

MEETING AGENDA

DATE: Wednesday, March 25, 2026

TIME: 8:30 a.m.

**Administration & Finance Committee & Operations & Capital Projects Committee,
Legislative Committee (No Meeting), and Rural and Small Cities Committee (No Meeting)**

LOCATION: Staples Street Center – 2ND Floor Boardroom (602 North Staples St., Corpus Christi, TX)

ADMINISTRATION & FINANCE COMMITTEE

Aaron Muñoz, Committee Chair

David Berlanga Gabi Canales Jeremy Coleman Jahvid Motaghi

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	A. Muñoz	1 min.	-----
4.	Receipt of Conflict of Interest Affidavits	A. Muñoz	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	A. Muñoz	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
6.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of February 25, 2026	A. Muñoz	3 min.	Pages 1-5
7.	Discussion and Possible Action to Recommend the Board of Directors Amend the Board Staff Communications Policy	D. Majchszak	3 min.	Pages 6-10 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Adopt the Revised 2026 Emergency Preparedness Policy	M. Rendón	3 min.	Pages 11-26 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365 Government	D. Chapa	3 min.	Page 27 PPT
10.	Committee Chair Report	A. Muñoz	3 min.	-----
11.	Adjournment	A. Muñoz	1 min.	-----

Total Estimated Time: 27 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

Eloy Salazar, Committee Chair

Lynn Allison Beatriz Charo Beth Owens Susie Luna Saldaña

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551	E. Salazar	1 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
6.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 25, 2026	E. Salazar	3 min.	Pages 1-2
7.	Discussion and Possible Action to Award a Contract to Ardurra Group, Inc. (Ardurra) for Project Management Services, for the New Bear Lane Maintenance Facility, not to Exceed \$799,639	S. Montez	3 min.	Pages 3-6 PPT
8.	Committee Chair Report	E. Salazar	3 min.	-----
9.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 21 mins

LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair

Gabi Canales Jeremy Coleman Jahvid Motaghi Aaron Muñoz

NO MEETING

RURAL AND SMALL CITIES COMMITTEE

Beatriz Charo, Committee Chair

David Berlanga Beth Owens Eloy Salazar Susie Luna Saldaña

NO MEETING

On **Thursday, March 19, 2026** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

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

Mission Statement

To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unites communities and promotes local economic growth.

Vision Statement

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

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, February 25, 2026**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Opportunity for Public Comment – No Public Comments**
6. **Approved the Administration & Finance Committee Meeting Minutes of November 19, 2025**
7. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Metropolitan Life Insurance Company for Short-Term Disability, Long-Term Disability and Supplemental Insurance**
8. **No Motion - Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Lease Renewal with Greyhound Lines, Inc. at the Staples Street Center Building & Motion Failed – Postpone Recommendation for the Board of Directors to Authorize the Chief Executive Officer (CEO) or Designee to Authorize Lease Renewal with Greyhound Lines, Inc. at the Staples Street Center Building, Pending Monthly Bus Slot Fee Negotiations**
9. **Heard Committee Chair Report**
10. **Adjournment**

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

Call to Order & Roll Call

Aaron Muñoz; Committee Chair, called the meeting to order at 8:36 a.m. Marisa Montiel called roll and stated that a quorum was present.

Board Members Present

David Berlanga, Jeremy Coleman, Jahvid Motaghi, and Aaron Munoz.

Board Members Absent

Gabi Canales.

Staff Present

Gilbert Casas, David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón, and Robert Saldaña.

Public Present

Thomas Wieland and Laura Bailey, MV Transportation. Roland Barrera, Roland Barrera Insurance.

Safety Briefing

Mr. John Esparza, Safety Administrator, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Montiel would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting. She noted there was a typographical error when it was initially posted, but it has been corrected and reposted.

Receipt of Conflict of Interest Affidavits

None received.

Opportunity for Public Comment

None received.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and **MUST** be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of November 19, 2025

DIRECTOR DAVID BERLANGA MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2025. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. BERLANGA, COLEMAN, MOTAGHI, AND MUÑOZ VOTING IN FAVOR. OPPOSED NONE. ABSENT CANALES.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Metropolitan Life

Insurance Company for Short-Term Disability, Long-Term Disability and Supplemental Insurance

Ms. Angelina Gaitan, Director of Human Resources, presented the item. Ms. Gaitan provided background noting CCRTA provides long-term disability insurance to full-time employees who have been employed for one year and CCRTA pays the premium costs. Short-term disability insurance is also offered to active employees working a minimum of 32 hours per week and the employee is responsible for paying the premium costs. CCRTA also provides employees with the ability to sign up for Supplemental Insurance coverages to include Accident, Critical Illness and Hospital Indemnity, these are also the responsibility of the employee to pay the premium cost. Employees can purchase additional supplemental coverages for themselves, spouses and dependents.

