**AGENDA MEETING NOTICE**

**DATE:** Wednesday, June 28, 2017  
**LOCATION:** Staples Street Center  
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX  
**TIME:** 8:30 a.m. Administration & Finance Committee Meeting  
9:30 a.m. Operations & Capital Projects Committee Meeting

### ADMINISTRATION & FINANCE COMMITTEE  
*TOM NISKALA (Chair)*  
Angie Flores-Granado ~ Butch Escobedo ~ Larry Young, Sr. ~ Abel Alonzo

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<tr>
<td>1. Roll Call –</td>
<td>D. Linnehan</td>
<td>1 min.</td>
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<tr>
<td>2. Opportunity for Public Comment</td>
<td>T. Niskala</td>
<td>3 min.</td>
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<tr>
<td>3. Discussion and Possible Action to Approve the Administration &amp; Finance Committee Meeting Minutes of May 24, 2017</td>
<td>T. Niskala</td>
<td>2 min.</td>
<td>Pages 1-4</td>
</tr>
<tr>
<td>4. SEATOWN Intermodal Study – White Paper from Perkes Works and Blackhorse Worldwide (Justice Gregory Perkes and Dr. Ron Benavides)</td>
<td>J. Cruz-Aedo</td>
<td>5 min.</td>
<td>Attachment A</td>
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</tbody>
</table>
| 5. Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the 2016 Financial Audit & Comprehensive Annual Financial Report (CAFR) by Collier, Johnson & Woods, P.C. | R. Saldaña  
J. Shepherd  
C. Milady | 5 min. | Pages 5-6  
Attachment B |
| 6. Presentations:  
*PowerPoint* |
| 7. Adjournment | T. Niskala | 1 min. | ----- |

Total Estimated Time: 22 min.
## OPERATIONS & CAPITAL PROJECTS COMMITTEE

**MICHAEL REEVES (Chair)**  
George B. Clower  ~  Glenn Martin  ~  Edward Martinez  ~  Scott Harris

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<tr>
<td>1</td>
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<td>2 min.</td>
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<td>2</td>
<td>Opportunity for Public Comment</td>
<td>M. Reeves</td>
<td>3 min.</td>
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<tr>
<td>3</td>
<td>Discussion and Possible Action to Approve</td>
<td>M. Reeves</td>
<td>3 min.</td>
<td>Pages 1-2</td>
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<td>the Operations &amp; Capital Projects Committee Meeting Minutes of May 24, 2017</td>
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</tbody>
</table>
| 4 | Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Issuing a Contract to Reliable Transmission Services, LLC for Supply of Refurbished Transmissions | R. Saldaña | 5 min.    | Pages 3-4  
PowerPoint |
| 5 | Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Execute a One-Year Memorandum of Agreement with Texas A&M University-Corpus Christi for Transportation Services | R. Saldaña | 5 min.    | Pages 5-6  
PowerPoint |
| 6 | Presentations:                                                      | G. Robinson | 5 min.    | Pages 7-17        |
|   | b. Procurement Update                                               | R. Saldaña | 5 min.    | PowerPoint        |
| 7 | Adjournment                                                          | M. Reeves | 1 min.    | ------            |

**Total Estimated Time:** 29 min.

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On **Friday, June 23, 2017** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. **Información en Español:** Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 286-2712.

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Committees Agenda Meeting Notice - Page 2
**Mission Statement**

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondarily, The RTA will also act responsibly to enhance the regional economy.

**Vision Statement**

Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.
REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 24, 2017

Summary of Actions

1. Conducted Roll Call
2. Provided Opportunity for Public Comment
3. Action to Approve Administration & Finance Committee Meeting Minutes of April 26, 2017
4. Hear Update on Buc Days Illuminated Night Parade
5. Action to Recommend to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Scope of Work for Law Enforcement Services RFP Background
6. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Victor O. Schinnerer & Co., Inc for Windstorm and Hail Coverage
7. Heard Presentations:
8. Adjournment

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

Committee Members Present: Tom Niskala, A.R. “Butch” Escobedo and Abel Alonzo

Committee Members Absent: Angie Granado and Larry Young

Staff Present: Jorge Cruz-Aedo, CEO; Daniel Benavidez, Esteban Campos, David Chapa, Kelly Coughlin, Bryan Garner, Denise Jones, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Mike Rendoñ, Gordon Robinson, Robert Saldaña, Susan Teltschik and Esteban Campos

Public Present: Benjamin Schmit, MV Transportation; Gina Salazar, Michael A Hinojosa and Jeremy Musick, ATU Local 1769

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

Opportunity for Public Comment
Ms. Gina Salazar with ATU-Local 1769 asked to speak at agenda item no. 4 as the agency was well represented at the Buc Days Illuminated Night Parade and she had a wonderful time at our employee parade watch area and looks forward to next year.
Action to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2017

MR. A.R. BUTCH ESCOBEDO MADE A MOTION TO APPROVE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 26, 2017. MR. ABEL ALONZO SECONDED THE MOTION. NISKALA, ESCOBEDO AND ALONZO VOTING IN FAVOR. THE MOTION CARRIED. GRANADO AND YOUNG ABSENT

Heard Update on Buc Days Illuminated Night Parade
Mr. Jorge Cruz-Aedo reported on the recent event and shared a PowerPoint presentation of pictures from the event and stated the RTA won First Place for Single Mobile Unit. He commented the employees enjoyed dinner from Howard’s Bar-B-Q and CCISD loaned the agency bleachers for our employees to watch the parade in the parking area across from Staples Street Center building. He also mentioned the Buc Days Commission leased our building for their executives and vendors to watch the parade from the Green Roof and rented spaces in front of the building and parking lot out to the public for $10 per seat in order to watch the parade.

