



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, January 14, 2015
Time: 8:30 a.m.
Location: CCRTA Administration/Operations Facility
5658 Bear Lane
Corpus Christi, Texas

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	M. Saenz	1 min.	No Attachment
2.	Personnel Recognition	S. Neeley	5 min.	No Attachment
3.	Opportunity for Public Comment	V. Chapa	6 min.	No Attachment
4.	Update on RCAT Committee Activities	M. Rendon	5 min.	No Attachment
5.	Discussion and Possible Action to Approve the Board of Directors' Minutes of December 3, 2014	V. Chapa	3 min.	Pages 1-7
6.	Discussion and Possible Action to: a. Authorize the Purchase of a 1000 kW Generator b. Authorize Entering into an Agreement with Fuel Solutions, Inc. and Huitt-Zollars, Inc. for Reimbursement of the Existing 750 kW Generator c. Approve Proposed First Amendment to the Fiscal 2015 Capital Budget	S. Montez	10 min.	Pages 8-10
7.	Discussion and Possible Action to Authorize Entering into an Interlocal Agreement with the City of Corpus Christi for Street Reconstruction on Mestina and Artesian Streets	S. Montez	6 min.	Pages 11-15

	Topic	Speaker	Est. Time	Reference
8.	Discussion and Possible Action to Authorize Entering into a Lease Agreement with the City of Corpus Christi for the Staples Street Station Temporary Relocation Site	S. Montez	6 min.	Pages 16-22
9.	Discussion and Possible Action to Authorize Entering into an Interlocal Cooperation Agreement with Nueces County for Bus Stop Improvements in Bishop, Texas	W. Laridis	5 min.	Pages 23-29
10.	Discussion and Possible Action to Adopt a Resolution Designating Certain Persons to Sign Checks	C. O'Brien	3 min.	Pages 30-32
11.	Discussion and Possible Action to Approve the 2015 Service Holiday Schedule	G. Robinson	5 min.	Pages 33-34
12.	Discussion and Possible Action to Authorize Award of a Contract to Petroleum Traders for Diesel Fuel Supply	J. Tovar	5 min.	Pages 35-36
13.	Presentations: a. Financial Report November 2014 b. November 2014 Operations Report c. 2015 Service Improvements Update d. Online Bus Pass Store e. Procurement Report – December 2014	O'Brien Robinson Robinson Haas Laridis	25 min.	Pages 37-41 Pages 42-52 Page 53 No Attachment No Attachment
14.	CEO's Report a. Texas Transit Association b. FTA Region VI Staff Update c. University Achieve Partnership d. Goodwill Industries Community Partnership Award e. Wings Over South Texas 2015 Air Show/ April 18-19 f. 2014 Year in Review	S. Neeley	5 min.	No Attachments
15.	Chair's Report a. January 15, 2015 – Community Outreach b. Outstanding Community Leader Award c. January 23, 2015 – Board Planning Session	V. Chapa	5 min.	No Attachment

	Topic	Speaker	Est. Time	Reference
16.	Discussion (in Closed Session) Concerning Staples Street Center Proposed Leases and Tenants and CEO's Evaluation with Possible Action in Open Session on Leases for Nueces County, the Metropolitan Planning Organization and Greyhound, Inc.	S. Montez V. Chapa	25 min.	No Attachment
17.	Adjournment	V. Chapa	1 min.	No Attachment

Total Estimated Time: 2:05

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.

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

On **Friday, January 9, 2015** this Notice was posted by **Beth Vidaurri** 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
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, DECEMBER 3, 2014**

SUMMARY OF ACTIONS

- 1. Conducted Roll Call**
- 2. Held Personnel Recognition**
- 3. Provided Opportunity for Public Comment**
- 4. Heard Update on RCAT Committee Activities**
- 5. Approved the Board of Directors' Minutes of November 5, 2014**
- 6. Approved Consent Agenda Items:**
 - a) Action to Issue an Invitation for Bids (IFB) for Construction of Bus Stop Shelters at Texas A & M University – Corpus Christi**
 - b) Action to Authorize Issuing a Request for Proposals (RFP) for a Comprehensive Operational Analysis**
 - c) Action to Authorize Exercising the Second Option Year with HMS Ferries, Inc. for Harbor Ferry Services**
 - e) Action to Authorize Issuing a Request for Proposals (RFP) to Procure Community Bus Vehicle(s)**
 - f) Action to Authorize Issuing a Request for Proposals (RFP) for Customer and Employee Satisfaction Survey Service**
- Tabled Consent Agenda Item 6d to the January Board Retreat:**
 - d) Action to Authorize Issuing a Request for Proposals (RFP) to Procure Harbor Ferry Vessel(s)**
- 7. Approved an Amendment to the Defined Benefit Plan to Include an Early Retirement Option**
- 8. Authorized Issuing a Request for Proposals (RFP) for a Disparity Study**
- 9. Discussion and Possible Action to Approve Board of Directors' Meeting Calendar for FY2015**
- 10. Heard Presentations on the following: a. Financial Report October 2014; b. Third Quarter 2014 Investment Report; c. Third Quarter Performance Report for the Defined Benefit and Defined Contribution Plans; d. 2014 October Operations Report; e. Proposed Artesian/Mestina Street Improvements**
- 11. Heard CEO's Report on the Following: a. Texas Transit Association; and b. CCRTA Blanket Drive**
- 12. Heard Chair's Report on the following: a. Stuff the Bus – Toys for Tots; and b. Employee Recognition Awards Event**

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

Board Members Present: Vangie Chapa, Chair; Lamont Taylor, Vice Chair; Mary Saenz, Secretary; George Clower; Thomas Dreyer; Tony Elizondo; Robert Garcia; Ray Hunt; Jeffrey Pollack; Curtis Rock

Board Members Absent: Angie Flores Granado

Staff Present: Scott Neeley, Jorge Cruz-Aedo, Jane Haas, Terry Klinger, Keith Korenek, William Laridis, Angelina Gaitan, Sharon Montez, Cindy O'Brien, Gordon Robinson, Robert Saldana, Jose Tovar, Marie Roddel, Beth Vidaurri

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Mike Rendon, RCAT; Rowland Estrada, Rosie Aguiar, ATU Local 1769; Roland Garza; Abel Alonzo

Roll Call/Call to Order

Ms. Mary Saenz called roll and declared that a quorum was present. Ms. Vangie Chapa called the meeting to order at 8:35 a.m.

Personnel Recognition

Mr. Scott Neeley announced that the Authority had been awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2013 Comprehensive Annual Financial Report (CAFR). He recognized and thanked the team that produced the CAFR – Ms. Cindy O'Brien, Ms. Julie Gonzalez, Ms. Sara Dean, Ms. Sylvia Castro, Ms. Laura Yaunk, and Ms. Stephanie Alvarez.

Opportunity for Public Comment

Mr. Rowland Estrada, President, ATU Local 1769, voiced support for passage of Agenda Item 7, early retirement option under the Defined Benefit Plan. He reported that he had been re-elected to a three-year term of office as ATU president.

Ms. Rosie Aguiar expressed support for passage of the early retirement option under the Defined Benefit Plan. She stated that this was a good opportunity for employees.

Mr. Abel Alonzo expressed that the Board Bylaws should require Board Members to attend RCAT meetings. He stated that the RCAT chairman should attend both committee and board meetings and be included in the seating chart with the Board Members.

Update on RCAT Committee Activities

Mr. Mike Rendon reported that at the November 20, 2014 RCAT meeting Mr. Keith Korenek had provided a detailed safety and security report which showed that the Authority was doing all they could to keep riders safe. Mr. Gordon Robinson had spoken on the upcoming service changes that would affect 14 routes. Ms. Rosa Villarreal and Mr. Billy Laridis had traveled to Indiana to visit the ARBOC bus facility. They had assured the committee that ARBOC was looking into remedying the 2-inch incline and the need for installation of a grab bar. Mr. Rendon reported that December 3, 2014 was

International Day of Persons with Disabilities and persons were asked to call someone with a disability, someone in a nursing home, or a veteran.

Mr. Roland Garza acknowledged the good work done by the Board of Directors. He cited the following as examples: offering an early retirement option, providing a wage increase for bus operators, purchasing new buses, and putting community and citizen safety first.

Discussion and Possible Action to Approve the Board of Directors' Minutes of November 5, 2014

MR. ROCK MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF NOVEMBER 5, 2014. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, POLLACK, ROCK, ELIZONDO, CHAPA, TAYLOR, SAENZ, HUNT, CLOWER, AND REEVES IN FAVOR. GRANADO ABSENT.

Consent Agenda

Ms. Vangie Chapa stated that the consent agenda items were of routine or administrative nature and had been discussed previously by the Board or Committees and that the Board had been furnished with support documentation on the items. She asked if there were any items that should be pulled from the consent agenda for discussion.

Mr. Scott Neeley stated that staff would like to withdraw consent agenda item 6d and refer it to the January board retreat for discussion. The Board was in consensus with the request.

d) Action to Authorize Issuing a Request for Proposals (RFP) to Procure Harbor Ferry Vessel(s)

Ms. Chapa called for a motion on the following consent agenda items:

- a) Action to Issue an Invitation for Bids (IFB) for Construction of Bus Stop Shelters at Texas A & M University – Corpus Christi**
- b) Action to Authorize Issuing a Request for Proposals (RFP) for a Comprehensive Operational Analysis**
- c) Action to Authorize Exercising the Second Option Year with HMS Ferries, Inc. for Harbor Ferry Services**
- e) Action to Authorize Issuing a Request for Proposals (RFP) to Procure Community Bus Vehicle(s)**
- f) Action to Authorize Issuing a Request for Proposals (RFP) for Customer and Employee Satisfaction Survey Service**

MR. REEVES MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 6a, 6b, 6c, 6e, AND 6f. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, POLLACK, ROCK,

ELIZONDO, CHAPA, TAYLOR, SAENZ, HUNT, CLOWER, AND REEVES IN FAVOR. GRANADO ABSENT.

