with dual charging plugs, along with concrete pad, electrical infrastructure, lighting and bollards.	\$ 95,176.67
Total Estimated Equipment and Installation Costs			\$ 373,357.79

Analysis

Applicants must meet all State of Texas requirements and be eligible to conduct business in Texas. There is no limitation on the number of grants an eligible applicant may receive from this program for different locations.

Stations funded by AFFP grants must be new facilities or, at a minimum, provide new services. Projects that are open to the public will be considered for funding before private facilities. Public stations must be accessible and available for public use for a minimum of eight hours per day between the hours of 6:00 a.m. and 8:00 p.m., Monday through Friday.

Eligible project categories for AFFP applications are:

- Construction of new facilities dispensing eligible alternative fuels to vehicles and equipment in the Clean Transportation Zone, or
- Expansion of existing alternative or natural gas fueling facilities currently located in the Clean Transportation Zone, dispensing natural gas or other alternative fuels to vehicles and equipment to provide new services or capabilities.

Disadvantaged Business Enterprise

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

Financial Impact

The maximum grant award for fuels other than natural gas will be 50% of the total eligible costs or a maximum of \$600,000, whichever is less.

The CCRTA's estimated project costs is \$373,357.79, therefore 50% of that amount would be the CCRTA's local match of \$186,678.90.

Board Priority

This item aligns with the Public Image and Innovation priorities.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure.

Respectfully Submitted,

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

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

Corpus Christi Regional Transportation Authority



Resolution

IN SUPPORT OF A GRANT APPLICATION FROM TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR THE ALTERNATIVE FUELING FACILITIES PROGRAM (AFFP) FOR ELECTRIC CHARGING STATIONS AND INFRASTRUCTURE

WHEREAS, electric vehicle charging services can provide a positive economic and environmental impact, and

WHEREAS, the Corpus Christi Regional Transportation Authority (CCRTA) provide electric vehicle charging services which can provide an incentive to attract visitors/customers by providing a convenient location for charging in the greater Corpus Christi area,

WHEREAS, the CCRTA desires to participate in a grant program with the Texas Commission on Environmental Quality (TCEQ) for grant funding to offset the costs for the procurement and installation of eight electric vehicles charging stations in four different locations, and for future participation in TCEQ grant programs to expand the quantity of electric charging station as deemed needed for the service area, and

WHEREAS, four locations have been selected for the initial placement of the electric vehicle charging stations at, Staples Street Center, Port Ayers Transfer Station, Bear Lane Operations Building and Del Mar College – South Campus with the potential for future sites to be determined.

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

Section 1. The Board hereby declares its support for:

- Electric vehicle charging stations that can provide a positive economic and environmental impact,
- Electric vehicle charging stations that provide an incentive to attract visitors/customers by providing a convenient location for charging in the greater Corpus Christi area,
- CCRTA to participate in a grant program through the Texas Commission on Environmental Quality (TCEQ) for grant funding to offset the costs for the procurement and installation of eight electric vehicles charging stations in four different locations,
- Placement of electric charging stations at four sites that have been selected for the initial phase, located at Staples Street Center, Port Ayers Transfer Station, Bear Lane Operations Building and Del Mar College – South Campus.

Section 2. The Board further declares its intention to support the plan of development for future exploration of grant opportunities for the financing of capital projects for the procurement and installation of electric charging stations.

DULY PASSED AND ADOPTED this ____ day of ____ 2019.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge G. Cruz-Aedo
Chief Executive Officer

Edward Martinez
Chairman of the Board



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 23, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment - 3 min. limit – no discussion**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of September 25, 2019**
6. **Action to Approve the Fiscal Year 2020 Holidays and Service Levels Calendar**
7. **Action to Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services**
8. **Action to Award a Contract to A. Ortiz Construction & Paving, Inc for the Refurbishment of Shelter Amenities**
9. **Adjournment**

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

Committee Members Present: Michael Reeves, Committee Chairman, George Clower, Patricia Dominguez, Matt Woolbright and Anna Jimenez.