Ms. Gina Salazar with ATU-Local 1769 also reiterated Mr. Cruz-Aedo’s comments with the event and what a wonderful and fun time she had from our parade watch area and looks forward to next year.

Action to Recommend to the Board to Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Scope of Work for Law Enforcement Services RFP Background
Mr. Mike Rendón provided a PowerPoint presentation and an attachment detailing the Scope of Work for the Enforcement Services for a Request for Proposals (RFP). He stated security at CCRTA properties and on buses has been provided through utilization of law enforcement officers for close to thirty (30) years. He stated the contract had been managed by two law enforcement coordinators who oversaw security assignments, scheduling, and payroll of sworn officers until recently due to both of their separation from the existing contract. Mr. Rendón stated due to this separation of both coordinators, our Director of Safety & Security is presently performing these functions in addition to his regular duties. Mr. Rendón stressed the sense of urgency to proceed with the RFP procurement release in order to move forward to continue to provide these services to the community without disruption of services. He also commented the activities of the law enforcement officers are covered and governed under their respective departmental rules and regulations, and the current contract was awarded on March 1, 2013 as a three-year contract with one two-year option, provided for incremental hourly rate increases during the term of the contract, and current hourly pay rate is $32 dollars.

Mr. Rendón commented the proposed scope of work enhances and details services and skills needed to provide a higher quality of law enforcement security service, and as an example; it states that preferably the law enforcement coordinator is trained on
background, criminal, and traffic investigations; narcotics task force; firearms; SWAT – tactical operator; computer crimes; and the Americans with Disability Act.

Mr. Alonzo thanked Mr. Rendón for providing additional details the officers will now be responsible in doing, along with his concerns related to the previous coordinators who did not perform up to these standards. Mr. Escobedo also expressed his concerns that Director Larry Young was absent from the meeting and would have liked his input into this matter due to his expertise. Mr. Niskala spoke up and mentioned the committee should move forward with approval of this item as part of the process and it will also be brought before the board members to discuss and vote on at the upcoming Board Meeting in June.

**MR. ALONZO MADE A MOTION TO RECOMMEND TO THE BOARD TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO APPROVE THE SCOPE OF WORK FOR LAW ENFORCEMENT SERVICES RFP BACKGROUND. MR. ESCOBEDO SECONDED THE MOTION. NISKALA, ESCOBEDO AND ALONZO VOTING IN FAVOR. THE MOTION CARRIED. GRANADO AND YOUNG ABSENT**

**Action to Recommend to the Board to Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Victor O. Schinnerer & Co., Inc for Windstorm and Hail Coverage**

Mr. Rendón, using a PowerPoint, presented the results of the Request for Proposals (RFP) bid process held in March, issued in April, and said there were 56 vendors notified by the Agency and only received three proposals. He said the current windstorm and hail policy with TML expires on June 28, 2017 and they had notified the agency as they will not be providing coverage for 2017.

Mr. Rendón commented bids were opened on Thursday, May 11, 2017, and the three received were from McGriff, Seibels & Williams of Texas, Inc., Arthur J. Gallagher Risk Management Services, and Victor O. Schinnerer & Co. He commented that the McGriff, Siebels proposal came in at $157,025 with a two percent deductible, yet the agency was requesting a one percent deductible, and the Gallagher Risk Management proposal included their price and was not sealed as per the bid process so both were deemed as non-response. Mr. Rendón commented Victor O. Schinnerer's proposal would provide coverage with a one percent deductible of the sum of the stated values, for each building affected by loss, and at a one-year cost of $113,100.75, and stated the coverage period will be June 28, 2017 through June 28, 2018.

Mr. Escobedo expressed his concerns regarding the low number received and questioned why the two companies were deemed non-responsive. Mr. Rendón again commented on the reasons he explained earlier with each company not meeting the requirements of the bid processes. Mr. Cruz-Aedo spoke and said the agency did our due diligence to encourage bid participation by reaching out to our list of bidders now through the B2G program, media outreach and phone calls to local insurance agencies.
Mr. Robert Saldana spoke on the process of the B2G program where numerous vendors are able to bid on projects with the Agency. 56 agencies were notified directly of the RFP and only 3 companies showed up at the pre-bid meeting.

MR. ALONZO MADE A MOTION TO RECOMMEND TO THE BOARD TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AWARD A CONTRACT TO VICTOR O. SCHINNERER & CO., INC FOR WINDSTORM AND HAIL COVERAGE. MR. ESCOBEDO SECONDED THE MOTION. NISKALA, ESCOBEDO AND ALONZO VOTING IN FAVOR. THE MOTION CARRIED. GRANADO AND YOUNG ABSENT

Heard Presentations:

Mr. Robert Saldana reported on Marketing's public outreach budget being at $53,000 and was a little over the $51,000 budgeted, and was responding to Mr. Escobedo's request at the previous Board meeting. Mr. Saldana dis say this area was over budget by $2,000, yet the department has reduced some of their costs in other areas to offset the overage.

