



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Board of Directors

**DATE:** Wednesday, July 11, 2018  
**TIME:** 8:30 a.m.  
**LOCATION:** Staples Street Center  
 602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

### BOARD OF DIRECTORS MEETING

**EDWARD MARTINEZ (Chair)**

**Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)**  
**Anne Bauman ~ George B. Clower ~ Patricia Dominguez ~ Scott Harris**  
**Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Larry Young**

	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>Adoption</b> of Resolution for Outgoing Board Member – Mr. Larry Young, Sr.	E. Martinez	10 min.	-----
4.	<b>Administer</b> the Oath of Office Appointments by the City of Corpus Christi to the CCRTA Board of Directors	J. Bell	10 min.	-----
5.	<b>Opportunity for Public Comment</b>	E. Martinez	3 min.	-----
6.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
7.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of June 6, 2018	E. Martinez	2 min.	<b>Pages 1-7</b>
8.	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
	<ul style="list-style-type: none"> <li>a) <b>Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Entering into an Agreement for Online Trade Settlements</li> <li>b) <b>Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Carlisle Insurance for Windstorm and Hail Coverage</li> <li>c) <b>Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Arguindegui Oil for Lubricant &amp; Fluid Supplies of Differential/Rear Axle Fluid</li> </ul>			<p><b>Pages 8-9</b> <i>Attachment A</i> <i>PPT</i></p> <p><b>Page 10</b> <i>PPT</i></p> <p><b>Pages 11-13</b> <i>PPT</i></p> <p><b>Pages 14-15</b></p>

	<b>d) Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) to Execute a One-Year Memorandum of Agreement with Texas A&M University-Corpus Christi for Transportation Services			<i>PPT</i>
<b>9.</b>	<b>Discussion and Possible Action</b> to Recommend the Board to Adopt a Resolution In Support of a Grant Application for the Buses and Bus Facilities Infrastructure Investment Program, for the Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Land Bus Parking Lot Improvements	S. Montez	4 min.	<b>Pages 16-17</b> <i>PPT</i>
<b>10.</b>	<b>PUBLIC HEARING – Fall 2018 Sunday Improvements and System Enhancements</b>	G. Robinson	10 min.	<i>PPT</i>
<b>11.</b>	<b>Presentations:</b> a) Self-Funded Insurance Plan b) May 2018 Financial Report c) Procurement Update d) May 2018 Safety & Security Report e) Staples Street Center Security f) May 2018 Operations Report	A. Gaitan R. Saldaña R. Saldaña M. Rendón M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min. 4 min. 4 min.	<i>PPT</i> <b>Pages 18-25</b> <i>PPT</i> <i>PPT</i> <i>PPT</i> <i>PPT</i> <b>Pages 26-35</b> <i>PPT</i>
<b>12.</b>	<b>CEO's Report</b>	J. Cruz-Aedo	5 min.	-----
<b>13.</b>	<b>Board Chair's Report</b>	E. Martinez	5 min.	-----
<b>14.</b>	<b>Adjournment</b>	E. Martinez	1 min.	-----
<b>15.</b>	<b>Information Items:</b> a) RCAT Meeting & Retreat Minutes– May 24, 2018 b) Member Inquiry Forms: 1. Board Meeting– June 6, 2018 2. Committee Meetings– May 23, 2018			<i>Attachments</i>

**Total Estimated Time: 1 hr., 23 min.**

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On **Friday, July 6, 2018** 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.

<p><b>Mission Statement</b> The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.</p>	<p><b>Vision Statement</b> 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</p>
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**REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, JUNE 6, 2018**

**Summary of Actions**

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Provided Opportunity for Public Comment**
- 5. Personnel Recognition**
- 6. Heard Update on RCAT Committee Activities**
- 7. Action to Approve Board of Directors Meeting Minutes of May 2, 2018**
- 8. Action to Approve Consent Agenda Items a) thru c) –**
  - a) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group for 37 percent with a maximum guarantee of \$175,000**
  - b) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700**
  - c) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Awarding a Contract to United Healthcare for Long-Term Disability Insurance for \$175,740 and Short-Term Disability Insurance for \$95,477.70**
- 9. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits for \$256,000**
- 10. Action to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies in the amount not to exceed \$318,773**
- 11. Action to Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Pilot Route 99 Port Aransas Ferry Shuttle Service**
- 12. Heard Presentations –**
  - a) April 2018 Financial Report**
  - b) Procurement Update**
  - c) April 2018 Safety & Security Report**
  - d) April 2018 Operations Report**
  - e) Pilot Route 99 Update**
  - f) Fall 2018 Sunday Improvements and System Enhancements**
  - g) Proposed Shelter at Del Mar Southside Campus by Hansen, Inc.**
  - h) Proposed Partnership with Nueces County for Bus Stop Improvements at Hector P. Garcia Clinic**
- 13. Heard CEO's Report**
  - a) Marketing Report**
- 14. Heard Chairman's Report**
- 15. Held Discussion (in Closed Session) Concerning Real Estate Matters and Possible Action Thereafter in Open Session Concerning Real Estate Matters under Section 551.072 of the Texas Open Meetings Act**
- 16. Adjournment**

**17. Information –**

**a) RCAT Meeting Minutes – April 19, 2018**

**b) Member Inquiry Forms:**

**1. Board Meeting – May 2, 2018**

**2. Committee Meetings – April 25, 2018**

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

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

**Board Members Absent:** Patricia Dominguez and Philip Skrobarczyk

**Staff Present:** Jorge Cruz-Aedo, Chad Castleberry, David Chapa, Jennifer Fehribach, Bryan Garner, Anna Hinjosa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Robert Saldaña, Susan Teltschik and Oscar Zamora.

**Public Present:** Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Gina Salazar, ATU-Local 1769 Union; Ray Hernandez, Anthony Hernandez and David De La Fuente, Iconic Sign Group; Nicole Woolbright, KCS/PR; Robbi Burgess, Higginbotham; Gabriel Ortiz and Eric Rivera, Hanson.

**Call to Order & Roll Call**

Mr. Edward Martinez called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance and held a moment of reflection. Mr. Dan Leyendecker called Roll and stated a quorum was present.

**Provided Opportunity for Public Comment**

Ms. Gina Salazar with ATU-Local Union 1769 spoke on the positive effect on our employees with the Entrust insurance. She commented she met with Mr. Roland Barrera, the agency's Entrust representative and Ms. Angelina Gaitan, Director of HR, to learn more about the insurance program to answer questions to the union members. She commended Entrust and the program which she utilizes, and said several members also feel the same way.

**Held Personnel Recognition**

Mr. Jorge Cruz-Aedo announced one of our employees was recognized at a recent APTA conference, Mr. Oscar Zamora. He stated Mr. Zamora has been an employee for 24 years at the Agency. He attended the Florida Rodeo and won 3<sup>RD</sup> place in the nation. Mr. Cruz-Aedo and the Board Chair and Board Members gave Mr. Zamora trophies received from APTA. All member recognized Mr. Zamora with a photo shoot and shook hands with him to thank him for his superior service.

**Heard Update on RCAT Committee Activities**

Ms. Sharon Montez commented the RCAT meeting and Retreat was held Thursday, May 24, 2018. She said during the Retreat, Mr. John Longoria, RCAT Chair, presented four topics for consideration for the year; RCAT By-Laws review, RCAT operating procedures and agenda placement process, Accessibility Awareness Campaign and Legislative Updates from the Agency's consultants on any new laws which would impact the ADA accessibility. Ms. Montez

also commented Ms. Melanie Gomez, CCRTA's Eligibility Coordinator presented on two technology applications available to our Fixed Route and Paratransit riders; Transloc and BusMobi. She also mentioned the CCRTA CEO attended the meeting and thanked the RCAT committee members for providing governance on policy levels thereby guiding the agency on items related to ADA. Ms. Montez reported the regular RCAT meeting was held immediately after the Retreat ended, and Mr. Gordon Robinson, Director of Planning, presented on the Route 99 Pilot Program in Port Aransas, and our buses start and end at Staples Street Center from 7:00 a.m. to 6:00 p.m., from Memorial Day through Labor Day with a 30-minute frequency.

In closing, she spoke on the quarterly Un-Sung Hero award recognizing bus operators for both Fixed Route and Paratransit who have been recommended for their services. She state the next RCAT meeting will be held on Thursday, June 21, 2018 at Noon.

Board Chair Edward Martinez commented he would like to attend RCAT meetings and asked for a calendar of dates. He also recognized Commissioner Joe 'JAG' Gonzalez in the audience and thanked him for attending the meeting.

#### **Action to Approve Board of Directors Meeting Minutes of May 2, 2018**

**MR. MICHAEL REEVES MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF MAY 2, 2018. MR. LARRY YOUNG SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG AND BAUMAN VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK**

#### **Heard Consent Agenda Items**

**Items a) through c) 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.**

Mr. Martinez asked members if there were any of the items a) through c) to be pulled for discussion, and none, he asked for a motion to approve the following items:

- a) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group for 37 percent with a maximum guarantee of \$175,000
- b) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700
- c) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Awarding a Contract to United Healthcare for Long-Term Disability Insurance for \$175,740 and Short-Term Disability Insurance for \$95,477.70

**MR. TOM NISKALA MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH C) AS SHOWN. MR. SCOTT HARRIS SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG AND BAUMAN VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK**

**Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits for \$256,000**

Ms. Angelina Gaitan introduced Mr. Roland Barrera of ENTRUST. Mr. Barrera provided a background on the health, vision and dental plans for the CCRTA employees. Mr. Barrera commented he works with the CCRTA, who provide health, vision and dental coverage through a self-funded program to 243 full-time employees with ENTRUST. He stated Entrust is our current third-party administrator for the agency's health, vision and dental program since 1999, and they handle all claims and benefit related questions for our employees. Using a PowerPoint slide, he presented a chart which provided a breakdown of each of the administration and transaction fees for the years 2015 through 2017, and the costs associated for employee, employee and family, stop-loss, medical, dental and compliance fees.

Mr. Barrera commented ENTRUST entered into a 5 year contract with two one-year options with the agency, and this is the first option year. He said by exercising this option, this will ensure they continue administration for the health, vision and dental benefits for the agency. A cost analysis will be performed during this year to see what will be needed for the 2019-2020 budget. He commented a benchmark market study was done with similar transit and public agencies, and also spoke with an employee focus group on how to better enhance the plan, including our local union rep to find out the employee members' ideas. Mr. Barrera stated their intent is to issue a Request for Proposal (RFP) in 2019 for 2020 option year. He also said they have projected the administration fees at \$170,000 based on number of employees, transaction fees projected at \$86,000 based on historical data, and 100 percent budgeted within the Human Resources department. Services to be administered by ENTRUST are medical claims, pharmacy claims, utilization reviews, audits, stop-loss underwriting, compliance and COBRA payments.

**MR. REEVES MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO EXERCISE THE FIRST OPTION YEAR WITH ENTRUST THE THIRD PARTY ADMINISTRATOR FOR EMPLOYEE GROUP HEALTH, VISION & DENTAL INSURANCE BENEFITS FOR \$256,000. MR. YOUNG SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG AND BAUMAN VOTING IN FAVOR. ABSENT DOMINGUEZ AND SKROBARCZYK**

**Action to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies in the amount not to exceed \$318,773**

Ms. Jennifer Fehribach commented on the background required by the fleet for bulk heavy duty oils, lubricants and fluids to maintain the fleet within the original equipment manufacturer (OEM) specifications. She stated and fluids must meet our operational cycle demands for Diesel & CNG as outline by those OEM, and these efforts will ensure warranties and fleet integrity. She said our OEM specified suppliers ensure the fleet will remain compliant with manufacturer warranties and that we meet the FTA State of Good Repair requirement. The agreement is for 3 years with 2 one-year options as approved by the Board and not to exceed \$318,773.22. Ms. Fehribach said the agency received 9 proposals, with 5 being deemed as non-responsive due to incomplete bid packages. She commented the remaining bids were evaluated and qualified as meeting the manufacturer specified OEM criteria. The awardees are Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube.

**MR. GLENN MARTIN MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO OIL PATCH PETROLEUM, FRENCH ELLISON, ARNOLD OIL COMPANY, AND KAPALUA MARINE FUEL & LUBE FOR LUBRICANT & FLUID SUPPLIES IN THE AMOUNT NOT**

**TO EXCEED \$318,773. MR. YOUNG SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Action to Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Pilot Route 99 Port Aransas Ferry Shuttle Service**

Mr. Jorge Cruz-Aedo asked Ms. Fehribach to combine item number 10 with item number 11e, so we do not duplicate the items on the agenda. Using a PowerPoint presentation, she spoke on the background of the pilot program, and mentioned the agency has launched a new branding campaign to highlight the selling points of the pilot program. A video was played to show the new "Fun in the Sun" and image of the program. She said the program will have express trips added to the program at the beginning and end of each day, with 30 minute frequencies, Monday through Sunday, preferential priority boarding and runs from Memorial Day (May 25) through Labor Day (September 3). This program has been promoted by the agency through newspapers, Port Aransas Summer Guide, and we have updated our social media efforts through Facebook, YouTube, Instagram, Twitter and SnapChat. Mr. Niskala commented he had seen the vehicle with its graphics of Route 99 during a visit to Port Aransas and did not see it to be confused with other CCRTA service vehicles. He said it was very impressive and the first vehicle off of the ferry. Mr. Martin also commented this is very well received by the local businesses and commended Staff and Marketing in launching this new branding campaign.

The combination of the two items, the Memorandum of Agreement (MOA) would be with MV Transportation to provide, operate and maintain 2 vehicles for this program, and MV will be responsible for ridership and performance reporting to the agency. This item was budgeted in the FY2018 Operating budget at \$145,000.

**MR. DAN LEYENDECKER MADE A MOTION TO EXECUTE A MEMORANDUM OF AGREEMENT WITH MV CONTRACT TRANSPORTATION, INC. FOR PILOT ROUTE 99 PORT ARANSAS FERRY SHUTTLE SERVICE AS AMENDED NOT TO EXCEED THE AMOUNT OF \$145,000. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Heard Presentations:**

- a. March 2018 Financial Report** – Mr. Saldaña reported the April financials total operating revenues at \$151,712 on a budget of \$163,711, and total operating expenses being at \$2.27 million on a budget of \$2.47 million, or savings of \$201,269. He reported depreciation was on budget at \$332,928, and total Non-operating income of \$2.6 million on a budget of \$2.8 million. Mr. Saldaña reported sales tax revenues were at \$2.6 million on a budget of \$2.4 million, various other expenses provided a total non-operating income of \$2.47 million on a budget of \$2.29 million with a change in net assets of \$30,649 primarily due to an increase in sales tax revenues and investment income that exceed budget predictions of \$229,758. At the end of April, actual departmental expenses reported lower than budgeted by \$201,269, and this positive spending variance is reflected in the YTD reporting with actual expenses coming in lower than budget by \$66,776. Several charts were displayed with charts showing a breakdown of expenses by function for the month and by year-to-date.
- b. Procurement Update** – Mr. Saldaña reported on two current projects; Windstorm & Hail Insurance and Bus Battery Supply. Mr. Saldaña provided statistics for each project on the

outreach, pre-proposal meeting attendance and number of proposals submitted and bids received. Mr. Saldaña slides with displayed charts for the four month outlook and said estimated costs for Windstorm & Hail Insurance at \$113,100, Bus & Bench Advertising at \$150,000 minimum annual guarantee or 37 percent of gross revenue from CCRTA and Bus Services and Bus Pass ID Authorization at approximately \$282,000.

