



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'  
AGENDA MEETING NOTICE**

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**Date:** Wednesday, October 12, 2016  
**Time:** 8:30 a.m.  
**Location:** CCRTA Staples Street Center  
602 North Staples Street – 2<sup>nd</sup> Floor, Board Room  
Corpus Christi, Texas

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	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	C. Rock	1 min.	-----
2.	<b>Moment of Reflection</b>		1 min.	-----
3.	<b>Roll Call –</b>	C. Rock	2 min.	-----
4.	<b>Update</b> on RCAT Committee Activities	A. Bauman / S. Montez	3 min.	No Attachment
5.	<b>Opportunity for Public Comment</b>	C. Rock	3 min.	No Attachment
6.	<b>Discussion and Possible Action</b> to Approve the Board Meeting Minutes of September 7, 2016.	C. Rock	3 min.	Pages 2-7
7.	<b>Action</b> to Confirm Committee Appointments by the Board Chair and Rename Committee Structure	C. Rock	7 min.	Page 8-10 Attachments
8.	<b>Discussion and Possible Action</b> to Award a Contract to Dero in the Amount not to exceed \$310,500 for the Manufacturing of Bicycle Facilities	G. Robinson	3 min.	Pages 9-11 PowerPoint
9.	<b>Discussion and Possible Action</b> to Accept the Transit Plan 20/20 Five-Year Service Plan	G. Robinson	3 min.	Pages 12-15 PowerPoint Attachment

10.	<b>Discussion and Possible Action</b> to Enter into an Interlocal Agreement between the Corpus Christi Regional Transportation Authority and the City of Corpus Christi Strategic Integration (Travel Demand Model) Feasibility Study	G. Robinson	5 min.	Page 16 Attachments
11.	<b>Discussion and Possible Action</b> to Accept the Corrective Action Taken on Special Audits of the Regional Transportation Authority	J. Cruz-Aedo	5 min.	PowerPoint
12.	<b>2017 Budget Workshop #6</b>	J. Cruz-Aedo	30 min.	PowerPoint
13.	<b>Presentations:</b>			
	a. Operations Report for 2016	G. Robinson	5 min.	Pages 17-27 PowerPoint
	b. August 2016 Financial Report	R. Saldaña	5 min.	Pages 28-32 PowerPoint
	c. Procurement Update	R. Saldaña	5 min.	PowerPoint
	d. Transportation Tuesday Update	K. Coughlin	5 min.	PowerPoint
14.	<b>Discussion (in Closed Session) and Possible Action Thereafter in Open Session</b> Concerning Real Estate Property	C. Rock	5 min.	No Attachment
15.	<b>CEO's Report</b>	J. Cruz-Aedo	7 min.	No Attachment
16.	<b>Chair's Report</b>	C. Rock	5 min.	No Attachment
17.	<b>Adjournment</b>	C. Rock	1 min.	-----
18.	<b>Information</b>			
	a. RCAT Minutes of August 18, 2016			No Attachment

**Total Estimated Time: 1 hr, 45 min.**

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On **Friday, October 7, 2016** this Notice was posted by **Dena Linnehan** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas; the CCRTA Operations Facility, 5658 Bear Lane, Corpus Christi, Texas; the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County Clerk and the San Patricio County Clerks.

**PUBLIC NOTICE** is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code.

In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, SEPTEMBER 7, 2016**

**SUMMARY OF ACTIONS**

1. Pledge of Allegiance
2. Moment of Reflection
3. Conducted Roll Call
4. Action to Confirm Re-Appointment by the Board Chair of Joyce Lopez to the RTA's Committee on Accessible Transportation (RCAT) for Two-Year Term
5. Heard Update on RCAT Committee Activities
6. Provided Opportunity for Public Comment
7. Action to Approve the Board Meeting Minutes of August 3, 2016
8. Approved Consent Agenda Item: a. Action to Approve the Proposed Staples Street Center Facilities Use Rental Rates; b. Action to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Petroleum Traders Corp for Unleaded Fuel Supply
9. Held 2017 Budget Workshop
10. Action to Approve to Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Proposals (RFP) for Bus Stop Cleaning Services
11. Heard Presentations on: a. July 2016 Financial Report; b. Second Quarter 2016 Performance Reports, i. Defined Benefit Plan and Trust, ii. Defined Contribution Plan; c. Second Quarter 2016 Investment Report for the Period Ended June 30, 2016; d. Operations Report for July 2016; e. Update on Transit Plan 20/20; and f. Procurement Update
12. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning Staples Street Center Proposed Leases and Tenants
13. Heard CEO's Report, a. TTA Update; b. Election Day Service
14. Heard Chair's Report
15. Adjournment
16. Provided Information on: a. RCAT Minutes of July 21, 2016

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

**Board Members Present:** Curtis Rock, Chairman; Mike Reeves, Vice Chairman; Butch Escobedo, Conrado Garcia, Angie Granado, Scott Harris, Glenn Martin, Edward Martinez, Tom Niskala, Larry Young, Sr.

**Board Members Absent:** George B. Clower

**Staff Present:** Jorge Cruz-Aedo, CEO; David Chapa; Kelly Coughlin, Angelina Gaitan, Bryan Garner, Denise Jones, Sharon Montez, Cindy O'Brien, Christina Perez, Mike Reñdon, Victoria Reyes, Gordon Robinson, Robert Saldaña, Rosa Villarreal, Dena Linnehan

**Public Present:** John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; C.J. Loomis, MV Transportation; Abel Alonso; Ray Hernandez, Iconic Sign Group; Gina Salazar and Michael Hinojosa, ATU Local 1769; Sam Saldivar, HDR.

**Call to Order & Roll Call**

Mr. Curtis Rock called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance and held a moment of reflection. Ms. Dena Linnehan called Roll and stated a quorum was present.

Messrs. Rock and Cruz-Aedo recognized Mr. Robert Saldana as the new Managing Director of Administration along with Ms. Kelly Coughlin as the new Marketing Director with the CCRTA.

**Action to Confirm Re-Appointment of RCAT Committee Member**

Mr. Cruz-Aedo recommended the appointment to the RCAT Board of Directors, Ms. Joyce Lopez.

**MR. MARTIN MADE A MOTION TO CONFIRM RE-APPOINTMENT BY THE BOARD CHAIR OF JOYCE LOPEZ TO THE RTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) FOR TWO-YEAR TERM. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, ESCOBEDO, GARCIA, HARRIS, MARTIN, MARTINEZ AND YOUNG VOTING IN FAVOR. CLOWER ABSENT.**

**Heard Update on RCAT Committee Activities**

Ms. Montez commented the RCAT Committee met on August 18, 2016. Ms. Montez reported that Mr. Richard Balli, Human Relations Committee at the City stated there were 141 ADA citations issued for the month of July with 1,063 issued year-to-date. She commented Mr. Gordon Robinson reported on the 2016 Service Adjustments on various routes, Transit Plan 20/20 and Operations Report for the month. She also stated she gave an update on procurement items and Mr. Balli reported on four no-show eligibility appeals with the meeting being concluded by Ms. Anne Bauman.

**Provided Opportunity for Public Comment**

Mr. Abel Alonso commented on bus routes and rider relationships on Route 27 to Robstown. He commented the bus was full both ways and everything ran smoothly. He would like security to interact with riders when on duty. Mr. Alonso also commented he attended a Commissioner's Court meeting recently and stated that the commissioners now see the RTA is a very important part of this community.

Ms. Gina Salazar of ATU Local 1769 commented on behalf of the operators and Roland Estrada, President of the union who could not attend and they are in agreement of everything discussed in the budget meeting the day before with Mr. Cruz-Aedo.

**Discussion and Possible Action to Approve the Board Meeting Minutes of August 3, 2016**

**MR. MARTIN MADE A MOTION TO APPROVE THE BOARD MEETING MINUTES OF AUGUST 3, 2016. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, ESCOBEDO, GARCIA, HARRIS, MARTIN, MARTINEZ AND YOUNG VOTING IN FAVOR. CLOWER ABSENT.**

**CONSENT AGENDA**

**Mr. Rock stated that following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board had been furnished with support documentation on these items. He asked if anyone wished to withdraw an item for discussion:**

- a. **Action** to Approve the Proposed Staples Street Center Facilities Use Rental Rates
- b. **Action** to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Petroleum Traders Corp for Unleaded Fuel Supply

**MR. NISKALA MADE A MOTION TO A. APPROVE THE PROPOSED STAPLES STREET CENTER FACILITIES USE RENTAL RATES PARTS; B. AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO PETROLEUM TRADERS CORP FOR UNLEADED FUEL SUPPLY. MR. ESCOBEDO SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, ESCOBEDO, GARCIA, HARRIS, MARTIN, MARTINEZ AND YOUNG VOTING IN FAVOR. CLOWER ABSENT.**

**2017 Budget Workshop**

Mr. Jorge Cruz-Aedo commented Ms. Rosa Villarreal will present a recap on Budget Workshop #4. He also stated there was one change to the calendar on September 28<sup>th</sup>. Mr. Cruz-Aedo commented that a Public Hearing is scheduled on November 2<sup>nd</sup>, with an additional workshop if needed on November 16<sup>th</sup>, and final adoption of the 2017 Budget would be on December 7<sup>th</sup>. Mr. Curtis Rock commented he would like the agency to hold a workshop in the evening so the public is able to attend. Mr. Cruz-Aedo stated we will the October 26<sup>th</sup> Budget Workshop in the evening at 6:00 p.m.

Ms. Villarreal using a PowerPoint presentation, reported on the Operating Budgets to include Transportation, Purchased Transportation, Service Development, Vehicle Maintenance, Materials Management, Street Maintenance, Revenue and Depreciation, and commented the first-half of the budget workshops involved the Administrative departments.

**Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Proposals (RFP) for Bus Stop Cleaning Services**

Ms. Sharon Montez reported we have increased our trash receptacles from 150 to 860 and require the maintenance and services to handle these additional placements. There are 1,432 bus stops with 250 shelters, 838 square miles in the service area over nine cities. Mr. Tom Niskala commented for staff to research the compacted decomposed granite material for our bus stop pole locations similar to what the city uses on hike and bike trails to keep mowing needs down. Mr. Scott Harris commented staff to propose the scope of work services be on a weekly basis, the lump-sum contract be itemized and the contractor ability in staff to perform the scope of services.

**MR. REEVES MADE A MOTION TO ACTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP CLEANING SERVICES. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, ESCOBEDO, GARCIA, HARRIS, MARTIN, MARTINEZ AND YOUNG VOTING IN FAVOR. CLOWER ABSENT.**

**Heard Presentations:**

**a. June 2016 Financial Report**

Using a PowerPoint, Ms. Cindy O'Brien reported on the June 2016 financials. Sales estimated at \$3.4 million same as 2015 with year-to-date collections at \$2.9 million, a \$68,249 less than budgeted. Income statement for July operating budget at \$1.4 million versus \$1.2 million budgeted. Department expenses were at \$16.7 million a little under budget and street improvement at \$155,000 with \$1.5 million budgeted. Ms. O'Brien commented the Unrestricted Net Position was at \$12.5 million. Fuel pricing still staying low for CNG, diesel and unleaded.

**b. Second Quarter 2016 Performance Reports: i. Defined Benefit Plan and Trust and ii. Defined Contribution Plan**

Ms. O'Brien reported on the Defined Benefit Plan ending June 30, 2016 of \$31.5 million with year-to-date return at 4.22 percent. Wells Fargo manages the investments of this plan; 55 percent of equities followed by 37 percent of fixed income. The Defined Contribution Plan ending June 30, 2016 of \$8.0 million with year-to-date return 1.98 percent. Employees select investments to participate in, and Ms. O'Brien stated Wells Fargo plans to educate our employees by meeting with them to assist on the best options offered. This plan invests in a better array of types of investments.

**c. Second Quarter 2016 Investment Report for the Period Ended June 30, 2016**

Ms. O'Brien used a PowerPoint presentation to report on how the market changes affected June's rates. She commented there was a little change in our portfolio with our beginning balance of \$30.2 million to ending balance as of June 30, 2016

at \$24.4 million and our fiscal year-to-date earnings were at \$58,209. Ms. O'Brien stated the quarterly review is recovering from the market changes.

**d. Operations Report for July 2016**

Mr. Gordon Robinson reported ridership for July at 438,745 still down from previous year and overall at 14.2 percent based on lack of Harbor Ferry Project, making the overall system-wide ridership down only 3.7 percent. He also reported on-time performance met our standard. Customer Assistant Form (CAF) call-ins were at 63 down from last year. A new graph to show Peer Transit Standard of (20) CAF's/100,000 Miles. Mr. Mike Reeves commended staff for the addition of this graph. He commented the accident rate was at 2.65.

**e. Update on Transit Plan 20/20**

Mr. Gordon Robinson reported on the mission of the Plan and commented the consultant will attend the next board meeting. Continued research, analysis, surveys and community outreach and meetings to refine and move forward to finalize the plan.

**f. Procurement Update**

Ms. Sharon Montez Ms. Sharon Montez gave an update board items on a 4-month outlook of support vehicles, maintenance uniform rental services, bus and engine parts, ADA bus stop improvements and bus stop cleaning services. She commented on items required for the CEO's approval of HVAC services, investment advisory and financial auditing services and towing services.

**Discussion (In Closed Session) and Possible Action Thereafter in Open Session Concerning Staples Street Center Proposed Leases and Tenants**

Mr. Rock announced the Board was going into closed session at 10:00 a.m. to discuss Staples Street Center Proposed Leases and Tenants under sections 551.072 of the Texas Open Meetings Act. Mr. Rock reconvened the meeting in open session at 10:06 a.m. and asked for a motion to approve the lease with Nueces River Authority.

**MR. NISKALA MADE A MOTION TO APPROVE STAPLES STREET CENTER PROPOSED LEASE AND TENANT, NUECES RIVER AUTHORITY. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, ESCOBEDO, GARCIA, HARRIS, MARTIN, MARTINEZ AND YOUNG VOTING IN FAVOR. CLOWER ABSENT.**

**CEO's Report**

Mr. Cruz-Aedo commented on the appointment of Director of Marketing to Kelly Coughlin and Managing Director of Administration to Robert Saldaña. He also commented on Texas Transit Association will hold a training conference in October and that the RTA would provide riders free rides to the polls on election day with their voters registration cards.



**Chair's Report**

Mr. Rock allowed time to the board to comment on their choice of topic.

There being no further business, the meeting was adjourned at 10:11 a.m.

Submitted by: Dena Linnehan

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Curtis Rock, Acting Secretary / Date



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 12, 2016

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**Subject: Confirm Committee Appointments by the Board Chair and Rename Committee Structure**

**Background**

At this time, we will appoint Edward Martinez as Board Secretary and update the Authority's two standing Committees; the Administration Committee and the Operations Committee. Committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority.

There are five subcommittees that convene on an as-needed basis and we would like to incorporate these subcommittees to form the new Administration & Finance Committee, and the new Operations & Capital Projects Committee outlined below and in Attachment 1. This consolidation of subcommittees into committees will reduce the number of meetings for Board Members and allow for the committees to make quorums each month. Additionally, the staff time to prepare agenda and materials and transcribing of minutes will be significantly reduced without causing board items to not be vetted properly. Responsibilities of the Committees and Subcommittees are outlined in Attachment 2.