Mr. Saldana reported the financial performance for the month of April fell short of budget by $254,582, and was estimated at $2,337,278, which is under April 2016 actual collections by $82,921. He reported the variance is due to sales tax, which decreased by $275,722, operating revenues decreased by $50,085, and operating costs over budget by $116,820. He commented these shortfalls are offset by Federal grant assistance drawdowns of $222,968 in excess of the monthly amount budgeted due to the timing. Other comments by Mr. Saldana, sales tax collections for March 2017 of $2,968,716 were received on May 12, 2017, $11,764 higher than collections in 2016, a 4.0 percent increase. For year-to-date, he stated the collections received were $7,561,476, 10.26 percent under the 2017 budgeted amounts by $86,497.

Adjournment
There being no further business, the meeting was adjourned at 9:10 a.m.

Submitted by: Dena Linnehan
SEATOWN INTERMODAL STUDY

Recommended By

Perkes Works and Blackhorse Worldwide

June 28, 2017
INTRODUCTION
Perkes Works is excited to partner with renowned Blackhorse Worldwide to conduct an intermodal connectivity study within SEATown as a result of the historic replacement of the Harbor Bridge. The team is respectfully requesting funding to conduct this study, which will examine the highest and best use of the land in SEATown vacated by the old Harbor Bridge. This is a once-in-a-lifetime opportunity for Corpus Christi and the region to reimage this critical land use as a benchmark standard for other cities to emulate throughout the country.

The simple question that remains to be answered: What to do with the “footprint” of the old bridge?

PURPOSE AND SCOPE OF RECOMMENDATION
The intermodal SEATown study capitalizes on the opportunity presented by the building of the new bridge and demolition of the old bridge. The study’s goal is to provide innovative ideas for people—locals and visitors alike—to drive, bike, walk, and enjoy the old footpath.

The purpose of the facilitated study for SEATown is to quantify a preliminary public-private “highest and best use” for this opportunity. The scope of the study is to look at how best to transform the old bridge’s land “footprint,” which encompasses connectivity from the new proposed plaza at the I-37 interchange in downtown Corpus Christi to the Port of Corpus Christi.

DELIVERABLES
Using a team approach led by Perkes Works and joined by Blackhorse Worldwide, this study has four deliverables: 1.) highest and best use of land, 2.) preliminary concept, 3.) initial funding sources research, and 4.) suggested organizational structure for the public-private project.

PHASES
Ultimately, five phases are envisioned for the intermodal connectivity project: 1.) Facilitated Study, 2.) Advanced Concept/Schematic Design, 3.) Design Development and Funding, 4.) Construction, and 5.) Pre-Opening

Phase 1: Phase 1 is defined as this facilitated study with its four deliverables (see above).

Phases 2-5: Future continuing phases 2-5, which are funded separately and independently, include the selection of a concept, development and funding, construction, and pre-opening of the intermodal connectivity project in SEATown.

PROJECT DESIGN AND CONCEPT
Input for this intermodal connectivity project will be solicited from all key players within SEATown study boundaries, including the local community, public agencies, and private owners.

Using market analysis and examining land and infrastructure uses, several multi-modal concepts will be explored by Perkes Works and Blackhorse Worldwide. The history of Corpus Christi is an ideal starting place. Typically, intermodal studies address traditional elements of driving, biking, and walking combined with public transportation to connect people from one location to another. This study will
take it a step farther and include looking at taking advantage of water elements, as well as an heavy entertainment concept/component.

Although the development component mix may evolve as initial concepts are researched, it will most likely include five revenue-generating elements: sports, retail, dining, entertainment and art. Thus, the mix will support and enhance already existing amenities in SEATown.

JOINT VENTURE TEAM

This study's project has many stakeholders, whose initial support has been secured. Gaining such support is critical to achieve the highest and best use project. An experienced team has been assembled that can deliver the project's goals.

Perkes Works
The intermodal study team is led by Greg Perkes with his company Perkes Works.

Perkes Works will be called upon for feasibility analysis and identification of funding mechanisms. They will be researching existing plans and conducting a comprehensive analysis of the proposed development site, including studies of demographic makeup, ecologically sensitive areas, multi-modal connectivity, and an overview of relevant zoning, codes, and ordinances. These studies will largely be visualized through charts and graphs, GIS mapping, and potentially 3D modeling via Sketchup. Additionally, an analysis of the strengths, weaknesses, and opportunities of the proposal will be conducted. Any recommendations will be grounded in relevant plans, such as Corpus Christi's Development Plans, Sustainability Plan, the CCMPO's Mobility Plan, AIA's Corpus Christi R/UDAT, and the Plan CC Comprehensive Plan initiative. Finally, a suggested strategy of sustainable systems will be recommended to help offset the impact of the proposed development.

