



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS'  
MEETING NOTICE

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**Date:** Wednesday, March 3, 2010

**Time:** 8:30 a.m.

**Location:** RTA Administration/Operations Facility  
5658 Bear Lane  
Corpus Christi, Texas

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1.	<b>Roll Call</b>	No Attachments
2.	<b>Opportunity for Public Comment</b>	No Attachments
3.	<b>Presentation</b> by Sail South Texas 2010 on Tall Ships Visit	<b>REPORTS TAB</b> Page 32
4.	<b>Presentation</b> on 2009 Fourth Quarter Entrust Group Health Plan Report	<b>REPORTS TAB</b> Page 33
5.	<b>Presentation</b> by Corpus Christi RTA Roadeo Committee	<b>REPORTS TAB</b> Page 34
6.	<b>Update</b> on RCAT Committee Activities	<b>REPORTS TAB</b> Pages 35-36
7.	<b>Discussion and Possible Action</b> to Approve the Board of Directors' Minutes of February 3, 2010; Special Meeting Minutes of February 19, 2010; and Board Workshop Meeting Minutes of January 26, 2010	<b>MINUTES TAB</b> Pages 1-11
8.	<b>The following items are of routine or administrative nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</b>  a) <b>Action</b> to Accept Committee Reports	<b>ACTION TAB</b>  Pages 12-19

	<b>b) Action to Authorize Exercising the First Option Year with Michael Staff, CCPD Coordinator, for Law Enforcement Services at RTA Facilities</b>	Pages 20-21
9.	<b>Action to Authorize Awarding a Contract to Majestic Ventures, Inc. for Operation of the RTA's Waterborne Transportation Services (Harbor Ferry)</b>	<b>ACTION TAB</b> Pages 22-25
10.	<b>Discussion and Possible Action to Approve the 2009 Fourth Quarter Defined Contribution Plan Report</b>	<b>ACTION TAB</b> Pages 26-28
11.	<b>Discussion and Possible Action to Approve the 2009 Fourth Quarter Defined Benefit Plan &amp; Trust Report</b>	<b>ACTION TAB</b> Page 29
12.	<b>Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) for Outdoor Bus Advertising</b>	<b>ACTION TAB</b> Pages 30-31
13.	<b>Presentation on RTA Safety Program</b>	<b>REPORTS TAB</b> Pages 37-38
14.	<b>Chairman's Report:</b> a. SWTA Annual Conference	No Attachment
15.	<b>CEO's Report:</b> a. Accessible Transportation Coalitions Initiative (ATCI) b. Website Re-design	No Attachment
16.	<b>Discussion (in Closed Session) Concerning Staff Personnel Actions, Report from Outside Attorney, and CEO's Contract with Possible Action Thereafter in Open Session</b>	No Attachment
17.	<b>Adjournment</b>	No Attachments
18.	<b>INFORMATION / NEWS:</b> a. DBE Monthly Activities Report b. B-Line Summary Report – January 2010	<b>INFO/NEWS TAB</b> Page 39 Pages 40-41

**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 903-3561 at least 48 hours in advance so that appropriate arrangements can be made.

On **Friday, February 26, 2010** this Notice was posted by **Beth Vidaurri, Executive Assistant to the CEO** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas and the RTA Administrative Offices, 5658 Bear Lane, Corpus Christi, Texas.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING  
WEDNESDAY, FEBRUARY 3, 2010**

**SUMMARY OF ACTIONS**

- 1. Held Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Heard Update on RCAT Committee Activities**
- 4. Confirmed Appointments of Harvey Salinas, Robert Box, and Dr. Candelario Huerta, Jr., to Serve a Two-Year Term on the RCAT Committee**
- 5. Approved the Board of Directors' Minutes of January 6, 2010**
- 6. Approved Consent Agenda**
  - a) Action to Accept Committee Reports**
  - b) Action to Authorize Exercising the First Option-Year on the Supply Agreement with CC Freightliner for Heavy Duty Vehicle Filters**
  - c) Action to Authorize Exercising the Second Option-Year with Multiple Vendors for Transmission Rebuilding Services**
  - d) Action to Authorize Issuing a Contract with a Two-Phase Option to Rush Enterprises Inc. for Bus Repainting**
  - e) Action to Authorize Issuing a Request for Qualifications (RFQ) for Engineering Services for ADA Bus Stop Improvements**
  - f) Action to Authorize Issuing a Request for Qualifications (RFQ) for Project Management Services for ADA Bus Stop Improvements**
  - g) Action to Authorize Exercising the First Option-Year with Wells Fargo Bank for Portfolio Manager Services for the Defined Benefit and Defined Contribution Plans**
- 7. Adopted and Prioritized the 2010 Annual Appropriations Requests**
- 8. Awarded a Two-Year Contract to Van Scoyoc Associates, Inc., for Federal Government Relations Grant Consulting Services**
- 9. Awarded a Two-Year Contract to Baker Botts, LLC, for State Government Relations Grant Consulting Services**
- 10. Heard Presentation on Van Pool Program**
- 11. Heard CEO's Report:**
  - a. Community Outreach**
- 12. Held Discussion (in Closed Session) on CEO's Annual Evaluation Postponed Possible Action in Open Session Concerning the CEO's Employment Agreement and Compensation**

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The Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

## **AGENDA ITEM 7**

**Board Members Present:** Crystal Lyons (Board Chair), Connie Scott (Board Vice-Chair), Mary Saenz (Board Secretary), Vangie Chapa, Angie Granado, Gloria Perez, Ricardo Ramon, Judy Telge

**Board Members Absent:** John Longoria, David Martinez, John Valls

**Staff Present:** Eduardo Carrion, CEO; Ponch Carrillo, Jorge Cruz-Aedo, Linda Fallwell-Stover, Terry Klinger, Sharon Montez, Twila Mouttet, Karina Paris, Ramon Sanchez, Lamont Taylor, Martin Trevino, Ruth Willey, Beth Vidaurri

**Public Present:** John Bell, RTA Legal Counsel; Lee Jones, RCAT; Roland Garza, Robert Vela, Rosie Aguiar, RTAEA; Abel Alonzo; Nova Shields, Carlos Vargas, Dana Smith, MV Transportation; Martha Gray, Gloria Smith; Evy Copola, League of Women Voters

### **Call to Order**

Ms. Saenz called the roll and declared that a quorum was present.

The Board of Directors' meeting was called to order by Ms. Lyons at 8:31 a.m.

### **Opportunity for Public Comment**

Mr. Roland Garza spoke in favor of the work performance of Mr. Carrion and his outreach to the community.

Mr. Abel Alonzo spoke in favor of Mr. Carrion and the improved employee morale. He also noted that his success would be an example for others that if they applied themselves they could succeed.

Ms. Gloria Smith stated that she had not done anything that justified her termination and that she wanted to provide clarification and ask for her job back. Ms. Smith cited various alleged occurrences related to personnel hiring practices and policy revisions; inappropriate personnel behavior; and procurement irregularities. She stated that people were not being held accountable. She also cited her efforts to promote the agency and the CEO within the community and the transit industry.

### **Update on RCAT Committee Activities**

Mr. Jones stated that new members were being recommended due to health issues of current RCAT members which was preventing a quorum from being present for the meetings and that Mr. Abel Alonzo had been named Vice Chair. He stated that a request for increased in-vehicle time sampling was being implemented for approximately one month.

Ms. Lyons explained that Mr. Jones would be reporting on RCAT activity highlights and encouraged Board Members to read the report on RCAT activities included in the packet.

**Action to Confirm Appointments of Harvey Salinas, Robert Box, and Dr. Candelario Huerta, Jr., to Serve a Two-Year Term on the RCAT Committee**

Ms. Lyons provided brief background information for each person being recommended for appointment to the RCAT Committee.

**MS. TELGE MADE A MOTION TO CONFIRM APPOINTMENTS OF HARVEY SALINAS, ROBERT BOX, AND DR. CANDELARIO HUERTA, JR. MS. SAENZ SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Discussion and Possible Action to Approve the Board of Directors' Minutes of January 6, 2010**

**MS. PEREZ MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF JANUARY 6, 2010. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Consent Agenda**

Ms. Lyons stated that the following items were of routine or administrative nature and had been discussed previously by the Board or Committees and that the Board had been furnished with support documentation on the items. She called for consideration of Consent Agenda items 6a through 6g and asked if there were any items that should be pulled for discussion. Ms. Telge asked that Agenda Item 6f be pulled for discussion.

**a) Action to Accept Committee Reports**

**b) Action to Authorize Exercising the First Option-Year on the Supply Agreement with CC Freightliner for Heavy Duty Vehicle Filters**

**c) Action to Authorize Exercising the Second Option-Year with Multiple Vendors for Transmission Rebuilding Services**

**d) Action to Authorize Issuing a Contract with a Two-Phase Option to Rush Enterprises Inc. for Bus Repainting**

**AGENDA ITEM 7**

**e) Action to Authorize Issuing a Request for Qualifications (RFQ) for Engineering Services for ADA Bus Stop Improvements**

**g) Action to Authorize Exercising the First Option-Year with Wells Fargo Bank for Portfolio Manager Services for the Defined Benefit and Defined Contribution Plans**

**MS. CHAPA MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 6a THROUGH 6e AND 6g. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**f) Action to Authorize Issuing a Request for Qualifications (RFQ) for Project Management Services for ADA Bus Stop Improvements**

Ms. Telge thanked staff for including the requirement that a Registered Accessibility Specialist (RAS) be included in the project.

