



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**** REVISED ****
AGENDA MEETING NOTICE
Board of Directors

DATE: Wednesday, November 7, 2018

TIME: 8:30 a.m.

LOCATION: Staples Street Center
602 North Staples Street, 2ND 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 ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Presentation – Lone Star NGV (Natural Gas Vehicle) Award	J. Cruz-Aedo	3 min.	-----
4.	Opportunity for Public Comment	E. Martinez	3 min.	-----
5.	Public Hearing Regarding Permanent Closure and Demolition of Six Points Transfer Station	G. Robinson, S. Montez	10 min.	<i>PPT</i>
6.	Discussion and Possible Action to a) Authorize Permanent Closure and Demolition of the Six Points Transfer Station	S. Montez	3 min.	Page 1-2
7.	Public Hearing Regarding Adoption of the FY2019 Operating and Capital Budget	R. Saldaña	10 min.	<i>PPT</i>
8.	Discussion and Possible Action to a) Adopt the FY2019 Operating and Capital Budget	R. Saldaña	3 min.	Page 3-4
9.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of October 3, 2018	E. Martinez	2 min.	Pages 5-12
11.	CONSENT ITEMS: 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.			
	a) Action to Adopt the 2019 Board and Committee Meetings Calendar			3 min.
	b) Action 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			

	<ul style="list-style-type: none"> c) Action to Authorize Acceptance of the Federal Management Oversight (FMO) Review d) Action to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetics Inc. e) Action to Award the Transportation Uniform Supplier Contract to Cintas f) Action to Award the Unleaded Fuel Supplier Contract to James River Petroleum g) Action to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations h) Action to Adopt the 2019 Holidays Service Levels 			
12.	Discussion and Possible Action to Award the Bus Engine and Bus Engine Parts Supplier Contract to French Ellison	J. Fehribach	3 min.	Pages 13-16 <i>PPT</i>
13.	Presentations: <ul style="list-style-type: none"> a) September 2018 Financial Report b) Procurement Update c) September 2018 Safety & Security Report d) September 2018 Operations Report 	<ul style="list-style-type: none"> R. Saldaña R. Saldaña M. Rendón G. Robinson 	<ul style="list-style-type: none"> 4 min. 4 min. 4 min. 4 min. 	<ul style="list-style-type: none"> Pages 17-25 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 26-34 <i>PPT</i>
14.	CEO's Report <ul style="list-style-type: none"> a) Texas Mobility Summit b) Election Day Bus Ridership 	J. Cruz-Aedo	8 min.	----
15.	Board Chair's Report	E. Martinez	5 min.	----
16.	Adjournment	E. Martinez	1 min.	----
17.	Information Items: <ul style="list-style-type: none"> a) RCAT Meeting Minutes– September 20, 2018 b) Member Inquiry Forms: <ul style="list-style-type: none"> 1. Board Meeting– October 3, 2018 2. Committee Meetings– September 26, 2018 			<i>Attachments</i>

Total Estimated Time: 1 hr. 20 min.

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On **Friday, November 2, 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>Mission Statement 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>Vision Statement Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.</p>
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PUBLIC NOTICE

Corpus Christi Regional Transportation Authority (CCRTA) Demolition and Permanent Closure of Six Points Transfer Station

Date: October 9, 2018

The Corpus Christi Regional Transportation Authority (CCRTA) is conducting a public hearing regarding the permanent closure and demolition of the Six Points Transfer Station. These actions are due in part to an onsite fire and inadequate bay sizing for bus layovers and parking. Alternate bus stop transfer points have been established and are already in use. These will be discussed at the public hearing.

Notice is hereby given the Board of Directors will hold a Public Hearing on Wednesday, November 7, 2018, at 8:30 am to receive public comment on the proposed closure and demolition of the Six Points Transfer Station:

- 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, November 7, 2018, at 8:30 a.m. 602 N. Staples St., Corpus Christi, TX 78401, 2ND floor Boardroom);

- Bus routes to the public hearing include: 6, 12, 16, 17, 19, 21, 23, 27, 28, 29, 54, 56, 76, 78
- Paratransit B-Line service is available to eligible participants, schedule trips at (361) 289-5881.

How to Comment on Proposed Service Changes

- In person: Public Hearing, Wednesday, November 7, 2018, 602 N. Staples St., Corpus Christi, TX 78401 (2ND floor).
- Remote comments: **Comments must be received by the CCRTA no later than November 6, 2018, to be processed in time.**
 - **Phone:** CCRTA's Customer Service Center at (361) 883-2287.
 - **Write us:**
ATTN: CCRTA Planning Department
Closure and Demolition of Six Points Transfer Station
602 North Staples Street, Corpus Christi, TX 78401.
 - **Fax:**
(361) 882-1807
ATTN: CCRTA Planning Department
Closure and Demolition of Six Points Transfer Station

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. CCRTA 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.

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On **Tuesday, October 9, 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 San Patricio County Clerks offices for posting at their locations.

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Subject: Discussion and Possible Action to Approve the Permanent Closure and Demolition of the Six Points Transfer Station

Background

On December 13, 2017, a fire occurred at the Six Points Transfer Station making the facility inaccessible for passengers. Since that time, options to maintain or close the facility have been reviewed from a service and fiscal perspective. As a result, the permanent closure and demolition of the transfer station is being recommended.

The Federal Transit Administration (FTA) was notified of the fire at the Six Points Station. Upon CCRTA receiving insurance proceeds, the FTA requested that an appraisal of the property be conducted in order to determine if the CCRTA owed the FTA for the improvements made to the station with federal funds. Once that process was completed, the Public Hearing could then be held.

Identified Need

A public hearing is being conducted in regards to the permanent closure and demolition of the Six Points Transfer Station per Federal Transit Administration (FTA) regulations. This action is due to an onsite fire, the property not belonging to the CCRTA and inadequate bay sizing for bus layovers and parking. Alternate bus stop transfer points serving Routes 5, 17, 19, and 29 have been established and are already in use by passengers on a daily basis.

On October 9, 2018, a public notice to announce the public hearing date of November 7, 2018 was distributed in the Caller Times newspaper and with multiple organizations. A Title VI of the Civil Rights Act of 1964 service equity analysis was completed as required by the FTA. In summary, no disparate impacts or disproportionate burdens were identified due to minimal changes in route miles on Route 5 and no change in average daily revenue hours for Routes 5, 17, 19, and 29. Pending approval, staff will initiate actions to demolish and permanently close the Six Points Transfer Station.

Financial Impact

Insurance proceeds will cover expenses associated with the demolition and permanent closer of the Six Points Transfer Station.

Recommendation

Staff is requesting the Board of Directors approve the demolition and permanent closure of the Six Points Transfer Station.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs & Customer Services

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

To: Georgia Lawson – Caller Times
E-MAIL: legals@caller.com

From: Denise Jones - CCRTA
Office: (361) 903-3547 Fax: (361) 289-3578

Re: Budget Public Notice

Post in Newspaper ONLY



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

PUBLIC NOTICE
Corpus Christi Regional Transportation Authority
Proposed 2019 Operating and Capital Budgets

Date: October 21, 2018

The proposed 2019 Operating and Capital Budgets for the Corpus Christi Regional Transportation Authority are available for public review and comment.

It can be viewed on the RTA Website at: <http://ccrta.org/news-opportunities/public-notice> or you may obtain a copy of the proposed Budget by contacting Stephanie Alvarez at (361) 903-3450.

An opportunity for an Official public review and comment will be November 7, 2018 starting at 8:30 a.m., held at the CCRTA Staples Street Center, 602 N. Staples St., 2nd Floor Board Room, Corpus Christi, Texas 78401.

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On **Sunday, October 21, 2018** this Notice was posted by Stephanie Alvarez 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.

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Background

Chapter 451 of the Texas Transportation Code mandates that the Authority adopt an annual operating budget prior to the beginning of each fiscal year after making the proposed budget available publicly for at least 14 days. The required public notice period began on October 21, 2018 in order to be completed in time for the public hearing scheduled on November 7, 2018.

Identified Need

A public hearing is being conducted to provide the community and stakeholders an opportunity to provide input prior to the adoption of the 2019 Operating and Capital budget. The 2019 Operating and Capital budget accounts for 37 services (29 fixed routes, 5 express routes, 2 demand response taxi services and 1 demand response shuttle) covering 841 square miles and 5.4 million passenger trips, B-line Paratransit service, Vanpool Services, maintaining 4 transfer stations, 3 park and rides and a fleet of 127 fixed and paratransit vehicle; as well as a fleet of support vehicles.

The CCRTA staff has conducted three (3) prior budget workshops detailing department line item budgets:

Budget workshop #1 was conducted on July 25, 2018. The workshop reviewed Strategic Planning Framework, 2018 Budget Priorities, Regional Economic Trends, Preliminary Assumptions/Budget Impact and the Budget Process.

Budget workshop #2 was conducted on August 22, 2018. The workshop reviewed the following department budgets: Administrative Support, Transit Operations, Customer Service, Marketing and Communications and Human Resources.

Budget workshop #3 was conducted on October 24, 2018. The workshop reviewed the following areas. Depreciation, Debt Service, 5-year CIP, 5-Year Financial Plan, Sub-recipient Agreements, Street Maintenance Allocation, Staples Street Cost Center, Port Ayers Cost Center, Special Projects and a 5-year Service Plan.

Financial Impact

2019 projected revenues are estimated to come in at \$44,987,639. The 2019 estimated expenses are projected to come in at \$44,354,735. This would yield a positive net cash flow of \$632,904. These funds would be put back into the fund balance.

Recommendation

Staff is requesting the Board of Directors approve 2019 Operating and Capital Budget.

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, OCTOBER 3, 2018**

Summary of Actions

1. Pledge of Allegiance
2. Conducted Roll Call
3. Provided Opportunity for Public Comment
4. Heard Update on RCAT Committee Activities
5. Action to Approve Board of Directors Meeting Minutes of September 5, 2018
6. Action to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a One-Year Term Agreement
7. Action to Issue a Request for Proposals (RFP) for Depository and Banking Services
8. Action to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2017
9. Heard Presentations –
 - a) August 2018 Financial Report
 - b) Procurement Update
 - c) August 2018 Safety & Security Report
 - d) August 2018 Operations Report
10. Heard CEO's Report
11. Heard Chairman's Report
12. Adjournment
13. Information–
 - a) RCAT Meeting & Retreat Minutes– August 16, 2018
 - b) Member Inquiry Forms:
 1. Board Meeting– September 5, 2018
 2. Committee Meetings– August 22, 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, 2nd Floor Board Room, Corpus Christi, Texas.

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

Board Members Absent: Edward Martinez, Board Chair

Staff Present: Jorge Cruz-Aedo, David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Mike Rendón, Gordon Robinson and Robert Saldaña

Public Present: Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Doreen Harrell, KCS;

Call to Order & Roll Call

Mr. Mike Reeves called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance. Mr. Dan Leyendecker called Roll and stated a quorum was present.

Provided Opportunity for Public Comment

No one spoke under Public Comment.

Heard Update on RCAT Committee Activities

Ms. Sharon Montez commented on the meeting held on September 20, 2018, and said the 2ND Quarter Unsung Hero Award to be awarded in October to Mr. Danny Noel. Mr. Noel was commended by a passenger for recently avoiding an accident and keeping the passengers safe. She said the No-Show and Eligibilities Committee did not meet at the September meeting. Ms. Montez commented that Mr. Richard Baili reported on numerous violations and infractions in the disabled community in August. She commented the photo id and service changes. Mr. John Longoria asked for input from the members on a by-laws policy change for RCAT riders traveling to RCAT meetings and other places in the city. Next RCAT meeting will be held on Thursday, October 19, 2018 and everyone is welcome to attend.