Blackhorse Worldwide
Blackhorse Worldwide has enjoyed extensive opportunities in developing mixed use development with the Walt Disney Company, Universal Studios, and World’s Fairs and Expositions around the world. Each one was crafted to appeal to specific market segments with the purpose of attracting the largest possible attendance. Blackhorse Worldwide is comprised of a team of four key members, which includes all of the disciplines needed to fulfill the scope of this facilitated study project. Any project with an entertainment umbrella requires a powerful story to assure public acceptance, attendance, and subsequent economic success. Specifically, BH is organized around four major disciplines:

1. Guest Expectations
Shirley Decker’s understanding of guest expectations is unparalleled. She has an inimitable ability to keep the team focused on maximizing every element that impacts the experience for each person who visits SEA Town.

2. Architectural Skills
David Exline has unique design architectural skills that bring a rare perspective to translating the story concept into fascinating land use planning, wet and hardscapes, guest flow considerations as well as structural elements. His visual presentations leave the viewer with a clear understanding of the concepts.
3. **Story Arc and Concept**
   Duncan Kennedy will lead the story arc and concept process. The other members of Team BH will be his resource for research and crafting viable design and operational solutions as well as marketing and sponsorship considerations.

4. **Management**
   Skip Palmer will manage the team and interface with Perkes Works and the POC of each of the public agencies involved in the planning and development process. He will work closely with Perkes Works in evolving the economics of the project (budget, capital structure, proforma, financing and sponsorship).

**Public-Private Team**
Blackhorse and Perkes Works have participated in numerous public-private projects over the past 30-plus years at federal, state, and local levels. For this study, clearly defined roles and responsibilities have been established, and, collectively, a scope of work and schedule is agreed upon. Perkes Works will be the primary point of contact with all public agencies and departments. Some public agencies will have advisory roles; some will have reviewing/commenting responsibilities; others with permitting authority.

**TIMELINE**
The facilitated study will take approximately six months in 2017; the advanced concept/schematic design will take another 12 months in 2018; the design development and funding, construction, and pre-opening will take an additional three years, culminating in the project’s construction in 2021-2022 when the new bridge is completed and the old Harbor Bridge is demolished.

Recalling project phases previously discussed:
- **Phase 1:** Facilitated Study 6 months
- **Phase 2:** Advanced Concept/Schematic Design 12 months
- **Phases 3-5:** Design Development and Funding/Construction/Pre-Opening 4 years

**CONCLUSION**
Today, there are multi-national trends for conceiving bridges more as public spaces, not just infrastructure. Perkes Works proposes an intermodal study for SEAtown that would focus on creative ways to provide entertaining connectivity for Corpus Christi citizens and visitors alike using the footpath of tomorrow from yesterday’s Harbor Bridge.
Administration & Finance Committee Memo

June 28, 2017

Subject: Approve the 2016 Financial Audit & Comprehensive Annual Financial Report

Background
The Fiscal 2016 Comprehensive Annual Financial Report (CAFR) is being submitted to the Administration & Finance Committee for review. Messrs. F. John Shepherd, CPA, President, and Craig Milady, CPA, Audit Manager, both of the accounting firm of Collier, Johnson, & Woods, P.C., have provided an overview of the financial performance of the Year Ended December 31, 2016, and express opinions on any findings identified during the course of the audit.

The CAFR has been reviewed by the auditors and their input has been incorporated throughout the document. The auditors have expressed an “unmodified,” or clean, opinion. This type of opinion is issued when the auditors feel that financial statements are presented, in all material respects, in accordance with applicable financial reporting framework. The document also contains the single audit reports which are required of the Authority as a recipient of Federal Funds.

The prior year 2015 CAFR was awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, and the 2016 CAFR will be submitted to GFOA once approved by the Board.

Identified Need
As a part of the annual audit, the auditor also submits a “Management Letter” detailing any internal control or operating efficiency issues that came to their attention during the audit. Collier, Johnson & Woods, P.C. are finalizing their determinations and will provide a management letter, if necessary, at the July 5 Board meeting.

Financial Impact
None at this time.

Recommendation
Staff requests that the Administrative & Finance Committee Recommend the Board of Directors to approve the 2016 Comprehensive Annual Financial Report (CAFR).

Respectfully Submitted,

Submitted by: Daniel Benavidez
Comptroller
REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 24, 2017

Summary of Actions

1. Conducted Roll Call
2. Provided Opportunity for Public Comment
3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of April 26, 2017
4. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt a Resolution for the Support of an Electric Bus Program
5. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Brad Hall & Associates for Diesel Fuel Supply
6. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve a Pilot Program for Port Aransas Ferry Shuttle Service
7. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve Revisions to Service Standards
8. Heard Presentations:
   a. City of Corpus Christi Bond Projects and Service Impacts
   b. April 2017 Financial Report
   c. Procurement Update
9. Adjournment

The Regional Transportation Authority Operations & Capital Projects Committee met at 9:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Committee Members Present: Glenn Martin and Scott Harris

Committee Members Absent: Michael Reeves, Edward Martinez and George B. Clower

Staff Present: Jorge Cruz-Aedo, CEO; Daniel Benavidez, Esteban Campos, David Chapa, Kelly Coughlin, Bryan Garner, Denise Jones, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Mike Rendoñ, Gordon Robinson, Robert Saldaña, Susan Teltschik and Esteban Campos

Public Present: Benjamin Schmit, MV Transportation; Gina Salazar, Michael A Hinojosa and Jeremy Musick, ATU Local 1769
Call to Order & Roll Call
Mr. Scott Harris called the meeting to order at 9:30 a.m. and Ms. Dena Linnehan called Roll and stated a quorum was not present. Mr. Harris requested staff to brief over the agenda items, yet no action to be taken.

Opportunity for Public Comment
Ms. Gina Salazar with ATU-Local 1769 said her farewells to Ms. Rosa Villarreal who was leaving the RTA and thanked her for the great working relationship between her and the Union. Ms. Salazar also welcomed Mr. Derrick Majchszak who replaced Ms. Villarreal and looked forward to working with him, Mr. Robert Saldaña and Ms. Sharon Montez.

Adjournment
There being no further discussions the meeting ended at 10:35 a.m.

Submitted by: Dena Linnehan
Operations & Capital Projects Committee Memo

June 28, 2017

Subject: Authorize Issuing a Contract to Reliable Transmission Services-Texas, LLC for the supply of Rebuilt Transmissions

Background
The Agency is in need of a contractor to provide refurbished transmissions to keep the fleet in state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now over 6.5 years old, this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. The Board of Directors approved the issuance of Invitation for Bid (IFB – No.2017-SP-10) at the April 5, 2017 meeting. An IFB was advertised on April 13, 2017 and bids due on May 18, 2017. The bid was structured as a two-year firm supply agreement with a one-year option; the option year will require Board of Directors approval.

This contract will be specified to meet or exceed “Original Equipment Manufacturer” (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this Agreement. It would be advantageous for the Agency to lock-in this supply contract price, as the alternative of paying out-of-contract prices, results in higher annual parts expenses in a volatile market, and the excessive administration time of staff for parts procurement processes.

Bidders submitted pricing based on per unit replacement (rebuilt) transmissions and the table below illustrates the bid proposals received by the Agency.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Allison Model #/Serial #</th>
<th>Price Each</th>
<th>Delivery Days</th>
</tr>
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<tbody>
<tr>
<td>Allison Trans Tech, LLC</td>
<td>B400R-5 SN#6510861760</td>
<td>$4,495.00</td>
<td>10</td>
</tr>
<tr>
<td>Allison Trans Tech, LLC</td>
<td>B400R-5 SN#6511297981</td>
<td>$4,495.00</td>
<td>10</td>
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<tr>
<td><strong>Total Bid</strong></td>
<td></td>
<td><strong>$8,990.00</strong></td>
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<tr>
<td><strong>Option Year Percentage</strong></td>
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<tr>
<th>Vendor</th>
<th>Allison Model #/Serial #</th>
<th>Price Each</th>
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<tr>
<td>Reliable Transmission Service-Texas, LLC.</td>
<td>B400R-5 SN#6510861760</td>
<td>$4,395.00</td>
<td>3 Business Days</td>
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<tr>
<td>Reliable Transmission Service-Texas, LLC.</td>
<td>B400R-5 SN#6511297981</td>
<td>$4,395.00</td>
<td>3 Business Days</td>
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<tr>
<td><strong>Total Bid</strong></td>
<td></td>
<td><strong>$8,790.00</strong></td>
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<tr>
<td><strong>Option Year Percentage</strong></td>
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<td>0%</td>
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3
NON-RESPONSIVE BIDDER - NOT CONSIDERED FOR AWARD

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Allison Model #/Serial #</th>
<th>Price Each</th>
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<tbody>
<tr>
<td>DARTCO Transmission</td>
<td>8400R-5 SN#6510861760</td>
<td>$5,191.60</td>
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<tr>
<td>DARTCO Transmission</td>
<td>8400R-5 SN#6511297981</td>
<td>$5,191.60</td>
<td>3</td>
</tr>
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Total Bid: $10,383.60
Option Year Percentage: 5%

Non-responsive bids due to vendor did not follow bid instructions; Acknowledgement of addenda # 1 was not received in bid.

Identified Need
A transmission rebuilder is needed to ensure the fleet will be maintained to the state of good repair. This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands for our riding public. This Supply Agreement will be a two-year base contract and one (1) one-year option.

Financial Impact
Total amount of usage will determine actual expenditures FY2017 & FY2018 Operating Budget local funds, and have been budgeted for this activity in the 2017 Operating budget. The total amount not to exceed $85,485 for the two year base contract, and option year must be approved by Board of Directors.

Recommendation
Staff requests that the Operations & Capital Projects Committee Recommend to the Board of Directors to Authorize the Chief Executive Officer (CEO) or Designee to issue a contract to Reliable Transmission Services Texas, LLC for the supply of Rebuilt Transmissions.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: Jorge Cruz-Aedo
Chief Executive Officer
Subject: Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Execute a One-Year Memorandum of Agreement with Texas A&M University-Corpus Christi for Transportation Services

Background
RTA has operated bus service for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. Currently, the service consists of Route 60 – The Momentum Shuttle and Route 63 – The Wave. In addition, TAMU-CC students, employees, and faculty who display a valid “SAND DOLLAR” identification ride all fixed route and B-Line services at no charge. A Memorandum of Agreement containing reimbursement costs is negotiated annually.

