# BOARD OF DIRECTORS’ MEETING

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>SPEAKER</th>
<th>EST. TIME</th>
<th>REFERENCE</th>
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<tbody>
<tr>
<td>1. Pledge of Allegiance</td>
<td>C. Rock</td>
<td>1 min.</td>
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<td>2. Moment of Reflection</td>
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<td>3. Roll Call –</td>
<td>C. Rock</td>
<td>2 min.</td>
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<td>4. Update on RCAT Committee Activities</td>
<td>A. Bauman/</td>
<td>3 min.</td>
<td>No Attachment</td>
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<td></td>
<td>S. Montez</td>
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<td>5. Opportunity for Public Comment</td>
<td>C. Rock</td>
<td>3 min.</td>
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<td>6. Discussion and Possible Action to Approve the Board of Directors’ Meeting Minutes of October 12, 2016</td>
<td>C. Rock</td>
<td>2 min.</td>
<td>Pages 1-5</td>
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<td>7. Discussion and Possible Action to Approve Proposed FY2017 Annual Operating and Capital Budget</td>
<td>J. Cruz-Aedo</td>
<td>15 min.</td>
<td>PowerPoint</td>
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<td>8. Discussion and Possible Action to Accept the Legislative Initiatives for 2017-2018</td>
<td>K. Coughlin</td>
<td>5 min.</td>
<td>Pages 6-7</td>
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<td>Attachments A&amp;B</td>
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<td>9. Discussion and Possible Action to Accept the Resolution to Authorize Texas Coalition for Affordable Power, Inc. (TCAP) to Negotiate an Electric Supply Agreement for Five Years for Delivery of Electricity Effective January 1, 2018</td>
<td>R. Saldaña</td>
<td>5 min.</td>
<td>Pages 8-13</td>
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<td>Attachments A&amp;B</td>
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<td><strong>Discussion and Possible Action to Adopt the 2017 Board and Committee Meetings Calendar</strong></td>
<td>J. Cruz-Aedo</td>
<td>3 min.</td>
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<td>11.</td>
<td><strong>The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</strong></td>
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<tr>
<td></td>
<td><strong>a. Action</strong> to Approve the Authorization to Issue an Invitation for Bids (IFB) for Diesel Fuel Supply</td>
<td>R. Villarreal</td>
<td>5 min.</td>
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<td><strong>b. Action</strong> to Approve the Authorization to Issue an Invitation for Bids (IFB) for Heavy Duty Vehicle Filters</td>
<td>R. Villarreal</td>
<td>5 min.</td>
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<td><strong>c. Action</strong> to Award Contract to Multiple Vendors for Bus and Engine Parts</td>
<td>R. Villarreal</td>
<td>5 min.</td>
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<td><strong>d. Action</strong> to Approve the First Option Year for General Engineering Construction Services with Naismith-Hanson, Inc.</td>
<td>S. Montez</td>
<td>5 min.</td>
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<td><strong>e. Action</strong> to Approve the 2017 Holiday Service Schedule</td>
<td>R. Villarreal</td>
<td>5 min.</td>
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<td>12.</td>
<td><strong>Presentations:</strong></td>
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<td><strong>b. September 2016 Operations Report</strong></td>
<td>R. Villarreal</td>
<td>5 min.</td>
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<td><strong>c. Procurement Update</strong></td>
<td>R. Saldaña</td>
<td>5 min.</td>
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<td>13.</td>
<td><strong>Adjournment</strong></td>
<td>C. Rock</td>
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**Total Estimated Time:** 1 hr., 20 min.

On **Friday, October 28, 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.
REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS’ MEETING MINUTES
WEDNESDAY, OCTOBER 12, 2016

Summary of Actions

1. Pledge of Allegiance
2. Moment of Reflection
3. Conducted Roll Call
4. Heard Update on RCAT Committee Activities
5. Provided Opportunity for Public Comment
6. Action to Approve the Board Meeting Minutes of September 7, 2016
7. Action to Confirm Committee Appointments by the Board Chair and
   Rename Committee Structure
8. Action to Award a Contract to Dero in the Amount not to exceed $310,500
   for the Manufacturing of Bicycle Facilities
9. Action to Accept the Transit Plan 20/20 Five-Year Service Plan
10. Action 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
11. Action to Accept the Corrective Action Taken on Special Audits of the
    Regional Transportation Authority
12. Held 2017 Budget Workshop #6
    Financial Report; c. Procurement Update; and d. Transportation Tuesday
    Update
14. Held Discussion (in Closed Session) and Possible Action Thereafter in
    Open Session Concerning Real Estate Property
15. Heard CEO’s Report
16. Heard Chair’s Report
17. Adjournment

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, 2nd Floor Board Room, Corpus Christi, Texas.

Board Members Present: Curtis Rock, Chairman; Mike Reeves, Vice Chairman;
Edward Martinez, Secretary; Tom Niskala; George B. Clower; Angie Granado; Conrado
Garcia; Scott Harris, Butch Escobedo; and Larry Young, Sr.

Board Members Absent: Glenn Martin

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa; Kelly Coughlin, Bryan Garner,
Denise Jones, Sharon Montez, Cindy O’Brien, Christina Perez, Mike Rendoñ, 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; Ann Bauman, RCAT; Roland Garza; Thomas Whittmann, Doreen Harrell, Nelson/Nygard; Jeff Pollack, CCMPO; Ray Hernandez, Iconic Sign; Rosie Aguiar, Gina Salazar, Michael Hinojosa and Antony DeLaFuenta, ATU Local 1769

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.

Heard Update on RCAT Committee Activities
Ms. Ann Bauman provided an update on the RCAT Committee that met on September 18, 2016.

Provided Opportunity for Public Comment
Mr. Abel Alonso thanked the RTA for hiring Kelly Coughlin as her efforts to create a more positive image of the agency is being noticed by commissioners, the courts and the community.

Action to Approve the Board Meeting Minutes of September 7, 2016

MR. ESCOBEDO MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 7, 2016. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, GRANADO, GARCIA, HARRIS, ESCOBEDO AND YOUNG VOTING IN FAVOR. MARTIN ABSENT.

Action to Confirm Committee Appointments by the Board Chair and Rename Committee Structure
Mr. Rock appointed Mr. Martinez as Board Secretary and commented on the change in the subcommittees structure. He also commented the new names of the Administration Committee and Operations Committee to be a. Administration & Finance Committee, and b. Operations & Capital Projects Committee.

MR. NISKALA MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENTS BY THE BOARD CHAIR AND RENAME COMMITTEE STRUCTURE. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, GRANADO, GARCIA, HARRIS, ESCOBEDO AND YOUNG VOTING IN FAVOR. MARTIN ABSENT.

Action to Award a Contract to Dero in the Amount not to exceed $310,500 for the Manufacturing of Bicycle Facilities
Mr. Gordon Robinson using a PowerPoint, presented the analysis and scoring of firms who responded to the Request for Proposal (RFP). He also commented we are accepting the grant for $310,500, and additional funding over the $222,215 bid, would be used for additional products for bicycle facilities.

After general discussion, the idea of retrofitting our buses with bicycle racks to hold more than two bicycles should be considered when using the additional funds. Mr. Robinson also commented Dero provides training for installation of bikes on the equipment.

**MR. HARRIS MADE A MOTION TO AWARD A CONTRACT TO DERO IN THE AMOUNT NOT TO EXCEED $310,500 FOR THE MANUFACTURING OF BICYCLE FACILITIES. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, GRANADO, GARCIA, HARRIS, ESCOBEDO AND YOUNG VOTING IN FAVOR. MARTIN ABSENT.**

**Action to Accept the Transit Plan 20/20 Five-Year Service Plan**
Mr. Gordon Robinson introduced Mr. Thomas Whittmann of Nelson/Nygaard who reported on the plan details. Mr. Whittmann spoke on the milestones and preferred scenarios to include the Express Network expansion, fare recommendations and committee review along with next steps to initiate Phase 1 in FY 2017.

**MS. GRANADO MADE A MOTION TO ACCEPT THE TRANSIT PLAN 20/20 FIVE-YEAR SERVICE PLAN. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, GRANADO, GARCIA, HARRIS, ESCOBEDO AND YOUNG VOTING IN FAVOR. MARTIN ABSENT.**

**Action to Accept the Corrective Action Taken on Special Audits of the Regional Transportation Authority**
Mr. Jorge Cruz-Aedo, using a PowerPoint, reported on the results of the special audits. After general discussion, board members agreed that ethical training should be administered every 6 months for both board members and employees. The Board commented with appreciation to the staff with keeping a positive image in the community. Other comments were that Ethics training begins at the top (board members), management and employees of the Agency.

**MS. NISKALA MADE A MOTION TO AWARD A CONTRACT TO DERO IN THE AMOUNT NOT TO EXCEED $310,500 FOR THE MANUFACTURING OF BICYCLE FACILITIES. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, NISKALA, CLOWER, GRANADO, GARCIA, HARRIS, ESCOBEDO AND YOUNG VOTING IN FAVOR. MARTIN ABSENT.**

**Presentations:**
a) Operations Report for 2016
Using a PowerPoint, Mr. Gordon Robinson reported on the month of August and system overall ridership was at 1.3% excluding the Harbor Ferry project. He reported the year-to-date ridership was down slightly, on-time performance and B-Line service metrics standards were met, CAF’s over 13 months were at 55 which was lower than 77 in 2015, complaints per 100,000 miles were at 12.2 and still under the standard industry numbers. He stated Miles Between Road Calls (MBRC) at 9,500 met the standard, and collision rate was at 2.43 slightly above 2.0. Mr. Reeves commended the staff, team and operators for their good work.

b) August 2016 Financial Report
Mr. Robert Saldaña reported on August 2016 Sales Tax collections the Agency received September 12th were at $2.6 million and were $300,000 under budget, 15.7 percent lower than 2015. Passenger Services, Departmental expenses were still down from budget and salaries were under budget at $8.2 million.

c) Procurement Update
Mr. Robert Saldaña reported on current procurement items for Maintenance Uniform Rental Services, Bus and Engine Parts and Towing Services. His report included a 4-month outlook of items and items requiring Chief Executive Officer’s signature.

d) Transportation Tuesday Update
Ms. Kelly Coughlin using a PowerPoint reported on the Transportation Tuesday meeting held on Spetember 27th at Del Mar. She commented this was the first quarterly meeting to be held with over 150 attendees. Ms. Coughlin stated these meetings will bring together industry leaders, public and elected officials, researchers and educators in the spirit of open discussion on transportation issues.

Discussion (In Closed Session) and Possible Action Thereafter in Open Session Concerning Real Estate Property
Mr. Rock announced the Board was going into closed session at 10:14 a.m. to discuss Real Estate Property under sections 551.072 of the Texas Open Meetings Act. Mr. Rock reconvened the meeting in open session at 10:38 a.m. No action taken.