Committee Members Absent: None.

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

Public Present: Benjamin Schmit, MV Transportation; Roland Barrera, Entrust.

Call to Order & Roll Call

Mr. Mike Reeves called the meeting to order at 9:00 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.



Held Safety Briefing

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

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of September 25, 2019

MR. MATT WOOLBRIGHT MADE A MOTION APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF SEPTEMBER 25, 2019. MS. ANNA JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, WOOLBRIGHT AND JIMENEZ VOTING IN FAVOR. ABSENT DOMINGUEZ.

Action to Approve the Fiscal Year 2020 Holidays and Service Levels Calendar

Mr. Gordon Robinson commented on the background of the holiday and service levels calendar as requirement each year to be approved by the Board members. He said the proposed holidays and service standard levels for FY2020 have been determined by the agency's historical ridership data along with public input. For the Board Priority, Mr. Robinson stated aligns with Public Image and Transparency. He also commented the Administration and the Operations employees have different work assignments that require diverse schedules.

A chart was displayed showing holiday dates, service level dates and the separation between Administration and Operations employees dates to follow. This item's financial impact have costs included in the FY2020 Operating Budget.

MR. GEORGE CLOWER MADE A MOTION TO APPROVE THE FISCAL YEAR 2020 HOLIDAYS AND SERVICE LEVELS CALENDAR. MS. JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, WOOLBRIGHT AND JIMENEZ VOTING IN FAVOR. ABSENT DOMINGUEZ.

Action to Exercise the First Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services

Ms. Sharon Montez spoke on the background where the agency previously has 150 trash receptacles in our service area which is now totaling 860. She said these additional



receptacles require increased maintenance due to placement of the additional 710. She also provided a breakdown of the 1,343 bus stops and 198 bus stop shelters in our service area of 838 square miles that cover nine cities. The agency strives to have a good public image and we want our riders to have clean waiting areas at these bus stops.

Ms. Montez said the scope of services include the weekly inspection of all bus stops, removal of trash and any litter at the stops, graffiti removal, any trimming of trees and lawn maintenance to include weed and ant killer prevention. She also provided an analysis for the item being a three-year base contract with two 1-year options, and this item is to have the Board members approve the first 1-year option at with Evergreen Lawn and Landscape at a 3-year cost of \$1,123,102.51 as they received the highest points at 64.50, 70 being the maximum. She provided a breakdown of the evaluation criteria to show how many points are received per category and Evergreen scored 83.56 out of 100.

Ms. Montez continued with the first option year cost being \$374,367.50 which is the same cost as in the previous three years).

MR. WOOLBRIGHT MADE A MOTION ACTION TO EXERCISE THE FIRST OPTION YEAR WITH EVERGREEN LAWN AND LANDSCAPE FOR BUS STOP CLEANING SERVICES. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, WOOLBRIGHT AND JIMENEZ VOTING IN FAVOR. ABSENT DOMINGUEZ.

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

Ms. Sharon Montez commented this item was previously presented at the September Committee meeting, and at the October Board meetings earlier this month with a request from the board members to provid some additional information to support the recommendation.

Ms. Montez provided the same background as before of the 1,343 bus stops, 128 sunshade canopies, 70 Tolar shelters, 860 trash containers, 150 metal benches and 801 concrete/wooden benches. She said as part of a new effort to enhance the shelter maintenance program and expansion of the shelter and amenities in the service area, the shelter program was created with two major components; one is the Shelter Refurbishment that I am currently presenting, and the other is for the Shelter Replacement program that is not a part of this presentation. She commented the Shelter Refurbishment program is a new program set up to maintain one-third of our shelters annually. Having no previous history for the contract, we allocated \$500,000 and budgeted for this line item to contract for shelter maintenance, and will be watching the trends as we move forward.

Ms. Montez stated the contract will help support the Federal Transit Administration (FTA) Transit Asset Management – State of Good Repair program that requires an agency to keep their assets in a state of good repair. She said this being a robust program, this will



keep the agency in line with what the FTA does, and when the FTA perform their three year audits, they will look at CCRTA's State of Good Repair program and by having this already in place will help support us in what we are mandated to do.