Mr. Saldaña provided a slide with CEO signature authority contracts for Pest Control Services at \$20,260; Elevator Services at \$11,532; Solid Wastes Services at \$20,820; Bus Pass ID Authorization at \$23,122; HVAC Services at \$21,500; and Generator Services at \$14,412.50, not to exceed these amounts. He also reported on the month-to-month contracts for Long Term Disability at \$21,550 and the Marina Rental Space at \$11,893.

- c. **April 2018 Safety & Security Report** – Mr. Rendón reported the month of April our operators drove 278,177 miles with 1 non-preventable accidents making our accident rate for the month 0.36 with year-to-date rate at 0.83 meeting the industry standard of 2.0. PowerPoint slides were presented of charts to show the numbers and percentages for 3 public intoxications and zero criminal arrests, 6 criminal trespass warnings issued, 434 contacts with individuals and 3 other service calls.
- d. **April 2018 Operations Report** – Ms. Fehribach said for the month of April, we reported significant landmarks with lowest number of CAFs in 5 years, historically lowest number of CAFs per 100,000 miles driven and historically high miles between roadcalls for Fixed Route. She said boardings for April were at 445,565, and 15,290 more rides than prior year, with B-Line at 15,919 and Fixed Route at 428,425, or 3.6 percent increase from prior year. She reported the rankings on the top 10 routes with the highest and lowest weekday productivity, and also the highest wheelchair and bicycle boardings of 643 and 1,921 On-Time Performance at 86.7 percent met the industry standard of greater than 85 percent, and 39 percent of our routes are on detour, or 18 of the 46 routes. Miles between roadcalls driven at 16,528.
- e. **Route 99 Pilot Update** – Ms. Fehribach reported on the pilot program for Route 99 in Port Aransas at item number 10 earlier in the meeting.
- f. **Fall 2018 Sunday Improvements and System Enhancements** – Ms. Fehribach reported from the agency's public outreach efforts, including recommendations from the Transit Plan 20/20, is to focus on expanding Sunday service levels to accommodate the rider's needs and to increase ridership, and the financial impact is included in the approved FY2018 budget. Other improvements included are for 2019 of the Downtown and North Beach areas for restructuring to streamline services, and for the years of 2020 through 2022, Southside improvements will be for rerouting fixed routes, increase frequency and add service to the new Del Mar Campus.
- g. **Proposed Shelter at Del Mar Southside Campus by Hansen, Inc.** – Ms. Montez introduced Mr. Eric Rivera with Hanson, Inc. Mr. Rivera displayed several PowerPoint slides to show Phase 1 of the station design at the Del Mar campus. He commented, in discussions with Del Mar, these are draft concepts of the station to get the land and material requirements from the Agency. Mr. Cruz-Aedo commented on the partnership with Del Mar and said this helps to identify the footprint of the bus stops, land will be provided to us at no cost, and this is a phase-approach to benefit as possible shuttle services needs of the community.

- h. **Proposed Partnership with Nueces County for Bus Stop Improvements at Hector P. Garcia Clinic** – Ms. Montez commented Commissioner Joe ‘JAG’ Gonzalez attended the meeting in support of this item. This item is a partnership with Nueces County, who will fund the new shelter pad and provide an easement agreement for the additional land. CCRTA is to provide the smart technology shelter estimated at \$25,000 which will take an estimated 7-½ months to complete. Two slides were displayed showing the site and smart shelters. Commissioner JAG commended the RTA for their efforts to improve this bus stop, and said by making these improvements, it will help the community who utilize this clinic, and with the closings of other clinics near the area.

#### **Heard CEO’s Report**

Mr. Cruz-Aedo commented Ms. Kelly Coughlin-Tran leaving the Agency and looked at several options in filling the position, and has changed up the Marketing Department’s workload. He said that he will now be handling the legislative portion on a daily basis, and Mr. Chad Castleberry the Manager of Marketing, and will begin the nationwide search for a new Director of Marketing.

Mr. Cruz-Aedo also spoke about the Agency’s on the long and short term benefits for CCRTA employees, and mentioned specifically the life insurance benefit where employees receive \$100,000, except for those aged 65 years of age. He commented to add this benefit for those over 65 may also receive the \$100,000 in life insurance, the additional amount of \$5,900 will be added to our premium and he wanted to let the board know of his intention.

#### **Heard Board Chair’s Report**

Mr. Martinez deferred time over to other board members and commended Staff, Marketing and Oscar Zamora at the Rodeo. Ms. Bauman commended the CCRTA Agency and the positive input she is receiving from others.. Mr. Martin gave kudos to Route 99 Pilot Program. Mr. Clower stated the Staff is doing an excellent job. Mr. Reeves also thanked the Staff and Mr. Cruz-Aedo. Mr. Young thanked the Staff in how everything continues to surpass their expectation.

#### **Held Discussion (in Closed Session) Concerning Real Estate Matters and Possible Action Thereafter in Open Session Concerning Real Estate Matters under Section 551.072 of the Texas Open Meetings Act**

Mr. Martinez stated the Board would be going into Closed Session at 10:02 a.m. The Board returned at 10:13 a.m., and Mr. Martinez asked for a Motion to Approve Amendment No. 1 with the United Corpus Christi Chamber regarding their tenant lease with the Agency.

**MR. DAN LEYENDECKER MADE A MOTION TO APPROVE AMENDMENT NO. 1 WITH THE UNITED CORPUS CHRISTI CHAMBER REGARDING THEIR TENANT LEASE AGREEMENT WITH THE AGENCY. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

#### **Adjournment**

There being no further review of items, the meeting adjourned at 10:14 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting

July 11, 2018

**Subject:** Requesting Authorization to enter into an Agreement for Online Trade Settlements

**Background**

Patterson & Associates, our Financial Advisors, have provided investment advisory services under a current agreement which include initiating and settling trades on behalf of the Agency and in accordance with the investment strategies specified in the current Investment Policy which was adopted October 4, 2017.

As the Agency's investment advisor, they were notified by Wells Fargo that the bank was switching to an online trade settlement platform. The Financial Advisors will continue to initiate the trade but it will be processed through the CEO system and will now require the Investment Officers of the Agency to approve and release the trade. The approval and release functions have the same dual control points that are currently in place for wire and ACH transactions. Patterson and Associates will only have trade initiation access.

To complete the setup process, Wells Fargo is requiring the following four (4) forms (Attachment A):

1. CEO (Commercial Electronic Office) User Enrollment Form

This form gives authorization to use the CEO portal for investments. This required because the Agency currently has the normal access and authorization process for banking activities only.

2. Certificate of Authority - General

This form lists the staff members authorized (as listed on the Enrollment Form) to access the investment module.

3. Third Party User Modification Form

This form duplicates the enrollment form but adds the same staff members as CEO users.

4. CEO Access Agreement

This agreement grants access to CEO portal for this particular investment and safekeeping module.

**Identified Need**

Since this is not an option but a requirement it is necessary to proceed with the completion of the forms to start the trading activities with this new process.

**Financial Impact**

There is no financial impact to add investments in the CEO portal as it is already included in the banking contract.

**Committee Review**

This item was approved at the Administration & Finance Committee meeting on June 27, 2018.

**Recommendation**

Staff requests the Administration & Finance Committee Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to enter into an agreement for online trade settlements.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



Wells Fargo Securities

# Commercial Electronic Office® (CEO®) User Enrollment Form

Does your company have a CEO Company ID?

Yes (please provide):  No

**Company Information**

Company Name: CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
Street Address (Do not use P.O. Box): 302 N. STAPLES STREET  
City: CORPUS CHRISTI  
State: TX  
Zip Code: 78401  
Tax ID: \_\_\_\_\_

**Authorized Contact Signature**

I hereby certify that the company has duly authorized and empowered me to assign users to have access to CEO.

Print Name: SANDY RODDEL  
Print Title: DIRECTOR OF FINANCE  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Authorized Contact Phone Number**

3619033470  
Authorized Contact E-mail Address: MIR0dell@ccrta.org

**CEO User Information**

**CEO User 1 Information**  
CEO User 1 Name: SANDY RODDEL  
E-mail: MIR0dell@ccrta.org  
Phone: 3619033470  
CEO User ID (if existing): \_\_\_\_\_

**Institutional Investing - Reporting**  
(View activity, statements and positions online)

List accounts to be added: IR625259  
 See additional sheet

**Institutional Investing - Trading**  
(Requires token)

List accounts to be added: IA925259  
 See additional sheet

**Institutional Investing - Reporting**  
(View activity, statements and positions online)

List accounts to be added: \_\_\_\_\_  
 See additional sheet

**Institutional Investing - Trading**  
(Requires token)

List accounts to be added: \_\_\_\_\_  
 See additional sheet

**CEO User Information**

<p><b>CEO User 3 Name</b> CEO User ID (if existing):   <b>Institutional Investing - Reporting</b> (View activity, statements and positions online)  <input type="checkbox"/> Mirror setup from User #   <b>Institutional Investing - Trading</b> (Requires token)  <input type="checkbox"/> Mirror setup from User #                   E-mail Phone                   List accounts to be added  <input type="checkbox"/> See additional sheet                  List accounts to be added  <input type="checkbox"/> See additional sheet</p>	<p><b>CEO User 4 Name</b> CEO User ID (if existing):   <b>Institutional Investing - Reporting</b> (View activity, statements and positions online)  <input type="checkbox"/> Mirror setup from User #   <b>Institutional Investing - Trading</b> (Requires token)  <input type="checkbox"/> Mirror setup from User #                   E-mail Phone                   List accounts to be added  <input type="checkbox"/> See additional sheet                  List accounts to be added  <input type="checkbox"/> See additional sheet</p>
<p><b>CEO User 5 Name</b> CEO User ID (if existing):   <b>Institutional Investing - Reporting</b> (View activity, statements and positions online)  <input type="checkbox"/> Mirror setup from User #   <b>Institutional Investing - Trading</b> (Requires token)  <input type="checkbox"/> Mirror setup from User #                   E-mail Phone                   List accounts to be added  <input type="checkbox"/> See additional sheet                  List accounts to be added  <input type="checkbox"/> See additional sheet</p>	<p><b>CEO User 6 Name</b> CEO User ID (if existing):   <b>Institutional Investing - Reporting</b> (View activity, statements and positions online)  <input type="checkbox"/> Mirror setup from User #   <b>Institutional Investing - Trading</b> (Requires token)  <input type="checkbox"/> Mirror setup from User #                   E-mail Phone                   List accounts to be added  <input type="checkbox"/> See additional sheet                  List accounts to be added  <input type="checkbox"/> See additional sheet</p>

Wells Fargo Securities is the trade name for the capital markets and investment banking services of Wells Fargo & Company and its subsidiaries, including but not limited to Wells Fargo Securities, LLC, a member of NYSE, FINRA, NFA and SIPC, Wells Fargo Prime Services, LLC, a member of FINRA, NFA and SIPC, and Wells Fargo Bank, N.A. Wells Fargo Securities, LLC and Wells Fargo Prime Services, LLC are distinct entities from affiliated banks and thrifts.

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**Wells Fargo Securities, LLC**  
**Certificate of Authority – General**



I, \_\_\_\_\_, being the duly authorized \_\_\_\_\_ of \_\_\_\_\_, a limited liability company , general partnership , limited partnership , labor or credit union , cooperative , municipality or governmental entity , 501 (c)(3) or other non-profit organization , or \_\_\_\_\_ , an entity organized and existing under and by virtue of the laws of the State of \_\_\_\_\_ (hereinafter the "Organization"), do hereby certify that the governing body of the Organization authorized me to execute this Certificate of Authority on its behalf and certify that it has taken all actions necessary to approve the authorizations, representations and agreements set forth below, which were duly adopted on \_\_\_\_\_, 20 \_\_\_\_; that said actions are now in full force and effect; and that said actions are in conformity with the By-Laws, Charter or other governing documents of the Organization:

That each of the persons listed below under Authorized Individuals is hereby fully authorized and empowered to: (1) establish and maintain one or more accounts ("the Accounts") with Wells Fargo Securities, LLC ("WFS" or "you") on behalf of the Organization for the purpose of purchasing, investing in, selling, transferring, exchanging or otherwise disposing of, and generally dealing in and with any and all forms of securities and other financial instruments (2) transfer, convert, endorse, buy, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness or other securities now or hereafter standing in the name of or owned by the Organization; (3) make, execute and deliver any and all written instruments of assignment and transfer necessary or proper to effectuate such assignment and transfer; (4) deposit, withdraw and transfer funds, (5) vote proxies or take any other action with respect to securities; and (6) take any other action on the Organization's behalf with respect to the Accounts or other dealings with you. You shall be entitled to act in reliance upon the instructions of the Authorized Individuals with respect to the foregoing matters without further inquiry, investigation or obligation to verify the instructions.

That the Authorized Individuals of the Organization listed below are also hereby authorized to: (1) execute a certificate from time to time setting forth the authority and agreements set forth herein and stating that they are in full force and effect and certifying that the persons named therein are then representatives of the Organization and duly authorized and empowered to act on its behalf; and (2) annex or cause such certificate to be annexed to an instrument of assignment and transfer executed pursuant to and in accordance with the foregoing resolutions.

**Authorized Individuals**

I hereby certify that the Organization has duly authorized and empowered each of the following persons to individually act on its behalf with respect to the Accounts, and that the following are their true signatures:

1. Print Name	Print Title	Signature
		X
2. Print Name	Print Title	Signature
		X
3. Print Name	Print Title	Signature
		X

That the Organization hereby agrees to indemnify and hold you harmless from any and all claims, liabilities and disputes resulting from you acting upon the instructions of the Authorized Individuals and it further agrees to promptly pay you upon demand any and all losses, debit balances or amounts due as a result of those instructions.

That the authority and indemnity set forth herein are continuing in nature and shall remain in full force and effect until you receive a written notice of revocation.

**Authorized Signature**

X			
Signature	Print Name	Title	Date

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General Comments:

Commercial Electronic Office® (CEO®) User Modification Form Third Party Trading Module

Please review, sign and return to your investment representative. Note: We do not accept electronic signatures.