Heard CEO’s Report
Mr. Jorge Cruz-Aedo commented that board members are required to take Ethics training that is to be completed by December 31, 2016, March 2, 2017 and June 14, 2017, respectively per member’s seniority and we will provide members additional details. Mr. Cruz-Aedo also spoke on the Texas Transit Association (TTA) who held their annual training in Corpus the week of Monday, October 10, 2016.

Heard Chairman’s Report
Mr. Curtis Rock yielded his time for the members to report on a subject of their choice; Mr. Niskala commended staff on a great job; Ms. Granado commented January 3rd as the next Transportation Tuesday, that she attended APTA and the agencyamd members need to implement what was learned; Mr. Reeves commented on APTA and how DART
partnered with the city and agency community on their death of DART officer; Mr. Martinez commented on the budget process and thanked staff for their hard work; Mr. Escobedo commented on the Agency's positive direction and thanked everyone.

**Adjournment**
There being no further business, the meeting was adjourned at 10:46 a.m.

Submitted by: Dena Linnehan

______________________________
Edward Martinez, Secretary / Date
Subject: State and Federal Legislative Initiatives for the 2017-2018 Legislative Session

Background:
CCRTA contracts for State and Federal Legislative consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

As the opening date of the 2017 Texas Legislative Session draws closer, the CCRTA will need to have its legislative goals in place. As in previous sessions, there will be numerous legislative opportunities and challenges facing transit properties, including state legislative initiatives that can make a material difference financially or operationally to the CCRTA. Strategic planning in a government relations program is an imperative for consistent achievement and performance in the legislative arena.

We know from experience that each election cycle and legislative session brings new challenges and opportunities, some of which are controllable or foreseeable, while other events and conditions are outside of our control or occur unexpectedly. The agency needs a sustainable legislative program designed to advance and protect the agency’s state and federal legislative interests.

Identified Need:
While the FAST Act gave aid to many transit agencies, the CCRTA still has needs and goals which went unmet. The CCRTA needs to establish its legislative agenda for the 2017 session so that we can work with our consultants to become eligible for available funding in the appropriations as well as our industry to support and pass bills that would benefit agencies like the CCRTA.

Program Overview
Building on the organizational system utilized effectively over the last several sessions, it would seem appropriate to develop an initial set of potential legislative initiatives based on previously filed legislation, anticipated policy changes based on interim charges, as well as taking into account local, federal and CCRTA interests.

Recognizing the importance of prioritizing limited resources and wanting to maximize the opportunity to deliver agency and community value, we believe that organizing the RTA's legislative program into three distinctive, but equally important categories, remains and an essential tool to enhance the overall effectiveness of the adopted legislative program and to provide Staff and the Board a mechanism to measure success.
Initiatives – CCRTA is proactively involved including drafting of legislation recruiting legislative sponsors for filing bills, providing committee testimony and other related activities needed to pursue passage of legislation or amendments.

Endorsements – CCRTA will work collectively with other parties, specifically communicating support for various appropriation decisions, legislative issues, or amendments as appropriate. Endorsement issues might include those identified among large urban transits, community/coastal bend area issues, Texas Transit Authority (TTA) issues, or specific issues involving the City of Corpus Christi, Nueces County or other key stakeholders as deemed appropriate.

Defensive or Preservation Matters – CCRTA will use its government relations and community resources to oppose legislation, amendments, or appropriations decisions that are adverse or detrimental to CCRTA’s ability to operate efficiently to deliver high quality services to its customers.

Recommendation:
Staff recommends that the Board of Directors’ accept the legislative initiatives for the 2017-2018 legislative session.

Committee Review
This item was presented to the Administration & Finance Committee on October 26, 2016.

Respectfully Submitted,

Submitted by: [Signature]
Kelly Coughlin
Director of Marketing

Approval: [Signature]
Jorge G. Cruz-Aedo
Chief Executive Officer
CCRTA Legislative Statement

The legislative objectives of the CCRTA work utilize the values of the CCRTA’s mission statement and are chosen with the following purposes in mind:

- Improve mobility and existing transportation conditions for citizens,
- Be good financial and environmental stewards,
- Whenever feasible, collaborate with the policy agendas of local, regional and state entities to foster positive outcomes and strengthen working relationships,
- Embrace and support innovative and constructive programs and support consistent regulatory framework as they arise in transportation.

Program Structure

**Initiatives**
- CCRTA is proactively involved including drafting of legislation recruiting legislative sponsors for filing bills, providing committee testimony and other related activities needed to pursue passage of legislation or amendments

**Endorsements**
- CCRTA will work collectively with other parties, specifically communicating support for various appropriation decisions, legislative issues, or amendments as appropriate. Endorsement issues might include those identified among large urban transit, community/coastal bend area issues, Texas Transit Authority (TTA) issues, or specific issues involving the City of Corpus Christi, Nueces County or other key stakeholders as deemed appropriate

**Defensive or Preservation Matters**
- CCRTA will use its government relations and community resources to oppose legislation, amendments, or appropriations decisions that are adverse or detrimental to CCRTA's ability to operate efficiently to deliver high quality services to its customers.
Federal Objectives

1. Work with members of the Texas congressional delegation, the House and Senate transportation policy committees, USDOT and TxDOT to ensure support of transit programs and their link to jobs, healthcare, and education.

2. Keep the key members of the Texas Congressional delegation fully informed on how the implementation of the FAST Act impacts the CCRTA.

3. Although FAST Act authorized funding for transit, we need to ensure the money is appropriated proportionally each year.

4. Work to ensure that funding for transit remains a part of the Highway Trust Fund.

5. Work in preparation for congressional activity on federal tax reform to ensure that transit is included in any tax reduction or credit resulting from new tax laws.

6. Work with the federal advocacy efforts with SWTA, CTAA and APTA where their interests are consistent with the CCRTA.
State Objectives

1. Seek legislative opportunities for the CCRTA to leverage its alternative fueling investment to improve the availability and reliability for CNG gas fueling by local municipalities and others during times of emergency.

2. Preserve and protect against adverse changes to the gasoline and/or diesel fuels tax.

State Objectives

3. Protect, preserve and seek additional appropriations if possible for air quality planning funds (Clean Air Account 151), which benefits Corpus Christi as a near non-attainment community in meeting SIP requirements.

4. Amend the Health and Safety Code to authorize MTA eligibility for TERP grant funds.

5. Consider state appropriations for improving public transportation services resulting from the Harbor Bridge relocation project, including resources to offset ferry and dock investments.

6. Constructively participate in TxDOT Sunset, seeking opportunities to advance positive transit funding and program initiatives.

7. Preserve and protect the integrity of Chapters 451 and 452 and the general authority of MTA’s.
Timeline

1. Set CCRTA legislative meeting in Corpus Christi to adopt their 2017 Legislative Program
2. Seek adoption of the RTA final legislative program early November 2016
3. Set the date for the CCRTA delegation dinner for Austin and for Corpus Christi
4. Transportation Day at the Capital set for March 7th
5. Plan participation in the APTA Washington Legislative Conference March 12-17, 2017 and coordination with SWTA during the conference
6. Participate in the breakfast lead by SWTA in Washington D.C.

Thank you

Questions?
Board of Directors’ Meeting Memo  November 2, 2016

Subject: Resolution of the Corpus Christi Regional Transportation Authority (CCRTA) authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity effective January 1, 2018; authorizing TCAP to act as an agent on behalf of the CCRTA to enter into a contract for electricity; authorizing Jorge G. Cruz-Aedo, CEO, or Designee to execute an electric supply agreement for deliveries of electricity effective January 1, 2018 and committing to budget for energy purchases in 2018 through 2022 and to honor the CCRTA’s commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP

Background
Since 2002, the CCRTA has been a participant in a consortium of public entities, including the City of Corpus Christi, whose purpose is to negotiate favorable electrical utility rates for its members. CCRTA has achieved various savings levels over the years resulting from its affiliation with TCAP (formerly called South Texas Aggregation Project – STAP) resulting from its affiliation with TCAP because it is able to procure electricity at wholesale rates.

The current agreement expires December 31, 2017. However, since electric rates have been at historic lows for the past several months, CCRTA has the opportunity to lock in to a much lower rate. CCRTA is currently paying $0.07485 per kWh for the electrical supply portion of our electric bill. As of September 16, 2016, the TCAP rate available was $0.0370, reflecting a “savings” of $0.03785 per kWh. Indications are that rates will start to level off, and possibly increase over time.

Recommendation
Staff recommends to the Board of Directors’ to adopt a Resolution authorizing the TCAP to negotiate an electric supply agreement for five years for deliveries of electricity effective January 1, 2018, on behalf of the CCRTA, and authorizing the Chief Executive Officer (CEO) or designee to execute said agreement for deliveries of electricity effective January 1, 2018, and honor CCRTA’s commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP.

Committee Review
This item was presented to the Administration & Finance Committee on October 26, 2016.
Respectfully,

Submitted by:  
Cindy O'Brien  
Director of Finance

Final Review:  
Robert Saldaña  
Managing Director of Administration

Approval:  
Jorge G. Cruz-Aedo  
Chief Executive Officer
DRAFT
RESOLUTION

A RESOLUTION OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY OF THE CITY OF CORPUS CHRISTI, TEXAS, AUTHORIZING THE TEXAS COALITION FOR AFFORDABLE POWER, INC. (TCAP) TO NEGOTIATE AN ELECTRIC SUPPLY AGREEMENT FOR FIVE YEARS FOR DELIVERIES OF ELECTRICITY EFFECTIVE JANUARY 1, 2019; AUTHORIZING TCAP TO ACT AS AN AGENT ON BEHALF OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY TO ENTER INTO A CONTRACT FOR ELECTRICITY; AUTHORIZING JORGE G. CRUZ-AEDO, CEO or ROBERT SALDANA, MANAGING DIRECTOR OF ADMINISTRATION or SHARON MONTEZ, MANAGING DIRECTOR OF CUSTOMER SERVICES TO EXECUTE AN ELECTRIC SUPPLY AGREEMENT FOR DELIVERIES OF ELECTRICITY EFFECTIVE JANUARY 1, 2019 AND COMMITTING TO BUDGET FOR ENERGY PURCHASES IN 2018 THROUGH 2022 AND TO HONOR THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY’S COMMITMENTS TO PURCHASE POWER FOR ITS ELECTRICAL NEEDS IN 2018 THROUGH 2022 THROUGH TCAP

1. WHEREAS, the Corpus Christi Regional Transportation Authority of Corpus Christi, Texas (Authority) is a member of Texas Coalition For Affordable Power, Inc. (TCAP), a non-profit, political subdivision corporation dedicated to securing electric power for its more than 170 members in the competitive retail market; and