Route 60 – The Momentum Shuttle provides transportation between student housing areas at Momentum Village and the main campus. In the 2016-2017 academic year, this service operated on weekdays on a 10-minute frequency between 7:30 a.m. and 1 p.m. and every 20 minutes from 1 p.m. and 7:30 p.m. For the upcoming 2017-2018 academic year, Route 60 will operate the same service levels but end at 6 p.m. on Fridays. From January through May 2017, ridership increased 43% as compared to the same period in 2016.

Route 63 – The Wave provides transportation to student housing, off campus apartments, retail and grocery shopping establishments at Moore Plaza, the Southside Station, and to the main campus. In the 2016-2017 academic year, this service operated seven days per week on a 60-minute frequency between 7:15 a.m. and approximately 11:00 p.m. Monday through Friday, 7:15 a.m. and 9:10 p.m. on Saturdays, and 11:15 a.m. and approximately 8:00 p.m. on Sundays. For the upcoming 2017-2018 academic year, Route 63 will operate the same service levels but one additional vehicle will be inserted in the peak morning, afternoon, and evening periods to better accommodate ridership growth. From January through May 2017, ridership increased 74% as compared to the same period in 2016.

Financial Impact
Both the RTA and TAMU-CC share the cost of the transportation services. RTA has negotiated reimbursement from TAMU-CC for the 2017-2018 Fall, Spring, and Summer semesters in the amount of $132,827.20 for Route 63. The estimated annual cost to operate the Route 63 service is $288,754.79.

RTA has negotiated reimbursement from TAMU-CC for the 2017-2018 Fall and Spring semesters in the amount of $68,622.74 for Route 60. The estimated annual cost to
operate the Route 60 service is $298,359.72. Total estimated annual cost for both services is $587,114.51.

**Recommendation**

Staff is requesting that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer or his designee to execute a one-year Memorandum of Agreement in the amount of $132,827.20 with TAMU-CC for Route 63 service and $68,622.74 for Route 60 service for a total of $201,449.94.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Final Approval by: Jorge Cruz-Aedo  
Chief Executive Officer
Operations and Capital Projects Committee Meeting

June 28, 2017

Subject: Operations Report for May 2017

The system-wide monthly operations performance report for May 2017 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary.

Detailed results are reported within the five sections outlined below:
1. **System-wide Ridership and Service Performance Results**

Boardings for all services in May 2017 totaled 451,958. This represents a 0.2% increase as compared to 450,927 boardings in May 2016 or 1,031 more boardings this month. This month contained 22 weekdays, 4 Saturdays, and 5 Sundays (Sunday service levels on Memorial Day). In May 2016, there were 21 weekdays, 4 Saturdays, and 6 Sundays (Sunday service levels on Memorial Day). Retail gas prices for unleaded fuel cost about $2.10 per gallon compared to $1.95 per gallon in May 2016. Approximately 3.22 inches of rain was recorded this month as compared to 5.99 inches in May 2016.

![RTA System Monthly Ridership Trends](image)

The chart below shows average weekday ridership for all services.

![RTA Average Weekday Boardings per Day](image)

<table>
<thead>
<tr>
<th>Passenger Trips</th>
<th>Vanpool (May-2016: 64)</th>
<th>Flexi-B (Contract Demand) (May-2016: 9)</th>
<th>B-Line (May-2016: 763)</th>
<th>RTA Fixed-Route Bus (May-2016: 15,732)</th>
<th>System Overall (May-2016: 16,568)</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Change</td>
<td>-40.0%</td>
<td>-13.3%</td>
<td>-1.6%</td>
<td>1.6%</td>
<td>1.3%</td>
</tr>
</tbody>
</table>

The chart below shows monthly ridership results for all services.

![RTA Monthly System Ridership Chart]

- Vanpool: May-2016: 1,407, May-2017: 885, % Change: -37.1%
- B-Line: May-2016: 16,775, May-2017: 17,259, % Change: 2.9%
- RTA Fixed-Route Bus: May-2016: 432,541, May-2017: 433,629, % Change: 0.3%
- System Overall: May-2016: 450,927, May-2017: 451,958, % Change: 0.2%

The chart below shows YTD ridership results for all services. CCRTA has recorded 13,997 more boardings for an increase of 0.6% in 2017 as compared to the same period in 2016.

![RTA YTD System Ridership Chart]

- Vanpool: YTD 2016: 6,114, YTD 2017: 3,342, % Change: -45.3%
- Flexi-B (Contract Demand): YTD 2016: 1,513, YTD 2017: 1,147, % Change: -24.2%
- B-Line: YTD 2016: 84,815, YTD 2017: 82,953, % Change: -2.2%
- RTA Fixed-Route Bus: YTD 2016: 2,147,240, YTD 2017: 2,166,237, % Change: 0.9%
- System Overall: YTD 2016: 2,239,682, YTD 2017: 2,253,679, % Change: 0.6%
The following charts report system-wide productivity for the month of May 2017 vs. May 2016 and YTD figures.

The following table shows on-time performance of RTA Fixed-Route services.