The current contract with UNUM for LTD & STD will expire on April 30, 2026. UNUM has been providing these services since 2021. There are currently 203 employees participating in LTD and 118 participating in STD. The RTA does not currently offer Supplemental Coverages for Accident, Critical Illness and Hospital Indemnity. Ms. Gaitan noted that three proposals were received, with two deemed disqualified due to 1) AFLAC only providing cost for Supplemental Coverages and 2) UNUM only providing cost for one-year services for STD & LTD rather than the three-year contract request. Metropolitan Life Insurance Company was deemed responsive and provided a compatible proposal to the products the RTA currently has in place, including the supplemental coverages that were requested. She displayed tables representing the results of the evaluations and a cost savings comparison for the long-term disability between the current incumbent, UNUM, and Metropolitan Life Insurance Company. The cost savings for the Long-Term Disability portion is approximately 35% on an annual basis. She displayed the estimated total costs for three-year base, estimated at \$461,487.38. The annual cost for FY2026 is estimated to be approximately \$153,822.46. This cost is split with a portion of about \$56,322.34 being paid by the employees for STD and supplemental products and the remaining \$97,500.12 paid by CCRTA. These monies are 100% budgeted within individual operating department budgets. A portion of this contract is dependent upon the employee's selected coverage tier (single or family) and will fluctuate based on employment-related factors. She displayed the schedules of values for LTD/STD, Accidental Insurance, Critical Illness Insurance, and Hospital Indemnity Plan.

At this time, several questions from the Board were addressed. Director Berlanga asked if 52 companies responded. Ms. Gaitan responded no, the information was sent out to 52 companies, three responded. Director Berlanga pointed out that was a response of less than 1%, adding this was concerning and he has an issue with it. Mr. Roland Barrera, Roland Barrera Insurance, added that the solicitation was sent out to a large network and some companies simply do not want to be involved in the public sector, as the process can be cumbersome. He added it was downloaded 17 times, some of which are likely brokers, and he estimates around 10 are qualified proposers, therefore the response rate is closer to 30%. Board Chair Granado asked what Mr. Barrera's role is in the proposal process. Mr. Barrera noted he is extensively involved and described the process from start to finish,

adding that he participates with the evaluation team, clarifying he does not score, however he is there to advise and answer any questions from the team. Chair Granado said he agreed with Director Berlanga that the team should follow up with proposers who have missing information. Mr. Barrera said they strongly encourage companies to attend the pre-proposal to get all the required information, but he will follow up to see what happened. Director Salazar agreed that there should be some sort of system to allow staff to reach out to the 17 individuals who opened the proposal, to see why they did not submit, and what the team can do to help with future submissions. A discussion was held on this proposal versus the current contract, Mr. Barrera confirming the proposal is lower than the current contract. Mr. Derrick Majchszak, CEO, noted in addition, there are several additional coverages added this year as well, granted they are at the employee expense, but it is still a benefit they did not have previously. Director Coleman asked if the companies could be followed up with now and Mr. Majchszak replied until this is officially awarded and executed, the procurement is still open, adding any communication could cause legal implications.

DIRECTOR JEREMY COLEMAN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A THREE-YEAR CONTRACT TO METROPOLITAN LIFE INSURANCE COMPANY FOR AN AMOUNT NOT TO EXCEED THE SCHEDULE OF VALUES LISTED. DIRECTOR JAHVID MOTAGHI SECONDED THE MOTION. COLEMAN, MOTAGHI, AND MUÑOZ VOTING IN FAVOR. BERLANGA OPPOSED. ABSENT CANALES.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Lease Renewal with Greyhound Lines, Inc. at the Staples Street Center Building

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item. Ms. Montez provided background noting Greyhound Line, Inc., was one of the first tenants of the Staples Street Center in 2016, when the building opened. Their office space is located on the first floor and is approximately 1,667 rentable square feet. Additionally, Greyhound utilizes two bus slots, adjacent to the building. The initial term of the lease was for 10 years, commencing when the construction was completed and the space was move-in ready, which effectively was August 1st, 2016. The term of the initial lease expires on July 31, 2026. As part of the initial lease, the tenant has the option to renew the Lease for one additional term of five years at the fair market rental rate. The option on the lease would be from August 1, 2026, to July 31, 2031. Ms. Montez displayed a five-year analysis displaying the base rates/year and total monthly rent/year. The amount of the monthly rent is adjusted each year to reflect a 3% annual increase. The monthly fee for both bus slots is \$1,000 a month. For the \$269,575.80 five-year lease, the total base rate is \$209,575.80 and total bus slot charges are \$60,000.