**Identified Need**

Section 3.07. of the Bylaws states that "The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees." Given the appointment of a new Chairperson for the Board and the recent resignation of a City of Corpus Christi Council appointment it is now necessary to revisit the Committee and Subcommittee appointments.

The Chair will recommend Board Members, with the respective chairs, to participate in the designated Committees.

**Recommendation**

The Chair requests that the Board concur with his appointments to the Committees and Subcommittees restructure.

Respectfully Submitted,

Submitted by: \_\_\_\_\_  
Curtis Rock  
Chairman of the Board

# **CURRENT STRUCTURE**

## **COMMITTEES**

### **Administration Committee**

***Tom Niskala, Chair***

Angie Flores-Granado

Conrado Garcia

Butch Escobedo

Larry Young, Jr.

### **Operations Committee**

***Michael Reeves, Chair***

Edward Martinez

George Clower

Glenn Martin

Scott Harris

## **SUBCOMMITTEES**

### **Audit, Finance, Health & Pension Subcommittee**

***T. Niskala, Chair***

C. Garcia

E. Martinez

B. Escobedo

L. Young

### **Development Subcommittee**

***G. Clower, Chair***

A. Granado

T. Niskala

S. Harris

### **Disadvantaged Business Enterprise Subcommittee**

***C. Rock, Chair***

G. Clower

A. Granado

G. Martin

### **Governmental Relations Subcommittee**

***A. Granado, Chair***

G. Clower

T. Niskala

E. Martinez

C. Garcia

G. Martin

### **Rural Affairs Subcommittee**

***M. Reeves, Chair***

A. Granado

M. Reeves

G. Martin

*(NOTE: Subcommittees are now under the two standing committees and will meet on an 'as-needed' basis and will be called by the Board Chair)*

## **NEW STRUCTURE - 101216**

### **ADMINISTRATION & FINANCE COMMITTEE**

***Tom Niskala, Chair***

Angie Flores-Granado

Conrado Garcia

Butch Escobedo

Larry Young, Jr.

*(includes Audit, Finance, Health & Pension Subcommittee; Disadvantaged Business Enterprise (DBE) Subcommittee; Governmental Relations Subcommittee)*

### **OPERATIONS & CAPITAL PROJECTS COMMITTEE**

***Michael Reeves, Chair***

Edward Martinez

George Clower

Glenn Martin

Scott Harris

*(includes Developmental Subcommittee; Rural Affairs Subcommittee)*

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**NEW COMMITTEE STRUCTURE**

*AS OF 10-12-2016*

**ADMINISTRATION & FINANCE COMMITTEE**

***TOM NISKALA – CHAIR***

Angie Flores-Granado

Conrado Garcia

Butch Escobedo

Larry Young, Jr.

**Audit, Finance, Health & Pension Subcommittee**

*T. Niskala – Chair*

C. Garcia

E. Martinez

B. Escobedo

L. Young

**Disadvantaged Business Enterprise Subcommittee**

*C. Rock – Chair*

G. Clower

A. Granado

G. Martin

**Governmental Relations Subcommittee**

*A. Granado – Chair*

G. Clower

T. Niskala

E. Martinez

C. Garcia

G. Martin

**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

***M. REEVES – Chair***

Edward Martinez

George Clower

Glenn Martin

Scott Harris

**Development Subcommittee**

*G. Clower – Chair*

A. Granado

T. Niskala

S. Harris

**Rural Affairs Subcommittee**

*M. Reeves – Chair*

A. Granado

M. Reeves

G. Martin

**CURRENT BOARD MEMBERS**

01/06/2016	Curtis Rock - Board Chair	07/14/2014	Glenn Martin
10/14/2015	Michael Reeves - Board Vice Chair	03/02/2016	Conrado Garcia
04/01/2015	Edward Martinez - Board Secretary	03/02/2016	Scott Harris
10/14/2015	Angie Flores-Granado	06/14/2016	A.R. 'Butch' Escobedo
07/14/2014	George Clower	06/14/2016	Larry Young, Sr.
11/14/2015	Tom Niskala		

### **Responsibilities of Committees**

1. Administration & Finance Committee – review and consider all matters pertaining to the Authority arising out of the Administration Department and make appropriate recommendations from time to time to the Board of Directors; may hear grievances and appeals of disciplinary actions on behalf of the Board of Directors as provided under the Personnel Rules and Regulations; will perform such other and further actions as may be requested of it from time to time by the Board of Directors and act on behalf of the Board of Directors on specific matters when authorized by a vote of the Board.

**Convenes monthly.**

2. Operations & Capital Projects Committee – review and consider all matters pertaining to the Authority arising out of the Operations Department and make appropriate recommendations from time to time to the Board of Directors; will perform such other and further actions as may be requested of it from time to time by the Board of Directors and act on behalf of the Board of Directors on specific matters when authorized by a vote of the Board. **Convenes monthly.**

### **Responsibilities of Subcommittees**

1. *Rural Affairs Subcommittee* - Advise the Board related to capital and service needs and improvements in small cities and rural areas. Monitor activities and performance of services and initiatives and solicit input regarding service and capital needs. **Convenes on an as-needed basis.**

2. *Governmental Relations Subcommittee* - Advise the Board related to studies on the probable effects of federal and state legislation and regulations and to educate the Board on the annual proposed legislative program. Provide input related to the selection criteria of lobbying consultants and monitor and coordinate the RTA's efforts related to policy and legislative issues. **Convenes on an as-needed basis.**

3. *Audit, Finance, Health and Pension* - Advise the Board related to budgetary, audit, financial trends, health insurance issues, provide guidance and monitor activities and performance, and manage issues related to code of ethics and conflicts of interest. Inform the Board regarding changes in investments, initiatives, and projects, and manage and administer the RTA Employee Defined Benefit Plan and the RTA Employee Defined Contribution Plan. **Convenes on an as-needed basis and annually to review the Defined Benefit Plan's assets.**

4. *Development Subcommittee* – Advise the Board in the development of plans for the proposed Staples Street Center and other RTA capital projects. **Convenes on an as-needed basis.**

5. *Disadvantaged Business Enterprise Subcommittee* – Advise the Board related to the disadvantaged business program, monitor activities and performance, including goals, and actively solicit input regarding improvements to the disadvantaged business program. **Convenes on an as-needed basis.**



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Memo

October 12, 2016

**Subject: Award a Contract to Dero for the Manufacturing of Bicycle Facilities**

**Background**

On April 28, 2015, the RTA was awarded \$248,400 in grant funds under the Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) by the Metropolitan Planning Organization (MPO). These funds were awarded to purchase bicycle trip support amenities, such as bicycle racks, bicycle lockers, and public self-service bicycle maintenance amenities to complement transit services and to support implementation of the MPO's Strategic Plan for Active Mobility Phase 1: Bicycle Mobility. RTA facility maintenance staff will install the purchased hardware. The table below illustrates the sources of funds and the fiscal years.

<b>Fiscal Year (FY)</b>	<b>Total</b>	<b>FHWA TAP Funds</b>	<b>CCRTA Local Share</b>
2015	\$ 235,500	\$ 188,400	\$ 47,100
2016	\$ 75,000	\$ 60,000	\$ 15,000
Total Funds	\$ 310,500	\$ 248,400	\$62,100

On May 4, 2016, the Board of Directors approved the issuance of a request for proposals (RFP) to purchase a range of bicycle trip support amenities. Subsequently, on June 1, the Board of Directors adopted resolutions approving Advanced Funding Agreements (AFA) with the Texas Department of Transportation (TxDOT) for the two TAP grant awards (projects 0916-35-199 and 0916-35-202) that will support this purchase.

**Identified Need**

The RTA was awarded TAP funding to further integrate bicycle usage with transit services to extend the effective reach of transit and grow ridership, per the fundamental objectives of the MPO's Bicycle Mobility Plan. The installation of bicycle trip support amenities will be of direct benefit to RTA riders and the broader public. Provision of safe, reliable bike parking and do-it-yourself maintenance hardware will facilitate the use of bicycles to access transit and final destinations (first and last mile). In addition, providing these amenities at a density that will serve the neighborhoods and commercial destinations around transit will foster active modes of mobility for the broader community.

**Analysis**

The RFP was issued on August 1 followed by a pre-proposal meeting on August 10. Although no firms attended the pre-proposal meeting, staff made contact with six companies. Some companies reported only accepting inbound phone orders and indicated that they do not respond to RFP solicitations. Two proposals were received on August 29. Each proposal was evaluated and rated using a structured format and scoring rubric.

The evaluation criteria were as follows:

- Firm's Response to RFP (10 points)
- Firm's Experience (20 points)
- Product Materials and Workmanship (40 points)
- Price (30 points)

The results of the evaluation are listed below:

<b>Firm</b>	<b>Technical Score- (70 Maximum Points)</b>	<b>Price Score- (30 Maximum Points)</b>	<b>Totals Score- (100 Maximum Points)</b>
Dero	60.6	30.0	90.6
Tolar Manufacturing	46.0	17.5	63.5

Dero proposed on all listed products within the scope of work. Tolar Manufacturing responded only to a single item (small bicycle rack). Based on each firm's experience, RFP response, product materials and workmanship, and price, the response received from Dero contained the best products and value for the agency.

Both firms included material that demonstrated competence and capabilities in the area of experience and qualifications. However, the Dero team was rated superior by virtue of relevant experience, completeness of response, quality and durability of products, and installation guidelines. Since 1995, Dero has been providing high quality bicycle facilities, serving clients across the country, including Houston, TX, Knoxville, TN, Minneapolis, MN, Boulder, CO, and Los Angeles, CA. In 2008, this innovative company invented the concept of public outdoor bicycle repair equipment.

#### **Financial Impact**

The total cost for manufacturing and shipping bicycle facilities will not exceed the \$310,500 funding total, which includes the RTA's requisite local match contribution of \$62,100 which has been budgeted in the FY 2016 Capital Budget.

#### **Committee Review**


This item was presented to the Administration Committee on September 28, 2016.

#### **Recommendation**


Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Dero not to exceed \$310,500, and to accept the bid of \$222,215 for the Manufacturing of Bicycle Facilities pending concurrence from TxDOT.



Respectfully Submitted,

Submitted by:   
Gordon Robinson  
Director of Planning

Approval:   
Rosa Villarreal  
Managing Director of Operations

Approval:   
Jorge Cruz-Aedo  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Memo

October 12, 2016

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### **Subject: Accept the Transit Plan 20/20 Five-Year Service Plan**

#### **Background**

In July 2015, Transit Plan 20/20 or the RTA Comprehensive Operational Analysis, was initiated in coordination with the Nelson Nygaard consultant team to develop a five-year fixed route service plan to improve customer satisfaction, operational performance, and increase ridership. Since that time, major milestones and deliverables have been successfully completed which include:

- Data Collection, Performance Evaluation, and Demographic Analysis
  - Existing Conditions Report
- Market Analysis and Peer Review
- Preliminary Service Concepts by Geographic Area
  - Northside, Westside, Southside, Robstown, Leopard/Annaville, Downtown Corpus Christi/North Beach, Flour Bluff/Padre Island/Port Aransas
- Service Alternatives
  - Options 1 and 2
- Fare Analysis and Organizational Review for RTA Operations
  - Fare Analysis Report
  - Organizational Review Report
- System-wide Preferred Scenario
- Service Design Guidelines and Performance Standards
- Capital Guidelines and Recommendations for Managing Bus Stops
- Innovative Alternative Services including Transportation Network Companies and Autonomous Shuttles
- Draft and Final Reports with Phasing Plan

Throughout the development of the plan, extensive public and stakeholder outreach was conducted at transfer stations, at bus stops, on buses, through multiple in-person and online surveys, and in meetings to formulate service plan recommendations.

#### **Identified Need**

The goals of Transit Plan 20/20 was to thoroughly evaluate the fixed route system, collect and analyze feedback, and develop service improvements to increase ridership. Transit Plan 20/20 provides recommendations for short-term cost-neutral fixed route and schedule improvements. In addition, the plan includes a roadmap for service expansion priorities, service guidelines, performance standards and fare policies. Key findings of the five-year service plan include:

### Transit Demand

- Most areas of high transit demand have adequate service levels
- Additional service is warranted along Leopard, Weber, Everhart, and Saratoga

### Service Design

- Several Westside Corpus Christi routes overlap and operate on neighborhood streets
- Several routes have poor on-time performance due to detours and excessive route length
- Service levels and coverage on Sunday are significantly less than weekdays and Saturdays

### Ridership

- Corridors with the highest ridership include Port, Staples, Ayers, Leopard, and Alameda
- Aside from transfer stations, the highest ridership stops include Texas A&M University-Corpus Christi, Del Mar College, H-E-B stores, and Walmart Supercenter stores
- Sunday service is more productive than on Saturday and comparable to weekdays despite minimal service levels and coverage

### Fare Policy

- Fares and pass prices are among the lowest in the country
- Simplified fare structure is needed with more express fare payment options
- More consistent fare enforcement is needed

### Key recommendations of the service plan include:

- Upgraded Southside Service
- More Frequent Service on Leopard and Port
- More Direct Westside Service
- City of Corpus Christi Downtown / North Beach Route Improvements
- Improved Directness and Frequency in Robstown
- Expanded Express service
- Expanded Sunday Service
- Consolidated Port Aransas Service
- Improved Speed and Reliability

### Implementation Plan for the Five Year Period

#### Phase 1 Service Recommendations:

- Focused on improvements in the Northside, Westside, Robstown, and Flour Bluff/Padre Island areas
- Proposed improvements for early 2017 include New Bus Rapid Transit (BRT) or frequent service on Leopard Street, new express route from Flour Bluff to Downtown, streamlined service on Route 12 and 16 to improve travel time, new Route 30 Circulator, modified Route 34 service and new Route 35 service in

Robstown, and shortened Route 67 service between Gregory and the Staples Street Station

- Other improvements include shifting service hours from Saturdays to Sundays, new BRT or frequent service on Port Avenue, new Beach Bus service, headway improvements, and route re-alignments

#### Phase 2 Service Recommendations:

- Focused on improvements in the City of Corpus Christi Downtown/North Beach, Southside, Central, and Flour Bluff/Padre Island/Port Aransas areas
- Proposed improvements include shifting service hours from Saturdays to Sundays, headway improvements, and route re-alignments

#### Phases 3-5 Service Expansion Recommendations:

- Builds upon Phase 1 and 2 improvements
- Improves headways on specific routes on all days of the week

#### Next Steps

Staff will be working to implement service improvements under Phase 1 of the plan effective January 23, 2017. Staff will begin conducting a Title VI of the Civil Rights Act of 1964 service equity analysis, hold public meetings to inform and educate riders, and hold a public hearing per Federal Transit Administration requirements prior to implementing service improvements. In parallel, staff will be working closely with agency employees including bus operators to ensure clarity regarding all route maps and schedules.

In regards to proposed fare policy changes, staff will convene internally to review recommendations and options. If deemed appropriate, a Fare Review Committee will be organized to discuss short term recommendations aimed at adjusting the fare structure.

#### **Financial Impact**

The Transit Plan 20/20 phasing plan is based on a cost neutral approach. The Phase 1 service improvements are included within the proposed Fiscal Year 2017 Operating Budget.