<table>
<thead>
<tr>
<th>Schedule Adherence</th>
<th>Standard</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>3-Month Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Departure</td>
<td>&lt;1%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>4.0%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Departures within 0-5 minutes</td>
<td>&gt;85%</td>
<td>88.3%</td>
<td>88.5%</td>
<td>85.0%</td>
<td>87.3%</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>4,519</td>
<td>4,496</td>
<td>5,065</td>
<td>4,693</td>
</tr>
<tr>
<td>Monthly Bicycle Boardings</td>
<td>No standard</td>
<td>8,850</td>
<td>8,495</td>
<td>8,885</td>
<td>8,743</td>
</tr>
</tbody>
</table>

On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.
The following existing detours potentially impact on-time performance:
- South Alameda Street (Ayers – Louisiana): To be completed late 2018.
  o Route 5, 5s, 5x, 15s, 17, 19G, 19M, 29F, 29SS, & 29s
- Gollihar Road (S. Staples – Kostoryz): To be completed late May 2019.
  o Route 32, 37 & 37s
- Greenwood Drive (Horne – Gollihar): To be completed Fall 2017.
  o Routes 15S & 23
- Kostoryz Road (Brawner – Staples): To be completed in early 2018.
  o Routes 15 & 24S
- McArkle Road (Whitaker – Nile): Project delayed (completion in late Summer 2017).
  o Routes 37 & 66S
- S. Staples Street (Morgan to I-37): To be completed July 2017.
  o Routes 5S, 17, 29F, 29SS & 29S
- Williams Drive (Staples - Airline): To be completed March 2018.
  o Routes 8S, 29F & 63

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

- **Productivity:** 2.54 PPH did meet the contract standard of 2.50 PPH.
- **On Time Performance:** 95.3% did not meet the contract standard of 96%.
- **In Vehicle Time:** 98.6% exceeded the contract standard of 95%.
- **Denials:** 0 denials or 0.0% did meet contract standard of 0.0%.
- **Miles between Road Calls:** 33,853 exceeded the contract standard of 12,250 miles.
- **Ridership Statistics:** 11,381 ambulatory; 4,872 wheelchair boarding's

<table>
<thead>
<tr>
<th>Metric</th>
<th>Standard</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Hour</td>
<td>2.50</td>
<td>2.57</td>
<td>2.55</td>
<td>2.54</td>
<td>2.56</td>
</tr>
<tr>
<td>On-time Performance</td>
<td>96%</td>
<td>94.9%</td>
<td>94.6%</td>
<td>95.3%</td>
<td>95.5%</td>
</tr>
<tr>
<td>In Vehicle Time</td>
<td>95.0%</td>
<td>99.2%</td>
<td>98.9%</td>
<td>98.6%</td>
<td>99.0%</td>
</tr>
<tr>
<td>Denials</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Miles Between Roadcalls</td>
<td>12,250</td>
<td>34,877</td>
<td>113,963</td>
<td>33,853</td>
<td>47,837</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>4,935</td>
<td>4,398</td>
<td>4,872</td>
<td>4,641</td>
</tr>
</tbody>
</table>

B-Line ridership for the month of May 2017 was 17,259 compared to 16,775 for May 2016, which equates to 484 more trips representing a 2.9% increase.

YTD 2017 Ridership is 82,953 representing a 2.2% decrease from 2016 ridership statistics which was 84,815 YTD by May 2016.
3. **Customer Programs Monthly Customer Assistance Form (CAF) Report**

For May 2017, Customer Service processed 76 Customer Assistance Forms (CAF’s) of which 45 were verified as valid. This represents a decrease from 61 verified CAF’s overall in April 2017. There were 9 Commendations for the month of May.

3a. **CAF Reports: Historical Trends**

- **Number of CAFs Reported**: Monthly totals from May 2013 to May 2017.

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[Charts depicting the number of CAFs reported and yearly totals from 2013 to 2017, with specific months and totals highlighted.]
3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend

Peer Transit Agency Standard of (20) CAFs/100,000 Miles

3c. Route Summary Report for May 2017

<table>
<thead>
<tr>
<th>Route</th>
<th># of CAF's</th>
<th>Route</th>
<th># of CAF's</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3 NAS Shuttle</td>
<td>0</td>
<td>#29SS Spohn South</td>
<td>2</td>
</tr>
<tr>
<td>#4 Flour Bluff Mini B</td>
<td>1</td>
<td>#32 Southside Mini B</td>
<td>3</td>
</tr>
<tr>
<td>#5 Alameda</td>
<td>0</td>
<td>#34 Robstown Circulator</td>
<td>1</td>
</tr>
<tr>
<td>#5x Alameda Express</td>
<td>0</td>
<td>#35 Robstown South</td>
<td>1</td>
</tr>
<tr>
<td>#5s Alameda (Sunday)</td>
<td>0</td>
<td>#37 Crosstown</td>
<td>2</td>
</tr>
<tr>
<td>#6 Santa Fe/Malls</td>
<td>2</td>
<td>#51 Gregory Park &amp; Ride</td>
<td>0</td>
</tr>
<tr>
<td>#12 Saxet Oak Park</td>
<td>0</td>
<td>#63 The Wave</td>
<td>0</td>
</tr>
<tr>
<td>#15 Kostoryz</td>
<td>2</td>
<td>#65 Padre Island Connector</td>
<td>0</td>
</tr>
<tr>
<td>#16 Agnes/Ruth</td>
<td>2</td>
<td>#76 Harbor Bridge Shuttle</td>
<td>1</td>
</tr>
<tr>
<td>#17 Carroll/Southside</td>
<td>4</td>
<td>#78 North Beach</td>
<td>1</td>
</tr>
<tr>
<td>#19 Ayers/Norton</td>
<td>0</td>
<td>#83 Advanced Industries</td>
<td>0</td>
</tr>
<tr>
<td>#19G Greenwood</td>
<td>1</td>
<td>#84 Lighthouse</td>
<td>0</td>
</tr>
<tr>
<td>#19M McArdele</td>
<td>0</td>
<td>#90 Flexi-B Port A</td>
<td>0</td>
</tr>
<tr>
<td>#21 Arboleda</td>
<td>4</td>
<td>#94 Port Aransas Shuttle</td>
<td>0</td>
</tr>
<tr>
<td>#23 Molina</td>
<td>3</td>
<td>B-Line (Para-transit)</td>
<td>5</td>
</tr>
<tr>
<td>#25 Gollihar/Greenwood</td>
<td>0</td>
<td>Facility Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>#26 Airline/Lipes Connector</td>
<td>1</td>
<td>Service Development</td>
<td>7</td>
</tr>
<tr>
<td>#27 Northwest</td>
<td>9</td>
<td>Safety and Security</td>
<td>11</td>
</tr>
<tr>
<td>#27s Northwest (Sunday)</td>
<td>0</td>
<td>Vehicle Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>#28 Leopard Omaha</td>
<td>1</td>
<td>Marketing</td>
<td>1</td>
</tr>
<tr>
<td>#29 Staples</td>
<td>3</td>
<td>Transportation (Other)</td>
<td>1</td>
</tr>
<tr>
<td>#29F Flour Bluff</td>
<td>3</td>
<td>TOTAL CAF’S</td>
<td>76</td>
</tr>
</tbody>
</table>
### 3d. May 2017 CAF Breakdown by Service Type:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>RTA Fixed Route</th>
<th>B-Line ADA Paratransit</th>
<th>Contracted Fixed Route</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stop Issues</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Driving Issues</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Customer Services</td>
<td>17</td>
<td>3</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>Late/Early – No Show</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Fare/Transfer Dispute</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Dispute Drop-off/Pickup</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>11</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Service Development</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Marketing</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Transportation (Other)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>68</strong></td>
<td><strong>5</strong></td>
<td><strong>3</strong></td>
<td><strong>76</strong></td>
</tr>
<tr>
<td><strong>Commendations</strong></td>
<td><strong>8</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Conclusion:

During May 2017, RTA received 76 CAF’s/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; nine (9) of the 76 reported CAF’s (May) were commendations.

There were a total of 68 CAF’s/Commendations received regarding RTA Service representing 89% of total customer contacts: 2 for Facilities Maintenance, 7 for Service Development, 11 for Safety and Security, 2 for Vehicle Maintenance, 1 for Marketing and 45 for Transportation.

A total of 5 CAF’s/Commendations were reported regarding B-Line service representing 7% of the total customer contacts.

A total of 3 CAF’s were reported regarding Contracted Fixed Route service representing 4% of the total customer contacts.

Actions taken as a result of reported CAF’s include but are not limited to the following:
- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of CCRTA operations policy
CCRTA documents CAF’s to capture information regarding a wide range of issues from the community’s perspective point of view. CAF’s are communicated to the Customer Programs group via the telephone, e-mail, and letter or in person.

CAF’s are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

CAF’s play an important role as a quality assurance tool to identify issues regarding service; they also inform CCRTA regarding education and training needs. CAF’s assist Service Development in identifying problems around existing service and identifying underserved areas. CAF’s also serves to guide policy development.

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For May 2017, 11,647 miles between road calls (MBRC) were recorded as compared to 8,454 MBRC in May 2016. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.

![Miles Between Roadcalls (MBRC) Gillig vs Fleet Comparison Previous 13 Month Period](image)

MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure
that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II roadcall is a mechanical failure causing an interruption in revenue service.

5. **Safety/Security Department Report**

**SAFETY SUMMARY**

For May 2017, there were six (6) vehicle accidents. Five (5) were determined to be non-preventable (NP). One (1) was determined to be preventable. There were nineteen (19) customer-related incidents. CCRTA operators drove a total of 312,283.40 miles. The year-to-date accident rate for the month of April is 1.65 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

The chart below illustrates the Year-to-Date accident rate. Please keep in mind that this chart shows all vehicle accidents regardless of fault.

![Year-to-Date Accident Rate Chart]

**SECURITY SUMMARY**

For May 2017, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 3 individuals for public intoxication, issued 8 criminal trespass warnings, arrested 7 individuals for criminal trespassing, issued 67 disturbance warnings and responded to 12 other calls for service.
Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

Submitted by: Mike Rendon
Director of Safety & Security

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Director of Planning

Final Approval by: [Signature]
Jorge Cruz-Aedo
Chief Executive Officer