**MS. TELGE MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROJECT MANAGEMENT SERVICES FOR ADA BUS STOP IMPROVEMENTS. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Action to Adopt and Prioritize the 2010 Annual Appropriations Requests**

Mr. Carrion explained that the proposed project list was provided to identify the projects for 2010 for which federal funding would be sought and that the Administration Committee was recommending the Customer Service Center, bus stop shelters and amenities, and park and ride expansion as the three projects for RTA's FY2010 Federal Legislative annual appropriation request. He stated that a new stimulus package was being prepared and that it was anticipated to provide funding for greenhouse and Livable Community Initiatives projects.

**MS. GRANADO MADE A MOTION TO ADOPT AND PRIORITIZE THE 2010 ANNUAL APPROPRIATIONS REQUESTS. MS. CHAPA SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Action to Award a Two-Year Contract to Van Scoyoc Associates, Inc., for Federal Government Relations Grant Consulting Services**

Mr. Carrion explained that a Request for Proposal (RFP) had been issued in November, over twenty individuals had been contacted, and three proposals had been received. He stated that this item had been discussed by the Governmental Relations Subcommittee and by the Administration Committee. He explained that in order to remain within budget, he had negotiated a contract price of \$90,000 for the first year and \$96,000 for the second year with the firm of Van Scoyoc Associates Inc.

**MS. PEREZ MADE A MOTION TO AWARD A TWO-YEAR CONTRACT TO VAN SCOYOC ASSOCIATES, INC. FOR FEDERAL GOVERNMENT RELATIONS GRANT CONSULTING SERVICES. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Action to Award a Two-Year Contract to Baker Botts, LLC, for State Government Relations Grant Consulting Services**

Mr. Carrion stated that the same procedure had been followed as for the Federal Government service and that four firms had submitted proposals. He had negotiated a first year rate of \$43,000 and a second year rate of \$65,000 which would keep the grant consulting services within budget.

**MS. GRANADO MADE A MOTION TO AWARD A TWO-YEAR CONTRACT TO BAKER BOTTS, LLC, FOR STATE GOVERNMENT RELATIONS GRANT CONSULTING SERVICES. MS. SAENZ SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Presentation on Van Pool Program**

Mr. Klinger explained that the RTA vanpool program had been established in 1993; the service had been provided by VPSI for over sixteen years and provide the vehicles and related services; the RTA was a third party provider for the ridesharing services; if the riders' origins and destinations were within the RTA service area the cost was 50/50; if the origins and destinations were outside the service area, 100 percent of the cost was paid by the commuter; and accessible van service was not provided since a five-year commitment would be required.

## AGENDA ITEM 7

Providing a service summary, Mr. Klinger stated that two vanpools were being run by Port Royal. The 2010 budget provided for four van pools. If a new vanpool were started, VPSI could provide a van within ten days. He cited the financial and logistical challenges faced by employers and commuters.

Alternate vanpool programs described by Mr. Klinger were 1) employer sponsored vans, fares based on distances; and 2) the transit authority owns the vans, GPS installed in vans, and the transit authority provides the drivers.

Mr. Klinger cited outreach plans which included making presentations on the vanpool program to TCN as an outreach for a rural program, TAMU, Del Mar, CCAD and other high density businesses in the service area. He stated that the plan was to provide a follow-up presentation in approximately five months.

Ms. Telge asked that the Marketing Committee be used to provide input on the outreach efforts.

Ms. Chapa recommended utilizing some of the customer support services provided by VPSI.

There was a brief exchange about providing an in-house vanpool program. Mr. Carrion cited some advantages which included that the users' cost would be reduced since they would only pay for fuel and vehicle maintenance and that the vans could be used to provide service on smaller circular routes.

### **CEO's Report:**

#### **a. Community Outreach**

Mr. Carrion reported that on Saturday, January 30<sup>th</sup> approximately fifteen staff members participated in a "Pound the Pavement" campaign which reached about 1,700 homes and provided information on the Southside Express route. He cited this as an example of targeted marketing and that this approach would also be used to boost routes with low ridership.

Referencing the ADA Transition Plan, Ms. Telge asked that based on overall bus stops, how many were currently ADA compliant. Mr. Carrion stated that this information would be provided.

### **Discussion (in Closed Session) on CEO's Annual Evaluation with Possible Action in Open Session Concerning the CEO's Employment Agreement and Compensation**

Ms. Lyons announced at 9:26 a.m. that the Board would be going into closed session in order to discuss Agenda Item 12 concerning the CEO's annual evaluation under Section 551.074 of the Texas Open Meetings Act.

Ms. Lyons reconvened the meeting at 11:47 a.m.

**MS. SAENZ MADE A MOTION TO POSTPONE ACTION ON THE CEO'S EVALUATION, EMPLOYMENT AGREEMENT AND COMPENSATION UNTIL THE MAY BOARD MEETING. MS. PEREZ SECONDED THE MOTION. THE MOTION CARRIED. SAENZ, PEREZ, CHAPA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO IN FAVOR. MARTINEZ, LONGORIA, AND VALLS ABSENT.**

**Adjournment**

There being no further business, the meeting was adjourned at 11:48 a.m.

AGENDA ITEM 7

**BOARD OF DIRECTORS' SPECIAL MEETING  
Friday, February 19, 2010**

The Regional Transportation Authority Board of Directors met at 4:00 p.m. at the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Board Members Present:** Crystal Lyons (Board Chair), Connie Scott (Vice Chair), Vangie Chapa, Angie Flores-Granado, John Longoria, David Martinez, Gloria Perez, Ricardo Ramon, Judy Telge

**Board Members Absent:** Mary Saenz (Board Secretary), John Valls

**Staff Present:** Ed Carrion, CEO; Jorge Cruz-Aedo, Terry Klinger, Sharon Montez, Karina Paris, Martin Trevino, Oscar Vargas, Beth Vidaurri

**Public Present:** John Bell, RTA legal counsel; Sylvia Lopez; Gloria Smith; Robert Vela, Bobby Cloud, Pablo Lara, Rosie Aguiar, RTAEA; Tonya Webber, Porter Rogers; Jessica Savage, *Corpus Christi Caller Times*; Abel Alonzo; Joseph Rocha; Joe Real; Chris Vlisides; Randy Spitzer

**Call to Order**

The Board of Directors' meeting was called to order by Ms. Lyons at 4:03 p.m.

**Discussion (in Closed Session) of the Complaints of Gloria Smith and Personnel Actions Involving Senior Management Staff and Consultation with Legal Counsel with Possible Action Thereafter in Open Session**

Ms. Lyons announced that the Board was going into closed session in order to discuss Item No. 1 on the agenda concerning personnel matters and consultation with attorney under Sections 551.074 and 551.071 of the Texas Open Meetings Act.

Ms. Lyons reconvened the meeting at 5:17 p.m.

**MS. SCOTT MADE A MOTION TO REQUEST THAT TONYA WEBBER REVIEW THE RECENT ALLEGATIONS AND REPORT BACK TO THE BOARD. MS. TELGE SECONDED THE MOTION. THE MOTION CARRIED. LYONS, SCOTT, CHAPA, GRANADO, LONGORIA, MARTINEZ, PEREZ, RAMON, AND TELGE VOTING IN FAVOR. SAENZ AND VALLS ABSENT**

There being no further business, the meeting adjourned at 5:18 p.m.

Submitted by: Beth Vidaurri

REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' WORKSHOP  
TUESDAY, JANUARY 26, 2010

SUMMARY OF ACTIONS

1. **Heard Presentation on Project Approval Process**
    - **Metropolitan Transportation Plan (MTP)**
    - **Transportation Improvement Program (TIP)**
    - **Unified Planning Work Program (UPWP)**
    - **State Transportation Improvement Program (STIP)**
  2. **Heard Overview on the Transportation Decision Making Process**
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The Regional Transportation Authority Board of Directors met at 10:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Board Members Present:** Crystal Lyons (Board Chair), Connie Scott (Vice-Chair), Vangie Chapa, Angie Flores Granado, Judy Telge, Gloria Perez

**Board Members Absent:** John Longoria, David Martinez, Ricardo Ramon, Mary Saenz (Board Secretary), John Valls

**Staff Present:** Eduardo Carrion, CEO; Jorge Cruz-Aedo, Ponch Carrillo, Linda Fallwell-Stover, Sharon Montez, Twila Mouttet, Karina Paris, Oscar Vargas, Susan Vinson, Leslie Robertson

**Public Present:** Eloy Soza; Tom Niskala

**Call to Order**

With a quorum present, the meeting was called to order by Ms. Lyons at 10:37 a.m.

**Presentation on Project Approval Process**

Mr. Niskala stated that the project approval process was a protracted process that required advance planning. He briefed the Board on the Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU) which is the Federal authorizing legislation that identifies the funding available annually. He noted that currently Federal funding was not available at the level that it was authorized and that it would be expiring on February 28, 2010 unless a continuing resolution was passed.

## AGENDA ITEM 7

### **Overview of the Transportation Decision Making Process**

An explanation on creation of Metropolitan Planning Organizations (MPOs) was provided by Mr. Niskala. He stated that the Corpus Christi MPO was one of eight transportation management areas since it had a population base of over 200,000. The MPOs served as a facilitator between various agencies such as State DOT's, transit agencies, and city/local transportation departments to secure funds available for projects.