At this time, several questions from the Board were addressed. Director Berlanga asked if the bus slot charges remained at \$1,000 for the past ten years, and if this was changed for the next lease agreement. Ms. Montez confirmed yes, and they currently are to remain at

\$1,000. Director Berlanga replied he is concerned with this and asked why there was not an escalator clause in the agreement for the bus slots. Ms. Montez said she understands, however, there was no escalator clause in the original agreement. Secretary Allison asked if the area the Greyhound customers are allowed access is monitored closely and kept up. Ms. Montez replied this is in a secure area, and Safety & Security does a great job at keeping the area safe. Secretary Allison asked if they allowed access to the restrooms. Ms. Montez replied that if they are a ticketed Greyhound customer, they are allowed access to the first-floor lobby restrooms after going through the security checkpoint. Director Motaghi and Director Owens both agreed that the bus slot fee should be renegotiated. Chair Muñoz agreed and asked how soon staff could get something back to the Board for consideration. Mr. John Bell, Legal Counsel, added that during intense negotiations, Greyhound had requested a significant reduction in rate, however, the broker was able to get them back to the base square footage rate with a 3% annual increase. He asked everyone to keep in mind that the bulk of the revenue is from the square footage, but they can go back and ask them for perhaps \$1,300 for the bus slots. Ms. Montez added the lease space market is slow right now, and this is a large space that they occupy. Director Motaghi requested to see where else Greyhound could go, should they choose not to sign a new lease with CCRTA. Chair Granado noted sometimes they operate out of gas stations. Mr. Majchszak noted if this space goes vacant, the RTA will likely need to cover the cost from other budgeted areas. Director Berlanga asked who the broker is. Ms. Montez replied Wade Spence. Director Muñoz called for a motion to recommend the Board of Directors authorize a lease renewal with Greyhound Lines, Inc. at the Staples Street Center Building, he heard none. Mr. Bell confirmed negotiations would occur, and the results would go straight to board for consideration and would not be a consent item.

DIRECTOR DAVID BERLANGA MADE A MOTION TO POSTPONE THE RECOMMENDATION THAT THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE A LEASE RENEWAL WITH GREYHOUND LINES, INC. AT THE STAPLES STREET CENTER BUILDING, PENDING RE-NEGOTIATIONS ON THE MONTHLY BUS PARKING SPACE FEES. DIRECTOR JAHVID MOTAGHI SECONDED THE MOTION. BERLANGA AND MOTAGHI VOTING IN FAVOR. MUÑOZ OPPOSED. COLEMAN ABSTAINED. ABSENT CANALES.

Heard Committee Chair Report

Chair Muñoz called for closing remarks. Director Berlanga said his goal is to try to reduce costs as much as possible.

Adjournment

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

Submitted by: Marisa Montiel

Subject: Amend the Board Staff Communications Policy

Background:

The Board of Directors originally adopted the Board Staff Communications Policy on February 12, 1998. The Board of Directors amended the policy on January 6, 2011, to provide for copying information to other Board members.

Existing Policy Statement

It is the policy of the RTA to have a Board-Staff communication program which organizes and coordinates communication efforts throughout the RTA. The purpose of this policy is to ensure that information communicated to and received from Board members is consistent and complies with the requirements for Board-Staff relationships under state law.

Identified Need:

Individual requests for information can vary in scope and may require varying levels of staff time and resources to fulfill. To ensure consistency, transparency, and the efficient use of RTA resources, the proposed amendment establishes a more defined process for routing requests through the Chief Executive Officer and, when appropriate, elevating requests that may require significant staff time or resources to the full Board for consideration.

For your review, a copy of the existing policy and a red-lined version reflecting changes from the existing policy are attached. The amendment includes a revision to Item C, Role of the Board, regarding requests for information and other communications with staff to the CEO.

Recommendation:

Staff makes no recommendation on this agenda item, as it is solely a matter for Board determination under state law.

Respectfully Submitted,

Submitted by: Marisa Montiel
Executive Administrative Assistant

Approved by: 
Miguel Rendón
Deputy Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

BOARD STAFF COMMUNICATIONS

POLICY STATEMENT

It is the policy of the RTA to have a Board-Staff communication program which organizes and coordinates communication efforts throughout the RTA. The purpose of this policy is to ensure that information communicated to and received from Board members is consistent and complies with the requirements for Board-Staff relationships under state law.

PROCEDURES

The following guidelines are established to assist staff and members of the Board of Directors to identify the most appropriate and effective means of communicating with employees of the RTA.

A. Role of CEO

The CEO shall be the primary means of communicating issues to members of the Board of Directors. In the absence of the CEO, requests may be made through his/her designee. In cases where requests are made through the CEO's designee, the designee will advise the CEO of such request as soon as possible. The CEO will be provided with copies of any information provided to the Board member(s) in his/her absence.

Any information provided to one Board member upon request also shall be copied and provided to all other Board members.

B. Role of Staff Employees

Staff members shall not directly or indirectly contact Board Members to solicit support for or against any specific project or policy of the RTA. Staff shall nevertheless remain available to address any issues or concerns about RTA policies or projects as directed by the CEO. Staff will respond to Board inquiries based on objective information, professional expertise and the best interests of the RTA.

Employee grievances or other individual concerns shall be addressed through the RTA's open door policy, internal grievance procedures and in accordance with the RTA's policies. Board members will address employee grievances and concerns only as a body and in accordance with the RTA's rules and regulations.

Nothing in this policy shall be construed to prevent RTA employees from addressing the Board concerning matters of public concern and otherwise expressing the rights of free expression on matters of public concern as guaranteed by the Constitution.

C. Role of Board

Members of the Board of Directors agree to refrain from soliciting support from employees regarding RTA projects or policies or contacting employees concerning RTA matters except through the CEO as provided in this policy.

Adopted February 12, 1998.

