



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE Committees

**DATE:**  
**TIME:**

**Wednesday, October 24, 2018**

**8:30 a.m. Administration & Finance Committee Meeting,  
Operations & Capital Projects Committee Meeting** *(estimated at  
9:30 a.m., although to be held immediately following the Administration &  
Finance Committee Meeting)*  
**and Budget Workshop #3** *(estimated at 10:30 a.m., although to be held  
immediately following the Operations & Capital Projects Committee  
Meeting)*

**LOCATION:**

**Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX**

## ADMINISTRATION & FINANCE COMMITTEE

**TOM NISKALA (Chair)**

**Scott Harris ~ Patricia Dominguez ~ Philip Skrobarczyk ~ Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
<b>1.</b>	<b>Roll Call –</b>	D. Linnehan	1 min.	-----
<b>2.</b>	<b>Opportunity for Public Comment</b>	T. Niskala	3 min.	-----
<b>3.</b>	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of August 22, 2018	T. Niskala	3 min.	<b>Pages 1-2</b>
<b>4.</b>	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2019 Board and Committee Meetings Calendar	J. Cruz-Aedo	3 min.	<b>Page 3 ATTACHMENT A</b>
<b>5.</b>	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to Provide Insurance for the Following Lines of Coverage for FY 2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance	M. Rendón	3 min.	<b>Pages 4-5 PPT</b>

6.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Acceptance of the Federal Management Oversight (FMO) Review	R. Saldaña	3 min.	<b>Pages 6-7</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetics Inc.	S. Montez	3 min.	<b>Pages 8-9</b> <i>PPT</i>
8.	<b>Adjournment</b>	T. Niskala	1 min.	-----

**Total Estimated Time: 20 min.**

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**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

**MICHAEL REEVES (Chair)**

**George B. Clower ~ Glenn Martin ~ Dan Leyendecker ~ Anne Bauman**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call –</b>	D. Linnehan	1 min.	-----
2.	<b>Opportunity for Public Comment</b>	M. Reeves	3 min.	-----
3.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes of August 22, 2018	M. Reeves	3 min.	<b>Page 1-4</b>
4.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Transportation Uniform Supplier Contract to Cintas	J. Fehribach	3 min.	<b>Pages 5-6</b> <i>PPT</i>
5.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Unleaded Fuel Supplier Contract to James River Petroleum	J. Fehribach	3 min.	<b>Pages 7-8</b> <i>PPT</i>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations	J. Fehribach	3 min.	<b>Pages 9-10</b> <i>PPT</i>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or	G. Robinson	3 min.	<b>Page 11</b> <i>ATTACHMENT A</i> <i>PPT</i>

	Designee to Adopt the 2019 Holidays Service Levels			
8.	<b>Adjournment</b>	M. Reeves	1 min.	-----

**Total Estimated Time: 20 min.**

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**BOARD OF DIRECTORS BUDGET WORKSHOP**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>2019 Budget Workshop #3</b> a) Depreciation Budget b) Debt Service Budget c) Capital Budget d) Final 5-Year CIP e) Final 5-Year Financial Plan f) Staples Street Center Budget g) Port Ayers Cost Center Budget h) Final 5-Year Service Plan	R. Saldaña	40 min.	<i>PPT</i>

**Total Estimated Time: 40 min.**

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On **Friday, October 19, 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 style="text-align: center;"><b><u>Mission Statement</u></b></p> <p>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 style="text-align: center;"><b><u>Vision Statement</u></b></p> <p>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  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, AUGUST 22, 2018**

**Summary of Actions**

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Administration & Finance Committee Meeting Minutes of July 25, 2018**
- 4. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018**
- 5. Adjournment**

The Regional Transportation Authority Administration & Finance Committee 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.

**Committee Members Present:** Tom Niskala, Committee Chairman; Scott Harris Patricia Dominguez, Philip Skorbarczyk and Matt Woolbright

**Committee Members Absent:** None.

**Staff Present:** Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** Kyle Klika, MV Transportation; Gina Salazar, President and Luis Vega – ATU Local 1769 Union; Nicole Woolbright, KCS.

**Call to Order & Roll Call**

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

**Opportunity for Public Comment**

No one spoke under Public Comment.