Action to Approve Board of Directors Meeting Minutes of September 5, 2018

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF SEPTEMBER 5, 2018. MR. SCOTT HARRIS SECONDED THE MOTION. THE MOTION CARRIED. , REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Action to Issue a Request for Proposals (RFP) for Vanpool Services

Ms. Gordon Robinson commented on the vanpool program and how it helps reduce traffic congestion and improve air quality. Enterprise Holdings LLC is our current contractor and he said the agency has now added Bechtel and NAS Kingsville to the program. The existing contract was awarded March 31, 2014 and the 1st Option Year was awarded May 1, 2018, and will expire October 31, 2018. He said the 2ND Option Year was approved at the September Board meeting and this contract period will be November 1, 2018 through March 31, 2019. Mr. Robinson commented local funds were budgeted in FY2018 and also in the Proposed 2019 Operating Budget, and our financial impact is based on program demand. This is a 3-year base contract with 2 one year options.

MR. HARRIS MADE A MOTION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR VANPOOL SERVICES. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER,

NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Action to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a One-Year Term Agreement

Ms. Jennifer Fehribach reported on the background information, bid process and proposals received for this item, and Federal State of Good Repair (SOG) requirement. As she explained, the agency is required to maintain their assets to original equipment manufacturer (OEM) standards, monitor and identify internal wear of the engines and ensure engine overhauls meet their useful life. The CCRTA fleet is comprised of both CNG and Diesel vehicles and we identified 10 CNG and 8 Diesel engines at the end of their life cycle and require an overhaul.

Ms. Fehribach provided a slide of hyperlinks Staff researched regarding the Bid Review Standards. She mentioned 4 proposals were received, 1 deemed unresponsive due to incomplete bid package, and the remaining 3 were reviewed. She commented Corpus Christi Freightliner was the agency's recommendation bid for both new and CNG engines. In the bid process, a revision for remanufactured diesel engines was included, and as she mentioned previously regarding the OEM, EPA and Emissions testing for the new and CNG engines, Corpus Christi Freightliner was the recommendation and the bid was not to exceed \$473,725.06. Ms. Fehribach commented the total expenditures is based on actual usage, is a one year supply agreement with funding sources from 5307 funds and 20 percent local match, and is to not exceed the amount above.

MR. DAN LEYENDECKER MADE A MOTION TO AWARD THE INVITATION FOR BID (IFB) FOR BUS ENGINE SUPPLIER CONTRACT TO A ONE-YEAR TERM AGREEMENT. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Action to Issue a Request for Proposals (RFP) for Depository and Banking Services

Mr. Robert Saldaña commented that Texas Administrative Code Chapter 451.05 states how our Board designates one or more banks to provide our banking services to include our General Fund, Company Purchase Card and other services. He said the code also states the agency must go out for procurement of these services periodically. He said the agency's mission is to continue in executing our due diligence in reviewing banking services periodically to explore banking challenges, proper controls, keeping up with technology digital revolution, and changing needs of the agency and our employees and vendors.

Mr. Saldaña stated the current contract with Wells Fargo expires December 31, 2018 and was a three year base with two one-year options we have exercised since inception on January 1, 2014. He displayed a timeline on a chart for the process once

we board approval is received, and said funds are in the 2019 Finance budget and costs before any earnings allowance are approximately \$48,060 annually.

MR. GLENN MARTIN MADE A MOTION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR DEPOSITORY AND BANKING SERVICES. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Action to Accept the Comprehensive Annual Financial Report (CAFR) with Independent Auditors' Report and Required Communication Letter for the Year Ended December 31, 2017

Mr. Robert Saldaña introduced Mr. John Shepherd of Collier, Johnson & Woods, P.C., our advisory firm, to present the CAFR. He said since the agency receives federal monies, and is classified as a political subdivision of the State, our financial statements must be reviewed annually, and Collier, Johnson & Woods, P.C. has been our advisory firm for the past few years.

Mr. John Shepherd commented he would be focusing on two sections of the 2017 CAFR; 1) the financial section, and 2) the single audit section. He stated the financial statements focus on the opinion that defines management's responsibilities, preparing the documents and the agency's accounting principles, with their job being to issue an opinion on these financial statements, and in their report is an emphasis of matter.

Mr. Shepherd commented on the highlights and said there is an increase of \$8.6 million in the agency's net position, majority being capital assets of buses. He said the net interest in capital assets is \$66 million with an unrestricted amount of \$27.3 million of operating capital. An income statement he pointed out included \$456,170 for CNG tax credits that had not been there in the prior year. Mr. Shepherd also pointed out the Facilities Maintenance amount of \$2.0 million that includes the \$339,945 from tenant leases to give a true net cost of the Staples Street Center building. He also provided an operating statement indicating we are now using more of our Federal funds than in the past from \$1.1 million to \$4.6 million than last year. He commented on a summary of results as stated in their management letter to the agency.

Mr. Shepherd commented the audit covers the assets of the agency, and they provide an opinion, their agreed upon procedures, the management letter, and stated there were no significant deficiencies in the agency for 2017.

MR. TOM NISKALA MADE A MOTION TO ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) WITH INDEPENDENT AUDITORS' REPORT AND REQUIRED COMMUNICATION LETTER FOR THE YEAR ENDED DECEMBER 31, 2017. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER,

NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ.

Heard Presentations:

a. August 2018 Financial Report – Mr. Saldaña reported the August financials total operating revenues at \$167,397, or \$1,416 under budget due to passenger services. Departmental expenses at \$2.57 million on a budget of \$2.52, or \$44,552 over budget. He reported depreciation was on budget at \$366,535, and total operating expense came in at \$2.93 million on a budget of \$2.89 million. Sales tax revenue came in at \$3.0 million on a budget of \$2.3 million, and federal dollars received were at \$5,712 on a budget of \$749,661 partly due to being behind on receiving grant funding normally approved earlier in the year that were just approved in September. Investment income came in at \$40,573 on a \$6,706 budget from the better return on our TexPool income.

He commented the Staples Street Center expenses for August at a net income of \$16,708 and exceed by a little from the net revenue. Port Ayers is all revenue at \$3,583 right now, subrecipient grants expense of \$2,024, and put aside \$235,685 on street improvement program, with \$101,211 for change in net assets. Mr. Saldaña presented slides of charts showing where the monies go for the month with majority towards salaries and benefits at 43 percent and purchased transportation at 24 percent and excludes depreciation, debt service and street improvement expenses.

He continued with year-to-date operating revenues of \$1.65 million on a budget of \$1.77 million, or \$118,029 short. Departmental expenses came in with a savings of \$60,165, depreciation expense at \$2.9 million both actual and budgeted, and total operating expense came in at \$22.9 million on a budget of \$22.97 million, or the \$60,165 in savings. Year-to-date sales tax revenue at \$22.4 million on a budget of \$20.9 million, giving us a \$1.4 million ahead of budget, and federal grants of \$579,210 behind budget of \$2.5 million, again due to not receiving grant funding yet to start projects. Investment income at \$233,000 on a \$52,568 budget due to doing better on our returns due to the TexPool interest income. He said the agency's cost for Staples Street Center net costs at \$146,460, Port Ayers costs at 28,664, and have paid \$33,434 towards sub-recipient grants and have \$1.885 million saved for our Street Improvement program. Mr. Saldaña reported our year-to-date change in assets is a negative \$512,283 as we do not pay out depreciation of \$2.9 million and is due to our grant situation by not receiving funding yet for our projects. He also displayed a chart to show where the monies go with majority towards salaries and benefits at 44 percent and purchased transportation at 22 percent excluding depreciation, debt service and street improvement expenses for the year. Mr. Saldaña commented on the next slide on the July sales tax comparison from 2017 to 2018, or received \$317,790, 12.32 percent, and the budget comparison from 2017 to 2018, increased \$348,186, or 13.66 percent. He ended with a chart showing the sales tax volatility.

b. Procurement Update – Mr. Saldaña reported on 3 current procurements for Transportation Uniform Supply, Bus Passes and Internal and External Bus Engine Parts. Mr. Saldaña provided statistics for each project on the outreach, pre-proposal

meeting attendance and number of proposals submitted and bids received. Other slides showed charts the four month outlook of 5 items; Vanpool Vehicles & Services at \$295,137; Depository and Banking Services not to exceed \$57,600; Auditing Services and Defined Benefit Plan & Trust not to exceed \$71,000; Employee Group Health, Vision & Dental Insurance at \$3.6 million; and Paratransit & Small Bus Operation approximately \$12,733,148.

Mr. Saldaña provided a slide with CEO signature authority contracts for HVAC Services at \$21,500; Generator Services at \$14,412.50, and Hydraulic Hoses and Fittings at \$45,459, and Benetrace at \$17,400; DRI AVL Software at \$45,676; and FleetNet Software at \$26,820 with all not to exceed these amounts. He also reported on the month-to-month contract for the Marina Rental Space at \$6,300.

- c. **August 2018 Safety & Security Report** – Mr. Rendón reported the month of August our operators drove 306,902.6 miles with 6 accidents; 1 preventable and 5 non-preventable accident making our accident rate for year-to-date rate at 0.93 meeting the industry standard of 2.00. PowerPoint slides were presented of charts to show the numbers and percentages for no public intoxications, 4 criminal arrests, 10 criminal trespass warnings issued, 822 contacts with individuals and 1 other service calls. He highlighted the areas the officers patrol within and outside of the Staples Street Center.
- d. **August 2018 Operations Report** – Mr. Gordon Robinson reported August's monthly ridership up by 481,590 boardings and much higher than last year during Hurricane Harvey. Ridership for Fixed Route was up by 17.8 percent, and B-Line was up for the month by 23.5 percent. Year-to-date system overall ridership is flat in comparison to 2017, 0.1 percent. Productivity remains at on Route 28/Leopard at 48,129 and the lowest Route 54/Gregory at 119. He said the wheelchair boardings on Route 23 Molina at 747, and Route 29/Staples bicycle boards at 2,064. Still impacted by bond projects at 11 detours out of 34, or 32 percent on detour. Miles Between Road Calls at 8,583 and August one of our hottest months did not meet the standard of 12,250 miles. Number of CAFs at 26 and very low in the industry. He said our CAFs w/o commendations were outstanding at 5.6, our lowest for the past 12 months.

Heard CEO's Report

Mr. Cruz-Aedo commented Nov 27-29 APTA Leadership Conference in Washington, D.C. and adding portions of legislative sessions and a schedule with FTA during that time. He continued to say at the last Board Retreat, we are looking at the objectives to formulate for 2019 as board priorities, we plan to continue on track regarding fare recovery, to also look at our facilities of Port Ayers and Del Mar stations with a focus on safety and security. Mr. Cruz-Aedo commented at the recent APTA Annual Conference, he attended several sessions regarding the homelessness, and the safety and security design of facilities and we are not alone in the issues we currently face here at the Staples Street Center. He continued with looking at innovation by targeting younger riders, workforce development and training of our employees on conflict resolution this past month. He said the agency

continues to work on our Public image and transparency portion, and a new item is looking into areas of private or public water transportation.