Discussion and Possible Action to Approve an Amendment to the Defined Benefit Plan to Include an Early Retirement Option

Mr. Jorge Cruz-Aedo, using a PowerPoint presentation, informed that the retirement eligibility requirements were that the employee had to be employed for 10 years with the Authority and be 55 years old or over. This would allow eligible employees to retire with a penalty waiver. The penalty is 5% for every year before age 62. Mr. Cruz-Aedo stated that there were 18 eligible employees and 6 had expressed interest in taking the early retirement option. He informed that persons interested in the early retirement option had to declare their intent to retire by January 15, 2015 and their effective retirement date would be February 1, 2015. Mr. Cruz-Aedo noted that the Plan was 100 percent funded and reviewed the estimated financial impact.

In response to Ms. Saenz, Mr. Cruz-Aedo said that some persons who opted to take the previous early retirement option had returned as part-time employees.

MS. SAENZ MADE A MOTION TO APPROVE AN AMENDMENT TO THE DEFINED BENEFIT PLAN TO INCLUDE AN EARLY RETIREMENT OPTION. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, POLLACK, ROCK, ELIZONDO, CHAPA, TAYLOR, SAENZ, HUNT, CLOWER, AND REEVES IN FAVOR. GRANADO ABSENT.

Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) for a Disparity Study

Mr. Jorge Cruz-Aedo explained that a disparity study was a numerical based study and was intended to present findings on the utilization of DBE firms versus non-DBE firms for all CCRTA contracting and procurement activities and was used to establish the Authority's DBE goal and goal setting process for the next three-year period. The last study was performed in 2007. The useful life of a disparity study was approximately ten years. He reviewed the RFP timeline.

In response to Mr. Curtis Rock, Mr. Cruz-Aedo acknowledged that under federal guidelines, all DOT funded agencies were required to conduct a disparity study.

Mr. Curtis Rock expressed the opinion that an external review of the DBE program should be considered.

MR. TAYLOR MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR A DISPARITY STUDY. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. DREYER, POLLACK, ROCK, ELIZONDO, CHAPA, TAYLOR, SAENZ, HUNT, CLOWER, AND REEVES IN FAVOR. GRANADO ABSENT.

Discussion and Possible Action to Approve Board of Directors' Meeting Calendar for FY2015

Ms. Vangie Chapa stated that the proposed 2015 meeting calendar, which included moving the January and October board meeting dates, the November committee meeting date, and not holding committee meetings in December, was reviewed at both November Committee meetings.

MR. ELIZONDO MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MEETING CALENDAR FOR FY2015. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. DREYER, POLLACK, ROCK, ELIZONDO, CHAPA, TAYLOR, SAENZ, HUNT, CLOWER, AND REEVES IN FAVOR. GRANADO ABSENT.

Financial Report October 2014

Ms. Cindy O'Brien, using a PowerPoint presentation to report on October's financial performance, said that operating revenue for October was \$184,489; year-to-date operating revenue was \$1,729,722; and the estimated sales tax was \$2,699,048. Operating expenses exceeded budget by \$40,334. Human Resources was over budget due to the continuation of large health care claims which was offset by Purchased Transportation being under budget due to elimination of allocation. Sales tax collected for the month of September 2014 was \$3,129,867.

Reporting on fuel prices, Ms. O'Brien said that diesel fuel was at \$2.60, CNG fuel was at \$1.15, and Unleaded fuel was at \$2.33.

Third Quarter 2014 Investment Report

Ms. Cindy O'Brien stated that Patterson and Associates was the Authority's investment advisor. She reported that for the period ending September 30, 2014 the CCRTA combined investment portfolio had an ending book value of \$52,651,415; and fiscal year earnings of \$76,512. She noted that the weighted maturity had declined slightly. Reviewing fund allocations, Ms. O'Brien said that more funds were invested in short-term money market funds and that bank certificates of deposit had better rates at this time.

Third Quarter Performance Report for the Defined Benefit and Defined Contribution Plans

Ms. Cindy O'Brien reported that the Defined Benefit Plan as of September 30, 2014 had a portfolio value of \$30,854,275 with a year-to-date return of 3.45 percent.

Reporting on the Defined Contribution Plan, Ms. O'Brien reported that as of September 30, 2014 the portfolio was valued at \$8,465,309 with a year-to-date return of 2.37 percent. She pointed out that under this Plan employees could direct their investments which accounted for the return disparity between the two Plans.

2014 October Operations Report

Mr. Gordon Robinson stated that during the month of October 2014 there had been 574,755 total boardings for all services; system ridership overall had increased 1.2 percent; and fixed-route bus ridership had increased 1.4 percent.

Reporting on fixed route on-time performance, Mr. Robinson reviewed the chart noting that standard had not been met and that bicycle boardings continued to increase.

Reviewing purchased transportation service contract standards, Mr. Robinson said that on-time performance and passengers per hour metric had not been met.

Mr. Robinson reported that there had been four vehicle collisions, 49 customer related incidents, the total collision rate for the month was at 1.30 per hundred thousand miles drives which was 1.3 percent below standard.

There was a general discussion regarding the January service changes. Ms. Chapa asked that extensive outreach be done to ensure that the riders were aware of the changes.

Proposed Artesian/Mestina Street Improvements

Ms. Sharon Montez summarized the project by explaining that the Authority would need to enter into an interlocal agreement with the City of Corpus Christi specifying that the scope of work would include road construction on Artesian and Mestina Streets; the City would replace utilities if needed; and that the Authority would reimburse the City for the reconstruction work at the end of the project.

Using a PowerPoint presentation, Ms. Montez reviewed photographs of the proposed project site. She said that the total estimated project cost was \$888,820.33. The project timeline was as follows: June 1, 2015 – Staples Street Station would be relocated; construction would start on Artesian and Mestina Streets; and the City would start construction on Staples Street IH 37 – Lipan Street. The street reconstruction was scheduled to be completed by December 2015; thereby allowing the Staples Street Station to be back in operations.

Discussion ensued on the opportunity this project would provide for joint project construction administration; the need for the Authority to be actively involved, and the need to provide opportunities for participation by small businesses.

Mr. Scott Neeley informed that the project would be funded with federal funds.

CEO's Report

a. Texas Transit Association

Mr. Scott Neeley reported that on December 18, 2014 TTA would have a legislative advocacy event.

b. CCRTA Blanket Drive

Mr. Neeley congratulated staff on conducting a successful Thanksgiving children's blanket drive for the Children's Advocacy Center.

Chair's Report

a. Stuff the Bus – Toys for Tots

Ms. Vangie Chapa invited everyone to support the Stuff the Bus drive this weekend at the Walmarts located at Greenwood, Flour Bluff Drive, and 5 Points. This drive would benefit the annual U. S. Marines Toy Drive.

b. Employee Recognition Awards Event

Ms. Chapa reported that the annual Employee Recognition Event would be held on Saturday, December 20, 2014 at Holiday Inn Marina. The event would start at 6:30 p.m. Both CCRTA and MV would be announcing their bus operator and employee of the year.

There being no further business, the meeting was adjourned at 9:48 a.m.

Submitted by Beth Vidaurri



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

**Subject: a. Purchase a 1000 kW Generator
b. Agreement with Fuel Solutions, Inc. and Huitt-Zollars, Inc. for Reimbursement of the Existing 750 kW Generator
c. Approve Proposed First Amendment to the Fiscal 2015 Capital Budget**

Background

The CCRTA currently operates a CNG fueling facility with six CNG dispensers and three CNG compressors. The facility came on line at the end of 2012. At that time the CCRTA only had ten CNG fixed route buses that were being fueled daily.

As part of the CNG fueling facility a generator was installed as a backup source of power to run the CNG fueling center in case of an emergency. Unfortunately, after many months of testing various options for operation of the generator it could not provide enough power to run one compressor per specifications. After all the testing it was deemed that the 750 kW generator was not the correct size to support one 500 hp compressor.

The design team has agreed to remove the old generator and replace it with a new 1000 kW generator. A 1000 kW generator has been tested with our operation and it provided the power necessary to fuel the buses based on the operation of one compressor.

The CCRTA will be responsible for paying only the difference to upgrade the size of the generator which they would have paid for had it been in the original specifications.

Identified Need

Since the initial construction of the station the CCRTA has increased its CNG fleet and now requires a reliable back up source of power to fuel the current and future CNG fleet.

The design team is working with the CCRTA to resolve the matter. The CCRTA will purchase the new 1000 kW generator and the design team will reimburse the CCRTA \$158,900 the original cost of the 750 kW generator. The actual out of pocket costs to the CCRTA for the 1000 kW generator will be \$87,350.

The design team will cover the freight costs of the equipment to our site, they will pay for the removal of the existing generator and the installation of the new.

Both parties worked together throughout the testing and resolution process to reach a viable solution to the problem.