#### **Committee Review**

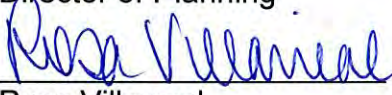
This item was presented to the Operations Committee on September 28, 2016.

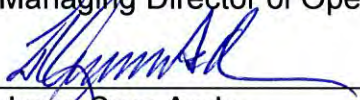
#### **Recommendation**

Staff requests that the Operations Committee recommend the Board of Directors to accept the Transit Plan 20/20 five-year service plan.

Respectfully Submitted,

Submitted by:   
Gordon Robinson  
Director of Planning

Final Review:   
Rosa Villarreal  
Managing Director of Operations

Approval:   
Jorge Cruz-Aedo  
Chief Executive Officer



**TRANSIT  
PLAN 20/20**

**Final Report**

**September 2016**

# 1 EXECUTIVE SUMMARY

## Introduction

In July 2015, the Corpus Christi Regional Transportation Authority (CCRTA) initiated a comprehensive analysis of its entire bus system, titled Transit Plan 20/20. The first element of the study was an Existing Conditions Report that evaluated population and employment characteristics, service design and ridership. The densities and distribution of population segments students, and employees was also examined. The report also included a review of peer transit agencies to identify deficiencies and opportunities for improvement. The primary intent of the existing conditions report was to highlight existing strengths and weaknesses of the CCRTA system and provide a foundation for service recommendations.

Key findings of the existing conditions report include:

### Transit Demand

- Most areas of high transit demand have adequate service levels.
- Additional service is warranted along Leopard, Weber, Everhart, and Saratoga.

### Service Design

- Several Westside Corpus Christi routes overlap and operate on neighborhood streets.
- Several routes have poor on-time performance due to detours and excessive route length.
- Service levels and coverage on Sunday are significantly less than weekdays and Saturdays.

### Ridership

- Corridors with the highest ridership include Port, Staples, Ayers, Leopard, and Alameda
- Aside from transfer stations, the highest ridership stops include Texas A&M University-Corpus Christi, Del Mar College, H-E-B stores, and Walmart Supercenter stores.
- Sunday service is more productive than on Saturday and comparable to weekdays despite minimal service levels and coverage.

### Fare Policy

- Fares and pass prices are among the lowest in the country.
- More consistent fare enforcement is needed.

## **Community Outreach**

Transit Plan 20/20 also included extensive community outreach effort throughout the project to obtain feedback from riders, stakeholders and other members of the community. A project website was maintained to provide project updates, participation opportunities, and documents.

A Design Your Bus System survey was conducted at transit stations and also made available on the project website to better understand the priorities of the community. The survey generated similar feedback from riders and non-riders. Service improvement priorities included more frequent service, earlier/later service, service to new areas, increased Sunday service and more shelters at bus stops. An all-day open house was also held at CCRTA headquarters to solicit feedback on initial service concepts.

Stakeholders meetings were held and participated by representatives of governmental departments, social service organizations, health providers, educational institutions, and customer advocacy groups. Stakeholders conveyed transit needs and provided feedback on initial service improvement concepts.

## **Recommendations**

Transit Plan 20/20 provides recommendations for short-term cost-neutral route and schedule improvements that are designed to improve operational reliability, customer satisfaction, and increase ridership. In addition, Transit Plan 20/20 includes a roadmap for service expansion priorities, service guidelines, performance standards and fare policies. Key recommendations of the service plan include:

- Upgraded Southside Service
- More Frequent Service on Leopard and Port
- Expanded Sunday Service
- More Direct Westside Service
- Downtown / North Beach Route Improvements
- Improved Directness and Frequency in Robstown
- Expanded Express service
- Consolidated Port Aransas Service
- Improved Speed and Reliability



Figure 1 Recommended Local Route Network

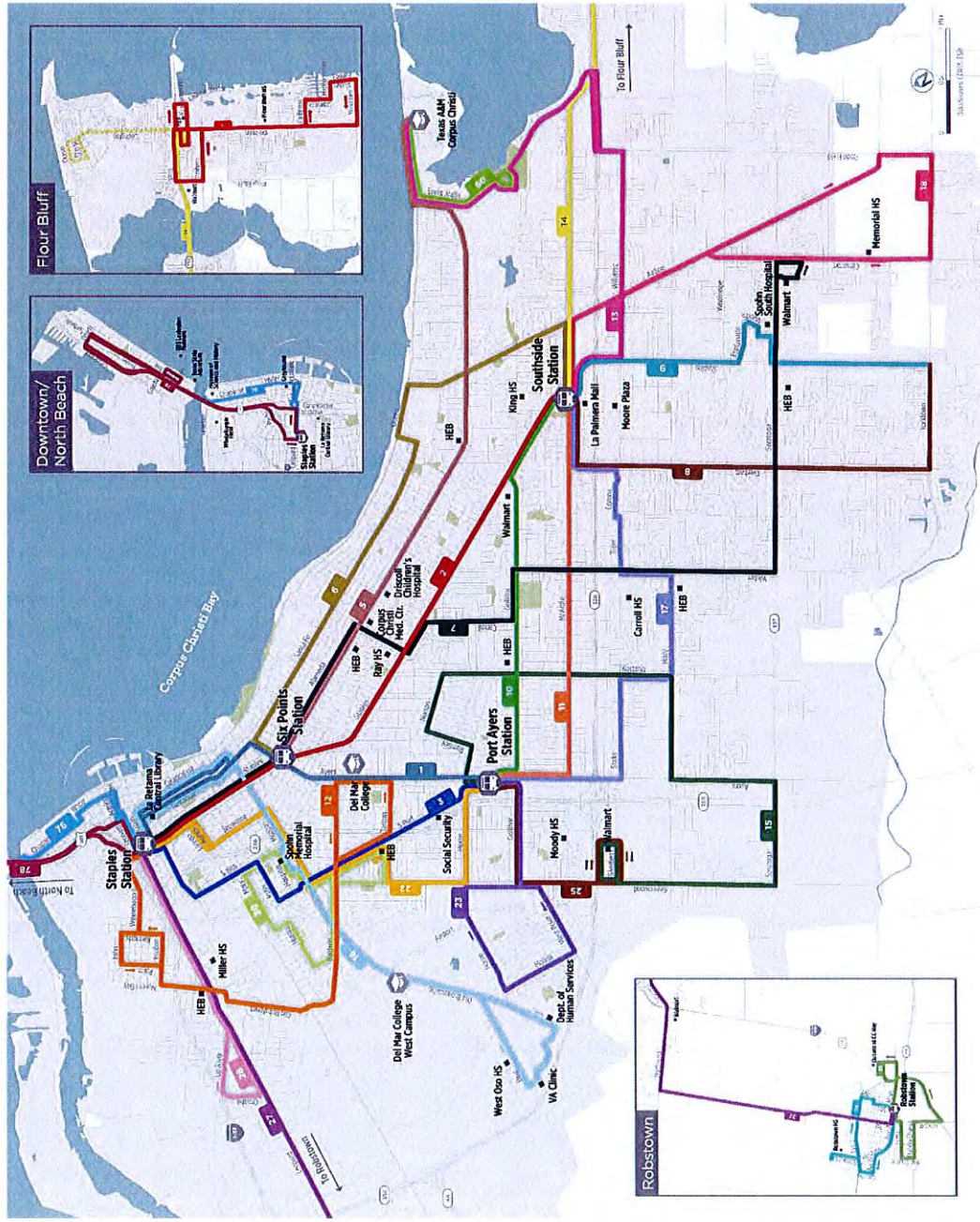
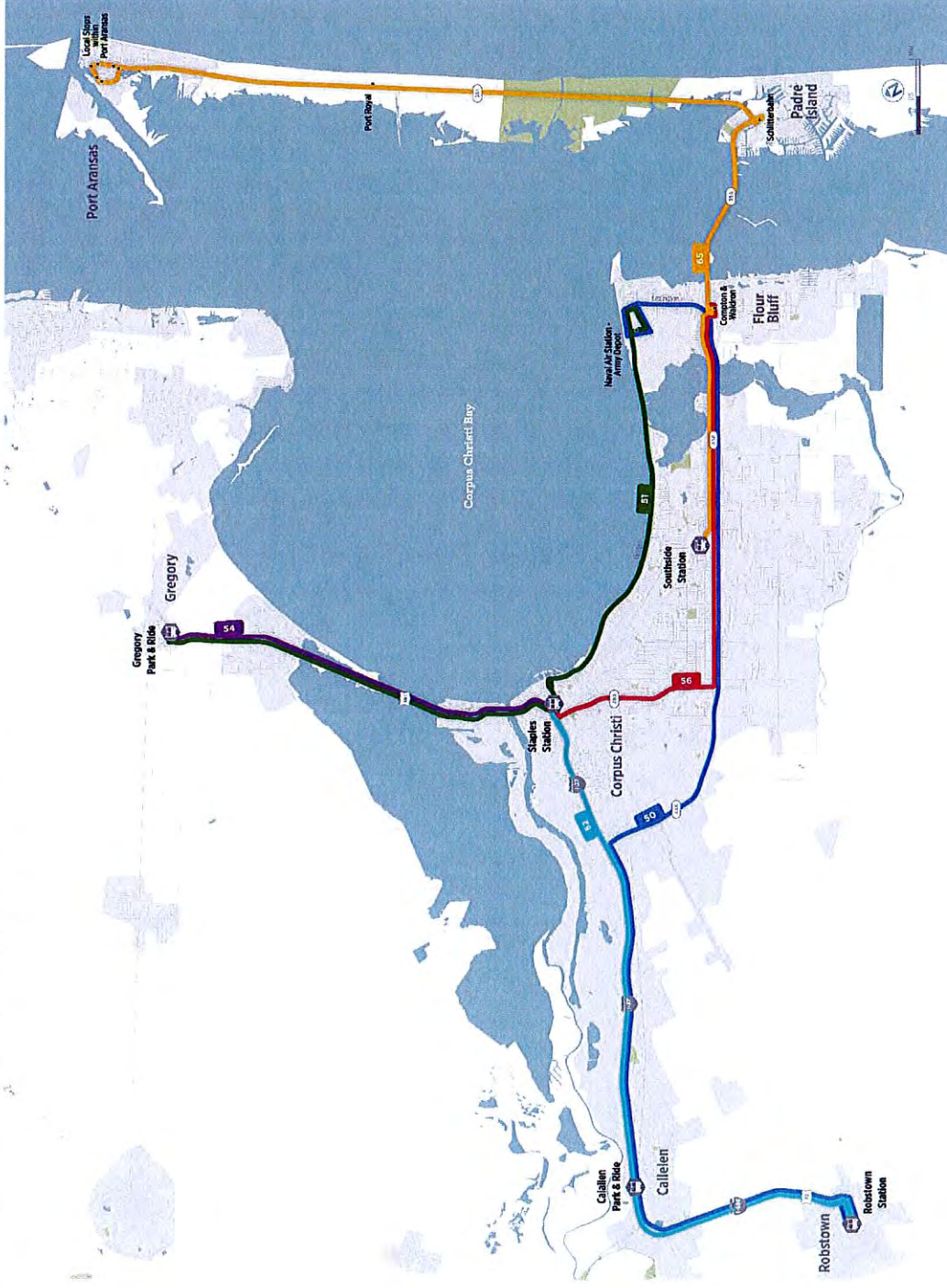


Figure 2 Recommended Express Route Network





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 12, 2016

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**Subject: Interlocal Agreement Between the Regional Transportation Authority and the City of Corpus Christi Strategic Integration (Travel Demand Model) Feasibility Study**

### **Background**

The City of Corpus Christi, in joint partnership with the Texas Department of Transportation (TxDOT), the Metropolitan Planning Organization, and the RTA, is working to initiate the Strategic Integration (Travel Demand Model) Feasibility Study. Prior to the City of Corpus Christi initiating this effort under a consultant contract, an interlocal agreement between the City of Corpus Christi and the RTA must be approved and executed.

On September 2, 2015, the RTA Board of Directors approved a funding share amount not to exceed \$50,000 to support the transit component of the study. However, with the recent completion of the Advanced Funding Agreement between the City of Corpus Christi and TxDOT, an additional amount up to \$4,200 is being requested to account for administration costs. As a result, the interlocal agreement must reflect a not to exceed funding amount of \$55,200.

### **Identified Need**

In order to initiate this study, an interlocal agreement between the City of Corpus Christi and the RTA is required. The term of this agreement shall be for approximately one year. The study is expected to be completed by December 31, 2017.

The study is the initial step for RTA to utilize the travel demand model for long range planning purposes. The model will enable staff to analyze transit alternatives for locating transit facilities, analyze the effects of Transit-Oriented Development (TOD) on ridership, and implement future transit improvements including Bus Rapid Transit services. In addition, the RTA will gain access to demographic projections, roadway capacity projections, and updates to the City's Urban Transportation Plan.

### **Financial Impact**


The not to exceed funding amount of up to \$55,200 is budgeted within the Fiscal Year 2016 Operating Budget.

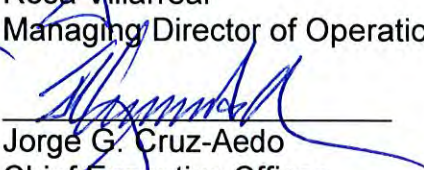
### **Recommendation**

The staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into an Interlocal Agreement with the City of Corpus Christi to partially fund the Travel Demand Model Feasibility Study in an amount not to exceed \$55,200.

Respectfully Submitted,

Submitted by:   
Gordon Robinson  
Director of Planning

Reviewed by:   
Rosa Villarreal  
Managing Director of Operations

Approval by:   
Jorge G. Cruz-Aedo  
Chief Executive Officer

THE STATE OF TEXAS §

COUNTY OF NUECES §

**INTERLOCAL AGREEMENT BETWEEN THE  
REGIONAL TRANSPORTATION AUTHORITY AND  
THE CITY OF CORPUS CHRISTI  
STRATEGIC INTEGRATION (TRAVEL DEMAND MODEL) FEASIBILITY STUDY**

This Interlocal Agreement is made between the City of Corpus Christi, Texas, (“City”), a municipal corporation and home-rule city, acting by and through its governing body, the City Council and the Regional Transportation Authority in Corpus Christi, Texas (“RTA”), a metropolitan transit authority operating under Chapter 451 of the Texas Transportation Code.

WHEREAS, Bond 2014, Proposition 2 was approved by voters and provides TxDOT participation funds for joint projects the City will undertake such as the Strategic Integration (Travel Demand Model) Feasibility Study (“Project”); and

WHEREAS, the RTA has a need and interest in participating in the Project to enhance their long-range planning process;

**NOW, THEREFORE, BE IT AGREED BY THE REGIONAL TRANSPORTATION AUTHORITY AND THE CITY OF CORPUS CHRISTI, TEXAS:**

1. Scope of Work. The City agrees to a joint partner with the Regional Transportation Authority and TxDOT in the Project.

2. Contracting. The City shall handle all contracting and project management in connection with the Scope of Work through its public works department.