**Action to Approve the Administration & Finance Committee Meeting Minutes of July 25, 2018**

**MR. SCOTT HARRIS MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JULY 25, 2018. MR. MATT WOOLBRIGHT SECONDED THE MOTION. NISKALA, HARRIS, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE.**

**Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018**

Mr. Robert Saldaña commented there are 240 active members in the plan for 2018, with 177 deferred vested, or those left the agency and not at retirement age yet. He said there are 166 currently drawing from the plan, and a total of 583 people who will draw from the plan. He explained there are 207 who are vested with 33 new employees in their 1 to 3 years which makes the 240 active members. He displayed a chart with the breakdown of the 177 people who are deferred, and the 166 who are currently receiving benefits.

Mr. Saldaña commented the Actual Accrued Liability (AAL) to be paid to the 583 people currently in the plan as projected out through retirement years is a little over \$37 million. The Actuarial Asset Value (AAV) from plan monies on interests and investments the agency puts aside is \$36,440,324 million. He said the Unfunded Actuarial Accrued Liability (UAAL) of \$628,913 will get us to 100 percent. The agency's funded ratio is 98.3 percent, and excellent as compared to most plans, the range is 70 to 80 percentage ratios. He also commented the agency's expected annual rate of return is 7.50 percent, a long-term goal, and was 13.12 percent in 2017. Mr. Saldaña also commented since 2009, the stock market has been doing very well, and exceptional the past three years. We had projected the \$1.7 million needed at 7.5 percent, yet because of the 13.12 percent we received in 2017, our annual contribution to be at 100 percent vested is \$628,913.

He displayed a chart with the breakdown of \$37 million of active participants, deferred vested participants and the retirees and beneficiaries less the AAV of \$36.4 million leaves us with a UAAL of \$628,913. Mr. Saldaña provided a vested schedule to show employees years vested and the percentages they receive based on pension calculation, not on their salary. Once an employee works 7 or more years, they are 100 percent vested. He said the agency's payout for 2018 would be a little over \$2.0 million, and over the next 10 years would be \$3.3 million, and the annually average increase is around \$128,200.

**MR. HARRIS MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JULY 25, 2018. MR. WOOLBRIGHT SECONDED THE MOTION. NISKALA, HARRIS, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE.**

**Adjournment**

There being no further review of items, the meeting ended at 8:57 a.m.

Submitted by: Dena Linnehan



**Subject:** Action to Adopt the 2019 Board and Committee Meetings Calendar

**Background**

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

**Recommendation**

Staff requests that the Administration & Finance Committee to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2019 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by:

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



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

**January**

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

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

**July**

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

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

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**February**

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

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

**August**

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

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

AUGUST						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

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

**March**

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

**28<sup>TH</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops. & Cap. Projects  
*APTA Legislative - Mar 17-19 (DC)*

**September**

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

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

SEPTEMBER						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30					

APRIL						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**April**

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

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

**October**

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

**23<sup>RD</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops. & Cap. Projects  
*APTA Annual – Oct 13-16 (NY)*

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

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

**May**

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

**22<sup>ND</sup> – COMMITTEE Mtgs.**  
8:30 a.m. Admin. & Finance  
9:30 a.m. Ops. & Cap. Projects  
*APTA Int'l Bus Roadeo - May 17-21 & Mobility/Paratransit - May 19-22 (KY)*

**November**

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

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

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

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

**June**

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

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

**December**

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

**No COMMITTEE Mtgs.**

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



**Subject: Provide Insurance for the Following Lines of Coverage for FY 2019: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP)**

### **Background**

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

### **Identified Need**

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

### **Analysis**

Contribution costs for FY 2019 have decreased in ten out of eleven insurance coverages. The contribution costs decreased by 17.5% or \$87,614. The different types of insurance coverages are grouped into five categories: General Liability, Real and Personal Property, Public Employee Dishonesty, Workers' Compensation and Law Enforcement Liability. Public Employee coverage increased by \$15. Major contributing factors for the premium decreases are reduced claims and settlements; only six vehicles added to the fleet for 2019 compared to the addition of thirty vehicles for 2018; and re-valuation of the Staples Street Center to comply with the TML-IRP coverage change effective October 1, 2018 that provides for 150% replacement cost compared to the previous 100% replacement cost.