Heard Board Chair's Report

Mr. Reeves commented on behalf of Chairman Martinez, he has deferred time over to other board members. Ms. Bauman thanked the staff for their hard work, Mr. Clower also thanked the staff, Mr. Leyendecker spoke about meeting a gentleman at APTA, he and the Chairman talked with, who has an app called Token Transit where you could actually purchase your ticket at the station on you phone, and this could be something the agency might check into doing. Mr. Woolbright commented on the good job everyone is doing and thanked those in the audience for attending. Mr. Harris commented he focused his comments during the meeting on safety and security, and an item not discussed that he was aware of, and feels there is room for improvement for the safety and security of the the building for our tenants. Ms. Dominguez and Mr. Niskala also thanked everyone for a good job, and Mr. Reeves spoke on the APTA Conference in Nashville regarding discussions on electric vehicles and procurement processes every evolving, and attended a session on curb appeal versus parking as it relates to transit, visited with vendors such as Transloc and looked at software to improve routing systems.

Adjournment

There being no further review of items, the meeting adjourned at 9:45 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 7, 2018

Subject: 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 (1ST) Wednesday of the each month. The Administration & Finance Committee and Operations & Capital Projects Committee are held on the fourth (4TH) Wednesday each month, respectively.

Recommendation

This item was reviewed and approved at the Administration & Finance Committee meeting on October 24, 2018.

Staff requests the Board of Directors adopt the 2019 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



FINAL - 2019 Meeting Calendar - CCRTA Board of Directors

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

January

2ND – BOARD Mtg.
8:30 a.m.

23RD – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

July

3RD – BOARD Mtg.
8:30 a.m.

24TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

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

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

February

6TH – BOARD Mtg.
8:30 a.m.

27TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

August

7TH – BOARD Mtg.
8:30 a.m.

28TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

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

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

March

6TH – BOARD Mtg.
8:30 a.m.

27TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects
APTA Legislative - Mar 17-19 (DC)

September

4TH – BOARD Mtg.
8:30 a.m.

25TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

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

APRIL						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

3RD – BOARD Mtg.
8:30 a.m.

24TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

October

2ND – BOARD Mtg.
8:30 a.m.

23RD – 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
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

May

1ST – BOARD Mtg.
8:30 a.m.

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

November

6TH – BOARD Mtg.
8:30 a.m.

27TH – 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
23/30	24	25	26	27	28	29

June

5TH – BOARD Mtg.
8:30 a.m.

26TH – COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

December

4TH – 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			



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 7, 2018

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 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

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. Contribution costs for FY 2019 have decreased in ten out of eleven insurance coverages. The contribution costs decreased by 17.5% or \$87,614. Public Employee coverage increased by \$15.

Major contributing factors for the premium decreases are reduced claims and settlements; closure of Six Points Station; 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 TMLIRP 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.

CONSENT ITEM

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	\$ -
Sub Total:			\$331,154	\$ 259,705.00	\$ (71,449.00)
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
Sub Total:			\$44,484	\$ 37,942.00	\$ (6,472.00)
TOTAL: LIABILITY, PROPERTY & CRIME			\$375,638	\$ 297,647.00	\$ (77,921.00)
Workers' Compensation	Statutory		\$124,983	\$ 115,290.00	\$ (9,693.00)
GRAND TOTAL			\$500,621	\$ 412,937.00	\$ (87,614.00)

Financial Impact

There are sufficient budgeted funds to cover this expenditure.

Recommendation

This item was reviewed and approved at the Administration & Finance Committee meeting on October 24, 2018.

Staff requests the Board of Directors to authorize the Chief Executive Officer (CEO) or 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**

Board of Directors Meeting Memo

November 7, 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.

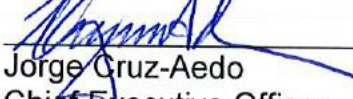
This item was reviewed and approved by the Administration & Finance Committee meeting on October 24, 2018.

Staff requests the Board of Directors to 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



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

November 7, 2018

Subject: 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

This item was reviewed and approved at the Administration & Finance Committee meeting on October 24, 2018.

Staff requests the Board of Directors 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



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

November 7, 2018

Subject: 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.

Employees	# of Employees	Allowance	Totals
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
Sub-Total Services			\$48,380.00
Turnover	20	\$295.00	\$5,900.00
	TOTAL NOT TO EXCEED		\$54,280.00

Recommendation

This item was reviewed and approved at the Operations & Capital Projects Committee meeting on October 24, 2018.

Staff requests the Board of Directors to 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

Board of Directors Meeting Memo

November 7, 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.

Fuel Usage Projections	Estimated Annual Usage Gallons
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 0.0075	
2	Arguindegul Oil Compay	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 0.0389

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

This item was reviewed and approved at the Operations & Capital Projects Committee meeting on October 24, 2018.

Staff requests the Board of Directors to 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**

Board of Directors Meeting Memo

November 7, 2018

Subject: 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

This item was reviewed and approved at the Operations & Capital Projects Committee meeting on October 24, 2018.

Staff requests the Board of Directors to 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**

Board of Directors Meeting Memo

November 7, 2018

Subject: 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

This item was reviewed and approved at the Operations & Capital Projects Committee meeting on October 24, 2018.

Staff requests the Board of Directors to 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 & 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: _____



Subject: Authorize Awarding the Bus Engine Contract Supplier to French Ellison

Background

On October 3rd, 2018, Staff requested that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award the Bus Engine Contract Supplier to Corpus Christi Freightliner for a one-year supply agreement not to exceed \$473,725.06.

Following a recent National Transit Institute (NTI) course for *Contract Administration*, the CCRTA Procurement Department has introduced a new *Best Practices* standard, *pre-award meeting*, that will be used for all upcoming agency awards.

The Procurement Department conducted a pre-award meeting on October 17th with the awardee, Corpus Christi Freightliner, at which time additional documentation was requested detailing the proposed *Complete Drop-In* model for new and remanufactured engines. It was identified the awardee was unable to provide new engines per the IFB scope and specifications. The awardee's remanufactured engine would require CCRTA staff to provide and install new components to include but not limited to a turbo, exhaust manifold, flywheel etc. Installation of new parts/labor may exceed \$7,000 per unit (supplemental costing for 18 units estimated at \$126,000). Addendum No. 1 of the IFB specified a *Complete Drop-In* unit. Therefore, the CC Freightliner engine was unable to meet the IFB specifications to provide a *Complete Drop-In* engine. Additionally, overall costing due to supplemental costing of replacing/installing new components affects the lowest bidder tabulation.

French Ellison was identified as the second lowest bidder. On October 24th, 2018, the Procurement Department conducted a pre-award meeting with the next lowest bidder, French Ellison, to review additional documentation detailing the proposed *Complete Drop-In* engine model. It was deemed the product met OEM and IFB specifications and quantified as a *Complete Drop-In* unit per the manufacturer, Cummins Inc.

Identified Need

The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Current testing identified 18-20 engines showing accelerated wear indicators of copper and iron thus require an engine overhaul. Additionally, RTA is required to meet Local, State, and Federal EPA standards.

The 2009 and 2012 fixed route coaches have reached their engine midlife in years and miles; eight (8) 2009 diesel and ten (10) 2012 CNG Gillig Low Floor units. The Bus Engine Contract Supplier Contract is structured as a one-year supply agreement.

Proposals

CCRTA received (4) proposals, (1) proposal deemed unresponsive due to an incomplete bid package. The CCRTA maintenance team evaluated (3) proposals for meeting manufacturer specified OEM criteria:

- All county, State, Federal & EPA Emissions Standards were reviewed per the designed year in which the engine was designated under its certification as GPH (Grams Per Hour), NOx, CO Levels.
 - **EPA Testing**
 - <https://www.epa.gov/vehicle-and-engine-certification/certification-heavy-duty-hd-commercial-trucks-and-buses-and-onroad> <https://www.ecfr.gov/cgi-bin/text-idx?SID=82f603434d092127cb58eea2520131fc&mc=true&node=pt40.21.86&rgn=div5#sp40.21.86>
 - **Diesel Emissions Testing**
 - <https://www.ecfr.gov/cgi-bin/text-idx?SID=82f603434d092127cb58eea2520131fc&mc=true&node=pt40.21.86&rgn=div5#sp40.21.86>
 - **CNG Emissions Testing**
 - <https://www.ecfr.gov/cgi-bin/text-idx?SID=82f603434d092127cb58eea2520131fc&mc=true&node=pt40.21.86&rgn=div5#sp40.21.86.p>

NEW ENGINES				
Estimated Year 1 Usage – DIESEL ISLCM2150 280HP/8.9 L				
Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
3	\$ 25,315.62 <i>Note: Does not include additional parts costing</i>	\$75,946.86	Corpus Christi Freightliner <i>Note: Requires installation of additional parts</i>	ISLCM2150 280HP/8.9 L
3	No Bid	No Bid	Rush Truck Centers	ISLCM2150 280HP/8.9 L
3	No Bid	No Bid	Cummins	ISLCM2150 280HP/8.9 L
3	No Bid	No Bid	French Ellison	ISLCM2150 280HP/8.9 L
Estimated Year 1 Usage – DIESEL-ISL9CM2250 280 HP/8.9 L				
Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
5	\$ 23,445.78 <i>Note: Does not include additional parts costing</i>	\$117,228.90	Corpus Christi Freightliner <i>Note: Requires installation of additional parts</i>	ISL9CM2250 280 HP/8.9 L
5	No Bid	No Bid	Rush Truck Centers	ISL9CM2250 280 HP/8.9 L
5	No Bid	No Bid	Cummins	ISL9CM2250 280 HP/8.9 L
5	No Bid	No Bid	French Ellison	ISL9CM2250 280 HP/8.9 L
Estimated Year 1 Usage – CNG-ISLGCM2180 280 HP/ 8.9 L				
Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	CNG Engine Type
10	\$ 28,054.93 <i>Note: Does not include additional parts costing</i>	\$280,549.30	Corpus Christi Freightliner <i>Note: Requires installation of additional parts</i>	ISLGCM2180 280 HP/ 8.9 L
10	\$43,382.00	\$433,820.00	Rush Truck Centers	ISLGCM2180 280 HP/ 8.9 L
10	No Bid	No Bid	Cummins	ISLGCM2180 280 HP/ 8.9 L
10	\$37,734.40	\$377,344.00	French Ellison	ISLGCM2180 280 HP/ 8.9 L

AWARD RECOMMENDATION - NEW

Estimated Year 1 Usage – CNG-ISLGCM2180 280 HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	CNG Engine Type
10	\$37,734.40	\$377,344.00	French Ellison	ISLGCM2180 280 HP/ 8.9 L

Estimated Year 1 Usage – DIESEL ISLCM2150 280HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
3	N/A	N/A	Per Cummins Product Unavailable New	ISLCM2150 280HP/8.9 L

Estimated Year 1 Usage – DIESEL-ISL9CM2250 280 HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
5	N/A	N/A	Per Cummins Product Unavailable New	ISL9CM2250 280 HP/8.9 L

REMANUFACTURED ENGINES

Estimated Year 1 Usage – DIESEL ISLCM2150 280HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
3	\$ 25,315.62 <small>Note: Does not include additional parts costing</small>	\$75,946.86	Corpus Christi Freightliner <small>Note: Requires installation of additional parts</small>	ISLCM2150 280HP/8.9 L
3	\$ 26,478.12	\$79,434.36	Rush Truck Centers	ISLCM2150 280HP/8.9 L
3	Unresponsive	Unresponsive	Cummins	ISLCM2150 280HP/8.9 L
3	\$25,620.78	\$76,862.34	French Ellison	ISLCM2150 280HP/8.9 L

Estimated Year 1 Usage – DIESEL-ISL9CM2250 280 HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
5	\$ 23,445.78 <small>Note: Does not include additional parts costing</small>	\$117,228.90	Corpus Christi Freightliner <small>Note: Requires installation of additional parts</small>	ISL9CM2250 280 HP/8.9 L
5	\$ 27,478.00	\$137,390.00	Rush Truck Centers	ISL9CM2250 280 HP/8.9 L
5	Unresponsive	Unresponsive	Cummins	ISL9CM2250 280 HP/8.9 L
5	\$26,465.42	\$132,327.10	French Ellison	ISL9CM2250 280 HP/8.9 L

AWARD RECOMMENDATION - REMANUFACTURED

Estimated Year 1 Usage – DIESEL ISLCM2150 280HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
3	\$25,620.78	\$76,862.34	French Ellison	ISLCM2150 280HP/8.9 L

Estimated Year 1 Usage – DIESEL-ISL9CM2250 280 HP/8.9 L

Year 1 Est. Usage (a)	Cost Per Engine (b)	Total Cost (a*b=total)	Bidders	Diesel Engine Type
5	\$26,465.42	\$132,327.10	French Ellison	ISL9CM2250 280 HP/8.9 L

AWARD SUMMARY			
CNG Engines - ISLGCM2180	New Engine	French Ellison	\$377,344.00
Diesel Engines - ISLCM2150	Remanufactured Engine	French Ellison	\$76,862.34
Diesel Engines - ISL9CM2250	Remanufactured Engine	French Ellison	\$132,327.10
Grand Total			\$586,533.44

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2018 operating budget. The ICE for the IFB is \$756,000.