3. RTA Participation. The RTA agrees to pay to the City an amount not to exceed \$51,000.00 as its portion of the total costs to be incurred by the City in completion of the Scope of Work. The parties acknowledge that the cost estimate provided in the Scope of Work is an estimate only, but nothing herein shall obligate the RTA to pay more than \$55,200.00 in connection with the completion of the Scope of Work.

4. Payment Based on the Advanced Funding Agreement. The City stipulates that the TxDOT Advanced Funding Agreement provides a budget of the not to exceed costs to be incurred in connection with the project under the Scope of Work. The RTA agrees to pay to the City the actual not to exceed amount of \$55,200.00, such payment to be made no later than 45 days following the execution of the Notice to Proceed.

5. Term of Agreement. This Agreement shall be for a term of approximately one year with the project to be completed by December 31, 2017.

6. Payments. Any payment made by either the City or the RTA for any of the services provided pursuant to this Agreement shall be made out of current revenues available to such parties as required by the Interlocal Cooperation Act. All funding obligations of the RTA and the City under this Agreement are subject to the appropriation of funds by each entity in its annual budget.

7. Disadvantaged Business Enterprises. The City agrees to include such provisions in its construction documents as are reasonably required by TxDOT such as those that promote the use of disadvantaged business enterprises in connection with the construction of said improvements and comply with Title VI of the Civil Rights Act.

8. Notices. Notices under this Agreement shall be addressed to the parties as indicated below, or changed by written notice to such effect, and shall be effected when delivered or when deposited in the U.S. Mail, post pre-paid, certified mail, return receipt requested.

CITY: City of Corpus Christi  
Attn: Executive Director of Public Works  
P.O. Box 9277  
Corpus Christi, Texas 78469-9277

RTA: CEO  
Regional Transportation Authority  
5658 Bear Lane  
Corpus Christi, Texas 78405

9. Performance. This Agreement shall be performed in Nueces County, Texas and shall be interpreted according to the laws of the State of Texas.

10. Severability Clause. If any portion of this Agreement or the application thereof to any person or circumstance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue to be enforceable in accordance with its terms.

11. Entire Agreement. This Agreement shall be binding on and inure to the benefit of the parties to this Agreement. This Agreement represents the entire agreement between the parties and may not be modified by any oral agreements or understandings. Any amendments must be made in writing and signed by all parties.

12. Interlocal Cooperation Act. This Agreement is subject to the terms and provisions of the Texas Interlocal Cooperation Act, codified as Chapter 791 of the Texas Government Code. Further, each party represents that this agreement has been duly passed and approved by its governing body, as required by the Act.

**CITY OF CORPUS CHRISTI**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Valerie H. Gray, P.E. (Date)  
Executive Director Public Works

\_\_\_\_\_  
Jorge Cruz-Aedo, CEO (Date)

ATTEST:

\_\_\_\_\_  
Rebecca Huerta (Date)  
City Secretary

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Assistant City Attorney (Date)

CSJ #0916-35-205  
 District #16  
 Code Chart 64 # 09800  
 Project: Strategic Integration (Travel  
 Demand Model (TDM) Feasibility Study  
 Federal Highway Administration  
 CFDA Title: Highway Planning &  
 Construction\_  
 CFDA No.20.205  
 Not Research and Development

STATE OF TEXAS       §

COUNTY OF TRAVIS    §

**LOCAL TRANSPORTATION PROJECT  
 NON-CONSTRUCTION ADVANCE FUNDING AGREEMENT  
 for a  
 Strategic Integration (Travel Demand Model) Feasibility Study  
 "On system**

**THIS Local Project Advance Funding Agreement for Non-Construction (LPAFA)** is made by and between the State of Texas, acting by and through the Texas Department of Transportation (State), and the City Of Corpus Christi (Local Government).

**BACKGROUND**

A Master Agreement between the Local Government and the State has been adopted and states the general terms and conditions for transportation projects developed through this LPAFA. Federal law establishes federally funded programs for transportation improvements to implement its public purposes, including the Strategic Integration (Travel Demand Model) Feasibility Study program. Federal and state laws require local governments to meet certain contract standards relating to the management and administration of federal and state funds. The Texas Transportation Commission passed Minute Order Number 114585, which provides for development of and funding for the Project identified in this LPAFA. The Governing Body of the Local Government has approved entering into this LPAFA by resolution or ordinance dated \_\_\_\_\_, 20\_\_, which is attached to and made part of this LPAFA as Attachment A.

**NOW THEREFORE**, the State and the Local Government agree as follows:

**AGREEMENT**

**1. Period of the Agreement**

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect until the close of ordinary business on December 31, 2017.

**2. Scope of Work**

The scope of work is the Project as detailed in Attachment B, which is attached to and made part of this LPAFA.

**3. Local Project Sources and Uses of Funds**

**A.** The total estimated cost of the Project is shown in Attachment C, which is attached and made part of this LPAFA. The State will pay for only those Project costs that have been



approved by the Texas Transportation Commission. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated by the Federal Highway Administration (FHWA). After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for one hundred percent (100%) of the cost of any work performed under its direction or control before the Federal spending authority is formally obligated.

- B. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures and Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- C. The State will be responsible for securing the Federal and State share of the funding required for the Project. If the Local Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.
- D. The Local Government will be responsible for all non-federal and non-state participation costs associated with the Project.
- E. The State will not pay interest on any funds provided by the Local Government.
- F. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.
- G. Whenever funds are paid by the Local Government to the State under this LPAFA, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation." The check or warrant shall be deposited by the State and managed by the State. These funds may only be applied to the Project. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due by the Local Government, the State, or the Federal government will be promptly paid by the owing party. After final Project accounting if excess funds remain, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- H. Attachment C will clearly state the approval funding structure under 43 TAC §15.52. If the Local government is an Economically Disadvantaged County and if the State has

approved adjustments to the standard financing arrangement, Attachment C will reflect those adjustments.

- I. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- J. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.

**4. Notices**

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

<b>Local Government:</b>	<b>State:</b>
City of Corpus Christi Director of Capital Programs Jeffery Edmonds 1201 Leopard Street Corpus Christi, TX 78401	Director of Contract Services Texas Department of Transportation 125 E. 11 <sup>th</sup> Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

**5. Termination**

Termination of this LPAFA shall be under the conditions as stated in the Master Agreement. This LPAFA may be terminated by the State if the Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds.

**6. Amendments**

Amendments to this LPAFA shall be made as described in the Master Agreement, without exception.

## **7. Document and Information Exchange**

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements, and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed project time estimate including types of activities and month in which the activity will be completed in the format required by the State. This requirement applies whether the Local Government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

## **8. Incorporation of Master Agreement Provisions**

This LPAFA incorporates all of the governing provisions of the Master Agreement in effect on the date of final execution of this LPAFA, unless an exception has been made in this agreement.

## **9. Debarment Certification**

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

## **10. Cost Principles**

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

## **11. Civil Rights Compliance**

- A. Compliance with Regulations:** The Local Government will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time.
- B. Nondiscrimination:** The Local Government, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the

discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Local Government of the Local Government's obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports:** The Local Government shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance:** In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
- a. withholding of payments to the Local Government under the contract until the Local Government complies and/or
  - b. cancellation, termination, or suspension of the contract, in whole or in part.
- F. Incorporation of Provisions:** The Local Government will include the provisions of paragraphs (A) through (E) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event an Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Local Government may request the Texas Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

## **12. Disadvantaged Business Enterprise (DBE) Program Requirements**

- A.** The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B.** The Local Government shall adopt, in its totality, the State's federally approved DBE program.

- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address [http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou\\_attachments.pdf](http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf).
- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this LPAFA. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this LPAFA. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

### 13. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
  - 1. Obtain and provide to the State a System for Award Management (SAM) number (Federal Acquisition Regulation, Part 4, Sub-part 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://www.sam.gov/portal/public/SAM/>
  - 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the

distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and

3. Report the total compensation and names of its top five (5) executives to the State if:
  - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
  - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

#### 14. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at <http://www.txdot.gov/inside-txdot/office/audit/contact.html>.
- C. If expenditures are less than the threshold during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$\_\_\_\_\_ expenditure threshold and therefore, are not required to have a single audit performed for FY \_\_\_\_\_."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

#### 15. Non-Discrimination Provisions

- A. Relocation Assistance: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects.
- B. Disability:
  - a. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. Seq.), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27.
  - b. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by the Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- C. Age: The Age Discrimination Act of 1974, as amended, (42 U.S.C. § 6101 et. Seq.), prohibits discrimination on the basis of age.
- D. Race, Creed, Color, National Origin, or Sex:

- a. The Airport and Airway Improvement Act of 1982 (49 U.S.C. § 4.71, Section 4.7123), as amended, prohibits discrimination based on race, creed, color, national origin, or sex.
  - b. The Federal Aviation Administration's Nondiscrimination state (4 U.S.C. § 47123) prohibits discrimination on the basis of race, color, national origin, and sex.
  - c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et. seq.), prohibits discrimination on the basis of sex.
  - d. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination because of sex in education program or activities (20 U.S.C. 1681 et. seq.).
- E. Civil Rights Restoration Act:** The Civil Rights Restoration Act of 1987 (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs and activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not.
- F. Minority Populations:** Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority and low-income populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- G. Limited English Proficiency:** Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the Engineer must take reasonable steps to ensure that LEP persons have meaningful access to its programs (70 Fed. Reg. at 74087 to 74100).

## **16. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

CSJ #0916-35-205  
District #16  
Code Chart 64 # 09800  
Project: Strategic Integration (Travel  
Demand Model (TDM) Feasibility Study  
Federal Highway Administration  
CFDA Title: Highway Planning &  
Construction\_  
CFDA No.20.205  
Not Research and Development

**THIS AGREEMENT IS EXECUTED** by the State and the Local Government in duplicate.

**THE LOCAL GOVERNMENT**

\_\_\_\_\_  
Signature

Ronald L. Olson  
City Manager

\_\_\_\_\_  
Date

**THE STATE OF TEXAS**

\_\_\_\_\_  
Kenneth Stewart  
Director of Contract Services  
Texas Department of Transportation

\_\_\_\_\_  
Date



CSJ #0916-35-205  
District #16  
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**ATTACHMENT A  
RESOLUTION OR ORDINANCE**

## **ATTACHMENT B SCOPE OF WORK**

### **Background:**

The Corpus Christi Metropolitan Planning Organization (MPO) utilizes the TxDOT Travel Demand Model (TDM) process for the development of traffic projections on a periodic basis.

The City of Corpus Christi and the Corpus Christi Regional Transportation Authority (CCRTA) would benefit from those traffic projections if they could be integrated into their respective transportation planning efforts. Specifically, the City Urban Transportation Plan under Mobility Corpus Christi, a strategic framework for mobility, and Area Development Plans as well as the CCRTA's Long-range Operations Plan, Transit Plan 20/20, would be integrated into the MPO – TDM process.

### **Context**

The Corpus Christi MPO currently has a 2006 base year travel demand model with a 2040 forecast. This model is a valuable tool in developing the region's long-range 2040 Metropolitan Transportation Plan (MTP), and also provides Geographic Information System (GIS) layers to visually display demographic and network data.

The TDM is currently a standard tool with capabilities to project average annual daily traffic volumes for future years with the current MTP projecting to 2040. That is, its traffic volume estimates for a typical 24-hour period on a typical day. Enhancements of the TDM would enable a wider range of analysis, including estimates of transit ridership and estimates of traffic based on alternative demographic and network scenarios. It also will include land use patterns based on Plan Corpus Christi – Corpus Christi Comprehensive Plan.

Further, the TDM may be considered as one element of a comprehensive forecasting system for a range of capital infrastructure planning processes. Coordinating the long-range transportation planning function with long-range planning for other infrastructure elements can contribute to developing optimum choices for capital expenditures.

The next travel demand model for Corpus Christi will have a 2012 base year and a 2017 and 2045 forecast. TxDOT supports model enhancements and may use Corpus Christi as a pilot to implement dynamic traffic assignment, time-of-day, intersection control, transit, and other advanced features in its models.

### **Tasks**

1. The Local Government shall review:
  - Urban Transportation Plan
  - Mobility CC

- Other city plans for consistency in their deficiency analysis, project generation, and project evaluation criteria and procedures.

Deliverables: The Local Government will provide the following deliverables to the State:

- A technical memorandum that identifies the local plans that were reviewed as part of this task, identifies which are to be integrated into the TDM as part of these projects, and defines objectives for doing so. The timeframe for this project is expected to be 2 months from the start of the agreement

2. The Local Government shall:

- Perform an intensive review of the scope and precision of the 2006 travel demand model and its existing 2040 forecast.
- Determine implications of TxPACK enhancements to the existing model and provide staff training.
- Determine how to apply specific City and Regional Transportation Authority (RTA) planning needs to the enhanced model and determine if the model has the accuracy and the precision to support those additional data needs, particularly with regard to its performance in high-growth areas, freight movement, recreational travel, and seasonal travel.
- Determine the model structure and data needs to support enhancements to model performance. Provide staff training and direction to maximize the use and benefits of the enhanced model.

Deliverables: The Local Government will provide the following deliverables to the State within 5 months of the execution date of the agreement:

- A technical memorandum detailing the process, as refined during the review of the 2006 model, by which the existing TDM process will be enhanced through this TDM development project.
- Direction and training of MPO, RTA and City staff to effectively utilize the features of the TxPACK enhanced model.

3. The Local Government shall:

- Create scenario-based model input files for various combinations of years and scenarios as required to support regional planning needs. This may include different forecast land-use scenarios such as compact growth and urban centers.

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District #16  
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Construction\_  
CFDA No.20.205  
Not Research and Development

- Coordinate the scenario-based land development forecasts prepared for the travel demand model to other capital improvement programs such as streets, trails, parks, and utilities, and services such as schools, libraries, and fire stations.

**Deliverables:** The Local Government shall provide the following deliverables to the State within 3 months of the date of execution of this agreement:

- Documentation of the defined alternative scenarios and description of the selection and evaluation processes through the development of demographic input files for each specified demographic scenario, formatted to run in the travel demand model as well as ArcGIS shapefiles for each specified demographic scenario and Trans CAD formatted network files for each specified network scenario.

**4. The Local Government shall:**

- Develop a transit component to the travel demand model to support the analysis of issues such as Transit-Oriented Development (TOD) and Bus Rapid Transit (BRT).

**Deliverables:** The Local Government will provide the following deliverables to the State within 2 months of the date of execution of this agreement.

- Parsed, edited, and formatted transit input data in the standard model file structure. sketch-level transit model integrated into the travel demand model and re-validated travel demand model.
- Edited, and formatted GIS layers for various city master plans and other long-range plans, collated into a single geodatabase with analysis of overlapping geographic areas and functional areas among the various plans as well as analysis of conflicts and opportunities among the various plans. Model components and outputs must be in alignment with TOD planning and New Start grant program requirements under the U.S. Department of Transportation Fixing America's Surface Transportation Act or "FAST Act".

**Deliverables** The Local Government will provide the following deliverables to the State:

- Technical modeling and GIS files, supporting documentation, and presentations at the 60% completion stage and upon completion of the project
- Documentation (in final report from presented in six hard copies and as a PDF file) of exiting Goals and processes across all planning program
- An evaluation of the potential for coordination
- Documentation of existing goals and processes across all planning programs

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## ATTACHMENT C PROJECT BUDGET

Costs will be allocated based on 80% Federal funding and 20% Local Government funding until the federal funding reaches the maximum obligated amount. The Local Government will then be responsible for 100% of the costs.