The Workers' Compensation contribution is based on annual payroll. This category had a premium decrease of 7.76% or \$9,693.

A finalized cost schedule table which compares 2018 fund contributions to 2019 fund contributions is presented below.

Types of Coverage	Limit	Deductible	2018 Contribution	2019 Contribution	Inc./Dec
General Liability	\$9,000,000	\$0	\$3,843	\$ 3,365.00	\$ (478.00)
Errors & Omissions Liability	\$2,000,000	\$10,000	\$11,735	\$ 9,794.00	\$ (1,941.00)
Automobile Liability/Medical Payments	\$500,000	\$0	\$290,576	\$ 221,546.00	\$ (69,030.00)
Automobile Catastrophe	\$10,000,000	\$10,000	\$25,000	\$ 25,000.00	\$ -
<b>Sub Total:</b>			<b>\$331,154</b>	<b>\$ 259,705.00</b>	<b>\$ (71,449.00)</b>
Law Enforcement Liability	\$5,000,000	\$1,000	\$901	\$ 831.00	\$ (70.00)
Real & Personal Property (Includes Flood and Earthquake with a \$25,000 deductible)	\$39,474,870	\$10,000	\$42,865	\$ 36,378.00	\$ (6,487.00)
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000	Included	Included	--
Boiler & Machinery	\$100,000	\$10,000	Included	Included	--
Public Employee Dishonesty	\$500,000	\$2,500	\$718	\$ 733.00	\$ 15.00
<b>Sub Total:</b>			<b>\$44,484</b>	<b>\$ 37,942.00</b>	<b>\$ (6,472.00)</b>
<b>TOTAL: LIABILITY, PROPERTY &amp; CRIME</b>			<b>\$375,638</b>	<b>\$ 297,647.00</b>	<b>\$ (77,921.00)</b>
Workers' Compensation	Statutory		\$124,983	\$ 115,290.00	\$ (9,693.00)
<b>GRAND TOTAL</b>			<b>\$500,621</b>	<b>\$ 412,937.00</b>	<b>\$ (87,614.00)</b>

### Financial Impact

There are sufficient budgeted funds to cover this expenditure.

### Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors' authorize the Chief Executive Officer (CEO) or his Designee to execute payment of \$412,937.00 to Texas Municipal League Inter-governmental Risk Pool for the following lines of coverage for FY2019: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Respectfully Submitted,

Submitted by: Miguel Rendón  
Director of Safety and Security

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operations & Capital Projects Committee Memo

October 24, 2018

**Subject: Acceptance of the Federal Management Oversight (FMO) Review**

### **Background**

The CCRTA is a recipient of federal grants through the Federal Transit Administration (FTA). FTA is responsible for conducting oversight activities to ensure that recipients of grants use the funds in a manner consistent with their intended purpose and in compliance with regulatory and statutory requirements.

The Office of Program Oversight develops and implements a comprehensive national oversight program to ensure that funding recipients remain compliant with the requirements of FTA's assistance programs. It is to this end that CCRTA had its first Federal Management Oversight Review (FMO).

The FMO Review ensures FTA that recipients of federal grants, like CCRTA, have sound financial management systems and adequate internal controls to manage federal funds. Financial Management Oversight Reviews examine a grant recipient's financial management system's ability to meet the criteria of 2 CFR Part 200; and determine if the recipient's financial system is adequate to support the statutory and administrative requirements.

### **Identified Need**

The FMO Review was conducted in two phases over a three-month period. The first phase began March 26 through March 30, 2018 with an Entrance Conference, a review of required documents and on-site interviews with pertinent staff. The second phase began May 14 through May 18, 2018 with an on-site testing of required documents, and follow-up interviews with pertinent staff.

The final report was provided to FTA's Region Office 6 and to CCRTA on October 1, 2018.

### **Recommendation**

Seven (7) findings were found. Of the seven findings, five have been completed and are closed. Of the remaining two that are open, the prescribed revisions will be completed no later than April 1, 2019.

Staff request the Administration & Finance Committee recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Accept the 2018 Financial Management System Review (FMO).