2. WHEREAS, TCAP has unique rights under Texas law to negotiate directly in the wholesale market and arrange separate contracts for power supply and retail services which provides TCAP leverage to achieve contract provisions that single city negotiations with a Retail Electric Provider (REP) would be unlikely to produce; and

3. WHEREAS, TCAP’s geographic diversity across all four ERCOT zones produces an aggregated peak load that is lower than the total of individual peak loads of the
individual TCAP members, allowing price benefits in the wholesale market that are not likely to be available to any given TCAP member alone; and

4. **WHEREAS**, TCAP and its predecessor organizations, Cities Aggregation Power Project, Inc. (CAPP) and South Texas Aggregation Project, Inc. (STAP), negotiated favorable contract terms that resulted in rebates from the wholesale supplier and reasonable commodity prices for delivered electricity since 2002 resulting in stable budgets for electricity for members; and

5. **WHEREAS**, commodity prices for electricity experienced significant volatility between 2002 and 2009, with prices ranging from 4 cents to over 13 cents per kWh, causing CAPP and STAP members to welcome a five year contractual commitment that came close to cutting the 2008 prices in half, with that contract being extended until December 31, 2018, with a negotiated price reduction of about 1 cent per kWh; and

6. **WHEREAS**, TCAP has become a forceful voice for consumer protections and market reform to benefit the public and well as cities and other political subdivisions; and

7. **WHEREAS**, TCAP is owned by its members and distributes monetary and other resources according to relative load size of members and is controlled by a 15 member Board of Directors, all of whom must be city employees of members who represent diversity in size and geography; and

8. **WHEREAS**, wholesale power prices within the deregulated Texas market are largely determined by the NYMEX gas futures prices for natural gas which are currently low and relatively stable, but which change daily; and

9. **WHEREAS**, daily price changes require retail customers to execute a contract immediately upon receipt of a favorable offer; and
10. **WHEREAS**, pursuant to Texas Local Government Code Section 252.022(a)(15) expenditures for electricity are exempt from competitive bidding requirements; and

11. **WHEREAS**, on any given day, TCAP is able to capture a favorable wholesale price for any period of time, comparable to or better than any given REP or broker; and

12. **WHEREAS**, TCAP intends to continue to contract with its current wholesale supplier, NextEra, because the relationship with NextEra is such that NextEra is willing, after it knows the size of a given load, to execute a contract at or below prescribed price and terms; and

13. **WHEREAS**, the Authority desires to execute a contract for electricity for the period beyond the expiration of its current contract on December 31, 2017, that locks-in favorable wholesale prices; and

14. **WHEREAS**, the Authority desires to participate in this opportunity to contract for power for five years at a current competitive market price, but in no circumstances in excess of 3.95 cents per kWh; and

15. **WHEREAS**, wholesale suppliers demand assurance that TCAP will pay for all contracted load; and

16. **WHEREAS**, the Authority needs to assure TCAP that it will sign a Commercial Electric Supply Agreement (CESA) reflecting the contract extension and budget for energy purchases for the post-2017 period and honor its commitment to purchase power for its electrical needs for 2018 through 2022 through TCAP,

**THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORATION AUTHORITY OF THE CITY OF CORPUS CHRISTI, TEXAS:**

**Section 1:**
That the TCAP Board of Directors and its consultants and advisors are agents authorized to negotiate for the Authority’s electricity needs as a member of TCAP for the period of five years at a price not to exceed 3.95 cents per kWh;
Section 2:
The Authority prefers to participate in a full-requirements, fixed-price supply option;

Section 3:
Assuming this resolution is passed and NextEra is able to provide TCAP an opportunity prior to December 31, 2016 to contract for power to be delivered at a current competitive market price but in no circumstances in excess of 3.95 cents per kWh, any one of the following individuals is hereby authorized to sign an electric supply agreement for the Authority within 24 hours of receipt of a contract that has been approved and recommended by the TCAP Board of Directors: Jorge G. Cruz-Aedo, CEO, or Robert Saldana, Managing Director of Administration, or Sharon Montez, Managing Director of Customer Services.

Section 4:
That the Authority will commit to purchase power to meet all of its electricity needs eligible for competition pursuant to the TCAP approved supply agreement and approve funds necessary to pay electricity costs proportionate to the Authority’s load under the supply agreement (whether wholesale or retail) arranged by TCAP and signed by TCAP’s Executive Director or President or other TCAP representatives authorized by the TCAP Board.

Section 5:
That a copy of this resolution shall be sent to Jay Doegey, Executive Director, TCAP, 15455 Dallas Parkway, Suite 600, Addison, Texas 75001 and Geoffrey M. Gay, legal counsel to TCAP at 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PRESENTED AND PASSED on this the _____ day of __________, 2016, by a vote of __________ ayes and __________ nays at a regular meeting of the Board of Directors of the Corpus Christi Regional Transportation Authority of the City of Corpus Christi, Texas.

____________________________________________________
Board Chair

ATTEST:

____________________________________________________
Board Secretary
RESOLUTION 

A RESOLUTION OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY OF THE CITY OF CORPUS CHRISTI, TEXAS, AUTHORIZING THE TEXAS COALITION FOR AFFORDABLE POWER, INC. (TCAP) TO NEGOTIATE AN ELECTRIC SUPPLY AGREEMENT FOR FIVE YEARS FOR DELIVERIES OF ELECTRICITY EFFECTIVE JANUARY 1, 2019; AUTHORIZING TCAP TO ACT AS AN AGENT ON BEHALF OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY TO ENTER INTO A CONTRACT FOR ELECTRICITY; AUTHORIZING JORGE G. CRUZ-AEDO, CEO OR ROBERT SALDANA, MANAGING DIRECTOR OF ADMINISTRATION OR SHARON MONTEZ, MANAGING DIRECTOR OF CUSTOMER SERVICES TO EXECUTE AN ELECTRIC SUPPLY AGREEMENT FOR DELIVERIES OF ELECTRICITY EFFECTIVE JANUARY 1, 2019 AND COMMITTING TO BUDGET FOR ENERGY PURCHASES IN 2018 THROUGH 2022 AND TO HONOR THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY’S COMMITMENTS TO PURCHASE POWER FOR ITS ELECTRICAL NEEDS IN 2018 THROUGH 2022 THROUGH TCAP

1. WHEREAS, the Corpus Christi Regional Transportation Authority of Corpus Christi, Texas (Authority) is a member of Texas Coalition For Affordable Power, Inc. (TCAP), a non-profit, political subdivision corporation dedicated to securing electric power for its more than 170 members in the competitive retail market; and

2. WHEREAS, TCAP has unique rights under Texas law to negotiate directly in the wholesale market and arrange separate contracts for power supply and retail services which provides TCAP leverage to achieve contract provisions that single city negotiations with a Retail Electric Provider (REP) would be unlikely to produce; and

3. WHEREAS, TCAP’s geographic diversity across all four ERCOT zones produces an aggregated peak load that is lower than the total of individual peak loads of the
individual TCAP members, allowing price benefits in the wholesale market that are not likely to be available to any given TCAP member alone; and

4. **WHEREAS**, TCAP and its predecessor organizations, Cities Aggregation Power Project, Inc. (CAPP) and South Texas Aggregation Project, Inc. (STAP), negotiated favorable contract terms that resulted in rebates from the wholesale supplier and reasonable commodity prices for delivered electricity since 2002 resulting in stable budgets for electricity for members; and

5. **WHEREAS**, commodity prices for electricity experienced significant volatility between 2002 and 2009, with prices ranging from 4 cents to over 13 cents per kWh, causing CAPP and STAP members to welcome a five year contractual commitment that came close to cutting the 2008 prices in half, with that contract being extended until December 31, 2017, with a negotiated price reduction of about 1 cent per kWh; and

6. **WHEREAS**, TCAP has become a forceful voice for consumer protections and market reform to benefit the public and well as cities and other political subdivisions; and

7. **WHEREAS**, TCAP is owned by its members and distributes monetary and other resources according to relative load size of members and is controlled by a 15 member Board of Directors, all of whom must be city employees of members who represent diversity in size and geography; and

8. **WHEREAS**, wholesale power prices within the deregulated Texas market are largely determined by the NYMEX gas futures prices for natural gas which are currently low and relatively stable, but which change daily; and

9. **WHEREAS**, daily price changes require retail customers to execute a contract immediately upon receipt of a favorable offer; and
10. **WHEREAS**, pursuant to Texas Local Government Code Section 252.022(a)(15) expenditures for electricity are exempt from competitive bidding requirements; and

11. **WHEREAS**, on any given day, TCAP is able to capture a favorable wholesale price for any period of time, comparable to or better than any given REP or broker; and

12. **WHEREAS**, TCAP intends to continue to contract with its current wholesale supplier, NextEra, because the relationship with NextEra is such that NextEra is willing, after it knows the size of a given load, to execute a contract at or below prescribed price and terms; and

13. **WHEREAS**, the Authority desires to execute a contract for electricity for the period beyond the expiration of its current contract on December 31, 2017, that locks-in favorable wholesale prices; and

14. **WHEREAS**, the Authority desires to participate in this opportunity to contract for power for five years at a current competitive market price, but in no circumstances in excess of 3.95 cents per kWh; and

15. **WHEREAS**, wholesale suppliers demand assurance that TCAP will pay for all contracted load; and

16. **WHEREAS**, the Authority needs to assure TCAP that it will sign a Commercial Electric Supply Agreement (CESA) reflecting the contract extension and budget for energy purchases for the post-2017 period and honor its commitment to purchase power for its electrical needs for 2018 through 2022 through TCAP,

**THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORATION AUTHORITY OF THE CITY OF CORPUS CHRISTI, TEXAS:**

**Section 1:**
That the TCAP Board of Directors and its consultants and advisors are agents authorized to negotiate for the Authority’s electricity needs as a member of TCAP for the period of five years at a price not to exceed 3.95 cents per kWh;
Section 2:
The Authority prefers to participate in a full-requirements, fixed-price supply option;

Section 3:
Assuming this resolution is passed and NextEra is able to provide TCAP an opportunity prior to December 31, 2016 to contract for power to be delivered at a current competitive market price but in no circumstances in excess of 3.95 cents per kWh, any one of the following individuals is hereby authorized to sign an electric supply agreement for the Authority within 24 hours of receipt of a contract that has been approved and recommended by the TCAP Board of Directors: ____________________________ or ____________________________ or ____________________________.

Section 4:
That the Authority will commit to purchase power to meet all of its electricity needs eligible for competition pursuant to the TCAP approved supply agreement and approve funds necessary to pay electricity costs proportionate to the Authority’s load under the supply agreement (whether wholesale or retail) arranged by TCAP and signed by TCAP’s Executive Director or President or other TCAP representatives authorized by the TCAP Board.