Mr. Niskala explained that if planning a project to be funded with federal funds the project had to be included in the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP) before it could be initiated. The State Transportation Improvement Program (STIP) was an aggregate of the 25 statewide MPO TIPs and was approved by the TxDOT Commission. He pointed out that some projects listed on the MTP were listed as unfunded and were for informational purposes but that the project could not be included on the TIP until it had an identified funding source.

Ms. Telge initiated a discussion on the composition of the MPO Policy Board. Mr. Niskala stated that it was based on Federal law and was subject to change. He stated that the structure could change based on the outcome of the census. With the creation of the Transportation Coordination Network (TCN), which covers 12 counties, Mr. Niskala stated that the TCN was an example of a coordinated planning activity at the regional level.

Referencing a PowerPoint slide, Mr. Niskala provided an overview of the planning process and project development process. To emphasize the time required to amend the local TIP, he explained that provided the fiscal projections were received in February, they would be incorporated into the local TIP and it would take approximately three months to complete the local process, which included public outreach, resulting in an amended TIP by May 2010. Then it would be forwarded to Austin for the required 45-day public review; then adopted by the TxDOT Commission by approximately July 2010. He pointed out that amendments to the State Plan were considered by TxDOT only once per quarter.

Referencing the National Environmental Policy Act (NEPA), Mr. Niskala stated that prior to starting a construction project funded with federal funds, it was required that a NEPA be performed to identify any potential affects on environmental issues. He briefly explained the various documents, based on the type of project that would be required. They were Categorical Exclusions (CEs); Environmental Assessments (EAs); Finding of No Significant Impact (FONSI); Environmental Impact Statements (EISs); Draft EIS (DEIS) and Final EIS (FEIS); and Record of Decision (ROD).

In response to Ms. Lyons, Mr. Niskala explained that any capital expenditures should be included in the MPO project list if they were funded with federal funds.

A brief discussion ensued on Rural Planning Organizations (RPOs), Council of Government (COG), and Transportation Coordination Network (TCN) structure and relationship with the local MPO. Mr. Niskala informed that at the present time funding was not available for RPOs and that the RPO in the Austin area was funded with local funds.

Concerning representation on the MPO Policy Board, Mr. Niskala explained that the composition was governed by Federal Legislation which states that representatives from the urbanized area make up the MPO Board. The Census Bureau identifies the urbanized area as the City of Corpus Christi, City of Portland, and City of Gregory. There was an extraterritorial provision with the stipulation that the growth had to be contiguous. He noted that Port Aransas could be included in the urbanized area after the completion of the current census since the City of Corpus Christi had annexed land up to the Port Aransas city limit.

A discussion was held regarding street improvement funding, the respective responsible entity, and collaboration when bus stops are installed or improved by the Corpus Christi RTA.

In summary, Mr. Niskala stated that project implementation was not an expeditious process because Staff had to comply with regulations and that those rules would be changing based on Federal legislation. He stressed the importance of an open dialogue to ensure project funding and completion. He stated that if a public/private partnership was created for Interstate 69, he would ask to brief the board on this initiative.

Ms. Lyons requested that Mr. Niskala address the Board on an annual basis.

There being no further business, the meeting was adjourned at 11:33 a.m.

Submitted by: Beth Vidaurri

**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
January 26, 2010**

**Summary of Actions**

1. **Provided Opportunity for Public Comment**
2. **Approved the Operations Committee Minutes of November 17, 2009**
3. **Recommended the Board Authorize Exercising the First Option-Year on the Supply Agreement with CC Freightliner for Heavy Duty Vehicle Filters**
4. **Recommended the Board Authorize Exercising the Second Option-Year with Multiple Vendors for Transmission Rebuilding Services**
5. **Recommended the Board Authorize Issuing a Contract with a Two-Phase Option to Rush Enterprises, Inc. for Bus Repainting**
6. **Recommended the Board Authorize Issuing a Request for Qualifications (RFQ) for Engineering Services for ADA Bus Stop Improvements**
7. **Recommended the Board Authorize Issuing a Request for Qualifications (RFQ) for Project Management Services for ADA Bus Stop Improvements**
8. **Heard Presentation on Operations Performance Report for December 2009**
9. **Heard B-Line Update**

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 The Operations Committee for the Regional Transportation Authority Board of Directors met at 11:30 a.m. on Tuesday, January 26, 2009 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Judy Telge (Chair), Crystal Lyons, John Valls, Connie Scott, Angie Granado

**Committee Members Absent:** Ricardo Ramon

**Board Members Present:** Vangie Chapa

**Staff Members Present:** Ed Carrion (CEO), Ponch Carrillo, Terry Klinger, Oscar Vargas, Sharon Montez, Ruth Willey, Mike Pefanis, Ramon Sanchez, Linda Socha, Aubrey Winston

**Public Present:** Carlos Vargas, Nova Shields, Edna Arredondo, Dana Smith, MV Transportation; Eloy Soza, AARP

**Call to Order**

Ms. Telge called the Operations Committee meeting to order at 11:45 a.m.

AGENDA ITEM 8a

**Opportunity for Public Comment**

Mr. Eloy Soza commended RTA's bus drivers, saying that a group of them had an impeccable reputation. He hoped that Operators' concerns about schedule adherence would be addressed for Routes #5 and #16/17.

**Discussion and Possible Action to Approve the Operations Committee Minutes of November 17, 2009**

**MS. SCOTT MADE A MOTION TO APPROVE THE OPERATIONS COMMITTEE MINUTES OF NOVEMBER 17, 2009. MR. VALLS SECONDED THE MOTION. THE MOTION CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the First Option-Year on the Supply Agreement with CC Freightliner for Heavy Duty Vehicle Filters**

Mr. Carrillo explained that the supply agreement with CC Freightliner was based on a firm price and that the total amount of expenditures would be determined by actual usage.

Mr. Carrillo stated that no issues related to supplies or price discrepancies had been experienced during the term of the contract with CC Freightliner..

**MR. VALLS MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE EXERCISING THE FIRST OPTION-YEAR ON THE SUPPLY AGREEMENT WITH CC FREIGHTLINER FOR HEAVY DUTY VEHICLE FILTERS. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the Second Option-Year with Multiple Vendors for Transmission Rebuilding Services**

Mr. Carrillo said that staff was requesting permission to exercise the second option year on contracts with multiple vendors for transmission rebuilding services.

**MS. SCOTT MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE EXERCISING THE SECOND OPTION-YEAR WITH MULTIPLE VENDORS FOR TRANSMISSION REBUILDING SERVICES. MR. VALLS SECONDED THE MOTION. THE MOTION**

**CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Issuing a Contract with a Two-Phase Option to Rush Enterprises, Inc. for Bus Repainting**

Mr. Carrillo stated that, based on available funding, the bus repainting program had been split into phases to achieve repainting of thirty-one buses. He said that the cost for repainting ten buses (Phase One) was included in the 2010 Maintenance Department budget. Staff would determine, based on budget, if an additional six (6) bus repaints could be included in Phase One or if they would have to be budgeted the following year under Phase Two. Phase Two currently provided for repainting fifteen buses. He stated that Board approval would be requested prior to implementation of Phase Two. He explained that during a bus's lifespan, repainting was generally performed at mid-life.

Mr. Carrillo stated that Rush Enterprises, Inc. in Pharr, Texas was the most responsive bidder and had the best pricing. He added that the firm had extensive experience in handling nationwide contracts and that their references had been verified.

In response to Ms. Telge, Mr. Taylor stated that the vendor had met DBE goals.

Mr. Valls asked about the timeframe to paint each bus and questioned the method of transport. Mr. Carrillo stated that an individual bus would take approximately fourteen days to repaint and the projected completion for Phase One would be about one year. The buses would be transported by trailer.

**MR. VALLS MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING A CONTRACT WITH A TWO-PHASE OPTION TO RUSH ENTERPRISES, INC. FOR BUS REPAINTING. MS. SCOTT SECONDED THE MOTION. THE MOTION CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Qualifications (RFQ) for Engineering Services for ADA Bus Stop Improvements**

Ms. Montez stated that due to lower than expected cost on bids received for engineering services for ADA bus stop improvements contracts, approximately \$1.4 million dollars remained available in the American Recovery and Reinvestment Act (ARRA) funding for additional ADA bus stop improvements. With Board approval, Staff would issue a Request for Qualifications (RFQ) for an

## AGENDA ITEM 8a

additional phase to award contracts to several firms for ADA improvements to approximately 125 – 150 bus stops.

In response to Mr. Valls' question about the need to re-bid the project, Mr. Carrion explained that it was his understanding that under ARRA funding guidelines re-bidding would be required but that he would confirm the bidding process requirement with legal counsel.

After a brief discussion, the consensus was to include in the RFQ that contracts would be awarded to three engineering firms.

**MR. VALLS MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING A REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES FOR ADA BUS STOP IMPROVEMENTS FOR CONTRACT AWARD TO THREE (3) FIRMS. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

### **Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Qualifications (RFQ) for Project Management Services for ADA Bus Stop Improvements**

Ms. Montez stated that ARRA funding remained available for Project Management Services for ADA improvements to additional bus stops.

Ms. Montez assured Ms. Telge that the component for a Registered Accessibility Specialist (RAS) would be required, and that specific details would be included in the RFQ document.

