



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'  
MEETING NOTICE**

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**Date:** Wednesday, April 7, 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>Recognition</b> of APTA International Rodeo Competitors	<b>REPORTS TAB</b> Page 37
3.	<b>Personnel Recognition</b>	No Attachments
4.	<b>Opportunity for Public Comment</b>	No Attachments
5.	<b>Update</b> on RCAT Committee Activities	<b>REPORTS TAB</b> Pages 38-39
6.	<b>Discussion and Possible Action</b> to Approve the Board of Directors' Minutes of March 3, 2010	<b>MINUTES TAB</b> Pages 1-9
7.	<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) <b>Action</b> to Authorize Awarding a Contract to Separation Systems Consultants, Inc. (SSCI) for an Electric Battery-Powered Stand-Up End Control Forklift Through The Cooperative Purchasing Network	<b>ACTION TAB</b>  Pages 10-18  Pages 19-21

	<p>c) <b>Action</b> to Authorize Awarding a Contract to AG/CM, Inc. for Project Management Services for ADA Bus Stop Improvements</p> <p>d) <b>Action</b> to Authorize Awarding Contracts to LNV, Inc., RVE, Inc., and Naismith Engineering, Inc. for Engineering Services for ADA Bus Stop Improvements</p> <p>e) <b>Action</b> to Authorize Exercising the Option Year with L &amp; M Industrial Supply, Inc. for Fasteners and Miscellaneous Shop Supplies</p> <p>f) <b>Action</b> to Authorize Entering Into Lease Agreements with Xerox for Four Copiers Through the Texas Procurement and Support Services (TPASS) and the Texas Multiple Award Schedule (TXMAS)</p> <p>g) <b>Action</b> to Authorize Application for Federal Funding for Projects Approved in the 2010 Capital Budget</p> <p>h) <b>Action</b> to Authorize Exercising the First Option Year for General Legal Services with Wood, Boykin, and Wolter</p>	<p>Pages 22-23</p> <p>Pages 24-25</p> <p>Page 26</p> <p>Pages 27-28</p> <p>Pages 29-30</p> <p>Pages 31-33</p>
8.	<b>Discussion and Possible Action</b> Concerning the RTA's Waterborne Transportation (Harbor Ferry) Service	<b>ACTION TAB</b> Pages 34-36
9.	<b>Presentation, Discussion and Possible Action</b> on Action Plan/Performance Objectives for 2010	<b>REPORTS TAB</b> Page 40
10.	<b>Chairman's Report</b> a. APTA Legislative Conference	No Attachment
11.	<b>CEO's Report:</b> a. Texas Transit Association Conference b. Technology Implementation Update	No Attachment
12.	<b>Discussion (in Closed Session)</b> Regarding Possible Real Estate Acquisition, Evaluation of Chief Executive Officer, and Consultation with Legal Counsel Concerning Personnel Matters, with <b>Possible Action Thereafter in Open Session</b> Concerning Possible Real Estate Acquisition for Customer Service Center and Transfer Station	No Attachment
13.	<b>Adjournment</b>	No Attachments

14.	<b>INFORMATION / NEWS:</b> a. DBE Monthly Activities Report b. Purchased Transportation Update –February 2010 c. Board Quarterly Travel Report (January – March 2010) d. Community Events Quarterly Update	<b>INFO/NEWS TAB</b> Page 41 Pages 42-44 Page 45 Page 46
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**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 **April 2, 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, MARCH 3, 2010

SUMMARY OF ACTIONS

1. Held Roll Call
2. Provided Opportunity for Public Comment
3. Heard Presentation by Sail South Texas 2010 on Tall Ships Visit
4. Heard Presentation on 2009 Fourth Quarter Entrust Group Health Plan Report
5. Heard Presentation by Corpus Christi Roadeo Committee
6. Heard Update on RCAT Committee Activities
7. Approved 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
8. Approved Consent Agenda
  - a. Action to Accept Committee Reports
  - b. Action to Authorize Exercising the First Option Year with Michael Staff, CCPD Coordinator, for Law Enforcement Services at RTA Facilities
9. Approved Awarding a Contract to Majestic Ventures Inc. for Operation of the RTA's Waterborne Transportation Services (Harbor Ferry) With the Stipulation that the Restrooms be ADA Accessible
10. Approved the 2009 Fourth Quarter Defined Contribution Plan Report
11. Approved the 2009 Fourth Quarter Defined Benefit Plan & Trust Report
12. Approved Issuing a Request for Proposals (RFP) for Outdoor Bus Advertising
13. Heard Presentation on RTA Safety Program
14. Heard Chairman's Report on the SWTA Annual Conference
15. Heard CEO's Report on Accessible Transportation Coalitions Initiative (ATCI) and Website Re-design
16. Discussed (in Closed Session) Staff Personnel Actions, Reports from Outside Attorney, and the CEO's Contract

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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.

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

**Board Members Absent:** None

## **AGENDA ITEM 6**

**Staff Present:** Eduardo Carrion, CEO; Jorge Cruz-Aedo, Linda Fallwell-Stover, Terry Klinger, Sharon Montez, Twila Mouttet, Karina Paris, Mike Pefanis, Lamont Taylor, Martin Trevino, Susan Vinson, Aubrey Winston, Beth Vidaurri

**Public Present:** John Bell, Legal Counsel; Tonya Webber, Legal Counsel; Carlos Vargas, Dana Smith, Edna Arredondo, Nova Shields, MV Transportation; Dave Tupas, Leadership Corpus Christi; Carol Flowers, RTA; Richard Durham, Barry Box, Sail South Texas 2010; James Dorlon, Christian Neilson, 1<sup>st</sup> Battalion, 23<sup>rd</sup> Marines; Jason Houlihan, KIII TV; Luis Hernandez, Rashi Vats, KRIS-TV; Robert Vela, Bobby Cloud, Rosie Aguiar, RTAEA; Gloria Smith; Joe A. Ortiz, American GI Forum; Roy Pell; Hannah Carter, Gloria Scott, Corpus Christi Black Chamber of Commerce; Romeo Saenz

### **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 8:33 a.m.

### **Opportunity for Public Comment**

Mr. Christian Neilson, on behalf of Charlie Company, 1<sup>st</sup> Battalion, 23<sup>rd</sup> Marines, expressed appreciation for RTA's support of the 2009 Toys for Tots Campaign by holding the "Stuff the Bus" campaign. He reported that nationwide 7.5 million children had been provided with toys. Locally the campaign had also been an outstanding success. A total of about 53,491 toys had been collected in the Coastal Bend area and distributed to 19,207 children. He commented on the generosity and caring demonstrated by the local response.

Mr. James Dorlon and Mr. Christian Neilson presented a plaque to the RTA for their "Stuff the Bus" campaign and noted that RTA had been a major supporter. Certificates of Appreciation were presented to Ms. Carol Flowers and Ms. Karina Paris for their coordination of the campaign.

Ms. Gloria Smith commented that she had asked for her job back and had not received a response; she had not been contacted regarding the incident being investigated internally; she questioned the suspension process; and requested a reply to her inquiries.

Mr. Joe Ortiz, Civil Rights Director for the American GI forum, expressed the opinion that the investigation of the CEO, Ed Carrion, was unjust and that micromanaging was not needed and that the CEO was doing a good job. He spoke on the irregular hiring practices that had been brought to the Board's attention at previous Board meetings and stated that a third party lawsuit could still be filed.

Dr. Gloria Scott remarked on the poor bus service being provided to the North Side, the lowest income area in the City. She pointed out problems associated with a route that provided service to HEB. She recommended providing better service with reduced headway and providing a direct service that would enable residents on the North Side to get to the store to purchase groceries.

Ms. Lyons presented Ms. Aubrey Winston with an appreciation gift for her work with the Board and wished her well in her new job.

**Presentation by Sail South Texas 2010 on Tall Ships Visit**

Mr. Richard Durham, President of Sail South Texas 2010, provided a history on how the project began. He stated that the event would be held July 1-5, 2010 at Naval Station Ingleside and no admission fee would be charged. The ships scheduled to sail into port were the Esmeralda from Chile; the Cuauhtémoc from Mexico; the Capitan Miranda from Uruguay; and the USCG Eagle from United States. He noted that this was the only port in the United States that the ships would be visiting. Mr. Durham asked for RTA's support in transporting people on the weekend of July 2 -4, 2010.

Mr. Barry Box stated that the event would include great food, exhibits, music and two nights of fireworks since the visit was during the Fourth of July holiday. He pointed out that attendance was expected to be very high. He said that the Buccaneer Commission was asked by the Port of Corpus Christi to assist with the dockside events. He reported that the group was forming a Transportation Committee and asked for representatives to serve on the Committee.

Mr. Carrion stated that the Agency would look into the feasibility of assisting with transportation for this event. Areas that would be addressed were the number of buses that could be used so as not to interfere with regular service; complying with charter regulations; and if not permitted, then applying for a waiver to provide the service.

Mr. Longoria initiated a discussion on how to address these requests and recommended developing a policy to address transportation assistance requests.

The consensus was to postpone discussion of Agenda Item 4 and discuss Agenda Item 5 pending the arrival of the Entrust representative.

**Presentation by Corpus Christi RTA Roadeo Committee**

Ms. Carol Flowers, RTA employee, stated that the local Roadeo competition would be held on March 21, 2010 starting at 9 a.m. with a practice held on March 7, 2010. She invited everyone to attend the Roadeo, as well as, the picnic that would be held on March 21, 2010 at 11 a.m. She handed out Roadeo promotional items to the Board Members.

## **AGENDA ITEM 6**

Mr. Valls requested that Agenda Item 16, Closed Session, be considered at this time due to a potential schedule conflict. Ms. Lyons agreed to adjust the agenda and discuss agenda items 6, 9, and then 16.

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

Mr. Lee Jones updated the Board on the following RCAT activities: new member orientation would be held on Friday, March 5, 2010; following that meeting the Committee would be working on a vision and goals implementation plan; he cited distance learning sessions for March and invited Board Members to attend; and extended an invitation for Board Members to attend the next RCAT meeting on March 18, 2010.

Ms. Lyons requested that the distance learning session dates be provided via e mail to Board Members.

### **Action to Authorize Awarding a Contract to Majestic Ventures, Inc. for Operation of the RTA's Waterborne Transportation Services (Harbor Ferry)**

Mr. Carrion summarized the Request for Proposals (RFP) process and the concerns raised about the previous contract with Majestic Ventures, Inc. at the Operations Committee on February 23, 2010. He stated that, at the present time, the restrooms on the vessel could not be made ADA compliant; therefore, they would be closed to all passengers. The plan was to have a Registered Accessibility Specialist (RAS) inspect the vessel when it arrived in Corpus Christi and look at the feasibility of making the restroom ADA compliant. He stated that the recommendation was to award a two year contract, with a one-year option, to Majestic Ventures, Inc. to provide the Harbor Ferry service.

After substantial discussion regarding whether the recommendation from the Operations Committee was to authorize the CEO to negotiate a contract and then present it at the next Committee followed by Board approval and the feasibility of modifying a vessel to provide ADA accessible restrooms was discussed, with the following views expressed by the Board: 1) if the restroom could not be made accessible to all riders, then the service should not be provided; 2) previously, the vessel being proposed for the service had been assessed and it had been determined that restroom modifications could not be done; 3) Captain Clark, through a letter to various Board members, had expressed the need to require passengers to disembark at each stop; and 4) if there were concessions on the second deck, then they should be made available on the first deck also.

Mr. Carrion confirmed that the slip on Shoreline, along the seawall, would be used by any vessel that provided the Harbor Ferry service.

Mr. Roy Pell stated that the Board had always been a high profile champion of ADA compliance and accessibility: that Majestic Ventures had left the RTA without a

Harbor Ferry service in 2007; and that restroom facilities were needed based on his experience when the facilities had not been available in 2009. He expressed the opinion that restroom ADA modifications would be feasible and that docking ability needed to be assessed at each stop.

Dr. Gloria Scott expressed the opinion that the vessel should be accessible to everyone.

In response to Mr. Longoria, Mr. Klinger stated that the vessel proposed by Majestic Ventures, Inc. was the best option because the proposal by Hornblower Marine Services was costlier and the Island Queen proposal identified a vessel that was more of a fishing boat type. He pointed out that none of the proposed vessels had ADA compliant restrooms.

Mr. Valls stated that every attempt to have an accessible restroom should be pursued, but if this was unsuccessful then, the public should be notified via various marketing venues that restroom facilities would not be available on the vessel.

**MR. VALLS MADE A MOTION TO AUTHORIZE THE CEO TO AWARD A CONTRACT TO MAJESTIC VENTURES, INC. FOR WATERBORNE TRANSPORTATION SERVICES. MS. CHAPA SECONDED THE MOTION. THE MOTION FAILED. MARTINEZ, CHAPA, RAMON, AND VALLS VOTING IN FAVOR. SAENZ, PEREZ, LONGORIA, LYONS, SCOTT, TELGE, AND GRANADO VOTING AGAINST.**

**MS. TELGE MADE A MOTION TO AUTHORIZE THE CEO TO AWARD A CONTRACT TO MAJESTIC VENTURES, INC. FOR WATERBORNE TRANSPORTATION SERVICES WITH THE STIPULATION THAT THE RESTROOMS BE ADA ACCESSIBLE. MS. SAENZ SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, GRANADO, LONGORIA, LYONS, MARTINEZ, PEREZ, RAMON, SAENZ, SCOTT, TELGE, VALLS VOTING IN FAVOR.**

**Discussion (in Closed Session) Concerning Staff Personnel Actions, Report from Outside Attorney, and CEO's Contract with Possible Action Thereafter in Open Session**

Ms. Lyons announced at 10:03 a.m. that the Board was going into closed session in order to discuss Item No. 16 on the agenda concerning personnel and consultation with Attorney under Sections 551.074 and 551.071 of the Texas Open Meetings Act.

Ms. Lyons reconvened the meeting at 12:05 p.m.

**MR. LONGORIA MADE A MOTION TO DIRECT THE CHIEF EXECUTIVE OFFICER TO ENGAGE DR. RICHARD LEWIS TO**

## AGENDA ITEM 6

PERFORM A 360 EVALUATION WHICH WOULD INCLUDE THE BOARD, CEO, AND THE COMMUNITY AND FINALIZE THE REPORT BY THE MAY BOARD MEETING. MS. TELGE SECONDED THE MOTION. THE MOTION CARRIED. PEREZ, MARTINEZ, LONGORIA, LYONS, SCOTT, TELGE, RAMON, VALLS, AND GRANADO VOTING IN FAVOR. SAENZ AND CHAPA ABSENT.

Ms. Lyons called for consideration of Agenda Item 4.

### **Presentation on 2009 Fourth Quarter Entrust Group Health Plan Report**

Mr. Cruz-Aedo reported that for the fourth quarter of 2009 the actual claims costs were lower than expected; of the total claims paid, 95.6 percent were for services rendered within the network; prescription claims were at 26 percent and large claims were at 4 percent and these were not considered as part of the small claims costs. He stated that monthly monitoring would be performed.

### **Discussion and Possible Action 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**

MR. RAMON MADE A MOTION 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. MR. LONGORIA SECONDED THE MOTION. THE MOTION CARRIED. PEREZ, MARTINEZ, LONGORIA, LYONS, SCOTT, TELGE, RAMON AND GRANADO VOTING IN FAVOR. SAENZ, CHAPA, 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 8a and 8b and asked if there were any items that should be pulled for discussion. There being none, Ms. Lyons called for a motion on the following items:

- a) **Action to Accept Committee Reports**
- b) **Action to Authorize Exercising the First Option Year with Michael Staff, CCPD Coordinator, for Law Enforcement Services at RTA Facilities**

MR. LONGORIA MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 8a AND 8b. MS. GRANADO SECONDED THE

**MOTION. THE MOTION CARRIED. PEREZ, LONGORIA, LYONS, SCOTT, TELGE, AND GRANADO VOTING IN FAVOR. SAENZ, MARTINEZ, CHAPA, RAMON, AND VALLS ABSENT.**

**Discussion and Possible Action to Approve the 2009 Fourth Quarter Defined Contribution Plan Report**

Mr. Cruz-Aedo explained that the Defined Contribution Plan covered all employees and was provided in lieu of participation in the Social Security program. Employees were required to contribute 7.51 percent of their gross compensation and were permitted to also make voluntary post-tax contributions up to 10 percent. He noted that there were a total of 130 participants.

**MR. LONGORIA MADE A MOTION TO APPROVE THE FOURTH QUARTER 2009 DEFINED CONTRIBUTION PLAN. MS. PEREZ SECONDED THE MOTION. THE MOTION CARRIED. PEREZ, LONGORIA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO VOTING IN FAVOR. SAENZ, MARTINEZ, CHAPA, AND VALLS ABSENT.**

**Discussion and Possible Action to Approve the 2009 Fourth Quarter Defined Benefit Plan & Trust Report**

Mr. Cruz-Aedo explained that the plan was a pension plan administered by the RTA. He reported that the normal retirement age under the Plan was 62 with discounted early retirement benefits available at age 55. The portfolio value as of December 31, 2009 was \$17,913,880, and that year-to-date, the Plan's portfolio investment had outperformed the benchmark by over 7.6 percent.

**MR. LONGORIA MADE A MOTION TO APPROVE THE 2009 FOURTH QUARTER DEFINED BENEFIT PLAN AND TRUST REPORT. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. PEREZ, LONGORIA, LYONS, SCOTT, TELGE, RAMON, AND GRANADO VOTING IN FAVOR. SAENZ, MARTINEZ, CHAPA, AND VALLS ABSENT.**

**Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) for Outdoor Bus Advertising**

Ms. Paris reported that this item had been discussed with the Marketing Subcommittee. Some suggestions made were to look at the feasibility of handling this service in-house or have it based on a commission basis. After reviewing the options, it was determined that currently, the resources were not available in-house to handle this service, but that a commission based approach rather than a guaranteed payment approach would be feasible. Therefore, the RFP would include

## **AGENDA ITEM 6**

an alternative bid that would allow for a bidder to guarantee an annual amount of sales and state their own commission base.

Ms. Telge questioned the responsibility chain identified in the document. Ms. Paris stated that she currently was performing the duties of both positions – Marketing Specialist and Marketing Manager.

**MS. GRANADO MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR OUTDOOR BUS ADVERTISING. MS. PEREZ SECONDED THE MOTION. THE MOTION CARRIED. PEREZ, LYONS, SCOTT, TELGE, RAMON, AND GRANADO VOTING IN FAVOR. SAENZ, MARTINEZ, LONGORIA, CHAPA, AND VALLS ABSENT.**

### **Presentation on RTA Safety Program**

Mr. Pefanis, using a PowerPoint presentation, informed the Board that the RTA safety program was based on the approved Transportation Safety Institute (T.S.I.) training for bus operators created by the Federal Transit Administration and also provided for additional safety training, such as requiring participation in employee safety meetings, providing re-training, and continuing education programs. He stated that preventable accidents in 2009 were at 1 percent and the goal was to reduce that to below 1 percent.

Referencing the Agency's cell phone policy, Mr. Pefanis stated that the use of personal cell phones by employees when operating an RTA vehicle was prohibited. If a violation occurred, a letter of reprimand would be issued for violating this policy.

Ms. Lyons inquired if the policy complied with the new Department of Transportation regulations as it related to distracted driving. Mr. Carrion stated that a memorandum would be issued to all employees informing them of the guidelines.

In response to Ms. Lyons, Mr. Pefanis stated that he was responsible for fare collection security.

### **Chairman's Report:**

#### **a) SWTA Annual Conference**

Ms. Lyons reported that the South West Transit Association (SWTA) conference held in Santa Fe, New Mexico had been very informative and that she had brought several informational materials to share with staff. She recognized Ms. Karina Paris and Ms. Dianne Garcia for assisting her with information for her presentation at the conference when she participated as a session panelist. Ms. Lyons also announced that she had been elected to the SWTA board to fill a Director at Large position.

**CEO's Report:**

**a) Accessible Transportation Coalitions Initiative (ATCI)**

Mr. Carrion reported that the Agency had been selected by the Accessible Transportation Coalitions Initiative (ATCI) to present a two-day regional planning session for development of a plan on how to make a community accessible. There were a small number of applicants selected. The committee developing the submittal for this initiative consisted of Abel Alonzo (RCAT Vice Chair), Judy Telge (representing CBCIL) and Linda Fallwell Stover, CCRTA.

**b) Website Re-design**

Mr. Carrion stated that Kailo Communication had been engaged to redesign the Agency's web site and that it was scheduled for completion within sixty days.

**Adjournment**

There being no further business, the meeting was adjourned at 12:41 p.m.

**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
February 23, 2010**

**Summary of Actions**

1. **Provided Opportunity for Public Comment**
2. **Approved the Operations Committee Minutes of January 26, 2010**
3. **Recommended the Board Authorize Entering Into Negotiations For Award of Contract for Waterborne Transportation Service**
4. **Recommended the Board Authorize Exercising the First Option-Year with Michael Staff, CCPD Coordinator, for Law Enforcement Services at RTA Facilities**
5. **Heard Presentation on the Action Plan for Relocation of the RTA's Customer Center**
6. **Heard Presentation on Operations Performance Report for January 2010**
7. **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, February 23, 2010 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Judy Telge (Chair), Crystal Lyons, Connie Scott, Angie Flores Granado, Ricardo Ramon

**Committee Members Absent:** John Valls

**Board Members Present:** None

**Staff Members Present:** Ed Carrion (CEO), Jorge Cruz-Aedo, Lamont Taylor, Susan Vinson, Martin Trevino, Karina Paris, Terry Klinger, Oscar Vargas, Sharon Montez, Mike Pefanis, Joe Rocha, Twila Mouttet, Linda Socha, Aubrey Winston

**Public Present:** Carlos Vargas, Nova Shields, Edna Arredondo, Dana Smith, MV Transportation; Rosie Aguiar RTAEA

**Call to Order**

Ms. Telge called the Operations Committee meeting to order at 11:43 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

AGENDA ITEM 7a

**Discussion and Possible Action to Approve the Operations Committee Minutes of January 26, 2010**

**MS. SCOTT MADE A MOTION TO APPROVE THE OPERATIONS COMMITTEE MINUTES OF JANUARY 26, 2010. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. LYONS, TELGE, SCOTT, RAMON AND GRANADO VOTED IN FAVOR. VALLS ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Awarding a Contract for Waterborne Transportation Services**

Mr. Klinger reported on the timeline for the Waterborne Transportation Services Request for Proposals (RFP) and highlighted that the proposal issue date was January 22, 2010; the pre-proposal conference date was February 1, 2010; the bid opening date was February 15, 2010; and the proposal evaluation date was February 16, 2010.

Mr. Klinger stated that of seven prospective bidders notified, a total of three (3) responsive proposals were received from Hornblower Marine Services, Inc., Island Queen, Inc., and Majestic Ventures, Inc. One proposal submitted by GAM-WC, Inc. was rejected due to non-compliance with RFP specifications.

A discussion ensued regarding the highest scoring bidder, Majestic Ventures, Inc. and the 2010 Harbor Ferry Season. Mr. Klinger stated that the vessel used for the 2006 Harbor Ferry Season would be utilized for the 2010 season; the ramp to the vessel would be ADA accessible compliant; that RTA controlled the docking slip and had paid the Marina slip fees; and that the 2010 season would operate from Memorial Day through Labor Day weekend.

Mr. Carrion stated that concerns raised from the 2006 service provided by Majestic Ventures, Inc. had been identified and would be addressed in writing during the negotiations.

Ms. Lyons initiated a discussion regarding items to be addressed during the negotiations with Majestic Ventures, Inc. The consensus was that the following be addressed: 1) specifying the number of days for operational functionality testing prior to season opening date; 2) requiring compliance with accessibility specifications through assessment performed by a Registered Accessibility Specialist (RAS); and 3) making some needed improvements to docking area as contract pricing may allow.

**MS. GRANADO MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF OF OPERATIONS TO ENTER INTO NEGOTIATIONS FOR AWARD OF CONTRACT TO MAJESTIC VENTURES, INC. MS. SCOTT SECONDED THE MOTION. THE MOTION CARRIED. LYONS, TELGE, SCOTT, RAMON AND GRANADO VOTED IN FAVOR. VALLS ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the First Option Year with Michael Staff, CCPD Coordinator, for Law Enforcement Services at RTA Facilities**

Mr. Pefanis reported that since the contract effective date of May 2009, the security services had been formalized to include eighteen police officers who patrolled Staples Street Station at all hours and at other locations for four-hour segments. The officers worked as plain clothes security personnel and in mobile patrol mode. They also had the ability to respond to radio calls from Operators and Dispatchers.

In response to questions regarding liability, Mr. Pefanis stated that the officers were covered under their respective department insurance coverage. Additionally the RTA had liability coverage that extended to property being used while they were on RTA assignment.

**MR. RAMON MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE EXERCISING THE FIRST OPTION YEAR WITH MICHAEL STAFF, CCPD COORDINATOR, FOR LAW ENFORCEMENT SERVICES AT RTA FACILITIES. MS. SCOTT SECONDED THE MOTION. THE MOTION CARRIED. LYONS, TELGE, SCOTT, RAMON AND GRANADO VOTED IN FAVOR. VALLS ABSENT.**

**Presentation on the Action Plan for Relocation of the RTA's Customer Center**

Mr. Cruz-Aedo stated that RTA had been exploring options to expand the Customer Service Center currently located at Six Points. A larger facility would allow expansion of customer service, eligibility, and assessment programs.

Mr. Cruz-Aedo said that several locations had been investigated, but were not recommended, and that properties located near Staple Street Station were being considered. Using a PowerPoint presentation, Mr. Cruz-Aedo described concept options to develop a facility for RTA.

Additionally, Mr. Cruz-Aedo presented an alternate proposed facility partnering through an interlocal agreement and coordination with the City of Corpus Christi. This would involve sharing funding resources to develop an interagency corridor to include office space for RTA, the City of Corpus Christi, Nueces County and Corpus Christi Independent School District. He stressed that this was an alternative to what the CCRTA needed in a Customer Service Center.

Ms. Lyons initiated a discussion that included comments on the ratio of parking space to building size, basing pricing per square foot on a business model, consideration of public/private ventures, ridership development, coordination of

## **AGENDA ITEM 7a**

architectural themes, and RTA's position to drive the connectivity among various parties involved.

### **Presentation on Operations Performance Report for January 2010**

Mr. Vargas reported that ridership for January 2010 compared to January 2009 indicated that overall system ridership had decreased 3.0 percent with 12,879 fewer riders; fixed route had decreased 2.8 percent; and B-Line had decreased 9.9 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 1.9 percent from 17.99 passengers per hour in January 2009 to 17.65 passengers per hour in January 2010.

Mr. Vargas attributed the variance in decreased ridership to cold temperatures in January, above normal rainfall, and one less weekday of service compared to January 2009. He explained that one less weekday of service can equate to approximately 15,000 fewer passengers.

### **B-Line Update**

Mr. Klinger stated that compared to January 2009, the statistics for January 2010 showed a decrease in ridership of 9.9 percent. He said that factors impacting the ridership for January 2010 were cold and wet weather; one less day of weekday service compared to January 2009; and multi-agency closings on Martin Luther King Day,

Reporting on operational statistics, Mr. Klinger said that for January 2010 there were no denials of service; no trips were more than one hour late; productivity was 2.60 passengers per hour which was below the contract standard of 2.70; on-time performance was 96.7 percent; there were 24,444 miles between road calls, which was above the contract standard of 10,000; and there were 3,804 wheelchair boardings.

Mr. Vargas, MV Transportation General Manager, responded to Ms. Lyons and Ms. Telge, stating that daily monitoring of cancellations and scrutiny of ridership data had been implemented to explore reasons for decreases in ridership.

### **Adjournment**

There being no further business, the meeting was adjourned at 1:03 p.m.

Submitted by: Linda Socha

**REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION COMMITTEE MEETING MINUTES  
JANUARY 27, 2010**

**Summary of Actions**

- 1. Provided Opportunity for Public Comment**
- 2. Approved the Administration Committee Minutes of November 18, 2009**
- 3. Recommended the Board Adopt and Prioritize the 2010 Annual Appropriations Requests**
- 4. Recommended the Board Authorize Exercising the First Option-Year with Wells Fargo Bank for Portfolio Manager Services for the Defined Benefit and Defined Contribution Plans**

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The Administration Committee for the Regional Transportation Authority Board of Directors met at 11:30 a.m. on Wednesday, January 27, 2010 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Vangie Chapa, David Martinez, Gloria Perez, Crystal Lyons

**Committee Members Absent:** John Longoria, Mary Saenz

**Board Members Present:** Judy Telge

**Staff Members Present:** Jorge Cruz-Aedo, Karina Paris, Ponch Carrillo, Twila Mouttet, Bryan Harrison, Aubrey Winston, Terry Klinger, Ruth Willey

**Public Present:** Rosie Aguiar, RTAEA; Eloy Soza

**Call to Order**

Ms. Chapa called the Administration Committee Meeting to order at 11:42 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

**Discussion and Possible Action to Approve the Administration Committee Minutes for November 18, 2009**

**MR. MARTINEZ MADE A MOTION TO APPROVE THE ADMINISTRATION COMMITTEE MINUTES OF NOVEMBER 18, 2009. MS. PEREZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, PEREZ, CHAPA, LYONS VOTING IN FAVOR. LONGORIA AND SAENZ ABSENT.**

AGENDA ITEM 7a

**Discussion and Possible Action to Recommend the Board Adopt and Prioritize the 2010 Annual Appropriations Requests**

Mr. Cruz-Aedo noted that the RTA was seeking approval for the identification and prioritization of projects for which the RTA would be seeking funding through the annual appropriations process. He cited the eight projects identified as the highest priority for the FY 2010 legislative timeframe. He stated that the Governmental Relations Subcommittee recommended that the Administration committee prioritize the top three as: 1) Customer Service Center for \$2,476,071; 2) Bus Stop Shelters and Amenities for \$742,500; and 3) Park and Ride Expansion for \$800,000.

In response to Mr. Martinez, Mr. Cruz-Aedo noted that the Park-and-Ride Expansion funding request would include the renovation of all three existing facilities in Calallen, Bishop, and Gregory and the addition of two new Park-and-Ride locations on the Southside and Flour Bluff. He added that the Southside facility was currently set up as a temporary site.

Ms. Lyons initiated a discussion about the need to prioritize and rank the list. She wanted to ensure legislative funding for all eight projects.

**MR. MARTINEZ MADE A MOTION TO ADOPT AND PRIORITIZE THE 2010 ANNUAL APPROPRIATIONS REQUESTS. MS. PEREZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, PEREZ, CHAPA, LYONS VOTING IN FAVOR. LONGORIA AND SAENZ ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Exercising the First Option-Year with Wells Fargo Bank for Portfolio Manager Services for the Defined Benefit and Defined Contribution Plans**

Ms. Willey stated that Wells Fargo had provided exceptional service in managing the RTA's Defined Benefits and Defined Contribution Plans. She added that Wells Fargo had earned a 26 percent gain for the Plan, which was well above the portfolio's expected return of investment of 7.0 percent and that the plan had earned nearly four times the expected return, which resulted in a \$4,980,371.16 gain for the year.

**MS. PEREZ MADE A MOTION TO AUTHORIZE EXERCISING THE FIRST OPTION-YEAR WITH WELLS FARGO BANK FOR PORTFOLIO MANAGER SERVICES FOR THE DEFINED BENEFIT AND DEFINED CONTRIBUTION PLANS. MR. MARTINEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, PEREZ, CHAPA, LYONS VOTING IN FAVOR. LONGORIA AND SAENZ ABSENT.**

**Adjournment**

There being no further business, the meeting was adjourned at 12:01 p.m.

Submitted by: Aubrey Winston

**RTA Committee on Accessible Transportation  
MINUTES  
February 18, 2010**

**Advisory Committee Members Present:**

Chairperson Lee Jones, John Lee, Molly Rodriguez, Abel Alonzo, Maricela De La Fuente, Robert Box, Dr. Candelario Huerta, Harvey Salinas

**Advisory Committee Members Absent:** Wanda Peak

**Announcements:** 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.

Chairperson Jones extended an invitation to RCAT members to attend the RTA Local Rodeo and Picnic on March 21, 2010, beginning about 9:30 a.m. at the Bear Lane facility

Chairperson Jones encouraged all RCAT members to participate in upcoming educational opportunities by attending upcoming Webinar presentations held at RTA facilities. He announced that the next Webinar on "The Appeals Process", sponsored by Easter Seals Project ACTION would be presented on February 24, 2010 at 1:00 p.m.

**Opportunity for Public Comment:** Ms. Barbara Hansen and Mr. Kevin Horrigan each described issues they experienced when using B-Line services. Ms. Fallwell-Stover committed to documenting concerns and providing responses through RTA's Customer Assistance process. 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.

**Action to Approve Minutes of January 21, 2010**

Chairperson Lee Jones entertained a motion to approve January 21, 2010 meeting minutes.

**MR. ALONZO MADE A MOTION TO ADOPT THE RCAT MINUTES OF JANUARY 21, 2010; MS. RODRIGUEZ SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. CHAIRPERSON JONES, ALONZO, RODRIGUEZ, LEE, DE LA FUENTE, SALINAS, BOX AND HUERTA FOR.**

**Committee Reports:**

**No Show Appeals** hearing date was February 16, 2010. Members in attendance included 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.

## AGENDA ITEM 7a

**Policies and Procedures Subcommittee** was held February 15, 2010. The meeting was attended by Chairperson Lee Jones, Maricela De La Fuente, and Abel Alonzo, Vice Chairperson. Chairperson Jones gave an overview of the purpose for review of the current Bylaws, and led the committee in discussion of each item in the Bylaws. The committee agreed that proposed Bylaws amendments would be presented for discussion at the next RCAT meeting. The committee reviewed the RTA Board's Code of Ethics, and agreed that it could be used as a guideline by RCAT in development of a code of ethics policy. A draft RCAT outreach flyer was discussed by members. Viewing of a presentation by Easter Seals Project ACTION "Access Matters" on customer service/disability awareness was postponed.

**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.

**Chairperson's Report:** Chairperson Jones reported that Board of Directors took action to appoint new RCAT members at the meeting of February 3, 2010. He announced that informal acceptance had been received for a three-member panel to be involved with the Accessible Transportation Coalitions Initiative/ Easter Seals Project ACTION. Chairperson Jones stated that orientation for new RCAT members would be held on March 4 or 5, with a session to review the RCAT Vision and Goals Implementation Plan that would follow. Chairperson Jones stated that RCAT subcommittee assignments had been addressed, to include new members added to the Policies and Procedures committee, and assignment as alternates to other subcommittees. In response to a member's request, Chairperson Lee stated that RTA had a mechanism in place to recognize employees when receiving a commendation.

**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. He said a copy of the recommended amendments had been distributed to RCAT members. He stated that further discussion would take place before any action would be taken, and that RCAT members would receive notice of recommended amendments at least ten days prior to placement of an action item on the committee's agenda. In addition to the recommendations by Policies and Procedures Committee, Chairperson Jones referenced Section Four of the Bylaws, suggesting inclusion of an amendment to ensure diversity of representation of all types of disabilities for RCAT.

**Presentation Regarding RTA Board of Directors' Adopted Code of Ethics Amendment:** Chairperson Jones gave an overview the RTA Board's review of the Code of Ethics and subsequent amendment in January 2010. He suggested the Board's code of ethics could be used as a framework to establish a code of ethics for RCAT.

**Presentation on RTA Marketing Program:** Ms. Paris introduced herself as RTA's Marketing Specialist and described the RTA branding program. Using a PowerPoint presentation, she explained the purpose of the Marketing Department, and processes involved for marketing

## AGENDA ITEM 7a

development in coordination with other departments. She stated that some recent marketing efforts included participation in the radio program, "Commentarios", information on the television show, "Domingo, Live", a trip planner resource on the RTA website, and articles in RTA's internal newsletter.

She described the momentum of the RTA branding and logo campaign, saying that for the current year, there would be a quarterly promotional themes. The planned campaign themes for each quarter would be: first quarter, "B" Mobile", focusing on new routes; second quarter, "B Independent"; third quarter, "B" Green; and fourth quarter, "B" Safe.

**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.

**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 stated that indications of significant decrease in ridership were related to cancellations due to rain and cold weather, Martin Luther King holiday and ongoing construction. 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.

Mr. Klinger responded to questions about the definitions and data relative to contract requirements. He said that he would provide a presentation on purchased transportation contract standards.

**Monthly CAF Report:** Chairperson Jones stated that the CAF report was provided as an informational item for the month of January 2010.

**Informational Items:** Operated Fixed-Route Wheelchair Ridership Report: Wheelchair boardings on fixed-routes reached 2,149 for January 2010.

**Requests for Agenda Items:** Agenda items requested for the next meeting included: RCAT Bylaws amendments, Harbor Ferry update.

**Other Business:** There being no further business the meeting was adjourned.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Purchase of Electric Battery-Powered Stand-Up End Control Forklift

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board authorize the Chief Executive Officer to award a contract to Separation Systems Consultants, Inc. (SSCI) through The Cooperative Purchasing Network (TCPN) for the procurement of an electric battery-powered stand-up end control forklift.
<b>Estimated Cost:</b>	Forklift – \$47,157 New Interstate 36 volt Battery – \$7,512 New Interstate Charger - \$3,109 Total Cost \$57,778
<b>Budget Impact:</b>	2010 Capital Budget; Proj. No. 2008-10, Grant No. TX90-X809; Proj. No. 2008-18, Grant No. TX90-X809

**Background/Justification**

In June 2009 the Board of Directors authorized staff to issue an Invitation for Bid (IFB) for the procurement of one (1) forklift for the Bear Lane climate controlled warehouse. The procurement process included extensive research comparing the different types of forklifts on the market and the development of specifications.

The newly-remodeled Maintenance Facility building includes a climate controlled part's warehouse to help prevent damage, such as corrosion to the inventory stored there. Because of this modification to the warehouse, only an electric forklift may operate safely in this confined area due to fact that forklifts with internal combustion engines emit carbon monoxide gases.

**Analysis**

In accordance with the RTA procurement policy on joint purchasing "The RTA may enter into agreements with other businesses, state governments, federal governments, local and city governments for procurements made jointly, so long as

purchases executed are in the best interest of the RTA. All such purchases shall comply with the RTA’s purchasing policy, and all applicable local, state, and/or federal requirements.” The electric stand-up forklift was listed through TCPN contract number #R4747 and provided by SSCI. In August of 2006 the RTA entered into an Interlocal Agreement with The Cooperative Purchasing Network. This network allows for members to utilize commodity and service contracts, such as forklifts purchases, that have been established through open competition as prescribed by the laws of the State of Texas and, in return, saving taxpayer money by reducing the need for formal bidding a quoting that is otherwise required.

Below are the reasons to support the procurement of an electric forklift:

- Electric forklifts do not produce emissions; therefore, they are the proper forklift for confined space type of indoor environments;
- This procurement aligns with RTA’s proposed “Sustainability Program” because electric forklifts do not produce emissions;
- The cost to operate an electric forklift is less than the cost of operating the gas or propane types of forklifts that are available. Although they do cost more to purchase initially, the actual cost of the investment will soon pay for itself due to fuel savings and reduced maintenance costs;
- It is a quieter model than fuel type models;
- They have fewer moving parts than any other type of forklifts; and
- They have a longer useful life than their counterparts.

The stand-up end control forklift versus the sit down electric model was the optimum choice in electric forklift models. The maneuverability of the stand-up end control lift will provide more flexibility within the warehouse aisles, which are in close proximity to one another, rather than the sit down electric model.

This particular model has been around in the industry for years and is a reliable product. Caterpillar makes the only stand-up model that has a capacity of 5,500 pounds; the other companies’ nearest models are 5,000 pound capacity lifts, which do not meet our requirements. The table below contains the description of the items being recommended for purchase and the cost:

Item Number	Description	Cost
1	New Caterpillar ES5500-AC with full warranty	\$47,157.00
2	New Interstate 36 volt Battery with Five Year Warranty	\$7,512.00
3	New Interstate Charger	\$3,109.00
4	Also Included: Set of manuals, on site safety and operations training, on site service for warranty repairs, fire extinguisher on board, side shift forks, back up alarm, and strobe light	
	Total Cost of Electric Stand-Up Control End Lift	\$57,778.00

## **AGENDA ITEM 7b**

### **Budget Impact**

Funds have been budgeted in the approved RTA 2010 Capital Budget—under project number 2008-10 in the amount of \$33,099 and project number 2008-18 for \$24, 679 with funding for both projects coming from Grant TX90-X809.

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

Staff will review the documentation obtained from SSCI and TCPN to ensure that these agencies meet the federal requirements.

### **Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer to award a contract for the procurement of an electric battery-powered stand-up end control forklift to SSCI through TCPN contract #R4747 for \$57,778.00.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Project Management Services Related To ARRA - ADA Bus Stop Improvements (Phase 1, Part 2)

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board authorize the Chief Executive Officer to enter into negotiations and award a contract for Project Management Services with AG/CM, Inc. for ADA Bus Stop Improvements
<b>Contract Term:</b>	One Year
<b>Estimated Amount of the Contract:</b>	\$160,000
<b>Budget Impact:</b>	American Recovery and Reinvestment Act (ARRA), 2009, Funding

**Background**

The RTA issued bids last year for ADA bus stop improvements funded by the American Recovery and Reinvestment Act (ARRA) and the bids came in significantly under the initial construction estimates. Therefore, the RTA has the opportunity to bid out another phase of ARRA ADA bus stop improvements. It is imperative that the balance of the first release of stimulus funds be utilized expeditiously since there are discussions that a second wave of stimulus funding may be released for shovel ready projects. Awarding a contract to a project management firm will ensure greater accountability, coordination and will assist the RTA in meeting the time requirements set forth by RTA staff to expend these funds. The firm will also provide additional support and expertise for oversight of the various engineering and construction contracts that will be awarded. This will result in reduced costs and adherence to schedules, which are critical in meeting the requirements of the ARRA, 2009, initiative.

**Discussion/Analysis**

A Request for Qualifications (RFQ) was issued February 8, 2010. A total of four proposals were received. Each was evaluated and rated using a structured format. The selection criteria used to evaluate the proposals, which is listed in order of

**AGENDA ITEM 7c**

importance, was: successful experience of key staff and firm; qualifications of firm and staff; management summary; and disadvantaged business enterprise participation.

The evaluation results are noted below:

Proposers	Experience (40)	Qualifications (40)	Management (10)	DBE (10)	TOTALS (100)
AG/CM, Inc.	39	38	10	10	97
Naismith Engineering	36	37	9	8	90
LNV Engineering	33	34	9	10	86
Goldston Engineering	31	31	8	10	80

AG/CM received the highest evaluation scores. AG/CM, Inc. presently oversees the ongoing construction of the renovation of the maintenance facility. Their services have assisted in holding the construction costs within the parameters of the contract. They were also awarded the first phase of the ARRA ADA Bus Stop Improvements and are performing their tasks in a superior manner.

Their staff is well versed in ADA construction inspections through work efforts with the City of Corpus Christi and attendance of the Texas Accessibility Academy. They will be responsible for hiring a Registered Accessibility Specialist to review the ADA bus stop improvements designs, no different than their current contract. Their firm will be responsible for the daily inspection of each bus stop.

**Budget**

The budget for this project management service will be provided out of the ARRA, 2009, funding program.

**Disadvantaged Business Enterprises (DBE) Program**

AG/CM, Inc. is a certified DBE and will meet the Regional Transportation Authority's DBE 's goal of 18 percent .

**Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer to enter into negotiations and award a contract to AG/CM, Inc. for Project Management Services for ADA Bus Stop Improvements.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Engineering Services for ADA Bus Stop Improvements  
 RFQ No.: 2010-S-07 (Phase 1, Part 2)

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board of Directors authorize the Chief Executive Officer to enter into negotiations and award contracts to RVE, Inc.; LNV Engineering; and Naismith Engineering, Inc.; for engineering services for ADA Bus Stop Improvements
<b>Contract Term:</b>	One Year
<b>Estimated Amount of the Contract to be divided Between the Selected Engineering Firms:</b>	\$150,000
<b>Advertised for Qualifications on:</b>	February 8, and February 15, 2010
<b>Budget Impact:</b>	ARRA Funding; Project No. 2009-29

**Background**

These services are being requested because there is additional funding remaining in the American Recovery and Reinvestment ADA Bus Stop Improvement project. Approximately \$1.4 million is still available for additional ADA bus stop improvements. The \$1.4 million is the total project budget, which will consist of construction management, engineering services, and construction of the bus stop improvements.

**Discussion/Analysis**

A Request for Qualifications (RFQ) was issued on February 8, 2010 soliciting proposals from local engineering firms. A total of seven proposals were received. Each proposal was evaluated and rated using a structured format. The selection criteria used to evaluate the proposals, which is listed in order of importance, was: successful experience of key staff and firm; qualifications of firm and staff; management summary; and disadvantaged business enterprise participation.

The evaluation results are noted below:

## AGENDA ITEM 7d

### Ratings for Engineering Services

Proposers	Experience (40)	Qualifications (40)	Management (10)	DBE (10)	TOTALS (100)
RVE, Inc.	39	37	8	10	94
LNV Engineering	37	38	8	10	93
Naismith Engineering, Inc.	38	38	8	8	92
Martinez, Guy, and Maybik, Inc.	35	35	8	10	88
Goldston Engineering	32	34	5	10	81
International Consultant Group (ICG)	33	29	6	4	72
Aldana Engineering and Traffic Design, LLC	29	30	8	3	70

The strategy developed in sharing the work will be to divide the service area into three zones with approximately the same number of bus stops to be improved in each section; thereby, enabling contact awards of similar value. It is estimated that approximately 120-150 stops will be improved. The list of bus stops will be finalized by the time the contracts are negotiated. The idea is to divide up the bus stops such that the contract amounts will be close to equal for all engineering firms.

All of these engineering firms have much to offer in varying degrees and have been involved in many important projects for various governmental entities. After assessing each submitted proposal, staff has determined that Naismith Engineering, Inc.; RVE, Inc.; and LNV Engineering have submitted the most superior proposals.

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

The three recommended firms have acknowledged the Regional Transportation Authority's Disadvantaged Business Enterprise requirements. Specifically, LNV Engineering is a certified DBE with RTA and the other two firms have stated that they will comply with the RTA's DBE goal.

### **Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer to enter into negotiations and award contracts to Naismith Engineering, Inc., RVE, Inc., and LNV Engineering for engineering services for ADA Bus Stop Improvements. The total combined estimated amount of all the contracts is \$150,000.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Exercise Option Year with L & M Industrial Supply, Inc. for Fasteners and Miscellaneous Shop Supplies

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board authorize the CEO award the option year contract to L & M Industrial Supply, Inc. for Fasteners and Miscellaneous Shop Supplies.
<b>Contract Term:</b>	One-year renewal option: <ul style="list-style-type: none"> <li>• May 31, 2010 – May 31, 2011</li> </ul>
<b>Estimated Amount of Contract:</b>	Annualized \$ 100,000* (estimated)
<b>Budget Impact:</b>	Monies are budgeted within individual operating department budgets.

*\* Amount based on estimated budget staffing figures.*

**Background**

RTA stocks various types of fasteners for repair and maintenance of its bus fleet including nuts, bolts, washers, electrical connectors, tie wraps and rivets. The RTA also stocks maintenance, repair, operations supplies (MRO) that includes for example; aerosols and adhesives.

**Disadvantaged Business Enterprises (DBE) Program**

This vendor has identified a certified DBE freight company and will enter into a contract for its part to meet the Authority's goal of 18% DBE participation.

**Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors authorize the CEO to exercise the option year with L & M Industrial Supply, Inc. for fasteners and miscellaneous shop supplies.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Entering into Lease Agreements for Four Copiers

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board of Directors authorize the Chief Executive Officer to enter into 60-month lease agreements with Xerox for four (4) copiers through the Texas Procurement and Support Services (TPASS) and the Texas Multiple Award Schedule (TXMAS).
<b>Contract Term:</b>	5 years
<b>Estimated Amount of Contract:</b>	\$39,000
<b>Budget Impact:</b>	\$39,000 for five years (\$7,800 annually), plus an estimated \$2,000 in buyouts and shipping costs to return old copiers. Costs would be less than what is currently budgeted in multiple departmental budgets. Funding is 100% local.

**Background**

Various personnel located throughout the RTA utilize copiers for RTA business purposes. Currently three of the RTA's leased copiers are included in a multiple lease agreement which ends in May. The present cost of the multiple lease agreement which includes the main administrative copier and two smaller departmental copiers is \$740 per month or \$44,400 over five years. The monthly fee includes maintenance, insurance, toners, and staples and allows for 26,000 copies with an additional charge of .0089 per image. In addition an individual lease agreement for a copier in Dispatch is up in August. That copier is currently leased for \$85 a month, with a per image charge of .015 for images in excess of 1,500. All of the RTA's copiers are currently leased from IKON Office Solutions. Transportation had requested an upgrade of the Dispatch copier because it does not meet the current needs of the department.

**Discussion**

In accordance with the RTA procurement policy "The RTA may enter into agreements with other businesses, state governments, federal governments, local

are in the best interest of the RTA. All such purchases shall comply with the RTA's purchasing policy, and all applicable local, state, and/or federal requirements." Using such agreements where available is both efficient and cost effective because the purchasing cooperative has already competitively bid the agreement in accordance with legal requirements and typically such cooperatives can get better pricing than and individual organization.

Staff reviewed copier leasing bids selected by several purchasing cooperatives to which the RTA has access. Both IKON Office Solutions and Xerox were preferred bidders for different purchasing cooperatives. Both provided information on specific copiers and pricing that they would recommend for the RTA's needs. IKON Office Solutions proposed upgrading the current Cannon copiers for newer Ricoh copiers. They also proposed buying out the current contracts, including the Dispatch copier which is currently under a separate lease starting in March, for a base price lower than what we are currently paying.

Xerox through their agent Documents Solutions, Inc. has proposed upgrading the current copiers with Xerox copiers. They have proposed individual leases through agreements with two separate purchasing cooperatives in order to get the equipment that best meets the needs of the RTA at the most competitive price. While switching vendors will result in some additional costs related to closing out the prior leases and returning equipment, the overall savings by going with Xerox will be about \$7,000 over five years.

### **Budget**

The funds for the lease of copiers have been included in the 2010 operating budget. Proposed cost of the new leases including base cost, additional imaging and transition costs are less than the total amount budgeted.

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

Since the Regional Transportation Authority is utilizing its authority to lease these equipments through its relationship with the Texas Procurement and Support Services (TPASS), there is no DBE opportunity for this contract.

### **Recommendation**

The Administration Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer to enter into 60-month lease agreements with Xerox for four copiers through the Texas Procurement and Support Services (TPASS) and the Texas Multiple Award Schedule (TXMAS).

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Application for Federal Funding for Projects Approved in the 2010 Capital Budget

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board of Directors authorize the Chief Executive Officer or the Director of Business Development and Compliance or Contracts and Grants Manager to apply for federal funding for projects approved in the 2010 capital budget totaling \$5,896,414; and to authorize the Chief Executive Officer or Director of Business Development and Compliance or Contracts and Grants Manager to file grant applications, execute grant agreements and provide general grant administration with the Federal Transit Administration (FTA) on behalf of the RTA.
<b>Budget Impact:</b>	5307 and 5309 FTA grant monies to fund 2010 capital projects with local match in the form of toll credits and 20% local operating funds.

**Background**

The RTA receives federal funds annually from the Federal Transit Administration's (FTA) Urbanized Area Formula Program (Section 5307 funds). Formula funds are allocated to the RTA annually based on the level of transit service provided. Discretionary funds (Section 5309 funds) are awarded directly to a transit agency at the discretion of Congress; however, these funds are not guaranteed funding like the formula funding.

On February 16, 2010 the FTA published the first notice announcing partial apportionment of Fiscal Year (FY) 2010 formula and discretionary funds.

The table below lists the projects and the amounts being requested for the RTA's 2010 grant requests. The total grant request for formula funds is \$5,396,414 for various capital projects such as bus stop improvements, IT equipment replacement, etc. The total grant request for discretionary funds is \$500,000 for the Corpus Christi Regional Intermodal Transit Facility, Robstown, TX.

Federal funding for the 2010 capital projects will come from the remaining 2008 Section 5307 federal fund balance of \$993,138 and the 2009 Section 5307 federal funding of \$4,772,930. The grant request of \$5,396,414 in formula funds includes toll credits as the 20% local match for all but \$538,981 of the grant request. In addition to the 20% local match for non TDC items, local funds will be used to cover the loss on the early disposal of four Champion buses. Funding for the Corpus Christi Regional Intermodal facility will come from the 2010 Section 5309 federal funding of \$500,000. The 20% match of \$125,000 will come from local operating funds

All projects listed on the table below have been submitted to the Corpus Christi Metropolitan Planning Organization for inclusion in the Transportation Improvement Program (TIP). Projects costing more than \$25,000 will be reviewed and approved by the RTA Board of Directors prior to initiating the purchase of the capital item.

**2010 GRANT REQUEST TO FTA**

<b>Capital Description</b>	<b>Funding Source</b>	<b>Grant Request</b>
<b>Vehicles</b>	<b>5307</b>	<b>\$ 2,852,440</b>
<b>Bus Stops, Facilities &amp; Other Improvements</b>	<b>5307</b>	<b>760,000</b>
<b>Furniture &amp; Equipment</b>	<b>5307</b>	<b>144,290</b>
<b>Information / Technology</b>	<b>5307</b>	<b>100,000</b>
<b>Preventive Maintenance</b>	<b>5307</b>	<b>1,539,684</b>
<b>CCRTA Intermodal</b>	<b>5309</b>	<b>500,000</b>
<b>Total</b>		<b>\$ 5,896,414</b>

**Recommendation**

The Administration Committee has reviewed this item and recommends that the Board of Directors authorize the Chief Executive Officer or Director of Business Development and Compliance or Contracts and Grants Manager to execute grant agreements and provide general grant administration on behalf of Corpus Christi RTA with the FTA for the 2010 Grant Request.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** General Legal Services

**Recommendation and Related Information**

<b>Recommendation:</b>	The Board of Directors authorize the Chief Executive Officer (CEO) to exercise the first option year with Wood, Boykin & Wolter for general legal services
<b>Amount of Contract:</b>	Estimated Total - \$60,000 annually
<b>Contract Term:</b>	Two-year contract with three one-year options
<b>Budget Impact:</b>	Budgeted in the General Management Department (CEO) Operating Budget, 100% local funds

**Background**

Under the *Texas Transportation Code, Section 451.110. Purchases: Competitive Bidding*, the RTA is not required to bid out professional services. However, in 2008 staff competitively issued requests for proposals for general legal services to make certain that premium services were obtained in the most cost effective manner. Three firms proposed and on May 14, 2008 the Board of Directors approved entering into a two-year contract with three one-year options with the firm of Wood, Boykin, & Wolter.

**Scope of Work**

The legal services scope of work includes, but is not limited to, interpretation and advice concerning Chapter 451 of the Texas Transportation Code, the enabling legislation governing the RTA; Urban Mass Transportation Act, including grants and obligations under various sections of the Act and employment benefit obligations under Section 13(c); Federal Transit Act, as amended, and related transportation laws; Americans with Disabilities Act, particularly in reference to the public transportation and paratransit regulations in Title II; Third-party Contracting Guidelines currently issued under FTA Circular 4220.1E; Texas Local Government Code and Texas Government Code and related statutes applicable to special districts or authorities in Texas; Texas Open Meetings Act and Texas Public

Information Act; tax-exempt financing and depository banking issues under state and federal law; civil rights laws, rules and regulations applicable to governmental entities; Disadvantaged Business Enterprises (DBEs) or Historically Under-Utilized Business (HUBs); and regulations applicable to governmental entities under state and federal law.

**Option Year Value**

The RTA hires an attorney to give advice on legal matters that arise from the operation of the transit agency and compliance matters as related to state and federal laws and regulations. Due to the special needs of the RTA directly related to the transportation industry, having an attorney that understands our business is very important to ensuring that the RTA stays within its legal boundaries in its day-to-day operations.

The firm of Wood, Boykin, & Wolter, with Mr. John Bell as their lead attorney on this contract has provided proficient specialized legal counsel. Mr. Bell has direct applicable experience in transit related issues. He helped write the enabling legislation governing the RTA; has worked with the legislature in writing various amendments to Chapter 451, the enabling legislation for the RTA under the Transportation Code; and has direct applicable experience in transit related issues. In addition, the firm has four attorneys dedicated to the RTA, of which two are Board Certified in labor and real estate; it has direct experience with the FTA's grant process as it relates to compliance with Section 13c in the Labor Code; has direct experience with FTA's Third Party Contracting Procedures (Circular 4220.1E); has direct knowledge of RTA's Charter Policy; and has knowledge of RTA's Title VI and Title VII policies and procedures.

During this contract period the firm provided assistance in various areas which included, but has not been limited to, real estate matters; policy revisions for both Board and RCAT as well as the agency; contract award issues; personnel matters; public information and open meeting requirements; official document preparation ranging from interlocal agreements to Board resolutions; addressed legal requirements for providing service and rider/public notification; prepared documents related to the street improvement program; provided legislative summary for transit legislation and open government; provided counsel on contracted service; provided guidance on public funds investment policies; provided opinions on ADA transportation issues and FMLA regulations.

The Board-approved legal services line item under the General Management Department (CEO) Operating Budget is \$60,000 annually. The actual expenditure for this service during the 2008 contract period (May through December) was \$28,578.30 and for the 2009 contract year it was \$30,336.08.

## **AGENDA ITEM 7h**

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

Staff has identified office supplies and equipment as a method of providing a good faith effort in this procurement of services. The Regional Transportation Authority DBE goal is 18%. Staff has provided a list of eligible vendors to the proposed contractor.

### **Budget**

Funding for legal services is budgeted within the General Management Department, (CEO) Operating Budget. Payments to this firm are for services rendered. No retainer or minimum monthly fee is required, and the relationship is terminable at will.

### **Recommendation**

The Administration Committee has reviewed this item and recommends that the Board of Directors authorize the CEO to exercise the first-year option with Wood, Boykin, & Wolter for general legal services.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD APPROVAL DOCUMENT**

**DATE:** April 7, 2010  
**SUBJECT:** Waterborne Transportation (Harbor Ferry) Service

**Recommendation and Related Information**

<b>Recommendation:</b>	The Operations Committee recommends not operating the Waterborne Transportation (Harbor Ferry) Service in 2010 (Option C below).
<b>Estimated Cost:</b>	<p>Option A - \$250,000, additional 3 year period on contract, total of 5 years</p> <p>Option B – provide ADA accessible restrooms at all Harbor Ferry stops at a maximum estimated amount of \$165,000 plus the cost of base year service \$139,128.</p> <p>Option C – No service for 2010 and allow RTA staff to expand solicitation for this service.</p> <p>Option D - Original contract and no restroom costs, \$139,128 for First base season, \$147,840 for Second base season and \$155,760 for Option base season</p>
<b>Budget Impact:</b>	<p>Total budget amount for Harbor Ferry service - \$246,000.</p> <p>Budgeted fare revenue for the 2010 Harbor Ferry Season estimated at approximately \$41,890</p>

**Summary**

At the March 23, 2010 Operations Committee meeting, the Committee voted not to operate the Waterborne Transportation (Harbor Ferry) Service in 2010. Majestic Ventures, Inc. requested a 5-year, \$250,000 contract to cover costs of removing the vessel galley to make the restroom ADA accessible which would preclude the vessel from being used for corporate and group excursions due to removal of galley during non Harbor Ferry season.

At the March 3, 2010 Board meeting, the Board approved entering into a contract with Majestic Ventures, Inc. to provide the 2010 Harbor Ferry service subject to

## **AGENDA ITEM 8**

modification of the restroom to meet ADA requirements. If the bathroom could not be made ADA accessible, then the service would not be provided.

### **Alternatives**

On March 9, 2010 the RTA's Chief Executive Officer and Manager of Purchased Transportation met with Captain John Litchfield and Captain Christina White with Majestic Ventures Inc. to discuss the restroom ADA accessibility modification to determine if this work could be accommodated on the vessel. Based on the discussion the following options were presented for consideration:

Option A is to make the restroom ADA accessible by removing the galley area to enlarge the existing restroom; however, removing the galley would result in loss of revenue for Majestic Ventures, Inc. due to the fact that without a galley the vessel would no longer be able to be used for catering/food purposes and customer tours. The Harbor Ferry service with an ADA compliant restroom would require a larger holding tank than the one currently on the vessel. To allow for these modifications to be done to the vessel, Majestic Ventures would require extending the Harbor Ferry service hours to 1,000 hours per year, with a 5-year contract in the amount of \$250,000.00. This would compensate for the loss of revenue, restroom ADA compliance, and replacement of the holding tank.

Option B is to place a restroom (ranging from a port-a-potty style to a European Style restroom) at each Harbor Ferry stop. Pricing for the various styles range from over a hundred dollars per month for a rental unit to as much as one hundred sixty five thousand to purchase a unit. At the low end cost option is the rental of an accessible Skid-O-Kan portable toilet unit that will run about \$135 a month for cleanings three times a week. A second option is the procurement of a pre-fab unisex restroom, non-air conditioned for an estimated cost of one unit at \$55,000 to \$60,000. This pricing does not include the necessary utilities that will have to be in place to support this restroom. That will be an additional cost factor. The last option looked at included pricing for a self cleaning European style unit which starts at about \$165,000 which does not include installation and maintenance costs.

Option C is to suspend the Harbor Ferry service for the current fiscal year and allow RTA staff to expand solicitation for this service.

Option D is to accept the original staff recommendation to award the Harbor Ferry contract to Majestic Ventures, Inc., in the original amount of \$139,128 for the first year.

### **Analysis**

At the present time we do not have any public restrooms in any of our transit stations. The main reason is because restrooms are "High Risk" areas for safety

and security incidents and the Agency has liability for any accidents and incidents that may occur in the restrooms. Restrooms are considered "High Risk" areas by Homeland Security and are prime targets for placing explosive devices.

In addition, the restrooms can be areas where illegal activities take place, such as drug dealing and sexual assaults. The RTA Manager of Safety and Security consulted with the Corpus Christi Police Department Coordinator who strongly advised against restroom placement at the Harbor Ferry stops.

**Recommendation**

The Operations Committee has reviewed this item and recommends that the Board of Directors approve Option C – No service for 2010 and allow RTA staff to conduct a broader solicitation for this service in future years.



**Corpus Christi RTA/MV  
Transportation  
March 21, 2010  
2010 BUS ROADEO**

AGENDA ITEM 2



**Congratulations to  
all competitors!!**

The RTA Roadeo Committee is pleased to announce the top finishers in the 2010 RTA local Roadeo. We want to first congratulate all the contestants for their support and participation in this year's event and hope that everyone enjoyed the day's event. A sincere round of thanks goes out to all employees and friends of the Authority who helped make our Roadeo a success.

- RTA OPERATORS**
- 1st PLACE– Julian Carranza**
  - 2nd Place– Fidel Salas
  - 3rd Place– Connie Saiz
  - 4th Place– Ray Guerrea
  - 5th Place—Natalie Grady

- MV Transportation**
- 1st PLACE– Carlos Moreno**
  - 2nd Place– Mike Rios
  - 3rd Place– Ruben Morales
  - 4th Place– Santa Tijerina
  - 5th Place—John Benavidez

- CUSTOMER SERVICE  
CHALLENGE**
- (This is new event for the RTA)*
- 1st PLACE– Natalie Grady**
  - 2nd Place– Connie Saiz
  - 3rd Place– Julian Carranza
  - 4th Place– Martin Rodriguez
  - 5th Place– Michael Alvarez

- RTA MAINT.**
- 1st PLACE– Rudy Lopez**
  - 2nd Place– Cesar Garza**
  - 3rd Place– Ben Ashworth**
  - 4th Place– Raul Morin
  - 5th Place—Andy Hernandez

- MV Transportation– VAN**
- 1st PLACE– Ruben Morales**
  - 2nd Place– John Harris
  - 3rd Place– John Benavidez
  - 4th Place– Santa Tijerina
  - 5th Place—Carlos Moreno



MINUTES

RTA Committee on Accessible Transportation (RCAT)

March 18, 2010

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

Summary

1. **Public Comment:** Chairperson Jones gave Ms. Barbara Hansen opportunity for public comment following Agenda Item on Bus Stop Signage, as she arrived after the initial opportunity for public comment. Ms. Hansen stated buses should be allowed to stop beyond the bus stop location when there was an accessibility issue. Ms. Fallwell-Stover asked Ms. Hansen to work with RTA staff following the meeting to process a Customer Assistance Form (CAF).
2. **Approval of Minutes:** Minutes for February 18, 2010 RCAT were approved with minor corrections.
3. **Committee Reports: No-Show Appeals** were heard March 16, 2010. Members present: Abel Alonzo, John Lee and Molly Rodriguez. There were three (3) appeals scheduled. One (1) appellant was present and two (2) individuals provided letters of appeal. There was one (1) 7-day proposed service suspension that was dismissed due to extenuating circumstances. There were two (2) 30-day proposed service suspensions. One (1) proposed 30-day service suspension was enforced. One (1) 30-day proposed service suspension was reduced to a conditional suspension with service provided to and from dialysis only.  
**Policies and Procedures:** The March 15, 2010 Policies and Procedures meeting was attended by Chairperson Lee Jones, Vice-Chairperson Abel Alonzo, Robert Box, Molly Rodriguez, and Harvey Salinas. Committee members discussed additional changes to current Bylaws and reviewed current changes. There were some clarifications/corrections to more accurately reflect committee input at meeting of February 15, 2010.  
**Eligibility Appeals:** The Eligibility Appeals Committee did not meet.
4. **Chairperson's Report:** Chairperson Jones announced the upcoming event for RTA's Bus Rodeo and annual picnic on March 21, 2010 and upcoming Easter Seals Project Action distance learning opportunities.
5. **Discussion and Possible Action Regarding Annual Review of RCAT Bylaws:** RCAT members reviewed previous recommended amendments, providing clarification and made some additional proposed revisions. Staff was directed to distribute the revisions to RCAT members for discussion and possible action at the next RCAT meeting.
6. **Update on ARRA Bus Stop Improvements and Shelters:** Ms. Montez reported that contracted work was proceeding on ongoing bus stop improvement projects in four predetermined zones. She stated that forty-five (45) of one hundred-eighty (180) bus stop improvements had been completed.
7. **Update on Bus Stop Signage:** Ms. Montez stated that signage to assist persons with disabilities would focus on five key categories: orientation, visual, auditory, tactile technology, and braille. She added that RTA had systems on buses to announce

upcoming stops, and was in the process of developing systems to provide announcements at bus stops.

8. **Update on Waterborne Transportation (Harbor Ferry):** Mr. Klinger reported that on March 3, 2010 Board determined that the proposed selected bidder's vessel to be used for the 2010 Harbor Ferry season would be required to have an ADA accessible restroom as it was a required element in the RFP. The CEO had been authorized to enter negotiations with the selected bidder, Majestic Ventures.
9. **B-Line Report:** Mr. Klinger stated that, as of the next Operations Committee, B-Line data would be presented as a component of a more comprehensive Purchased Transportation report. Mr. Klinger stated that ridership for February 2010 had decreased 8 % compared to February 2009. He said that inclement weather was a factor, and that other possible causes were being investigated. Mr. Klinger stated that the same statistical information provided in the distribution materials would be reported to the Operations Committee. He provided definitions of performance standards and criteria with statistical data for the month of February 2010 compared to February 2009: passengers per hour was 2.67; on-time performance was 96.1%; in-vehicle time average over three days of sampling was 97%; and there were 19,924 miles between roadcalls.
10. **Monthly CAF Report:** Ms. Lopez reported that for the month of February 2010 there were 72 CAFs received by the Customer Service Center, representing a 3% increase compared to February 2009. Of these, 49 were RTA fixed route, 18 were B-Line, and 5 were contracted fixed route. Ms. Lopez reported the five highest categories of CAFs for February 2010: 13 Service Stop Issues, 9 Policy, 7 Rude, 5 Customer Service, and 4 Late/Early.
11. **Informational Items:** Chairperson Jones made reference to informational items that were included in the meeting distribution materials.
12. **Request for Agenda Items:**  
 Agenda Items requested for future meetings included: Acceptance of Revisions to RCAT Bylaws, Eligibility Program 2009 Annual Report and update on monitoring of B-Line call center. In service presentations were requested for: B-Line scheduling procedure utilizing Trapeze software, No-Show Appeal Committee and related policy, and Eligibility Program with introduction of staff involved.

The Regional Transportation Authority's Committee on Accessible Transportation met at 3 PM on Thursday, March 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, Robert Box, Dr. Candelario Huerta, Harvey Salinas

**Absent:** Maricela De La Fuente

**Board Members present:** None

**Staff present:** Linda Fallwell-Stover, Norma Castaneda, Terry Klinger, Martin Trevino, Linda Socha, Mike Pefanis, Sylvia Lopez, Jorje Cruz-Aedo, Lamont Taylor

**Public Present:** Barbara Hansen; Carlos Vargas, MV Transportation

**AGENDA ITEM 9**

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD PRESENTATION DOCUMENT**

**DATE: April 7, 2010**

**SUBJECT: Action Plan/Performance Objectives for 2010**

The 2010 Action Plan will provide an organizational road map over the next year that will give direction for the development of RTA's transportation system and organizational structure. It will also serve as a resource document for RTA's efforts relative to public transit in the Coastal Bend and provide a basis for current and future policies, funding priorities, and program decisions affecting the region.

The detailed Plan, which will include performance objectives, will be presented by Mr. Carrion at the Board meeting.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD INFORMATIONAL DOCUMENT**

**DATE: April 7, 2010**  
**SUBJECT: DBE Monthly Activity Report – February 2010**

The Regional Transportation Authority has adopted an overall Disadvantaged Business Enterprise (DBE) goal of 18% for fiscal year 2010. 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 dollars spent to women and minority businesses that may meet the federal requirements but are not certified as DBE.

The DBE participation for February for federally assisted contracts is 31%. The DBE monthly activity report for February increased compared to January’s report due to monies expended for final stage of the Maintenance Facility renovation and the initial implementation of the construction phase (bus stops) of the ARRA project.

**February 2010 DBE Report**

	Total Contracts and Agreements’ Activities	DBE <sup>1</sup>	Women and Minority Businesses <sup>2</sup>	Total Participation for SMB and DBE <sup>3</sup>	DBE % Participation <sup>4</sup>
February	\$ 1,079,416.01	\$ 330,083.75	\$ 202,979.86	\$ 533,063.61	31%

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:** April 7, 2010  
**SUBJECT:** Purchased Transportation Update

**B-Line Service Report for February 2010**

- Ridership for the month of February 2010 was 14,374 compared to 15,633 for February 2009, which equates to 1,259 less trips representing an 8.0% **decrease**.
- Ridership for January through December 2010 was 28,667 which represent a 9.0% **decrease** over 2009 ridership statistics.

RIDERSHIP 2010 ytd	RIDERSHIP 2009 ytd	DIFFERENCE	% DIFFERENCE
28,667	31,495	-2,828 TRIPS	-9.0%

**Service Standards**

- Productivity: 2.67 PPH (Passengers per Hour) for February 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: 96.1% on time performance for February 2010
- 566 trips out of 14,374 trips (3.9%) did not meet the standard for on time performance in February 2010. Of that number:
  - 533 were < 30 minutes late
  - 33 were > 30 minutes late
  - 0 were > 60 minutes late
  - 0 were > 90 minutes late
- Passenger “in-vehicle time”: Statistical sampling for February 2010 resulted in a total of 74 “in-vehicle time” violations for three days sampled in February with an overall average performance of 97% 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.
  - 15 “in vehicle” time violations on Wednesday, February 8th
  - 25 “in vehicle” time violations on Tuesday, February 12th
  - 34 “in vehicle” time violations on Thursday, February 23rd
- Of the 74 in vehicle time violations there were
  - 72 violations < were less than 30 minutes
  - 2 violation > were greater than 30 minutes
  - 0 violation > was greater than 60 minutes

- ❑ Miles between road calls: 119,545.5 miles with 6 road calls that equates to 19,924.3 miles between road calls for February 2010. MV did exceed the minimum standard of 10,000 miles between road calls for February 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 February 2010, there were:

- 3,815 wheelchair boardings
- 9,342 ambulatory passengers
- 1,101 personal care attendants
- 116 companions

**Other Service statistics**

There were seventeen **Customer Assistance Forms** recorded for February 2010 (see Attachment 1 for details):

- ❑ Two commendations
- ❑ Three complaints reporting reckless driving
- ❑ Three complaint related to No-Show
- ❑ Two complaints related to Customer Service
- ❑ Two complaints related to Unprofessional Behavior
- ❑ Two complaints related to Pick-Up Location
- ❑ One complaint related to Policy
- ❑ One complaint related to Late/Early
- ❑ One complaint related to Alleged Injury

No Shows and late cancellations for February 2010 reflect:

- ❑ 384 No Shows and late cancellations
- ❑ representing 2.31% of all scheduled trips

**DBE Participation**

In February the contractor reported \$18,843.98 in small and minority business participation; of that amount DBE's received \$18,504.44. The overall participation for DBE's in this month is 17.5%. Total contractible dollars for the month was \$105,637.

**Conclusion B-Line Report**

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

- ❑ 96.1% on time performance
- ❑ 2.67 % passengers per hour

## **AGENDA ITEM 14b**

- ❑ no denials of service (as defined by FTA)
- ❑ Threshold for passenger in vehicle time violations: 97% based on a three-day statistical sampling
- ❑ Miles between road calls for February 2010 at 19,924.3 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.

### **Port Aransas Service Update**

Reviewing the Interlocal Agreement, dated April 24, 2001, for operation of the Trolley and Flexi-B services and discussed security of the Trolley vehicle to prevent vandalism. A secure fenced area has not been identified in Port Aransas. The possibility of having the vehicle cameras left on when the vehicle is not in service is being investigated to determine if it would drain the battery if left on for an extended period.

### **TAMUCC Service Update**

The current Memorandum of Agreement for Texas A&M University is effective through August 31, 2010. On March 24, 2010 a meeting was held to begin negotiations on a new agreement which will be effective September 1, 2010 through August 31, 2011.

### **Vanpool Service Update**

On March 1, 2010, Port Royal picked up the second van which they utilize from March 1<sup>st</sup> thru September 30<sup>th</sup> when their student employment doubles which also doubles the ridership for the vanpool service. The current VPSI Vanpool contract is for one 15 passenger van from October 1<sup>st</sup> thru February 28<sup>th</sup> and a two 15 passenger vans from March 1<sup>st</sup> thru September 30<sup>th</sup> each calendar year.

### **Waterborne Transportation (Harbor Ferry) Service Update**

Harbor Ferry update is a separate agenda item for this update period.

### 1st Quarter Board Travel Summary

January 2009 - March 31, 2009

\* -- Denotes Staff related travel

Date Traveled	Board Member	Purpose/Location	Expense
<b>Crystal Lyons</b>			
Feb. 7-11, 2010		SWTA Sante Fe, NM	\$ 1,044.53
March 12-17, 2010		APTA Legislative/ENO Board Summit Washington, DC	\$250 \$ 2,889.10 * CLOSEOUT PENDING
<b>Connie Scott</b>			
March 12-17, 2010		APTA Legislative/ENO Board Summit Washington, DC	\$ 2,574.25 CLOSEOUT PENDING
<b>Angie Flores Granado</b>			
March 12-17, 2010		APTA Legislative/ENO Board Summit Washington, DC	\$3,150.50

### COMMUNITY EVENT SPONSORSHIP 2010 - 1st Qtr. Report

Event	Nature of Sponsorship	Cost	Benefits Received
LULAC - Outstanding Cmte Leaders Banquet	Purchased an ad	\$ 250.00	Marketing our service
Metro Ministries - Boots & Blessings	Table Sponsorship	\$ 750.00	Logo in advertisements; link on website; on event program; newsletter
March for Babies	Tower Message Board	\$ 1,500.00	Co. Name & logo on message board at the start and finish line; small co. banner placed at walk site; hand out RTA promo items to walkers
Black History Cultural Committee Annual Scholarship Banquet & Dinner	Table Sponsorship	\$ 600.00	Small business exposure; Schlorships for local students
TOTAL		\$ 3,100.00	