Strategic Integration (Travel Demand Model) Feasibility Study	Total Estimated Cost	Federal Participation		State Participation		Local Participation	
		%	Cost	%	Cost	%	Cost
Task I	\$115,000	80%	\$92,000	0%	\$0	20%	\$23,000
Task II	\$115,000	80%	\$92,000	0%	\$0	20%	\$23,000
Task III	\$115,000	80%	\$92,000	0%	\$0	20%	\$23,000
Task IV	\$115,000	80%	\$92,000	0%	\$0	20%	\$23,000
Direct State Cost (4%)	\$ 18,400	0%	\$0	0%	\$0	20%	\$18,400
Indirect State Costs (6.38%)	\$ 29,348	0%	\$0	100%	\$29,348	0%	\$0
<b>TOTAL</b>	<b>\$507,748</b>		<b>\$368,000</b>		<b>\$29,348</b>		<b>\$110,400</b>

Initial payment by the Local Government to the State: \$18,400.00

Estimated total payment by the Local Government to the State \$18,400.00.

This is an estimate. The final amount of Local Government participation will be based on actual costs.



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

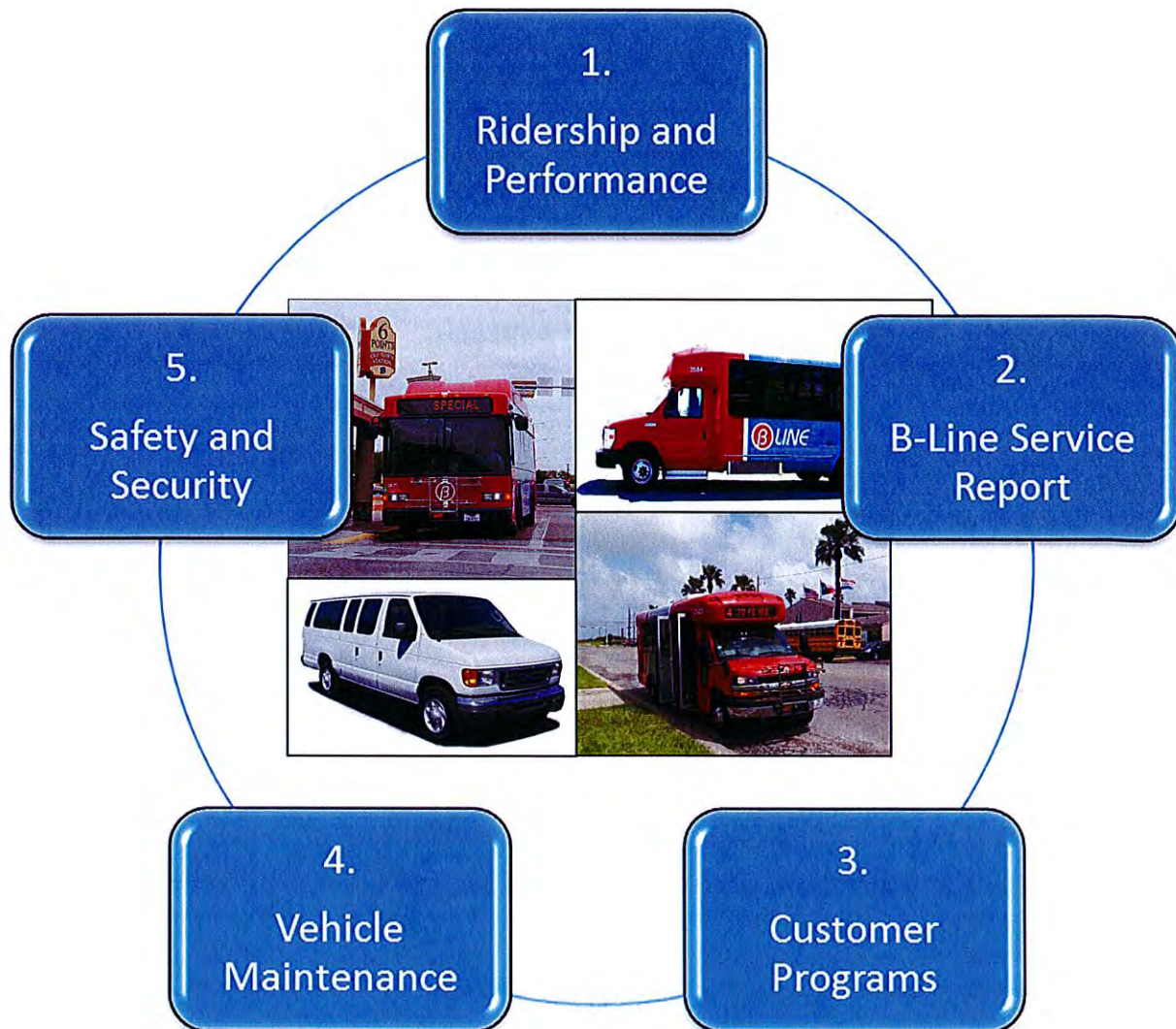
Board of Directors Meeting

October 12, 2016

## Subject: Operations Report for August 2016

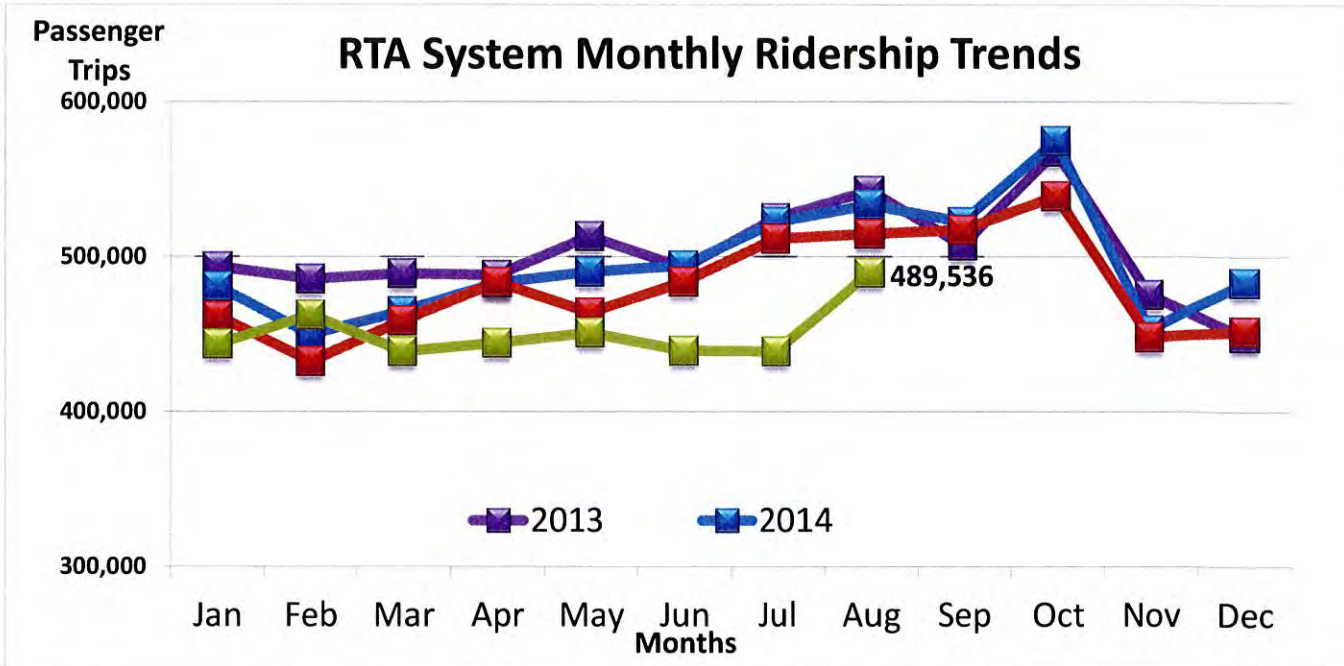
The system-wide monthly operations performance report for August 2016 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary.

Detailed results are reported within the five sections outlined below:

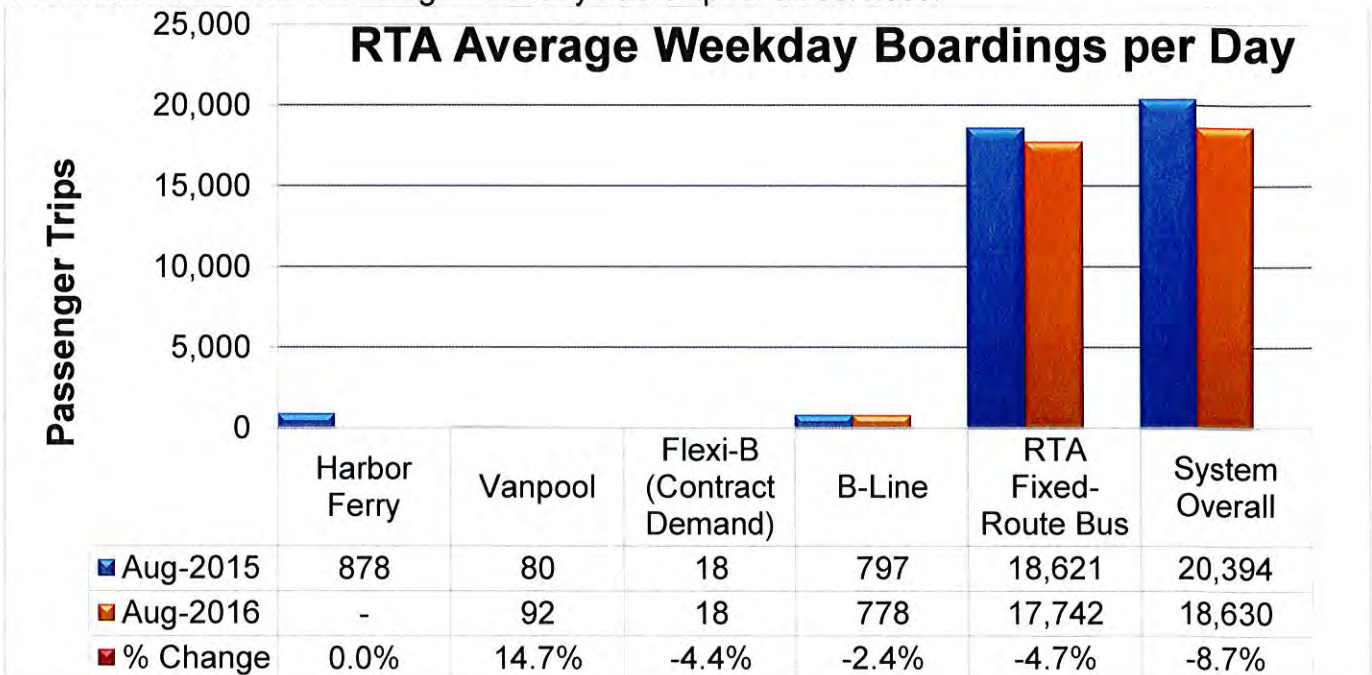


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in August 2016 totaled 489,536. This represents a 4.9% decrease as compared to 514,668 boardings in August 2015 or 25,132 less boardings this August. Note that the Harbor Ferry accounted for 18,640 boardings in August 2015 which, if excluded, represents a 1.3% decrease in August in 2016 versus 2015. In regards to retail gasoline prices, unleaded fuel cost \$1.94 per gallon compared to \$2.34 per gallon in August 2015<sup>1</sup>. Rain measurement comparisons were insignificant.

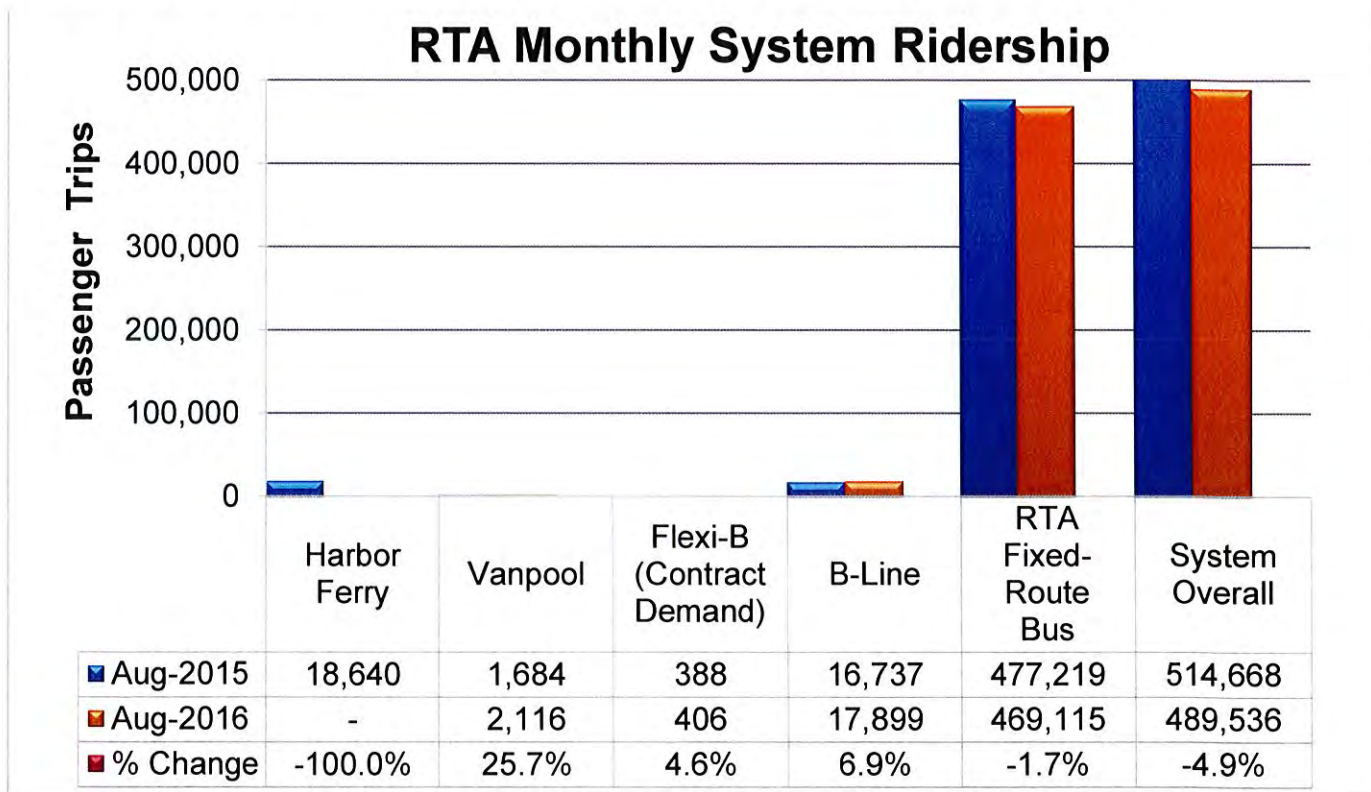


The chart below shows average weekday ridership for all services.