Respectfully Submitted,

Submitted by: Christina A. Perez  
DBE/EEO Compliance Officer

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Action to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetics Inc.

### **Background**

The CCRTA is using an Electronic fare box collection system called Genfare (GFI). The GFI System was purchased in February 2008; this system uses specialized encoded bus passes to help provide a collection of data and reports.

### **Identified Need**

Over two million coded and non-coded paper stock transfers are being used on board the buses in one year. The following are a list of passes currently used by CCRTA's GFI system:

- Transfers
- 1 Day Pass
- 7 Day Pass
- 31 Day Regular Pass
- 31 Day Reduced Pass
- 31 Day B-Line
- 11 Trip Pass
- CCISD Late Run Pass

The Invitation for Bid (IFB) was issued on September 7, 2018. Three companies were notified regarding the bid. The Pre-Bid Meeting was held on September 20, 2018. There was no one in attendance. The bids were due October 12, 2018.

Two of the three companies contacted, sent an email indicating they would not be submitting a bid, The IFB was posted in the CC Caller-Times, B2G Now System and the Mass Transit magazine.

The IFB was structured as a three (3) year base contract with two (2) one-year options. One proposal was received, from Electronic Data Magnetics Inc. (EDMI). EDM I does have a history of supplying CCRTA with electronic bus passes and has been able to meet the delivery schedule needs in a satisfactory and timely manner. The company has been in business 35 years, and is located in High Point, North Carolina.

### **Financial Impact**


The annual estimated cost is \$51,700 and the estimated three-year base contract price is \$155,100. The cost is under the amount budgeted in the FY2019 Operating Budget. The increase over the previous contract is less than 1%.

**Recommendation**

Staff requests the Administration & Finance Committee recommend the Board to authorize the Chief Executive Officer (CEO) or designee to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetics Inc. for a three-year base contract with two (2) one-year options.

Respectfully Submitted,

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

Final Approval by:   
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, AUGUST 22, 2018**

**Summary of Actions**

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of July 25, 2018**
- 4. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts**
- 5. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services**
- 6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for the Reconstruction of Port Ayers Station**
- 7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops**
- 8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for General Engineering/Architectural Services**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Operations & Capital Projects Committee 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.

**Committee Members Present:** Dan Leyendecker, George Clower, Glenn Martin and Anne Bauman

**Committee Members Absent:** Michael Reeves

**Staff Present:** Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** Kyle Klika, MV Transportation; Gina Salazar, President and Luis Vega – ATU Local 1769 Union; Nicole Woolbright, KCS.

**Call to Order & Roll Call**

Mr. Dan Leyendecker called the meeting to order at 9:02 a.m., called roll and Ms. Dena Linnehan stated we have a quorum.

**Opportunity for Public Comment**

No one spoke under Public Comment.

**Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 25, 2018**

**MR. GEORGE CLOWER MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JULY 25, 2018. MS. ANNE BAUMAN SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts**

Ms. Jennifer Fehribach provided background information regarding 1,900 plus unique replacement parts required on the buses and bus engines through contracts.. She said financial impact would be determined by usage. She mentioned the Maintenance Department is able to lock in the pricing and receive volume discounts through these contracts as part of the IFB process, and total expenditures is based on actual usage. She said funding has historically been combined between Federal Preventative Maintenance funds and with Local Funding as part of the FY2018-FY2019 operations budget.

**MR. GLENN MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE AUTHORIZE ISSUANCE OF INVITATIONS FOR BIDS (IFB) FOR MULTIPLE CONTRACTS FOR BUS AND ENGINE PARTS. MS. BAUMAN SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services**

Mr. Gordon Robinson commented on the background of the vanpool program. He commented this program allows people to share rides from a common pick-up location to a destination or work location. This helps reduce traffic congestion, improve air quality and also fuel and vehicle costs. He stated the existing contract was awarded March 31, 2014 with the first option year to expire on October 31, 2018, so the contract is up for the second option year from November 1, 2018 through March 31, 2019.

Mr. Robinson commented there are 2 new participants in the program; one is NAS Kingsville, and the second one is Bechtel, who have priority parking at their jobsites. Financial impact of local funds are budgeted in the FY2018 operating budget and is contingent upon usage.

**MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AUTHORIZE EXERCISING THE SECOND OPTION YEAR WITH ENTERPRISE HOLDINGS, LLC FOR VANPOOL SERVICES. MR. MARTIN SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for the Reconstruction of Port Ayers Station**

Ms. Sharon Montez commented this item was previously brought before the board members in July. She gave background information on Port Ayers being built in early 1990's, agency has provide upgrades to the station over the years and have new safety goals in place as mandated in the FTA's State of Good Repair of the agency's assets. A few things mentioned about the station is there is a lack of clear line of sight at the station, the last bay on the Ayers street side is not big enough for our buses to pull in and be completely out of traffic, enhance the safety by relocating the station off of two main streets, restroom too little, lighting needs replacement and the station is near it's 25 useful life years. Ms. Montez commented she has reached out to Del Mar College staff along with CCRTA's staff to evaluate the RFQ. She mentioned there will be a design fee at 7.75 percent, and additional services estimated at 2.3 percent of the total \$4.7 million in construction costs.

**MS. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RECONSTRUCTION OF PORT AYERS STATION. MR. CLOWER SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops**

Ms. Montez gave background information from 2014-2015 the Board of Regions brought a bond program to fund Phase 1A of the Southside Campus at Del Mar College of \$139 million. She commented per their Areavibes website, 42 percent of current Del Mar

students live South of SPID, and is 3,861 per square mile where Corpus is at 1,833 and Texas is at 97 of population density. She said the Viking Islander program is a collaborative partnership between Del Mar College and Texas A&M Corpus Christi. As she continued, this project's panel to evaluate the RFQ will be from Del Mar College staff and CCRTA's staff. Again the design fee is estimated at 7.75 percent, and additional services estimated at 2.3 percent of the total \$2.6 million in construction costs.

**MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR DEL MAR COLLEGE – SOUTH CAMPUS BUS STOPS. MR. MARTIN SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for General Engineering/Architectural Services**

Ms. Montez commented this item is for our engineer of record contract for various design tasks to include ADA infrastructure bus stop design, bus station, parking lot improvements, and environmental services. She said more recent design tasks included the conceptual designs for Port/Ayers Station and the Del Mar College Bus Station Stops, Kleberg Bank environmental assessments and our storm water quarterly monitoring and assists us with any inspections. Ms. Montez also mentioned by having an engineer of record, helps expedite unforeseen work assignments, different disciplines under one roof, supports the staff and there to assist in the design of projects ready to execute. She commented the contract term is for 3 years with two one-year options and is estimated at \$150,000 annually, or \$450,000 for the total contract, and estimated fees to range from 8 to 12 percent.

**MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUANCE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR GENERAL ENGINEERING/ARCHITECTURAL SERVICES. MR. CLOWER SECONDED THE MOTION. CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT REEVES**

**Adjournment**

There being no further review of items, the meeting ended at 9:33 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Operations & Capital Projects Committee Memo

October 24, 2018

**Subject:** Action to Award the Transportation Uniform Supplier Contract to Cintas

**Background**

The CCRTA Transportation Department currently has 113 full-time Operators, 5 part-time Operators, and 19 administration staff members. Administration staff consists of the Director(s), Supervisors, Instructors, Road Monitors, and Dispatchers. When all positions are full, the department consists of 142 full-time and 6 part-time operators. CCRTA provides each Transportation employee, operator and administration, an annual stipend up to \$295 for the purchase of uniforms throughout the calendar year. The current agreement is a 1-year extension set to expire December 31, 2018.

**Identified Need**

In order to maintain a professional image, the CCRTA follows strict uniform guidelines. Uniform components require replaced on an annual basis in order to ensure front line employees represent CCRTA in a professional manner. The Transportation department currently purchases uniforms from Cintas Corporation.

CCRTA received one (1) proposal which was deemed responsive. The Transportation team evaluated the bid proposal for meeting specified standards.

**Financial Impact**

Funds are accounted for in the annual operating budget. The uniform program cost shall not exceed \$54,280 per year, and will be locally funded.