**MR. VALLS MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ISSUING A REQUEST FOR QUALIFICATIONS (RFQ) FOR PROJECT MANAGEMENT SERVICES FOR ADA BUS STOP IMPROVEMENTS. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. TELGE, LYONS, VALLS, SCOTT, AND GRANADO VOTED IN FAVOR. RAMON ABSENT.**

### **Presentation on Operations Performance Report for December 2009**

Mr. Vargas reported that statistics for December 2009 compared to December 2008 indicated: overall system ridership decreased 1.7 percent; fixed route ridership decreased 1.3 percent; and B-Line decreased 4.4 percent. He stated that the overall ridership year-to-date had decreased 3.0 percent compared to the same period last year. He reported that overall system productivity had decreased 3.2 percent from 19.40 passengers per hour in December 2008 to 16.65 passengers per hour in December 2009.

Mr. Carrion addressed Ms. Telge's concerns about financial and budget impact of productivity statistics by explaining that the data indicated performance and efficiency measures and that operational costs were fixed. He explained that a pre-determined set of performance criteria were evaluated through semi-annual service analysis with subsequent determination of effectiveness of route productivity. He added that some routes that had low productivity affected the average data for the overall system statistical reports.

In response to Ms. Lyons regarding ridership and formula funding, Mr. Carrion stated that he would provide the calculations used for formula funding in the past.

### **B-Line Update**

Mr. Klinger stated that compared to December 2008, the statistics for December 2009 showed a decrease in ridership of 4.4 percent. He said that year-to-date ridership had increased 1.1 percent compared to the same period in 2008; For the month of December passengers per hour were 2.59; in-vehicle time was 97.6 percent, and on-time performance was 97.4 percent.

Mr. Klinger noted that inclement weather and two four-day weekends due to Christmas and New Year holidays had resulted in a negative impact for the month.

Mr. Vargas, MV Transportation, in response to Ms. Lyons stated that when a Customer Assistance Form (CAF) for reckless driving was received, the general steps taken were to perform a safety assessment, conduct individual counseling, and administer consequences as required.

### **Adjournment**

There being no further business, the meeting was adjourned at 12:37 p.m.

Submitted by: Linda Socha

**RTA Committee on Accessible Transportation  
MINUTES  
January 21, 2010**

**Opportunity for Public Comment:** Ms. Telge expressed her appreciation for RCAT members' contributions and encouraged greater involvement by consumers of transportation services. Ms. Telge stated that Easter Seals Project ACTION was accepting applications for Accessible Transportation Coalitions Initiative. RCAT members were supportive of efforts to secure that opportunity for the region.

**Advisory Committee Members Present:** Chairperson Lee Jones, John Lee, Molly Rodriguez, Abel Alonzo, Maricela De La Fuente

**Advisory Committee Members Absent:** Wanda Peak

**Board Members Present:** Crystal Lyons, Board Chairperson, Judy Telge

**Staff present:** Norma Castaneda, Sylvia Lopez, Sharon Montez, Terry Klinger, Linda Socha, Oscar Vargas, Gonzolo Jimenez

**Public Present:** Robert Box (Rider); Carlos Vargas, Edna Arredondo, MV Transportation

**Approval of Minutes:** The November 19, 2009 RCAT meeting was canceled as there was no quorum.

**Update on ARRA Funding for ADA Bus Stop Improvements:** Ms. Montez provided an update on the bus stop improvement program. She reviewed the process for bids, RTA Board of Directors awarded the bid at their December 2009 meeting to Ram-Bro and A. Ortiz Construction and Paving, Inc. She added that the scope of work included shelters, landing pads, and curb cuts for an estimated 182 bus stops in four separate zones located in Corpus Christi, North Beach, Port Aransas, and Robstown.

**Committee Reports:**

**No Show Appeals** were heard January 19, 2010. Members present: Abel Alonzo, John Lee. There were two (2) appeals scheduled. There was one seven-day and one thirty-day proposed service suspension enforced. There were twenty-eight warning notices in December and fourteen seven-day proposed service suspensions with seven thirty-day proposed service suspensions.

**Eligibility Appeals:** There were no Eligibility Appeals scheduled in December 2009 or January 2010.

**Policies and Procedures:** Policies and Procedures Committee meeting scheduled for January 18, 2010 was canceled.

**Discussion and Possible Action for New Member Appointments Recommended by Selection Subcommittee for Board Approval:** Chairperson Jones reported that the Selection Subcommittee recommended the appointment of Harvey Salinas, Robert Box, and Dr. Candelario Huerta to RCAT. Chairperson Jones stated that the selection of three candidates was made from six applications received. The Committee was unanimous in their support for the recommendations.

Chairperson had accepted the resignation of Fernando Acosta in January. Will Hinojosa had been absent since June 2009 and Chairperson sent a letter thanking him for his service and informing him of his removal in accordance with attendance requirements.

**MR. ALONZO MADE A MOTION TO RECOMMEND THE APPOINTMENTS OF HARVEY SALINAS, ROBERT BOX, AND DR. CANDELARIO HUERTA TO RCAT. MR. LEE SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. CHAIR JONES, LEE, RODRIGUEZ, ALONZO, AND DE LA FUENTE FOR.**

**Chairperson's Report:** Chairperson Jones reported that he asked staff to provide quarterly attendance reports to each member. Chairperson Jones called attention to the attached list of training and development opportunities provided for RCAT members in 2009. Chairperson Jones cited the opinion from legal counsel that was provided to members to clarify the Bylaw rules for quorum requirements and to meet open meetings act requirements.

**Discussion and Possible Action to Elect Vice-Chairperson:** Action was taken and Mr. Alonzo was named Vice-Chair by acclamation.

**MR. LEE MADE A MOTION TO ELECT MR. ALONZO VICE-CHAIRPERSON BY ACCLAMATION OF RCAT. MS. RODRIGUEZ SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. CHAIR JONES, LEE, RODRIGUEZ, AND DE LA FUENTE FOR.**

**RCAT Subcommittee Assignments:** Chairperson Jones made recommendations and would act to finalize committee assignments as follows: Policies and Procedures- Lee Jones, Wanda Peak, Molly Rodriguez and alternates, Abel Alonzo, Maricela De La Fuente; Eligibility Appeals- Abel Alonzo, Maricela De La Fuente and alternates, Lee Jones, John Lee; No Show Appeals- Abel Alonzo, Wanda Peak, Molly Rodriguez and alternates, Maricela De La Fuente, John Lee; Selection Subcommittee- Lee Jones, Abel Alonzo, Wanda Peak and alternates, Molly Rodriguez, Maricela De La Fuente.

## **AGENDA ITEM 8a**

### **Discussion Regarding Appointment Guidelines for RTA Board of Directors to Provide Representation of Transportation Disadvantaged Individuals:**

Chairperson Jones stated that RCAT expressed their support for representation of transportation disadvantaged rider on RTA's Board. Mr. Alonzo said that although a current Board Member was selected to represent transportation disadvantaged populations, the preference would be to have a rider who is a person with a disability, a senior, or an economically disadvantaged person.

**Presentation on 2010 Service Changes:** Mr. Gonzolo Jimenez, Transit Planner summarized service changes that would take effect January 25, 2010. Mr. Jimenez stated that numerous public outreach meetings had been held to advise the community of the changes that included extended service hours on Sunday, new Southside Express service, and changes to several interlined routes.

**B-Line Report:** Mr. Klinger reported the performance statistics for December 2009: ridership, 14,733; productivity, 2.59 passengers per hour, which failed to meet the contract standard of 2.70 passengers per hour; 97.4% on-time performance; in-vehicle time, 97.6%; and miles between road calls was 21,091, exceeding the contract standard of 10,000 miles between road calls. There were 3,959 wheelchair boardings. The rolling twelve-month average for wheelchair boardings was 2,729. Chairperson Jones requested information on methodology for reporting "passenger in vehicle time standards". Mr. Klinger reported that a three day sample was consistent with an accepted industry standard but agreed to provide the committee with additional information.

**Monthly CAF Report:** Ms. Sylvia Lopez reported a total of sixty-seven CAF's with thirty-nine (39) CAF's for fixed-route service and twenty-one (21) CAF's for B-Line service for December 2009.

**Informational Items:** Operated Fixed-Route Wheelchair Ridership Report: Wheelchair boardings on fixed-routes reached 2,511 for December 2009.

**Request for Agenda Items:** Agenda items requested for the next meeting included: Operator training, information on "passenger in vehicle time" standards and updated information on 2010 Harbor Ferry season.

There being no further business the meeting was adjourned at 4:18 p.m.

Submitted by Linda Socha

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: Law Enforcement Services at RTA Facilities**

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board of Directors authorize the Chief Executive Officer to exercise the first option year to Michael Staff, Law Enforcement Coordinator, for Law Enforcement Services at RTA Facilities
<b>Contract Term:</b>	One-year contract with two option years
<b>Estimated Amount of Contract:</b>	Not to exceed \$275,000 per year
<b>Budget Impact:</b>	Local funds are budgeted in the Transportation Department Operating Budget under Security Services

**Background**

In an effort to address security issues at RTA facilities and on the buses during regular hours of operation, the services of law enforcement officers have been utilized. The contract has been that an identified Police Department Police Officer has managed assignment and scheduling of officers providing the security services for the RTA. This contract has been in effect since May 2009.

The activities of law enforcement officers while working security for the RTA are covered and governed under their respective departmental rules and regulations. In addition, RTA has liability insurance coverage extended to property being used by Officers while on RTA security assignments.

**Discussion/Analysis**

The RTA has entered into a formal contract with Mr. Michael Staff, Law Enforcement Coordinator (the Contractor) for this service. The contract stipulates that the law enforcement officers are authorized to actively enforce the "Rules Regarding Use of the Transit System of the RTA", an RTA policy.

Security services provided under this contract have been very effective in minimizing security risks.