Financial Impact

This item is not included in the 2015 Capital Budget, therefore a Capital Budget Amendment for \$246,250 is required to pay for the new replacement generator. Once the CCRTA receives the reimbursement from Fuel Solutions, Inc., of \$158,900 for the 750 kW generator, the net cost implications to the CCRTA for the generator replacement is \$87,350. Please see attached Proposed First Amendment 2015 Capital Budget document.

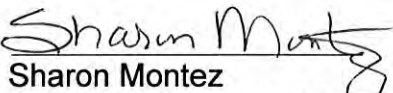
Committee Review

Since there was not an Operation Committee meeting in December this item was not previously reviewed.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the purchase of a 1000 kW generator, the agreement with Fuel Solutions, Inc. and Huitt-Zollars, Inc. for reimbursement of the existing 750 kW generator and the first amendment to the Fiscal 2015 Capital Budget for \$246,250.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Scott Neeley
Chief Executive Officer

2015 Capital Budget

<u>Project#</u>	<u>Projects:</u>	<u>Adopted</u> <u>Amount</u>	<u>Admendment</u> <u>No. 1</u>	<u>Amended</u> <u>Amount</u>
2011-01	Staples Street Center	\$ 2,208,000		\$ 2,208,000
2015-01	TAMU CC Bus Stop Improvements (4 Shelters + Infrastructure)	\$ 345,000		\$ 345,000
2015-02	Miscellaneous Concrete Services	\$ 50,000		\$ 50,000
2015-03	Bus Stop Amenities (1)	\$ 500,000		\$ 500,000
2015-04	Bus Stop Improvements Concrete Infrastructure (170) (1)	\$ 1,000,000		\$ 1,000,000
2015-05	Bear Lane Land Acquisition	\$ 500,000		\$ 500,000
2015-06	Design Services for Administration Renovations	\$ 63,000		\$ 63,000
2015-07	Mestina & Artesian Street Improvements	\$ 888,903		\$ 888,903
2015-08	Fuel Management System	\$ 350,000		\$ 350,000
2015-09	Heating Ventilation System	\$ 120,000		\$ 120,000
2015-10	Riding Lawn Mower	\$ 25,000		\$ 25,000
2015-11	Equipment Replacement:			
	Operator Relief Vehicles (10 @ \$40,000)	\$ 400,000		\$ 400,000
	Maintenance Support Trucks (11 @ \$50,000)	\$ 550,000		\$ 550,000
	Replace Portable Lift (1)	\$ 65,000		\$ 65,000
	Replace R134 HVAC Reclaimer (1)	\$ 40,000		\$ 40,000
2015-12	Bus Wash System	\$ 589,367		\$ 589,367
2015-13	DBE Application Software	\$ 35,000		\$ 35,000
2015-14	<u>Staples Street Center IT Projects:</u>			
	Informational Kiosk (1)	\$ 30,000		\$ 30,000
	Destination Signage (1)	\$ 413,200		\$ 413,200
	Network Hardware	\$ 55,700		\$ 55,700
	Transportation Security App	\$ 45,000		\$ 45,000
	Network Cabling	\$ 124,720		\$ 124,720
	New Board Room	\$ 73,599		\$ 73,599
	Audio & Video Equipment for Conference Rooms	\$ 26,800		\$ 26,800
	UPS Battery Backup & Installation	\$ 86,000		\$ 86,000
2015-15	Phone Server Call Enhancements (1)	\$ 45,000		\$ 45,000
2015-16	Veterans Information Interactive Wall (1)	\$ 129,400		\$ 129,400
2015-17	Server Storage Expansion	\$ 18,000		\$ 18,000
2015-18	1000KW GenSet Generator	\$ -	\$ 246,250	\$ 246,250
	Total 2015 CIP	\$ 8,776,689	\$ 246,250	\$ 9,022,939
	Funding:			
	Grants (1)	\$ 1,694,080		\$ 1,694,080
	Unrestricted Fund Balance	\$ 7,082,609	\$ 246,250	\$ 7,328,859
		\$ 8,776,689	\$ 246,250	\$ 9,022,939



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

**Subject: Interlocal Agreement with the City of Corpus Christi for Street
Reconstruction on Mestina and Artesian Streets**

Background

Presentations were made at the November Operations Committee and the December Board meeting regarding street reconstruction on Mestina and Artesian Streets.

We have met with the City staff on several occasions to discuss the strategy and timeline to accomplish the road reconstruction. Funding opportunities were discussed but at this time funding from the City was not available. Therefore, the CCRTA will reimburse the City for the road reconstruction, and will pay for the CCRTA's portion of the design for the work and testing fees. The City will bid the project for the CCRTA along with their Staples Street Bond Project and they will replace any utilities in the CCRTA roadway project that need replacement.

Identified Need

Currently, the CCRTA enters the Staples Street Station through Staples Street or Waco Street. Once the new station opens Waco Street will cease to be used to enter the station. The new circulation path will be Artesian and Mestina for both the CCRTA and Valley Transit. Therefore, reconstructing these roadways now with 8" thick concrete is relevant given that buses will now be traveling over the streets on a daily basis versus just regular automobiles.

The Staples Street Station is scheduled for demolition beginning on June 1st, 2015, and we will relocate to the new temporary station site west of City Hall at that time. The reconstruction of the Staples Street station is scheduled for seven months. It is during that time that the reconstruction of Mestina and Artesian would take place.

Attach please find the Interlocal Agreement submitted to the City of Corpus Christi for their approval and presentation to the City Council. They have tentatively scheduled this item for the City Council meeting on Tuesday, January 27, 2015.

Financial Impact

The total estimated cost for the capital reconstruction improvements for Mestina and portions of Artesian Street is \$888,903 and is included in the 2015 Capital Budget.

Committee Review

Since there was not an Operation Committee meeting in December this item was not previously reviewed.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize entering into an Interlocal Agreement in its substantive form, with the City of Corpus Christi for Street Reconstruction on Mestina and Artesian Streets.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Scott Neeley
Chief Executive Officer

**INTERLOCAL AGREEMENT
(Staples Street Center Street Improvements)**

This Interlocal Agreement is made between Regional Transportation Authority in Corpus Christi, Texas (“RTA”), a metropolitan transit authority operating under Chapter 451 of the Texas Transportation Code, and the City of Corpus Christi, Texas, (“City”), a municipal corporation.

WHEREAS, the RTA is developing a new customer service center, administrative offices, and lease space at the intersection of Staples Street and Leopard Street in Corpus Christi (the “Staples Street Center”);

WHEREAS, the City is planning to reconstruct the blocks of Staples Street adjacent to and leading up to the Staples Street Center approved as part of the 2012 Bond Program (the “Staples Street Project”), and the RTA has determined a need to reconstruct Mestina Street, between Artesian and Staples Streets, and Artesian Street, between Leopard and Mestina Streets) adjacent to and leading up to the Staples Street Center (the “Mestina/Artesian Project”); and

WHEREAS, the City and the RTA desire to cooperate in the reconstruction of such streets in order to minimize the inconvenience to bus passengers and motorists and save taxpayer funds;

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

1. Mestina/Artesian Street Project. The City agrees to construct the Mestina/Artesian Street Project in conjunction with its construction of the Staples Street Project. The estimated construction cost for the Project is \$699,922, plus a \$23,000 betterment fund, with a contingency of \$100,000. The RTA agrees to hire and pay for the cost of the design consultants estimated in the amount of \$55,993 and testing fees estimated in the amount of \$9,988. The City agrees to bid the Mestina/Artesian Project and oversee construction. All costs of such construction, except for the design consultant fees and the testing fees, shall be paid by the City. The parties acknowledge that the above amounts are estimates only, and that the final costs shall be determined upon completion of the Project.

2. Timing of Construction. The RTA agrees to cause the plans and specifications for the Mestina/Artesian Project to be completed in sufficient time to allow the City to bid the Project and commence construction by June 1, 2015. The City agrees, subject to the RTA’s completion of the plans and specifications, to bid the Project so that construction may be commenced by such date. The parties agree that the construction of the Mestina/Artesian Project along with that portion of the Staples Street Project between Leopard Street and Lipan Street shall be completed by December 31, 2015, in order to minimize traffic delays for bus passengers and motorists.

3. Term of Agreement. This Agreement shall be for an initial term of one year with all construction to be completed by December 31, 2015.

4. Coordination With Area Construction. The parties acknowledge that the RTA shall have its Staples Street Center construction project underway, and the City shall have its Staples Street roadway improvements construction underway at the same time as construction of this Project. The parties agree to cooperate in the coordination of their respective contractors and projects in order to minimize delays and interference with their respective projects.

5. Disadvantaged Business Enterprises. The City agrees to include such provisions in its construction documents as are reasonably required in order to promote the use of disadvantaged business enterprises in connection with the construction of the Project and comply with Title VI of the Civil Rights Act.

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

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

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

CITY: City of Corpus Christi
P.O. Box 9277
Corpus Christi, Texas 78469-9277
Attn: City Manager

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

9. Severability Clause. If any portion of this Agreement or the application thereof to any person or circumstance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue to be enforceable in accordance with its terms. 10. Assignment. This Agreement shall be binding on and inure to the benefit of the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by any party without the written consent of all of the other parties.

11. Entire Agreement. This Agreement represents the entire agreement between the parties and may not be modified by any oral agreements or understandings. Any amendments must be made in writing and signed by all parties.

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

Executed this _____ day of January, 2015.

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

CITY OF CORPUS CHRISTI

By: _____
Scott Neeley, CEO

By: _____
Ronald L. Olson, City Manager

ATTEST:

Rebecca Huerta, City Secretary

APPROVED AS TO LEGAL FORM:
This ____ day of January, 2015.

City Attorney



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

Subject: Lease Agreement with the City of Corpus Christi for the Staples Street Station Temporary Relocation Site

Background

As part of the Staples Street Center construction project, the Staples Street Station will require temporary relocation while the old station is demolished and the new one is built. Several alternate locations were reviewed by staff but the one that proved to be the best location is one owned by the City of Corpus Christi, next to City Hall.

The merits include:

- Close proximity to existing station
- Large footprint that is accommodating for staging of all buses with ample waiting space for riders
- Close proximity to Customer Service Center office
- Virtually free leasing expense

Identified Need

The Staples Street Station is scheduled for demolition beginning on June 1st, 2015, and therefore we will need to relocate to the new temporary station site by then. CCRTA staff has met with City staff and has discussed the terms of the lease with our legal counsel. Attach please find the Lease Agreement submitted to the City of Corpus Christi for their approval and presentation to the City Council.

There will need to be various capital improvements made to the temporary location to enhance safety, accessibility and to provide waiting areas for our riders. The cost of the improvements will be the responsibility of the CCRTA. The scope of work includes:

- Lighting enhancements through AEP
- Concrete improvements which include sidewalks and landing pads
- Striping and the removal of striping in regards to traffic control on Leopard
- Total estimated cost \$124,214

Financial Impact

The total estimated cost for the capital construction improvements for the temporary relocation of the Staples Street Station is \$124,214 and is included in the 2015 Capital Budget.

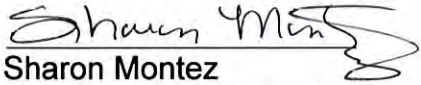
Committee Review

Since there was not an Operation Committee meeting in December this item was not previously reviewed.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize entering into a lease agreement in its substantive form, with the City of Corpus Christi for the Staples Street Station temporary relocation site.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Scott Neeley
Chief Executive Officer

LEASE AGREEMENT

This Lease Agreement is made and entered into by CITY OF CORPUS CHRISTI, TEXAS, a Texas home-rule municipal corporation (the "CITY") and the REGIONAL TRANSPORTATION AUTHORITY, a metropolitan transit authority (the "RTA").

1. PREMISES: The CITY, in consideration of the RTA's payment of \$1.00 per month, and other good and valuable consideration including the performance of the covenants described herein, the receipt and sufficiency of which the City hereby acknowledges; leases to the RTA and authorizes it to utilize the following described land (the "Premises") for the purposes of establishing a temporary transfer location for the City Hall area while the Staples Street Station is undergoing reconstruction:

The designated areas in that tract of land bounded by Leopard, Sam Rankin, Mestina, and Josephine Streets, known as Block 10 of the Jones Addition, Nueces County, Texas, depicted on **Exhibit A** attached and described by metes and bounds on **Exhibit B**.

2. TERM: The term of this Lease shall be for a period of seven (7) months commencing on June 1, 2015, and expiring on December 31, 2015, subject to extension on a month-to-month basis pending the completion of the RTA's Staples Street Transit Station.

3. PERMITTED USE: The Premises shall be used for the operation of a temporary bus transfer station by the RTA.

4. IMPROVEMENTS: The RTA will perform all work necessary to construct the temporary bus transfer improvements on the Premises. At least two weeks prior to any proposed construction at the Premises, the RTA will submit the proposed construction and traffic control plans to the Assistant City Manager for Public Works & Utilities, or his designee, for review and comment. The RTA further will re-stripe the traffic lanes on Leopard Street as depicted on Exhibit A in order to accommodate the buses stopping at the designated bus stops made part of the temporary transfer station. All such improvements shall be constructed at the sole cost and expense of the RTA. Upon the expiration of this Agreement, all temporary facilities shall be removed from the Premises and the traffic lanes of Leopard Street re-striped to their original configuration, all at sole cost and expense of the RTA.

5. MAINTENANCE: The RTA accepts the Premises in their present condition, AS IS and WITH ALL FAULTS. The RTA shall throughout the term of this Agreement take good care of the Premises, and shall be responsible for and shall perform, or cause to be performed, all maintenance, including custodial maintenance, and repair of the Premises and the temporary facilities located thereon. Upon the expiration of this Agreement, the Premises shall be returned to the City in the same condition as at the commencement of this Agreement, normal wear and tear excepted.

6. UTILITIES: The RTA shall be responsible for obtaining any water, sewer, electricity

and gas service connections required for use on the Premises; and the RTA shall pay all utility connection charges related thereto. During the term of this Agreement, the RTA shall further pay when due all charges and costs for any utilities consumed on the Premises. The City acknowledges that RTA shall submit request to the electric utility provider for additional street lighting at or near the Premises. RTA shall be responsible for payment of electricity associated with any RTA-requested street lighting. COMPLIANCE WITH LAWS: The RTA agrees to comply with all laws, ordinances, orders, rules, regulations and requirements of federal, state and local governments, and of all of their departments, applicable to the Premises, including obtaining applicable building permits.

7. LIENS: The RTA shall not permit any mechanics' and materialmen's or other liens to be fixed or placed against the Premises and agrees to immediately discharge (either by payment or by filing the necessary bond, or otherwise) any such liens which are allegedly fixed or placed against the Premises.

8. MODIFICATIONS: No changes or modifications to this Agreement shall be made, nor any provisions waived, unless in writing, signed by a person authorized to sign agreements on behalf of such party.

9. LEASE RELATIONSHIP: It is specifically agreed and understood by the parties hereto that a landlord-tenant relationship is created under the terms of this Lease. Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of partnership or of joint venture between the parties.

10. NOTICES: Any notices or other communications relating to this Agreement shall be made in writing and may be given by (a) depositing same in the United States mail, postage prepaid, certified mail, with return receipt requested, addressed as set forth in this section, or (b) delivering the same to the party to be notified. Notice given in accordance with (a) hereof shall be effective upon deposit in the United States mail. The notice addresses of the parties hereto shall, until changed in the manner of giving notices as provided herein, be as follows:

CITY: City of Corpus Christi
Attn: Director of Capital Programs
1201 Leopard Street
Corpus Christi, Texas 78401

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

11. **INDEMNITY AND HOLD HARMLESS.** Subject to the limitations of applicable law relating to Texas governmental entities, RTA agrees to indemnify, defend

and hold harmless the City, its officers, employees, and agents against any and all liability, damage, loss, claims, demands, suits, and causes of action of any nature whatsoever on account of personal injuries, property loss or damage, or any other kind of damage, including all expenses of litigation, court costs, and attorney's fees, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any way connected with RTA's performance under this Lease or RTA's or any of its agents', employees', contractors', subcontractors', officers', or invitees' use, operation, or occupancy of the Premises and any improvements on the Premises. RTA shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions.

12. INSURANCE. The RTA will provide Certificate of Insurance naming the City as an additional insured. The RTA shall require any contractor at the Premises to provide a Certificate of Insurance naming the City as an additional insured on their General Liability and Auto Liability policies.

13. ENTIRE AGREEMENT: This written Agreement represents the entire agreement of the parties and may not be modified or amended except by written instrument signed by both the CITY and RTA.

Executed in duplicate on this effective date of _____, 2014

CITY OF CORPUS CHRISTI, TEXAS

REGIONAL TRANSPORTATION
AUTHORITY

By: _____

By: _____

Name: _____

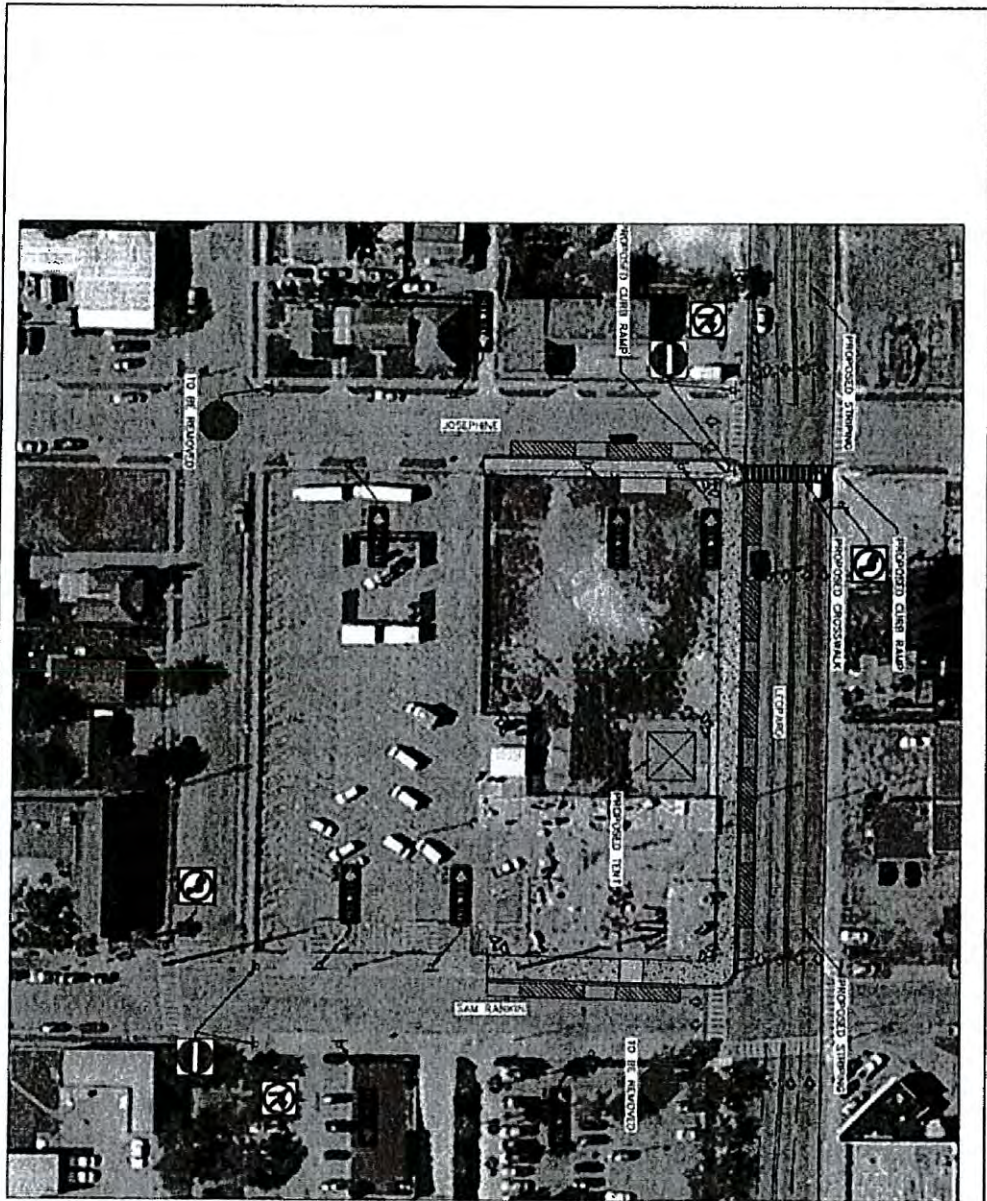
M. Scott Neeley, CEO

Title: _____

Date: _____

Date: _____

EXHIBIT A



LEGEND

- BUS LANDING
- PROPOSED SIDEWALK
- 2-400 WAIT RETAIL MALL LIGHTS, AND MOUNTING HEIGHT

SHEET NO. 1 OF 1	LEOFARD STREET TEMPORARY BUS STAGING AREA PRE-LIMINARY SITE EXHIBIT		OFFICE ADDRESS: 1000 NORTH 10TH STREET SUITE 100 DENVER, CO 80202	THIS DOCUMENT IS PREPARED FOR THE PURPOSE OF BEARING UNDER THE AUTHORITY OF: SANDEEP J. CHOPRA LICENSE NO. 151684 CIVIL ENGINEER AND IS NOT TO BE USED FOR ANY OTHER PURPOSE.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>NO.</th> <th>BY</th> <th>REVISION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	NO.	BY	REVISION	DATE																				
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CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

**Subject: Interlocal Cooperation Agreement with Nueces County for ADA Bus Stop
Improvements in Bishop, Texas**

Background

The City of Bishop, Texas is a contributing member city to the Corpus Christi Regional Transportation Authority (CCRTA). Current Service in the area is Demand Response transportation services which are provided through a partnership between CCRTA and Kleberg Human Services (Paisano Transit).

Identified Need

A bus stop at the Bishop Community Center and Amistad Park have been identified as locations that are in need of ADA bus stop improvements. These ADA improvements include a bus stop pad, side walk, and curb-cuts. The CCRTA will also provide bus stop amenities including but not limited to a shelter, bench, and trash receptacle.

Nueces County has been working with LNV Inc. on the design and construction for the ADA bus stop improvements at these locations and it would be advantageous for Nueces County to continue with their progress to expedite the completion of this project. Under this agreement, CCRTA would reimburse Nueces County for the costs associated with ADA bus stop improvements and maintain ownership of the infrastructure. Nueces County would maintain the bus stop locations.

Financial Impact

The total estimated cost for the two (2) ADA bus stop locations is \$20,000 and is budgeted in the 2015 Capital Budget.

Committee Review


Since there was not an Operation Committee meeting in December this item was not previously reviewed.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize entering into an Interlocal Agreement in its substantive form, with Nueces County for ADA bus stop improvements in Bishop, TX.

Respectfully Submitted,

Submitted by: 
William "Billy" Laridis
Director of Procurement

Approval: 
Scott Neeley
Chief Executive Officer

**BUS STOP IMPROVEMENTS
INTERLOCAL COOPERATION AGREEMENT BETWEEN
THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY &
NUECES COUNTY**

THE STATE OF TEXAS §

COUNTY OF NUECES §

THIS INTERLOCAL COOPERATION AGREEMENT ("Agreement") is made by and between the CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY ("RTA"), and NUECES COUNTY, TEXAS ("**County**"). This Agreement is made pursuant to Chapter 791, Texas Government Code, and is as follows:

SECTION 1. PURPOSE FOR PARTICIPATION.

For the mutual benefit of the parties and the residents of Nueces County, Texas, RTA desires to fund certain bus stop improvements at Bishop, Texas as provided in this Agreement. The scope of the project is shown in the attached Exhibits "A" and "B."

SECTION 2. OBLIGATIONS OF RTA.

For and in consideration of the covenants and agreements of the parties set forth herein, RTA agrees to participate in the funding of costs, including engineering, and construction necessary to facilitate the construction of improvements as set out in Exhibit A and Exhibit B herein attached and incorporated in their entirety, specifically the provision of two (2) bus stop shelter pads (the "Project" or the "Work").

- (a) Funding. RTA agrees to reimburse the County its out-of-pocket costs incurred in completion of the Project based on the probable cost estimates as described in Exhibits A & B. In the event that the actual costs exceed the estimated probable costs, such increase is subject to approval of the RTA's CEO. The parties acknowledge that the probable cost is an estimate only, but nothing herein shall obligate the RTA to reimburse more than \$20,000.00 in connection with the completion of the Project.

- (b) Project Location and Plans. RTA will designate the locations of bus stop shelter pads on subject properties. The Project will not require any drainage, adjustments or relocations of utilities or pipelines.

RTA represents and warrants that it has obtained the necessary authority from landowners for the Project.

Nueces County herein specifically consents pursuant to section 451.058 of the Texas Transportation Code to the addition of bus stop (pad and bus stop shelter) by the RTA on its property located immediately outside Amistad Park and depicted in Exhibit B.

RTA will be responsible for final approvals of the scope of work, the plans and specifications, and any change orders.

- (c) Payment Dates. The County will issue an invoice for payment of costs incurred by the County on a monthly basis. The RTA will pay County within 30 days from the date of receipt of the County's detailed invoice for Project funding.
- (f) Payments. Any payment made by either party hereto for any of the services provided pursuant to this Agreement shall be made out of current revenues available to the County and RTA as required by Chapter 791, Texas Government Code.
- (g) Final Acceptance. The County shall make final inspection of the improvements. The County will provide written notice to the RTA CEO the date certified for Final Acceptance under this subsection (the "Date of Acceptance").
- (i) Maintenance. RTA will maintain the bus stop shelter pads and any bus stop shelters it intends to install after completion of Project. In the event that service is eliminated at such locations, RTA reserves the right to remove the bus stop shelters at such locations. This paragraph will survive expiration of this Agreement.

SECTION 3. TERM OF AGREEMENT.

Term. The term of this Agreement shall be from the date signed and authorized by the parties until the expiration of six (6) months. All work should be completed within six (6) months. This Agreement may be extended upon written agreement of the parties; however the parties hereby agree to automatically extend this Agreement beyond the Term for as long as necessary if delays or problems in the Project occur.

SECTION 4. MISCELLANEOUS.

- (a) Severability. In the event any term, covenant or condition herein contained shall be held to be invalid by any court of competent jurisdiction, such invalidity shall not affect any other term, covenant or condition herein contained, provided that such invalidity does not materially prejudice either County or City in their respective rights and obligations contained in the valid terms, covenants or conditions hereof.
- (b) Entire Agreement. This Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are no other agreements, assurances, conditions, covenants (express or implied) or other terms with respect to the covenants, whether written or verbal, antecedent or contemporaneous, with the execution hereof.
- (c) Written Amendment. This Agreement may be amended only by written instrument duly executed on behalf of each party. The authorized representatives may execute minor amendments without obtaining prior approval from their

**Preliminary Opinion of Probable Cost
Bishop, TX**



Site Location: **Bishop Community Center**

Route Number:

Ridership: ON: OFF: TOTAL: 0

Description of Existing and Proposed Improvements:

LNV recommends the construction of a 10' x 30' bus stop shelter pad.

Bishop Community Center					
Item	Description	Qty	Unit	Price	Total
1	Concrete Shelter Pad	300	SF	\$11.00	\$3,300.00
2	Saw Cut Asphalt Pavement (Full Depth)	35	LF	\$2.00	\$70.00
3	Pavement Repair	62	SF	\$6.00	\$372.00
4	Grading Allowance	1	LS	\$5,000.00	\$5,000.00
Total					\$9,042.00

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING, PERMIT OR OTHER UNAUTHORIZED PURPOSES. THESE DOCUMENTS WERE AUTHORIZED TO BE RELEASED.

BY: ERIC VILLARREAL, P.E.

LICENSE NO: 103807 July 28, 2014

EXHIBIT "A"

**Preliminary Opinion of Probable Cost
Bishop, TX**



Site Location: **Amistad Park**

Route Number:

Ridership: **ON:** **OFF:** **TOTAL: 0**

Description of Existing and Proposed Improvements:

LNV recommends the construction of a 10' x 30' bus stop shelter pad.

Amistad Park					
Item	Description	Qty	Unit	Price	Total
1	Concrete Shelter Pad	300	SF	\$11.00	\$3,300.00
2	Saw Cut Asphalt Pavement (Full Depth)	35	LF	\$2.00	\$70.00
3	Pavement Repair	62	SF	\$6.00	\$372.00
4	Grading Allowance	1	LS	\$5,000.00	\$5,000.00
Total					\$9,042.00

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING, PERMIT OR OTHER UNAUTHORIZED PURPOSES. THESE DOCUMENTS WERE AUTHORIZED TO BE RELEASED.

BY: ERIC VILLARREAL, P.E.
 LICENSE NO: 103807 July 28, 2014

EXHIBIT "B"

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING, PERMIT OR OTHER UNAUTHORIZED PURPOSES. THESE DOCUMENTS/PLANS WERE AUTHORIZED TO BE RELEASED.

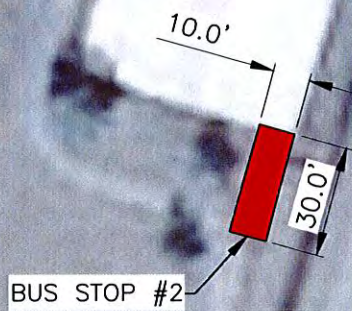
BY: ERIC VILLARREAL, P.E.

LICENSE NO.: 103807 DATE: 12/23/14

AMISTAD PARK

N AVE J

W 4TH ST



L:\Bishop\BISHOP BUS STOPS.dwg
Tuesday, December 23, 2014, 1:30pm

LNV

engineers | architects | contractors

801 NAVIGATION SUITE 300
CORPUS CHRISTI, TEXAS 78408
TBPB FIRM NO. F-366

PH: (361) 883-1884
FAX: (361) 883-1886
WWW.LNVINC.COM

AMISTAD PARK, NUECES COUNTY, TEXAS
PROPOSED RTA BUS STOP #2
LOCATION



SCALE 1:50



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

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 2014 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 designating the listed individuals as having authority to sign checks and other demands for money on behalf of the Authority.

(Resolution Attached)

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Final Review: 
Jorge G. Cruz-Aedo
Managing Director of Administration

Approval: 
Scott Neeley
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 Capital Programs. 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 14th day of January, 2015.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Mary Saenz
Secretary

By: _____
Evangalina Chapa
Board Chair

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.

Evangelina Chapa, Board Chair

Lamont Taylor, Board Vice Chair

Mary Saenz, Board Secretary

Scott Neeley, Chief Executive Officer

Sharon Montez, Managing Director of Capital Programs

Jorge G. Cruz-Aedo, Managing Director of Administration

EXECUTED this 14th day of January, 2015.

Mary Saenz, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

Subject: 2015 Service Holiday Schedule

Background

Each year, the Service Standards require the Board of Directors' to determine service holidays for the RTA. In the past, RTA has operated no service on three days during the year, and operated a modified service schedule on an additional six days of the year. Attached is the draft notice to employees and contractors.

Identified Need

Staff recommends the Board of Directors' establish the Service Holiday schedule as follows:

Date	Holiday	Service Level
Sunday, April 05, 2015	Easter Sunday	No Service
Monday, May 25, 2015	Memorial Day	Sunday Service Level
Saturday, July 04, 2015	Independence Day	Sunday Service Level
Monday, September 07, 2015	Labor Day	Sunday Service Level
Thursday, November 26, 2015	Thanksgiving Day	No Service
Friday, November 27, 2015	-	Saturday Service Level
Thursday, December 24, 2015	-	Service Terminates at 8:00p.m.
Friday, December 25, 2015	Christmas Day	No Service
Thursday, December 31, 2015	-	Regular Weekday Service Level
Friday, January 01, 2016	New Year's Day	Sunday Service Level

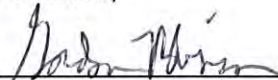
Financial Impact

No financial impact.

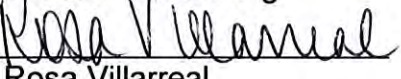
Recommendation

Staff recommends the Board of Directors' adopt the Service Holiday Schedule as cited above.

Respectfully Submitted,

Submitted by: 

Gordon Robinson
Director of Planning

Approval: 

Rosa Villarreal
Managing Director of Operations

Approval: 

Scott Neeley
Chief Executive Officer



To: RTA & Contract Employees
From: Scott Neeley, Chief Executive Officer
Re: 2015 Holidays and Service Levels

These service levels for 2015 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 5, 2015 – Easter Sunday – (RTA HOLIDAY) NO SERVICE.**
- B. **Monday, May 25, 2015 – Memorial Day – (RTA HOLIDAY) SUNDAY SERVICE level with regular fares. Administration and Customer Service Center closed.**
- C. **Saturday, July 4, 2015 – Independence Day – (RTA HOLIDAY) SUNDAY SERVICE level with regular fares. Administration and Customer Service Center closed.**
- D. **Monday, September 7, 2015 – Labor Day – (RTA HOLIDAY) SUNDAY SERVICE level with regular fares. Administration and Customer Service Center closed.**
- E. **Thursday, November 26, 2015 – Thanksgiving Day – (RTA HOLIDAY) NO SERVICE. Administration and Customer Service Center closed.**
- F. **Friday, November 27, 2015 – (NO RTA HOLIDAY) – SATURDAY SERVICE level with regular fares. Administration and Customer Service Center will remain open.**
- G. **Thursday, December 24, 2015 – (NO RTA HOLIDAY) – Regular weekday service and fares, but ending earlier in the evening at approximately 8:00 pm. Administration and Customer Service Center will remain open.**
- H. **Friday, December 25, 2015 – Christmas Day – (RTA HOLIDAY) NO SERVICE. Administration and Customer Service Center closed.**
- I. **Thursday, December 31, 2015 (NO RTA HOLIDAY) – Regular weekday service and fares. Administration and Customer Service Center will remain open.**
- J. **Friday, January 1, 2016 – New Year’s Day – (RTA HOLIDAY) SUNDAY SERVICE level with regular fares. Administration and Customer Service Center closed.**



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

Subject: Award a Contract to Petroleum Traders for Diesel Fuel Supply

Background

The RTA requires approximately eight hundred thousand (800,000) gallons of fuel annually for the diesel fueled fixed-route 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.

A diesel fuel supply agreement assures that the RTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages. An Invitation for Bid (IFB) was advertised on October 05, 2011 and October 12, 2011. The bid was structured as a three-year firm supply agreement with a two-year option; the option years requiring Board of Directors approval.

Bidders submitted pricing based on vendor mark-ups or discounts to the Oil Price Information Service (OPIS) price schedule for each delivery of diesel fuel. The following table illustrates the bid proposals received by the RTA.

Bidder	Mark-up or Discount per Gallon	Mark-Up or Discount per Gallon
	Base Year	Two-Year Option
Oil Patch Petroleum	0.0150	0.0150
Arguindegui Oil	0.0210	0.0210
Martin Eagle Oil	0.0317	0.0337
Petroleum Traders	-0.0078	-0.0078
RKA Petroleum	0.0211	0.0227
IPC, USA Inc	0.0400	0.0400

Petroleum Traders, of Fort Wayne, Indiana, submitted the lowest bid with a discount of $-\$0.0078$ per gallon under OPIS. Petroleum Traders has provided the RTA with a dependable supply of diesel fuel. The RTA is confident Petroleum Traders will provide professional service.

Identified Need

On November 2, 2011, the Board of Directors awarded a diesel supply agreement to Petroleum Traders with a three year base and one (1) two-year option. The base contract end date is January 31, 2015.

Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with Petroleum Traders to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2015 Operating Budget, local funds.

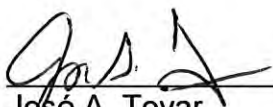
Committee Review

The Operations Committee did not convene on December 2014 to review this item.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee award a contract to Petroleum Traders for Diesel Fuel Supply.

Respectfully Submitted,

Submitted by: 
José A. Tovar
Director of Maintenance

Final Review: 
Rosa E. Villarreal
Managing Director of Operations

Approval: 
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

January 14, 2015

Subject: November 2014 Financial Report

SUMMARY: The Authority's financial performance for the month of November exceeds budgeted amounts by \$801,938 and exceeds net budget by \$4,300,122 for the year-to-date. The major monthly variance is the continued savings in Purchased Transportation due to the changes in the method of recording purchased transportation costs and the receipt of \$699,386 in Federal Grant revenue which exceeded amounts budgeted. Year-to-date favorable variances consist mainly of \$1.96 million in Federal Grant revenue received combined with \$2.39 million in Purchased Transportation cost savings as described above, offset by higher than budgeted healthcare costs (\$663,000) and increases in Facilities Maintenance (\$302,000) due to the contract for bus stop cleaning services. Total operating expenses, including estimated depreciation, are under budget by \$186,342 for November (6.6%), and under budget year-to-date by \$1,922,231, or 5.8% below budget, both for the reasons mentioned above.

REVENUES

- **Sales Tax** – November sales tax has been estimated at \$2,762,676, which is a 7% increase over November 2013 actuals.

UPDATE – SALES TAX COLLECTIONS FOR OCTOBER 2014 OF \$3,040,082 WERE RECEIVED ON DECEMBER 12, 2014 AND ARE \$518,016 HIGHER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, AN INCREASE OF 20.5%. YEAR-TO-DATE COLLECTIONS ARE \$2,783,023 (10.7%) HIGHER THAN YEAR-TO-DATE COLLECTIONS IN 2013.

- **Operating Revenues** – For the month of November, \$154,944 vs. \$147,464 in 2013 – an increase of \$7,480 (5.1%), yet \$5,824 (3.6%) lower than current budget estimates. Year-to-date revenues of \$1,884,666 reflect \$16,218 more than amounts budgeted, or 0.9%. Cumulative revenues are \$156,275 (9.04%) higher than amounts collected in 2013, and appear to be continuing the upward trend.

EXPENSES

Over all, monthly departmental expenses are under budget by \$186,342, or 8%. Year-to-date departmental expenses are \$25,918,501, which are \$1,922,231 under budget (6.9%). Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – November reflects \$880,217, with year-to-date expenses of \$10,439,169, which is 2.38% (\$254,746) under budget. This positive variance is due

to increased budgeted expenses for new operators needed for the service improvements implemented June 2nd, where the positions are not fully filled to date, as well as vacancies in the maintenance department.

- Services – November reflects \$224,476 with year-to-date expenses of \$1,921,798, with a favorable variance of \$83,120, or 4.15%. This variance is partially due to timing of expenses in relation to amounts budgeted for the period.
- Materials and Supplies – November reports \$292,168 with year-to-date expenses of \$4,165,345 vs. \$4,482,693 budgeted for a positive variance of \$317,348 (7.08%).
- Insurance – November reports \$212,894 with year-to-date expenses of \$2,647,930 vs. \$1,939,956 budgeted for a negative variance of \$707,974 (36.49%) over budget, due to multiple larger than normal health insurance claims processed year to date. The Authority has received over \$250,000 in reimbursements through our stop loss policy.
- Purchased Transportation – November reports \$427,929 versus budgeted amounts of \$625,926, for a positive variance of \$197,997. Year-to-date variance is under budget by \$1,793,537, or 23.77%. The variance is primarily due to the change in the contract with MV, and how the costs are recorded compared to 2013 amounts.
- Miscellaneous – November reports \$46,266 versus budgeted amounts of \$43,298, with year-to-date values of \$521,759 versus budgeted amounts of \$626,797 for a positive variance of \$105,038 (16.76%). The variance is primarily due to timing of travel and community events compared to amounts included in the year-to-date budget.

Committee Review

The Administration Committee did not meet in December.

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

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Final Review: 
Jorge G. Cruz-Aedo
Managing Director of Administration

Approval: 
Scott Neeley
Chief Executive Officer

Corpus Christi Regional Transportation Authority
 Comparative Statements of Net Position (Unaudited)
 At November 30, 2014 & October 31, 2014 & November 30, 2013

	<u>November 30, 2014</u>	<u>October 31, 2014</u>	<u>November 30, 2013</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 24,495,797	25,926,289	8,880,820
Investments	29,703,125	29,488,302	17,641,441
Receivables			
Sales taxes	5,454,767	5,828,918	5,554,757
Accrued interest receivable	112,070	110,612	68,369
Due from federal/state Government	4	-	189,487
Other	44,855	48,129	88,962
Inventories	629,643	619,750	570,841
Prepaid Expenses	1,730,356	641,317	178,164
Net Pension Asset	452,465	452,465	452,465
Total Current Assets	<u>62,623,082</u>	<u>63,115,782</u>	<u>33,625,306</u>
Capital Assets:			
Land and Construction in progress	9,787,105	9,332,807	13,276,543
Other capital assets, net of depreciation	35,593,868	36,088,035	33,606,445
Total Capital Assets	<u>45,380,973</u>	<u>45,420,842</u>	<u>46,882,988</u>
Total Assets	<u>108,004,055</u>	<u>108,536,624</u>	<u>80,508,294</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	614,944	1,612,605	542,106
Accrued compensated absences	225,748	225,748	175,493
Bonds Payable	575,000	575,000	-
Distributions to regional entities payable	498,823	498,823	807,813
Other accrued liabilities	575,894	507,552	429,376
Total current liabilities	<u>2,490,409</u>	<u>3,419,728</u>	<u>1,954,788</u>
Non-Current Liabilities:			
Accrued compensated absences	91,093	91,093	76,467
Bonds Payable	21,450,000	21,450,000	-
Other Post Employment Benefits	487,164	487,164	531,047
	<u>22,028,257</u>	<u>22,028,257</u>	<u>607,514</u>
Total Liabilities	<u>24,518,666</u>	<u>25,447,985</u>	<u>2,562,302</u>
NET POSITION			
Net Investment in Capital Assets	45,380,973	45,420,842	46,882,988
Restricted for debt service	1,611,302	1,611,302	-
Restricted for pension plan obligation	452,465	452,465	452,465
Unrestricted	36,040,650	35,604,031	30,610,539
Total Net Position	<u>\$ 83,485,389</u>	<u>83,088,639</u>	<u>77,945,992</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended November 30, 2014 & November 30, 2013

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable)	2013	Favorable (Unfavorable)
			Variance		Comparison
A	B	A vs B	C	A vs C	
Operating Revenues:					
Passenger service	\$ 132,802	148,810	(16,008)	141,442	(8,640)
Bus advertising	3,333	5,833	(2,500)	3,333	-
Charter service	-	-	-	-	-
Other operating revenues	18,809	6,125	12,684	2,689	16,120
Total Operating Revenues	154,944	160,768	(5,824)	147,464	7,480
Operating Expenses:					
Transportation	591,230	503,083	(88,147)	432,266	(158,964)
Customer Programs	12,259	24,274	12,015	28,587	16,328
Purchased Transportation	440,425	693,005	252,580	554,238	113,813
Service Development	15,743	26,257	10,514	18,697	2,954
MIS	52,355	39,871	(12,484)	27,038	(25,317)
Vehicle Maintenance	461,446	489,955	28,509	420,714	(40,732)
Facilities Maintenance	111,197	84,409	(26,788)	99,400	(11,797)
Contracts and Procurements	13,311	20,095	6,784	14,635	1,324
CEO's Office	37,263	52,093	14,830	47,016	9,753
Finance and Accounting	34,812	36,200	1,388	29,103	(5,709)
Materials Management	10,573	10,555	(18)	10,983	410
Human Resources	214,899	183,099	(31,800)	163,056	(51,843)
General Administration	23,844	28,107	4,263	24,583	739
Capital Project Management	14,696	13,308	(1,388)	20,106	5,410
Marketing & Communications	39,507	43,063	3,556	27,903	(11,604)
Safety & Security	73,560	75,981	2,421	44,793	(28,767)
Staples Street Center	-	10,107	10,107	-	-
Total Departmental Expenses	2,147,120	2,333,462	186,342	1,963,118	(184,002)
Depreciation	494,167	494,167	-	495,438	1,271
Total Operating Expenses	2,641,287	2,827,629	186,342	2,458,556	(182,731)
Operating Income (Loss)	(2,486,343)	(2,666,861)	180,518	(2,311,092)	(175,251)
Other Income (Expense)					
Sales Tax Revenue	2,755,716	2,822,056	(66,340)	2,962,284	(206,568)
Federal, state and local grant assistance	699,386	190,517	508,869	10,010	689,376
Investment Income	10,832	5,500	5,332	5,769	5,063
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	-	(173,559)	173,559	(173,559)	173,559
Net Income (Loss) Before Capital Grants and Donations	979,591	177,653	801,938	493,412	486,179
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ 979,591	177,653	801,938	493,412	486,179

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date November 30, 2014 & November 30, 2013

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2013	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,694,125	1,736,910	(42,785)	1,614,795	79,330
Bus advertising	98,182	64,163	34,019	45,428	52,754
Charter service	-	-	-	158	(158)
Other operating revenues	92,359	67,375	24,984	68,010	24,349
Total Operating Revenues	1,884,666	1,868,448	16,218	1,728,391	156,275
Operating Expenses:					
Transportation	5,739,347	5,567,813	(171,534)	4,632,546	(1,106,801)
Customer Programs	207,907	248,039	40,132	167,451	(40,456)
Purchased Transportation	5,899,844	8,288,937	2,389,093	7,044,937	1,145,093
Service Development	201,335	294,927	93,592	219,134	17,799
MIS	437,404	462,860	25,456	298,258	(139,146)
Vehicle Maintenance	5,381,696	5,431,055	49,359	4,602,336	(779,360)
Facilities Maintenance	1,235,844	933,799	(302,045)	984,535	(251,309)
Contracts and Procurements	193,444	251,401	57,957	158,070	(35,374)
CEO's Office	506,825	613,773	106,948	532,459	25,634
Finance and Accounting	395,395	386,455	(8,940)	355,911	(39,484)
Materials Management	112,613	117,405	4,792	113,323	710
Human Resources	3,876,968	3,214,042	(662,926)	2,470,515	(1,406,453)
General Administration	251,817	324,247	72,430	303,145	51,328
Capital Project Management	165,756	164,428	(1,328)	177,471	11,715
Marketing & Communications	414,562	594,083	179,521	306,753	(107,809)
Safety & Security	897,744	836,291	(61,453)	396,849	(500,895)
Staples Street Center	-	111,177	111,177	-	-
Total Departmental Expenses	25,918,501	27,840,732	1,922,231	22,763,693	(3,154,808)
Depreciation	5,435,837	5,435,837	-	5,449,818	13,981
Total Operating Expenses	31,354,338	33,276,569	1,922,231	28,213,511	(3,140,827)
Operating Income (Loss)	(29,469,672)	(31,408,121)	1,938,449	(26,485,120)	(2,984,552)
Other Income (Expense)					
Sales Tax Revenue	31,260,969	31,148,707	112,262	29,095,955	2,165,014
Federal, state and local grant assistance	4,059,173	2,095,687	1,963,486	1,237,791	2,821,382
Investment Income	95,364	60,500	34,864	57,200	38,164
Gain (Loss) on Disposition of Property	72,511	-	72,511	225	72,286
Street Improvements Program for CCRTA Region Entities	-	(178,550)	178,550	(178,550)	178,550
Net Income (Loss) Before Capital Grants and Donations	6,018,345	1,718,223	4,300,122	3,727,501	2,290,844
Capital Grants & Donations	-	-	-	934,921	(934,921)
Change in Net Assets	\$ 6,018,345	1,718,223	4,300,122	4,662,422	1,355,923