<b>Employees</b>	<b># of Employees</b>	<b>Allowance</b>	<b>Totals</b>
Full-Time Operators	142	\$295.00	\$41,890.00
Part-Time Operators	6	\$147.50	\$885.00
Managing Director of Operations	1	\$295.00	\$295.00
Director of Transportation	1	\$295.00	\$295.00
Transportation Supervisors	3	\$295.00	\$885.00
Transportation Instructors	3	\$295.00	\$885.00
Transportation Road Monitors	6	\$295.00	\$1,770.00
Transportation Dispatchers	5	\$295.00	\$1,475.00
<b>Sub-Total Services</b>			<b>\$48,380.00</b>
Turnover	20	\$295.00	\$5,900.00
	<b>TOTAL NOT TO EXCEED</b>		<b>\$54,280.00</b>

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award the Transportation Uniform Supplier Contract to Cintas as a three-year base contract with two (2) one-year extensions following Board approval.

Respectfully Submitted,

Submitted by:       Derrick Majchszak  
                              Director of Transportation

Reviewed by:        Jennifer Fehribach  
                              Managing Director of Operations

Final Approval by:   
                              \_\_\_\_\_  
                              Jorge Cruz-Aedo  
                              Chief Executive Officer



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Operations & Capital Projects Committee Memo

October 24, 2018

**Subject:** Action to Award the Unleaded Fuel Supplier Contract to James River Petroleum

**Background**

The RTA requires approximately 15,212 gallons of unleaded fuel for the contracted paratransit and fixed route services fleet, operator relief cars, supervisor vans, and support vehicles. Projected usage is based on actual consumption of fuel being utilized for FY2018 daily fleet operations.

Pricing is subject to OPIS, third-party service provider that discovers and publishes pricing in each city where fuel is sold at the rack. Fuel is price-marked per the delivery date to Bear Lane.

- OPIS Standard: daily discovery of wholesale terminal pricing by all the major refiners and suppliers for benchmarking purposes.

**Identified Need**

The current van fleet uses CNG fuel. To mitigate engine failures due to extreme heat caused by the internal processing of CNG fuel, future purchases will use unleaded fuel. Staff has calculated unleaded fuel usage to account for future purchases.

An IFB was issued for the bulk purchase of unleaded fuel. CCRTA received six (6) proposals, all six (6) deemed responsive. The Maintenance team evaluated the lowest bid proposal for meeting manufacture specified OEM (Original Equipment Manufacturer Specifications) and American Society for Testing and Materials (ASTM) standards.

- ASTM: international standards organization that publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.

Criteria analysis included:

- ASTM Volatility Specs (D4814 and Applicable State Specifications)
- Research Octane ASTM-D-2699
- Motor Octane ASTM D-2700
- Distillation ASTM D6
- Mercaptan Sulfur, Wt.% ASTM D-3227
- Sulfur, Wt. % ASTM D-2622
- Existent Gum Washed, mg/100ml ASTM D-38

RTA is estimating 2019 consumption to be 60,993 gallons of fuel. The increase is due to fleet optimization and Fall Service Improvements. Both operational changes have increased the use of Van sized vehicles including subsequent fuel supply.

<b>Fuel Usage Projections</b>	<b>Estimated Annual Usage Gallons</b>
2019	60,993
2020	231,768

The IFB is structured as a two-year firm agreement with a one-year extension option following Board approval.

Proposals Received:

**BID TABULATION SHEET**

Project: **IFB No. 2018-SP-09  
Unleaded Fuel Supply**

Location: **Staples Street Center  
602 N. Staples  
3rd Floor, CCRTA Board Room  
Corpus Christi, TX 78401**