Amended January 6, 2011, to provide for copying information to other Board members.

**REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

BOARD STAFF COMMUNICATIONS

POLICY STATEMENT

It is the policy of the RTA to have a Board-Staff communication program which organizes and coordinates communication efforts throughout the RTA. The purpose of this policy is to ensure that information communicated to and received from Board members is consistent and complies with the requirements for Board-Staff relationships under state law.

PROCEDURES

The following guidelines are established to assist staff and members of the Board of Directors to identify the most appropriate and effective means of communicating with employees of the RTA.

A. Role of CEO

The CEO shall be the primary means of communicating issues to members of the Board of Directors. In the absence of the CEO, requests may be made through his/her designee. In cases where requests are made through the CEO's designee, the designee will advise the CEO of such request as soon as possible. The CEO will be provided with copies of any information provided to the Board member(s) in his/her absence.

Any information provided to one Board member upon request also shall be copied and provided to all other Board members.

B. Role of Staff Employees

Staff members shall not directly or indirectly contact Board Members to solicit support for or against any specific project or policy of the RTA. Staff shall nevertheless remain available to address any issues or concerns about RTA policies or projects as directed by the CEO. Staff will respond to Board inquiries based on objective information, professional expertise and the best interests of the RTA.

Employee grievances or other individual concerns shall be addressed through the RTA's open door policy, internal grievance procedures and in accordance with the RTA's policies. Board members will address employee grievances and concerns only as a body and in accordance with the RTA's rules and regulations.

Nothing in this policy shall be construed to prevent RTA employees from addressing the Board concerning matters of public concern and otherwise expressing the rights of free expression on matters of public concern as guaranteed by the Constitution.

C. Role of Board

Board members shall direct all requests for information and other communications with staff to the CEO. In the absence of the CEO, requests may be made through his/her designee. In the event that a request involves a significant amount of staff time or RTA resources, the CEO may refer the request to the Board for consideration at the next meeting to elevate it to a Board request. If the Board elects not to approve the request, the CEO shall not be required to fulfill the request but may work with the Board member on alternative ways of providing information at a lesser amount of staff time or RTA resources.

As provided by State law, Board members shall not direct any individual staff member on the performance of such staff member's duties. Providing direction to the CEO shall be accomplished through Board action at a duly called meeting under the Texas Open Meetings Act.

Members of the Board of Directors agree to refrain from soliciting support from employees regarding RTA projects or policies or contacting employees concerning RTA matters except through the CEO as provided in this policy.

Adopted February 12, 1998.

Amended January 6, 2011, to provide for copying information to other Board members.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Response Plan (the “Plan”), which is issued annually.

The CCRTA includes within its service area the cities of Corpus Christi, Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Robstown, Gregory and San Patricio, Texas, as well as all unincorporated areas of Nueces County. The purpose of this Policy is to provide emergency preparedness and evacuation services in these communities within the CCRTA’s service area relating to hurricanes and other emergencies requiring evacuation. The CCRTA has a responsibility to work cooperatively with the City of Corpus Christi and the Nueces County Emergency Management Offices (“EMO”). Each community will provide staff or designated volunteers as necessary in order to help coordinate the evacuation and provide security and traffic control as necessary. Such services shall include registration of evacuees, security and traffic control, water and snacks, and health services, as needed.

The CCRTA agrees to provide emergency evacuation services upon the occurrence of a hurricane or other emergency in order to transport residents to designated Evacuation HUB sites in the CCRTA’s service area and return individuals to their communities after the areas have been cleared for return. In the event of an emergency declaration by the County Judge of Nueces County as a result of the imminent threat of a hurricane or other disaster, a community may notify the CCRTA’s CEO or designee of the need for emergency evacuation services, and the CEO or designee will provide transportation services to transport individuals to an emergency HUB determined by the CCRTA. The CCRTA will provide an appropriate number of additional vehicles for special needs transportation as it has available. In the event sustained wind speeds are greater than or equal to 35 miles per hour prior to, during, or after landfall or water levels or other conditions become unsafe, buses shall not operate due to safety reasons. The CEO or designee is delegated the authority, in his or her complete discretion and judgement under the circumstances existing at that time, to determine which buses and staffing should be made available to provide these services.

While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear

expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.

3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.

4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.

5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.

6. **“Emergency Operations Center”** or “EOC,” as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. **PHASES OF THE EMERGENCY EVENT:** The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation

and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. **Beginning of the Disaster Vulnerability Season**: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. **Condition 3 - Readiness Phase**: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Director or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, emergencies by their very nature are unpredictable and CCRTA makes no guarantees.

2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. The Director will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Directors discretion.

3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Director, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.

4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return-to-Work phase is announced.)

5) After securing all CCRTA property, the Director will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**

6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

1) The CEO or his/her designee will declare that this Policy is in effect.

2) As stated in the Plan, Directors are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct the Director to assist in any other areas deemed necessary for the protection of CCRTA property.

3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Directors of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.

4) All essential employees not on duty will report to work upon the declaration of Condition 2, unless advised otherwise by the Director or the CEO. Employees must advise the Director or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time and are required to report back to work as outlined in the Return to Duty Phase.