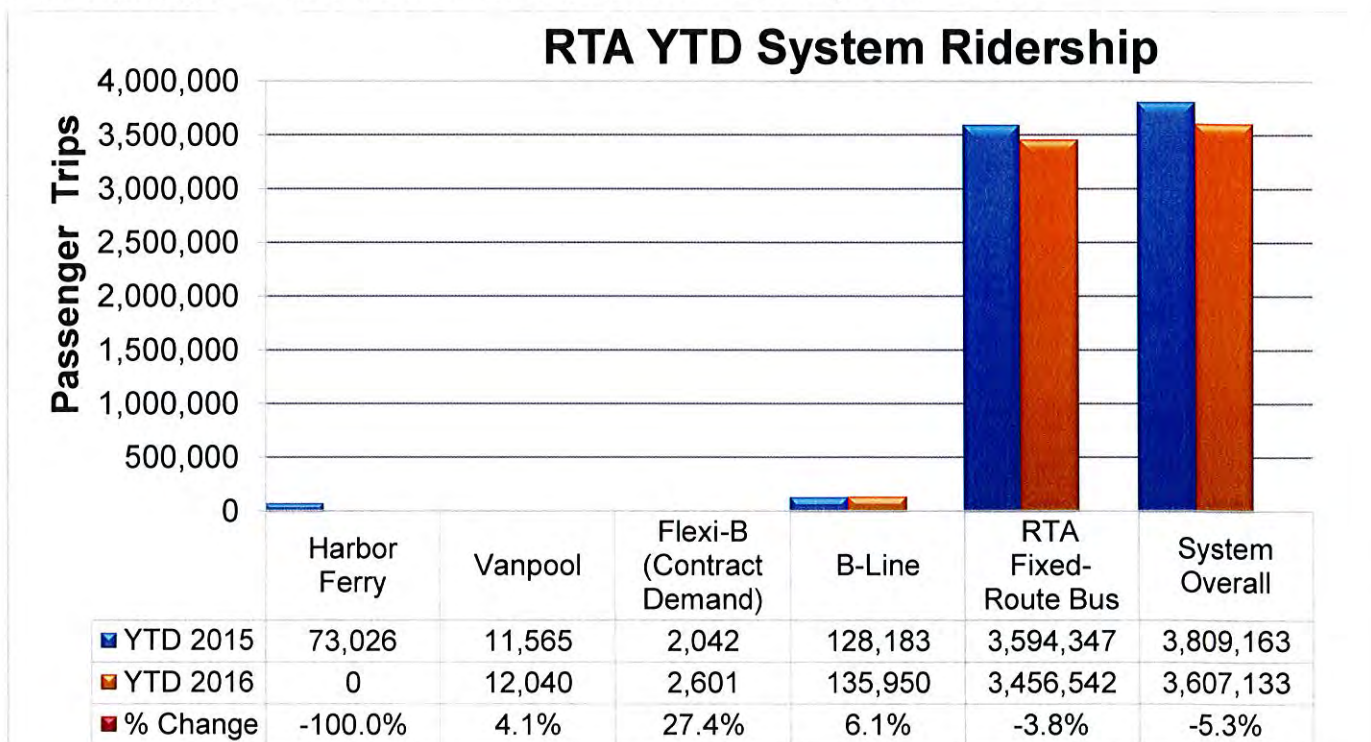


<sup>1</sup> GasBuddy.com historical data at <http://www.gasbuddy.com>.

The chart below shows monthly ridership results for all services.



The chart below shows YTD ridership results for all services. The RTA has recorded 202,030 less boardings or -5.3% in 2016 as compared to the same period in 2015.



Excluding 2015 Harbor Ferry ridership results in a -129,004 or -3.5% difference in 2016 for System Overall.



The following charts report system-wide productivity and other cost performance measurements for the month of August 2016 vs. August 2015 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services for current and last three months and an YTD average figure.

Schedule Adherence	Standard	Jun-16	Jul-16	Aug-16	3-Month Average
Early Departure	<1%	1.4%	0.6%	1.9%	1.3%
Departures within 0-5 minutes	>85%	92.5%	90.0%	89.4%	90.6%
Monthly Wheelchair Boardings	No standard	5,321	5,028	5,674	5,341
Monthly Bicycle Boardings	No standard	8,646	8,727	9,821	9,065
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

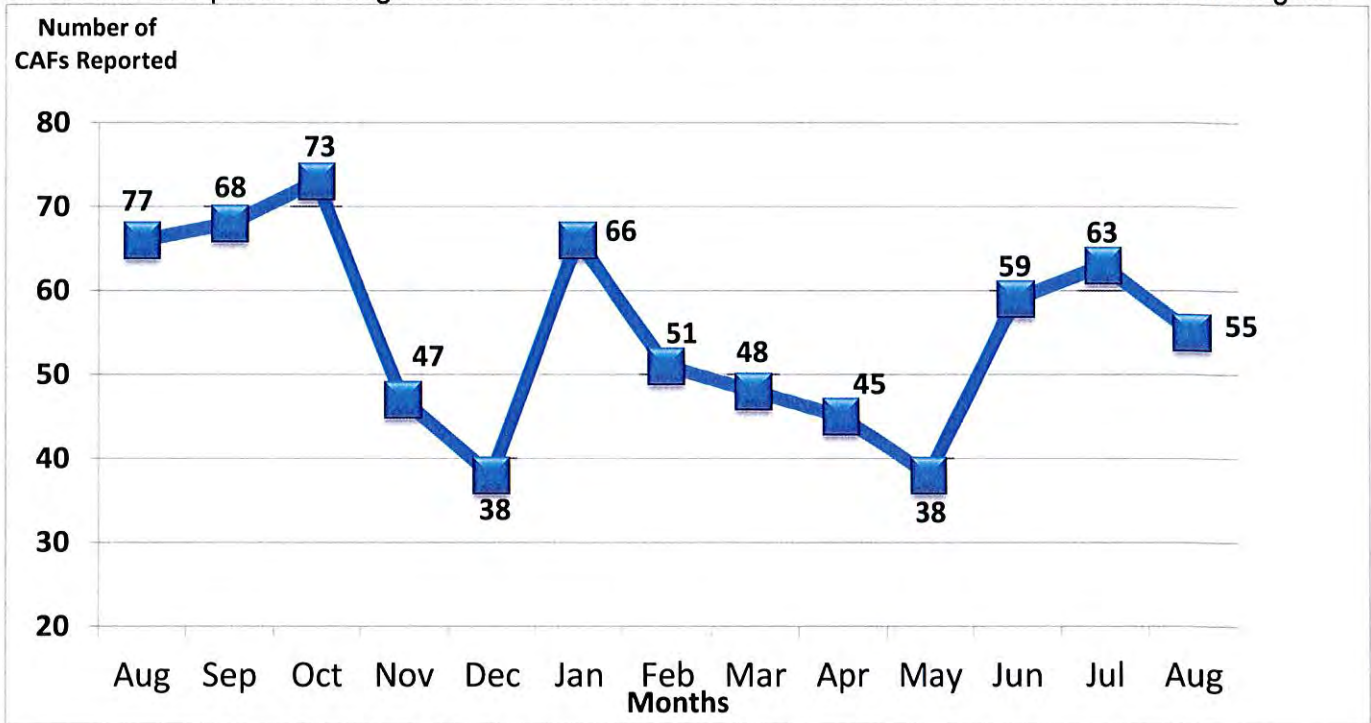
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.63** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **96.5%** did meet the contract standard of 96%.
- In Vehicle Time: **99.3%** exceeded the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **15,355** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **11,587** ambulatory; **5,065** wheelchair boarding's

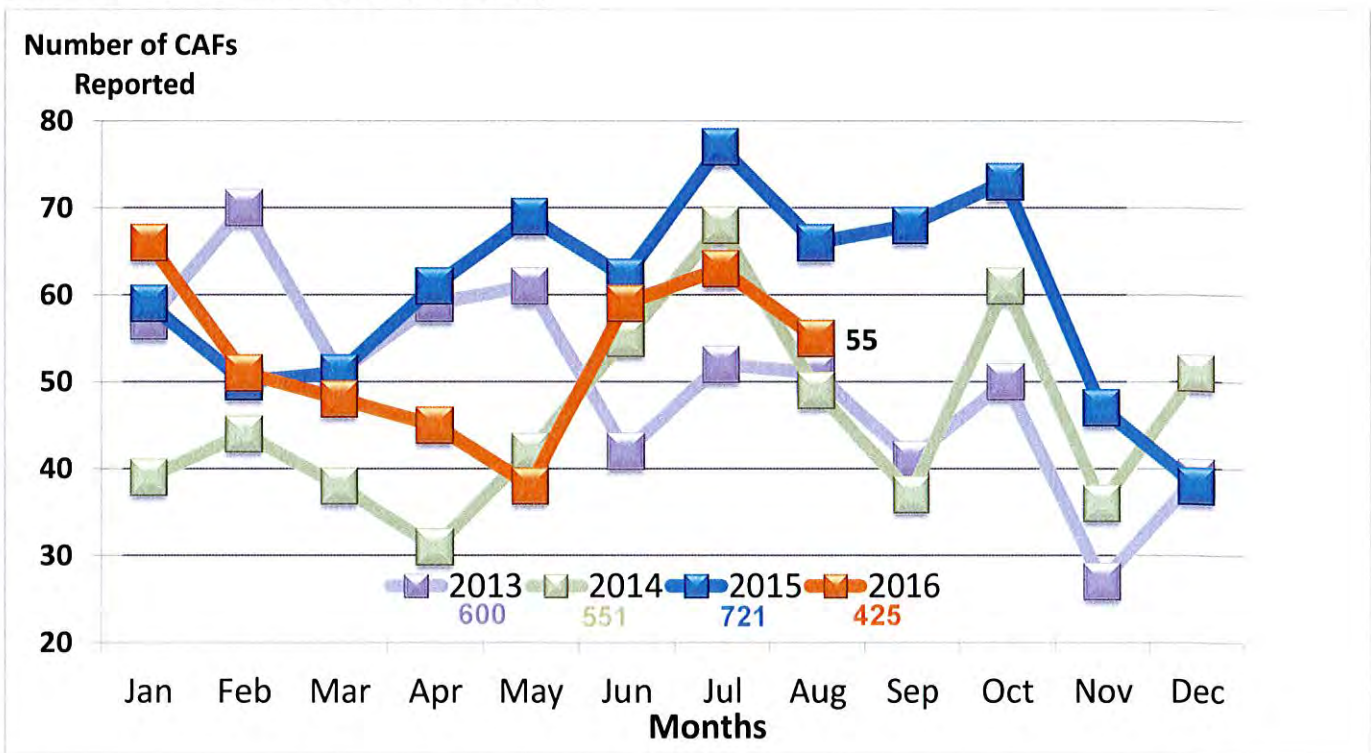
Metric	Standard	Jun-16	Jul-16	Aug-16	YTD Average
Passengers per Hour	2.50	2.57	2.50	2.63	2.58
On-time Performance	96%	96.5%	97.1%	96.5%	96.9%
In Vehicle Time	95.0%	99.5%	99.8%	99.3%	99.4%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	27,124	31,777	15,355	24,756
Monthly Wheelchair Boardings	No standard	5,159	4,702	5,065	4,947

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

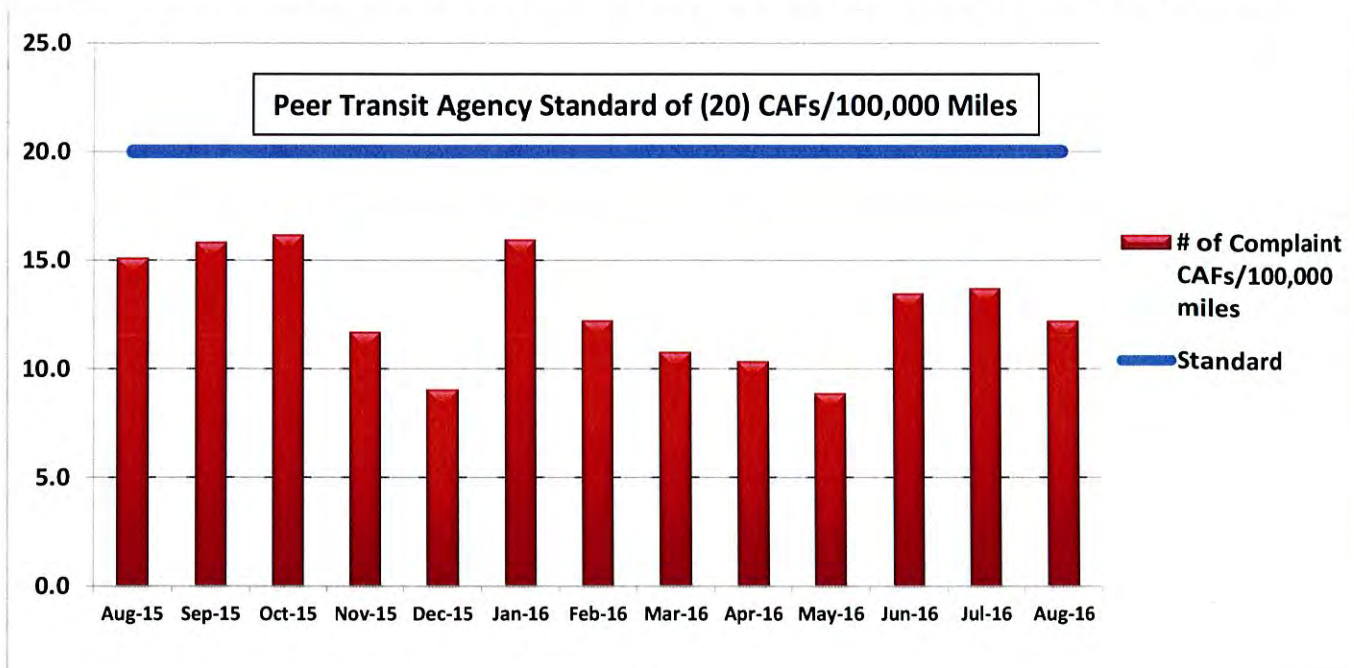
For August 2016, there were 55 reported CAF's (excludes commendations) which represents a decrease from 63 reported CAF's overall in July 2016. The statistics represents a 13% decrease, 55 CAF's vs 63 CAF's compared to the month of July 2016 and a 29% decrease compared to August 2015. There were 4 Commendations for the month of August.