**Company Information**  
 CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
 Company Name \_\_\_\_\_ CEO Company ID \_\_\_\_\_

Authorized Contact Signature  
 I hereby certify that the company has duly authorized and empowered me to assign users to have access to CEO.  
 SANDY RODDEL DIRECTOR OF FINANCE  
 Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 302 N STAPLES STREET SRoddel@ccrta.org  
 Authorized Contact Phone Number \_\_\_\_\_ Authorized Contact E-Mail Address \_\_\_\_\_

**CEO User(s) Information**  
 SANDY RODDEL SRoddel@ccrta,org 3619033470  
 CEO User Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_ CEO User Id (if applicable) \_\_\_\_\_

Remove Access  Add Access  Mirror set up from (user name): \_\_\_\_\_

Account to be modified	Institutional Investing Reporting	Access Type	Third Party Trading	Access Type
1AB25259	Add	Add	Add	Add
	Add	Add		
	Add	Add		
	Add	Add		
	Add	Add		
	Add	Add		

Add

**CEO User(s) Information**

<b>CEO User Name</b>	<b>E-Mail Address</b>	<b>Phone</b>	<b>CEO User Id (if applicable)</b>
<input type="checkbox"/> Remove Access	<input type="checkbox"/> Add Access	<input type="checkbox"/> Mirror set up from (user name):	
<b>Account to be modified</b>		<b>Access Type</b>	<b>Access Type</b>
		<b>Institutional Investing Reporting</b>	<b>Third Party Trading</b>
Add			

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## Commercial Electronic Office (Ceo)

### *Online Access Agreement*

You have requested access to the Commercial Electronic Office website (the "CEO") of Wells Fargo Bank, N. A. ("Bank") so that you can obtain information and use certain financial services (the "Services") through the online channel. In this Agreement, the words "you" and "your" refer to the company or business entity using the CEO. The term "Affiliate" means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A. The general terms and conditions applicable to your use of the CEO are contained in this Online Access Agreement (the "Agreement") which you must sign and return to Bank before you are allowed access to the CEO. Persons that you authorize to enter the CEO for you (the "Users") must also accept the Terms of Use for the CEO. Finally, before you are able to use a Service through the CEO you must sign or accept the applications, agreements, instruments, rules, standards, policies, instructions, and other documents and forms required to use the Service (the "Service Forms"). In the event of an inconsistency between the Service Forms and this Agreement, the Service Forms will control, but only to the extent of such inconsistency. Except, however, this Agreement will control with respect to terms that address the Online Access Process. As used in this paragraph, the phrase "Online Access Process" means the terms under which you are allowed to access and use the Services via the CEO, the process or procedures you use in order to obtain access to the Service (including required security procedures) via the CEO, and our right to change, suspend or terminate this Agreement or your access to the Service via the CEO.

1. USING THE CEO. You agree to use the CEO and the Services only as provided in (a) this Agreement, (b) the rules, procedures, standards, requirements, and policies made applicable to the CEO and the Services from time to time by Bank and the Affiliates, (c) any communications, instructions, terms, or conditions appearing at the CEO or in the Service Forms, and (d) any state or federal laws or regulations applicable to the CEO or the Services.
2. ID CODES, PASSWORDS, SECURE DEVICES, AND PINs.
  - a) You will be able to manage and control who in your company has access to the CEO and the Services by ID codes, passwords, PINs, and other secure devices or protocols required to use the CEO (collectively referred to as "Security Credentials"). It is your responsibility to ensure that the Security Credentials are known to, and used only by, persons who have been properly authorized by you to access the CEO and use the Services through the CEO.
  - b) Unless you request self-administration of your access to the CEO, Bank will give each User an ID code and a password to be used when the User first enters the CEO. Bank will also assign a company ID code to you for use each time a User enters the CEO. Although your company ID code and the ID codes for each User will remain the same for each entry into the CEO, the password Bank assigns to each User must be changed to a new password the User selects when the User first enters the CEO. Bank will not know the new passwords or any subsequent passwords selected by the Users, or company administrators (if applicable).
  - c) If you request self-administration of your access to the CEO, Bank will assign you a company ID code and will provide Security Credentials to company administrators, whom you have designated to access the Services for you through the CEO. The company administrators will have access to any Services you receive through the CEO. Your company administrator will be able to directly issue Security Credentials to other Users and allow other Users to access the CEO on your behalf. Company administrators may also remove a User's access and disable a User's Security Credentials.
  - d) FAILURE TO PROTECT THE SECURITY CREDENTIALS MAY ALLOW AN UNAUTHORIZED PARTY TO (1) USE THE SERVICES, (2) CHANGE, VERIFY, OR SEND DATA, (3) SEND INFORMATION TO, OR RECEIVE INFORMATION FROM, BANK AND THE AFFILIATES, OR (4) ACCESS YOUR ELECTRONIC COMMUNICATIONS

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AND FINANCIAL DATA. ALL ENTRIES INTO THE CEO, ALL COMMUNICATIONS SENT, AND ALL USES OF THE SERVICES, THROUGH YOUR SECURITY CREDENTIALS WILL BE DEEMED TO BE ENTRIES, COMMUNICATIONS, AND USES AUTHORIZED BY YOU AND BE BINDING UPON YOU. YOU ASSUME THE ENTIRE RISK FOR THE FRAUDULENT OR UNAUTHORIZED USE OF YOUR SECURITY CREDENTIALS, UNLESS SUCH UNAUTHORIZED USE IS DUE TO THE ESTABLISHED NEGLIGENCE OR WILLFUL MISCONDUCT OF WELLS FARGO, ITS AFFILIATES OR ITS EMPLOYEES. You acknowledge the importance of developing internal procedures to limit such risk, which procedures will include, at a minimum, (i) if you are not using self-administration, notifying Bank immediately when any new person becomes a User or when any existing User stops being a User, (ii) if you are using self-administration, disabling access to the CEO immediately for each person that is no longer authorized by you to access the CEO and (iii) keeping secure and protecting the confidentiality of your Security Credentials.

- e) You agree to notify Bank immediately when you become aware of any loss or theft of, or any unauthorized use of, any Security Credentials.
3. FINANCIAL INFORMATION. Financial market data, quotes, news, research, and other financial information developed by third parties and transmitted to Bank (collectively, "Financial Information") will be available at the CEO. The posting of any Financial Information or any other information or data at the CEO will not be a recommendation by Bank or any Affiliate that any particular Service or transaction is suitable or appropriate for you or that you should receive or in any way use any Service. Neither Bank nor any Affiliate guarantees the accuracy, completeness, timeliness or correct sequencing of any Financial Information, nor are they in any way responsible for the actions or omissions of the third parties developing or transmitting Financial Information, or for any decision made or action taken by you in reliance upon any Financial Information.
4. USE OF CERTAIN SOFTWARE TO ACCESS THE CEO. In using the CEO you will be sending or receiving financial and other information directly to or from Bank and the Affiliates through the Internet. You acknowledge that when the Internet, or any other electronic communications facilities, is used to transmit or receive information the information may be accessed by unauthorized third parties. To reduce the likelihood of such third party access, you agree to transmit and receive information through the CEO using only software, including, but not limited to, browser software, or other access devices that support the Secure Socket Layer (SSL) protocol (or other protocols required by or acceptable to Bank), and to follow the Bank procedures that support such protocols.
5. DISCLAIMERS. Neither Bank nor any Affiliate will be your advisor or fiduciary with respect to this Agreement. NEITHER BANK NOR ANY AFFILIATE MAKES ANY EXPRESS OR IMPLIED WARRANTY AS TO THE AVAILABILITY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE CEO, THE FINANCIAL INFORMATION, OR THE SERVICES, AND NEITHER BANK NOR ANY OF THE AFFILIATES MAKES ANY OTHER WARRANTY, PROMISE, COMMITMENT, GUARANTEE, OR REPRESENTATION WITH RESPECT TO THE CEO, THE FINANCIAL INFORMATION, OR THE SERVICES, EXCEPT THOSE WARRANTIES, PROMISES, COMMITMENTS, GUARANTEES, OR REPRESENTATIONS SPECIFICALLY STATED IN THE SERVICE FORMS. If a Service cannot be used through the CEO, Bank will make reasonable efforts for such Service to be used by other means.
6. LIMITATION OF LIABILITY. Neither Bank nor any Affiliate will be liable to you for any direct damages or losses suffered or incurred by you in connection with the CEO, any of the Services, any Financial Information, any other information you receive through the CEO, or any failure to provide, or delay in providing, access to the CEO, any Service, or any Financial Information, except to the extent such damages or losses arise directly from the established negligence or willful misconduct of Bank or an Affiliate. Notwithstanding any provision of this Agreement or any Service Form to the contrary, IN NO EVENT WILL BANK OR ANY AFFILIATE HAVE LIABILITY FOR ANY CONSEQUENTIAL, SPECIAL, PUNITIVE, OR INDIRECT DAMAGES OR LOSSES WHETHER ANY CLAIM FOR SUCH DAMAGES OR LOSSES IS BASED ON TORT OR CONTRACT OR WHETHER BANK OR ANY AFFILIATE KNEW OR SHOULD HAVE KNOWN THE LIKELIHOOD OF SUCH DAMAGES IN ANY CIRCUMSTANCE.
7. RESTRICTING OR TERMINATING ACCESS TO THE CEO. Bank may terminate this Agreement or your (including your Users) access to the CEO by providing you with thirty days prior written notice. However, Services may be terminated earlier, in accordance with the Service Forms. In the event you or your User(s) have violated any provision of this Agreement or a Service Form, Bank may terminate your, or a User's, access to the CEO, or an applicable Service, upon immediate notice. Neither Bank nor any Affiliate shall have

Commercial Electronic Office – Form 1091455 – 4/27/18

liability to you or any User for any losses or damages you may suffer or incur as a result of (i) any termination of this Agreement or (ii) inability to access the CEO or applicable Service.

8. **WAIVERS.** Neither Bank nor any Affiliate shall be deemed to have waived any of its rights under this Agreement unless such waiver is in writing and such writing is signed by an authorized representative of Bank or such Affiliate. No delay, extension of time, compromise, or other indulgence which may occur or be granted from time to time by Bank or any Affiliate under this Agreement shall impair the rights of Bank or any Affiliate under this Agreement.
9. **AMENDMENTS.** Bank may amend this Agreement at any time upon written notice to you. You will be deemed to have accepted such amendment if any of your Users access the CEO or use any Service through the CEO more than 30 calendar days after you receive notice of such amendment.
10. **ASSIGNMENT.** You may not assign or transfer your rights or obligations under this Agreement, whether by operation of law, asset purchase, merger or other corporate reorganization, or any other method, without Bank's prior written consent.
11. **GOVERNING LAW.** Your rights and obligations and the rights and obligations of Bank and the Affiliates under this Agreement will be governed by and subject to the laws of the State of California, excluding any applicable conflict of laws provisions.
12. **SEVERABILITY.** The provisions of this Agreement are severable. If any provision of this Agreement is held to be invalid, or unenforceable, the validity or enforceability of the remaining provisions will in no way be affected or impaired thereby.
13. **ENTIRE AGREEMENT.** This Agreement and the Terms of Use for the CEO set forth the exclusive and entire agreement between Bank, the Affiliates and you with respect to your use of the CEO. Any prior agreements, representations, statements, negotiations, undertakings, promises or conditions, whether oral or written, with respect to your use of the CEO, which conflict with the provisions in this Agreement are superseded by this Agreement.

This Agreement is signed below by your duly authorized officer or officers on the date stated below.

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

Company Address: (please print below)

602 N STAPLES STREET  
CORPUS CHRISTI, TX 78401

CORPUS CHRISTI REGIONAL TRANSIT AUTHORITY

\_\_\_\_\_  
Company Name

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

July 11, 2018

**Subject: Award a Contract to Carlisle Insurance for Windstorm and Hail Coverage**

**Background**

CCRTA is currently contracted with Victor O. Shinnerer & Co., Inc. for Windstorm and Hail Insurance. Specifications of policy are as follows; deductible of 1% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$25,000 minimum per occurrence – Named storm wind/hail with \$25,000 per occurrence – all other wind/hail storms. The expiring premium is \$113,100.75.

**Identified Need**

The current Windstorm and Hail coverage expires July 28, 2018. CCRTA property values total \$42,854,147.00. An RFP was issued on May 02, 2018, proposals were received Friday, June 8, 2018. Two proposals were received, Calisle Insurance and the incumbent, Victor O. Shinnerer & Co., Inc. Results are as follows:

Firms	Carrier	Score	Price
Carlisle Insurance	Ventus (United Specialty/National Fire and Marine)	80.80	\$84,000.00
Victor O'Schinnerer	Amrisc	79.34	\$118,072.51

The policy will run from July 29, 2018 through July 28, 2018.

**Financial Impact**

Funds are budgeted in FY2018 Operating Budget, local funds.

**Committee Review**

This item was approved at the Administration & Finance Committee meeting on June 27, 2018.

**Recommendation**

Staff request the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to enter into a one-year contract with Carlisle Insurance for windstorm and hail insurance coverage.

Respectfully Submitted,

Submitted by: Mike Rendón  
Director of Safety and Security

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

July 11, 2018

**Subject:** Award a contract to Arguindegui Oil for Lubricant & Fluid Supplies of Differential/Rear Axle Fluid.

**Background**

On June 6<sup>th</sup>, 2018, the staff recommended the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to issue an Award for a three-year base contract with two (2) one-year options for Lubricant and Fluid supplies not to exceed \$318,773.22;

1. Motor Oil – Diesel
2. Motor Oil – CNG
3. Antifreeze
4. Transmission Fluid
5. Front Wheel Bearing Grease
6. Differential Rear Axle Fluid

Awardees were:

- Oil Patch Petroleum (#1 Motor Oil - Diesel, #2 Motor Oil - CNG, #4 Transmission Fluid)
- French Ellison (#3 Antifreeze)
- Arnold Oil Company (#5 Front Wheel Bearing Grease)
- Kapalua Marina Fuels & Lube (#6 Differential Rear Axle Fluid)

Following Board approval, CCRTA identified vendor Kapalua Marina Fuels & Lube bid item #6 Differential Rear Axle Fluid in pounds rather than 2,700 gallons. Volume to weight conversion modifies the overall pricing, June 6<sup>th</sup> reported pricing - \$7,398.00, conversion pricing - \$59,184.00.

Staff requests the supply of Differential Rear Axle Fluid be awarded to the lowest bidder, Arguindegui Oil.

**Identified Need**

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications, insuring warranties and fleet integrity. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outline by OEM specifications. Additionally, RTA fleet has a five-year warranty with an extended warranty for the new CNG Fixed Route Fleet. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

An IFB was issued for solicitations to supply bulk lubricants and fluids. CCRTA received (9) proposals, (5) proposals were deemed unresponsive due to incomplete bid packages. The RTA maintenance team evaluated (4) proposals for (5) manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard as of Nov. 18<sup>th</sup> for units built in 2016 forward)

Reference website for OEM standards fluids Oil Registration Listing:  
<http://www.allisontransmission.com/parts-service/approved-fluids/on-highway-fluids>

<http://www.cumminsinsite.com>

The lubricant and fluid IFB is structured as a three-year firm supply agreement with two (2) one-year options following Board approval.