D. **Activation Phase:** Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if doing so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. Return to Duty Phase: The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Director to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.

4) It is important that Directors have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.

RESPONSIBILITIES:

CEO, DEPUTY CEO/CHIEF SAFTY OFFICER, MANAGING DIRECTORS AND DIRECTORS:

The CEO, Deputy CEO/Chief Safety Officer, Managing Directors and Directors share the responsibility of communicating the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

DIRECTORS:

- 1) Each Director is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.
- 2) Directors will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.
- 3) Director policy must maintain an up-to-date list designating the essential and non-essential positions in their S, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.
- 4) Each Director will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 5) Directors will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Director, for failure to adhere with this Policy.

2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."

3) Supervisors, in conjunction with Directors, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.

2) Unless instructed otherwise by the Director, all employees must assist with securing CCRTA property prior to the emergency/disaster.

3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

4) Employees are required to phone in or check in personally with their director on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.

5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.

6) Every employee is responsible for timely reporting to his/her director, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO, Deputy CEO/ Chief Safety Officer, Managing Directors, and Directors in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

1) Essential Positions: EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Deputy CEO/Chief Safety Officer
Managing Director of Administration
Managing Director of Capital Projects, Customer Service & Eligibility
Managing Director of Operations
Managing Director of Public Relations
Director of Transportation
Director of Planning (<i>OEM Representative-City</i>)
Director of Vehicle Maintenance
Director of MIS & Capital Projects
Director of Human Resources
Director of Finance
Director of Procurement
Assistant Director of Vehicle Maintenance
Bus Operators*
Dispatchers*
Custodial Supervisor
Facilities Building Manager
Facilities Maintenance Supervisor
Facilities Maintenance Tech I Supervisor
Facilities Maintenance Technicians II*
Garage Service Supervisor
Garage Service Technicians*
IT Systems Administrator
Lead Facilities Maintenance Tech
Network Systems Administrator
Parts Clerk Lead
Parts Clerks (2)
Public Communications Administrator
Safety Administrator
Security Administrator
Street Operations Supervisors*
Street Operations Administrator, Transportation Service Administrator, Dispatch Operations Administrator*
Training Instructors*
Transit Planner
Vehicle Electronics Technician (1)

ESSENTIAL EMPLOYEES CON'T.

Vehicle Maintenance Supervisors*
Vehicle Maintenance Technicians*
Vehicle Maintenance Training Instructor
MV General Manager
MV Assistant General Manager
MV Safety Manager
MV Maintenance Manager

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

ADMINISTRATION/FACILITIES MAINTENANCE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Administration
 - Facilities Building Manager
 - Facility Maintenance Supervisor
 - Lead Facilities Maintenance Technician
 - 7 – Facilities Maintenance Technicians II
 - Custodial Supervisor
 - Facilities Maintenance Tech I Supervisor

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Capital Projects, Customer Service & Eligibility
 - Director of MIS & Capital Projects (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Transportation Administrators
 - MV General Manager
 - MV Safety Manager

- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Street Operations Supervisors
 - 1-2 Dispatchers
 - 1-5 Bus Operators

- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Training Instructors
 - 1-3 Street Operations Supervisors
 - 1-4 Dispatchers
 - 1-30 Bus Operators

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Bus Operators
 - Saturday level service
 - 54(L)-72(F) Bus Operators
 - Weekday service
 - 78(L)-105(F) Bus Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (OEM)-City
 - Transit Planner (OEM) County

- Essential on-duty (post event) – shift(s) to be determined by CCRTA
 - Transit Data Analyst
 - Service and Scheduling Planner

PUBLIC RELATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Public Relations
 - Public Relations Administrator

VEHICLE MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Vehicle Maintenance
 - Assistant Director of Vehicle Maintenance
 - Vehicle Maintenance Supervisor
 - Vehicle Maintenance Training Instructor

- 2 Vehicle Maintenance Technicians
 - Garage Service Supervisor
 - 1-2 Garage Service Technicians (GST)
 - 1 Parts Clerk Lead
 - 2 Parts Clerks
 - MV Maintenance Manager
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Director *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as non-essential:

Accountant
Accounts Payable Specialist
Budget Analyst
Bus Operator Trainee
Buyer
Capital Projects Manager
Comptroller
Custodian I
Custodian II
Customer Service Administrator
Customer Service Representatives
DBE Liaison Officer
EEO/ADA Compliance Officer
Eligibility Program Administrator
Eligibility Specialist
Executive Administrative Assistant
Facilities Maintenance Administrator
Facility Maintenance Assurance Technician
Facilities Maintenance Technician I
Human Resources Specialist
Human Resources Assistant
Interns
IT Support Technician
Marketing Specialist
Payroll Administrator

NON-ESSENTIAL EMPLOYEES CON'T

Procurement Coordinator
Procurement Specialist
Public Relations Customer Advocate
Receptionist
Revenue Counters
Safety & Security Management Aide
Senior Administrative Assistant
Service and Scheduling Planner
Transit Data Analyst
Vehicle Electronics Technicians (3)
Vehicle Maintenance Management Assistant

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

1) Making Request: Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA's grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

2) Review of Requests: Waiver Requests will be initially reviewed and approved by the Director. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Director's approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee's file at the end of hurricane season. Human Resources will review all forms that are not approved.