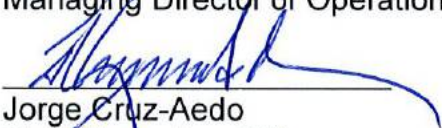
Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award the Bus Engine Contract Supplier to French Ellison as a one-year supply agreement not to exceed \$586,533.44.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: September 2018 Financial Report

SUMMARY

For the month of September, the actual operating departmental expenses of \$2,338,585 came in less than budget expectations by \$56,158. Total operating expenses which includes a depreciation expense of \$366,535, came in at \$2,705,120.

Year-to-date, the Agency maintained a positive variance of \$21,483 from the results of operations. The variance is attributed to operated revenues lower than expected by \$56,559. The operating revenue shortfall is absorbed by departmental operating expenses coming under budget by \$72,787.

As of September, we were 75% into the Annual Operating Budget of \$29,769,619 or \$22,327,214, while budget expectations were estimated at \$22,438,960. Year-to-date operating expenses of \$22,366,173 fell short of budget expectations by \$72,787, but exceeded the budget benchmark of \$22,327,214 by \$38,959.

Meanwhile, September posted a slight uptick in total revenues. Revenues for September totaled \$3,321,548, while YTD revenues of \$28,345,679 posted \$1,042,893 less than anticipated. The shortfall in revenue is due to operating revenues and federal grant revenues that missed expectations by \$56,559 and \$2,424,662, respectively. The shortfall from these two revenue sources is offset by gains in sales tax revenue and investment income of \$1,202,862 and \$214,515, respectively. Year-to-date sales tax revenue totaled \$25,234,888 against budget expectations of \$24,032,026 and Investment income totaled \$273,573 against a budget of \$59,058.

The overall impact from the year-to-date variances posted a decrease in the net assets of \$415,331 for the nine months ending September 30, 2018. This includes the depreciation expense of \$3,298,815.

UNAUDITED FUND BALANCE AS OF SEPTEMBER 30, 2018:

Net Invested in Capital Assets	\$ 62,679,741
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>13,361,806</u>
	\$ 95,460,004

FAREBOX RECOVERY RATIO

Description	9/30/2018	Year to Date
Fare Revenue	\$ 142,279	\$ 1,244,237
Operating Expenses*	2,338,585	22,366,173
FRR	6.08%	5.56%

*Excluding Depreciation

REVENUES

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

Revenue Source	Sep-18	%	YTD	%
Passenger Service	\$ 142,279	3.72%	\$ 1,244,237	4.39%
Bus Advertising	\$ 13,634	0.32%	\$ 104,088	0.37%
Other Revenue	\$ 539	0.08%	\$ 532,050	1.88%
Sales Tax Revenue	\$ 3,076,296	92.81%	\$ 25,234,888	89.03%
Grants Operating	\$ 5,445	0.06%	\$ 584,655	2.06%
Grants Capital	\$ -	0.83%	\$ -	0.00%
Investment Income	\$ 39,950	0.90%	\$ 273,573	0.97%
SSC lease income	\$ 39,822	1.18%	\$ 339,941	1.20%
Port Ayers lease income	\$ 3,583	0.11%	\$ 32,247	0.11%
Total Revenue	<u>\$ 3,321,548</u>	<u>100.00%</u>	<u>\$ 28,345,679</u>	<u>100.00%</u>

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	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	\$ 243,124	10.60%
May	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	\$ 2,758,195	\$ 2,623,117	\$ 135,078	5.15%
June	9-Aug-18	\$ 2,812,691	\$ 3,121,817	\$ (309,126)	-9.90%
July	14-Sep-18	\$ 2,897,307	\$ 2,579,517	\$ 317,790	12.32%
August	12-Oct-18	\$ 2,834,233	\$ 2,394,859	\$ 439,374	18.35%
September*	9-Nov-18	\$ 3,076,296	\$ 3,061,329	\$ 14,967	0.49%
		\$ 22,158,593	\$ 20,748,899	\$ 1,409,694	6.79%

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%
May	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	\$ 2,758,195	\$ 2,942,721	\$ (184,526)	-6.27%
June	9-Aug-18	\$ 2,812,691	\$ 3,091,421	\$ (278,730)	-9.02%
July	14-Sep-18	\$ 2,897,307	\$ 2,549,121	\$ 348,186	13.66%
August	12-Oct-18	\$ 2,834,233	\$ 2,364,463	\$ 469,771	19.87%
September*	9-Nov-18	\$ 3,076,296	\$ 3,061,329	\$ 14,967	0.49%
		\$ 22,158,593	\$ 20,970,698	\$ 1,187,895	5.66%

OPERATING REVENUES

For the month of September, operating revenues of \$156,452 came in short of budget by \$7,258 which was due to bus advertising and other operating revenues. Also included in this revenue category is the Passenger Service fares of \$142,279 which fell short of budget by \$1,576. In comparison to the same period last year, Passenger Service revenue increased by \$146,222. The decrease is mostly attributed to having five days of Sunday service in September 2018.

EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are over budget by \$2,179, or 0.09%. The fare recovery ratio for September 2018 (total passenger fares divided by departmental operating expenses) is 6.08%, and 5.56% for the year to date.

- Salaries & Benefits – September reflects \$1,057,604, which is 0.91% (\$9,715) under budgeted amounts.
- Services – September reflects \$236,951, which is 7.34% (\$18,758) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Materials and Supplies – September reports \$171,756 which is 31.91% (\$80,475) over budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Utilities – September reports \$57,601, which is 19.01% (\$9,203) over budgeted amounts. The variance is a timing issue related to the receipt of invoices.
- Insurance – September reports \$319,726, which is \$59,059 (22.66%) over budgeted amounts. The variance is due to costs related to employee health insurance.
- Purchased Transportation – September reports \$516,064, which is \$36,561 (7.62%) 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 – September reports \$41,221 which is \$6,305 (18.06%) over budgeted amounts. The variance is a timing issue related to the receipt of invoices.

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 September 30, 2018 & September 30, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 142,279	143,855	(1,576)	146,222	(3,943)
Bus advertising	13,634	13,713	(79)	16,145	(2,511)
Other operating revenues	539	6,142	(5,603)	6,975	(6,436)
Total Operating Revenues	156,452	163,710	(7,258)	169,342	(12,890)
Operating Expenses:					
Transportation	536,077	525,253	(10,824)	588,002	51,925
Customer Programs	18,275	25,249	6,974	20,575	2,300
Purchased Transportation	516,067	479,503	(36,564)	406,912	(109,155)
Service Development	25,593	74,892	49,299	30,017	4,424
MIS	60,848	47,724	(13,124)	57,704	(3,144)
Vehicle Maintenance	322,497	403,587	81,090	335,756	13,259
Facilities Maintenance	120,917	142,635	21,718	113,348	(7,569)
Contracts and Procurements	15,787	13,792	(1,995)	12,987	(2,800)
CEO's Office	44,041	46,151	2,110	85,309	41,268
Finance and Accounting	27,352	33,066	5,714	43,242	15,890
Materials Management	9,990	13,494	3,504	14,047	4,057
Human Resources	461,860	378,854	(83,006)	412,151	(49,709)
General Administration	37,429	45,713	8,284	36,374	(1,055)
Capital Project Management	21,379	14,646	(6,733)	15,087	(6,292)
Marketing & Communications	27,608	44,534	16,926	44,105	16,497
Safety & Security	92,865	105,651	12,786	83,065	(9,800)
Total Departmental Expenses	2,338,585	2,394,743	56,158	2,298,681	(39,904)
Depreciation	366,535	371,790	5,255	708,333	341,798
Total Operating Expenses	2,705,120	2,766,533	61,413	3,007,014	301,894
Operating Income (Loss)	(2,548,668)	(2,602,823)	54,155	(2,837,672)	289,004
Other Income (Expense)					
Sales Tax Revenue	3,076,296	3,061,329	14,967	3,010,954	65,342
Federal, state and local grant assistance	5,445	424,661	(419,216)	1,622,943	(1,617,498)
Investment Income	39,950	6,490	33,460	4,905	35,045
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(62,339)	(65,994)	3,655	(55,916)	(6,423)
SSC Lease Income	39,822	38,185	1,637	30,103	9,719
Port Ayers Cost Center	3,583	(4,167)	7,750	-	3,583
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	(4,403)	(22,662)	18,259	(5,269)	866
Street Improvements Program for CCRTA Region Entities	(235,685)	(278,935)	43,250	(252,623)	16,938
Non-Operating Income (Loss)	2,862,669	3,158,906	(296,237)	4,355,097	(1,492,428)
Change in Net Assets	\$ 314,001	556,083	(242,082)	1,517,425	(1,203,424)

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended September 30, 2018 & September 30, 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
Operating Revenues:					
Passenger service	\$ 1,244,237	1,309,080	(64,843)	1,129,502	114,735
Bus advertising	104,088	123,421	(19,333)	98,736	5,352
Other operating revenues	532,050	504,433	27,617	610,692	(78,642)
Total Operating Revenues	1,880,375	1,936,934	(56,559)	1,838,930	41,445
Operating Expenses:					
Transportation	5,061,722	5,224,539	162,817	4,461,289	(600,433)
Customer Programs	266,594	283,613	17,019	246,277	(20,317)
Purchased Transportation	4,844,036	4,315,529	(528,507)	3,694,959	(1,149,077)
Service Development	309,714	341,005	31,291	239,460	(70,254)
MIS	592,966	677,517	84,551	563,631	(29,335)
Vehicle Maintenance	3,356,425	3,700,328	343,903	3,112,723	(243,702)
Facilities Maintenance	1,230,600	1,330,101	99,501	1,144,358	(86,242)
Contracts and Procurements	147,507	118,479	(29,028)	91,282	(56,225)
CEO's Office	417,413	479,587	62,174	390,779	(26,634)
Finance and Accounting	381,713	380,564	(1,149)	296,243	(85,470)
Materials Management	108,638	131,269	22,631	117,918	9,280
Human Resources	4,048,012	3,498,678	(549,334)	3,857,220	(190,792)
General Administration	372,052	460,087	88,035	290,486	(81,566)
Capital Project Management	118,954	147,197	28,243	144,296	25,342
Marketing & Communications	281,841	425,569	143,728	412,081	130,240
Safety & Security	827,986	924,895	96,909	835,294	7,308
Total Departmental Expenses	22,366,173	22,438,960	72,787	19,898,296	(2,467,877)
Depreciation	3,298,815	3,304,070	5,255	5,666,664	2,367,849
Total Operating Expenses	25,664,988	25,743,030	78,042	25,564,960	(100,028)
Operating Income (Loss)	(23,784,613)	(23,806,096)	21,483	(23,726,030)	(58,583)
Other Income (Expense)					
Sales Tax Revenue	25,234,888	24,032,026	1,202,862	20,826,143	4,408,745
Federal, state and local grant assistance	584,655	3,009,317	(2,424,662)	1,961,543	(1,376,888)
Investment Income	273,573	59,058	214,515	46,797	226,776
Gain (Loss) on Disposition of Property	-	7,575	(7,575)	-	-
SSC Expenses	(509,136)	(603,331)	94,195	(379,895)	(129,241)
SSC Lease Income	339,941	343,662	(3,721)	214,067	125,874
Port Ayers Cost Center	32,247	(37,500)	69,747	-	32,247
Debt Service	(427,882)	(427,882)	0	(435,402)	7,520
Subrecipient Grant Agreements	(37,837)	(203,959)	166,122	(75,761)	37,924
Street Improvements Program for CCRTA Region Entities	(2,121,167)	(2,124,545)	3,378	(2,020,984)	(100,183)
Non-Operating Income (Loss)	23,369,282	24,054,420	(685,138)	20,136,508	3,232,774
Change in Net Assets	\$ (415,331)	248,325	(663,656)	(3,589,522)	3,174,191

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended September 30, 2018 and year ended December 31, 2017

	Unaudited September 30 2018	Audited December 31 2017
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 22,575,869	\$ 20,728,310
Investments	5,092,460	5,025,996
Receivables:		
Sales and Use Taxes	5,910,530	5,753,658
Accrued Interest	20,383	20,473
Federal Government	460,312	1,663,575
Other	210,536	180,223
Inventories	598,469	550,134
Prepaid Expenses	893,278	362,729
Total Current Assets	<u>35,761,837</u>	<u>34,285,098</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,638,320	1,611,302
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,407,608	23,407,608
Other Improvements	5,442,159	5,442,159
Vehicles and Equipment	56,807,562	56,807,561
Construction in Progress	3,401,856	3,407,006
Current Year Additions	1,182,542	-
Total Capital Assets	<u>149,239,375</u>	<u>148,061,982</u>
Less: Accumulated Depreciation	<u>(65,128,332)</u>	<u>(61,977,502)</u>
Net Capital Assets	<u>84,111,043</u>	<u>86,084,480</u>
Total Non-Current Assets	<u>85,749,363</u>	<u>87,695,782</u>
TOTAL ASSETS	<u>121,511,200</u>	<u>121,980,880</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	3,411,606	3,411,606
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>124,922,806</u></u>	<u><u>125,392,486</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (cotinued)
Month ended September 30, 2018 and year ended December 31, 2017

	<u>Unaudited September 30 2018</u>	<u>Audited December 31 2017</u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	2,526,784	2,854,439
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,391,833	3,068,313
Other Accrued Liabilities	939,899	690,537
Total Current Liabilities	<u>6,788,424</u>	<u>7,543,197</u>
Non-Current Liabilities:		
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	371,757	371,757
Total Non-Current Liabilities	<u>22,195,204</u>	<u>22,195,204</u>
TOTAL LIABILITES	<u>28,983,628</u>	<u>29,738,401</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	479,174	479,174
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u><u>29,462,802</u></u>	<u><u>30,217,575</u></u>
Net Position:		
Net Invested in Capital Assets	62,679,741	66,264,480
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	31,168,961	27,299,129
TOTAL NET POSITION	<u><u>\$ 95,460,004</u></u>	<u><u>\$ 95,174,911</u></u>

**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
Month ended September 30, 2018**

	<u>9/30/2018</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 106,837
Cash Received from Bus Advertising and Other Ancillary	77,107
Cash Payments to Suppliers for Goods and Services	(1,032,558)
Cash Payments to Employees for Services	(650,245)
Cash Payments for Employee Benefits	(419,816)
Net Cash Used for Operating Activities	<u>(1,918,675)</u>
 Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,897,307
Grants and Other Reimbursements	9,352
Distributions to Subrecipient Programs	(4,403)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,902,256</u>
 Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	-
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(299,190)
Net Cash Provided by Capital and Related Financing Activities	<u>(299,190)</u>
 Cash Flows from Investing Activities:	
Investment Income	32,021
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>32,021</u>
 Net Increase in Cash and Cash Equivalents	 716,412
 Cash and Cash Equivalents (Including Restricted Accounts), September 1, 2018	 23,497,776
 Cash and Cash Equivalents (Including Restricted Accounts), September 30, 2018	 <u>\$ 24,214,188</u>



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

November 7, 2018

Subject: Operations Report for September 2018

The system-wide monthly operations performance report for September 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.

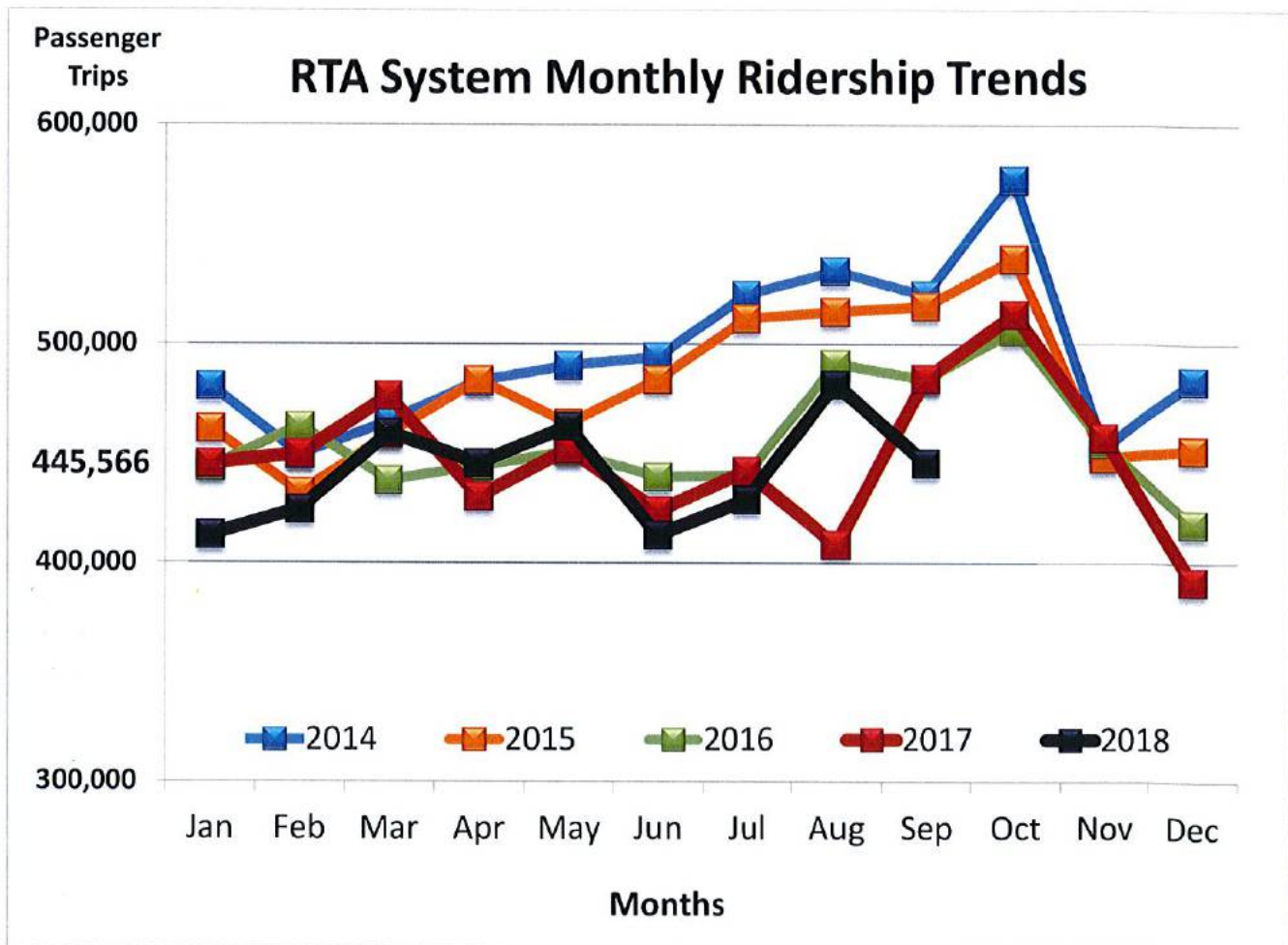


1. System-wide Ridership and Service Performance Results

Boardings for all services in September 2018 totaled 445,566. This represents a -7.8% decrease as compared to 483,191 boardings in September 2017 or 37,625 fewer boardings this month.

September 2018	September 2017	Variance
19 Weekdays	20 Weekdays	-1
5 Saturdays	5 Saturdays	-
5 Sundays	4 Sundays	+1
1 Holiday reduced service level	1 Holiday reduced service level	-
30 Days	30 Days	-

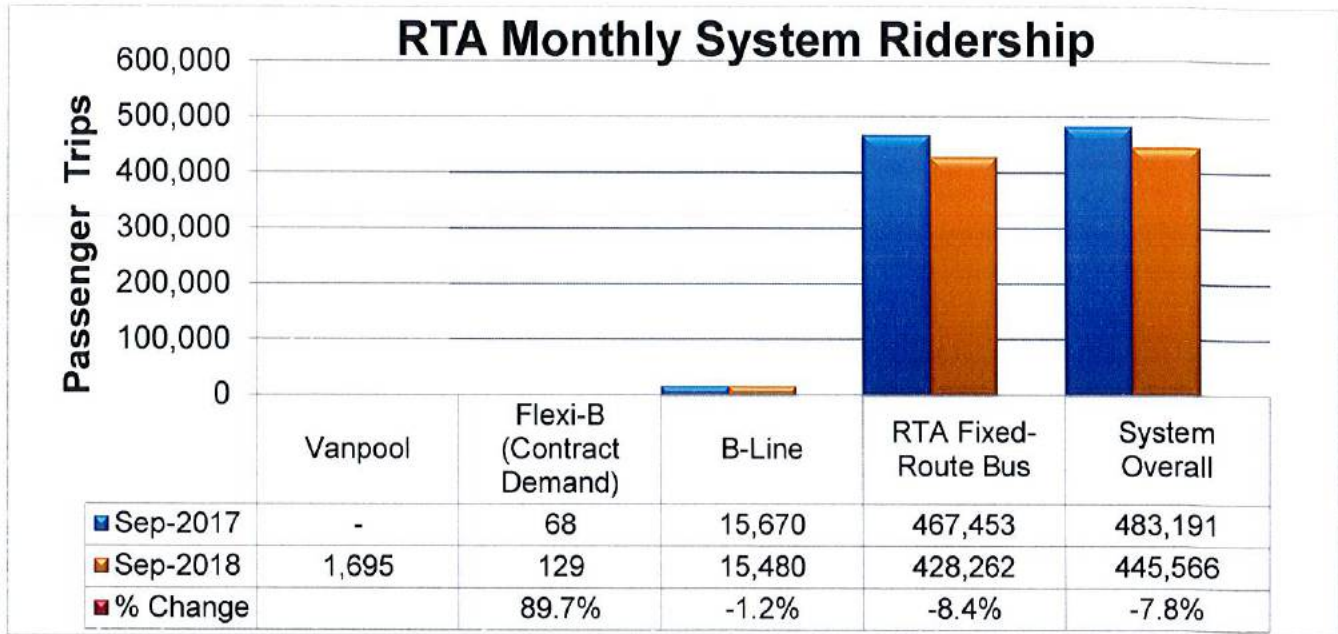
Average retail gas prices for unleaded fuel was approximately \$2.58 per gallon this month compared to about \$2.40 per gallon in September 2017¹. Due to a tropical weather event, rainfall this September was well above normal at 16.26 inches within the CCRTA service area as compared to average September rainfall totaling approximately 4.98 inches. September 2017 total was 2.84 inches.²