Section 5:
That a copy of this resolution shall be sent to Jay Doegey, Executive Director, TCAP, 15455 Dallas Parkway, Suite 600, Addison, Texas 75001 and Geoffrey M. Gay, legal counsel to TCAP at 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PRESENTED AND PASSED on this the ____ day of __________, 2016, by a vote of __________ ayes and _________ nays at a regular meeting of the Board of Directors of the Corpus Christi Regional Transportation Authority of the City of Corpus Christi, Texas.

__________________________________
Board Chair

ATTEST:

__________________________________
Board Secretary
**REGIONAL TRANSPORTATION AUTHORITY**  
**BOARD APPROVAL DOCUMENT**

**DATE:** January 6, 2011  
**SUBJECT:** Resolution Authorizing the South Texas Aggregation Project, Inc. (STAP) to Negotiate an Extension to the Current Electricity Supply Agreement

<table>
<thead>
<tr>
<th>Recommendation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request the Board of Directors to: (a) Authorize the Chairman of the Board to approve a resolution authorizing the South Texas Aggregation Project, Inc. (STAP) to negotiate an extension to the Electric Supply Agreement for deliveries of electricity and necessary related services with a lower fixed price per kWh than the current contract with STAP effective January 2011 or as soon after finalization of a contract with Next Era; and (b) Authorize the Chief Executive Officer to execute an extension to the current electricity supply agreement with STAP for electricity services.</td>
</tr>
</tbody>
</table>

**Background**

Since 2002, the RTA has been a participant of the South Texas Aggregation Project (STAP); it consists of a consortium of public entities, including the City of Corpus Christi, whose purpose is to negotiate favorable electrical utility rates for its members. The RTA has achieved various savings levels over the years resulting from its affiliation with STAP because it is able to procure electricity at wholesale rates.

A five year contract was approved by the Board that was effective January 2009 through December 2013. Energy prices for each year of the five-year contract were locked on at that time.
Issue

During November a memorandum was sent to all entities indicating that an opportunity developed that would assist in the reduction of pricing for next year’s electricity, as well as, reductions for the next three years. The supplier Next Era, offered to liquidate the natural gas futures contracts it secured in 2008 to give STAP fixed electric rates for years. Next Era would then purchase new gas futures contracts to secure fixed pricing for an eight-year period at rates less than rates that must be paid next year under the existing terms and conditions of the contract with Next Era. For most STAP members, Next Era’s offer to “blend and extend” would reduce 2011 prices by approximately 1 cent per kWh. The RTA typically uses an estimated 2 million kWh annually, which would equate to $20,000.

The RTA typically waits until the City of Corpus Christi has approved a resolution with STAP before approving a resolution and that was not completed until December 7th which fell after the RTA’s December’s Board meeting. The goal of STAP is to sign a new agreement with Next Era just as soon as the natural gas prices drop again. That timeline is relatively hard to predict so STAP would like to be ready with as many supporting entities as early as possible. Therefore, there is an urgency to sign the resolution in January to demonstrate support for the new contract.

Recommendation

Staff requests that the Board of Directors:  (a) Authorize the Chairman of the Board to approve a resolution authorizing the South Texas Aggregation Project, Inc. (STAP) to negotiate an extension to the electric supply agreement for deliveries of electricity and necessary related services with a lower fixed price per kWh than the current contract with STAP effective January 2011 or as soon after finalization of a contract with Next Era, and (b) Authorize the Chief Executive Officer to execute an extension to the current electricity supply agreement with STAP for electricity services.
RESOLUTION

A RESOLUTION OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY (RTA) AUTHORIZING THE SOUTH TEXAS AGGREGATION PROJECT, INC. (STAP) TO NEGOTIATE AN EXTENSION TO THE CURRENT ELECTRIC SUPPLY AND NECESSARY RELATED SERVICES AGREEMENT WITH NEXT ERIA FOR A FIXED PRICE PER kWh THAT IS LOWER THAN CONTRACT RATES FOR 2011-2013, SAID EXTENSION TO CONTINUE UNTIL DECEMBER 31, 2018; APPROVING STAP CONTRACTING WITH NEXT ERIA AND AUTHORIZING THE CEO TO SIGN A CONTRACT WITH STAP FOR THE RTA’S ELECTRICITY NEEDS FOR THE PERIOD BEGINNING JANUARY 1, 2011 OR AS SOON AFTER FINALIZATION OF A CONTRACT AS POSSIBLE AND EXTENDING UP TO DECEMBER 31, 2018; COMMITTING TO BUDGET FOR ENERGY PURCHASES AND TO HONOR THE RTA’S COMMITMENTS TO PURCHASE POWER THROUGH STAP FOR ITS ELECTRICAL NEEDS THROUGH DECEMBER 31, 2018.

WHEREAS, the Corpus Christi Regional Transportation Authority (RTA) is a member of South Texas Aggregation Project, Inc. (STAP), a nonprofit political subdivision corporation dedicated to securing electric power for its 52 political subdivision members in the competitive retail market; and

WHEREAS, STAP negotiated favorable contract terms and a reasonable commodity price for delivered electricity since 2002 resulting in significant savings for its members; and

WHEREAS, the RTA’s current contract for power with Next Era arranged through STAP expires December 31, 2013; and

WHEREAS, the STAP Board of Directors is currently considering a blend and extend contract with Next Era with indicative retail energy prices that will reduce the prices under the current contract for the next three years and extend a fixed price for energy through December 31, 2018; and

WHEREAS, the current contract is a master agreement between STAP and Next Era endorsed by contract with individual STAP members; and

WHEREAS, STAP must be able to commit contractually to prices in a blend and extend contract amendment within a 24-hour period in order to lock-in favorable prices; and

WHEREAS, experiences in contracting for STAP load since 2002 demonstrated that providers demand immediate response to an offer and may penalize delay with higher prices; and

WHEREAS, suppliers demand assurance that STAP will pay for all contracted load; and
WHEREAS, the RTA must assure STAP that it will budget for energy purchases and honor its commitments to purchase power for its electrical needs through STAP for the period beginning January 1, 2011 and extending through December 31, 2018; and

WHEREAS, STAP intends to continue to contract with Next Era (power supply) and Direct Energy (billing, administrative and other customer services); and

WHEREAS, the current contractual relationships between STAP and Next Era and Direct Energy have been beneficial and cost effective for STAP members and the RTA.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

Section 1:

The STAP Board and its consultants and advisors are agents authorized to negotiate for the RTA’s electricity needs as a member of STAP and extend the current supply agreement through December 31, 2018.

Section 2:

The RTA approves STAP extending its current contract with Next Era for the supply of electric power and related, necessary services for the RTA for a term to begin January 1, 2011 or as soon after finalization of a contract as possible and extending up to December 31, 2018, so long as the extension results in savings over the current contract term of 2011-2013 and results in fixed prices through December 31, 2018.

Section 3:

The Chief Executive Officer (CEO) of the RTA will execute a contract with STAP that permits the Chairman of STAP to sign a Commercial Electric Service Agreement (“CESA”) for the RTA’s electricity needs and related, necessary services beginning January 1, 2011 and extending up to December 31, 2018, as a member of STAP and commits its load for the same period pursuant to the contract recommended and approved by the STAP Board of Directors, provided that the energy price to be paid per kWh in 2011-2013 is less than the current contract price for 2011-2013 resulting in savings for the RTA and that the fixed price for the period 2011-2013 will continue through December 31, 2018.
AGENDA ITEM 12

Section 4:

That the RTA will budget and approve funds necessary to pay electricity costs proportionate to the RTA’s load under the supply agreement arranged by STAP and signed by the Chairman of STAP on behalf of all STAP members for the term beginning January 1, 2011 and extending up to December 31, 2018.

Section 5:

That a copy of the resolution shall be sent to Geoffrey M. Gay, legal counsel to STAP.

PRESENTED AND PASSED on this 6th day of January, 2011, at a regular meeting of the Board of Directors of the Corpus Christi Regional Transportation Authority.

____________________________
Crystal Lyons
Board Chair

ATTEST:

____________________________
Board Secretary
Board of Directors' Meeting Memo

November 2, 2016

Subject: Adoption of the 2017 Board and Committee Meetings Calendar

Background
Each year, the Board adopts a meeting calendar for the upcoming year. The CCRTA monthly Board Meeting(s) are scheduled on the first (1st) Wednesday of the each month. The Administration & Finance Committee and Operations & Capital Projects Committee are held on the fourth (4th) Wednesday respectively of each month.

Recommendation
Staff recommends that the Board of Directors’ adopt a 2017 meeting calendar.

Committee Review
This item was presented to the Administration & Finance Committee on October 26, 2016.

Respectfully Submitted,

Submitted by:

Jorge Cruz-Aedo
Chief Executive Officer
2017 Meeting Calendar - CCRTA Board of Directors

January

4th - BOARD Mtg.
8:30 a.m.

25th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

July

5th - BOARD Mtg.
8:30 a.m.

26th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

February

1st - BOARD Mtg.
8:30 a.m.

22nd - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

August

2nd - BOARD Mtg.
8:30 a.m.

23rd - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

March

1st - BOARD Mtg.
8:30 a.m.

22nd - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

September

6th - BOARD Mtg.
8:30 a.m.

27th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

April

5th - BOARD Mtg.
8:30 a.m.

26th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

October

4th - BOARD Mtg.
8:30 a.m.

25th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

May

3rd - BOARD Mtg.
8:30 a.m.

15th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

November

1st - BOARD Mtg.
8:30 a.m.

17th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

June

7th - BOARD Mtg.
8:30 a.m.

28th - COMMITTEE Mtgs.
8:30 a.m. Admin. & Finance
9:30 a.m. Ops. & Cap. Projects

December

6th - BOARD Mtg.
8:30 a.m.

No COMMITTEE Mtgs.

Revised: 10/21/2016

# In red = CCRTA Holidays (Office Closed)
2017 Meeting Calendar - CCRTA Board of Directors

January
- 4TH - BOARD Mtg.
  8:30 a.m.
- 25TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

July
- 5TH - BOARD Mtg.
  8:30 a.m.
- 26TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

February
- 1ST - BOARD Mtg.
  8:30 a.m.
- 22ND - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

August
- 2ND - BOARD Mtg.
  8:30 a.m.
- 23RD - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

March
- 1ST - BOARD Mtg.
  8:30 a.m.
- 22ND - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

September
- 4TH - BOARD Mtg.
  8:30 a.m.
- 27TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

April
- 5TH - BOARD Mtg.
  8:30 a.m.
- 26TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

October
- 1ST - BOARD Mtg.
  8:30 a.m.
- 15TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

May
- 3RD - BOARD Mtg.
  8:30 a.m.
- 24TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

November
- 6TH - BOARD Mtg.
  8:30 a.m.
- 15TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

June
- 7TH - BOARD Mtg.
  8:30 a.m.
- 28TH - COMMITTEE Mtgs.
  8:30 a.m. Admin. & Finance
  9:30 a.m. Ops. & Cap. Projects

December
- 6TH - BOARD Mtg.
  8:30 a.m.
- No COMMITTEE Mtgs.