3) Waiver Considerations: Directors will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee's family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?

- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?
- d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

4) Documentation: CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. Exempt Employees:

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.

- 2) Compensatory time off reported must be verified and approved by the Director.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Director.

B. Non-Exempt Employees (hourly):

- 1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.
- 2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.
- 3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

- 4) By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

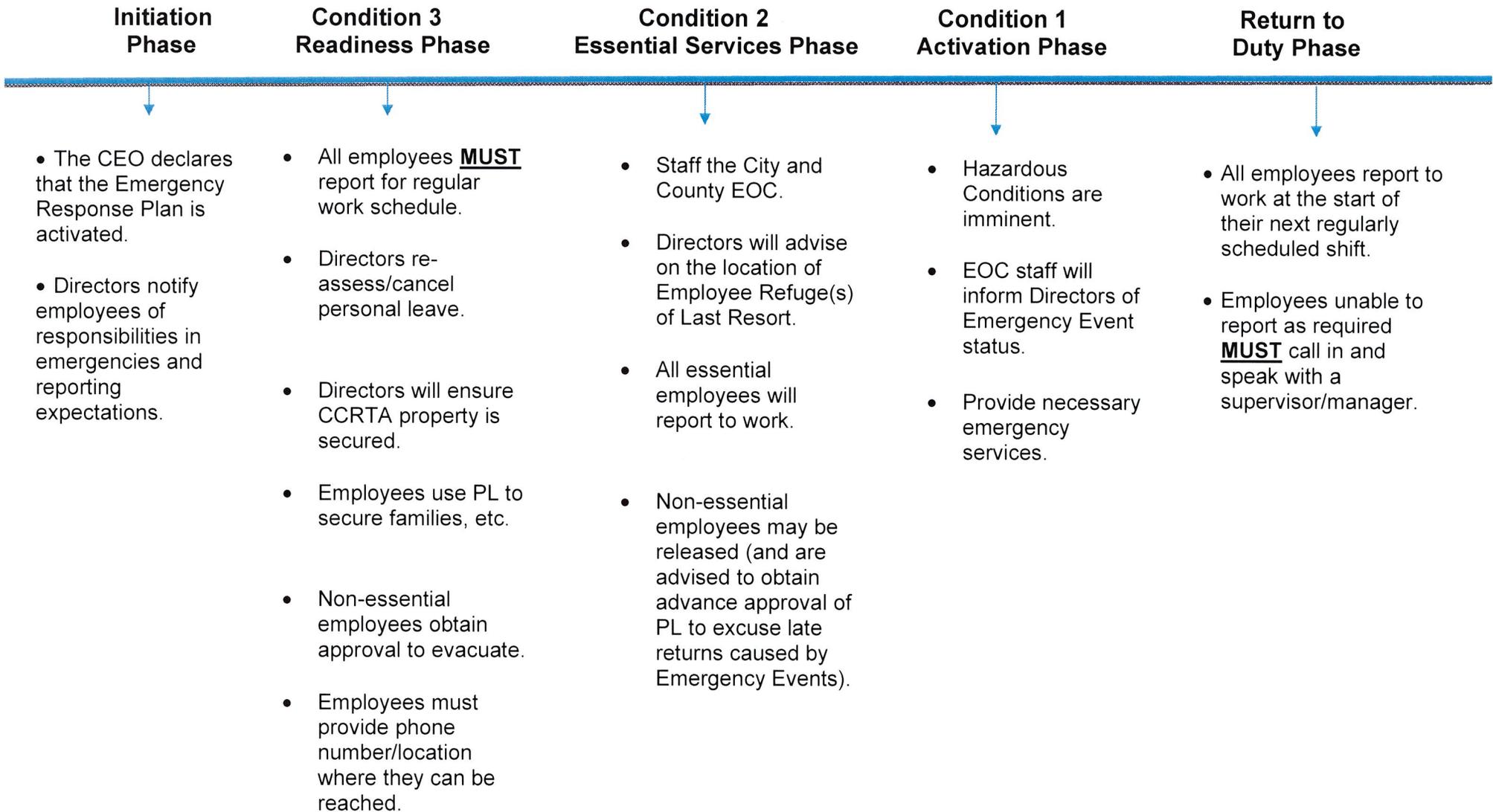
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a director reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- 6) Compensatory time off earned for emergency response activity may not exceed 240 hours.
- 7) When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- 8) CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019;
April 22, 2020; May 5, 2021; April 27, 2022; April 26, 2023; April 3, 2024,
April 2, 2025; _____

Emergency Preparedness Phases



Subject: Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365 Government

Background

The CCRTA's current Microsoft Email System and O365 Software has been in place since 2023 and it enables RTA staff to easily send and receive documents, images, links and communicate with others. Microsoft's O365 Government services plays a critical function in daily operations to keep communications with staff, vendors and stakeholders.