Proposals Received:

DIFFERENTIAL/REAR AXLE FLUID			
85W140 API GL-5, SAE J2360 Meritor Spec. 076-A. (22 qt. / 20.8 L)			
Estimated Three Year Base Usage Gallons (2,700)			
Unit Cost	Three Year Base Cost	Manufacturer	Product
\$11.88	\$32,076.00	Oil Patch Petroleum	Shell Spirax - 85W140
\$9.11	\$24,597.00	Arguindegui Oil Co.	P66 MP Gear Lube - 85W140
\$13.90	\$37,530.00	Sun Coast Resources	Chevron Delogear - EP-5 85W-140
\$9.94	\$26,838.00	C. C. Freightliner	Shell Spirax - S4 AX 85W140 P/N 550032968
\$13.44	\$36,288.00	Arnold Oil Co. (Main Bid)	Castrol AP Gear - 85W-140
\$9.40	\$25,380.00	Arnold Oil Co. (Alt. Bid)	Purus Premium - GL-5 Gear Oil 85W-140
\$23.59	\$63,693.00	HJDJ American Lube Supply, Inc.	Bel-Ray - GL5 85/140

2.74 <b>(POUNDS)</b>	\$59,184.00	Kapalua Marine Fuels & Lubes	Mobil Mobil Lube - 85W 140 Gear Oil
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Recommendation for Award:

DIFFERENTIAL/REAR AXLE FLUID			
85W140 API GL-5, SAE J2360 Meritor Spec. 076-A. (22 qt. / 20.8 L)			
Estimated Three Year Base Usage Gallons (2,700)			
Unit Cost	Three Year Base Cost	Manufacturer	Product
\$9.11	\$24,597.00	Arguindegui Oil Co.	P66 MP Gear Lube - 85W140

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Total amount of expenditures will be determined by actual usage. Local funds are budgeted for the individual line item, Differential/Rear Axle Fluid. The revised three (3) year base costing shall not exceed \$24,597.00.

The revised overall three (3) year base contract for Lubricant & Fluid Supplies shall not exceed \$335,972.22.

Revised Differential/Rear Axle Fluid Awardee;

- Arguindegui Oil

**Committee Review**

This item was approved at the Operations & Capital Projects Committee meeting on June 27, 2018.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to award a contract for the supply of Differential/Rear Axle Fluid under the Lubricant and Fluid supplies contract to Arguindegui Oil.

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

July 11, 2018

**Subject:** Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a One-Year Memorandum of Agreement with Texas A&M University-Corpus Christi for Transportation Services

**Background**

RTA has operated bus services for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. A Memorandum of Agreement containing reimbursement costs is negotiated annually. The agreement consists of two services, Route 60 – The Momentum Shuttle, and Route 63 – The Wave.

Route 60 – The Momentum Shuttle provides transportation between student housing areas at Momentum Village and the main campus. In the 2017-18 academic year, ridership increased 58% as compared to the 2016-17 academic year. For the upcoming 2018-19 academic year, Route 60 will operate as follows:

Service Levels	Monday-Thursday	Friday	Saturday	Sunday
	10-minute frequency, 7:30 a.m. – 1 p.m.	20-minute frequency, 7:30 a.m. – 6:00 p.m.	No Service	No Service
	20-minute frequency, 1 p.m. – 7:30 p.m.			

Route 63 – The Wave provides transportation from the main campus to student housing, off campus apartments, retail and grocery shopping establishments at Moore Plaza, and the Southside Station. In the 2017-2018 academic year, ridership decreased 14% as compared to the 2016-17 academic year mainly due to long term construction on Williams Drive. For the upcoming 2018-2019 academic year, Route 63 will operate as follows:

Service Levels	Monday-Thursday	Friday	Saturday	Sunday
	30-minute frequency, 7:15 a.m. – 10:13 a.m. and 3:15 p.m. – 8:13 p.m.	60-minute frequency, 7:15 a.m. – 9:53 p.m.	60-minute frequency, 9:15 a.m. – 8:53 p.m.	No Service
	60-minute frequency, 10:15 a.m. – 3:10 p.m. and 8:15 p.m. – 10:53 p.m.			

**Financial Impact**

The RTA and TAMU-CC share the cost of the transportation services. For the Route 60 service, RTA has negotiated reimbursement from TAMU-CC for the 2018-2019 Fall and Spring semesters in the amount of \$116,721.35.

For the Route 63 service, RTA has negotiated reimbursement from TAMU-CC for the 2018-19 Fall, Spring, and Summer semesters in the amount of \$166,104.28.

The total combined reimbursement amount is \$282,825.63 which represents an increase of \$81,375.69 as compared to the prior year.

**Committee Review**

This item was approved at the Operations & Capital Projects Committee meeting on June 27, 2018.

**Recommendation**

Staff is requesting the Board of Directors authorize the Chief Executive Officer or Designee to execute a one-year Memorandum of Agreement with TAMU-CC in the amount of \$116,721.35 for Route 60 service and \$166,104.28 for Route 63 service for a total of \$282,825.63.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Adopt a Resolution In Support of a Grant Application for the Buses and Bus Facilities Infrastructure Investment Program, for the Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Land Bus Parking Lot Improvements

### **Background**

The Federal Transit Administration (FTA) announced the opportunity to apply for approximately \$366.3 million in fiscal year (FY) 2018 funds under the Grants for Buses and Bus Facilities Infrastructure Investment Program (CRDA#20.526).

The Grant for Buses and Bus Facilities program makes federal resources available to states and direct recipients to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.

The grant applications will need to be submitted by August 6, 2018.

### **Identified Need**

The agency has identified three projects for the grant submittal.

- *Port/Ayers Station Reconstruction – \$5,081,287 (estimated construction, architectural and engineering services)*
- *Del Mar South Campus Bus Stations – \$2,642,375 (estimated construction, architectural and engineering of 2 stations – Yorktown and Rodd Field Road)*
- *Bear Lane Bus Parking Lot Improvements – \$945,011 (estimated construction, architectural and engineering services)*
- *Total estimated construction, architectural and engineering costs – \$8,668,673*

### **Analysis**

Applicants must demonstrate how the proposed project will address an unmet need for capital investment in bus vehicles and/or supporting facilities, enhance the safety of the transit system for transit vehicle operators, riders, and the general public, or improve the connectivity of bus systems with other networks through the use of deployment-ready information technologies.

For example, an applicant may demonstrate a substantial backlog of deferred capital investment, insufficient size or capacity of maintenance facilities, excessive reliance on vehicles that are beyond their intended service life, a vehicle fleet that is insufficient to meet current ridership demands, or passenger facilities that are insufficient for their current use. For safety, an applicant may demonstrate safety concerns with vehicles, equipment, or facilities that are beyond their intended useful life, or that are no longer appropriate for use due to safety concerns. To improve connectivity, bus systems may deploy Intelligent Transportation Systems (ITS) technologies or software that link buses with other transportation modes. Applicants should also describe how the proposed project will improve the operation of the transit system and whether the project represents a one-time or periodic need that cannot reasonably be funded from FTA formula program allocations and State or local resources.

**Financial Impact**

The federal share of eligible capital costs ranges from 80 to 90 percent of the net capital project cost, unless, the grant recipient requests a lower percentage. The Federal share may exceed 80 percent for certain projects related to the ADA, the Clean Air Act (CAA), and certain bicycle projects. The minimum estimated local match of 20% for construction, architectural and engineering costs would equate to \$1,733,737.

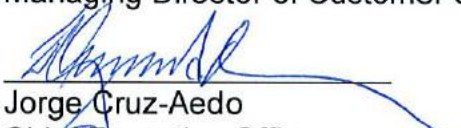
Anything related to ADA could be funded up to 90%, but, FTA may prioritize projects proposed with a higher local share.

**Recommendation**

Staff requests the Board of Directors adopt a Resolution in Support of a Grant Application for Buses and Bus Facilities Infrastructure Investment Program, for the Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements.

Respectfully Submitted,

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

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Office

# Corpus Christi Regional Transportation Authority



## Resolution

### IN SUPPORT OF A GRANT APPLICATION FOR BUSES AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM

**WHEREAS**, the Corpus Christi Regional Transportation Authority has a goal of maintaining buses, bus related facilities and equipment in a state of good repair, through an effort to reduce the unmet need for capital investment in bus vehicles and/or supporting facilities, while enhancing the safety of the transit system for transit vehicle operators, riders, and the general public, or improving the connectivity of bus systems with other networks through the use of deployment-ready information technologies, leading to, reduced operating costs, safety and security enhancements, improved customer service and performance targets,

**WHEREAS**, phase I of the plan of development calls for exploration of grant opportunities for the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities. The projects to be submitted for grant funding include the Port/Ayers Station Reconstruction, the Del Mar South Campus Bus Stations and the Bear Land Bus Parking Lot Improvements.

### **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 the goal of maintaining buses, bus related facilities and equipment in a state of good repair, through the effort to reduce the unmet need for capital investment in bus vehicles and/or supporting facilities, while enhancing the safety of the transit system for transit vehicle operators, riders, and the general public, or improving the connectivity of bus systems with other networks through the use of deployment-ready information technologies, leading to, reduced operating costs, safety and security enhancements, improved customer service and performance targets,

Section 2. The Board further declares its intention to support phase I of the plan of development for exploration of grant opportunities for the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.

**DULY PASSED AND ADOPTED** this 11th day of July 2018.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

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Jorge Cruz-Aedo  
Chief Executive Officer

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Edward Martinez  
Chairman of the Board



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**PUBLIC NOTICE**  
**Corpus Christi Regional Transportation Authority**  
**Proposed Service Changes Effective September 10, 2018**

**Date: June 7, 2018**

The Corpus Christi Regional Transportation Authority (CCRTA) is conducting a public hearing regarding proposed fixed route service realignment, schedule modifications, and bus stop changes effective on September 10, 2018. The proposed changes will optimize the overall passenger experience by increasing Sunday frequency, improving transfer connections, and offering customers more efficient travel options.

Notice is hereby given that the Board of Directors will hold a public hearing on Wednesday, July 11, 2018, at 8:30 am to receive public comment on proposed service changes include;

- Routes 3, 4, 5s, 8s, 12s, 15, 15s, 16, 17, 19, 21, 21s, 23, 24s, 25, 26, 27, 27s, 29, 29s, 30, 32, 32s, 37, 37s, 60, 63, 63s, 65, 66s, 76s and 81.
- Information regarding the proposed changes is available in person at the Customer Service Center, 602 North Staples Street, Corpus Christi, TX 78401 from 7 a.m. - 6 p.m. weekdays, or via the Customer Service Center at (361) 883-2287.

**Public Hearing will be held:**

Wednesday, July 11, 2018, at 8:30 a.m. 602 N. Staples St., Corpus Christi, TX 78401 (2<sup>nd</sup> floor Boardroom);

- Bus routes to public hearing: 6, 12, 16, 17, 19, 21, 23, 27, 28, 29, 54, 56, 76 & 78.

**How to Comment on Proposed Service Changes**

- In person: public hearing, July 11<sup>th</sup> 2018, 602 N. Staples St., Corpus Christi, TX 78401 (2<sup>nd</sup> floor).
- Remote comments: **must be received by July 10, 2018 CCRTA to be processed in time.**
  - Write us:
    - ATTN: CCRTA Planning Department
    - September 10, 2018 Service Changes
    - 602 North Staples Street, Corpus Christi, TX 78401.
  - Fax: (361) 882-1807
    - ATTN: CCRTA Planning Department
    - September 10, 2018 Service Changes
  - Phone Call: CCRTA's Customer Service Center at (361) 883-2287.

**Persons with Disabilities**

In compliance with the Americans with Disabilities Act, persons with disabilities who plan to attend this meeting and in need of auxiliary aids or services are requested to contact Customer Service Center at (361) 883-2287 a minimum of 48 hours in advance so appropriate arrangements may be made.

- Individuals who are hearing or speech impaired, call 7-1-1 to set up a Texas Relay Call.

**Language Interpreting Services**

Person(s) requiring language interpretation are requested to contact Customer Service Center a minimum of 48 hours in advance of the Public Hearing at (361) 883-2287. RTA strives to accommodate individual needs.

1. This Public Hearing conforms to requirements described in the Federal Transit Administration's Circular 9030.1D, published May 1, 2010, page IV- 13.
2. CCRTA does not discriminate on the basis of disability in the admission or access to, or in treatment or employment in, its services, programs, and activities.

CCRTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964.

~\*~\*~\*~\*~

On Thursday June 7, 2018 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.



**Subject:** May 2018 Financial Report

**SUMMARY**

As of May we were 41.67% into the Annual Operating Budget of \$29,769,619 or \$12,405,000 while budget expectations were estimated at \$12,439,927. Year-to-date operating expenses exceeded both expectations with positive variances of \$204,357 and \$239,284 respectively. The positive variances for both benchmarks were achieved in spite of the combined budget shortfalls totaling \$507,420 from employee benefits and purchased transportation services.

Likewise, year-to-date revenues also exceed expectations. Revenues posted a positive variance of \$775,350 although total operating revenues and income from federal assistance came in lower than expected. Increase in revenue is mainly attributed to sales tax and investment income. Year-to-date sales tax revenue totaled \$13,844,860 against budget expectations of \$12,965,693 and Investment income totaled \$123,271 against a budget of \$32,666.

The overall impact from the year-to-date positive variances posted an increase in the year-to-date net assets of \$66,914 for the five months ending May 31, 2018.

**UNAUDITED FUND BALANCE AS OF MAY 31, 2018**

Net Invested in Capital Assets	\$ 64,832,067
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	7,442,405
Assigned for Capital Reserve	1,482,245
Assigned for Local Share of CIP	2,832,337
Assigned for Health Care Costs Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	2,940,168
Unassigned	<u>13,241,942</u>
	\$ 97,492,466

## FAREBOX RECOVERY RATIO

Description	31-May-18	Year To Date
Fare Revenue	\$ 138,236	\$ 685,046
Operating Expenses*	2,394,795	12,200,643
FRR	5.77%	5.61%

\*Excluding Depreciation

## REVENUES

The revenue composition for the month of May is presented below for additional information and is consistent with projected expectations:

Revenue Source	May-18	%
Passenger Service	\$ 138,236	4.11%
Bus Advertising	\$ 10,827	0.32%
Other Revenue	\$ 7,490	0.22%
Sales Tax Revenue	\$ 2,988,695	88.94%
Grants Operating	\$ 141,602	4.21%
Grants Capital	\$ -	0.00%
Investment Income	\$ 30,113	0.90%
SSC lease income	\$ 39,712	1.18%
Port Ayers lease income	\$ 3,583	0.11%
<b>Total Revenue</b>	<b>\$ 3,360,259</b>	<b>100.00%</b>

Since Sales Tax Revenues is the major source of revenue for the Agency, special emphasis is given to explain variances. Because sales tax revenue lags two months behind it is necessary to offer the following explanation to enhance the reader's understanding.