Revised: 10/21/2016

# in red = CCRTA Holidays (Office Closed)
Board of Directors’ Meeting Memo

Subject: Authorization to issue an Invitation for Bids (IFB) for Diesel Fuel Supply

Background
The RTA requires approximately three hundred & seventy five thousand (375,000) gallons of fuel annually for the diesel fueled fixed-route buses. This amount continues to decrease over the years as we move to CNG fueled buses.

Subject to the provisions of the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the RTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

Identified Need
A diesel fuel supply agreement assures that the RTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages.

Petroleum Traders was awarded a contract in January of 2011 to provide diesel fuel supply. The bid was structured as a three-year firm supply agreement with a two-year option; the last option year expires January 31, 2017.

Disadvantaged Business Enterprise
Staff will monitor DBE and collaborate with Bidders to pursue DBE participation, including subcontracting opportunities.

Financial Impact
Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2016 Operating Budget, local funds.

Recommendation
Staff recommends the Board of Directors’ authorize the Chief Executive Officer (CEO) or designee to issue an Invitation for Bids (IFB) for Diesel Fuel Supply.

Committee Review
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.
Respectfully Submitted,

Submitted by: /s/ Bryan J. Garner
Director of Maintenance

Final Review: /s/ Rosa E. Villarreal
Managing Director of Operations

Approval: /s/ Jorge Cruz-Aedo
Chief Executive Officer
CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Meeting Memo

November 2, 2016

Subject: Authorization to issue an Invitation for Bids (IFB) for Heavy Duty Vehicle Filters

Background
The RTA purchases the majority of filters needed to maintain the fixed route buses utilizing an Invitation for Bid (IFB) process. The Heavy-Duty Vehicle Filters bid represents 10 line items of filters. The vendors will be asked to submit bids for individual filters based on historical usage from the rolling twelve-month period.

Heavy-Duty Vehicle Filters were specified to meet minimum requirements as outlined in the vehicle service manual by Cummins Inc. The RTA fixed-route fleet is comprised of Compressed Natural Gas (CNG) and Diesel Cummins engines, of which several are still under manufacturer warranty. Any non-compliance with the engine manufacturer could result in denial of warranty services and claims.

Identified Need
The RTA utilizes OEM filters to ensure the state of good repair for the fleet. In addition, following this process clearly demonstrates to the original OEM manufacturers that we are performing our preventative maintenance of our fleet according to their specifications. Over the course of twelve months we replace a total of 2,570 filters per year. This keeps the fleet in compliance with all warranty protocols meeting the OEM's standards for maintaining our assets.

In August of 2015 CCRTA entered into a one year agreement with Corpus Christi Freightliner for heavy duty vehicle filters. The agreement is now on a month to month basis while this procurement is being conducted.

The new contract will be structured as a two year (2) base with a one (1) year option requiring Board approval.

Disadvantaged Business Enterprise
Staff will monitor DBE and collaborate with Bidders to pursue DBE participation, including subcontracting opportunities.

Financial Impact
This is a firm price supply agreement for Heavy-Duty Vehicle Filters. Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2016 Operating Budget, local funds.
Recommendation
Staff recommends the Board of Directors' authorize the Chief Executive Officer (CEO) or designee to issue an Invitation for Bids (IFB) for Heavy Duty Vehicle Filters.

Committee Review
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.

Respectfully Submitted,

Submitted by:  
Bryan J. Garner  
Director of Maintenance

Final Review:  
Rosa E. Villarreal  
Managing Director of Operations

Approval:  
Jorge Cruz-Aedo  
Chief Executive Officer
Board of Directors' Meeting Memo

November 2, 2016

Subject: Award Contract to Multiple Vendors for Bus and Engine Parts

Background
The RTA purchases the majority of all parts needed to maintain RTA buses utilizing an Invitation for Bid (IFB) process. The bus and engine parts bid represents over 1,200 line items of parts -- primarily instrumentation parts, vehicle body parts, chassis parts, drive train parts, electrical parts, engine/motor system parts and accessories. Replacement parts are specified to meet or exceed "original equipment manufacturer" (OEM) or approved equals, the latter determined by independent testing or verified references.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under this agreement; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. The alternative of paying out-of-contract prices will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts procurements.

The following nine (9) vendors submitted pricing for various bus and engine parts.

<table>
<thead>
<tr>
<th>Vendor</th>
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<tbody>
<tr>
<td>Eireg Distributors LTD</td>
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<tr>
<td>French Ellison Truck Center</td>
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<td>Kirk's Automotive, Inc.</td>
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<td>Munice Transit Supply</td>
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<tr>
<td>Prevost</td>
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<tr>
<td>Reliable Transmission</td>
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</tbody>
</table>

Identified Need
An Invitation for Bids (IFB) was advertised in August 2016. The bid was structured as a one-year firm price with two (2) one-year options; the option years requiring Board of Directors approval.

Disadvantaged Business Enterprise
Staff will work with the proposed low bidders to determine if any DBE participation is available during the contract period.
Financial Impact
Total amount of usage will determine actual expenditures. Funds are budgeted in FY2016 Operating Budget and proposed FY2017 Operating Budget, local funds.

Recommendation
Staff recommends the Board of Directors' authorize the Chief Executive Officer (CEO) or designee to award a one-year contract to multiple vendors for Bus and Engine Parts

Committee Review
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.

Respectfully Submitted,

Submitted by:  
Bryan Garner  
Director of Maintenance

Final Review:  
Rosa E. Villarreal  
Managing Director of Operations

Approval:  
Jorge Cruz-Aedo  
Chief Executive Officer
Board of Directors' Meeting Memo

November 2, 2016

Subject: First Option Year for General Engineering Construction Services with Naismith-Hanson Engineering, Inc.

Background
The RTA utilizes general engineering/architectural services for various tasks. Please see list below of tasks completed as part of the contact:

- Robstown Station design,
- Design for the Bear Lane Parking Lot Improvement Project,
- Design for the TX A&M-CC Two Bus Stops @ Momentum Campus
- Preliminary design work for Port/Ayers Station, Southside Station Sky Bridge and Flour Bluff bus stops for submission on a grant
- Environmental assessments for the Staples Street Center land purchases

Identified Need
The purpose of having an engineering/architect of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Assists with the design of “shovel ready projects” in anticipation of additional grant funding

Analysis
A Request for Qualifications was issued on August 12, 2013 and qualifications statements were received Friday, September 13, 2013. A total of six proposals were received and evaluated. Written criteria for selection—in order of importance—were assigned as follows:

- Firm Qualifications (35 pts)
- Key Personnel Qualifications (25 pts)
- Work Approach (15 pts)
- Quality of Client Service (15 pts)
- Supporting Information (10 pts)
### Ratings for the Initial Engineering/Architectural Services

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<thead>
<tr>
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<td>8</td>
<td>77.00</td>
</tr>
<tr>
<td>Govind Engineering</td>
<td>25.75</td>
<td>17.75</td>
<td>10</td>
<td>9.75</td>
<td>6.5</td>
<td>69.75</td>
</tr>
</tbody>
</table>

Naismith Engineering was recently purchased by Hanson Professional Services, Inc. of Springfield, Illinois. Hanson Professional Services, Inc. is a national company with an office in Dallas, TX. Hanson Professional Services, Inc. was formed in 1954. Naismith Engineering has been providing engineering services since 1949 and provides civil, structural, and environmental engineering services, as well as, architectural services in-house. Together there are over 28 offices and 450 staff with the Naismith-Hanson firm.

**Financial Impact**
The annual cost estimate is $150,000.

**Disadvantaged Business Enterprise**
The DBE goal for this contract was established in August 2013 at 25%.

**Recommendation**
Staff recommends the Board of Directors' to authorize the Chief Executive Officer or designee to enter into negotiations for the first option year with Naismith-Hanson Professional Services, Inc., for Engineering/Architectural Services

**Committee Review**
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.
Respectfully Submitted,

Submitted by:

___________________________
Sharon Montez
Managing Director of Customer Services

Approval:

___________________________
Jorge Cruz-Aedo
Chief Executive Officer
Board of Directors’ Meeting Memo

November 2, 2016

Subject: 2017 Holiday Service Schedule

Background
Each year, the Service Standards require the Board of Directors’ to determine service levels on holidays. In the past, RTA has operated no service on three days during the year, and operated a modified service schedule on other dates. Attached is the draft notice to employees and contractors.

Identified Need
Staff recommends the Board of Directors’ establish the 2017 Holiday Service Schedule as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Service Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, April 16, 2017</td>
<td>Easter Sunday</td>
<td>No Service</td>
</tr>
<tr>
<td>Monday, May 29, 2017</td>
<td>Memorial Day</td>
<td>Sunday Service Level</td>
</tr>
<tr>
<td>Tuesday, July 4, 2017</td>
<td>Independence Day</td>
<td>Sunday Service Level</td>
</tr>
<tr>
<td>Monday, September 4, 2017</td>
<td>Labor Day</td>
<td>Sunday Service Level</td>
</tr>
<tr>
<td>Thursday, November 23, 2017</td>
<td>Thanksgiving Day</td>
<td>No Service</td>
</tr>
<tr>
<td>Friday, November 24, 2017</td>
<td>Black Friday</td>
<td>Saturday Service Level</td>
</tr>
<tr>
<td>Sunday, December 24, 2017</td>
<td>Christmas Eve</td>
<td>Service Terminates in Early Evening</td>
</tr>
<tr>
<td>Monday, December 25, 2017</td>
<td>Christmas Day</td>
<td>No Service</td>
</tr>
<tr>
<td>Sunday, December 31, 2017</td>
<td>New Year’s Eve</td>
<td>Sunday Service Level</td>
</tr>
<tr>
<td>Monday, January 1, 2018</td>
<td>New Year’s Day</td>
<td>Sunday Service Level</td>
</tr>
</tbody>
</table>

Financial Impact
No financial impact.

Recommendation
Staff recommends the Board of Directors’ approve the 2017 Holiday Service Schedule as cited above for adoption by the Board of Directors’ at their next meeting.
Committee Review
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Approval: Rosa Villarreal
Managing Director of Operations

Approval: Jorge Cruz-Aedo
Chief Executive Officer
To: RTA & Contract Employees

From: Jorge Cruz-Aedo, Chief Executive Officer

Re: 2017 Holiday Service Schedule

The holiday service levels for 2017 are based on past experience with ridership levels, concerns, recommendations from staff, and input from the public as well as the transportation needs of our region.