### 3a. CAF Reports: Historical Trends



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



### 3c. Route Summary Report for August 2016

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#34 Robstown Circulator	0
#4 Flour Bluff Mini B	4	#37 Crosstown	1
#5 Alameda	0	#51 Gregory Park & Ride	0
#5S Alameda(Sun)	0	#63 The Wave	0
#6 Santa Fe/Malls	0	#65 Padre Island Connector	4
#12 Saxet Oak Park	0	#67 Robstown/Gregory	1
#15 Kostoryz	0	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	0	#77 Harbor Ferry	0
#17 Carroll/Southside	2	#78 North Beach	0
#19 Ayers/Norton	0	#84 Light House	0
#19G Greenwood	1	#94 Port Aransas Shuttle	1
#19M McArdle	0	#95 Flexi-B Port A	0
#21 Arboleda	1	B-Line (Para-transit)	2
#23 Molina	6	Facility Maintenance	2
#25 Gollihar/Greenwood	0	Service Development	6
#26 Airline/Lipes Connector	1	Safety and Security	4
#27 Northwest	2	Transportation (Other)	5
#27X Northwest	1		
#29 Staples	6		
#29F Flour Bluff	1		
#29SS Spohn South	2		
#32 Southside Mini B	0	TOTAL CAF'S	55

### 3d. August 2016 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	11	0	1	11
Driving Issues	3	1	0	4
Customer Services	10	1	2	14
Late/Early – No Show	4	0	4	8
Disputed drop-off/pickup	0	0	0	0
Fare/Transfer Dispute	1	0	0	1
Facility Maintenance	2	0	0	2
Service Development	6	0	0	6
Safety and Security	4	0	0	4
Transportation (other)	5	0	0	5
<b>Total</b>	<b>46</b>	<b>2</b>	<b>7</b>	<b>55</b>
Commendations	2	2	0	4

#### Conclusion:

During August 2016, RTA received 55 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; four (4) of the 59 reported CAF's (August) were commendations.

There were a total of 46 CAF's/Commendations received regarding RTA Service representing 87% of total customer contacts: 2 for Facilities Maintenance, 6 for Service Development, 4 for Safety and Security, 34 for Transportation.

A total of 2 CAF's/Commendations were reported regarding B-Line service representing 2.9% of the total customer contacts.

A total of 7 CAF's/Commendations were reported regarding Contracted Fixed Route service representing a 10.1% 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 RTA operations policy

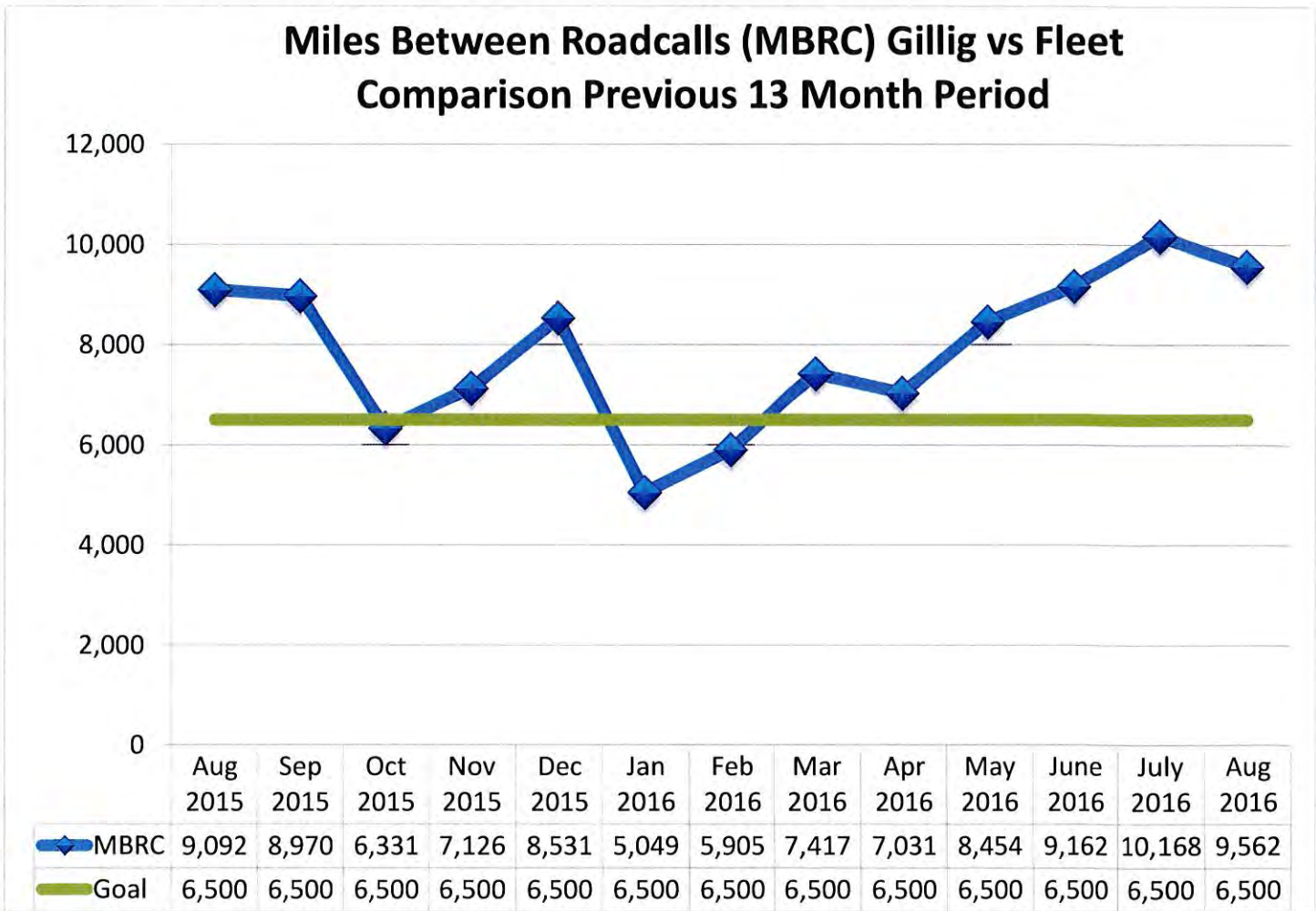
The RTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, letter or in person.

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 RTA 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 August 2016, 9,562 miles between road calls (MBRC) were recorded as compared to 9,092 MBRC in August 2015. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



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

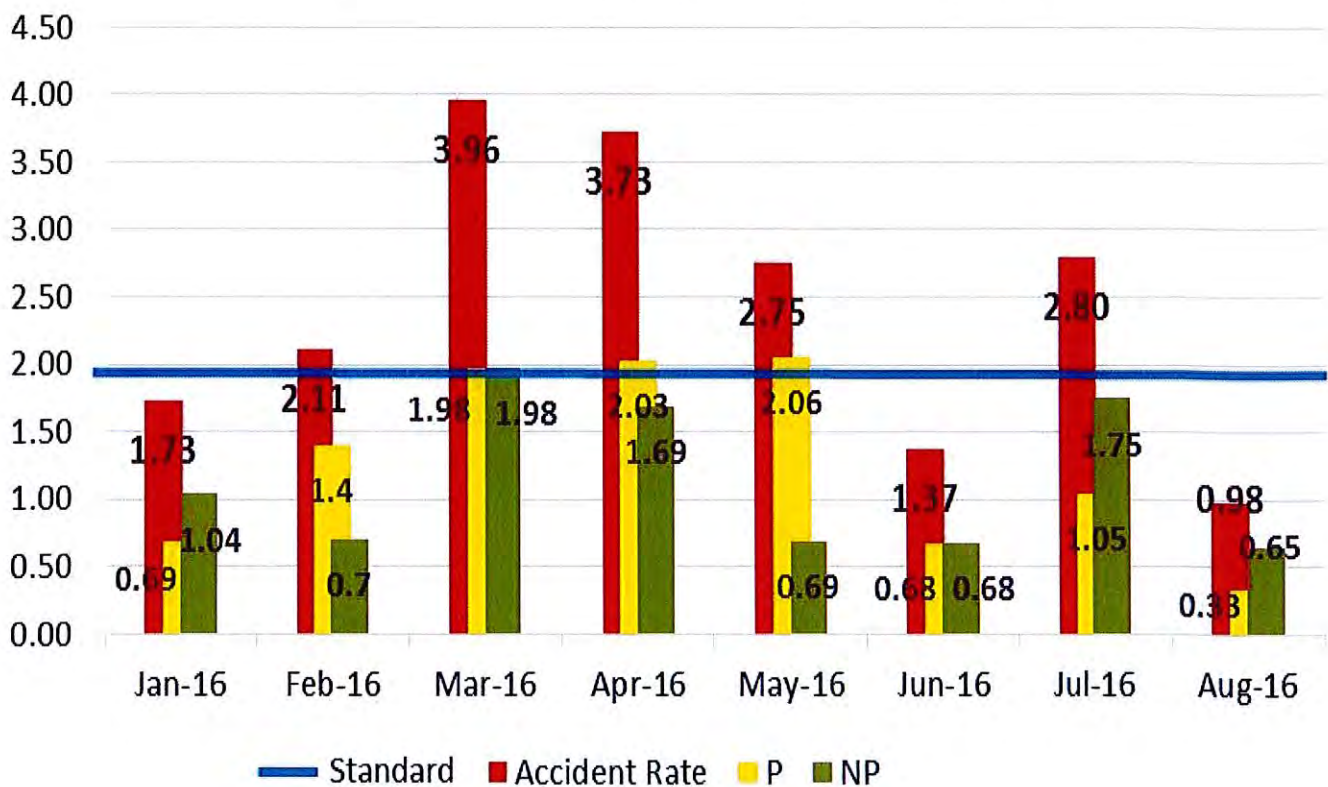
## 5. Safety/Security Department Report

### SAFETY SUMMARY

For August 2016, CCRTA had 3 vehicle collisions, 1 was determined to be preventable (P) and 2 were determined to be non-preventable (NP). There were 14 customer-related incidents. CCRTA drove a total of 305,882 miles. The total collision rate for the month was 0.98 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 collision rates. Please keep in mind that this chart shows all vehicle collisions regardless of fault.

### Year-to-Date Accident Rate = 2.43




### SECURITY SUMMARY

For August 2016, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 1 individual for public intoxication, issued 16 criminal trespass warnings, arrested 8 individuals for violation of criminal trespassing, issued 29 disturbance warnings and responded to 4 other calls for service.

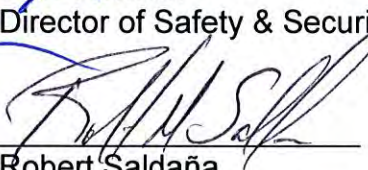
**Committee Review**

This item was presented to the Operations Committee on September 28, 2016.

Respectfully Submitted,

Submitted by:   
Wesley Vardeman  
Outreach Coordinator


Reviewed by:   
Mike Reñdon  
Director of Safety & Security

*for* Reviewed by:   
Robert Saldaña  
Managing Director of Administration

Reviewed by:   
*for* Bryan Garner  
Director of Maintenance

Reviewed by:   
Gordon Robinson  
Director of Planning

Reviewed by:   
Rosa E. Villarreal  
Managing Director of Operations

Approved by:   
Jorge Cruz-Aedo  
Chief Executive Officer





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 12, 2016

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### **Subject: August 2016 Financial Report**

**SUMMARY:** The Authority's net financial performance for the month of August falls short of budgeted amounts by \$2,050,076. This is mainly attributed to the shortfall in sales tax collections, timing of receipt of grant funds, more health care costs than budgeted, and higher pension costs. The year-to-date variance also falls short of total budgeted amounts by \$1,298,798. Though CCRTA experienced a net operating income of \$851,893, under-collected sales taxes of \$2,789,292 combined with \$1,374,682 in timing difference variances in grant drawdowns for federal assistance offset the income and savings in other areas.

### **REVENUES**

- **Sales Tax** – August sales tax has been estimated at \$2,325,734, which, due to lagging sale tax collections, is 8% less than amounts collected for August 2015 actual collections.

**UPDATE – SALES TAX COLLECTIONS FOR JULY 2016 SALES OF \$2,599,476 WERE RECEIVED ON SEPTEMBER 12, 2016 AND ARE \$418,072 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 13.9%. YEAR-TO-DATE COLLECTIONS FOR 2016 TOTAL \$18,144,007 WHICH ARE 9.28% (\$1,855,993) UNDER 2016 BUDGETED AMOUNTS.**

- **Operating Revenues** – For the month of August, Passenger Service was \$163,569 vs. \$172,407 in 2015 – a decrease of \$8,838 (5.13%), and \$18,765 (10.29%) lower than current budget estimates. Other operating revenues, including bus advertising, were \$41,823 vs. \$16,417 budgeted for a net increase of \$25,406.

### **EXPENSES**

Over all, monthly departmental expenses are over budget by \$238,379, or 9.65%. The majority of the variances are timing differences of actual versus amounts budgeted from Planning (\$87,796) and Human Resources (higher than budgeted health insurance costs of \$54,510 and increased pension expense of \$141,362). Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – August reflects \$1,162,803, which is 15.4% (\$155,146) over budgeted amounts. The majority of this variance is due to timing of payroll accruals. For year to date expenses, this category is 4.16% (\$357,524) under budget, mainly due to vacancies.

- Services – August reflects \$387,433, which is 21.67% (\$69,011) over budget, however, year to date expenses of \$2,102,751 are \$452,438 (17.71%) under budget in this category, mainly due to timing of receipt of invoices.
- Materials and Supplies – August reports \$257,548, which is 19.55% (\$62,577) under budget with year to date expenses running \$2,115,272, or \$158,970 (6.99%) under budget. The majority of this variance is in savings in fuel and lubricants which is offset by an increase in the repair parts category.
- Insurance – August reports \$288,997, which is \$58,140 (25.18%) over budget. This variance is attributed to an increase in Health claims paid versus amounts budgeted. The year to date expenses of \$2,354,891 are at 28.62%, or \$524,034 over budget for the same reason.
- Purchased Transportation – August reports \$493,420 which is \$19,370 (4.09%) over budget. This variance is mainly due to two months of payments posted for the TAMUCC shuttle. The year-to-date expenses of \$3,738,893 are \$91,490 (2.51%) over budget, mainly due to contracted fixed route and B-Line costs exceeding the amounts budgeted to date by \$235,402, offset by fuel savings of \$133,159.
- Miscellaneous – August reports \$38,912 which is \$8,716 under budget with year to date expenses of \$591,822 versus \$827,796 budgeted. This variance is mainly associated with budgeted amounts of \$378,749 for Intergovernmental expenses not incurred to date, offset by increases in actual versus budgeted amounts in advertising/media expenses in Marketing.

Please refer to the following pages for the detailed financial statements.

**Committee Review**

This item was presented to the Administration Committee on September 28, 2016.