Identified Need

CCRTA has undertaken initiatives to modernize IT infrastructure, including proposed transitions to Microsoft government cloud solutions to enhance security, file storage, and email systems.

Microsoft O365G is a cloud-based subscription service offering premium productivity apps (Word, Excel, PowerPoint, Outlook), 1 TB of OneDrive cloud storage, and AI-powered tools via Copilot. It ensures staff will always have the latest features and security updates across CCRTA's computers and mobile devices.

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Estimated cost for a 3-year contract with SHI for Microsoft Office 365G will be \$116,883.36. Funds for the Office 365 software license were identified in the MIS 2026 Capital Budget using local funds.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365 Government.

Respectfully Submitted,

Submitted by: David Chapa, Director of MIS and Capital Projects
Reviewed by: Sharon Montez, Managing Director of Capital Projects, Customer Service and Eligibility

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, February 25, 2026**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Provided Opportunity for Public Comment – None Received**
6. **Approved the Operations & Capital Projects Committee Meeting Minutes of November 19, 2025**
7. **Item Pulled - Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One with MV Transportation for Paratransit and Small Bus Operations**
8. **Heard Committee Chair Report**
9. **Adjournment**

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

Call to Order & Roll Call

Committee Chair Eloy Salazar, called the meeting to order at 9:34 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Lynn Allison (virtual), Beatriz Charo, Beth Owens, Eloy Salazar, and Susie Luna Saldaña.

Board Members Absent

None

Staff Present

Gilbert Casas, David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón, and Robert Saldaña.

Public Present

Thomas Wieland and Laura Bailey, MV Transportation. Roland Barrera, Roland Barrera Insurance.

Safety Briefing

Mr. John Esparza, Safety Administrator, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Montiel would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting. She noted there was a typographical error when it was initially posted, but it has been corrected and reposted.

Receive Conflict of Interest Affidavits

None Received.

Opportunity for Public Comment

None Received.

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 19, 2025

DIRECTOR BEATRIZ CHARO MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2025. DIRECTOR BETH OWENS SECONDED THE MOTION. ALLISON, CHARO, OWENS, SALAZAR AND SALDAÑA VOTING IN FAVOR. OPPOSED NONE. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One with MV Transportation for Paratransit and Small Bus Operations

Mr. Derrick Majchszak, CEO, announced this item is no longer an item to discuss. MV Transportation has decided not to exercise their option year due to their own financial reasons. Staff will be putting out an RFP for a 5-year contract. Once the timeline is built, the information will be provided to the Board. There would be a potential committee put together in the future to help throughout the process due to the size of the contract. More details to be provided as they become available.

Heard Committee Chair Report

Committee Chair Salazar opened the floor for closing remarks. Director Luna Saldaña reported she was happy to visit the operations facility, and it was a great experience. Committee Chair Salazar welcomed Director Luna Saldaña adding that he is looking forward to her expertise and she is highly respected in the community.

Adjournment

Adjourned at 9:39 a.m.

Submitted by: Marisa Montiel

Subject: Award a Contract to Ardurra Group, Inc., (Ardurra) for Project Management Services for the Construction of a New Maintenance Facility

Background

In November 2025 CCRTA was notified that it was awarded a Federal Transit Administration (FTA) competitive Low No Emission Grant, in the amount of \$46,280,000 in federal funds and with a local match of \$11,570,000 for a total project cost of \$57,850,000.

In the grant application there is an item for Project Management Services in the amount of \$810,000. The federal portion of the grant is \$648,000 and the local match is \$162,000. In the Notice of Funding Opportunity (NOFO) for the grant announcement, section 7 (Award Notices) it states, "Funds must be used only for the specific purposes requested in the application and described in the resulting award".

Identified Need

In the 2025 grant application for the Low or No Emission Grant Program, the section of the grant entitled, "Technical, Legal, and Financial Capacity, one of the criteria items, was to, "Explain your ability to carry out the proposed project successfully (for example, adequate staffing levels or similar projects that have been carried out successfully).

Currently, in-house staff largest construction project was the Staples Street Center project with a Guaranteed Maximum Price of \$23 million. In an effort to meet the grant's criteria, CCRTA included the Project Management Services line item in the grant application, to demonstrate to the FTA that by hiring a Project Manager CCRTA would have appropriate experience personnel to supplement CCRTA and to represent the CCRTA throughout the project. By including the Project Manager, in the grant application, the CCRTA was able to meet the "Technical, Legal and Financial Capacity as required by FTA.

By selecting a firm with qualified/experienced Project Managers, that will act as CCRTA's Owner's Representative, representing CCRTA's interests throughout the various project phases and ensuring the project meets the owner's goals, budget and schedule objectives.

The Owner's Representative will work in collaboration with the architect Turner/Ramirez and strengthen the team oversight of the project. The roles were clearly defined as part of this procurement process.