## Sales Tax Growth

2018 Customer Spending Period	2018 Payment Date Received	2018 Payment Allocation	2017 Same Period	\$ Increase	% Growth
January	9-Mar-18	\$ 2,534,818	\$ 2,299,340	\$ 235,478	10.24%
February	13-Apr-18	\$ 2,536,544	\$ 2,293,420	\$ 243,125	10.60%
March	11-May-18	\$ 3,199,962	\$ 2,968,716	\$ 231,246	7.79%
April	8-Jun-18	\$ 2,584,842	\$ 2,468,113	\$ 116,729	4.73%
May	13-Jul-18	\$ 2,988,695	\$ 2,623,117	\$ 365,578	13.94%
		<b>\$ 13,844,861</b>	<b>\$ 12,652,705</b>	<b>\$ 1,192,156</b>	<b>9.42%</b>

## Sales Tax Revenue Comparison to Budget

2018 Customer Spending Period	Date Received	2018 Actual	2018 Budget	\$ Increase	Actual vs Budget
January	9-Mar-18	\$ 2,534,818	\$ 2,233,911	\$ 300,907	13.47%
February	13-Apr-18	\$ 2,536,544	\$ 2,254,023	\$ 282,521	12.53%
March	11-May-18	\$ 3,199,962	\$ 3,097,321	\$ 102,641	3.31%
April	8-Jun-18	\$ 2,584,842	\$ 2,437,717	\$ 147,125	6.04%
May	13-Jul-18	\$ 2,988,695	\$ 2,942,721	\$ 45,974	1.56%
		<u>\$ 13,844,861</u>	<u>\$ 12,965,693</u>	<u>\$ 879,168</u>	<u>6.78%</u>

### Operating Revenues

For the month of May, operating revenues totaled \$156,554 compared to a budget of \$168,813. Of these amounts, Passenger Service was \$138,236 vs. \$150,264 in 2017 – a decrease of \$12,028 and \$10,414 (7.0%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$18,317 vs. \$20,163 budgeted for a net shortfall of \$1,845.

### EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are under budget by \$146,788, or 5.6%. The fare recovery ratio for May 2018 (total passenger fares divided by departmental operating expenses) is 5.77%, and 5.61% for the year to date.

- Salaries & Benefits – May reflects \$1,152,405, which is 7.42% (\$92,348) under budgeted amounts.
- Services – May reflects \$236,941, which is 4.53% (\$10,265) over budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Materials and Supplies – May reports \$141,799 which is 46.16% (\$121,577) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Utilities – May reports \$47,994, which is 28.38% (\$19,013) under budgeted amounts.
- Insurance – May reports \$287,873, which is \$24,141 (9.15%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – May reports \$550,760, which is \$71,256 (14.86%) over the budgeted amount. The variance is related to increased expenditures for contracted fixed route service as a result of the utilization of the contractor's services for fixed route services previously fulfilled by CCRTA operators.
- Miscellaneous – May reports \$47,758 which is \$19,513 (29.01%) under budgeted amounts.

Please refer to the following page for the detailed financial statement.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
Months ended May 31, 2018 & May 31, 2017

	Year to Date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
<b>Operating Revenues:</b>					
Passenger service	\$ 685,046	724,070	(39,024)	725,684	(40,638)
Bus advertising	55,898	68,567	(12,670)	61,350	(5,453)
Other operating revenues	457,977	479,557	(21,580)	606,168	(148,191)
<b>Total Operating Revenues</b>	<b>1,198,921</b>	<b>1,272,194</b>	<b>(73,273)</b>	<b>1,393,202</b>	<b>(194,281)</b>
<b>Operating Expenses:</b>					
Transportation	2,856,333	2,958,892	102,559	2,815,062	(41,271)
Customer Programs	123,389	135,688	12,299	121,996	(1,393)
Purchased Transportation	2,575,535	2,397,516	(178,019)	2,290,332	(285,203)
Service Development	183,104	143,803	(39,301)	145,069	(38,035)
MIS	309,675	385,770	76,095	326,366	16,691
Vehicle Maintenance	1,751,901	2,043,596	291,695	1,922,269	170,368
Facilities Maintenance	665,244	747,996	82,753	651,815	(13,429)
Contracts and Procurements	81,031	66,061	(14,970)	51,200	(29,831)
CEO's Office	233,306	285,670	52,364	231,415	(1,891)
Finance and Accounting	179,704	185,450	5,746	165,945	(13,759)
Materials Management	60,907	73,410	12,502	70,797	9,890
Human Resources	2,283,974	1,954,573	(329,401)	2,425,416	141,442
General Administration	204,107	258,872	54,765	185,236	(18,871)
Capital Project Management	66,344	82,775	16,431	92,518	26,174
Marketing & Communications	187,592	242,325	54,733	266,385	78,793
Safety & Security	438,496	477,529	39,033	482,486	43,990
<b>Total Departmental Expenses</b>	<b>12,200,643</b>	<b>12,439,927</b>	<b>239,284</b>	<b>12,244,307</b>	<b>43,664</b>
Depreciation	1,707,264	1,707,264	0	3,541,665	1,834,401
<b>Total Operating Expenses</b>	<b>13,907,907</b>	<b>14,147,191</b>	<b>239,284</b>	<b>15,785,972</b>	<b>1,878,065</b>
<b>Operating Income (Loss)</b>	<b>(12,708,986)</b>	<b>(12,874,997)</b>	<b>166,011</b>	<b>(14,392,770)</b>	<b>1,683,784</b>
<b>Other Income (Expense)</b>					
Sales Tax Revenue	13,844,860	12,965,693	879,167	12,286,455	1,558,405
Federal, state and local grant assistance	706,447	835,842	(129,395)	1,738,138	(1,031,691)
Investment Income	123,271	32,666	90,605	32,575	90,696
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(277,396)	(335,295)	57,899	(196,742)	(80,654)
SSC Lease Income	181,252	190,923	(9,671)	122,368	58,884
Port Ayers Cost Center	17,917	(20,833)	38,750	-	17,917
Debt Service	(427,882)	(427,882)	0	(435,402)	7,520
Subrecipient Grant Agreements	(25,474)	(113,310)	87,836	(54,827)	29,353
Street Improvements Program for CCRTA Region Entities	(1,096,798)	(1,096,798)	0	(1,263,040)	166,242
<b>Non-Operating Income (Loss)</b>	<b>13,046,197</b>	<b>12,031,004</b>	<b>1,015,192</b>	<b>12,229,525</b>	<b>816,672</b>
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>337,211</b>	<b>(843,993)</b>	<b>1,181,204</b>	<b>(2,163,245)</b>	<b>2,500,456</b>
Capital Grants & Donations	336,446	-	336,446	-	336,446
Capital Expenditures	(606,743)	-	(606,743)	-	(606,743)
<b>Change in Net Assets</b>	<b>\$ 66,914</b>	<b>(843,993)</b>	<b>910,906</b>	<b>(2,163,245)</b>	<b>2,230,159</b>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended May 31, 2018 and year ended December 31, 2017**

	<u>Unaudited May 31 2018</u>	<u>Unaudited December 31 2017</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 18,382,560	\$ 20,207,006
Investments	5,045,241	5,025,996
Receivables:		
Sales and Use Taxes	5,573,537	5,753,658
Accrued Interest	36,052	20,473
Federal Government	464,338	1,662,847
Other	515,001	180,223
Inventories	599,030	594,584
Prepaid Expenses	1,521,705	319,896
<b>Total Current Assets</b>	<u>32,137,464</u>	<u>33,764,683</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	3,660,784	2,132,606
Capital Assets:		
Land	5,431,969	5,431,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,477,608	23,477,608
Other Improvements	5,372,159	5,372,159
Vehicles and Equipment	56,685,879	56,685,879
Construction in Progress	3,401,856	3,407,006
Current Year Additions	606,743	-
Total Capital Assets	<u>148,591,894</u>	<u>147,990,300</u>
Less: Accumulated Depreciation	<u>(62,328,524)</u>	<u>(60,975,357)</u>
Net Capital Assets	<u>86,263,369</u>	<u>87,014,943</u>
<b>Total Non-Current Assets</b>	<u>89,924,153</u>	<u>89,147,549</u>
<b>TOTAL ASSETS</b>	<u>122,061,617</u>	<u>122,912,232</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	<u>3,535,332</u>	<u>3,535,332</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>125,596,949</u></u>	<u><u>126,447,564</u></u>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position (continued)**  
**Month ended May 31, 2018 and year ended December 31, 2017**

	<b>Unaudited May 31 2018</b>	<b>Unaudited December 31 2017</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	679,318	3,755,927
Contractors Retainage Payable	8,041	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,680,822	2,176,850
Other Accrued Liabilities	<u>1,016,027</u>	<u>665,399</u>
<b>Total Current Liabilities</b>	<b>5,314,115</b>	<b>7,528,084</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,245,000	19,245,000
Compensated Absences	195,210	195,210
Net Pension Liability	2,383,237	2,383,237
Net OPEB Obligation	<u>371,757</u>	<u>371,757</u>
<b>Total Non-Current Liabilities</b>	<b>22,195,204</b>	<b>22,195,204</b>
<b>TOTAL LIABILITIES</b>	<b><u>27,509,319</u></b>	<b><u>29,723,288</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	<u>595,164</u>	<u>595,164</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b><u>28,104,483</u></b>	<b><u>30,318,452</u></b>
<b>Net Position:</b>		
Net Invested in Capital Assets	64,832,067	65,583,641
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	<u>31,049,097</u>	<u>28,934,169</u>
<b>TOTAL NET POSITION</b>	<b>\$ <u>97,492,466</u></b>	<b>\$ <u>96,129,112</u></b>

**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
Month ended May 31, 2018**

	<u>5/31/2018</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 114,031
Cash Received from Bus Advertising and Other Ancillary	65,698
Cash Payments to Suppliers for Goods and Services	(901,159)
Cash Payments to Employees for Services	(666,849)
Cash Payments for Employee Benefits	(358,063)
Net Cash Used for Operating Activities	<u>(1,746,342)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,199,962
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>3,199,962</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	-
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	(515,354)
Purchase and Construction of Capital Assets	(166,189)
Net Cash Provided by Capital and Related Financing Activities	<u>(681,542)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	22,185
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>22,185</u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>794,262</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), May 1, 2018</b>	<b>21,249,082</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), May 31, 2018</b>	<b>\$ <u>22,043,344</u></b>



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

July 11, 2018

## Subject: Operations Report for May 2018

The system-wide monthly operations performance report for May 2018 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.

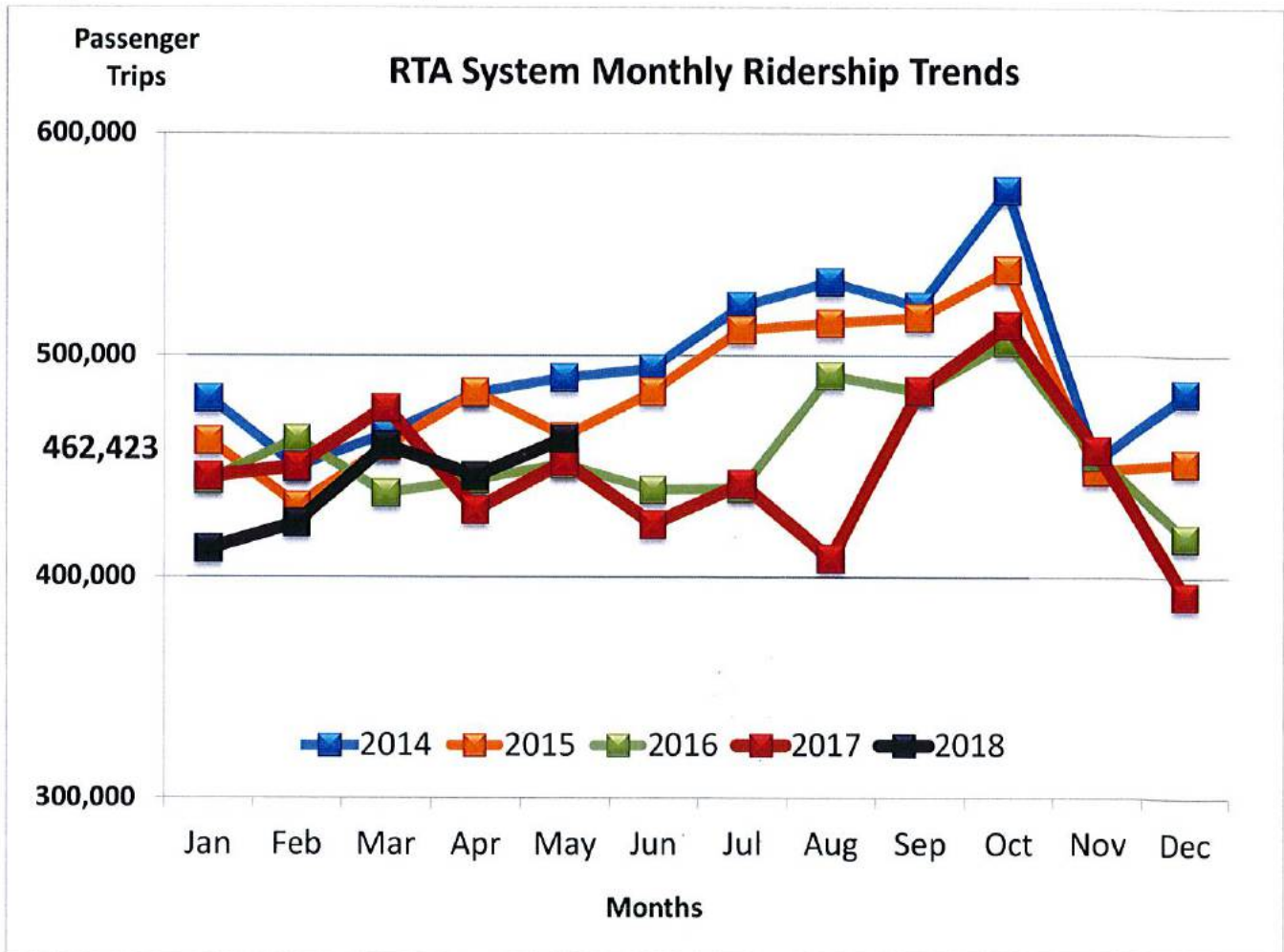


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in May 2018 totaled 462,423. This represents a 2.3% increase as compared to 451,958 boardings in May 2017 or 10,465 more boardings this month. Reduced service levels were operated on the Memorial Day Holiday as in May 2017.

May 2018	May 2017	Variance
23 Weekdays	23 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
31 Days	31 Days	-

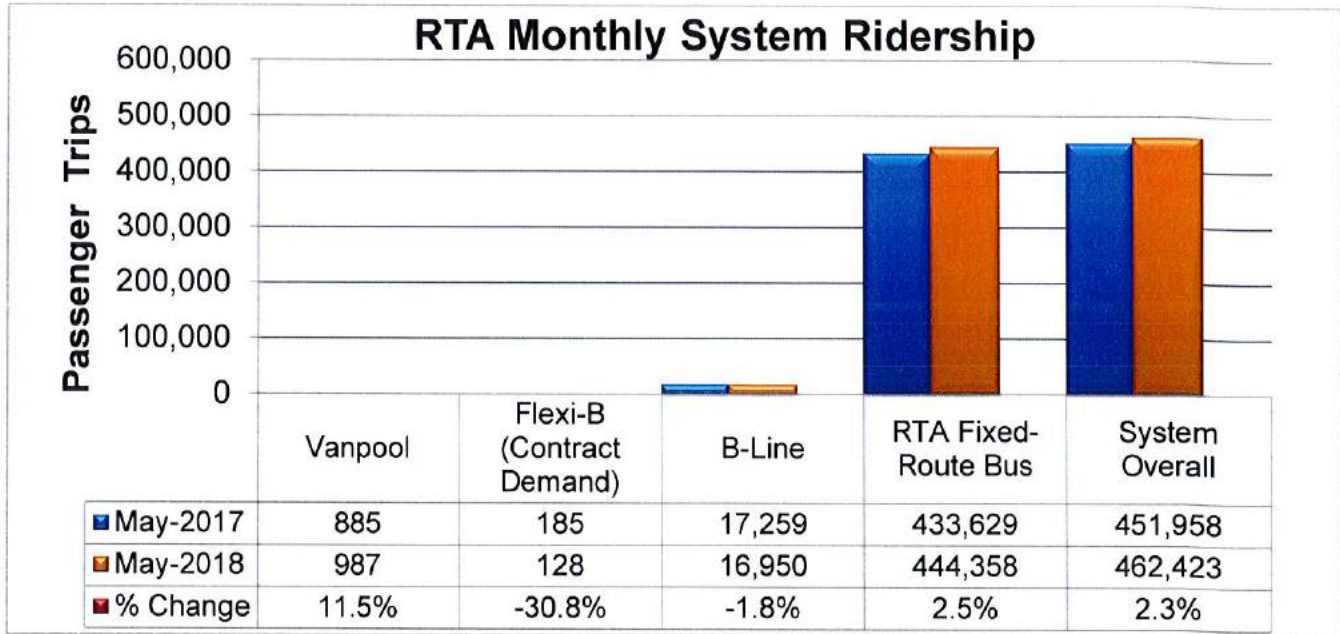
Average retail gas prices for unleaded fuel was approximately \$2.55 per gallon this month compared to about \$2.10 per gallon in May 2017<sup>1</sup>. Rainfall this month was 0.68 on an inch as compared to 3.22 inches in May 2017.<sup>2</sup>



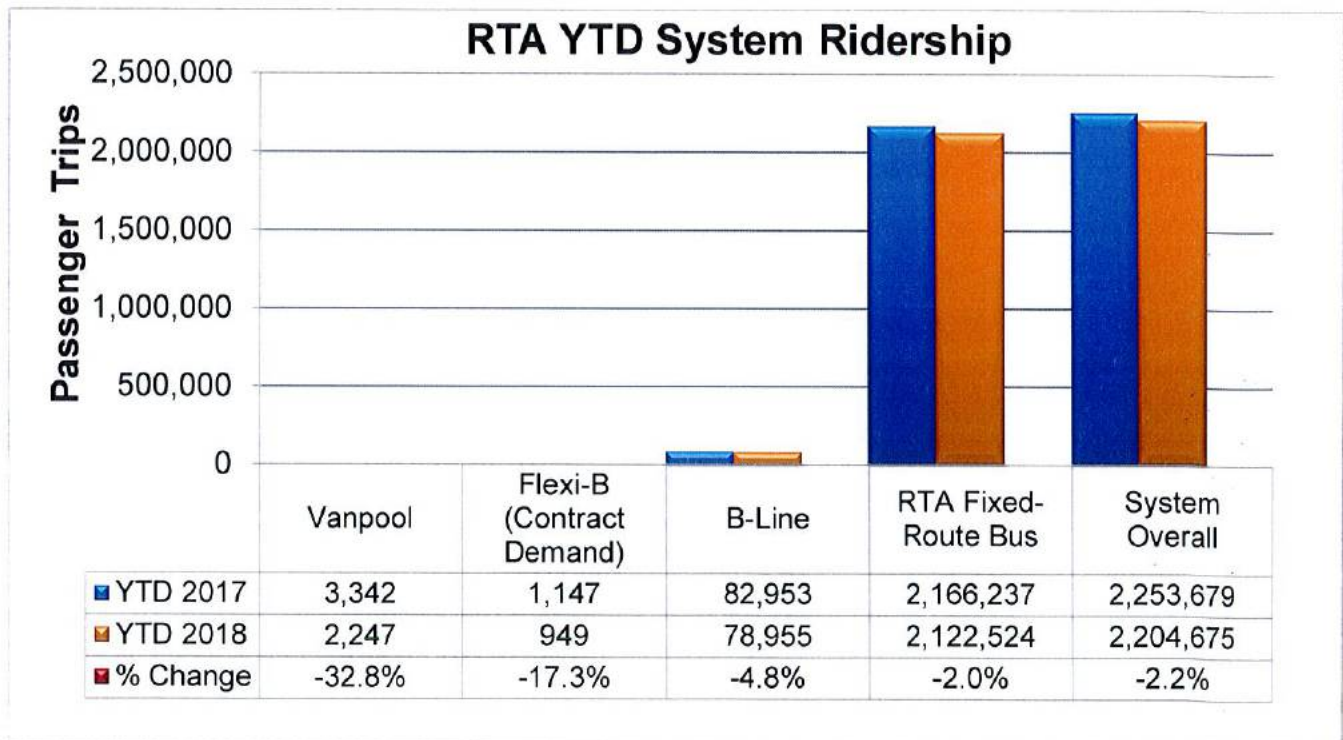
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. Weather Underground historical data at <http://www.wunderground.com>.

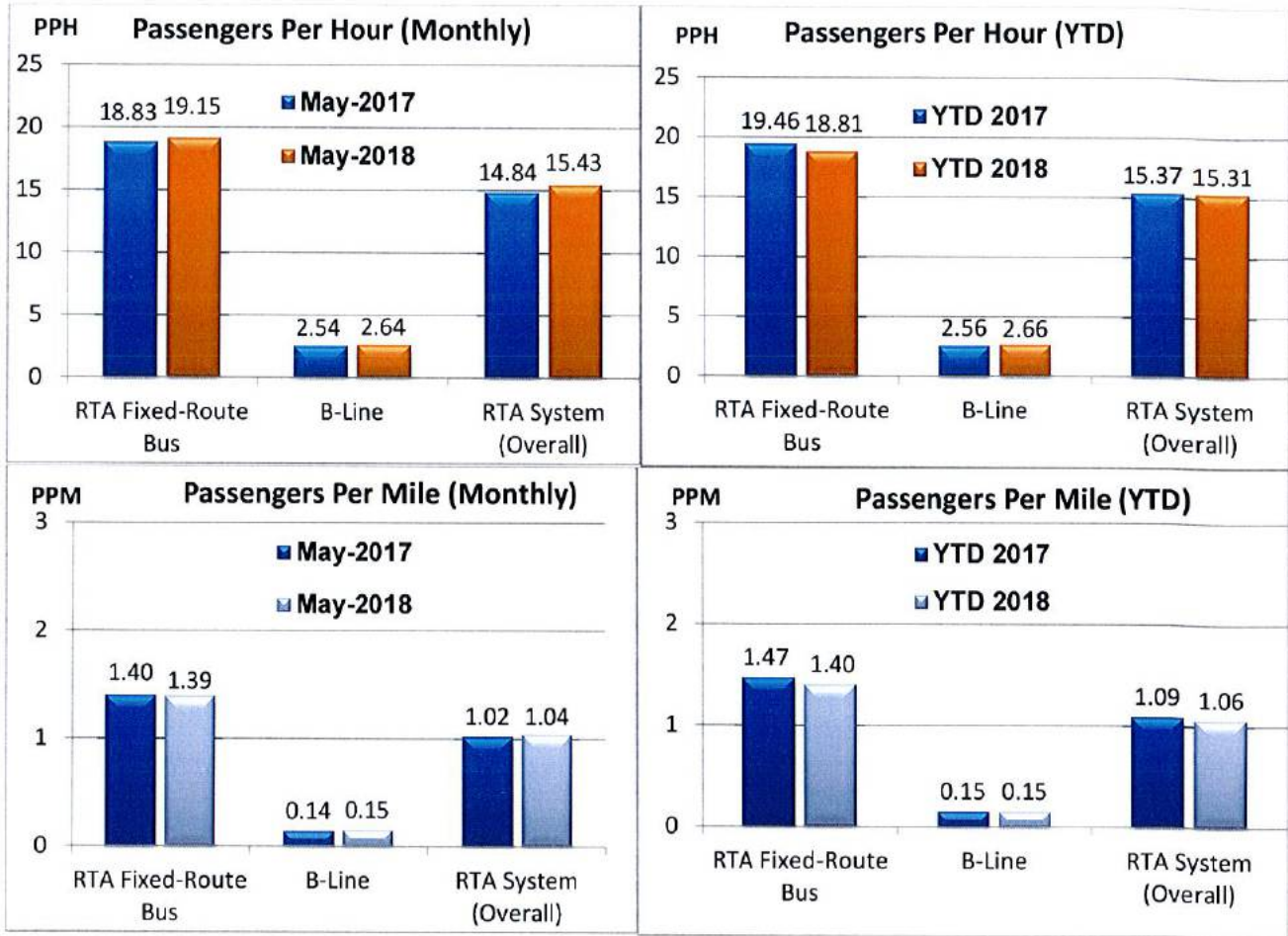
The chart below shows monthly ridership results for all services. CCRTA recorded 10,465 more boardings for an increase of 2.3% this month as compared to May 2017.



The chart below shows YTD ridership results for all services. CCRTA recorded 49,004 fewer boardings for a YTD decrease of -2.2% in 2018 as compared to the same period in 2017.



The following charts report system-wide productivity for the month of May 2018 vs. May 2017 and YTD figures.



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

Schedule Adherence	Standard	Mar-18	Apr-18	May-18	3-Month Average
Early Departure	<1%	0.5%	0.7%	0.0%	0.4%
Departures within 0-5 minutes	>85%	86.7%	90.8%	88.6%	88.7%
Monthly Wheelchair Boardings	No standard	4,655	3,870	4,805	4,443
Monthly Bicycle Boardings	No standard	7,105	8,112	8,373	7,863
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

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

- On Detour • **South Alameda St.** (Ayers-Louisiana): Began June 2, 2017: (1) year project.
  - Routes 5, 5s, 15s, 19, 29, & 29s (Phase 1 Complete)
- On Detour • **Ayers St.** (Santa Fe-Alameda): Work has begun (1) year project. (Phase 1 Complete)
  - Routes 15s & 19
- On Detour • **Corona Dr.** (Flynn-Everhart): Began March 2018: (14) month project.
  - Route 17
- On Detour • **Carroll Ln.** (Houston-McArdle): Began September 28, 2017: (1) year project.
  - Route 17
- On Detour • **Chaparral St.** (Schatzel-Taylor): Began November 6, 2017: (1) year project.
  - Routes 76, 76s & 78 on detour. (Phase 1 Complete)
- On Detour • **Comanche St. Overpass:** Began October 16, 2017: (9) month project.
  - Routes 21 & 21s
- On Detour • **Gollihar Rd.** (Staples-Kostoryz): All (3) phases to be completed mid-2019.
  - Routes 32, 37 & 37s
- On Detour • **Old Robstown Rd.** (Leopard-Agnes-Hwy 44): Began March 2018: (19) month project.
  - Route 12
- No Detour • **South Staples St** (Alameda-Morgan): Began mid-November 2017.
  - Routes 5s, 17, 29 & 29s
- No Detour • **South Staples St** (Brawner Parkway-Kostoryz): Began March 2018.
  - Routes 17, 29 & 29s
- On Detour • **North Staples St** (IH-37 Bridge Overpass): Began April 6, 2018.
  - Routes 12 & 12s to be completed December-2018.
- On Detour • **Lipan St.** (Carancahua St.-N. Staples St.) Resurface & Restriping project which began April 9, 2018. Improper stripping has extended the Route 19 detour.
  - Route 19

Currently there are 18 detoured routes out of 46 fixed routes (39%).

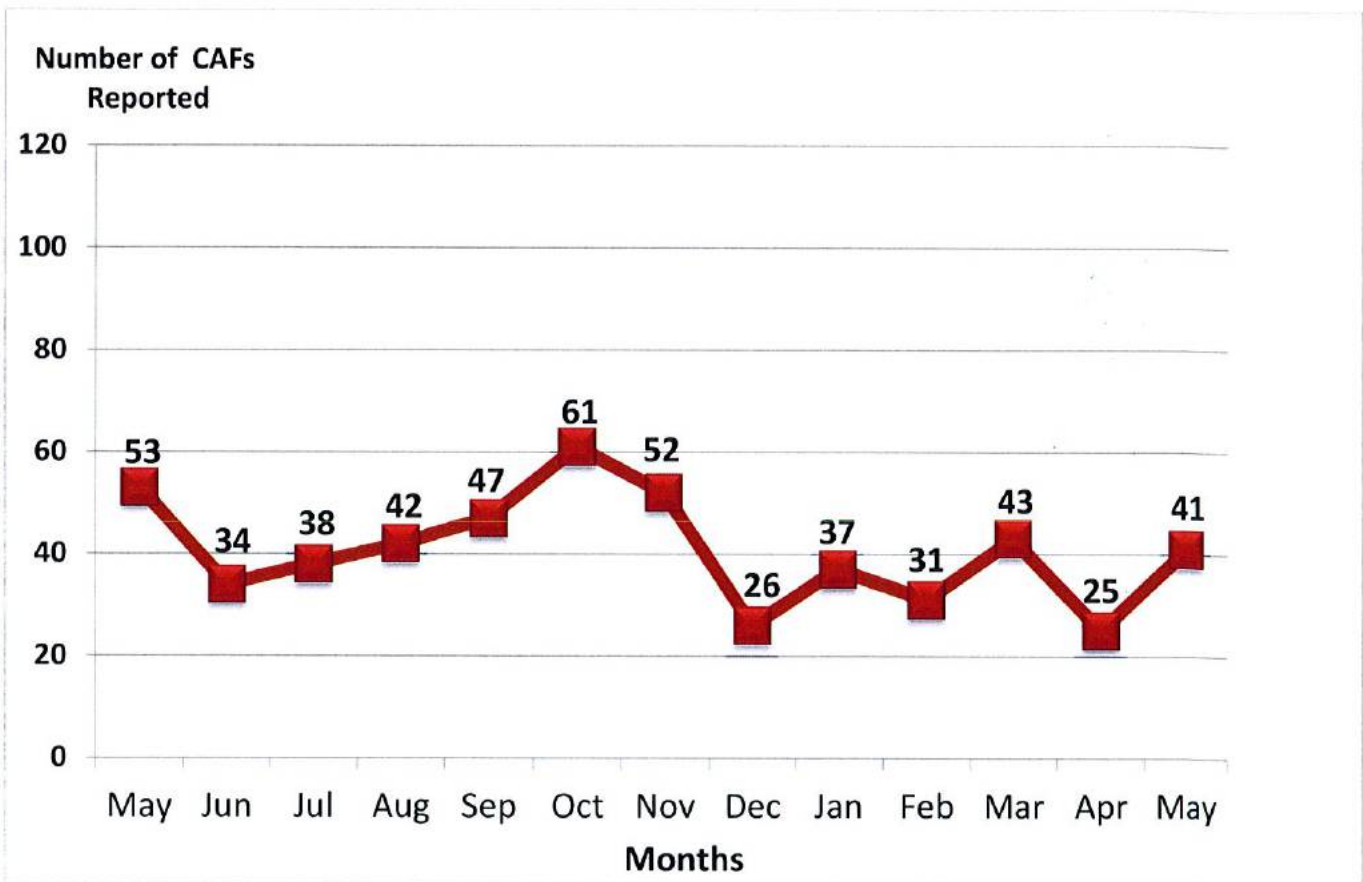
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.64** 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: **10,430** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,207** ambulatory; **4,736** wheelchair boardings

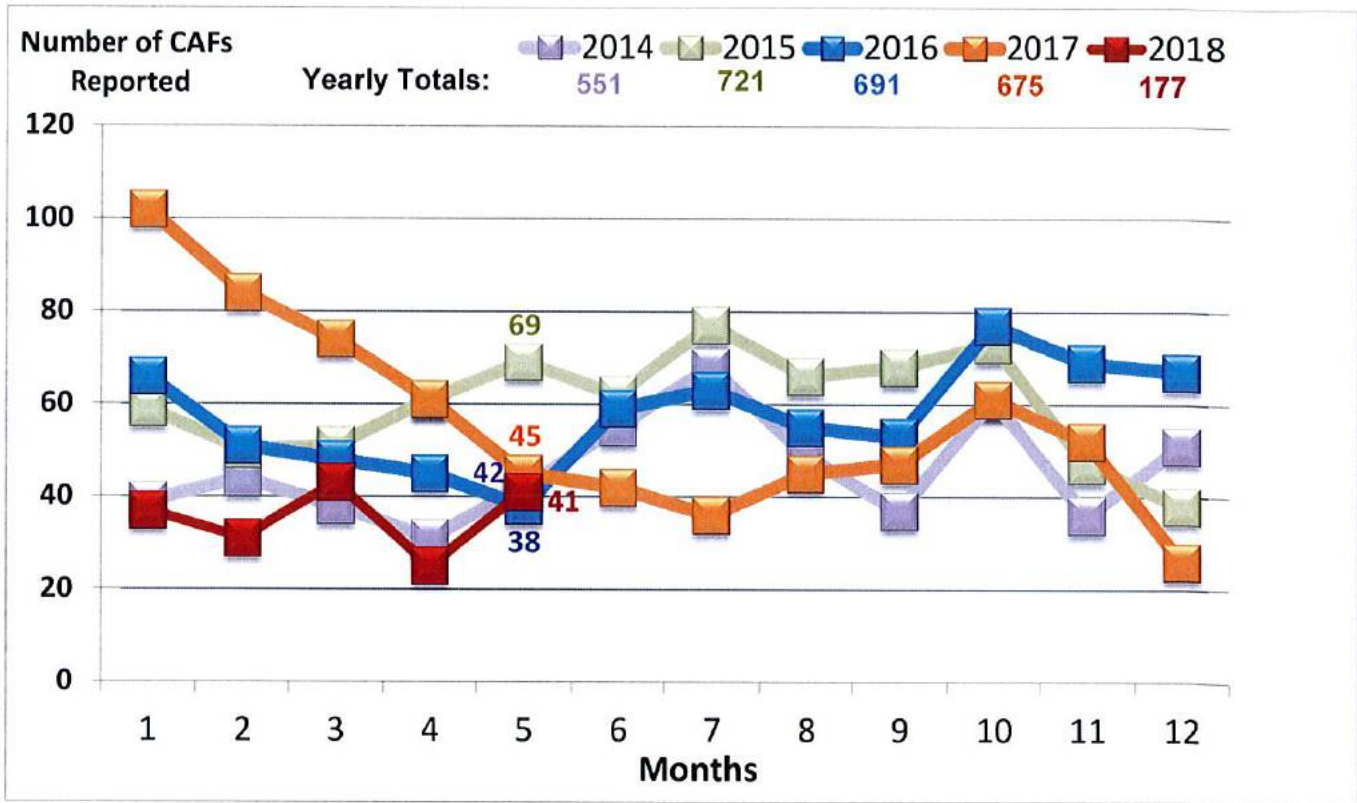
Metric	Standard	Feb-18	Mar-18	Apr-18	May-18	(3) Month-Ave.
Passengers per Hour	2.50	2.69	2.67	2.65	2.64	2.65
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	16,437	11,869	16,031	10,430	12,777
Monthly Wheelchair Boardings	No standard	4,178	4,659	4,498	4,736	4,631

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

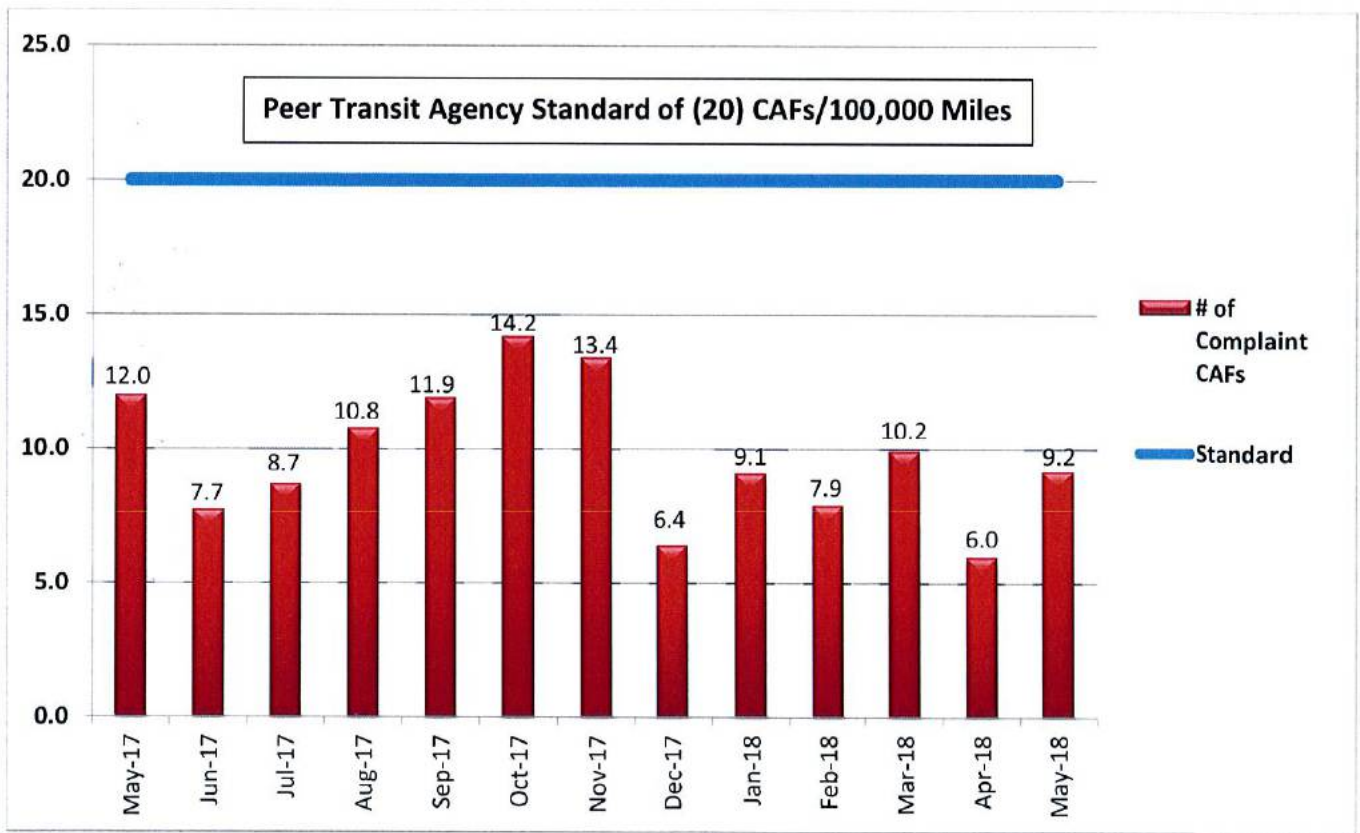
For May 2018, Customer Service received and processed 80 Customer Assistance Forms (CAF's) of which 41 or 51% were verified as valid. This represents an increase from the 25 verified CAF's in April 2018. There were four commendations for the month of May.



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



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



**3d. May 2018 CAF Breakdown by Service Type:**

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
Service Stop Issues	10	0	2	12
Driving Issues	5	4	0	9
Customer Services	12	2	1	15
Late/Early – No Show	5	2	5	12
Fare/Transfer Dispute	1	0	0	1
Dispute Drop-off/Pickup	0	0	0	0
Tie Down Issues	0	1	0	1
B-line Call Lines	0	0	0	0
Policy	0	0	0	0
Safety and Security	10	0	1	11
Facility Maintenance	6	0	0	6
Service Development	5	0	0	5
IT Department	2	0	0	2
Marketing	1	0	0	1
Transportation (Other)	5	0	0	5
	62	9	9	80
Commendations	4	0	0	4

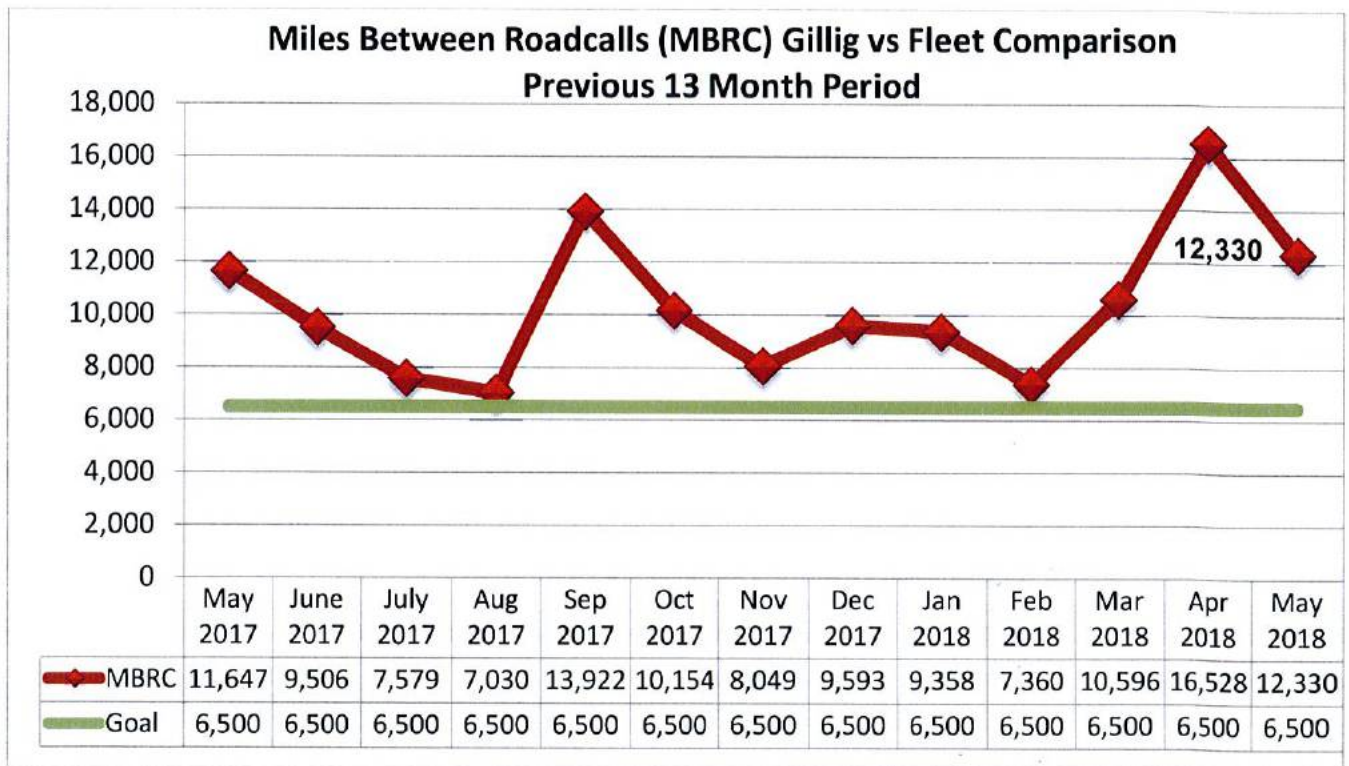
**3c. Route Summary Report for May 2018**

Route	#of CAF's	Route	#of CAF's
#3 NAS Shuttle	0	#32 Southside Mini-B	0
#4 Flour Bluff Mini-B	0	#32s Southside/Malls-Sunday	0
#5 Alameda	2	#34 Robstown North Circulator	0
#5x Alameda Express	0	#35 Robstown South Circulator	0
#5s Alameda-Sunday	0	#37 Crosstown/TAMUCC	1
#6 Santa Fe/Malls	4	#50 Calallen/NAS Express (P&R)	0
#8s Flour Bluff/Malls	0	#51 Gregory/NAS Express (P&R)	0
#12 Saxet Oak Park	6	#53 Robstown/NAS Express (P&R)	0
#15 Kostoryz	1	#54 Gregory/Downtown Express	0
#15s Ayers/Molina	0	#56 Flour Bluff/Downtown Express	0
#16 Morgan	2	#63 The Wave	0
#17 Carroll/Southside	2	#65 Padre Island Connection	0
#19 Ayers	1	#76 Harbor Bridge Shuttle	1
#19G Greenwood	0	#76s Harbor Bridge Shuttle-Sunday	0
#19M McArdle	0	#78 North Beach Shuttle	1
#21 Arboleda	1	#90 Flexi-B Port Aransas	0
#23 Molina	3	#94 Port Aransas Shuttle	0
#25 Gollihar/Greenwood	0	B-Line (Para-transit) Services	9

#26 Airline/Lipes	0	Safety and Security	10
#27 Northwest	6	Facility Maintenance	6
#27x Northwest (Express)	0	Service Development	5
#28 Leopard /Omaha	0	IT Department	2
#29 Staples	6	Marketing	1
#29F Staples/Flour Bluff	4	Transportation (Other)	5
#29SS Staples/Spohn South	0		
#29s Staples-Sunday	0		
#30 Westside/Health Clinic	1	TOTAL CAF'S	80

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

For May 2018, 12,330 miles between road calls (MBRC) were recorded as compared to 11,647 MBRC in May 2017. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service.

Respectfully Submitted,

Submitted by: Wesley Vardeman  
Outreach Coordinator

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Director of Planning

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

**RTA Committee on Accessible Transportation (RCAT)  
MEETING MINUTES  
Thursday, May 24, 2018**

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**Advisory Committee Members Present:** John Longoria, Richard Balli, Donnie Contreras, Tammye Salinas, Rhonda Alvarez, Randall Chisamore and Alonzo Cuellar

**Advisory Committee Members Absent:** Joyce Lopez, Sylvia Wilson and Celia Mendez

**Board Member Present:**

**Staff Present:** Susan Teltschik, Jorge Cruz-Aedo, Sharon Montez and Melanie Gomez, Gordon Robinson

**MV Present:** Janessa Cano

**Employee Representative(s) Present:** Gina Salazar

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**Call to Order:** Mr. John Longoria called the meeting to order at 12:29 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

**Public Comment:** None

**Action to Approve Minutes of April 19, 2018:** approved as presented.

MR. CONTRERAS MADE A MOTION TO ADOPT THE RCAT MINUTES OF APRIL 19, 2018 AS PRESENTED; MR. LONGORIA SECONDED THE MOTION. BALLI, SALINAS, ALVAREZ, CHISAMORE AND CUELLAR VOTING FOR.

**Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update:**

Mr. Richard Balli informed the committee that the CFPWD participated in the Deaf Center College Night with over 100 students in attendance.

Ms. Sylvia Wilson was absent so there was no report from the Corpus Christi Human Relations Committee (CCHRC)

**Committee Reports:**

**April No-Show/Eligibility Appeals:**

The No-Show/Eligibility Appeals Committee was scheduled to meet on Tuesday, May 15, 2018 for no show appeals. There were no appeals submitted in May. There were no warning notices issued in April, no seven day proposed service suspensions and no thirty day proposed service suspensions.

**Eligibility Appeals:**

None scheduled this month.

**Update on the Fall 2018 Service Improvements:**

Mr. Gordon Robinson informed the committee about the service improvements coming this fall. The Sunday only routes will be realigned to make the service easier to understand. Service will be similar Monday through Sunday. The Agency is also looking at right-sizing the buses on Sundays, to match the ridership. Outreach dates are set for the next few months leading up to a July 11<sup>th</sup> Public Hearing during the July Board Meeting.

**RCAT Liaison's Report:**

Mr. Gordon Robinson presented the upcoming Route 99 Pilot Port Aransas Ferry Shuttle Service. The buses will start and end at Staples Street Station. The buses will run every day in Port Aransas, Monday through Sunday at 30 minute intervals from 7:00 a.m. to 6:00 p.m., Memorial Day to Labor Day. The buses will have preferential boarding and will be moved to the front of the line for the ferry crossing.

Ms. Sharon Montez informed the committee, which includes five new members, about the Unsung Hero Award program. This award is issued quarterly to a driver with the Agency or MV. Nominations are collected from the Customer Assistance Forms (CAFs) and should be supported with specific, outstanding examples of how the individual's behavior reflects the RTA's Organization Values in their work and/or involvement and how they help the RTA accomplish its mission. Once a quarter the nominations are

presented to the RCAT Committee. Committee members discuss the nominations and chose a quarterly Unsung Hero recipient. The RCAT Committee will have the pleasure of choosing the first recipient of the 2018 year at the upcoming meeting in June.

**Chairperson's Report:**

Mr. John Longoria shared upcoming meeting dates with the committee.

**Informational Items:**

Mr. John Longoria advised that these items were made available to the committee members in their packets.

**Request for Agenda Items:**

None

**Other Business:**

None

Mr. John Longoria adjourned the meeting at 1:00 p.m. The next meeting will be held on Thursday, June 21, 2018.

**RTA Committee on Accessible Transportation (RCAT)  
RETREAT MEETING MINUTES  
Thursday, May 24, 2018**

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**Advisory Committee Members Present:** John Longoria, Richard Balli, Donnie Contreras, Tammye Salinas, Rhonda Alvarez, Randall Chisamore and Alonzo Cuellar

**Advisory Committee Members Absent:** Joyce Lopez, Sylvia Wilson and Celia Mendez

**Board Member Present:**

**Staff Present:** Susan Teltschik, Jorge Cruz-Aedo, Sharon Montez and Melanie Gomez

**MV Present:** Janessa Cano

**Employee Representative(s) Present:** Gina Salazar

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**Call to Order:** Mr. John Longoria called the retreat to order at 11:15 a.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

**Chairperson's Report:**

Mr. John Longoria discussed the topics on the Retreat Agenda that the committee will undertake over the coming year. The RCAT Committee will review the RCAT Bylaws, the last time they were looked at was over five years ago. The Committee will also review the RCAT Operating Procedures, and discuss how the meeting will flow, how to place items to the agenda and how to send advice to the CCRTA Board. An Accessibility Awareness Campaign will be developed to deal with issues such as ADA parking and blockage of right of ways. The committee will analyze Accessibility Technology to see what new technology is coming and how it will service the riders. Mr. Longoria has requested the CCRTA State and National Lobbyists provide a recap to the RCAT Committee on the accessibility issues and the new laws pertaining to accessibility that have been enacted over the past several years. The lobbyists will also update

the committee on new legislation so the committee can voice opinions before enacted into law.

Melanie Gomez gave a presentation on the two applications the CCRTA riders are using to plan a trip and track the location of the buses. TransLoc is a fixed route application that can be installed on your smart phone or used on the CCRTA website. Ms. Gomez stepped through the procedure for planning a trip, checking the times the bus will be at a certain bus stop and locating the position of the buses. Bus Mobi is the application used by the para-transit riders. This application also states the approximate time of pick-up, while waiting, and the exact time of the arrival at the destination. The Bus Mobi Bus Locator application also shows the para-transit bus en route.

Jorge Cruz-Aedo, the CEO for the Agency, addressed the committee, thanking them for their service. Mr. Cruz-Aedo explained the RCAT Committee is not an operational committee, but a committee of governance at the policy level to guide the Agency on issues related to individuals with disabilities.

Mr. John Longoria adjourned the retreat at 12:03 p.m.

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/6/2018 Board	11.e.	Edward Martinez	In reference to the Pilot Route 99 Update, Mr. Martinez asked if there are other buses in Port Aransas that will take riders around after the Route 99 takes them across the ferry.	Ms. Fehribach answered in the affirmative, there are existing routes in Port Aransas.	6/6/2018
6/6/2018 Board	11.e.	Dan Leyendecker	In reference to the Pilot Route 99 Update, Mr. Leyendecker asked the total cost of the Pilot Program.	Ms. Fehribach stated the budget for the Pilot Route 99 was set at \$145,000 but it is expected to come in under budget.	6/6/2018
6/6/2018 Board	11.h.	Scott Harris	In reference to the Proposed Partnership with Nueces County for Bus Stop Improvements at Hector P. Garcia Clinic, Mr. Harris asked if the number of passengers per day is consistent with the Agency's policy to place this type of bus stop improvement.	Ms. Montez stated the current policy for this type of improvement is 30 passengers. The last time this stop was inspected, there were 14-19 riders, Previously, several months prior, there were 10 passengers, so the ridership is increasing. But according to the policy, the Agency can also place this type of improvement where there's a trip generator such as a hospital.	6/6/2018
6/6/2018 Board	11.d.	Anne Bauman	In reference to the April 2018 Operation Report, Ms. Bauman asked when counting wheelchair boardings, does that count include wheelchairs and scooters.	Ms. Fehribach answered in the affirmative, the count includes mobility devices.	6/6/2018
6/6/2018 Board	11.a.	Dan Leyendecker	In reference to the April 2018 Financial Report, Mr. Leyendecker asked for clarification on the total operating revenues: the agency is behind 2017 revenue by \$50,000	Mr. Saldana stated the Agency budgeted lower for operating revenues 2018 because of passenger fares. Ridership was on a downward trend and the Agency lowered the budget. The shortfall in revenues is fares which is why the Agency is looking at Fare Recovery.	6/6/2018

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/23/2018 Admin	4.	Larry Young	In reference to the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group, Mr. Young asked how much the Agency has earned from the advertising contract.	Ms. Coughlin stated the Agency has earned a total over \$500,000 for the three year period.	5/23/2018
5/23/2018 Admin	4.	Edward Martinez	In reference to the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group, Mr. Martinez asked how many buses are wrapped (with advertising) at the present time.	Ms. Coughlin stated approximately 66 of the larger buses and approximately 65 of the para-transit buses are wrapped with advertisement.	5/23/2018
5/23/2018 Admin	4.	Larry Young	In reference to the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group, Mr. Young asked where the Iconic Sign Group administrative offices are located.	Ms. Coughlin stated the Iconic Sign Group administrative offices are located off of Greenwood. <b>Iconic Sign Group, 1826 S. Padre Island Drive (SPID), on the north side of SPID between Texas State Highway 286 (Crosstown Expressway) and Greenwood Drive.</b>	5/23/2018 <b>7/11/2017</b>
5/23/2018 Admin	5.	Dan Leyendecker	In reference to the Three-Year Contract for Internet and Fiber Data Communication with Spectrum, Mr. Leyendecker asked for confirmation on pricing.	Mr. Saldana responded the pricing only increased by \$480 a year which is a great price for increasing the Internet Speed from 100MB to 200MB.	5/23/2018
5/23/2018 Admin	5.	Tom Niskala	In reference to the Three-Year Contract for Internet and Fiber Data Communication with Spectrum, Mr. Niskala asked if there were any other contractors for internet service.	Mr. Saldana answered in the affirmative, but stated that Spectrum had the best pricing and service; during Hurricane Harvey, the Agency never lost service.	5/23/2018
5/23/2018 Admin	5.	Philip Skrobarczyk	In reference to the Three-Year Contract for Internet and Fiber Data Communication with Spectrum, Mr. Skrobarczyk asked if the procurement was through the Buy Board.	Mr. Saldana answered in the affirmative.	5/23/2018
5/23/2018 Admin	5.	Scott Harris	In reference to the Three-Year Contract for Internet and Fiber Data Communication with Spectrum, Mr. Harris asked with the increase in internet speed, would the Agency need to replace any equipment.	Mr. Saldana stated no additional equipment was needed.	5/23/2018

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/23/2018 Admin	5.	Scott Harris	In reference to the Three-Year Contract for Internet and Fiber Data Communication with Spectrum, Mr. Harris asked if any other equipment would need to be updated in the future.	Mr. Saldana stated updating the equipment in the future would depend on what type of service the Agency would provide, such as a mobile application.	5/23/2018
5/23/2018 Admin	5.	Tom Niskala	In reference to the Three-Year for Internet and Fiber Data Communication with Spectrum, Mr. Niskala asked if the modems would need to be replaced for the upgrade to increase the internet speed from 100MB to 200MB.	Mr. Saldana answered in the affirmative and stated the modem cost is included in the pricing.	5/23/2018
5/23/2018 Admin	6.	Scott Harris	In reference to the First Year Option with ENTRUST, Mr. Harris asked the cost of the of the contract with Entrust.	Ms. Gaitan stated the total budget is \$2.6 million but the cost for ENTRUST to administer the program is approximately \$250,000 per year. Later during the presentation, Mr. Barrera stated the cost is actually between \$350,000 and \$400,000 per year.	5/23/2018
5/23/2018 Admin	6.	Scott Harris	In reference to the First Year Option with ENTRUST, Mr. Harris asked who administers the program at the present time.	Ms. Gaitan stated ENTRUST administers the program.	5/23/2018
5/23/2018 Admin	6.	Scott Harris	In reference to the First Year Option with ENTRUST, Mr. Harris asked the benefits of having a third party administer the program.	Ms. Gaitan stated ENTRUST administers the program by evaluating all the claims in process to be sure the claims are paid appropriately.	5/23/2018
5/23/2018 Admin	6.	Scott Harris	In reference to the First Year Option with ENTRUST, Mr. Harris asked why have a third party administer the program.	Mr. Cruz-Aedo stated we don't have the expertise to evaluate claims in-house.	5/23/2018
5/23/2018 Admin	6.	Tom Niskala	In reference to the First Year Option with ENTRUST, Mr. Niskala asked what the experience has been with a self-funded plan.	Mr. Cruz-Aedo stated the Agency is at the mercy of the health of the employees. There have been many years of meeting or coming in under budget.	5/23/2018

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/23/2018 Admin	6.	Tom Niskala	In reference to the First Year Option with ENTRUST, Mr. Niskala asked if the Agency had considered Stop-Loss Insurance coverage for the large claims.	Mr. Cruz-Aedo stated the Agency does have Stop-Loss coverage at the present time but it comes into play after a certain amount, so certain exposure continues.	5/23/2018
5/23/2018 Admin	6.	Larry Young	In reference to the First Year Option with ENTRUST, Mr. Young asked if there have been any problems with ENTRUST and the employees' claims process.	Ms. Gaitan stated there have been some minor issues with processing claims, but ENTRUST has resolved them quickly.	5/23/2018
5/23/2018 Admin	7.	Larry Young	In reference to the Contract for United HealthCare for Long-Term Disability and Short-Term Disability Insurance, Mr. Young asked for clarification on the difference between Short-Term Disability and Long-Term Disability.	Ms. Gaitan stated short-term disability is an 11 week period and long-term takes effect after the 11 week period.	5/23/2018
5/23/2018 Admin	7.	Philip Skrobarczyk	In reference to the Contract for United HealthCare for Long-Term Disability and Short-Term Disability Insurance, Mr. Skrobarczyk asked if the short-term disability is employee funded.	Ms. Gaitan answered in the affirmative.	5/23/2018
5/23/2018 Admin	7.	Philip Skrobarczyk	In reference to the Contract for United HealthCare for Long-Term Disability and Short-Term Disability Insurance, Mr. Skrobarczyk asked if the long-term disability is paid by the Agency.	Ms. Gaitan answered in the affirmative.	5/23/2018
5/23/2018 Admin	7.	Philip Skrobarczyk	In reference to the Contract for United HealthCare for Long-Term Disability and Short-Term Disability Insurance, Mr. Skrobarczyk asked why there five proposals that were considered unresponsive due to technical difficulties in the proposal response.	Ms. Gaitan stated there were different deficiencies in the proposals. One proposal included the price and another proposal didn't propose the short-term disability.	5/23/2018

## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/23/2018 Ops	4.	Dan Leyendecker	In reference to the Contract Award to Oil Patch Petroleum, French Ellison, Arnold Oil Company and Kapitalua Marine Fuel & Lube for Lubricant & Fluid Supplies, Mr. Leyendecker asked if the amount is equally divided between all of the companies listed.	Ms. Fehribach stated the amount is not equally divided but is awarded based on the unit cost and estimated usage of the lubricant and fluid supplies needed, with Oil Patch Petroleum receiving the majority of the award.	5/23/2018
5/23/2018 Ops	5.	Dan Leyendecker	In reference to the Memorandum of Agreement with MV Contract Transportation, Inc. for the Route 99 Port Aransas Ferry Shuttle Service, Mr. Leyendecker asked if the Agency was going to be able to meet the start of the service on May 25, 2018.	Mr. Robinson stated everything is in place and the Agency is ready to begin service for the Route 99. Mr. Saldana stated the contract has a stipulation that the CEO authorizes up to \$50,000 of service for the first week and a half of service. When the contract is approved by the full board in June, the Memorandum of Agreement will be in effect.	5/23/2018