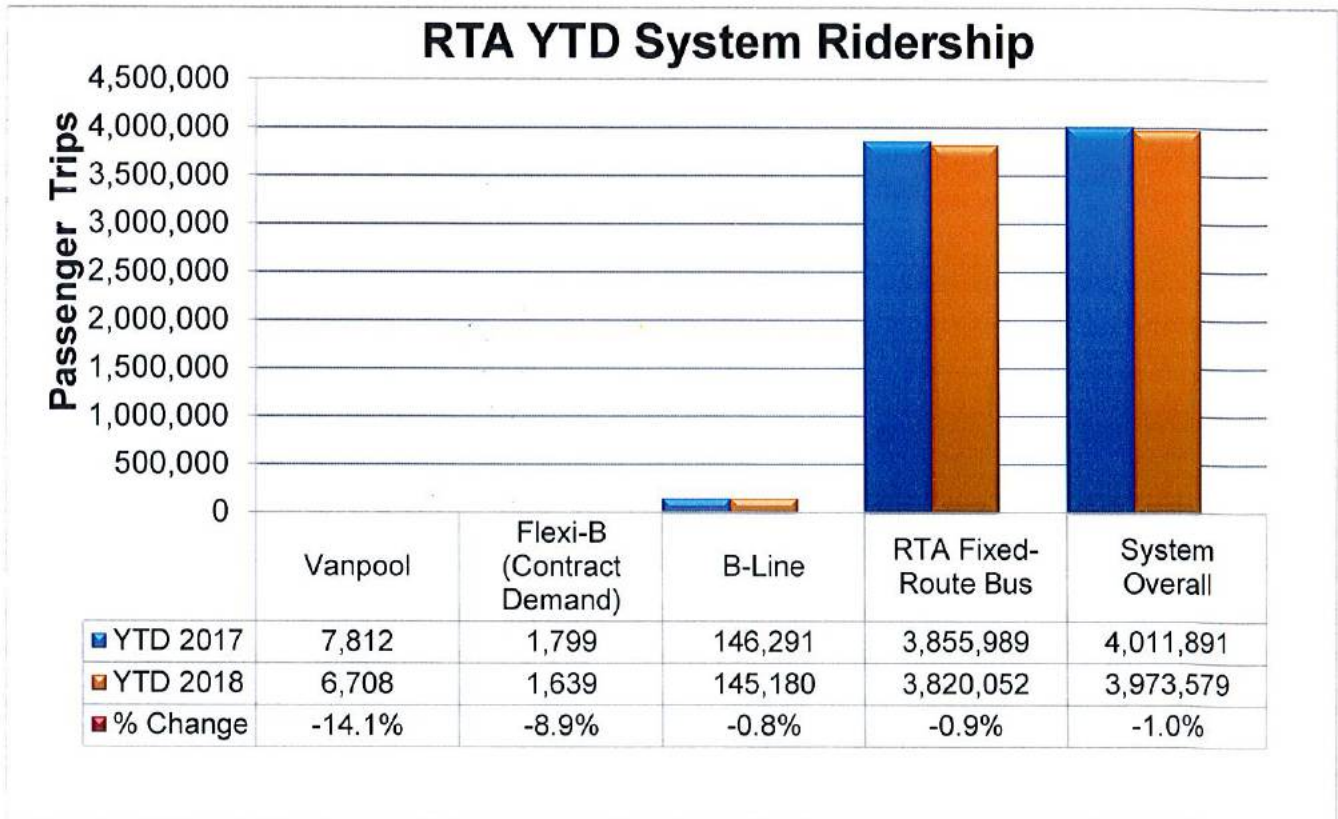
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. <https://weather.gov/crp/monthlyrainfall>

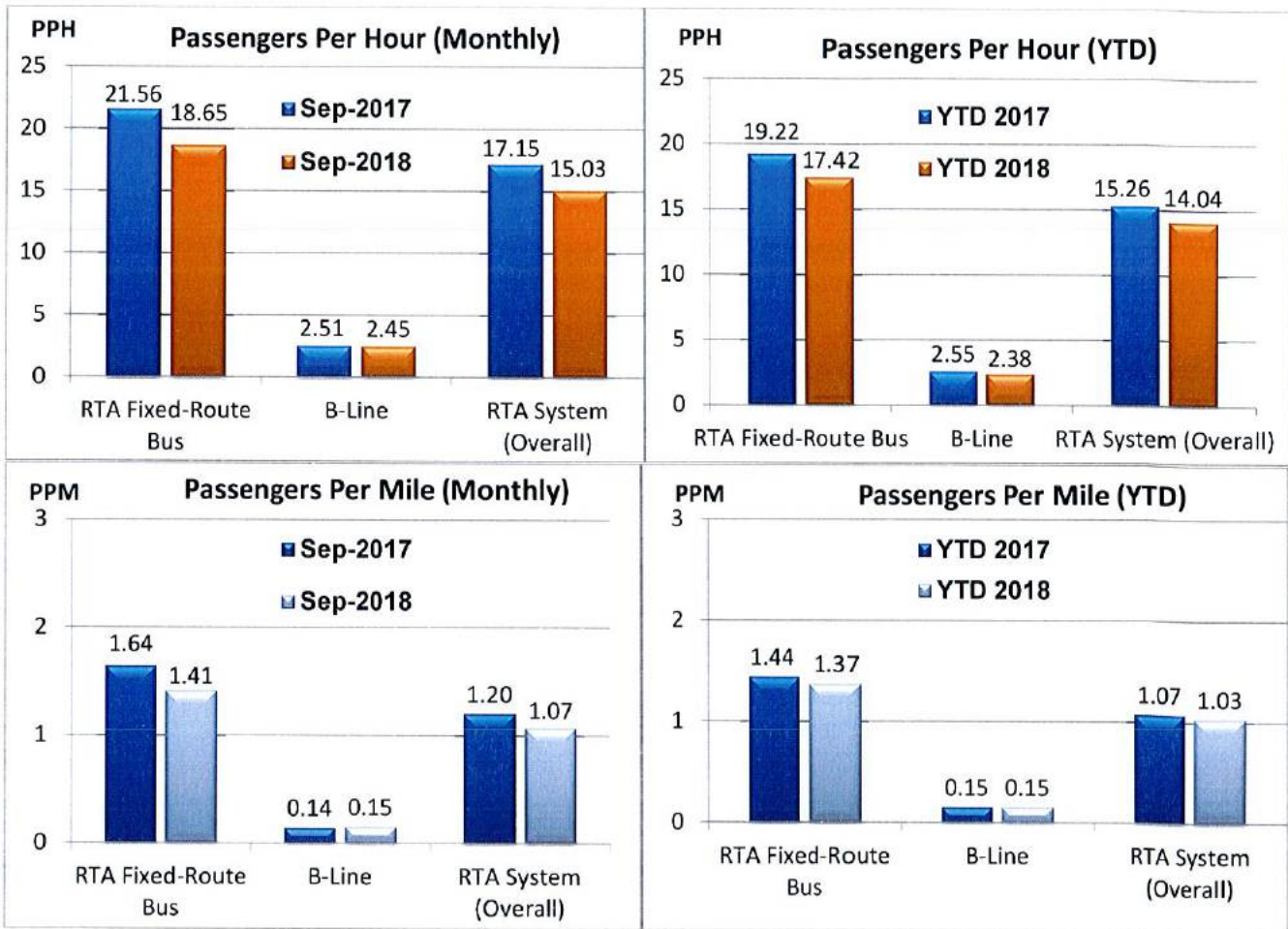
The chart below shows monthly ridership results for all services. CCRTA recorded 37,625 fewer boardings for a decrease of -7.8% this month as compared to September 2017.



The chart below shows YTD ridership results for all services. CCRTA recorded 38,312 fewer boardings for a YTD decrease of only -1.0% in 2018 as compared to the same period in 2017.



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



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

Schedule Adherence	Standard	Jul-18	Aug-18	Sep-18	3-Month Average
Early Departure	<1%	0.4%	0.0%	0.4%	0.3%
Departures within 0-5 minutes	>85%	88.0%	90.5%	88.7%	89.1%
Monthly Wheelchair Boardings	No standard	4,635	5,347	4,130	4,704
Monthly Bicycle Boardings	No standard	7,739	9,663	8,354	8,585
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 on-time performance:

- On Detour • **Comanche St. Overpass**-(9) month project-To be complete in late December.
 - Route 21
- On Detour • **S. Alameda St. (Ayers-Louisiana)**-(18) month project-To be complete in late December 2018.
 - Routes 5, 19 & 29
- On Detour • **Ayers St. (Santa Fe-Alameda)**-(17) month project-To be complete in late December.
 - Route 19
- On Detour • **North Staples St (IH-37 Bridge Overpass)**-To be complete March 2019.
 - Route 12
- On Detour • **Corona Dr. (Flynn-Everhart)**-(10) month project-Phase 1 Complete.
 - Route 17
- On Detour • **Carroll Ln. (Houston-McArdle)**-(27) month project-Phase 1 Complete.
 - Route 17
- On Detour • **Gollihar Rd. (Staples-Kostoryz)**-(2) year project-now half complete.
 - Routes 32 & 37
- On Detour • **Old Robstown Rd. (Leopard-Agnes-Hwy 44)**-(12) month project.
 - Routes 12
- No Detour • **South Staples St (Brawner Parkway-Kostoryz)**-(20) month project.
 - Routes 17 & 29
- On Detour • **Lipan St. (Carancahua St.-North Staples St.)**-Restriping project has extended
 - Route 19

Currently there are 8 detoured routes out of 32 fixed routes travelling on local streets (25%).