A. Sunday, April 16, 2017 – Easter Sunday: **RTA HOLIDAY - NO SERVICE.** Administration and Customer Service Center closed.


C. Tuesday, July 4, 2017 – Independence Day: **RTA HOLIDAY - Sunday service level with regular fares.** Administration and Customer Service Center closed.


E. Thursday, November 23, 2017 – Thanksgiving Day: **RTA HOLIDAY - NO SERVICE.** Administration and Customer Service Center closed.

F. Friday, November 24, 2017 – Black Friday: **NO RTA HOLIDAY – Saturday service level with regular fares.** Administration and Customer Service Center will remain open.

G. Sunday, December 24, 2017 – **NO RTA HOLIDAY – Saturday service level with regular fares, but ending earlier in the evening.** Administration and Customer Service Center closed.


I. Sunday, December 31, 2017 – New Year’s Eve: **NO RTA HOLIDAY – Saturday service level with regular fares.** Administration and Customer Service Center closed.

To: RTA & Contract Employees

From: Jorge Cruz-Aedo, Chief Executive Officer

Re: 2017 Holiday Service Schedule

The holiday service levels for 2017 are based on past experience with ridership levels, concerns, recommendations from staff, and input from the public as well as the transportation needs of our region.


F. Friday, November 24, 2017 – Black Friday: NO RTA HOLIDAY – Saturday service level with regular fares. Administration and Customer Service Center will remain open.

G. Sunday, December 24, 2017 – NO RTA HOLIDAY – Saturday service level with regular fares, but ending earlier in the evening. Administration and Customer Service Center closed.


Board of Directors' Meeting Memo  
November 2, 2016

Subject: September 2016 Financial Report

**SUMMARY:** The Authority's net financial performance for the month of September falls short of budgeted amounts by $543,936. This is mainly attributed to the shortfall in sales tax collections of $753,475, offset by timing of sub-recipient grant expenses. The year-to-date variance also falls short of total budgeted amounts by $1,852,744, mostly due to under-collected sales taxes and timing differences in grant drawdowns for federal assistance offset somewhat by departmental savings and timing of receipt of the Street Improvements Program reimbursement requests.

**REVENUES**

- **Sales Tax** – September sales tax has been estimated at $2,790,232, which, due to lagging sale tax collections, is 8% less than amounts collected for September 2015 actual collections.

**UPDATE – SALES TAX COLLECTIONS FOR AUGUST 2016 SALES OF $2,497,075 WERE RECEIVED ON OCTOBER 12, 2016 AND ARE $6,171 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 0.2%. YEAR-TO-DATE COLLECTIONS FOR 2016 TOTAL $20,641,082 WHICH ARE 11.79% ($2,758,918) UNDER 2016 BUDGETED AMOUNTS.**

- **Operating Revenues** – For the month of September, Passenger Service was $171,369 vs. $164,956 in 2015 – an increase of $6,413 (3.89%), yet $13,090 (7.1%) lower than current budget estimates. Other operating revenues, including bus advertising, were $35,103 vs. $107,903 budgeted for a net decrease of $72,795. The major reason for this variance is the timing of budgeted alternative fuel tax refunds.

**EXPENSES**

Over all, monthly departmental expenses are over budget by $68,157, or 2.85%. The majority of the variances are timing differences of actual versus amounts budgeted from Service Development ($12,648), higher than budgeted health insurance and pension costs ($149,926) from Human Resources, and higher costs in Safety & Security ($57,870). Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – September reflects $1,163,994, which is 15.24% ($153,921) over budgeted amounts. The majority of this variance is due to timing of payroll accruals. For year to date expenses, this category is 2.12% ($203,603) under budget, mainly due to vacancies.
- **Services** – September reflects $269,591, which is 1.23% ($3,349) under budget. Likewise, year to date expenses of $2,372,342 are $455,786 (16.12%) under budget in this category, mainly due to timing of receipt of invoices.

- **Materials and Supplies** – September reports $248,878, which is 12.94% ($36,977) under budget with year to date expenses running $2,364,150, or $186,947 (7.33%) 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** – September reports $257,663, which is 26.806 (11.61%) over budget. This variance is attributed to an increase in Health claims paid versus amounts budgeted. The year to date expenses of $2,612,554 are at 26.72%, or $550,840 over budget for the same reason.

- **Purchased Transportation** – September reports $420,804 which is $44,046 (9.48%) under budget. This variance is mainly due to the reversal of vanpool accruals which were higher than the actual charges. The year-to-date expenses of $4,159,697 are $47,444 (1.15%) over budget, mainly due to contracted fixed route and B-Line costs exceeding the amounts budgeted to date by $223,742, offset by fuel savings of $147,711.

- **Miscellaneous** – September reports $34,495 which is $227,115 (86.81%) under budget with year to date expenses of $626,317 versus $1,089,405 budgeted for a 42.51% savings to date. This variance is mainly associated with budgeted amounts of $588,271 for Intergovernmental expenses not incurred to date and $63,078 in travel savings, offset by increases in actual versus budgeted amounts in advertising/media expenses of $69,413 in Marketing.

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

**Committee Review**
This item was presented to the Administration & Finance Committee on October 26, 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 September 30, 2016 & August 31, 2016 & September 30, 2015

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>September 30, 2016</th>
<th>August 31, 2016</th>
<th>September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents $</td>
<td>17,586,148</td>
<td>17,236,937</td>
<td>31,577,720</td>
</tr>
<tr>
<td>Investments</td>
<td>9,219,422</td>
<td>9,219,292</td>
<td>10,129,927</td>
</tr>
<tr>
<td>Receivables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales taxes</td>
<td>5,093,227</td>
<td>5,066,177</td>
<td>6,266,458</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>59,231</td>
<td>57,245</td>
<td>-</td>
</tr>
<tr>
<td>Due from federal/state Government</td>
<td>6,391,662</td>
<td>7,469,692</td>
<td>7,479,539</td>
</tr>
<tr>
<td>Other</td>
<td>270,306</td>
<td>83,271</td>
<td>186,256</td>
</tr>
<tr>
<td>Inventories</td>
<td>605,690</td>
<td>620,202</td>
<td>660,865</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>389,226</td>
<td>431,055</td>
<td>182,524</td>
</tr>
<tr>
<td>Net Pension Asset</td>
<td>(144,791)</td>
<td>51,271</td>
<td>1,214,751</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>39,469,121</td>
<td>40,255,142</td>
<td>57,718,040</td>
</tr>
<tr>
<td>Non-Current Assets:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital assets:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Construction in progress</td>
<td>37,117,382</td>
<td>36,648,271</td>
<td>43,328,976</td>
</tr>
<tr>
<td>Other capital assets, net of depreciation</td>
<td>44,798,750</td>
<td>45,462,497</td>
<td>32,942,064</td>
</tr>
<tr>
<td>Net capital assets</td>
<td>81,916,132</td>
<td>82,110,768</td>
<td>76,271,040</td>
</tr>
<tr>
<td>Total Non-Current Assets</td>
<td>81,916,132</td>
<td>82,110,768</td>
<td>76,271,040</td>
</tr>
<tr>
<td>Total Assets</td>
<td>121,385,253</td>
<td>122,365,910</td>
<td>133,989,080</td>
</tr>
</tbody>
</table>

| LIABILITIES |                   |                 |                   |
| Current Liabilities: |                     |                 |                   |
| Accounts payable | 1,769,828 | 4,257,872 | 6,698,539 |
| Accrued compensated absences | 234,460 | 234,460 | 227,838 |
| Bonds Payable | 540,000 | 540,000 | 535,000 |
| Distributions to regional entities payable | 924,456 | (366,940) | 576,937 |
| Other accrued liabilities | 820,581 | 694,059 | 548,219 |
| Total Current Liabilities | 4,289,325 | 5,359,251 | 8,587,533 |
| Non-Current Liabilities: |                     |                 |                   |
| 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 |
| Total Non-Current Liabilities | 21,032,277 | 21,032,277 | 21,432,686 |
| Total Liabilities | 25,321,602 | 26,391,528 | 30,130,219 |

| NET POSITION |                   |                 |                   |
| Net Investment in Capital Assets | 81,916,132 | 82,110,768 | 76,271,040 |
| Restricted for debt service | 1,611,302 | 1,611,302 | 1,611,302 |
| Restricted for pension plan obligation | 1,321,159 | 1,517,221 | 1,214,751 |
| Unrestricted | 11,215,058 | 10,735,091 | 24,761,769 |
| Total Net Position | $96,063,651 | $95,974,381 | $103,858,861 |

30
## Corpus Christi Regional Transportation Authority
**Statement of Revenues and Expenditures By Cost Center (Unaudited)**
**Months ended September 30, 2016 & September 30, 2015**

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Favorable (Unfavorable)</th>
<th>Prior Year Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
</tr>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$ 171,369</td>
<td>184,459</td>
<td>(13,090)</td>
</tr>
<tr>
<td>Bus advertising</td>
<td>7,432</td>
<td>12,000</td>
<td>(4,568)</td>
</tr>
<tr>
<td>Charter service</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>27,876</td>
<td>95,903</td>
<td>(68,227)</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>206,477</strong></td>
<td><strong>292,362</strong></td>
<td><strong>(85,885)</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>539,526</td>
<td>547,729</td>
<td>8,203</td>
</tr>
<tr>
<td>Customer Programs</td>
<td>20,081</td>
<td>12,218</td>
<td>(7,863)</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>433,437</td>
<td>472,122</td>
<td>38,885</td>
</tr>
<tr>
<td>Service Development</td>
<td>36,724</td>
<td>24,076</td>
<td>(12,648)</td>
</tr>
<tr>
<td>MUG</td>
<td>40,230</td>
<td>49,042</td>
<td>8,812</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>413,758</td>
<td>422,997</td>
<td>9,239</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>91,636</td>
<td>171,051</td>
<td>79,415</td>
</tr>
<tr>
<td>Contracts and Procurements</td>
<td>9,974</td>
<td>14,754</td>
<td>4,800</td>
</tr>
<tr>
<td>CEO’s Office</td>
<td>46,457</td>
<td>57,170</td>
<td>10,713</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>32,675</td>
<td>36,989</td>
<td>4,314</td>
</tr>
<tr>
<td>Materials Management</td>
<td>16,017</td>
<td>16,173</td>
<td>544</td>
</tr>
<tr>
<td>Human Resources</td>
<td>472,883</td>
<td>322,967</td>
<td>149,916</td>
</tr>
<tr>
<td>General Administration</td>
<td>33,794</td>
<td>28,915</td>
<td>(4,879)</td>
</tr>
<tr>
<td>Capital Project Management</td>
<td>16,407</td>
<td>19,331</td>
<td>2,924</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>54,366</td>
<td>55,036</td>
<td>670</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>150,419</td>
<td>92,549</td>
<td>(57,870)</td>
</tr>
<tr>
<td>Staples Street Center</td>
<td>47,607</td>
<td>49,676</td>
<td>2,069</td>
</tr>
<tr>
<td><strong>Total Departmental Expenses</strong></td>
<td><strong>2,456,041</strong></td>
<td><strong>2,387,884</strong></td>
<td><strong>(68,157)</strong></td>
</tr>
<tr>
<td>Depreciation</td>
<td>693,747</td>
<td>663,748</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>3,119,788</strong></td>
<td><strong>3,051,632</strong></td>
<td><strong>(68,156)</strong></td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(2,913,311)</td>
<td>(2,759,270)</td>
<td>(154,041)</td>
</tr>
<tr>
<td><strong>Other Income (Expense)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax Revenue</td>
<td>2,826,525</td>
<td>3,380,000</td>
<td>(553,475)</td>
</tr>
<tr>
<td>Federal, state and local grant</td>
<td>401,019</td>
<td>350,000</td>
<td>51,019</td>
</tr>
<tr>
<td>assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>8,042</td>
<td>10,000</td>
<td>(1,958)</td>
</tr>
<tr>
<td>Gain (Loss) on Disposition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense on Bonds</td>
<td>38,925</td>
<td>38,925</td>
<td>-</td>
</tr>
<tr>
<td>Transfer to Capital Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subrecipient Grant Agreements</td>
<td>-</td>
<td>(66,071)</td>
<td>(66,071)</td>
</tr>
<tr>
<td>Street Improvements Program</td>
<td>-</td>
<td>(209,522)</td>
<td>(209,522)</td>
</tr>
<tr>
<td>for CCTA Region Entities</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Income (Loss) Before Capital Grants and Donations</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Grants &amp; Donations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Change in Net Assets</strong></td>
<td>$ 181,200</td>
<td>705,137</td>
<td>(543,936)</td>
</tr>
</tbody>
</table>

31
<table>
<thead>
<tr>
<th></th>
<th>Year-to-date</th>
<th></th>
<th>Favorable (Unfavorable)</th>
<th>Prior Year Comparison</th>
<th>Favorable (Unfavorable)</th>
<th>A vs C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>A vs B</td>
<td>2015</td>
<td>Comparison</td>
<td></td>
</tr>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$ 1,312,496</td>
<td>1,437,677</td>
<td>(125,181)</td>
<td>1,404,376</td>
<td>(91,880)</td>
<td></td>
</tr>
<tr>
<td>Bus advertising</td>
<td>61,123</td>
<td>66,000</td>
<td>(4,877)</td>
<td>23,333</td>
<td>37,790</td>
<td></td>
</tr>
<tr>
<td>Charter service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>523,602</td>
<td>228,235</td>
<td>295,367</td>
<td>297,891</td>
<td>225,011</td>
<td></td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>1,897,221</td>
<td>1,731,912</td>
<td>165,309</td>
<td>1,725,400</td>
<td>171,821</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>5,097,648</td>
<td>5,186,054</td>
<td>88,416</td>
<td>5,001,047</td>
<td>(96,601)</td>
<td></td>
</tr>
<tr>
<td>Customer Programs</td>
<td>203,487</td>
<td>190,246</td>
<td>(7,241)</td>
<td>165,998</td>
<td>(37,499)</td>
<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>4,228,152</td>
<td>4,108,450</td>
<td>(29,702)</td>
<td>4,621,051</td>
<td>392,899</td>
<td></td>
</tr>
<tr>
<td>Service Development</td>
<td>519,309</td>
<td>547,839</td>
<td>28,530</td>
<td>245,402</td>
<td>(273,907)</td>
<td></td>
</tr>
<tr>
<td>MIS</td>
<td>529,429</td>
<td>437,930</td>
<td>(91,529)</td>
<td>380,240</td>
<td>(149,169)</td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>3,570,608</td>
<td>3,907,705</td>
<td>337,097</td>
<td>4,201,026</td>
<td>630,958</td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>1,126,007</td>
<td>1,577,391</td>
<td>440,384</td>
<td>1,154,813</td>
<td>26,806</td>
<td></td>
</tr>
<tr>
<td>Contracts and Procurements</td>
<td>109,414</td>
<td>143,287</td>
<td>33,873</td>
<td>173,184</td>
<td>63,770</td>
<td></td>
</tr>
<tr>
<td>CEO's Office</td>
<td>389,843</td>
<td>489,222</td>
<td>99,379</td>
<td>521,757</td>
<td>131,914</td>
<td></td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>388,709</td>
<td>425,490</td>
<td>36,781</td>
<td>345,963</td>
<td>(42,746)</td>
<td></td>
</tr>
<tr>
<td>Materials Management</td>
<td>111,812</td>
<td>92,922</td>
<td>(18,890)</td>
<td>94,516</td>
<td>(17,196)</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>3,597,956</td>
<td>3,028,015</td>
<td>(569,951)</td>
<td>2,652,744</td>
<td>(945,222)</td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td>276,835</td>
<td>291,735</td>
<td>15,900</td>
<td>235,784</td>
<td>(40,091)</td>
<td></td>
</tr>
<tr>
<td>Capital Project Management</td>
<td>133,180</td>
<td>135,597</td>
<td>2,417</td>
<td>154,847</td>
<td>21,667</td>
<td></td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>471,389</td>
<td>434,802</td>
<td>(36,587)</td>
<td>227,255</td>
<td>(244,134)</td>
<td></td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>971,415</td>
<td>835,639</td>
<td>(135,456)</td>
<td>777,315</td>
<td>(194,100)</td>
<td></td>
</tr>
<tr>
<td>Staples Street Center</td>
<td>238,252</td>
<td>596,282</td>
<td>358,030</td>
<td>58,559</td>
<td>(179,693)</td>
<td></td>
</tr>
<tr>
<td>Total Departmental Expenses</td>
<td>21,964,515</td>
<td>22,525,964</td>
<td>561,449</td>
<td>21,012,201</td>
<td>329,128</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>5,973,723</td>
<td>5,973,731</td>
<td>8</td>
<td>3,672,589</td>
<td>(2,101,154)</td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>27,938,238</td>
<td>28,499,695</td>
<td>561,457</td>
<td>24,884,770</td>
<td>(1,772,026)</td>
<td></td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(26,041,017)</td>
<td>(26,767,784)</td>
<td>726,767</td>
<td>(23,159,370)</td>
<td>(1,600,205)</td>
<td></td>
</tr>
<tr>
<td>Other Income (Expense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax Revenue</td>
<td>23,237,234</td>
<td>26,780,000</td>
<td>(3,542,766)</td>
<td>26,302,347</td>
<td>(3,065,113)</td>
<td></td>
</tr>
<tr>
<td>Federal, state and local grant</td>
<td>1,526,337</td>
<td>2,850,000</td>
<td>(1,323,663)</td>
<td>2,205,975</td>
<td>(679,688)</td>
<td></td>
</tr>
<tr>
<td>assistance</td>
<td>72,416</td>
<td>90,000</td>
<td>(17,584)</td>
<td>90,544</td>
<td>(24,128)</td>
<td></td>
</tr>
<tr>
<td>Gain (Loss) on Disposition of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td>17,000</td>
<td>15,000</td>
<td>2,000</td>
<td>-</td>
<td>17,000</td>
<td></td>
</tr>
<tr>
<td>Interest Expense on Bonds</td>
<td>(493,598)</td>
<td>(493,198)</td>
<td>(400)</td>
<td>(537,082)</td>
<td>43,484</td>
<td></td>
</tr>
<tr>
<td>Transfer to Capital Programs</td>
<td>-</td>
<td>(330,355)</td>
<td>330,355</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Subrecipient Grant Agreements</td>
<td>(40,293)</td>
<td>(628,584)</td>
<td>588,291</td>
<td>(173,805)</td>
<td>133,312</td>
<td></td>
</tr>
<tr>
<td>Street Improvements Program</td>
<td>(155,819)</td>
<td>(1,540,095)</td>
<td>1,384,276</td>
<td>-</td>
<td>(155,819)</td>
<td></td>
</tr>
<tr>
<td>Net Income (Loss) Before Capital</td>
<td>(1,877,740)</td>
<td>(24,996)</td>
<td>(1,852,744)</td>
<td>4,734,809</td>
<td>(5,331,107)</td>
<td></td>
</tr>
<tr>
<td>Grants and Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Grants &amp; Donations</td>
<td>(1,877,740)</td>
<td>(24,996)</td>
<td>(1,852,744)</td>
<td>4,734,809</td>
<td>(5,331,107)</td>
<td></td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>$ (1,877,740)</td>
<td>(24,996)</td>
<td>(1,852,744)</td>
<td>4,734,809</td>
<td>(5,331,107)</td>
<td></td>
</tr>
</tbody>
</table>
Board of Directors' Meeting Memo

Subject: Operations Report for September 2016

The system-wide monthly operations performance report for September 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 September 2016 totaled 483,905. This represents a 6.4% decrease as compared to 517,181 boardings in September 2015 or 33,276 less boardings this September. Note that the Harbor Ferry service accounted for 3,844 boardings in September 2015 which, if excluded, represents a 5.7% decrease in September in 2016 versus 2015. In regards to retail gasoline prices, unleaded fuel cost about $1.89 per gallon compared to $2.05 per gallon in September 2015.\(^1\) Approximately 3.08 inches of rain was recorded this month as compared to 2.03 inches in September 2015.\(^2\)

![RTA System Monthly Ridership Trends](image)

The chart below shows average weekday ridership for all services.

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

<table>
<thead>
<tr>
<th></th>
<th>Sept-2015</th>
<th>Sept-2016</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbor Ferry</td>
<td>175</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vanpool</td>
<td>64</td>
<td>57</td>
<td>-10.8%</td>
</tr>
<tr>
<td>Flexi-B (Contract Demand)</td>
<td>16</td>
<td>14</td>
<td>-10.8%</td>
</tr>
<tr>
<td>B-Line</td>
<td>768</td>
<td>747</td>
<td>-2.8%</td>
</tr>
<tr>
<td>RTA Fixed-Route Bus</td>
<td>19,297</td>
<td>18,341</td>
<td>-5.0%</td>
</tr>
<tr>
<td>System Overall</td>
<td>20,319</td>
<td>19,158</td>
<td>-5.7%</td>
</tr>
</tbody>
</table>

\(^1\) GasBuddy.com historical data at http://www.gasbuddy.com.

The chart below shows monthly ridership results for all services.