Bid Date: **Thursday, September 30, 2018 at 3:00 PM**

No.	Bidder	Date & Time Received	Received by	Price Schedule Appendix A	Certification Form Appendix B	Certification and Statement of Qualifications Appendix C	Disclosures of Interests Certification Appendix D	Accessibility Policy Appendix E	References Appendix F	Addendums No. 1 & 2	Either Discount (Per Gallon)	Or Markup (Per Gallon)
1	James River Petroleum	9/20/2018 9:18 AM	SA	x	x	x	x	x	x	x	Year 1 & 2 0.0076	
2	Arguindegui Oil Company	9/20/2018 9:18 AM	SA	x	x	x	x	x	x	x		Year 1 & 2 .0690
3	Sun Coast Resources, Inc.	9/20/2018 9:28 AM	SA	x	x	x	x	x	x	x		Year 1 - .0495 Year 2 - .0595
4	Oil Patch Petroleum	9/20/2018 11:11 AM	SA	x	x	x	x	x	x	x		Year 1 & 2 .07
5	Petroleum Traders Corp.	9/20/2018 11:15 AM	SA	x	x	x	x	x	x	x		Year 1 & 2 .0221
6	Kapalua Marine Fuels & Lubes	9/20/2018 11:29 AM	SA	x	x	x	x	x	x	x		Year 1 & 2 0.0399

**Financial Impact**

Funds are accounted for in the annual operating budget and use local funds. Total expenditures are determined by consumption and the Oil Price Information Service (OPIS). Projected pricing based on August 13, 2018 OPIS; Year One \$125,645.58, Year Two \$477,442.08. Total estimated costing for the base contract is \$603,087.66.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award the Unleaded Fuel Supplier Contract to James River Petroleum for a two-year base contract with an optional one-year extension following Board approval.

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

Operations & Capital Projects Committee Meeting Memo

October 24, 2018

**Subject:** Action to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations

### **Background**

Currently, CCRTA contracts for a variety of transportation services including Paratransit, known as B-Line, which is an origin-to-destination transportation service provided to riders who have been deemed eligible under the Americans with Disabilities Act (ADA) guidelines. In 2017, Paratransit passenger trips totaled 192,905.

In addition to transportation services, MV Transportation Inc. provides administrative staff, operators, safety training, and maintenance for 48 support vehicles and a fleet of 53 vans (Paratransit and Fixed route vehicles).

The current contract is in its final option year and will expire on December 31, 2018.

### **Identified Need**

The Board of Directors authorized entering into a five-year base contract with MV Transportation Inc. to provide Paratransit and Small Bus Operations on September 9, 2013. Staff is recommending the CCRTA exercise the one (1) two-year option of the existing 2013 contract to provide;

- Management; Technical and Safety
- Operations and Maintenance
- Quality Assurance; Financial Procedures, Data Collection, and Reporting

### **Financial Impact**

Purchased Transportation Services are budgeted within the local operating budget. The one (1) two-year option is estimated to be \$12,733,148.28.

### **Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve the two-year extension of the 2013 contract with MV Transportation, Inc. for Paratransit and Small Bus Operations.

Respectfully Submitted,

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations & Capital Projects Committee Memo

October 24, 2018

**Subject:** Action to Adopt the 2019 Holidays and Service Levels

**Background**

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

**Identified Need**

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. For review and approval, Attachment A contains the 2019 draft notice to CCRTA employees and contractors containing the 2019 Holiday Service Schedule.

**Financial Impact**

No financial impact.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the 2019 Holidays Service Levels.

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



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

602 N. Staples, Corpus Christi, Texas 78401 | p. 361-289-2712 | f. 361-289-3057 | www.ccrta.org

To: CCRTA &amp; Contract Employees

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

From: Jorge Cruz-Aedo, Chief Executive Officer

Re: 2019 Holidays and Service Levels

The 2019 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

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

Day	Date	Holiday	Service Level	Comments
Friday	April 19, 2019	Good Friday	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	April 21, 2019	Easter Sunday	No Service	RTA Holiday: All Facilities Closed
Monday	May 27, 2019	Memorial Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Thursday	July 4, 2019	Independence Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Monday	September 2, 2019	Labor Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Thursday	November 28, 2019	Thanksgiving	No Service	RTA Holiday: All Facilities Closed
Friday	November 29, 2019	Black Friday	Weekday Service Level	No RTA Holiday
Tuesday	December 24, 2019	Christmas Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Wednesday	December 25, 2019	Christmas	No Service	RTA Holiday: All Facilities Closed
Tuesday	December 31, 2019	New Year's Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Wednesday	January 1, 2020	New Year's Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed

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

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

Distribution Type: Posted & Acknowledgement  
w/Policy to each employee

Posted for # of weeks: \_\_\_\_\_

Remove date: \_\_\_\_\_