Scope of Work includes the following:

Task 1 – Construction Procurement Support (Limited)

- Review of final design plans, specifications, and estimates.
- Evaluation of contractor proposals.
- Pre-construction planning

Task 2 – Owner Representation and Project Management

- Attendance at pre-construction kickoff meeting
- Serve as CCRTA's representative during construction
- Facilitate coordination between CCRTA, Architect, and Contractor

Task 3 – Independent Project Controls and Reporting

- Monitor construction schedule and critical path
- Track project budget and change activity
- Provide independent progress assessments
- Prepare monthly reports and executive-level dashboards

Task 4 – Construction Oversight Support (Supplemental)

- Provide Senior Construction Inspector support to supplement CCRTA staff
- Perform targeted field observations to validate progress and identify risks
- Coordinate with CCRTA field staff and Architect observations

Task 5 – Change and Risk Management Support

- Maintain change and issue logs
- Provide independent evaluation of cost and schedule impacts
- Support CCRTA in change management decisions

Task 6 – FTA Compliance and Documentation Support

- Support CCRTA with federal compliance tracking and documentation
- Maintain organized, audit-ready records consistent with FTA expectations

Analysis

A Request for Qualifications was issued on December 30, 2025, and the proposals were due February 10th. Seven proposals were received, but one was deemed non-responsive.

The evaluation criteria are listed below:

- Experience on Similar Projects (40)
- Key Personnel and Organizational Structure (40)
- Quality Control (10)
- Project Understanding and Management Approach (10)

The table below includes the name of the firms and the technical scores:

Firms	Experience on Similar Projects (40)	Key Personnel and Organizational Structure (40)	Quality Control (10)	Project Understanding and Management Approach (10)	Total
Ardurra	35.6	36	8.4	8.8	88.8
STV Incorporated	35	34	6.4	7.4	82.8
Skanska USA Building Inc.	34.8	31.8	6.4	8	81
AGCM, Inc.	31	29.8	8.4	7.2	76.4
Broaddus & Associates	29.2	29.6	6.2	6.6	71.6
Project Management Services, Inc.	14.4	14.8	4.4	3.8	37.4

After evaluating each of the six firms, Ardurra Group, Inc. scored the highest technical score overall. Ardurra is a multi-discipline consulting and engineering firm specializing in general engineering projects. Over the past 48 years, Ardurra has provided high-quality services for municipal, industrial, institutional, and governmental agencies on numerous state and federally funded projects, bond projects for city and county and high profile multi-million transportation and water/wastewater projects.

With over \$30 billion in public funding secured and managed for clients in the last decade. Ardurra has consistently assisted clients with post-award compliance or successful project outcomes. They are a group of approximately 2,125 professionals operating in 100 offices coast-to-coast, however they will manage this project through their local office in Corpus Christi.

Ardurra has decades of experience serving as an Owner's Advisor on complex, high-profile capital improvement projects. Most recently, Ardurra supported Dallas Area Rapid Transit (DART) as an Owner's Advisor on its \$2.1B commuter rail project, providing independent oversight, federal compliance support and construction-phase risk management.

The proposed Project Manager, Frank Benavidez, PE, PMP, is a former FTA Project Management Oversight Consultant (PMOC) and former transit agency employee, with direct experience delivering federally funded transit projects from both the grantee and federal oversight viewpoints. In addition to Mr. Benavidez, Dan Leyendecker, P.E., will serve as the Principal-in-Charge and Eric Villarreal, will serve as Project Director. There will also be other key support staff as part of the team, as listed below:

- Mark Metyko – Construction Manager
- Alison Winter – FTA Grant Manager
- Project Controls Manager – Omar Alameddine
- Estimator – Tim Morris
- Dashboard/Data Visualization – Will Kuehne
- Senior Construction Inspector – Rick Garcia

Ardurra's similar projects include the following:

- Houston Metro Construction Management on-call service, with seven years of continuous on-call service delivery. The work managed included multiple transit facility and system Improvement Projects. Cost was \$20 million.
- Program Management Services for Dallas Area Rapid Transit (DART's) Silver Line commuter rail program, which includes delivery of a major equipment maintenance facility. Cost was \$1.8 Billion
- South Bay Regional Intermodal Transit Center Replacement -Construction management and inspection services for a modern multimodal transit facility replacing a 30-year-old transit center. Cost was \$13.2 million.
- Mary K. Giordano Regional Transit Center – Provided Construction management and general inspection services for an intermodal transit facility supporting regional bus operations and future light rail service. Cost was \$22 million.

The CCRTA received two reference responses, and both were satisfactory.

Financial Impact

The total negotiated price received from Ardurra for Project Management Services for the new Bear Lane Maintenance Facility is \$799,639. CCRTA's budgeted amount is \$810,000, and the grant funding is broken down into 80% federal funding totaling \$648,000 and with a local match of \$162,000.

The contract for this item cannot be executed until CCRTA receives notification from the FTA, that the grant has been released to the CCRTA to pay for expenditures.

Board Priority

This project aligns with the Board Priority – Facilities and Safety.

Recommendation

Staff requests that the Operations and Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Ardurra Group, Inc., (Ardurra) for Project Management Services for the Construction of a New Maintenance Facility not to exceed, \$799,639. However, a contract execution will be delayed until FTA releases the grant funding for expenditure.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer