



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, January 6, 2016

Time: 8:30 a.m.

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

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	M. Saenz	1 min.	No Attachment
2.	Election and Swearing in of RTA Board Chair	V. Chapa	10 min.	No Attachment
3.	Adoption of Resolution for Outgoing Board Chair	Chair	5 min.	Page 1
4.	Action to Elect Vice Chairman, Secretary, and Assistant Secretary of the Board	Chair	5 min.	Page 2
5.	Personnel Recognition	J. Cruz-Aedo	5 min.	No Attachment
6.	Opportunity for Public Comment	Chair	5 min.	No Attachment
7.	Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	Chair	3 min.	Pages 3-5
8.	Discussion and Possible Action to Approve the Board of Directors' Minutes of December 2, 2015	Chair	2 min.	Pages 6-12
9.	Discussion and Possible Action to Adopt a Resolution Designating Certain Persons to Sign Checks	C. O'Brien	5 min.	Pages 13-15

	Topic	Speaker	Est. Time	Reference
10.	Discussion and Possible Action to Authorize Awarding a Contract to Alpine Systems for Digital Destinations Signage for Transit Stations	D. Chapa	5 min.	Pages 16-17
11.	Discussion and Possible Action to Authorize Awarding a Contract to J.A.M. Equipment Sales and Service for the Procurement of a Bus Lift	S. Montez	5 min.	Pages 18-19
12.	Presentation on 60-Day CEO Action Plan	J. Cruz-Aedo	5 min.	No Attachment
13.	Presentations: a. November 2015 Financial Report b. November 2015 Operations Report c. Transit Plan 20/20 (COA) Update d. Procurement Update	O'Brien Robinson Laridis	30 min.	Pages 20-24 Pages 25-36 No Attachments
14.	CEO's Report a) Government Finance Officers Association Certificate of Achievement b) Dillon Lane	J. Cruz-Aedo	5 min.	No Attachments
15.	Chairman's Report a. Board Retreat	Chair	5 min.	No Attachments
16.	Adjournment	Chair	1 min.	No Attachment

Total Estimated Time: 1 hour 37 min.

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

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

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at 903-3561 at least 48 hours in advance so that appropriate arrangements can be made.

On **Wednesday, December 30, 2015** this Notice was posted by **Stephanie Alvarez** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices, 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.

Corpus Christi Regional Transportation Authority



Resolution

WHEREAS, Evangelina “Vangie” Chapa has provided eight years of dedicated service to the Board of Directors of the Corpus Christi Regional Transportation Authority (CCRTA), of which she was elected Board Chair in January of 2014.

WHEREAS, through her leadership, she has made substantial and lasting contributions to the transit community including fully supporting the conversion of CCRTA vehicles to Compressed Natural Gas; Enhancing the rider experience by advocating for improvements to transfer stations and bus stops; Providing dignity and comfort for all riders through fostering ADA bus stop improvements and other amenities; Guiding formation of the Vámanos Long Range Plan; Spearheading development of the Robstown Transfer Station - one of the first climate-controlled transfer stations in Texas; and exhibiting extraordinary commitment to the Staples Street Center Project – which will allow the CCRTA to expand and enhance transportation services in the Corpus Christi Region.

WHEREAS, she has faithfully executed the duties of the Office of Chairman of Board of the Corpus Christi Regional Transportation Authority, through an outstanding display of servant leadership and commitment to her community above herself.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY AS FOLLOWS:

RESOLVED, that Evangelina “Vangie” Chapa is hereby commended for her distinguished service and recognized by the Board of Directors with the title of Chair Emeritus.

DULY PASSED AND ADOPTED This 6th day of January 2016.

By _____
Board Chairman



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2016

Subject: Election of Vice Chairman, Secretary, and Assistant Secretary to the Board

Background

The election process, as outlined in the RTA Board Bylaws, is cited below:

Article III - Officers

Section 3.01. The officers of the Authority shall be chosen by the Board of Directors. The Chair shall be selected by the vote of a majority of the Board and shall serve for a term of two years as provided by State law. The Board of Directors shall, by the majority vote of all members, choose from its membership a Vice Chair and a Secretary. The Board of Directors may also chose any number of Assistant Secretaries who may or may not be members of the Board of Directors. Any two or more offices may be held by the same person, except the offices of Chair and Secretary. [Sec. 451.520]

Section 3.02. The Board of Directors shall choose the Vice Chair, Secretary and any Assistant Secretaries at the January Board in even-numbered years.

Section 3.03. The officers of the Authority chosen pursuant to Section 3.02 shall serve for two-year terms until their successors are chosen and qualify in their stead.

Identified Need

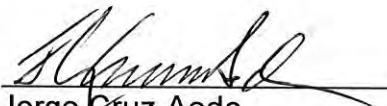
Election at January Board will be in compliance with the Board Bylaws revised on October 9, 2013.

Committee Review

This item does not require Committee review.

Respectfully Submitted,

Submitted by:


Jorge Cruz-Aedo,
Chief Executive Office



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2016

Subject: Confirmation of Committee Appointments by the Board Chair and Election of Such Other Officers of the Board as May Be Required in the Event of Any Vacancies

Background:

Appointments to various Committees will be considered due to a change in the Board composition.

Committees

According to the Regional Transportation Authority Bylaws, Section 3.07, "The members of all Board committees shall be appointed by the Chairman subject to confirmation by the Board. The Chairman shall be a member of all such committees."

The current standing committees, Administration and Operations, and subcommittee membership and respective vacancies are listed below. The Board adopted a resolution on November 2, 2011 and February 7, 2013 outlining the subcommittee structure which allows the subcommittees to be comprised of three to five members of the Board of Directors. Attached is a summary of the responsibilities of each subcommittee.

Committees

<u>Administration Committee</u>	<u>Operations Committee</u>
<i>Tony Elizondo, Chair</i> Angie Flores-Granado Curtis Rock Eddie Martinez Tom Niskala	<i>Mary Saenz, Chair</i> George Clower Michael Reeves Thomas Dreyer Glenn Martin

Subcommittees

<u>Rural Affairs Subcommittee</u> , Chair Tony Elizondo Angie Flores Granado Mike Reeves Glenn Martin	Governmental Relations Subcommittee <i>Angie Flores Granado, Chair</i> George Clower Tony Elizondo Curtis Rock Tom Niskala
<u>Audit, Finance, Health & Pension Subcommittee</u> <i>Tony Elizondo, Chair</i> Thomas Dreyer Mary Saenz Eddie Martinez	<u>Development Subcommittee</u> <i>George Clower, Chair</i> Angie Flores Granado Curtis Rock Tom Niskala
<u>Disadvantaged Business Enterprise Subcommittee</u> <i>Curtis Rock, Chair</i> George Clower Angie Flores Granado Glenn Martin	

Recommendation:

The Chair will make appointment recommendations for the two standing committees, Administration and Operations, and also for established subcommittees as may be required.

Submitted By:


Jorge Cruz-Aedo
Chief Executive Officer

ATTACHMENT

Responsibilities of Subcommittees

1. *Rural Affairs Subcommittee* - Inform the Board in greater detail related to capital and service needs and improvements in small cities and rural areas. Monitor activities and performance of services and initiatives and solicit input regarding service and capital needs. **Convenes on an as-needed basis.**
2. *Governmental Relations Subcommittee* - Inform the Board related to studies on the probable effects of federal and state legislation and regulations and to educate the Board on the annual proposed legislative program. Provide input related to the selection criteria of lobbying consultants and monitor and coordinate the RTA's efforts related to policy and legislative issues. **Convenes on an as-needed basis.**
3. *Audit, Finance, Health and Pension* - Inform the Board in greater detail related to budgetary, audit, financial trends, health insurance issues, provide guidance and monitor activities and performance, and manage issues related to code of ethics and conflicts of interest. Inform the Board regarding changes in investments, initiatives, and projects, and manage and administer the RTA Employee Defined Benefit Plan and the RTA Employee Defined Contribution Plan. **Convenes on an as-needed basis and annually to review the Defined Benefit Plan's assets.**
4. *Development Subcommittee* – Assist in the development of plans for the proposed Customer Service Center and other RTA capital projects. **Convenes on an as-needed basis.**
5. *Disadvantaged Business Enterprise Subcommittee* – Inform the Board in greater detail related to disadvantaged business enterprise program, monitor activities and performance, including goals, and actively solicit input regarding improvements to program. **Convenes on an as-needed basis.**

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, DECEMBER 2, 2015**

SUMMARY OF ACTIONS

1. Conducted Roll Call
2. Heard Personnel Recognition
3. Provided Opportunity for Public Comment
4. Approved the Board of Directors' Minutes of November 4, 2015
5. Approved Consent Agenda Item: a) Action to Approve Exercising the Final Option Year for Law Enforcement Services b) Action to Authorize Issuing an Invitation for Bids (IFB) for Construction of ADA Bus Stop Improvements Phase VI
6. Heard Update on the 2015 Audit and Management Procedures
7. Discussion and Possible Action Concerning Independent Outside Audit
8. Approved 2016 Meeting Calendar
9. Awarded Contracts to Business Interiors by Staples, Business Interiors of Texas and the Broussard Group for Furniture, Fixtures and Equipment for the Staples Street Center
10. Heard Presentation on CEO's Action Plan
11. Heard Presentations: a. Financial Report October 2015 b. Third Quarter 2015 Investment Report c. Third Quarter 2015 Performance Report for the Defined Benefit and Defined Contribution Plans d. October 2015 Operations Report e. Procurement Update f. Pilot Project – Seating/Lighting for Right of Way Constrained Areas
12. CEO's Report
 - a. RTA & MV Transportation Christmas Event
 - b. "Advocate for the Year" From Texas Rehabilitation Action network (TRAN)
13. Heard Chair's Report on The Children's Gregory Texas Parade

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

Board Members Present: Vangie Chapa, Chair; Mary Saenz, Secretary; George Clower, Thomas Dreyer, Tony Elizondo, Angie Granado, Glenn Martin, Edward Martinez, Tom Niskala, Mike Reeves

Board Members Absent: Curtis Rock

Staff Present: Jorge Cruz-Aedo, CEO; John Alexander; David Chapa; Kelly Coughlin; Angelina Gaitan; Sharon Montez; Cindy O'Brien; Rosa Villarreal; Tomas Jimenez; Terry Klinger; Sara Whetstone; Mike Rendon; Gordon Robinson; Robert Saldaña; William Laridis; Stephanie Alvarez

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Matt Woolbright, *Corpus Christi Caller Times*; Rowland Estrada, Rosie Aguiar, ATU Local 1769; Rolando Garza, Cotton Broadcasting; Doreen Harrell, Kailo Communications; Abel Alonzo; Dana Smith, C.J. Loomis, MV Transportation, Robert Box, RCAT Member; Kevin Landrum, Business Interiors of Texas; Bret Broussard of Broussard Group; John Shepherd Collier Johnson & Wood, Carolyn James of Gignac and Associates, Chad Magill, Carolyn Vaughn, City of Corpus Christi Council Members

Call to Order

Ms. Vangie Chapa called the meeting to order at 8:31 a.m.

Ms. Chapa recognized and welcomed our City Council, Mr. Chad Magill.

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

Personnel Recognition

Mr. Jorge Cruz-Aedo welcomed Ms. Rosa Villarreal back. Mr. Cruz-Aedo recognized Ms. Angelina Gaitan on her promotion to an Administrator Director of Human Resources.

Public Comment

Mr. Roland Estrada, President of ATU Local Union 1769; spoke on behalf of the Bus Operators, he expressed the Union's gratitude and thankfulness for the Thanksgiving gift cards from HEB. He reported the positive and productive morale within the agency.

Mr. Abel Alonzo reported the date and time of the Westside Association function and noted the association was still taking donations.

Discussion and Possible Action to Approve the Board of Directors' Minutes of November 4, 2015

Ms. Chapa asked if there were any additions or corrections to the Board of Directors' minutes of November 4, 2015. There being none, she asked for a motion.

MR. REEVES A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF NOVEMBER 4, 2015. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ROCK ABSENT.

Consent Agenda Item:

a.) Action to Approve Exercising the Final Option Year for Law Enforcement Services

b.) Action to Authorize Issuing an Invitations for Bids (IFB) for Construction of ADA Bus Stop Improvements Phase VI

Mr. Abel Alonzo spoke on agenda item 5a he expressed his concern of security at the bus transfer stations.

Ms. Chapa asked the Board of Directors' if there any questions or concerns with agenda items 5a and 5b.

Ms. Chapa stated that the consent agenda items were of routine or administrative nature and had been discussed previously by the Board or Committees and the Board had been furnished with support documentation.

MR. NISKALA MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 5A AND 5B. MR. REEVES SECONDED THE MOTION THE MOTION CARRIED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ROCK ABSENT.

Ms. Vangie Chapa recognized and welcomed Carolyn Vaughn, City Council Member.

Update on 2015 Audit & Management Procedures Review

Ms. Cindy O'Brien introduced Mr. John Shepherd partner of Collier Johnson & Wood. Mr. Shepherd reviewed a preliminary update of the 2015 audit and management procedures. He reported an extensive audit that was in process. Mr. Shepherd reported over his research and findings. He reviewed the practice on procedures of cash disbursements, p-cards, and purchase orders. Mr. Shepherd reviewed the management of accepting and approving vendor bids and noted he would suggest an update on policies and management procedures.

Discussion and Possible Action Concerning Independent Outside Audit

Mr. John Bell, General Counsel reported over the independent outside audit in three elements of action. Mr. Bell reported that John Shepherd of Collier partner of Johnson & Wood would continue the outside audit that is in process. He reviewed how the outside audit team would be structured. Mr. Bell stated that the RTA staff would engage with the outside audit team informally as needed.

Mr. Tony Elizondo questioned the independent outside audit team process. In return Mr. Bell clarified Mr. Elizondo's concerned questions.

MS. GRANADO MADE A MOTION TO MOVE FORWARD WITH AN INDEPENDENT OUTSIDE AUDIT. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, CLOWER, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ROCK ABSENT.

Discussion and Possible Action to Approve 2016 Meeting Calendar

Ms. Vangie Chapa reported the upcoming meeting dates for APTA for 2016. Ms. Chapa noted that the schedule of the 2016 RTA meeting calendar would have no conflict with APTAs' schedule.

MR. ELIZONDO MADE A MOTION TO APPROVE 2016 MEETING CALENDAR. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ROCK ABSENT.

Discussion and Possible Action to Award Contract to Business Interiors by Staples Business Interiors of Texas and the Broussard Group for Furniture, Fixture and Equipment for the Staples Street Center

Ms. Sharon Montez introduced Ms. Carolyn James from Gignac & Associates and noted that Ms. James was one of the members that served on the panel of the design consultants. Ms. James reported the process of selecting the furniture, fixtures and the equipment for the SSC. Ms. James listed the furniture and equipment that would be procured for the new building and the transfer station. She reviewed the warranties and descriptions of the furniture selected.

Ms. Mary Saenz mentioned, she hoped that ADA was considered when selecting the furniture for the SSC for people with disabilities.

Ms. Montez reviewed over the five proposers and briefed their technical scores and their cost. Ms. Montez reported that Business Interiors by Staples, Business Interiors of Texas and Broussard Group for Furniture, scored the highest.

MS. GRANADO MADE A MOTION TO AWARD CONTRACT TO BUSINESS INTERIORS BY STAPLES BUSINESS INTERIOR OF TEXAS AND THE BROUSSARD GROUP FOR FURNITURE, FIXTURE AND EQUIPMENT FOR THE STAPLES STREET CENTER. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, GRANADO, ELIZONDO, CHAPA, SAENZ, REEVES, MARTIN, AND NISKALA VOTING IN FAVOR. ROCK ABSENT.

Presentation on CEO's Action Plan

Mr. Jorge Cruz-Aedo using a PowerPoint presentation reported his 30 day action plan. He reviewed his action plan in three categories, Customer Service, Staff Management Training, and Purchasing Management. Mr. Cruz-Aedo reported the success at all transfer stations on Customer Appreciation Day. He reported the accomplished training that was assigned in the past 30 days.

Ms. Vangie Chapa and Mr. Cruz- Aedo both commended C.J. Loomis and Dana Smith of MV Transit for their hard work and loyalty.

Presentations:

a. Financial Report October 2015

Ms. Cindy O'Brien reported the month of October being short of budgeted in the amount of \$452,251. She reviewed the sales tax for October had been in the amount of \$3,112,659 which was a 2.4% increased over October 2014. The October operating revenues passenger service was \$152,864 vs. \$173,148 in 2014. Ms. O'Brien explained the sales tax collected for September 2015 was received on November 6, 2015 in amount of \$3,028,372. She briefed the expense categories, salaries and benefits for October reflected \$1,011,245, with a year-to-date expenses of \$9,790,480 which was under budget of 0.18 percent. Ms. O'Brien reviewed services year-to-date was in the amount of \$2,256,168 with a 9.1 percent under budgeted, material and supplies was \$331,491, Insurance reported \$115,651, purchased transportation for October reported \$468,255 and the miscellaneous expense reported \$79,578 with the year-to-date \$469,661 which was a 25.68 percent under budget.

b. Third Quarter 2015 Investment Report

Ms. Cindy O'Brien reported the third quarter 2015 investment report for the period ending in September 30, 2015 as a combined investment portfolio and stated it had a book value of \$34,131,720. It was reported that the market value of \$34,136,044. She noted that the portion attributed to the bonds was \$9,289,868 book value. The market value was \$9,289,868 with the balance of \$24,841,852. Ms. O'Brien stated that the net investment income portfolio was in the amount of \$31,027 for the third quarter of 2015.

c. Third Quarter 2015 performance Report for the Defined Benefit and Defined Contribution Plans

Ms. Cindy O'Brien reported a combined investment portfolio for the September 30, 2015 defined benefit and defined contribution plans. She noted that it had a book value of \$34,131,720 and a market value of \$34,136,044. Ms. O'Brien reviewed the bonds, book value and market value. It was reported that the investments as of September 30, 2015 had an average of 0.265 percent. Ms. O'Brien reviewed the net investments was \$31,027 for the third quarter and the average investment return was .265 percent. She reported the diversified list of investments and stated that an 11 percent that consisted of Municipal Bonds and Agencies.

Ms. Cindy O'Brien reported that the Defined Benefit Plan as of September 30, 2015 had a portfolio value of \$31,953,150 with a year-to-date return of 3.48 percent.

Reporting on the Defined Contribution Plan, Ms. O'Brien reported that as of September 30, 2015 the portfolio was valued at \$7,959,168 with a year-to-date negative return of 3.92 percent.

d. October 2015 Operations Report

Mr. Gordon Robinson stated that during the month of October 2015 there had been 538,881 total boardings for all services. The system ridership overall had a decrease of -6.2 percent. Mr. Robinson reviewed the chart noting that the on-time performance of RTA fixed-route service for last three months and an average for 2015 year-to-date figure. Mr. Robinson reviewed the current bond projects, Horne Road, McArdle Road, Santa Fe Street, and South Staples Street. He reported over the most impacted Routes and status of each bond project.

Mr. Robinson reported that there had been 11 vehicle collisions, 56 customer related incidents. The total collision rate for the month of October and there was a 3.61 per hundred thousand miles driven. Mr. Robinson reported that October 2015 had a total of 1,521.5 hours of security coverage of all transfer stations.

e. Procurement Update

Mr. William Laridis using a PowerPoint reported a list of completed projects. He briefed over the next first, third, and sixth months of upcoming projects and scheduled projects. He listed the projects to come before the board and the projects exercised under the CEO signature authority. Mr. Laridis noted that the Procurement Department will continue to manage the DBE system.

Ms. Vangie Chapa commented on the DBE process, she noted to update the existing vendor list and suggested to build up the DBE percentages.

Ms. Mary Saenz stated that the RCAT committee would be ideal for providing quality feedback and input on ADA compliant laws.

f. Pilot Project-Seating/Lighting for Right of Way Constrained Areas

Ms. Sharon Montez clarified to bring this item to RCAT Committee for their input and expertise.

Ms. Montez using a PowerPoint presentation reported on the pilot project – seating and lighting. She explained that the width of the benches make it constraint for ADA travelers. She mentioned only 10 to 15 percent of bus stops provide lighting. Ms. Montez briefed over various options for seating and lighting for bus stops. She reported that safety is the key factor for riders and employees.

CEO's Report

a. RTA & MV Transportation Christmas Event

b. "Advocate for the Year" From Texas Rehabilitation Action Network (TRAN)

Mr. Jorge Cruz-Aedo reported the date and time of the Holiday Event. He mentioned the success of Stuff the Bus, Toy for Tots. Mr. Cruz-Aedo mentioned that all RTA employees were invited to attend the Islander basket-ball game at the American Bank Center. Mr. Cruz-Aedo summarized that the RTA human resources department was to receive an award for Diversity and Inclusion Award.

Ms. Mary Saenz reported the honor of receiving the Advocacy award.

Chair's Report

a. The Childrens Gregory Texas Parade.

Ms. Vangie Chapa welcomed all to celebrate the Childrens Gregory Texas Parade, and she included the date and time.

There being no further business, the meeting was adjourned at 12:15 p.m.

Submitted by: Stephanie Alvarez



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2016

Subject: Adoption of Resolution Designating Certain Persons to Sign Checks

Background

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

Identified Need

As per policy an annual Board Resolution is needed to designate those with signature authority. The resolution and signature page are attached.

Financial Impact

There are no costs associated with this action.

Committee Review


There was not an Administration Committee meeting in December 2015 therefore this item was not presented for recommendation of approval to the Board of Directors.

Recommendation

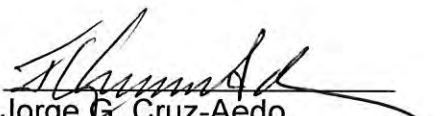
Staff recommends that the Board of Directors adopt a Resolution (attached) designating the listed individuals as having authority to sign checks and other demands for money on behalf of the Authority.

Respectfully Submitted,

Submitted by:


Cindy O'Brien
Director of Finance

Approval:


Jorge G. Cruz-Aedo
Chief Executive Officer

RESOLUTION

Designation of Persons to Sign Checks

WHEREAS, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

WHEREAS, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

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

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, Managing Director of Administration, and Managing Director of Customer Services. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

DULY PASSED AND ADOPTED this 6th day of January, 2016.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Secretary

By: _____

Board Chair

Federal Tax ID# 74-2390259

Exhibit "A"

REGIONAL TRANSPORTATION AUTHORITY

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

, Board Chair

, Board Vice-Chair

, Board Secretary

Jorge G. Cruz-Aedo, Chief Executive Officer

Sharon Montez, Managing Director of Customer Services

Vacant, Managing Director of Administration

EXECUTED this 6th day of January, 2016.

, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2015

Subject: Authorize Awarding a Contract to Alpine Systems for Digital Destinations Signage for Transit Stations.

Background

The Destination Signage for Staple Street Center Transfer Station, Southside Transfer Station and Port Ayers Transfer station will provide the time that buses would arrive at bus stops via this technology. The digital signs will be back to back signage, small shelter signage and 8-10-line signage. All of these signs will be ADA compliant.

Identified Need

With the Board of Directors' approval, a Request for Proposals (RFP) was issued on October 19, 2015, structured as a Digital Destinations Signage infrastructure purchase that includes warranty and installation. The proposals were received from Alpine Systems and Luminator Technology Group. These proposals were evaluated for:

- Ability and Approach
- System Requirement
- Experience
- DBE
- Cost

The table below represents the results of the evaluation.

Firms	Subtotal- Maximum Points (70 Points Max.)	Cost (30 Points Max.)	Price (Total Cost)	Totals - Maximum Points 100
Alpine Systems	38.40	30	\$342,663.00	68.40
Luminator Technology Group	47.80	0	\$518,290.00	47.80

The apparent overall highest total points was awarded to Alpine Systems which has been in the business since 1994 and has specialized in providing public digital displays to the public industry. Alpine Systems has worked with many commercial and government agencies including Laredo Transit, NJ Transit, NYC MTA, and Amtrak. Alpine Systems is a DBE firm and will be doing all the installation.

Financial Impact

The total estimated cost for the Digital Destination Signage is \$342,633.00 The funds for the Digital Destination Signage system were identified in the MIS 2015 Capital Projects Plan and will be Grant funded using the VTCLI Grant Program.

Recommendation

The Board of Directors authorize the Chief Executive Officer (CEO) to award a contract to Alpine Systems for Digital Destination Signage for Transit Stations.

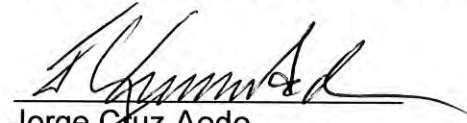
Respectfully Submitted,

Submitted by:



David Chapa
Director of Information Technology

Approval:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2016

**Subject: Award a Contract to J.A.M. Equipment Sales and Service for the
Procurement of a Bus Lift**

Background

In October of this year the Board of Directors authorized the issuance of an Invitation for Bids for the procurement of a bus lift and the construction of the bus lift foundation. The reason for the procurement of a new lift is because the existing bus lift is in an open pit area which has standing water much of the time. The mechanics use the bus lift to wash the underside of the buses with a pressure washer and that water doesn't always drain immediately. That standing water, along with debris which collects in the pit has caused the rusting of the structure of the bus lift. The rusting has now led to the deterioration of the overall integrity of the bus lift, making it unusable due to safety concerns and operational issues.

Identified Need

The Maintenance Shop staff needs to be able to clean the underside of the buses to maximize the operational performance of the buses which requires the use of operational bus lift.

Analysis

The Invitation for Bids for the procurement of the bus lift and the construction of the foundation were issued on November 2, 2015 and pre-bids were held November 9, 2015. Bids were received on December 4, 2015, and one bid was received timely for the bus lift. The table below lists the company along with their bid.

Bid Tabulations

Name	Price
J.A.M. Equipment Sales and Service	\$135,171.56

The single bid was received from J.A.M. Equipment Sales and Service, locating in Houston, TX. The type of lift being procured is a Rotary lift with a 50,000 capacity. The CCRTA has previously procured other Rotary lifts from this company. Their service has been satisfactory and the equipment has been dependable and reliable for the estimated useful life of the equipment.

Numerous bidders attended the pre-bid but a few of them submitted approved equals for consideration but they did not meet the minimum requirement of the specifications.

In regards to the construction of the bus lift foundation two bids were received: Please see the table below:

Company	Amount
Alman Construction and Utilities	\$31,976.69
A Ortiz Construction and Paving, Inc.	\$37,965.10

Alman Construction and Utilities was the low bidder at \$31,976.69. Given that this amount is within the Chief Executive Officer's authorization level this is for informational purposes only.

Disadvantaged Business Enterprise (DBE)

The Alman Construction and Utilities Company is currently not a DBE but is interested in exploring the opportunity.

Financial Impact

The total estimated project budget for the construction of the bus lift foundation and the procurement of a new bus lift is \$184,000 which is budgeted in the 2016 Capital Budget. In combining the cost of the bus lift at \$135,171.56 and the low bid for the construction of the bus lift foundation which was \$31,976.69, the overall project cost becomes \$167,148.25, which is below the estimated project cost of \$184,000.

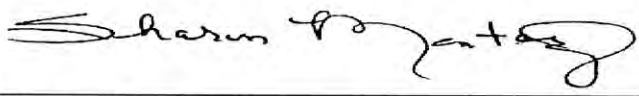
Committee Review

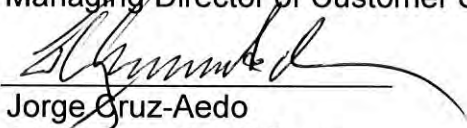
The Operations Committee did not meet in December.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to J.A.M. Equipment Sales and Service for the procurement of a bus lift for the amount of \$135,171.56.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Customer Services

Approval: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 6, 2016

Subject: November 2015 Financial Report

SUMMARY: The Authority's net financial performance for the month of November falls short of budgeted amounts by \$299,879. This is mainly due to a combination of sales tax revenues posting \$154,606 less than budget and Federal grant assistance posting \$247,967 less than amounts budgeted. The overall year-to-date variance, however, reflects favorably by \$2,374,150, mainly attributable to departmental expenses falling under budgeted amounts by \$1,959,971 and the variance in street improvement charges versus amounts budgeted.

REVENUES

- Sales Tax – November sales tax has been estimated at \$2,696,401, which is a 4.1% increase over November 2014 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR OCTOBER 2015 SALES OF \$2,798,740 WERE RECEIVED ON DECEMBER 11, 2015 AND ARE \$241,342 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 7.9%. YEAR-TO-DATE COLLECTIONS TOTAL \$28,366,248 WHICH ARE 3.1% (\$907,060) UNDER YEAR-TO-DATE ESTIMATES.

- Operating Revenues – For the month of November, Passenger Service was \$140,960 vs. \$132,802 in 2014 – an increase of \$8,158 (6.1%), and \$1,618 (1.2%) higher than current budget estimates. Year-to-date, total operating revenues are \$2,101,166, which are 7.88% over budget, due to Other Operating Revenues being \$225,265 higher than budget due to receipt of the 2013 and 2014 Alternative Fuel Tax Credit refunds of \$83,089 and \$158,943 respectively, offset somewhat by lower passenger services compared to budget of \$125,980. Year-to-date Operating Revenues are \$216,500 (11.5%) higher than 2014 year-to-date collections.

EXPENSES

Over all, monthly departmental expenses are under budget by \$62,800, or 2.7%, with year-to-date expenses under budget by \$1,959,971 (7.1%). Following are comments relating to the specific expense categories.

- Salaries & Benefits – November reflects \$998,665, with year-to-date expenses of \$10,789,145 which is 0.49% (\$53,003) over budget-to-date. Previous salary savings due to vacancies have now been offset by the combination of the additional charges made in January for lump sum payments relating to COLA/MERIT made to several

topped out employees, the early retirement option exercised in January, and overtime required by bus operators due to vacancies.

- Services – November reflects \$227,365, with year-to-date expenses of \$2,483,533 which is 8.8% (\$240,561) under budget. This variance is mainly due to timing of expenses in relation to amounts budgeted for the period.
- Materials and Supplies – November reports \$141,521, with year-to-date expenses of \$3,458,561 which is 31.36% (\$1,580,501) under budget. The positive variance is mainly attributed to fuel cost savings compared to amounts budgeted.
- Insurance – November reports \$400,840, with year-to-date expenses of \$2,430,932 which is \$344,232 (16.5%) over budget. Large claims initiated in 2014 have carried forward into 2015, causing higher monthly claims than budgeted. The Authority will continue to monitor health care costs throughout the year and keep the board informed of all higher than normal claims.
- Purchased Transportation – November reports \$452,998 with year-to-date expenses of \$5,445,607 which is \$224,381 (3.96%) under budget. This variance is mainly due to actual B-Line fuel costs and services being lower than budgeted amounts.
- Miscellaneous – November reports \$42,757 with year-to-date expenses of \$512,418 which is \$158,561 (23.63%) under budget. The variance is primarily due to timing of travel, advertising/promotional, and community events compared to amounts included in the year-to-date budget.

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

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Approval: 
Jorge G. Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Comparative Statements of Net Position (Unaudited)
At November 30, 2015 & October 31, 2015 & November 30, 2014

	<u>November 30, 2015</u>	<u>October 31, 2015</u>	<u>November 30, 2014</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 25,748,384	32,089,997	24,495,797
Investments	11,132,320	8,131,196	29,703,125
Receivables			
Sales taxes	5,809,060	6,293,540	5,454,767
Accrued interest receivable	-	-	112,070
Due from federal/state Government	7,787,441	7,755,829	4
Other	140,573	134,469	44,855
Inventories	702,637	626,777	629,643
Prepaid Expenses	112,930	138,796	1,730,356
Net Pension Asset	1,010,291	1,112,521	452,465
Total Current Assets	<u>52,443,636</u>	<u>56,283,125</u>	<u>62,623,082</u>
Capital Assets:			
Capital assets:			
Land and Construction in progress	46,797,307	45,519,599	9,787,105
Other capital assets, net of depreciation	32,081,494	32,511,779	35,593,868
Total Capital Assets	<u>78,878,801</u>	<u>78,031,378</u>	<u>45,380,973</u>
Total Assets	<u>131,322,437</u>	<u>134,314,503</u>	<u>108,004,055</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	4,714,879	6,684,471	614,944
Accrued compensated absences	227,838	227,838	225,748
Bonds Payable	-	535,000	575,000
Distributions to regional entities payable	576,937	576,937	498,823
Other accrued liabilities	602,931	619,193	575,894
Total Current Liabilities	<u>6,122,585</u>	<u>8,643,439</u>	<u>2,490,409</u>
Non-Current Liabilities:			
Accrued compensated absences	109,359	109,359	91,093
Bonds Payable	20,915,000	20,915,000	21,450,000
Other Post Employment Benefits	518,327	518,327	487,164
Total Non-Current Liabilities	<u>21,542,686</u>	<u>21,542,686</u>	<u>22,028,257</u>
Total Liabilities	<u>27,665,271</u>	<u>30,186,125</u>	<u>24,518,666</u>
NET POSITION			
Net Investment in Capital Assets	78,878,801	78,031,378	45,380,973
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	1,010,291	1,112,521	452,465
Unrestricted	22,156,773	23,373,178	36,040,650
Total Net Position	<u>\$ 103,657,166</u>	<u>104,128,378</u>	<u>83,485,389</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended November 30, 2015 & November 30, 2014

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2014	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 140,960	139,342	1,618	132,802	8,158
Bus advertising	53,635	3,333	50,302	3,333	50,302
Charter service	-	-	-	-	-
Other operating revenues	7,508	6,717	791	18,809	(11,301)
Total Operating Revenues	202,103	149,392	52,711	154,944	47,159
Operating Expenses:					
Transportation	567,865	504,427	(63,438)	591,230	23,365
Customer Programs	21,723	14,796	(6,927)	12,259	(9,464)
Purchased Transportation	459,304	459,336	32	440,425	(18,879)
Service Development	53,180	71,152	17,972	15,743	(37,437)
MIS	50,817	46,697	(4,120)	52,355	1,538
Vehicle Maintenance	229,543	565,719	336,176	461,446	231,903
Facilities Maintenance	100,235	131,834	31,599	111,197	10,962
Contracts and Procurements	11,599	17,895	6,296	13,311	1,712
CEO's Office	33,510	38,750	5,240	37,263	3,753
Finance and Accounting	36,459	29,661	(6,798)	34,812	(1,647)
Materials Management	11,169	9,903	(1,266)	10,573	(596)
Human Resources	510,822	256,862	(253,960)	214,899	(295,923)
General Administration	23,675	29,911	6,236	23,844	169
Capital Project Management	14,066	12,710	(1,356)	14,696	630
Marketing & Communications	64,272	51,104	(13,168)	39,507	(24,765)
Safety & Security	95,044	105,325	10,281	73,560	(21,484)
Staples Street Center	-	-	-	-	-
Total Departmental Expenses	2,283,283	2,346,083	62,800	2,147,120	582,587
Depreciation	430,285	430,285	-	494,167	63,882
Total Operating Expenses	2,713,568	2,776,368	62,800	2,641,287	646,469
Operating Income (Loss)	(2,511,465)	(2,626,976)	115,511	(2,486,343)	693,628
Other Income (Expense)					
Sales Tax Revenue	2,696,401	2,851,007	(154,606)	2,755,716	(59,315)
Federal, state and local grant assistance	12,248	260,215	(247,967)	699,386	(687,138)
Investment Income	7,781	9,852	(2,071)	10,832	(3,051)
Interest Expense on Bonds	(537,082)	(536,682)	(400)	-	(537,082)
Transfer to Capital Programs	-	-	-	-	-
Subrecipient Grant Agreements	(10,346)	-	(10,346)	-	(10,346)
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	(342,463)	(42,585)	(299,879)	979,591	(603,304)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (342,463)	(42,585)	(299,879)	979,591	(603,304)

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date November 30, 2015 & November 30, 2014

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable	2014	Favorable
			(Unfavorable) Variance		(Unfavorable) Comparison
A	B	A vs B	C	A vs C	
Operating Revenues:					
Passenger service	\$ 1,698,200	1,824,180	(125,980)	1,694,125	4,075
Bus advertising	90,918	36,667	54,251	98,182	(7,264)
Charter service	-	-	-	-	-
Other operating revenues	312,048	86,783	225,265	92,359	219,689
Total Operating Revenues	2,101,166	1,947,630	153,536	1,884,666	216,500
Operating Expenses:					
Transportation	6,139,025	5,865,310	(273,715)	5,739,347	(399,678)
Customer Programs	199,197	290,705	91,508	207,907	8,710
Purchased Transportation	5,557,647	5,828,186	270,539	5,899,844	342,197
Service Development	363,546	586,458	222,912	201,335	(162,211)
MIS	468,879	508,698	39,819	437,404	(31,475)
Vehicle Maintenance	4,932,431	6,392,256	1,459,825	5,381,696	449,265
Facilities Maintenance	1,366,128	1,487,211	121,083	1,235,844	(130,284)
Contracts and Procurements	199,796	264,010	64,214	193,444	(6,352)
CEO's Office	581,290	574,194	(7,096)	506,825	(74,465)
Finance and Accounting	414,080	403,234	(10,846)	395,395	(18,685)
Materials Management	116,401	113,306	(3,095)	112,613	(3,788)
Human Resources	3,421,132	2,939,527	(481,605)	3,876,968	455,836
General Administration	290,468	345,940	55,472	251,817	(38,651)
Capital Project Management	184,410	162,799	(21,611)	165,756	(18,654)
Marketing & Communications	338,058	570,716	232,658	414,562	76,504
Safety & Security	953,201	1,184,469	231,268	897,744	(55,457)
Staples Street Center	58,559	27,200	(31,359)	-	(58,559)
Total Departmental Expenses	25,584,248	27,544,219	1,959,971	25,918,501	329,128
Depreciation	4,733,139	4,733,139	-	5,435,837	702,698
Total Operating Expenses	30,317,387	32,277,358	1,959,971	31,354,338	1,031,826
Operating Income (Loss)	(28,216,221)	(30,329,729)	2,113,508	(29,469,672)	1,248,326
Other Income (Expense)					
Sales Tax Revenue	31,529,076	32,124,314	(595,238)	31,260,969	268,107
Federal, state and local grant assistance	2,445,872	2,862,363	(416,491)	4,059,173	(1,613,301)
Investment Income	112,533	90,100	22,433	95,364	17,169
Gain (Loss) on Disposition of Property	-	50,000	(50,000)	72,511	(72,511)
Interest Expense on Bonds	(1,074,164)	(1,073,364)	(800)	-	(1,074,164)
Transfer to Capital Programs	-	-	-	-	-
Subrecipient Grant Agreements	(183,951)	-	(183,951)	-	(183,951)
Street Improvements Program for CCRTA Region Entities	-	(1,484,690)	1,484,690	-	-
Net Income (Loss) Before Capital Grants and Donations	4,613,145	2,238,995	2,374,150	6,018,345	(1,410,325)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 4,613,145	2,238,995	2,374,150	6,018,345	(1,410,325)



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Meeting

January 6, 2016

Subject: Operations Report for November 2015

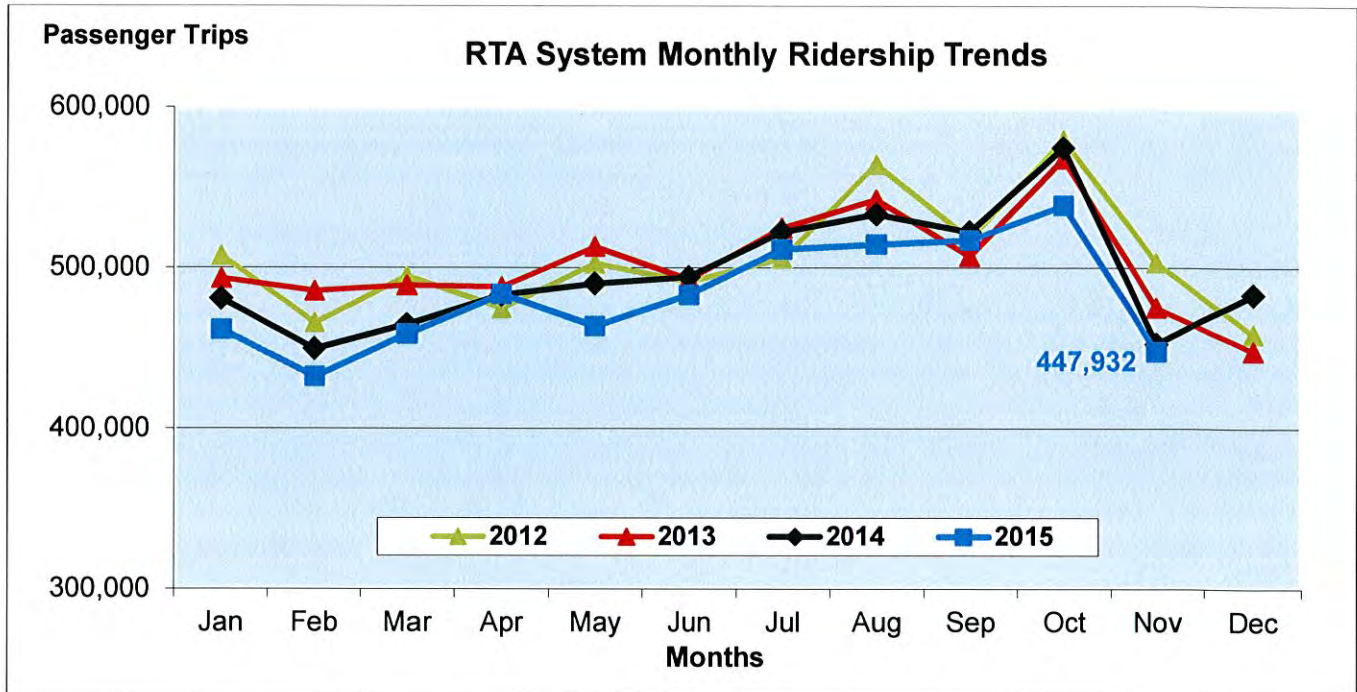
The system-wide monthly operations performance report for November 2015 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary. Detailed results are reported within the five sections listed below:

1. System-wide Ridership and Service Performance Results
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics
3. Customer Programs Monthly Customer Assistance Form (CAF) Report
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report
5. Safety/Security Department Report



1. System-wide Ridership and Service Performance Results

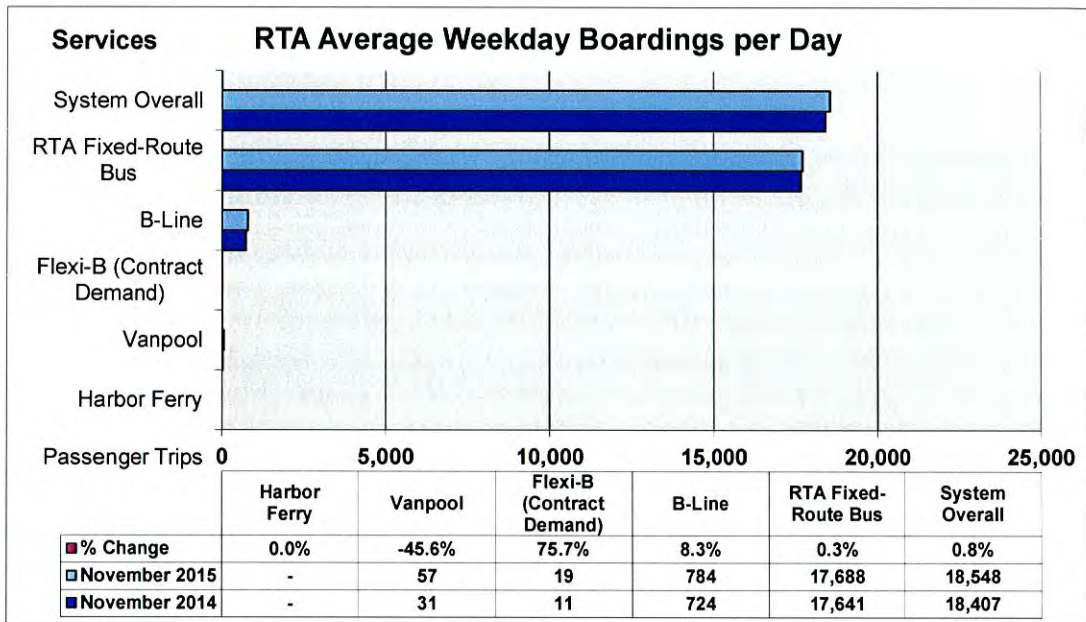
Boardings for all services in November 2015 totaled 447,932. This represents a -1.0% decrease as compared to 452,541 boardings in November 2014 or 4,609 fewer boardings this November. In regards to ridership levels, gasoline prices remained lower at an average of about \$1.85 per gallon this month as compared to about \$2.75 per gallon in November 2014¹. Weather did not appear to impact ridership levels with rainfall recorded at 2.42 inches for this November as compared to 2.84 inches in November 2014.²



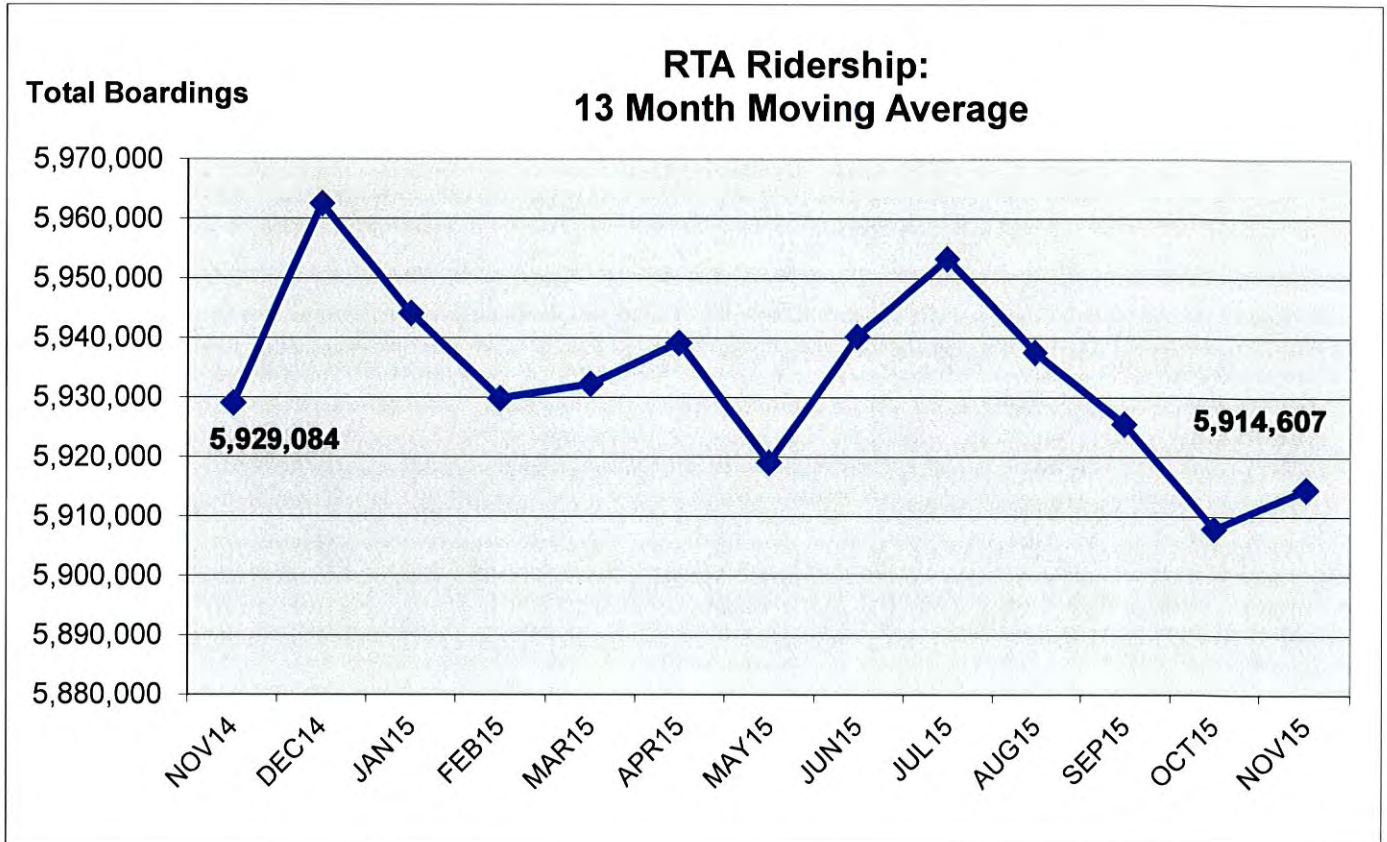
The chart below shows average weekday ridership for all services.

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

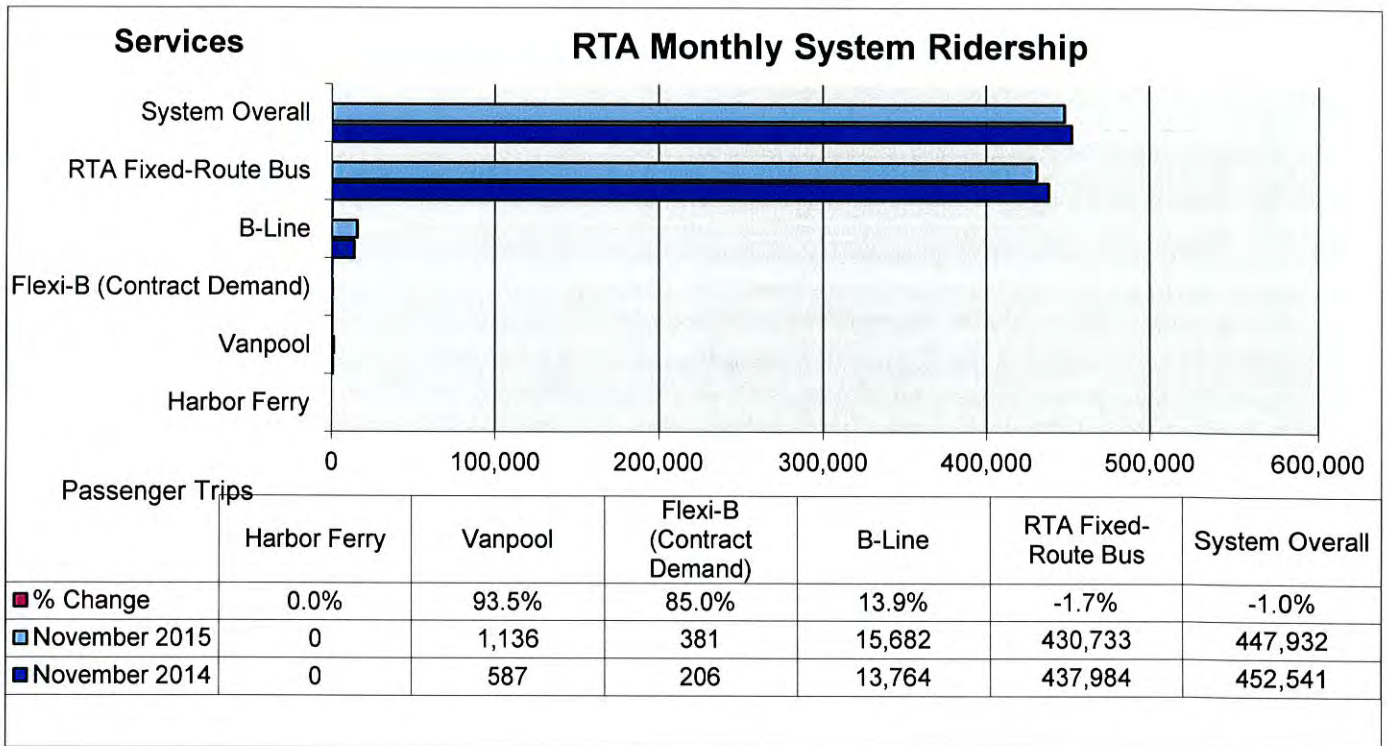
² Weather Underground historical data at <http://www.wunderground.com>.



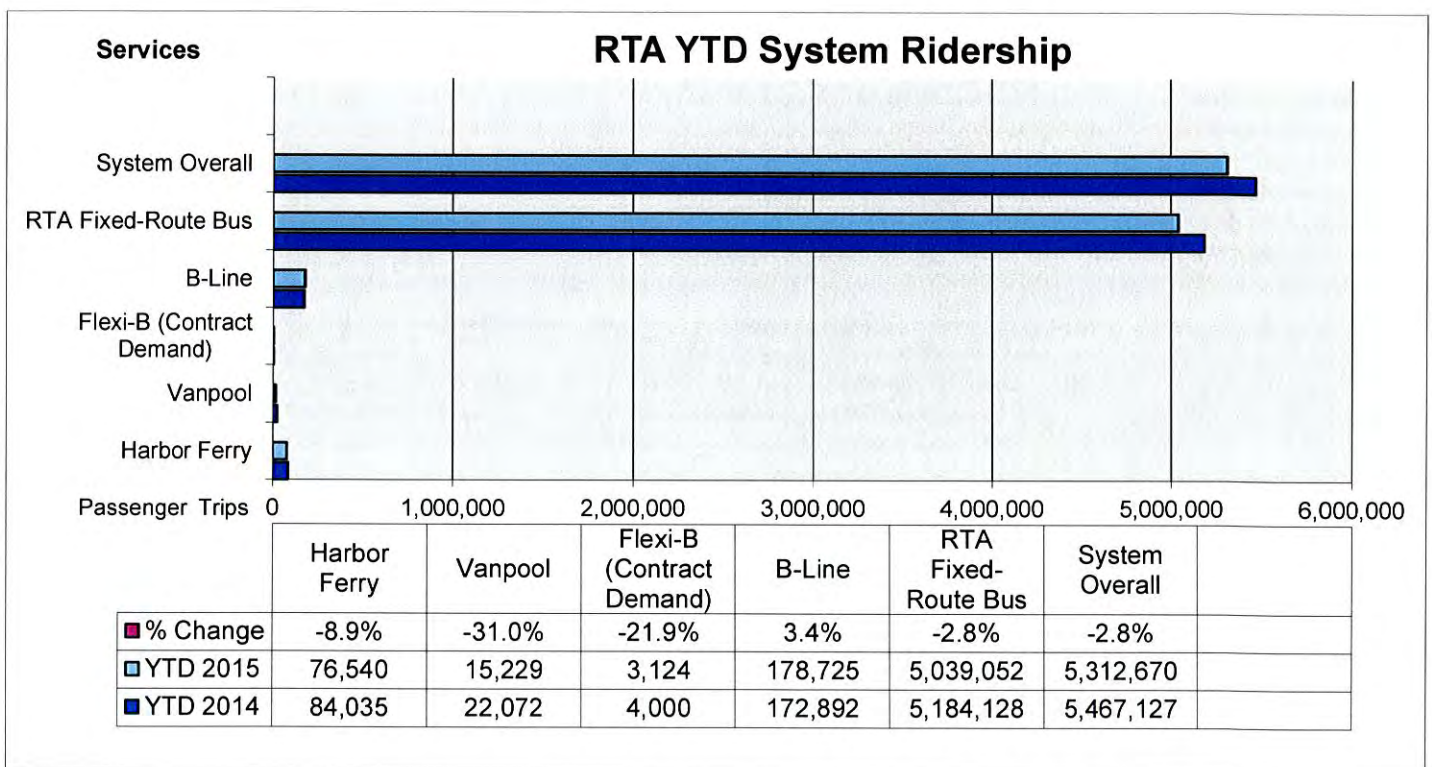
Over a 13-month period, the chart below shows a difference of 14,477 or approximately -0.2%.



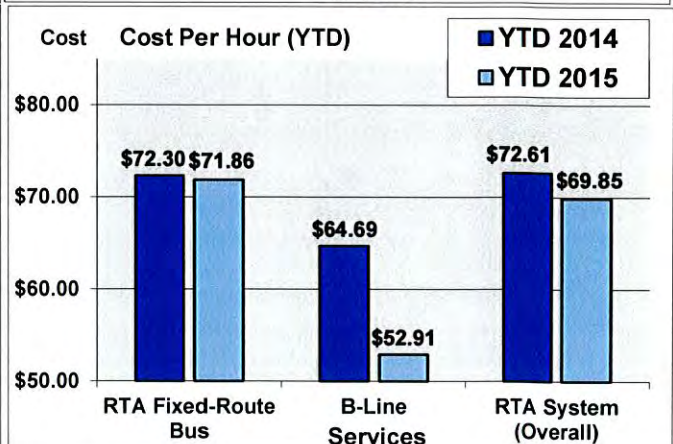
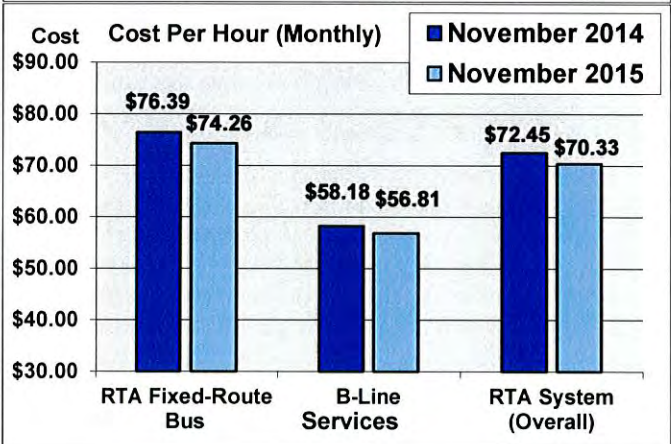
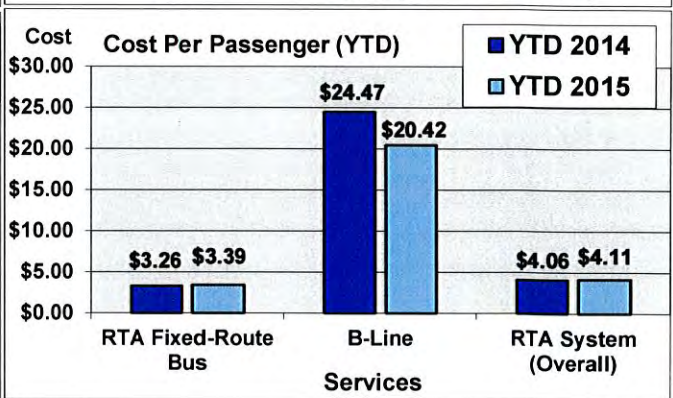
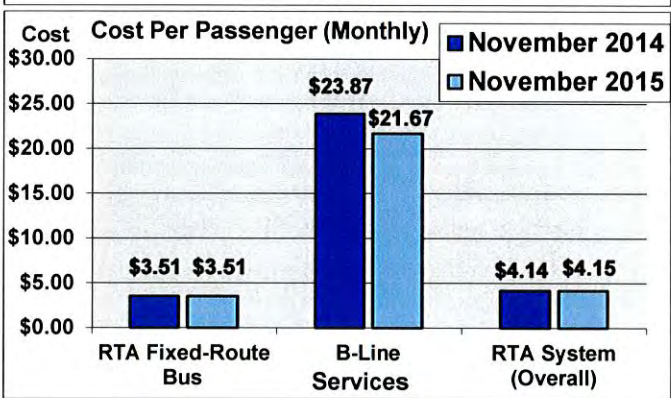
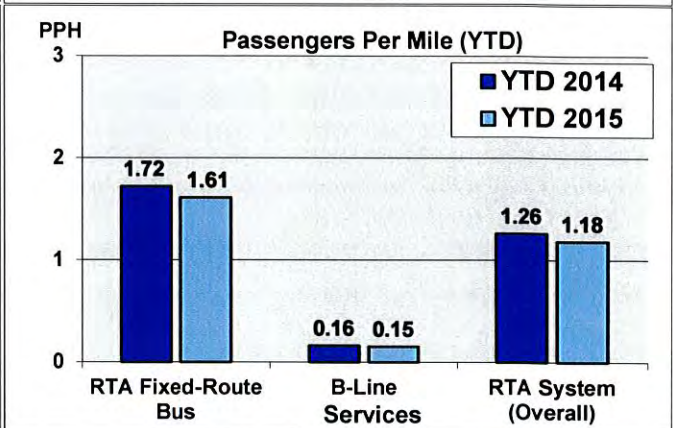
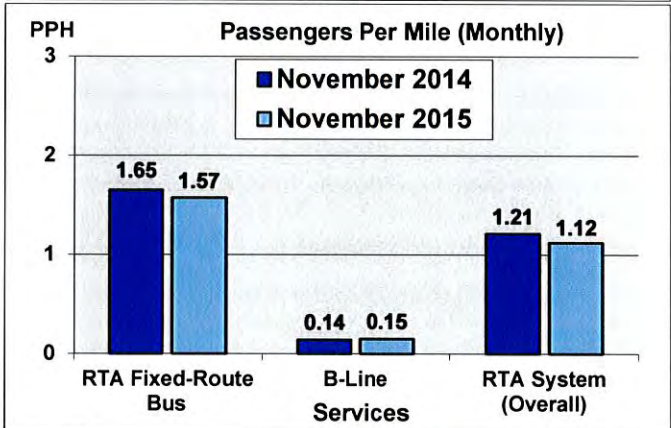
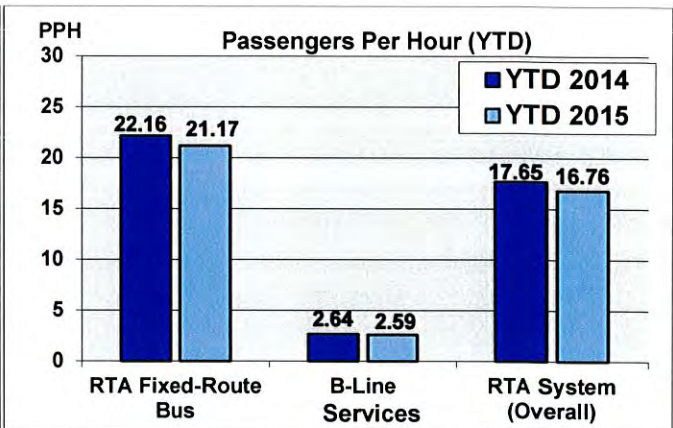
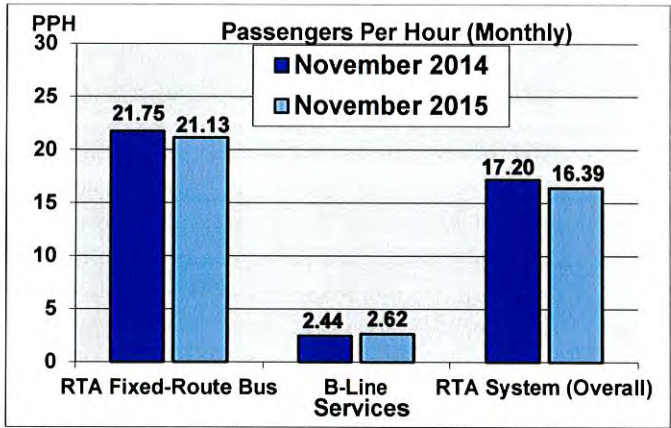
The chart below shows monthly ridership results for all services. The RTA has recorded 4,609 less boardings or -1.0% in 2015 as compared to the same period in 2014.



The chart below shows YTD ridership results for all services. The RTA has recorded 154,457 less boardings or -2.8% in 2015 as compared to the same period in 2014.



The following charts report system-wide productivity and other cost performance measurements for the month of November 2015 vs. November 2014 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services for the last three months and an average 2015 YTD figure.

Schedule Adherence	Standard	Sep-15	Oct-15	Nov-15	YTD Average
Early Departure	<1%	2.3%	1.1%	0.0%	0.6%
Over 3 minutes Late	<20%	18.0%	26.4%	22.1%	17.8%
Over 5 minutes Late	<5%	8.6%	16.6%	15.6%	9.1%
Over 10 minutes Late	<1%	2.7%	5.1%	6.6%	2.8%
Monthly Wheelchair Boardings	No standard	5,078	6,000	4,675	5,356
Monthly Bicycle Boardings	No standard	8,782	8,648	7,367	7,509

Current City of Corpus Christi Bond Project Impacts:

Bond 2012 Project-Horne Road (Port to Ayers)

Please note that the Horne Road detours continue to contribute to service time delays near the Port Ayers Station. The (11) routes directly affected by these detours include: 15, 15s, 19, 21, 21s, 23, 24s, 32, 32s, 37 & 37s and constitute 25% of all CCRTA fixed routes. This bond project will be completed in January 2016 according to the City of Corpus Christi.

Bond 2012 Project-McArdle Road (Whitaker to Ennis Joslin)

Routes 8s, 29, 37 & 66s remain on detour from the McArdle Road project between Whitaker Drive and Ennis Joslin Road, a (24) month project.

Bond 2014 Project-Santa Fe Street (Elizabeth to Hancock)

Other routes adversely impacted by city-wide Bond Projects include: 6, 15s, 19, & 23 with the Santa Fe project between Hancock and Elizabeth, an (8) month project.

Bond 2012 a multi-phased Project-South Staples Street (Morgan to IH-37)

Also affecting (20) routes daily and approximately 45% of all CCRTA routes is the Staples Street Bond Project. Routes including 5, 5s, 6, 12, 12s, 16, 17, 19, 21, 21s, 23, 27, 27s, 29, 29s, 67, 76, 76s 78 and 84 are currently on detour because of the South Staples Street, Phase 1 project between Antelope and Comanche. Phase 1 is scheduled to last 4 to 6 months with the completion to correspond with the completion of the Staples Street Transfer Station and the reconstruction of Artesian Street, Mestina Street and Waco Street.

Bond 2014 Project-Waldron Road (Glenoak to Caribbean)

Routes 4 and 8s remain impacted by the Waldron Road project between Glenoak and Caribbean, a (7) month project.

Other City Bond projects on the immediate horizon that will adversely impact bus routes, bus stops and proof problematic for time performance include:

- Williams Drive-Bond 2012 Project between South Staples Street and Airline Road, a (15) month project originally planned to begin early September but has been moved to begin in early 2016.
- Alameda Street-Bond 2012 Project between Ayers Street & Louisiana Avenue, a (15) month project was scheduled to begin in November of this year but now planned for mid-2016.
- Greenwood Drive-Bond 2012 Project between Gollihar Road & Horne Road is planned to be an (11) month project beginning in January 2016.
- By January 2016, (19) out of (45) routes or 42% of all fixed route services may be impacted by City Bond road improvement projects. Approximately half of these (19) routes will traverse through (2) Bond project areas. Horne Road should be open to two-way traffic in mid-January 2016 elevating 11 route detours or 24% of all fixed routes.

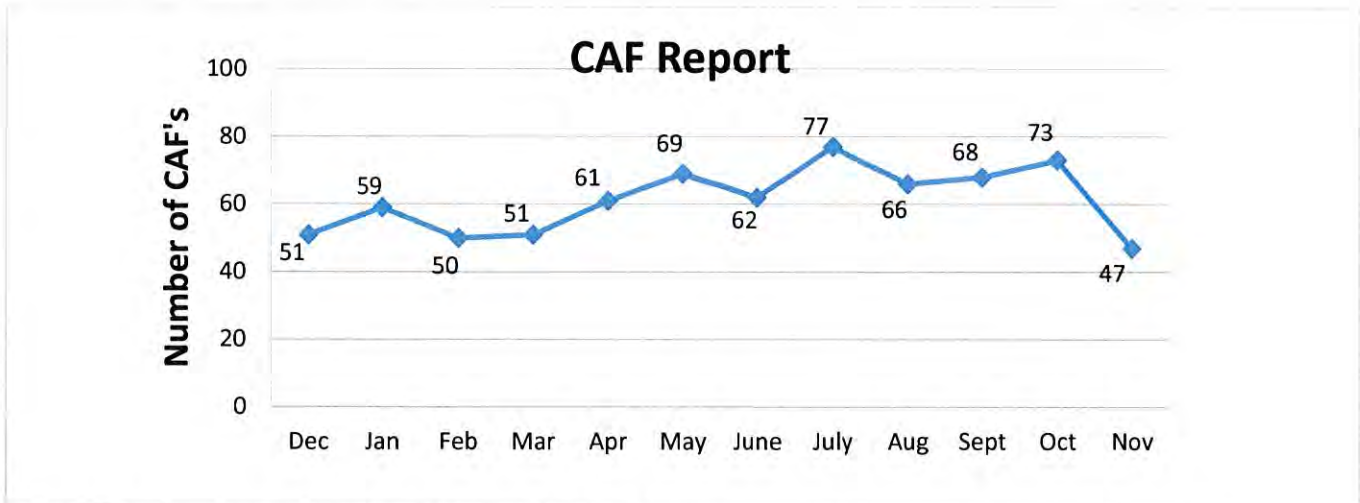
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.62** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **96.1%** did meet the contract standard of 96%.
- In Vehicle Time: **99.6%** exceeded the contract standard of 95%.
- Denials: 0 denials or 0.0% did meet contract standard of 0.0%.
- Miles between Road Calls: **40,682.1** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **9,735** ambulatory; **4,792** wheelchair boarding's

Metric	Standard	Sep-15	Oct-15	Nov-15	YTD Average
Passengers per Hour	2.50	2.59	2.59	2.62	2.60
On-time Performance	96%	96.4%	95.1%	96.1%	96.6%
In Vehicle Time	95.0%	99.6%	99.4%	99.6%	99.3%
Denials	0.00%	0.00%	0.00%	0.00%	0.04%
Miles Between Roadcalls	12,250	67,474	28,391	40,682	27,794
Monthly Wheelchair Boardings		5,156	5,497	4,792	4,875

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

For November 2015 there were 47 reported CAF's (excludes commendations) which represents a decrease from 73 reported CAF's overall in October 2015. The statistics for November represents a 36% decrease, 47 CAF's vs 73 CAF's compared to the month of October 2015. There were 7 Commendations for the month of November.



Route Summary Report for November 2015

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	0	#32S Southside/Malls (Sun)	1
#4 Flour Bluff Mini B	0	#34 Robstown Circulator	0
#5 Alameda	1	#37 Crosstown	0
#6 Santa Fe/Malls	0	#50 Calallen Park & Ride	0
#8 Flour Bluff/Malls (Sun)	0	#51 Gregory Park & Ride	0
#12 Saxet Oak Park	0	#63 The Wave	0
#15 Kostoryz	0	#65 Padre Island Connector	1
#16 Agnes/Ruth	2	#67 Robstown/Gregory	1
#17 Carroll/Southside	1	#76 Harbor Bridge Shuttle	0
#19 Ayers/Norton	2	#76S Harbor Bride (Sun)	0
#19G Greenwood	0	#77 Harbor Ferry	0
#19M McArdle	2	#78 North Beach	0
#21 Arboleda	1	#84 LightHouse	0
#23 Molina	3	#94 Port Aransas Shuttle	0
#25 Gollihar/Greenwood	0	#95 Flexi-B Port A	0
#26 Airline/Lipes Connector	1	B-Line (Para-transit)	3
#27 Northwest	2	Facility Maintenance	6
#27X Northwest Express	1	Service Development	2
#29 Staples	7	Safety and Security	5
#29F Flour Bluff	1	Transportation (Other)	1
#29S Staples (Sun)	1		
#32 Southside Mini B	2	TOTAL CAF'S	47

November 2015 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	10	0	0	10
Driving Issues	3	1	0	4
Customer Services	10	1	0	11
Late/Early – No Show	5	1	1	7
Fare Dispute	1	0	0	1
Disputed drop-off/pickup	0	0	0	0
Facility Maintenance	6	0	0	6
Service Development	2	0	0	2
Safety and Security	5	0	0	5
Transportation (Other)	1	0	0	1
Total	43	3	1	47
Commendations	6	1	0	7

Conclusion:

During November 2015, RTA received 47 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; seven (7) of the 54 reported CAF's (November) were commendations.

There were a total of 43 CAF's/Commendations received regarding RTA Service representing 92% of total customer contacts: 6 for Facilities Maintenance, 2 for Service Development, 5 for Safety and Security, and 30 for Transportation.

A total of 3 CAF's/Commendations were reported regarding B-Line service representing 5.7% of the total customer contacts.

A total of 1 CAF's/Commendations were reported regarding Contracted Fixed Route service representing a 1.9% 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.

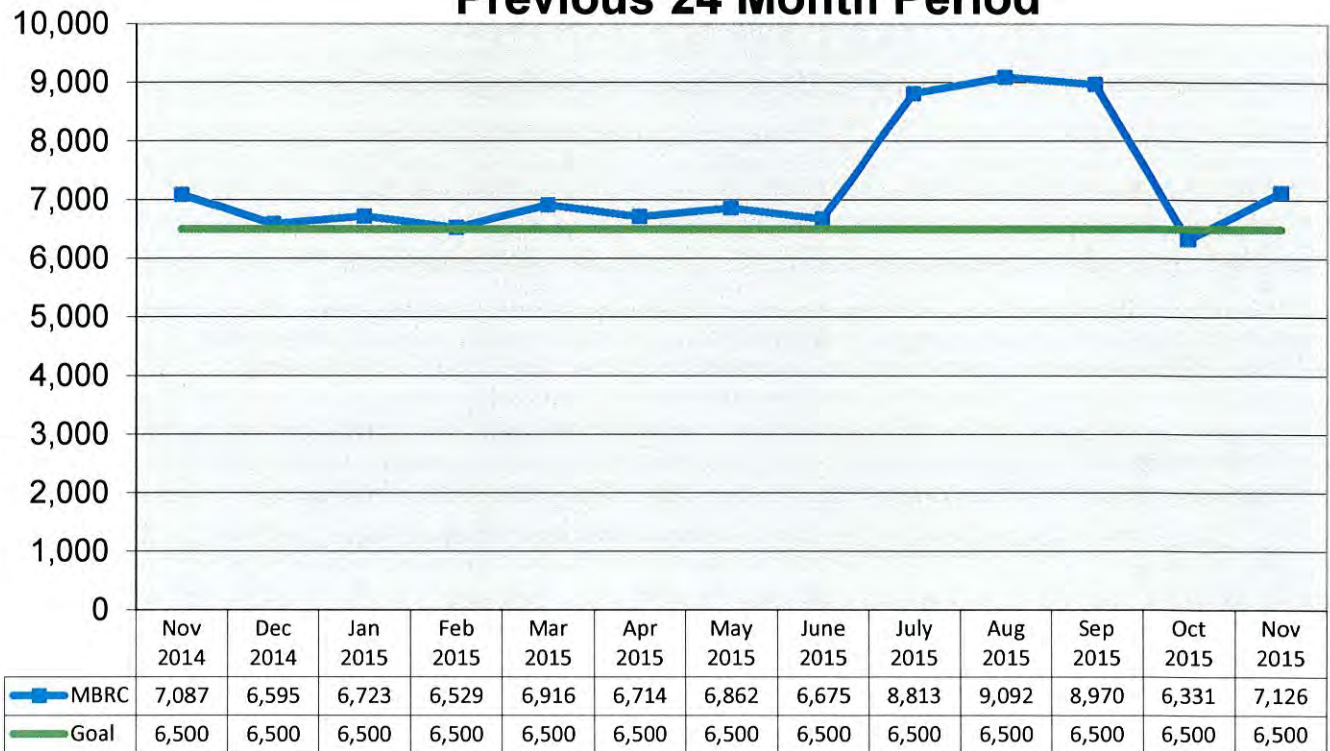
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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 November 2015, 7,126 miles between road calls (MBRC) were recorded as compared to 7,087 MBRC in November 2014. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of RTA vehicles.

**Miles Between Roadcalls (MBRC)
Gillig vs Fleet Comparison
Previous 24 Month Period**



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.

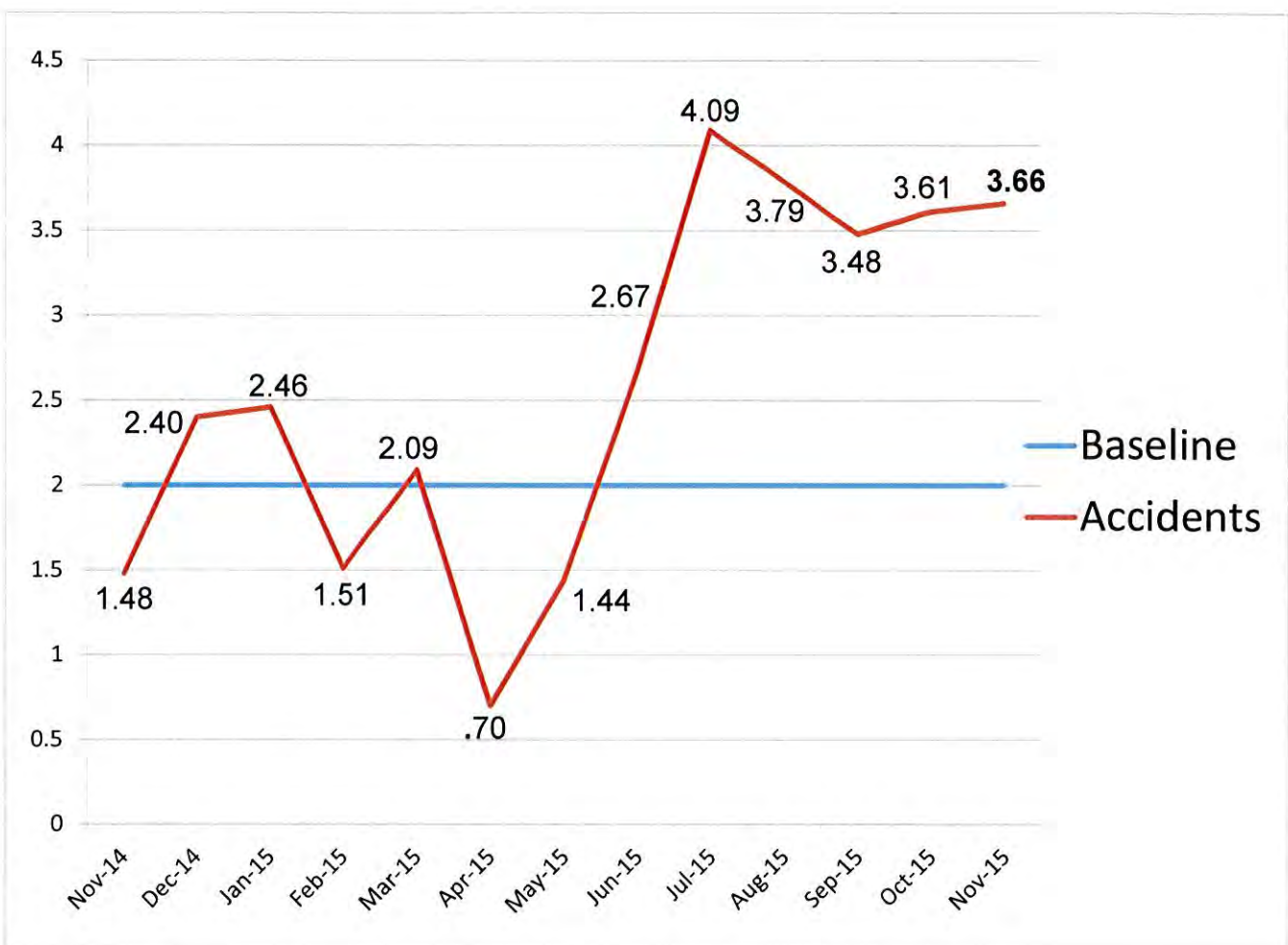
5. Safety/Security Department Report

SAFETY SUMMARY

For November 2015, we had 10 vehicle reported incidents, 22 customer related incidents and drove a total of 273,305 miles. The total collision rate for the month was at 3.66 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

The chart below shows the last 12 months of our total collision rate. Please keep in mind that this chart shows all vehicle collisions regardless of fault. The classifications of preventable and non-preventable are not distinguished for purposes of calculating this rate.

Total Collision Rate (rolling 12 month period)
Monthly rate = Total collisions per 100,000 miles driven



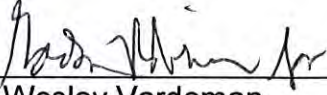
SECURITY SUMMARY

For November 2015, 1,409 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 8 individuals for public intoxication, issued 9 criminal trespass warnings, and arrested 1 individual for criminal trespassing and responded to 1 call for service.

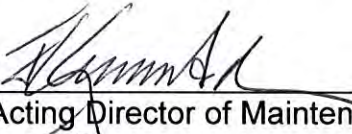
Committee Review

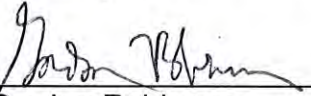
The Operations Committee did not receive an update regarding this item. A meeting was not held in December 2015.

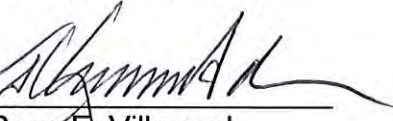
Respectfully Submitted,

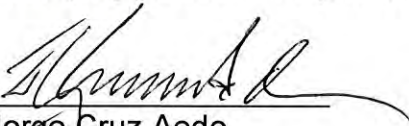
Submitted by: 
Wesley Vardeman
Senior Transit Planner

Submitted by: 
Robert Saldaña
Director of Transportation

Submitted by: 
Acting 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