**AGENDA ITEM 8b**

**Budget Impact**

This item is budgeted in the 2010 Transportation Department operating budget in the amount of \$275,000. Below is a table with the estimated base cost for each year of this contact.

Company	Estimated Hrs	Charge Per Hour	Annual Estimated Base Cost
Michael Staff, Law Enforcement Coordinator	11,000	\$25.00	\$275,000

*\*This rate is for a Law Enforcement Officer.*

**Disadvantaged Business Enterprise (DBE)**

There is no opportunity for a DBE goal for this procurement of services. This contract is a security contract for off duty peace officers.

**Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer to exercise the first option year to Michael Staff, Law Enforcement Coordinator, for Law Enforcement Services at RTA facilities in an amount not to exceed \$275,000 per year.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** March 3, 2010  
**SUBJECT:** Waterborne Transportation (Harbor Ferry) Services  
**RFP No.:** 2010-PT-03

**Recommendation and Related Information**

<p>Recommendation:</p>	<p>The Board of Directors authorize the Chief Executive Officer (CEO) to award a contract to Majestic Ventures, Inc. for operation of the RTA's Harbor Ferry waterborne transportation services.</p>
<p>Contract Term:</p>	<p>Base contract period of two (2) seasons and 1 one-season option with regular service beginning the Friday before Memorial Day and ending on Labor Day.</p> <p>Beginning the second season and for the option season an alternative option season starting the Saturday of Spring Break is included at an additional cost.</p>
<p>Estimated Amount of Contract:</p>	<ul style="list-style-type: none"> <li>• First base season - \$139,128</li> <li>• Second base season - \$147,840</li> <li>• Option base season - \$155,760</li>   <li>• 2011 base plus alternative season - \$208,320</li> <li>• 2012 option base plus alternative season - \$219,480</li> </ul>
<p>Budget Impact:</p>	<ul style="list-style-type: none"> <li>▪ 100% local funds are budgeted in the 2010 Purchased Transportation Department.</li> <li>▪ Budgeted fare revenue for the 2010 Harbor Ferry Season is estimated at approximately \$41,890</li> </ul>

## **AGENDA ITEM 9**

### **Background**

The Request for Proposals (RFP) was issued on January 22, 2010 and seven companies were notified. All interested proposers were required to attend a pre-proposal conference on February 1, 2010. Representatives from six companies attended the pre-proposal conference. Proposals were due, opened and reviewed February 15, 2010 for compliance with RFP bid proposal specifications.

The Operations Committee on February 23, 2010 requested the following issues be addressed with Majestic Ventures, Inc.

- Restroom accessibility.
- Concessions available to all passengers on the vessel.
- Vessel availability prior to first day of operation for the season.

### **Responses Received**

Three (3) responses were received. They are as follows:

- 1) Hornblower Marine Services, Inc.
- 2) Island Queen Inc.
- 3) Majestic Ventures, Inc.

\* One proposal submitted by GAM-WC, Inc. was rejected due to non compliance with RFP specifications.

### **Proposal Evaluation**

The RFP process involved consideration of a number of evaluation factors to make a recommendation for contract award to the proposer whose submittal was deemed most advantageous and in the best interest of the RTA and general public. Internal staff was used to evaluate the responses. The Evaluation Team consisted of the following personnel:

- Chief of Administration
- Director of Finance
- Manager of Transportation
- Manager of Safety & Security
- Manager of Purchased Transportation

The combined, averaged evaluations resulted in the following scores:

	Majestic Ventures Inc.	Hornblower Marine Svcs. Inc.	Island Queen Inc.
<b>Overall Responsiveness to Direction of RFP (15)</b>	50	44	37
<b>Management Team &amp; Safety (25)</b>	78	68	51
<b>Financial Procedures, Data Collection, and Reporting (10)</b>	23	13	10
<b>Company Experience &amp; References (10)</b>	25	33	16
<b>Vessel and Amenities; Seating Capacity; Maintenance Procedure &amp; Staff (55)</b>	173	157	128
<b>Disadvantaged Business Enterprise (10)</b>	24	4	10
<b>Ability to meet ADA requirements/requests (25)</b>	50	30	48
<b>COMBINED TOTALS..... (out of possible 150 pts)</b>	105.75	87.25	75
<b>Pricing (50)</b>	49	0	50
<b>Overall Score</b>	154.75	87.25	125

**Analysis**

The Evaluation Team is recommending Majestic Ventures, Inc. based on the overall score cited above and detailed documentation provided in their proposal. Their proposal provides the best value for RTA’s customers and the best vessel for RTA waterborne transportation services.

Concerns raised about the previous contract with Majestic Ventures, Inc. are addressed below:

- Vessel that will be used to provide the service: confirmed with Majestic Ventures that the same vessel that was used in 2006 would be used to provide the proposed service.
- Down Time due to issues with high winds: Majestic Ventures stated that this would not be a problem since the stop at the Barge dock is no longer being used

## **AGENDA ITEM 9**

- Visibility issues due to relocation of T-Head stop: Majestic Ventures affirmed that their vessel would be able to dock at the Peoples Street T-Head Harbor Ferry stop at the seawall
- ADA accessibility when boarding the vessel: Majestic Ventures stated that they would provide a ramp to facilitate passenger boarding.

Concerns raised by the Operations Committee on February 23, 2010 were addressed and negotiated with Majestic Ventures, Inc.

- Restrooms on vessel can not be made ADA compliant therefore, restrooms will be closed to all passengers.
- Concession area on the vessel is on the lower level and is accessible to all passengers.
- Vessel will be available one week prior to first day of operation for testing and inspection by staff, Coast Guard and a Registered Accessibility Specialist (RAS).

### **Budget Impact**

The Harbor Ferry operation is funded by 100% local funds. The funding for this service is budgeted in the 2010 Purchased Transportation Department in the amount of \$246,490.

### **Disadvantaged Business Enterprise (DBE) Program**

Majestic Ventures, Inc. is fully capable of exceeding the RTA requirements of the Disadvantaged Business Enterprise Participation program. At this time Majestic Ventures, Inc is estimating that their outside vendors DBE participation will be 63%.

### **Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the CEO to award a contract to Majestic Ventures, Inc. for Waterborne Transportation Service for a two (2) year base contract period (2010-2011); with a provision for a one (1) year option year (2012); and with alternative season options (2011-2012).

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: RTA Defined Contribution Plan- Fourth Quarter Report 2009**

The *RTA Employees' Defined Contribution Plan* (DC Plan) covers all employees. Employees are required to contribute 7.51% of gross compensation and may also make voluntary post-tax contributions up to 10%. Retirement benefit amounts depend on contributions and investment earnings. Employees are fully vested in their contributions and direct their investments. The Defined Contribution Plan fourth quarter report (Investment Performance) for 2009 is attached.

Total assets in the employee funded Defined Contribution Plan for the quarter ending December 31, 2009 were \$7,417,678.34. Below is the participant count for this quarter:

Status	Count
Active and/or not contributing	98
Terminated/Retired	32

The active/not contributing participants include current employees or former employees who have a balance in the Plan because they do not meet the IRS's age requirement to be able to withdraw the money without a penalty or they have elected to keep the money invested and not withdraw as of the date of the report. The terminated/retired count represents the numbers that are eligible to receive or are receiving payments from the plan through terminations or regular retirement payments.

**Recommendation**

This agenda item was not reviewed at the February Administration Committee meeting due to lack of a quorum. Staff recommends that the Board of Directors approve the Fourth Quarter 2009 Defined Contribution Plan report.

Wells Fargo Institutional Investments  
 RTA of Corpus Christi DC Plan & Trust  
 Returns as of December 31, 2009



Category/ Fund	Asset Category	Ticker	3- Month	% Rank	YTD	% Rank	1 Year	% Rank	3 Years	% Rank	5 Years	% Rank	10 Years	% Rank	3Yr. Std. Dev.	3Yr. Sharpe Ratio	Mstar Rating	Expense Ratio	
<b>Money Market</b>																			
Wells Fargo Advtg Cash Invmt Mny Mkt Svc	Money Market	NWIXX	0.00	-	0.26	-	0.26	-	2.55	-	3.01	-	2.84	-	-	-	-	-	0.50
Citigroup 3-month Treasury Bill			0.03	-	0.16	-	0.16	-	2.22	-	2.88	-	2.84	-	-	-	-	-	-
Lipper Avg: Money Market			0.02	-	0.17	-	0.17	-	2.24	-	2.66	-	2.47	-	-	-	-	-	0.79
<b>Short Bond</b>																			
Dreyfus Short Term Income D	Short-Term Bond	DSTIX	1.58	16	13.90	15	13.90	15	3.46	58	3.18	62	3.80	70	3.72	0.35	3	0.95	
Merrill Lynch 1-3 Yr Gov't. Bond Index			0.07	-	1.23	-	1.23	-	5.01	-	4.16	-	4.60	-	-	-	-	-	-
Morningstar Avg: Short-Term Bond			1.10	-	9.30	-	9.30	-	3.47	-	3.28	-	4.14	-	3.33	0.56	-	0.95	
<b>Core Bond - Total Return</b>																			
PIMCO Total Return Admin	Intermediate Bond	PTRAX	0.93	57	13.55	47	13.55	47	8.91	2	6.58	2	7.38	4	4.90	1.32	5	0.71	
Barclays Capital Aggregate Bond			0.20	-	5.93	-	5.93	-	6.04	-	4.97	-	6.33	-	4.17	0.91	-	-	
Morningstar Avg: Intermediate-Term Bond			1.19	-	13.97	-	13.97	-	4.45	-	3.84	-	5.53	-	5.97	0.49	-	0.99	
<b>Balanced - Domestic</b>																			
Dodge & Cox Balanced	Moderate Alloc	DDBX	3.82	49	28.37	23	28.37	23	-4.62	87	1.04	76	6.20	3	18.57	-0.28	3	0.53	
60% S&P 500/40% Barclays Capital Aggregate			3.71	-	18.40	-	18.40	-	-0.67	-	2.52	-	2.25	-	-	-	-	-	
Morningstar Avg: Moderate Allocation			3.79	-	24.13	-	24.13	-	-1.97	-	1.98	-	2.33	-	14.83	-0.20	-	1.37	
<b>Large Cap Value</b>																			
Van Kampen Comstock A	Large Value	ACSTX	4.86	44	29.45	17	29.45	17	-6.62	41	-0.31	59	4.68	16	22.01	-0.30	3	0.84	
Russell 1000 Value			4.22	-	19.69	-	19.69	-	-8.96	-	-0.25	-	2.47	-	21.40	-0.43	-	-	
Morningstar Avg: Large Value			4.83	-	24.13	-	24.13	-	-7.32	-	0.02	-	2.54	-	20.78	-0.36	-	1.27	
<b>Large Cap Blend - Passive</b>																			
Wells Fargo Advtg Index Admin	S&P 500 Objective	NVINX	6.06	3	26.46	15	26.46	15	-5.90	40	0.14	39	-1.15	24	19.96	-0.31	-	0.25	
Standard & Poor's 500			6.04	-	26.46	-	26.46	-	-5.63	-	0.42	-	-0.95	-	19.91	-0.30	-	-	
Lipper Avg: S&P 500 Objective			5.90	-	25.88	-	25.88	-	-6.08	-	-0.06	-	-1.42	-	-	-	-	0.61	
<b>Large Cap Blend - Active</b>																			
Davis NY Venture A	Large Blend	NYVTX	6.68	12	32.06	21	32.06	21	-5.97	59	1.16	33	2.43	17	22.25	-0.26	3	0.92	
Standard & Poor's 500			6.04	-	26.46	-	26.46	-	-5.63	-	0.42	-	-0.95	-	19.91	-0.30	-	-	
Morningstar Avg: Large Blend			5.49	-	28.17	-	28.17	-	-5.53	-	0.46	-	0.01	-	20.47	-0.28	-	1.27	
<b>Large Cap Growth</b>																			
American Funds Growth Fund of Amer R4	Large Growth	RGAEX	5.84	70	34.54	49	34.54	49	-3.13	53	2.86	20	2.33	8	19.63	-0.17	4	0.70	
Russell 1000 Growth			7.94	-	37.21	-	37.21	-	-1.89	-	1.63	-	-3.99	-	20.01	-0.10	-	-	
Morningstar Avg: Large Growth			6.68	-	35.68	-	35.68	-	-2.89	-	1.21	-	-2.11	-	21.15	-0.14	-	1.37	
<b>Mid Cap Blend</b>																			
Wells Fargo S&P MidCap Index Fund N	Mid-Cap Blend	DMS1	5.47	-	36.79	-	36.79	-	-2.14	-	2.97	-	6.02	-	-	-	-	0.38	
Standard & Poor's Midcap 400			5.56	-	37.38	-	37.38	-	-1.83	-	3.27	-	6.36	-	23.84	-0.05	-	-	
Morningstar Avg: Mid-Cap Blend			5.08	-	37.39	-	37.39	-	-4.62	-	1.43	-	4.24	-	24.13	-0.16	-	1.39	
<b>Small Cap Value</b>																			
Lord Abbett Small-Cap Value A	Small Blend	LRSCX	6.27	12	29.82	42	29.82	42	-0.39	11	6.15	2	11.84	3	23.43	0.01	5	1.23	
Russell 2000			3.87	-	27.17	-	27.17	-	-6.07	-	0.51	-	3.51	-	25.19	-0.20	-	-	
Morningstar Avg: Small Blend			4.64	-	31.80	-	31.80	-	-6.11	-	0.47	-	5.85	-	25.19	-0.20	-	1.41	

Wells Fargo Institutional Investments  
 RTA of Corpus Christi DC Plan & Trust  
 Returns as of December 31, 2009



Category/ Fund	Asset Category	Ticker	3- Month	% Rank	YTD	% Rank	1 Year	% Rank	3 Years	% Rank	5 Years	% Rank	10 Years	% Rank	3Yr. Std. Dev.	3Yr. Sharpe Ratio	Mstar Rating	Expense Ratio	
<b>Non-U.S. Stock</b>																			
<i>Value</i>																			
Goldman Sachs Structured Intl Equity A	Foreign Lg Value	GCIAX	1.07	55	28.52	57	28.52	57	-6.97	61	3.28	37	1.18	78	24.84	-0.25	2	1.20	
MSCI EAFE (Net)			2.18	-	31.78	-	31.78	-	-6.04	-	3.54	-	1.17	-	23.91	-0.23	-	-	
Morningstar Avg: Foreign Large Value			1.42	-	30.33	-	30.33	-	-6.62	-	2.91	-	3.18	-	24.80	-0.24	-	1.41	
<i>Growth</i>																			
Janus Overseas J	Foreign Lg Growth	JAOX	4.02	68	78.12	2	78.12	2	2.45	2	15.95	3	4.94	2	31.99	0.17	4	0.90	
MSCI EAFE (Net)			2.18	-	31.78	-	31.78	-	-6.04	-	3.54	-	1.17	-	23.91	-0.23	-	-	
Morningstar Avg: Foreign Large Growth			4.48	-	38.02	-	38.02	-	-4.93	-	4.25	-	0.16	-	25.55	-0.15	-	1.55	
<b>Pre-Mixed Asset Allocation Options</b>																			
<i>Target Date Funds</i>																			
Wells Fargo Advtg Dow Jones Target Today Adm	Retirement Income	WFLOX	0.18	96	9.34	95	9.34	95	3.81	12	3.89	6	4.05	15	6.16	0.29	5	0.80	
Dow Jones Target Today			0.52	-	10.83	-	10.83	-	4.59	-	4.58	-	5.87	-	-	-	-	-	
Wells Fargo Advtg Dow Jones Target 2010 Adm	Tgt Dt 2000-2010	WFLGX	0.70	94	12.59	95	12.59	95	2.32	8	3.49	8	2.93	38	8.93	0.07	4	0.83	
Dow Jones Target 2010			1.03	-	14.11	-	14.11	-	3.12	-	4.19	-	4.81	-	-	-	-	-	
Wells Fargo Advtg Dow Jones Target 2020 Adm	Tgt Dt 2016-2020	WFLPX	1.83	87	19.20	90	19.20	90	-0.09	1	2.98	5	1.61	25	13.39	-0.10	5	0.85	
Dow Jones Target 2020			2.17	-	20.95	-	20.95	-	0.53	-	4.07	-	4.03	-	-	-	-	-	
Wells Fargo Advtg Dow Jones Target 2030 Adm	Tgt Dt 2026-2030	WFLIX	3.27	87	27.70	61	27.70	61	-2.01	2	2.34	9	0.80	29	18.34	-0.13	5	0.86	
Dow Jones Target 2030			3.53	-	29.50	-	29.50	-	-1.54	-	3.95	-	3.50	-	-	-	-	-	
Wells Fargo Advtg Dow Jones Target 2040 Adm	Tgt Dt 2036-2040	WFLWX	4.01	83	32.68	34	32.68	34	-3.04	6	2.19	6	-0.08	1	21.07	-0.14	4	0.87	
Dow Jones Target 2040			4.34	-	34.64	-	34.64	-	-2.63	-	3.70	-	3.36	-	-	-	-	-	
Wells Fargo Advtg Dow Jones Target 2050 Adm	Tgt Dt 2050+	WFODX	4.05	88	32.85	38	32.85	38	-	-	-	-	-	-	-	-	-	-	
Dow Jones Target 2050			4.42	-	35.09	-	35.09	-	-2.65	-	3.69	-	3.36	-	-	-	-	-	

AGENDA ITEM 11

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: RTA Defined Benefit Plan and Trust – 4th Quarter 2009  
Asset and Performance Report**

The *RTA Employees Defined Benefit Plan and Trust* (DB Plan) is a single-employer defined benefit pension plan administered by the Corpus Christi RTA. Vesting of benefits for all full-time employees is between three and seven years and discounted early retirement benefits are available at age 55. Normal retirement age under the Plan is 62.

This document provides information about the Defined Benefit Plan and Trust assets. The Defined Benefit Plan summary of performance for the fourth quarter was provided in the February Committee packet. Included are:

- ◆ Market Commentary
- ◆ Advisor Commentary
- ◆ Portfolio Summary
- ◆ Portfolio Performance
- ◆ Disclosure Statement
- ◆ Glossary of Terms

Portfolio Value, September 30, 2009*	\$ 17,371,356
Net Contributions and Withdrawals	\$ -115,160
Investment Gain (excluding RTA contributions)	\$ 657,685
Portfolio Value, December 31, 2009	\$ <u>17,913,880</u> *

*Market value may slightly differ between various  
\* portfolio reports due to market movements  
between the time different reports are generated.*

The Plan's quarterly performance continued to end above the portfolio's benchmark (60% S&P 500/40% Lehman Brothers Aggregate Bond Index). The portfolio's investments gained 3.8% during the third quarter, compared to the benchmark of 3.7. Year-to-date the Plan's portfolio investments have outperformed the benchmark by over 7.6% (26.0% compared to 18.4%). The total Portfolio Value as of December 31, 2009 was \$17,913,880.

**Recommendation**

This agenda item was not reviewed at the February Administration Committee meeting due to lack of a quorum. Staff recommends that the Board of Directors approve the Fourth Quarter 2009 Defined Benefit Plan and Trust report.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: Outdoor Bus Advertising Request for Proposals**

**Background Justification**

On February 27, 2007, the CCRTA issued a Request for Proposal (RFP) for outdoor bus advertising for our agency. On May 23, 2007, an Award Letter was issued to Gateway Outdoor Advertising (contractor) for a three-year service contract for bus advertising services with two additional one-year option terms. Given that we are approaching the last of the three-year terms and have provided notice of not exercising renewal options, the Marketing Specialist has revised the RFP document to proactively alleviate any repeat problems such as the formula of payment calculation

After much discussion, CCRTA staff was advised at a board meeting to look into the option of bringing bus advertising sales in-house or on a commission basis. Staff looked into both options and after consideration, staff believes that resources currently available in-house will not suffice for a successful and profitable advertising sector. However, as per Board request, it is feasible to have an alternative bid which supports a commission based approach by an agency rather than a guaranteed payment, as it is currently. Therefore, in the revised RFP for bus advertising services there is an alternative bid that allows for a bidder to guarantee an annual amount of sales and state their own commission base. The RTA is responsible for the invoicing, collecting, and receiving each advertising payment and will then turn and pay the contractor the agreed upon commission

The follow-through and upkeep of this project will be taken care of by the Marketing Specialist and Communication and Marketing Manager. They will work to ensure that all payments are received timely, the correct payment is collected, and keep all staff involved abreast of the scheduled installation and removal of ads to ensure a smooth operation.

**Analysis**

The Marketing Specialist will be soliciting new proposals for outdoor advertising in an attempt to improve the terms and conditions of the contract. Staff is advising the Administration Committee on the direction the CCRTA is taking on the new RFP to ensure a viable contract for all parties involved. A new RFP will allow the CCRTA to start afresh with new direction that compliments the Regional Transportation Marketing Plan. This process would begin in March 2010 to allow the CCRTA time to fully evaluate the proposals prior to the option year expiring.

## **AGENDA ITEM 12**

### **Project Timeline**

March 2010 – RFP issued for Outdoor Advertising Services

April 2010 - Responses due to RFP

May 2010 - Recommendation by Staff

June 2010 - Board Action on New Contract

### **Budget**

Receipts are budgeted in the 2010 Budget at \$40,000.

### **Recommendation**

This agenda item was not reviewed at the February Administration Committee meeting due to lack of a quorum. Staff recommends that the Board of Directors authorize the Chief Executive Officer to issue a Request for Proposals for bus advertising services with the alternative bid.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD PRESENTATION DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: Tall Ships Visit to Corpus Christi**

**Discussion**

A local group, Sail South Texas 2010, is promoting a visit by the Tall Ships to Corpus Christi on July 1-5, 2010. The purpose of the visit is to commemorate the Bi-Centennial of Latin American independence, honor the 234<sup>th</sup> anniversary of the United States independence, and to observe the return of Naval Station Ingleside to the Port of Corpus Christi.

The ships that will be visiting and the countries they represent are the USCG Eagle, United States; the Esmeralda, Chile; Cuauhtemoc, Mexico; and Capitan Miranda, Uruguay. Ships tours, world music, exhibits, and great food are planned for this five-day event.

Mr. Richard Durham, President, Sail South Texas 2010, and Mr. Barry Box, President, Buccaneer Commission, will make the presentation at the Board meeting.

**AGENDA ITEM 4**

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD PRESENTATION DOCUMENT**

**DATE: March 3, 2010**

**SUBJECT: Entrust Group Health Insurance Quarterly Report**

The following is a summary of key points from the fourth quarter report for 2009 to be provided by Rick Medrano of Entrust at the Board of Directors'. A copy of the PowerPoint presentation was included in the February Committee packet.

For the fourth quarter of 2009, actual claims costs continue to come in lower than expected. The actual claims that have been processed by Entrust are totaling approximately \$787,849, 70% of the claims have been small dollar claims totaling less than \$10,000. The other 30% of claims were prescription and other medical that were not considered small claims (26% prescription and 4% categorized as large claim).

Christus Spohn Hospital System leads the list of top providers with \$178,925 in claims, followed by the Rx provider (WH) with \$115,581 and Driscoll's Children's Hospital with \$41,993. The other top ten providers included Corpus Christi Medical Center, Quest Diagnostic, Nueces Emergency Services, Pactiva Health, M.D. Anderson, Doctor Center, Corpus Christi Doctors Center, and Radiology Associates.

Of the total claims paid, 95.6% were services rendered within the network, which provides an average discount of 55.6% per claim. The majority of the claims' cost came from employee utilization (approx. 63%), while 29% and 7% of claims' cost were incurred by spouses and children, respectively. Retirees made up less than 1% of the claims costs.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD PRESENTATION DOCUMENT**

**DATE:** March 3, 2010  
**SUBJECT:** RTA Bus/Maintenance/MV Roadeo

**Summary**

The CCRTA is hosting its annual bus Roadeo on Sunday, March 21, 2010. The first practice will be on Sunday, February 28<sup>th</sup> and is open to all operators. The second and final practice will be on March 7<sup>th</sup> and is only open to those operators that have met eligibility criteria which is listed below:

**Eligibility Criteria**

1. No chargeable collisions in the twelve-month eligibility period.
2. No more than three (3) tardies in the eligibility period.
3. No suspensions in the eligibility period.
4. No more than six (6) occurrences of sick/injury days off in the eligibility period.
5. Compensation for and/or functioning as an instructor/trainer for 60 days or more in the eligibility period.

The twelve month eligibility period runs from March 1, 2009 through February 28, 2010.

The RTA Roadeo Committee will be making a presentation at the Board meeting.

**Background**

This is the 29<sup>th</sup> year that the CCRTA has been hosting this event. The bus operator with the highest score, along with the top three mechanics, will represent the RTA at the APTA International Bus Roadeo. This year it will be held on Sunday, May 2, 2010 in Cleveland, Ohio.

MINUTES

RTA Committee on Accessible Transportation (RCAT)

February 18, 2010

3:00 PM – 5658 Bear Lane, Corpus Christi, Texas

Summary

Chairperson Jones introduced new RCAT members, Harvey Salinas, Robert Box, and Dr. Candelario Huerta.

Chairperson Jones announced that RTA Board Chair, Crystal Lyons and Board Member, Judy Telge were present. Ms. Lyons and Ms. Telge each expressed praise and encouragement for RCAT.

1. **Public Comment:** Ms. Barbara Hansen and Mr. Kevin Horrigan each described issues they had encountered utilizing B-Line services. Ms. Fallwell-Stover committed to documenting concerns and providing responses. She informed both speakers that documenting any comment or complaint through the Customer Assistance Form (CAF) ensures we can identify patterns as well as effectively address specific issues for customers.
2. **Approval of Minutes:** Minutes for January 21, 2010 RCAT were approved as presented.
3. **Committee Reports:** No-Show Appeals were heard February 16, 2010. Members present: Abel Alonzo, John Lee. There were two (2) appeals of 7-Day proposed service suspensions scheduled. One was dismissed due to extenuating circumstances and one was enforced. There were seventeen (17) warning notices issued in January, seven (7) 7-day proposed suspensions and seven (7) 30-day proposed service suspensions.  
**Policies and Procedures:** The February 15, 2010 Policies and Procedures meeting was attended by Chairperson Lee Jones, Maricela De La Fuente, and Abel Alonzo. Key topics discussed were: an overview of current Bylaws and review by committee and review of draft RCAT outreach flyer.  
**Eligibility Appeals:** The Eligibility Appeals Committee met on February 12th, 2010. Committee members included Caren Cornelius (OTR), Maricela De La Fuente and Abel Alonzo, RCAT members, and Lamont Taylor, RTA. Of four (4) appeals scheduled, three (3) Appellants were determined eligible based on new information provided through the appeal process and one (1) appellant was determined ineligible upon appeal.
4. **Chairperson's Report:** Chairperson Jones reported: board action to appoint new RCAT members at Board Meeting on February 3, 2010, upcoming developmental events for RCAT members, set a date for orientation for new members and a review of the RCAT Vision and Goals Implementation Plan, RCAT subcommittee assignments were addressed for new members. Chairperson announced that Ms. Peak has verbally indicated her intent to resign. In response to a member's request, Chairperson Lee Jones stated that RTA had a mechanism in place to recognize employees when receiving a commendation.