She said a request for proposal (RFP) was submitted with only one contractor providing a proposal, and the proposal was from A. Ortiz Construction & Paving, Inc. She also stated two companies visited CCRTA to view shelters, yet neither of them submitted a bid. Ms. Montez commented the scope of work included removing amenities at the bus stop, then prepping and painting the amenities at their shop locations, and then would re-install amenities at the original bus stop location. A slide with costs estimates was shown showing the number of amenities, description, quantity awarded, unit 1st year cost and also includes an Independent Cost Estimate. There were also percentages shown for the increase on unit pricing during the 5-year contract. Ms. Montez said that staff determined the benches and shelters would be best maintained by an outside contractor with an in-house maintenance program for the trash receptacles since the proposed costs for refurbishment for trash containers, metal benches and wooden/concrete benches would be at least 2/3rd the cost for new items.

Ms. Montez commented the budget for this project is not to exceed \$500,000 annually. Several slides with tables were shown detailing the 5-year cost summary and remaining annual balances by each year. She stated there is no federal funds and no DBE opportunity for this project.

After general discussion on this item, the members agreed to amend the motion to add not to exceed \$1,241,751 over a 5-year period.

MR. WOOLBRIGHT MADE A MOTION AMENDING THE ACTION TO AWARD A CONTRACT TO A. ORTIZ CONSTRUCTION & PAVING, INC. FOR REFURBISHMENT FOR SHELTER AMENITIES TO NOT TO EXCEED \$1,241,751 OVER A 5-YEAR PERIOD. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, WOOLBRIGHT AND JIMENEZ VOTING IN FAVOR. ABSENT.

Adjournment

There being no further review of items, the meeting adjourned at 9:37 a.m.

Submitted by: Dena Linnehan



Subject: Award a contract to Vehicle Inspection Systems, Inc. for an Automated Rim Polishing System

Background

An automated rim polishing system has the capability of restoring aluminum bus wheel rims to a mirror-like finish. The system will refurbish road-wear wheels, revealing any hidden damage such as cracks between the bolt holes which compromise the safety of wheels. The system is environmentally friendly with a fully enclosed cabinet which traps all containments.

Identified Need

CCRTA Maintenance Department is responsible for maintaining a fleet of 70 buses. The Automated Rim Polishing System will allow maintenance staff to safely and quickly refurbish and maintain the rims. Currently, maintenance relies on staff to manually maintain rims, averaging 4 hours per vehicle and 1,680 hours annually for the fleet. An automated polishing system drastically reduces labor hours by 75%, 420 annual labor hours, while restoring rims to a mirror-like finish.

Disadvantaged Business Enterprise

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

Financial Impact

The Automated Rim Polishing System is budgeted for \$140,000.00 and is a 2019 CIP Capital Project using local funds. The bid from Vehicle Inspection Systems, Inc. is \$132,016.93. This is a sole source procurement due to Vehicle Inspection Systems, Inc. being the sole bidder.

Board Priority

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

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Vehicle Inspection Systems, Inc. for an Automated Rim Polishing System.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Director of Transportation

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



Subject: Award a Contract to Silsbee Ford for Four (4) Transportation Supervisor Support Vehicles

Background

RTA Transportation Supervisors operate non-revenue support vehicles to travel throughout the 846 square mile CCRTA service area to provide street supervision and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions etc. Additionally, Transportation Supervisors respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

Identified Need

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

Disadvantaged Business Enterprise

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

Financial Impact

Silsbee Ford was the sole bidder and submitted a bid of \$118,670.68 for the four (4) Transportation Supervisor Support Vehicles, which equates to \$29,667.67 per SUV. The bid came in lower than the project estimate of \$142,910. This is a 2019 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$23,734.14 and the federal portion of 80% is estimated at \$94,936.54.

Board Priority

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

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Silsbee Ford Inc. for Four (4) Transportation Supervisor Support Vehicles.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Director of Transportation

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