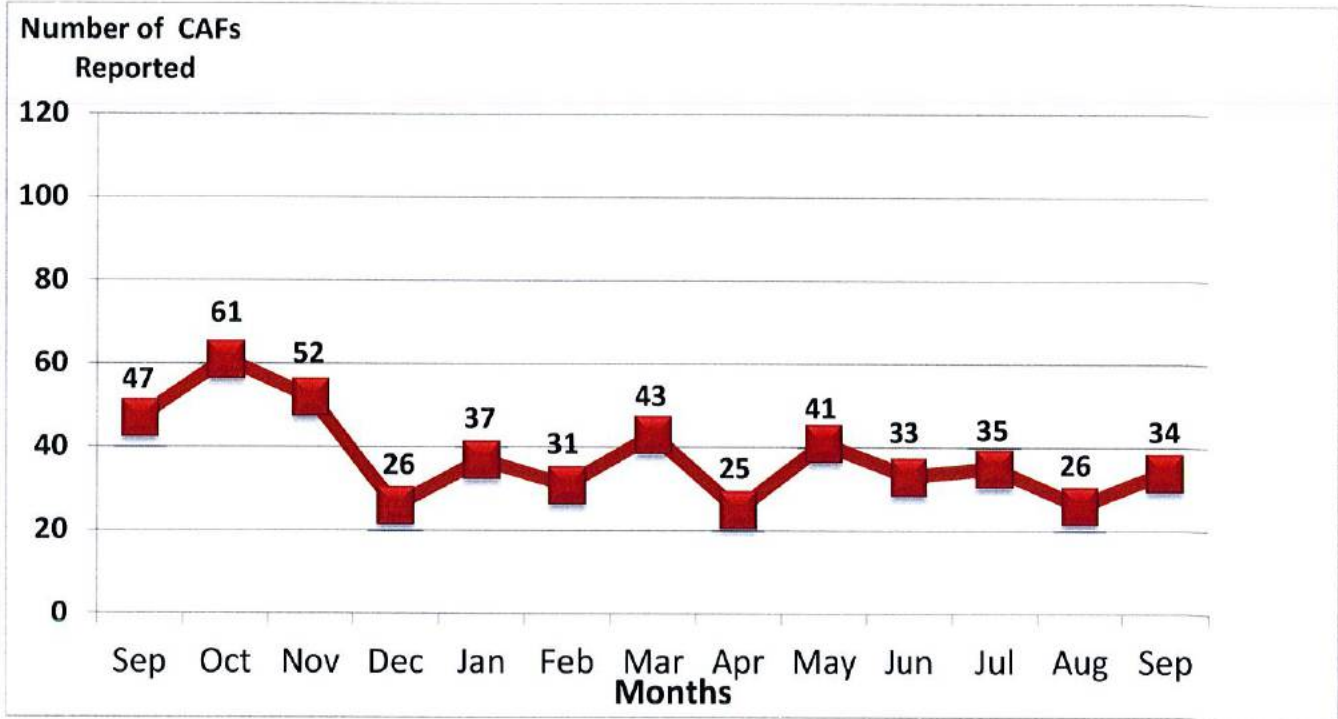
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.55** 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: **8,925** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **9,887** ambulatory; **4,473** wheelchair boardings

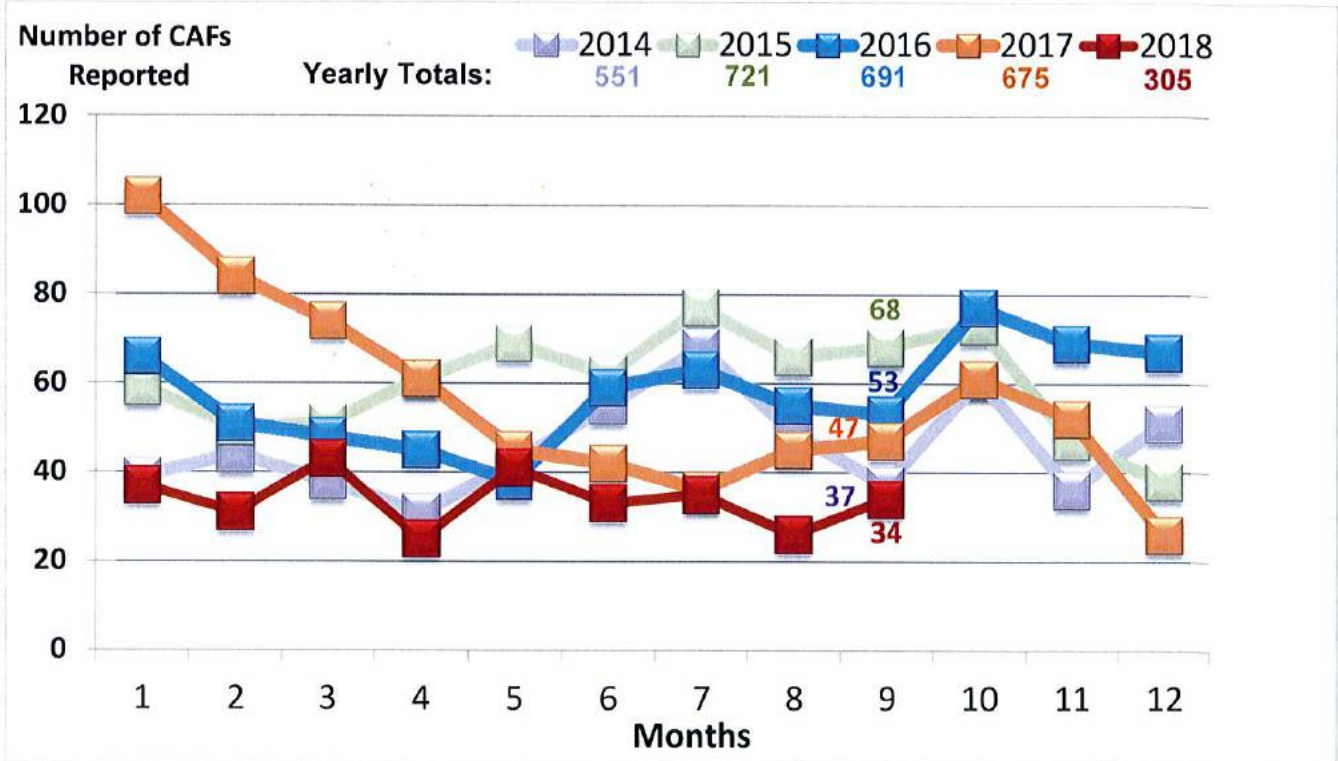
Metric	Standard	Jul-18	Aug-18	Sep-18	(3) Month-Ave.
Passengers per Hour	2.50	2.59	2.70	2.55	2.61
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	11,680	8,583	8,925	9,730
Monthly Wheelchair Boardings	No standard	4,813	5,043	4,473	4,776

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

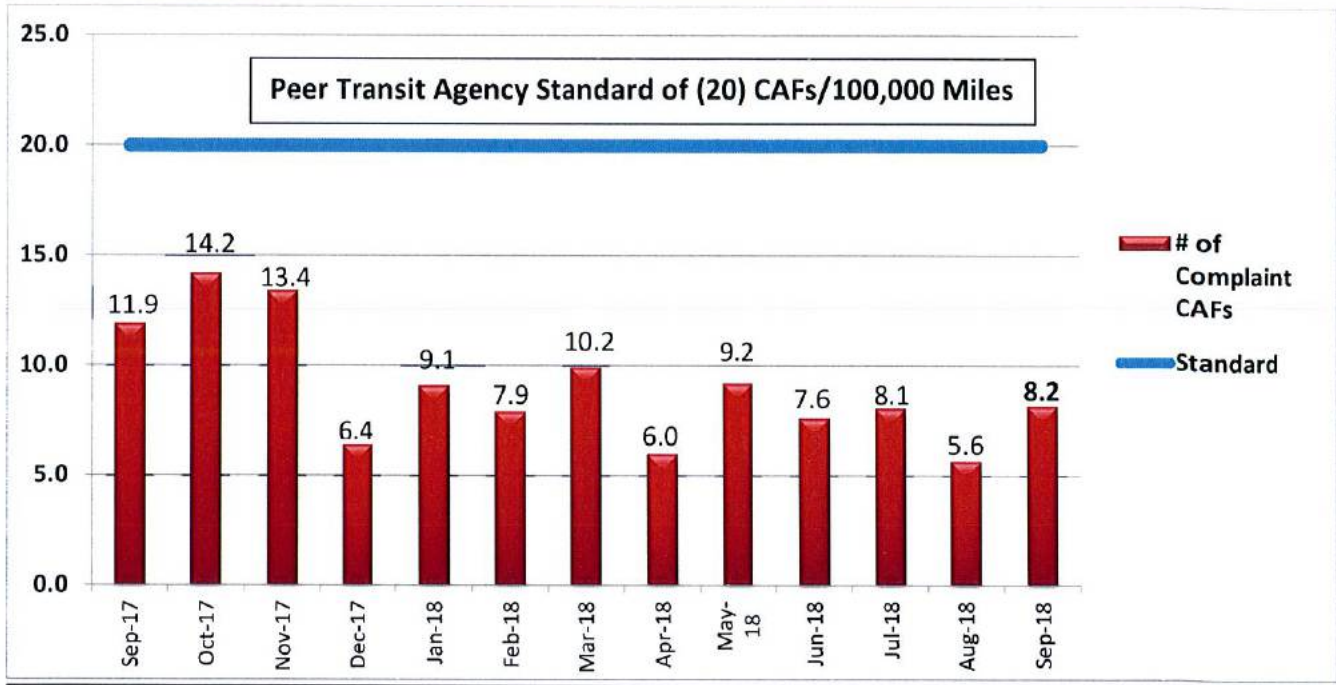
For September 2018, Customer Service received and processed 61 Customer Assistance Forms (CAF's) of which 34 or 56% were verified as valid. This represents an increase from the 26 verified CAF's in August 2018. There were no commendations for the month of September.



3a. CAF Reports: Historical Trends



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



3d. September 2018 CAF Breakdown by Service Type:

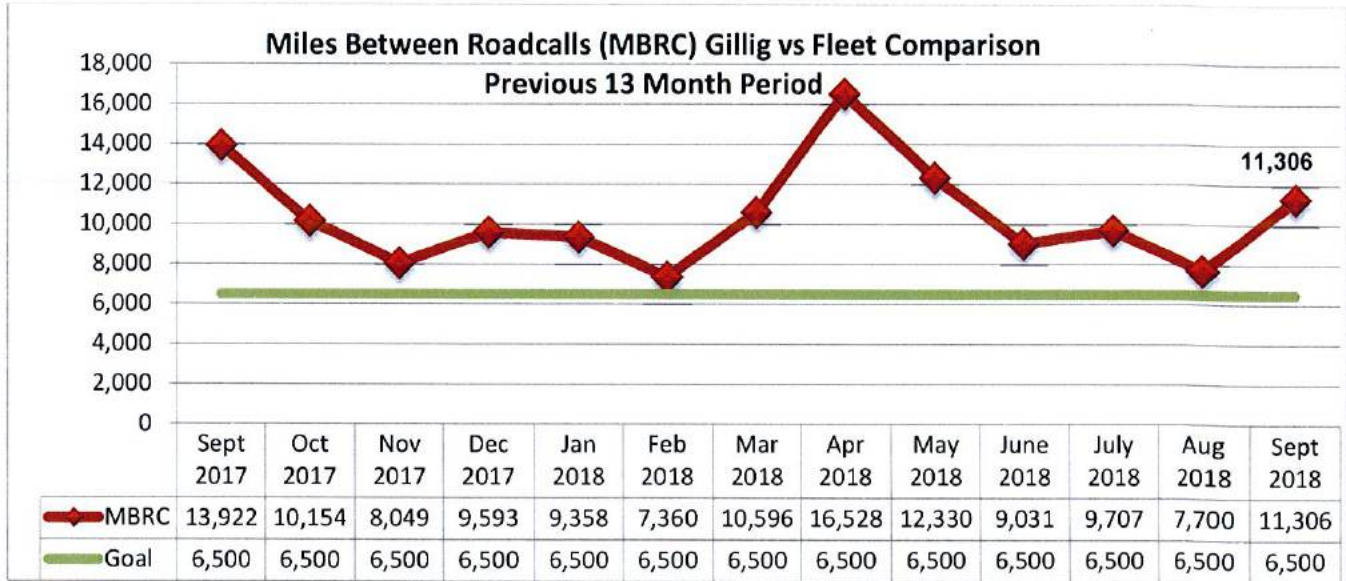
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
Service Stop Issues	0	0	0	0
Driving Issues	4	4	3	11
Customer Services	18	0	5	23
Late/Early – No Show	2	1	1	4
Alleges Injury	2	0	0	2
Fare/Transfer Dispute	3	0	0	3
Clean Trash Can	2	0	0	2
Dispute Drop-off/Pickup	0	2	0	2
Add Bench/Stop	2	0	0	2
Tie Down Issues	0	0	0	0
Inappropriate Behavior	0	0	0	0
B-line Call Lines	0	0	0	0
Incident at Stop	0	0	0	0
Incident on Bus	0	0	0	0
Incident at Station	0	0	0	0
No Wifi	0	0	0	0
Policy	0	0	0	0
Safety and Security	2	0	0	2
Rude	5	0	0	5
Facility Maintenance	2	0	0	2
Service Development	0	0	0	0
Transportation (Other)	0	0	0	0
Over Crowded Vehicle	0	0	2	2
Route Suggestion	1	0	0	1
Stop Location Dirty	0	0	0	0
TOTAL CAFs	43	7	11	61
Commendations	0	0	0	0

3c. Route Summary Report for September 2018:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#30 Westside/Health Clinic	1
#4 Flour Bluff Mini B		#32 Southside Mini-B	1
#5 Alameda	1	#32s Southside/Malls (Sunday)	
#5x Alameda Express		#34 Robstown North Circulator	1
#5s Alameda (Sunday)		#35 Robstown South Circulator	2
#6 Santa Fe/Malls	2	#37 Crosstown/TAMUCC	2
#8s Flour Bluff/Malls		#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park	2	#51 Gregory/NAS Ex (P&R)	
#12s Saxet Oak Park (Sunday)		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	1
#15s Ayers/Molina		#56 Flour Bluff/Downtown Express	
#16 Morgan	3	#63 The Wave	
#17 Carroll/Southside	1	#65 Padre Island Connection	
#19 Ayers	2	#76 Harbor Bridge Shuttle	
#19G Greenwood	1	#76s Harbor Bridge Shuttle (Sunday)	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda	4	#90 Flexi-B Port Aransas	
#21s Arboleda (Sunday)		#94 Port Aransas Shuttle	
#23 Molina		#99 Ferry Shuttle	
#25 Gollihar/Greenwood		B-Line (Para-transit) Services	7
#26 Airline/Lipes		Safety and Security	3
#27 Northwest	6	Facility Maintenance	6
#27x Northwest (Express)		Service Development	1
#28 Leopard /Omaha	2	Transportation (Other)	
#29 Staples	6	Safety/Transportation	1
#29F Staples/Flour Bluff		Facilities/Service Development	
#29SS Staples/Spohn South	3	RTA Vehicle	1
#29s Staples (Sunday)		TOTAL CAF'S	61

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For September 2018, 11,306 miles between road calls (MBRC) were recorded as compared to 13,922 MBRC in September 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, September 20, 2018**

Advisory Committee Members Present: John Longoria, Richard Balli, Tammye Salinas, Joyce Lopez, Celia Mendez, Randall Chisamore, Rhonda Alvarez

Advisory Committee Members Absent: Donnie Contreras and Alonzo Cuellar

Board Members Present:

Staff Present: Susan Teltschik, Sharon Montez and Melanie Gomez

MV Present: Kyle Klicka, Janessa Cano

Employee Representative(s) Present:

Call to Order: Mr. John Longoria called the meeting to order at 12:01 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: None

Action to Approve Meeting Minutes of August 16, 2018: approved as presented.

MR. BALLI MADE A MOTION TO ADOPT THE RCAT MINUTES OF AUGUST 16, 2018 AS PRESENTED; MS. SALINAS SECONDED THE MOTION. LONGORIA, LOPEZ, MENDEZ, CHISAMORE AND ALVAREZ VOTING FOR. CONTRERAS AND CUELLAR WERE ABSENT.

Discussion of 2nd Quarter Unsung Hero Award:

The Committee discussed and unanimously decided to award Danny Noel the 2018 2nd Quarter Unsung Hero Award. Mr. Noel was commended by a customer for avoiding an accident and keeping his passengers safe, stating

he is a good driver. Mr. Noel will be invited to the October RCAT Meeting to receive his award.

Committee Reports:

September No-Show/Eligibility Appeals

The No-Show/Eligibility Appeals Committee did not meet. There were no appeals submitted by the hearing date in September.

Eligibility Appeals:

None scheduled for September.

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

C.A.S.T. for Kids, presented by the City of Corpus Christi Parks and Recreation Department, will be September 22nd 7:30 a.m. to 1:30 p.m., at the north side of Packery Channel. *(C.A.S.T. "Catch A Special Thrill" is an event designed to provide children with disabilities the opportunity to enjoy a quality outdoor recreational experience through the sport of fishing.)*

Coastal Bend Walk 'n Roll will be Saturday, September 29 2018 at 5: 30 a.m. at Water's Edge Park. *(Celebrate our 10 Year Anniversary! The 2018 Walk 'n Roll Celebration Committee in partnership with Coastal Bend Adaptive Sports (CBAS) is thrilled to invite you to this year's Coastal Bend Walk 'n Roll Celebration on September 29th, 2018. This is a kick-off event to October's National Disability Employment Awareness Month and the 28th annual commemoration of the Americans with Disabilities Act of 1990.)*

Mr. Balli informed the committee on the ADA count for August, there were 51 citations issued for disabled parking, 3 citations issued for blocking architecture and 314 citations issued for blocking sidewalks for a total 368 of 2,745 citations so far for the year of 2018 through August.

There was no report from the Corpus Christi Human Relations Committee (CCHRC)

RCAT Liaison's Report:

Ms. Sharon Montez informed the committee about the Student Fare enforcement. Effective September 10th, the Agency began charging students without Student Identification the full fare of 75 cents, with Student

Identification the Agency charges the reduced Student Fare of 25 cents. The Marketing Department reached out to the principals of the schools in the area to inform them of this change. The Agency even staffed the Customer Service Department on Saturday September 8th from 8:00 a.m. to 5:00 p.m. to receive applications, take pictures and provide the students with their Student ID. Customer Service Representatives have also visited several schools to receive applications, take pictures and provide the students with their Student ID. The Student Fare enforcement were posted on the Agency's website, CCRTA.org, and the Agency's Social Media Outlets including Facebook, Instagram, Twitter, YouTube and Snapchat. The Agency also had ads on the radio in an effort to inform all students and parents.

Ms. Montez updated the committee of the Fall 2018 Sunday Improvements and System Enhancements. The service changes are posted on the Agency's website, CCRTA.org, and the Agency's Social Media Outlets including Facebook, Instagram, Twitter, YouTube and Snapchat. The Agency is hearing positive comments from the riders.

Ms. Montez also updated the committee of the security enhancements for Staples Street Center. Card readers are in the process of being installed at the East and West entrances with automatic doors openers for only employees and tenants to enter the building. All visitors will enter through the south side across from the Staples Street Station. The B-Line will also bring riders to the south entrance. The Agency is looking to have everything installed and working by the first week of November.

Chairperson's Report:

Mr. John Longoria shared upcoming meeting dates with the committee. Mr. Longoria also requested input from the committee of a possible Bylaw change to have six meetings a year, with July and December off. The other four months would be for the committee members to ride the bus routes and report back to the Agency.

Informational Items:

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

Mr. John Longoria adjourned the meeting at 12:35 p.m. The next meeting will be held on Thursday, October 18, 2018.

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/3/2018 Board	6.	Tom Niskala	In reference to the Request for Proposal (RPF) for Vanpool Services, Mr. Niskala asked how many participants Vanpool has at this time.	Mr. Robinson stated the Vanpool has four with Bechtel and four with Kingsville.	10/3/2018
10/3/2018 Board	7.	Matt Woolbright	In reference to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a one-year term agreement, Mr. Woolbright asked the average miles for the buses with the failed engines.	Ms. Fehribach deferred her answer to Brian Garner, Director of Maintenance but since he was not at the podium, his answer was inaudible.	10/3/2018
10/3/2018 Board	7.	Matt Woolbright	In reference to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a one-year term agreement, Mr. Woolbright asked for verification if it is accurate to say the Agency is seeing a much earlier fail rate on the CNG bus engines.	Mr. Cruz-Aedo stated the CNG engine has a shorter life than the diesel engine because of the heat the CNG engine produces.	10/3/2018
10/3/2018 Board	7.	Dan Leyendecker	In reference to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a one-year term agreement, Mr. Leyendecker asked why there were there so many "no bids" on the new engines.	Ms. Fehribach stated new engines are very difficult to locate, which is very common in the industry. This is why the bid also contained remanufactured engines.	10/3/2018
10/3/2018 Board	7.	Dan Leyendecker	In reference to Award the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a one-year term agreement, Mr. Leyendecker asked for verification if the \$473,725.06 was the total amount of the contract or the Agency's 20% match.	Ms. Fehribach stated the \$473,725.06 was the total amount and the Agency's match would be 20% of the \$473,725.06, approximately \$94,745.01 .	10/3/2018 11/07/2018
10/3/2018 Board	10 a.	Matt Woolbright	In reference to the August 2018 Financial Report, Mr. Woolbright asked for verification on the Federal grant shortfall asking if the grant money is guaranteed funds.	Mr. Saldana stated there are two different categories of grants. One grant is tied to the miles driven and the ridership so when the government approves the federal budget, these monies are allocated to the Agency. If the monies are not used, they remain and the grant balance will continue to grow.	10/3/2018

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/3/2018 Board	10. a.	Matt Woolbright	In reference to the August 2018 Financial Report, Mr. Woolbright asked for how much grant money is in limbo and how much sitting and waiting to be disbursed.	Mr. Saldana stated all of the grant money is sitting there waiting to be disbursed to the Agency. The disbursement depends on the timing of the CIP projects. The grant money will be reimbursed to the Agency once the project starts.	10/3/2018
10/3/2018 Board	10. c.	Scott Harris	In reference to the August 2018 Safety & Security Report, Mr. Harris asked for the arrest trend over the last six months.	Mr. Rendon stated the monthly arrests are 4 to 5 on average and there is no change in the trend.	10/3/2018
10/3/2018 Board	10. c.	Matt Woolbright	In reference to the August 2018 Safety & Security Report, Mr. Woolbright asked for the location of the four arrests in August.	Mr. Rendon stated the majority of the arrests were at Staples Street Station. One incident a female juvenile was riding her bicycle on the platform, which is a safety issue. While the officer was questioning to her, she assaulted the officer. When a second officer approached them, she also assaulted that officer.	10/3/2018
10/3/2018 Board	10. c.	Scott Harris	In reference to the August 2018 Safety & Security Report, Mr. Harris for an update on the Staples Street Center security measures.	Mr. Rendon stated additional costs were incurred to make the doors close securely, approximately \$16,000.00. The part has been ordered and the doors will be secured as soon as it is installed.	10/3/2018
10/3/2018 Board	10. c.	Scott Harris	In reference to the August 2018 Safety & Security Report, Mr. Harris asked Mr. Rendon for his opinion, is the Agency doing enough for the security for the tenants.	Mr. Rendon stated with the personnel we presently have, we are doing our very best. We are being proactive. The security guard is stationed outside during the arrival and departure of tenants and employees. We have a campaign called "See Something, Say Something" There was an incident in the parking lot and it was called into the security office. The person was arrested within five minutes. The campaign worked to protect the tenants and employees.	10/3/2018

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/3/2018 Board	10. c.	George Clower	In reference to the August 2018 Safety & Security Report, Mr. Clower asks when will the new security measures at Staples Street Center be implemented and how will the Agency notify the tenants and customers.	Mr. Rendon stated the new security measures have already been announced to the tenants and employees. Once all the updates are in place, everyone in the building will be notified with a start date of the security measures. The start date should be around mid-November.	10/3/2018