5. **Discussion Regarding Annual Review of RCAT Bylaws:** Chairperson Jones reported that as an annual exercise, Policies and Procedures Committee had reviewed each section of the RCAT Bylaws and a copy of the recommended amendments had been distributed to RCAT members.
6. **Presentation Regarding RTA Board of Directors' Adopted Code of Ethics Amendment:** Chairperson Jones suggested the Board's code of ethics could be used as a framework to establish a code of ethics for RCAT.
7. **Presentation on RTA Marketing Program:** Ms. Paris introduced herself as RTA's Marketing Specialist and described the RTA branding program. She explained the purpose of the Marketing Department, and processes involved for marketing development in coordination with other departments.
8. **Presentation on Harbor Ferry Update:** Mr. Klinger reported that bids for the 2010 Harbor Ferry season would be opened on February 18, 2010. An evaluation team would make a recommendation to the Operations Committee on February 23, 2010. Chairperson requested a monthly status update on the Harbor Ferry contract.
9. **B-Line Report:** Mr. Klinger responded to a request regarding the practice of a three-day random sampling for in-vehicle time performance reporting. He said that the three-day standard was contractual, and that three-day sampling was an industry-wide standard. Mr. Klinger reported the performance statistics for January 2010: ridership, 14,293; productivity, 2.60 passengers per hour, which failed to meet the contract standard of 2.70 passengers per hour; 96.7% on-time performance; in-vehicle time, 97.5%; and miles between road calls was 24,444, exceeding the contract standard of 10,000 miles between road calls. There were 3,804 wheelchair boardings.
10. **Monthly CAF Report:** Chairperson Jones stated that the CAF report was provided as an informational item for the month of January 2010.
11. **Informational Items:** Operated Fixed-Route Wheelchair Ridership Report: Wheelchair boardings on fixed-routes reached 2,149 for January 2010
12. **Request for Agenda Items:** Agenda items requested for the next meeting included: RCAT Bylaws amendments, Harbor Ferry update.

The Regional Transportation Authority's Committee on Accessible Transportation met at 3 PM on Thursday, February 18, 2010 at the RTA Administration/Operations Facility located at 5658 Bear Lane Drive, Corpus Christi, Texas.

**Advisory Committee Members present:** Chairperson Lee Jones, John Lee, Molly Rodriguez, Abel Alonzo, Maricela De La Fuente, Robert Box, Dr. Candelario Huerta, Harvey Salinas

**Absent:** Wanda Peak

**Board Members present:** Crystal Lyons, Board Chairperson; Judy Telge

**Staff present:** Linda Fallwell-Stover, Norma Castaneda, Terry Klinger, Karina Paris, Linda Socha, Mike Pefanis

**Public Present:** Barbara Hansen; Norma Franklin; Bruce Edward Andrews; Kevin Horrigan; Carlos Vargas, Delilah Lazos, MV Transportation

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD PRESENTATION DOCUMENT**

**DATE:** March 3, 2010  
**SUBJECT:** Presentation on RTA Safety Program

**Background Information**

The Regional Transportation Authority (RTA) has a mandatory Safety Program in place for all Bus Operators and operators of RTA vehicles. Each new employee is introduced to the Safety Program during orientation and is trained in specific areas at each department. Bus Operators receive six and a half weeks of training in Vehicle Operations, Customer Relations, and Emergency Management.

The RTA is using the Transportation Safety Institute's (TSI) "Bus Operator Training", as the foundation for instruction. The TSI is the training arm of the U.S. Department of Transportation and the training course is sponsored by the FTA. Upon graduation, Bus Operators are certified by TSI in each of the three areas of instruction: Vehicle Operations, Customer Relations, and Emergency Management, as listed above. In addition, employees receive instruction in First Aid and CPR and National Safety Council Defensive Driving Course.

National collision statistics vary greatly because of how collisions are classified. Some systems use the damage report as a way to measure if a reportable collision occurred. National statistics are at an average rate of 2.5 per hundred thousand miles driven. The RTA classifies a collision, in any event, when an RTA vehicle makes contact with a vehicle, a fixed object or a pedestrian. The collision rate for 2008 was 2.22 per hundred thousand miles driven.

The RTA Safety Program includes periodic re-training and coaching sessions for all Bus Operators and mandatory re-training sessions for employees that have experienced preventable collisions. In the past, mandatory re-training sessions of 8 hours were done for employees with more than one preventable collision.

Currently, the RTA has a cell phone policy that requires Bus Operators to turn their cell phones off while driving the bus. Operators are allowed to use their cell phone only when they are not operating the bus and not while attending to customers. Talking or text messaging while driving is **strictly** prohibited.

**Analysis**

Beginning in the summer of 2008, we implemented a mandatory re-training program for a minimum of 8 hours of re-training with an instructor on the first incident of

preventable collision, incidents that produced a near miss, and where the operator engaged in emergency action to avoid a collision.

The 2009 collision rate was 1.61 per hundred thousand miles driven. RTA is implementing an 8 hour mandatory re-training program for all Bus Operators beginning in March of 2010. It is a "Continuing Education Course" with emphasis on avoiding intersection collisions and customer related incidents and injuries.

The Cell Phone Policy provides for disciplinary action of up to and including termination on the first violation. Bus Operators that are reportedly found in violation of this policy, receive at a minimum a Letter of Reprimand on the first violation. Thus far we have not had an incident of a second violation. The Transportation Department, in cooperation with Human Resources, enforces the policy.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD INFORMATIONAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: DBE Monthly Activity Report – January 2010**

The Regional Transportation Authority has adopted an overall Disadvantaged Business Enterprise (DBE) goal of 15% for fiscal year 2009. The goal was based upon the availability of “ready, willing, and able” DBE’s and minority and women-owned businesses in the Corpus Christi MSA and the availability of DBE’s in our service area; these include statewide and national purchases.

The following information is based upon total contracts and agreements that are eligible to be counted towards the Authority’s DBE goal. The report also includes total dollars spent to women and minority businesses that may meet the federal requirements but are not certified as DBE.

The DBE participation for January was low; however there were a lot of local small business activities. We anticipate increased DBE activity in February. The DBE participation for January is two percent.

**January 2010 DBE Report**

	<b>Total Contracts and Agreements’ Activities</b>	<b>DBE<sup>1</sup></b>	<b>Women and Minority Businesses<sup>2</sup></b>	<b>Total Participation for SMB and DBE<sup>3</sup></b>	<b>DBE % Participati on<sup>4</sup></b>
<b>January</b>	<b>\$ 1,170,429.21</b>	<b>\$ 17,877.13</b>	<b>\$ 165,264.85</b>	<b>\$ 183,141.98</b>	<b>2%</b>

1. Represents those business certified consistent with DOT/FTA regulations. This is the information reported to the federal government related to annual goals and compliance.
2. Represents the potentially “certifiable” woman-owned, and minority businesses’ contracting activity.
3. Represents the DBE total plus the potentially “certifiable” or woman-owned and minority businesses’ contracting activity.
4. DBE participation is calculated as a percentage of the total contract and agreement activity amounts for the month.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD INFORMATIONAL DOCUMENT**

**DATE: March 3, 2010**  
**SUBJECT: B-Line Report for January 2010**

**Summary**

Ridership for the month of January 2010 was 14,293 compared to 15,862 for January 2009, which equates to 1,569 less trips representing a 9.9% **decrease**. Ridership for January through December 2010 was 14,293 which represents a 9.9% **decrease** over 2009 ridership statistics.

RIDERSHIP '10 YTD	RIDERSHIP '09 YTD	DIFFERENCE	% DIFFERENCE
14,293	15,862	-1,569 TRIPS	-9.9%

**Service Standards**

- Productivity: 2.60 PPH (Passengers per Hour) for January 2010, which is below current contract standard of 2.70.
- Denials: No denials of service and no trips were delivered later than one hour.
- On Time Performance: 96.7% on time performance for January 2010
- 465 trips out of 14,293 trips (3.3%) did not meet the standard for on time performance in January 2010. Of that number:
  - 437 were < 30 minutes late
  - 28 were > 30 minutes late
  - 0 were > 60 minutes late
  - 0 were > 90 minutes late
- Passenger "in-vehicle time": Statistical sampling for January 2010 resulted in a total of 75 "in-vehicle time" violations for three days sampled in January with an overall average performance of 97.5% of all trips delivered with no "in-vehicle time" violations. MV met the contract standard of delivering 95% of trips without "in-vehicle time" violations on three days of sampling.
  - 19 "in vehicle" time violations on Wednesday, January 6th
  - 32 "in vehicle" time violations on Tuesday, January 12th
  - 24 "in vehicle" time violations on Thursday, January 21st
- Miles between road calls: 122,220.2 miles with 5 road calls that equates to 24,444.0 miles between road calls for January 2010. MV did exceed the minimum standard of 10,000 miles between road calls for January 2010.

- ❑ Call Center Performance – Call center performance met standard with no unreported instance of call center system failure.

**Wheelchair Boardings and associated statistics**

For the month of January 2010, there were:

- 3,804 wheelchair boardings
- 9,282 ambulatory passengers
- 1,102 personal care attendants
- 105 companions

**Other Service statistics**

There were fifteen **Customer Assistance Forms** recorded for January 2010:

- ❑ One commendations
- ❑ Three complaints reporting reckless driving
- ❑ One complaint related to No-Show
- ❑ Two complaints related to Customer Service
- ❑ Four complaints related to Unprofessional Behavior
- ❑ Two complaints related to Pick-Up Location
- ❑ Two complaint related to Fare Dispute

No Shows and late cancellations for January 2010 reflect:

- ❑ 426 No Shows and late cancellations
- ❑ representing 2.44% of all scheduled trips

**Conclusion**

The contractor has met or exceeded performance standards in five of six key areas for January 2010:

- ❑ 96.7% on time performance
- ❑ 2.60 % passengers per hour
- ❑ no denials of service (as defined by FTA)
- ❑ Threshold for passenger in vehicle time violations: 97.6% based on a three-day statistical sampling
- ❑ Miles between road calls for January 2010 at 24,444.0 miles did exceed the minimum contract standard of 10,000 miles.
- ❑ Call center performance met standard with no unreported instance of call center system failure.