### RTA Monthly System Ridership

<table>
<thead>
<tr>
<th></th>
<th>September 2015</th>
<th>Vanpool</th>
<th>Flexi-B (Contract Demand)</th>
<th>B-Line</th>
<th>RTA Fixed-Route Bus</th>
<th>System Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sept-2015</strong></td>
<td>3,844</td>
<td>1,403</td>
<td>343</td>
<td>16,898</td>
<td>494,693</td>
<td>517,181</td>
</tr>
<tr>
<td><strong>Sept-2016</strong></td>
<td>-</td>
<td>1,251</td>
<td>306</td>
<td>16,425</td>
<td>465,923</td>
<td>483,905</td>
</tr>
<tr>
<td><strong>% Change</strong></td>
<td>-100.0%</td>
<td>-10.8%</td>
<td>-10.8%</td>
<td>-2.8%</td>
<td>-5.8%</td>
<td>-6.4%</td>
</tr>
</tbody>
</table>

The chart below shows YTD ridership results for all services. The RTA has recorded 232,758 less boardings or -5.4% in 2016 as compared to the same period in 2015.

### RTA YTD System Ridership

<table>
<thead>
<tr>
<th></th>
<th>YTD 2015</th>
<th>Vanpool</th>
<th>Flexi-B (Contract Demand)</th>
<th>B-Line</th>
<th>RTA Fixed-Route Bus</th>
<th>System Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YTD 2015</strong></td>
<td>76,870</td>
<td>12,968</td>
<td>2,385</td>
<td>145,081</td>
<td>4,089,040</td>
<td>4,326,344</td>
</tr>
<tr>
<td><strong>YTD 2016</strong></td>
<td>0</td>
<td>13,291</td>
<td>2,915</td>
<td>152,375</td>
<td>3,925,005</td>
<td>4,093,586</td>
</tr>
<tr>
<td><strong>% Change</strong></td>
<td>-100.0%</td>
<td>2.5%</td>
<td>22.2%</td>
<td>5.0%</td>
<td>-4.0%</td>
<td>-5.4%</td>
</tr>
</tbody>
</table>

Excluding 2015 Harbor Ferry ridership, a difference of -155,888 boardings or -3.7% in 2016 for System Overall.
The following charts report system-wide productivity and other cost performance measurements for the month of September 2016 vs. September 2015 and YTD figures.
The following table shows on-time performance of RTA Fixed-Route services.

<table>
<thead>
<tr>
<th>Schedule Adherence</th>
<th>Standard</th>
<th>Jul-16</th>
<th>Aug-16</th>
<th>Sep-16</th>
<th>3-Month Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Departure</td>
<td>&lt;1%</td>
<td>0.6%</td>
<td>1.9%</td>
<td>2.4%</td>
<td>1.6%</td>
</tr>
<tr>
<td>Departures within 0-5 minutes</td>
<td>&gt;85%</td>
<td>90.0%</td>
<td>89.4%</td>
<td>85.4%</td>
<td>88.2%</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>5,028</td>
<td>5,674</td>
<td>6,160</td>
<td>5,621</td>
</tr>
<tr>
<td>Monthly Bicycle Boardings</td>
<td>No standard</td>
<td>8,727</td>
<td>9,821</td>
<td>9,600</td>
<td>9,383</td>
</tr>
</tbody>
</table>

On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.

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

- **Productivity**: 2.58 PPH did meet the contract standard of 2.50 PPH.
- **On Time Performance**: 95.1% did not meet the contract standard of 96%.
- **In Vehicle Time**: 99.4% exceeded the contract standard of 95%.
- **Denials**: 0 denials or 0.0% did meet contract standard of 0.0%.
- **Miles between Road Calls**: 18,313 did exceed the contract standard of 12,250 miles.
- **Ridership Statistics**: 10,821 ambulatory; 4,512 wheelchair boarding’s

<table>
<thead>
<tr>
<th>Metric</th>
<th>Standard</th>
<th>Jul-16</th>
<th>Aug-16</th>
<th>Sep-16</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Hour</td>
<td>2.50</td>
<td>2.50</td>
<td>2.63</td>
<td>2.58</td>
<td>2.58</td>
</tr>
<tr>
<td>On-time Performance</td>
<td>96%</td>
<td>97.1%</td>
<td>96.5%</td>
<td>95.1%</td>
<td>96.7%</td>
</tr>
<tr>
<td>In Vehicle Time</td>
<td>95.0%</td>
<td>99.8%</td>
<td>99.3%</td>
<td>99.4%</td>
<td>99.4%</td>
</tr>
<tr>
<td>Denials</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Miles Between Roadcalls</td>
<td>12,250</td>
<td>31,777</td>
<td>15,355</td>
<td>18,313</td>
<td>24,040</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>4,702</td>
<td>5,065</td>
<td>4,512</td>
<td>4,947</td>
</tr>
</tbody>
</table>

For September 2016, there were 53 reported CAF's (excludes commendations) which represents a decrease from 77 reported CAF's overall in September 2015. The statistics represents a 4% decrease, 53 CAF's vs 55 CAF's compared to the month of August 2016 and a 32% decrease compared to September 2015. There were 2 Commendations for the month of September.

3a. CAF Reports: Historical Trends

Number of CAFs Reported

2013: 600  
2014: 551  
2015: 721  
2016: 478
### 3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend

![Graph showing historical trend of Complaint CAFs](image)

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

<table>
<thead>
<tr>
<th>Route</th>
<th># of CAF's</th>
<th>Route</th>
<th># of CAF's</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3 NAS Shuttle</td>
<td>6</td>
<td>#29SS Spohn South</td>
<td>1</td>
</tr>
<tr>
<td>#4 Flour Bluff Mini B</td>
<td>0</td>
<td>#32 Southside Mini B</td>
<td>1</td>
</tr>
<tr>
<td>#5 Alameda</td>
<td>1</td>
<td>#34 Robstown Circulator</td>
<td>0</td>
</tr>
<tr>
<td>#5S Alameda(Sun)</td>
<td>0</td>
<td>#37 Crosstown</td>
<td>0</td>
</tr>
<tr>
<td>#6 Santa Fe/Malls</td>
<td>0</td>
<td>#51 Gregory Park &amp; Ride</td>
<td>0</td>
</tr>
<tr>
<td>#8S Flour Bluff/Malls</td>
<td>1</td>
<td>#60 Islander Shuttle</td>
<td>0</td>
</tr>
<tr>
<td>#12 Saxet Oak Park</td>
<td>3</td>
<td>#63 The Wave</td>
<td>1</td>
</tr>
<tr>
<td>#15 Kostoryz</td>
<td>0</td>
<td>#65 Padre Island Connector</td>
<td>2</td>
</tr>
<tr>
<td>#16 Agnes/Ruth</td>
<td>0</td>
<td>#67 Robstown/Gregory</td>
<td>2</td>
</tr>
<tr>
<td>#17 Carroll/Southside</td>
<td>2</td>
<td>#76 Harbor Bridge Shuttle</td>
<td>1</td>
</tr>
<tr>
<td>#19 Ayers</td>
<td>2</td>
<td>#78 North Beach</td>
<td>0</td>
</tr>
<tr>
<td>#19G Greenwood</td>
<td>0</td>
<td>#83 Advanced Industries</td>
<td>0</td>
</tr>
<tr>
<td>#19M McArdle</td>
<td>0</td>
<td>#84 Lighthouse</td>
<td>0</td>
</tr>
<tr>
<td>#21 Arboleda</td>
<td>1</td>
<td>#90 Flexi-B Port Aransas</td>
<td>0</td>
</tr>
<tr>
<td>#21S Arboleda(Sun)</td>
<td>1</td>
<td>#94 Port Aransas Shuttle</td>
<td>0</td>
</tr>
<tr>
<td>#23 Molina</td>
<td>3</td>
<td>B-Line (Paratransit)</td>
<td>0</td>
</tr>
<tr>
<td>#25 Gollihar/Greenwood</td>
<td>0</td>
<td>Facility Maintenance</td>
<td>6</td>
</tr>
<tr>
<td>#26 Airline/Lipes Connector</td>
<td>1</td>
<td>Service Development</td>
<td>3</td>
</tr>
<tr>
<td>#27 Leopard</td>
<td>5</td>
<td>Safety and Security</td>
<td>4</td>
</tr>
<tr>
<td>#27S Northwest (Sunday)</td>
<td>1</td>
<td>IT Department</td>
<td>1</td>
</tr>
<tr>
<td>#29 Staples</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#29F Flour Bluff</td>
<td>2</td>
<td>TOTAL CAF'S</td>
<td>53</td>
</tr>
</tbody>
</table>
3d. September 2016 CAF Breakdown by Service Type:

<table>
<thead>
<tr>
<th>CAF Category</th>
<th>RTA Fixed Route</th>
<th>B-Line ADA Paratransit</th>
<th>Contracted Fixed Route</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stop Issues</td>
<td>10</td>
<td>0</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Driving Issues</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Customer Services</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Late/Early – No Show</td>
<td>2</td>
<td>0</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Fare/Transfer Dispute</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Wheel Chair (Tie Downs)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Over Crowded Bus</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Service Development</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>IT Department</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>44</td>
<td>0</td>
<td>9</td>
<td>53</td>
</tr>
<tr>
<td>Commendations</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**Conclusion:**

During September 2016, RTA received 53 CAF’s/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; two (2) of the 53 reported CAF’s (September) were commendations.

There were a total of 44 CAF’s/Commendations received regarding RTA Service representing 87.2% of total customer contacts: 6 for Facilities Maintenance, 4 for Service Development, 3 for Safety and Security, 1 for IT Department30 for Transportation.

A total of 0 CAF’s were received regarding B-Line Service.

A total of 9 CAF’s/Commendations were reported regarding Contracted Fixed Route service representing a 17.3% 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 September 2016, 7,910 miles between road calls (MBRC) were recorded as compared to 8,970 MBRC in September 2015. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.

<table>
<thead>
<tr>
<th>Miles Between Roadcalls (MBRC) Gillig vs Fleet Comparison</th>
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<tbody>
<tr>
<td>Previous 13 Month Period</td>
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<td></td>
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<tr>
<td>MBRC 8,970</td>
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<tr>
<td>Goal 6,500</td>
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</table>

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 September 2016, there were no vehicle accidents. There were 15 customer-related incidents. CCRTA drove a total of 288,557.0 miles. The total accident rate for the month was 0.0 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

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

![Year-to-Date Accident Rate = 2.16](chart)

SECURITY SUMMARY

For September 2016, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 2 individuals for public intoxication, issued 8 criminal trespass warnings, arrested 2 individuals for violation of criminal trespassing, issued 27 disturbance warnings and responded to 3 other calls for service.
Committee Review
This item was presented to the Operations & Capital Projects Committee on October 26, 2016.

Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

Reviewed by: Mike Rendoñ
Director of Safety & Security

Reviewed by: 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