Respectfully Submitted,

Submitted by:   
 Cindy O'Brien  
 Director of Finance

Final Review:   
 Robert Saldaña  
 Managing Director of Administration

Approval:   
 Jorge G. Cruz-Aedo  
 Chief Executive Officer

Corpus Christi Regional Transportation Authority  
Comparative Statements of Net Position (Unaudited)  
At August 31, 2016 & July 31, 2016 & August 31, 2015

	<u>August 31, 2016</u>	<u>July 31, 2016</u>	<u>August 31, 2015</u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 17,236,937	13,540,820	28,766,768
Investments	9,219,292	10,954,604	11,784,832
Receivables			
Sales taxes	5,066,177	6,241,195	6,012,497
Accrued interest receivable	57,245	62,635	82,381
Due from federal/state Government	7,489,692	8,417,860	7,518,371
Other	83,271	88,327	55,272
Inventories	620,202	575,657	749,819
Prepaid Expenses	431,055	464,742	227,404
Net Pension Asset	51,271	980,308	1,316,981
<b>Total Current Assets</b>	<u>40,255,142</u>	<u>41,326,148</u>	<u>56,514,325</u>
<b>Non-Current Assets:</b>			
<b>Capital assets:</b>			
Land and Construction in progress	36,648,271	35,683,934	40,801,516
Other capital assets, net of depreciation	45,462,497	46,126,244	33,372,349
Net capital assets	<u>82,110,768</u>	<u>81,810,178</u>	<u>74,173,865</u>
<b>Total Non-Current Assets</b>	<u>82,110,768</u>	<u>81,810,178</u>	<u>74,173,865</u>
<b>Total Assets</b>	<u><b>122,365,910</b></u>	<u><b>123,136,326</b></u>	<u><b>130,688,190</b></u>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	4,257,672	3,412,167	4,560,630
Accrued compensated absences	234,460	234,460	227,838
Bonds Payable	540,000	540,000	535,000
Distributions to regional entities payable	(366,940)	(366,940)	634,310
Other accrued liabilities	694,059	613,969	452,436
<b>Total Current Liabilities</b>	<u>5,359,251</u>	<u>4,433,656</u>	<u>6,410,214</u>
<b>Non-Current Liabilities:</b>			
Accrued compensated absences	173,589	173,589	109,359
Bonds Payable	20,375,000	20,375,000	20,915,000
Other Post Employment Benefits	483,688	483,688	518,327
<b>Total Non-Current Liabilities</b>	<u>21,032,277</u>	<u>21,032,277</u>	<u>21,542,686</u>
<b>Total Liabilities</b>	<u><b>26,391,528</b></u>	<u><b>25,465,933</b></u>	<u><b>27,952,900</b></u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	82,110,768	81,810,178	74,173,865
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	1,517,221	1,713,283	1,316,981
Unrestricted	10,735,091	12,535,631	25,633,142
<b>Total Net Position</b>	<u><b>\$ 95,974,382</b></u>	<u><b>97,670,393</b></u>	<u><b>102,735,290</b></u>

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
Months ended August 31, 2016 & August 31, 2015

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable)	2015	Favorable (Unfavorable)
			Variance		Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 163,569	182,334	(18,765)	172,407	(8,838)
Bus advertising	1,052	9,000	(7,948)	-	1,052
Charter service	-	-	-	-	-
Other operating revenues	40,771	7,417	33,354	12,421	28,350
Total Operating Revenues	205,392	198,751	6,641	184,828	20,564
Operating Expenses:					
Transportation	571,269	542,280	(28,989)	615,363	44,094
Customer Programs	19,958	45,118	25,160	48,861	28,903
Purchased Transportation	500,195	485,722	(14,473)	650,534	150,339
Service Development	113,256	24,514	(88,742)	25,729	(87,527)
MIS	79,007	49,217	(29,790)	63,039	(15,968)
Vehicle Maintenance	404,869	420,447	15,578	456,075	51,206
Facilities Maintenance	128,409	171,050	42,641	149,890	21,481
Contracts and Procurements	16,305	15,854	(452)	14,646	(1,659)
CEO's Office	44,939	50,688	5,749	105,279	60,340
Finance and Accounting	79,464	71,264	(8,200)	32,422	(47,042)
Materials Management	15,098	10,173	(4,925)	8,994	(6,104)
Human Resources	484,622	321,877	(162,745)	178,538	(306,084)
General Administration	22,778	36,865	14,087	23,255	477
Capital Project Management	15,445	13,447	(1,998)	15,726	281
Marketing & Communications	61,746	57,598	(4,148)	46,621	(15,125)
Safety & Security	101,891	91,074	(10,817)	76,178	(25,713)
Staples Street Center	49,354	63,040	13,686	23,736	(25,618)
Total Departmental Expenses	2,708,605	2,470,226	(238,379)	2,534,886	582,587
Depreciation	663,747	663,748	1	430,285	(233,462)
Total Operating Expenses	3,372,352	3,133,974	(238,378)	2,965,171	349,125
Operating Income (Loss)	(3,166,960)	(2,935,223)	(231,737)	(2,780,343)	369,689
Other Income (Expense)					
Sales Tax Revenue	1,756,734	3,400,000	(1,643,266)	3,334,599	(1,577,865)
Federal, state and local grant assistance	225,650	350,000	(124,350)	481,367	(255,717)
Investment Income	8,348	10,000	(1,652)	9,904	(1,556)
Gain (Loss) on Disposition of Property	17,000	-	17,000	-	17,000
Interest Expense on Bonds	-	-	-	-	-
Transfer to Capital Programs	-	66,071	(66,071)	-	-
Subrecipient Grant Agreements	-	-	-	(54,930)	54,930
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	(1,159,228)	890,848	(2,050,076)	990,597	(1,393,519)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (1,159,228)	890,848	(2,050,076)	990,597	(1,393,519)

Corpus Christi Regional Transportation Authority  
Statement of Revenues And Expenditures By Cost Center (Unaudited)  
Year-to-date August 31, 2016 & August 31, 2015

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2015	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,141,127	1,253,218	(112,091)	1,239,420	(98,293)
Bus advertising	53,691	54,000	(309)	23,333	30,358
Charter service	-	-	-	-	-
Other operating revenues	495,926	132,332	363,594	135,829	360,097
Total Operating Revenues	1,690,744	1,439,550	251,194	1,398,582	292,162
Operating Expenses:					
Transportation	4,558,122	4,638,335	80,213	4,518,408	(39,714)
Customer Programs	183,406	184,028	622	154,357	(29,049)
Purchased Transportation	3,794,715	3,726,328	(68,387)	4,145,848	351,133
Service Development	482,585	523,763	41,178	207,790	(274,795)
MIS	489,199	388,859	(100,340)	350,890	(138,309)
Vehicle Maintenance	3,156,910	3,484,767	327,857	3,709,859	552,949
Facilities Maintenance	1,036,321	1,406,339	370,018	1,054,831	18,510
Contracts and Procurements	99,440	128,533	29,093	159,022	59,582
CEO's Office	343,386	432,052	88,666	440,097	96,711
Finance and Accounting	356,034	387,401	31,367	315,775	(40,259)
Materials Management	95,795	82,749	(13,046)	85,780	(10,015)
Human Resources	3,125,083	2,706,058	(419,025)	2,389,719	(735,364)
General Administration	242,041	262,820	20,779	213,863	(28,178)
Capital Project Management	116,773	116,266	(507)	142,023	25,250
Marketing & Communications	417,023	379,766	(37,257)	189,922	(227,101)
Safety & Security	820,996	743,410	(77,586)	700,070	(120,926)
Staples Street Center	190,645	517,692	327,047	58,559	(132,086)
Total Departmental Expenses	19,508,474	20,109,167	600,693	18,836,813	329,128
Depreciation	5,309,976	5,309,983	7	3,442,284	(1,867,692)
Total Operating Expenses	24,818,450	25,419,150	600,700	22,279,097	(1,538,564)
Operating Income (Loss)	(23,127,706)	(23,979,599)	851,893	(20,880,515)	(1,246,402)
Other Income (Expense)					
Sales Tax Revenue	20,610,708	23,400,000	(2,789,292)	23,030,839	(2,420,131)
Federal, state and local grant assistance	1,125,318	2,500,000	(1,374,682)	2,142,902	(1,017,584)
Investment Income	64,374	80,000	(15,626)	87,733	(23,359)
Gain (Loss) on Disposition of Property	17,000	15,000	2,000	-	17,000
Interest Expense on Bonds	(532,523)	(532,123)	(400)	(537,082)	4,559
Transfer to Capital Programs	-	(264,284)	264,284	-	-
Subrecipient Grant Agreements	(40,293)	(419,042)	378,749	(164,346)	124,053
Street Improvements Program for CCRTA Region Entities	(155,819)	(1,540,095)	1,384,276	-	(155,819)
Net Income (Loss) Before Capital Grants and Donations	(2,038,941)	(740,143)	(1,298,798)	3,679,531	(4,717,683)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (2,038,941)	(740,143)	(1,298,798)	3,679,531	(4,717,683)

**RTA Committee on Accessible Transportation (RCAT)**  
**MEETING MINUTES**  
**Thursday, August 18, 2016**

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**Advisory Committee Members Present:** Anne Bauman, Tammye Salinas, Donnie Contreras, Robert Box, Richard Balli, Joyce Lopez and Jose Chapa

**Advisory Committee Members Absent:** Donnie Contreras and Sylvia Wilson

**Board Members Present:** None

**Staff Present:** Sharon Montez, Gordon Robinson, Victoria Reyes and Melanie Gomez

**MV Present:** Janessa Cano

**Employee Representative(s):** None

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**Call to Order:** Ms. Anne Bauman called the meeting to order at 12:09 p.m. Ms. Melanie Gomez called the roll and determined that a quorum was present.

**Opportunity for Public Comment**

Mr. Jose Chapa reported an incident where he was asked to not be smoking at the Staples Street Station. A supervisor advised him that he was in a no smoking area and pointed out the signs. Mr. Chapa said that there's not enough signage or it's not clearly stated. Ms. Sharon Montez advised that she did get feedback and since then, additional signage has been posted so that riders can see from both directions where the designated smoking areas are. Ms. Montez also reiterated that any complaints, concerns or commendations should be reported to the Customer Service Department so that a CAF can be documented. Ms. Anne Bauman suggested also posting it on the marquee boards. Mr. Richard Balli wanted to commend RTA for contracting R.E.A.L. to transport riders to the new DPS location. His only question was whether it was origin to destination or if there was a designated pick up and drop off location. Mr. Gordon Robinson confirmed that the service is origin to destination. Mr. Balli also asked if the B-Line passes would be an acceptable form of payment for that service. Ms. Sharon Montez clarified that fare is \$1.25 and if a rider has a reduced fare ID, then the fare would be \$.25. Mr. Balli also wanted to recognize

Mr. Chapa for attending the Operation Safe Return and representing RCAT with the Committee for Persons with Disabilities.

**Action to Approve Minutes of July 21, 2016** was approved as presented.

MR. BALLI MADE A MOTION TO ADOPT THE RCAT MINUTES OF JULY 21, 2016 AS PRESENTED; MR. BOX SECONDED THE MOTION. BAUMAN, LOPEZ, SALINAS, AND CHAPA VOTING FOR.

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

Ms. Sylvia Wilson was not present to provide a report of the CCHRC meeting. Mr. Richard Balli provided a report of the CFPWD meeting. He reported that the ADA committee citation count for July was 141 citations. Year to date number of citations is 1,063. Mr. Balli reported that the Operation Safe Return was a success and that CCPD did a fantastic job. He mentioned that a round table discussion took place on accessibility. One of the items discussed was voting locations that were ADA compliant. It was determined that there were 109 locations that were not ADA compliant. Ms. Anne Bauman added that only 3 locations were compliant.

### **August 2016 Service Adjustments**

Mr. Gordon Robinson reported to the committee a list of service changes that would be taking effect on August 22, 2016. Mr. Robinson advised that these changes are as a result of feedback from not only customers, but from bus operators and road monitors. Routes that were affected were 5, 15, 17, 19, 24s, 25, 27 and 37. Ms. Anne Bauman questioned if there was a trial period for the service to DPS. Mr. Robinson advised that the typical time frame would be one year. Ms. Bauman also wondered if there was any advertisement on the DPS service. Mr. Robinson confirmed that several marketing tools have been used to advertise the service. Ms. Bauman suggested a public interest article in the Caller Times might be beneficial. Ms. Victoria Reyes advised that she would relay that information to Kelly Coughlin. Ms. Sharon Montez took the opportunity to introduce Ms. Victoria Reyes to the committee. Mr. Richard Balli had a question regarding route 19 and whether the changes would affect route 19 McArdle. Mr. Robinson advised it was only going to affect route 19 Ayers.

### **Transit Plan 20/20 Preferred Service Scenario**

Mr. Gordon Robinson wanted to provide an update and recap what had been done since this past May. Mr. Robinson reminded the committee that the plan

would allow for better service, increased Sunday service, new routes, and improved access to education and employment. Mr. Jose Chapa asked about more information regarding the beach bus service. Mr. Robinson clarified that there would be two types of service to the beach, North Beach and Padre Island. Ms. Anne Bauman asked about service on Saratoga and how stops would be placed due to lack of cut outs and it being such a busy strip. Mr. Robinson advised that bus stops would be on the bus in order to avoid being on private property. He advised that advanced planning would be required when determining those stops since TXDOT would require cut outs. Ms. Montez added that the stop placement would also have to get approved by TXDOT as well. Mr. Robinson explained the developed proposed alternative, the refined preferred scenario and the next steps. Mr. Richard Balli question the proposed fare recommendations and whether the fare would be increasing and if the elderly and disabled would be affected by it. Mr. Robinson advised that five different scenarios will be looked at to determine any fare changes. Ms. Montez added that the overall process, if there were to be any fare changes, would be very extensive including public hearings, committee meetings and input from the federal and local sides.

### **June Operations Report**

Mr. Gordon Robinson reported monthly and year to date ridership trends, weekday boardings, CAF trends, miles between road calls, collision rates and performance standards for all modes of service and the current averages. Mr. Robinson added that since RTA is no longer providing the Harbor Ferry service, which has some impact in the decrease in ridership numbers. Mr. Anne Bauman questioned if collision rates included rear endings. Mr. Robinson confirmed that all collisions are included, preventable and non-preventable.

### **Procurement Update**

Ms. Sharon Montez provided a procurement update for the committee. Ms. Montez provided a list and current status of all procurement items that have been awarded and are currently up for award. The only item added since last month was the bus stop cleaning contract. Ms. Montez explained all of the services that are included with that contract. She also added that relative to the ADA bus stop improvements contract, a couple of bus stops were going to be added to the list. Those stops would be Spohn South, Schlitterbahn and Bob Hall Pier.

### **Committee Reports**

#### **No-Show/Eligibility Appeals**



The No-Show/Eligibility Appeals Committee met on Tuesday, August 16, 2016. Members present were Robert Box, Joyce Lopez and Richard Balli. Staff members present were Melanie Gomez and Janessa Cano (MV). There were 4 appeals scheduled in August. Three appellants provided a letter to appeal a 30-day proposed service suspension. Two proposed service suspensions were dismissed due to extenuating circumstances. One proposed service suspension was enforced due to prior history. One appellant was present to appeal a 30-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances. There were 17 warning notices issued in June, 6 seven day proposed service suspensions and 11 thirty day proposed service suspensions.

### **Chairperson's Report**

Ms. Bauman shared upcoming meeting dates with the committee. She also encouraged all members to attend the Board meetings when possible. Ms. Bauman asked where the committee was with filling the current vacancies. Ms. Sharon Montez advised that the applications have been submitted to the CEO. She will follow up with the CEO to see if he's had a chance to review the applications.

### **Informational Items**

Ms. Bauman advised that these items were made available to the committee members in their packets.

### **Request for Agenda Items**

None

**Other Business:** Mr. Richard Balli questioned how often maintenance is done on the securement systems on the fixed route buses. Ms. Sharon Montez was unable to answer that question but advised Mr. Balli to contact the Customer Service Center and pose that question so that it can be directed to the Maintenance Director who can answer that. Mr. Balli mentioned the reason he was asking is because bus 1004 and 1005 have securement systems that are not working properly. Ms. Montez advised that operators should be reporting any defects immediately. Ms. Bauman adjourned the meeting at 1:04 p.m. The next meeting will be held on Thursday, September 15, 2016.