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Meeting

January 14, 2015

Subject: Operations Report for November 2014

The system-wide monthly operations performance report for November 2014 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:

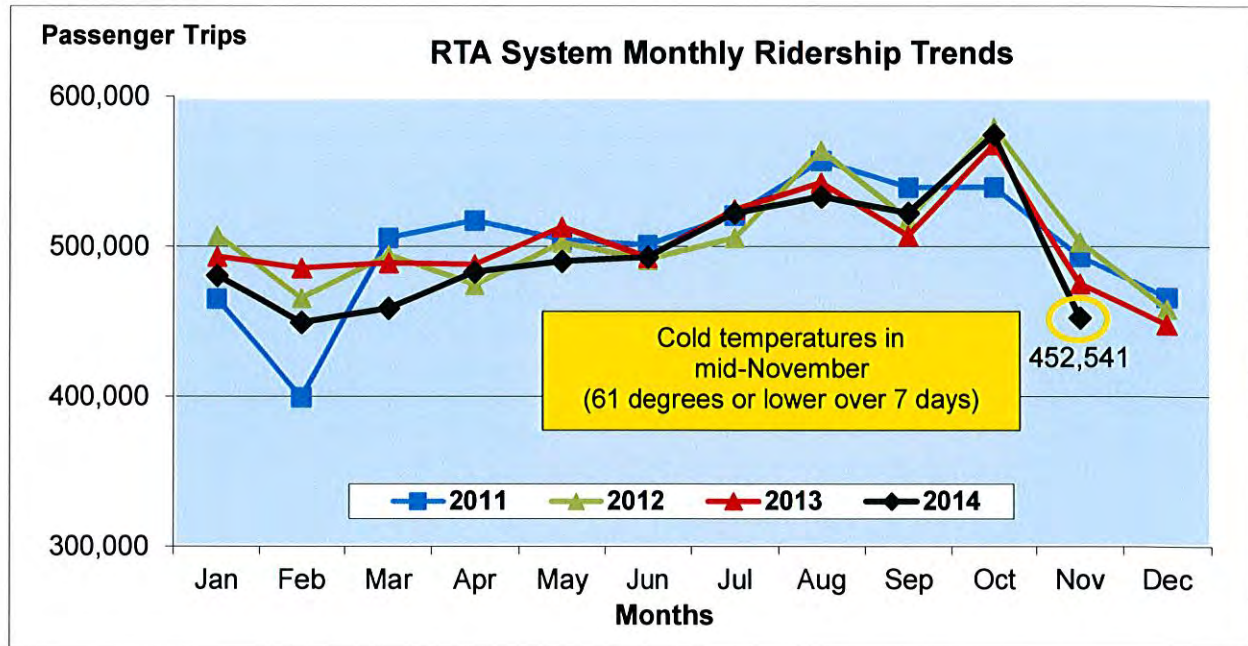
1. System-wide Ridership and Service Performance Results
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics
3. Customer Programs Monthly Customer Assistance Form (CAF) Report
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report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



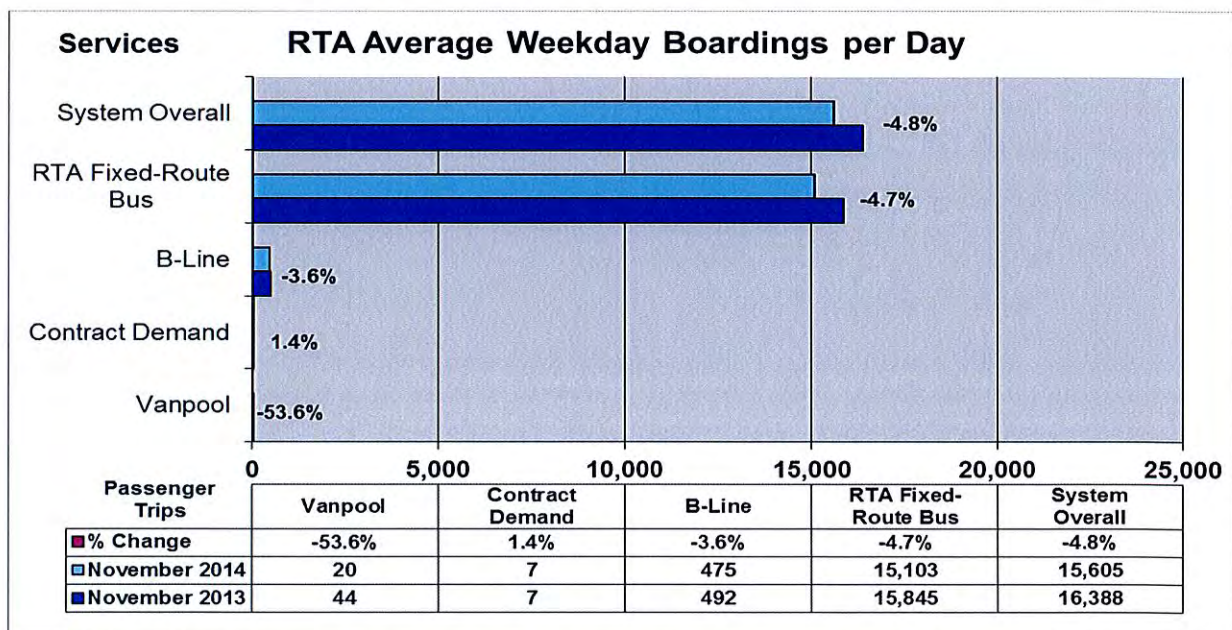
1. System-wide Ridership and Service Performance Results

Boardings for all services in November 2014 totaled 452,541. This represents a -4.8% decrease as compared to a total of 475,249 boardings in November 2013 or 22,708 less than this November. The mid-November arctic blast this year may have contributed to the decrease in ridership.

The following graph below compares system-wide monthly ridership trends for a four year period.

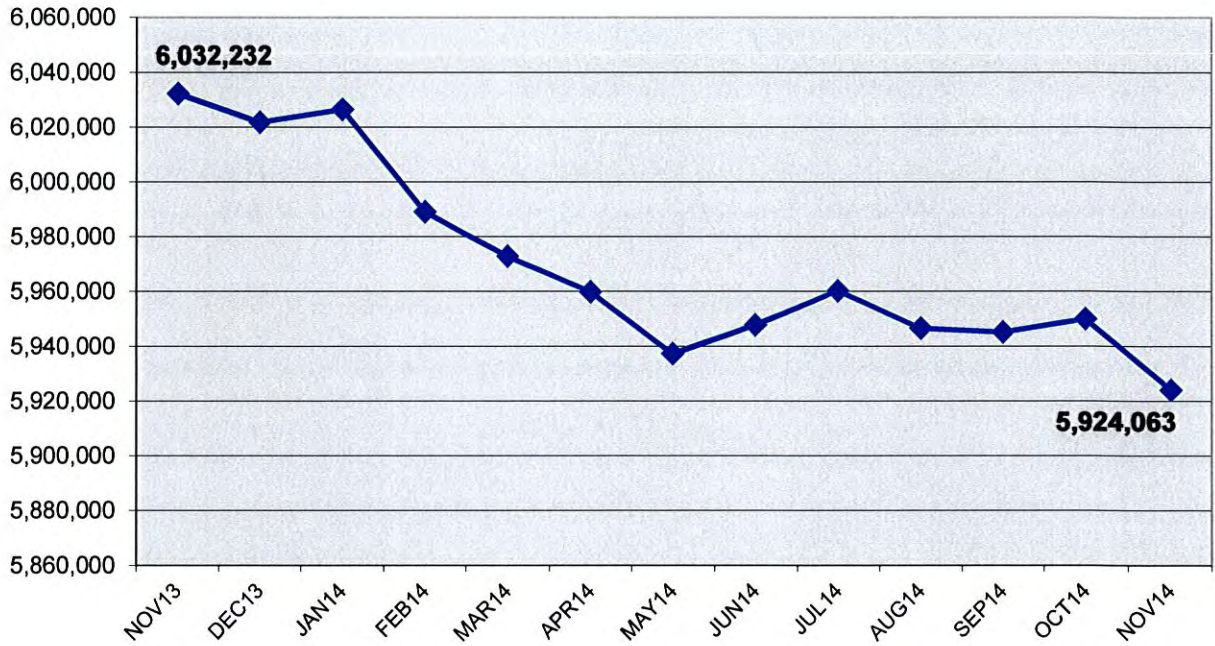


The chart below shows average weekday ridership for all services. The RTA recorded an average of 15,605 boardings per weekday in November 2014 as compared to 16,388 in November 2013. This is a difference of - 4.8% less boardings per day.

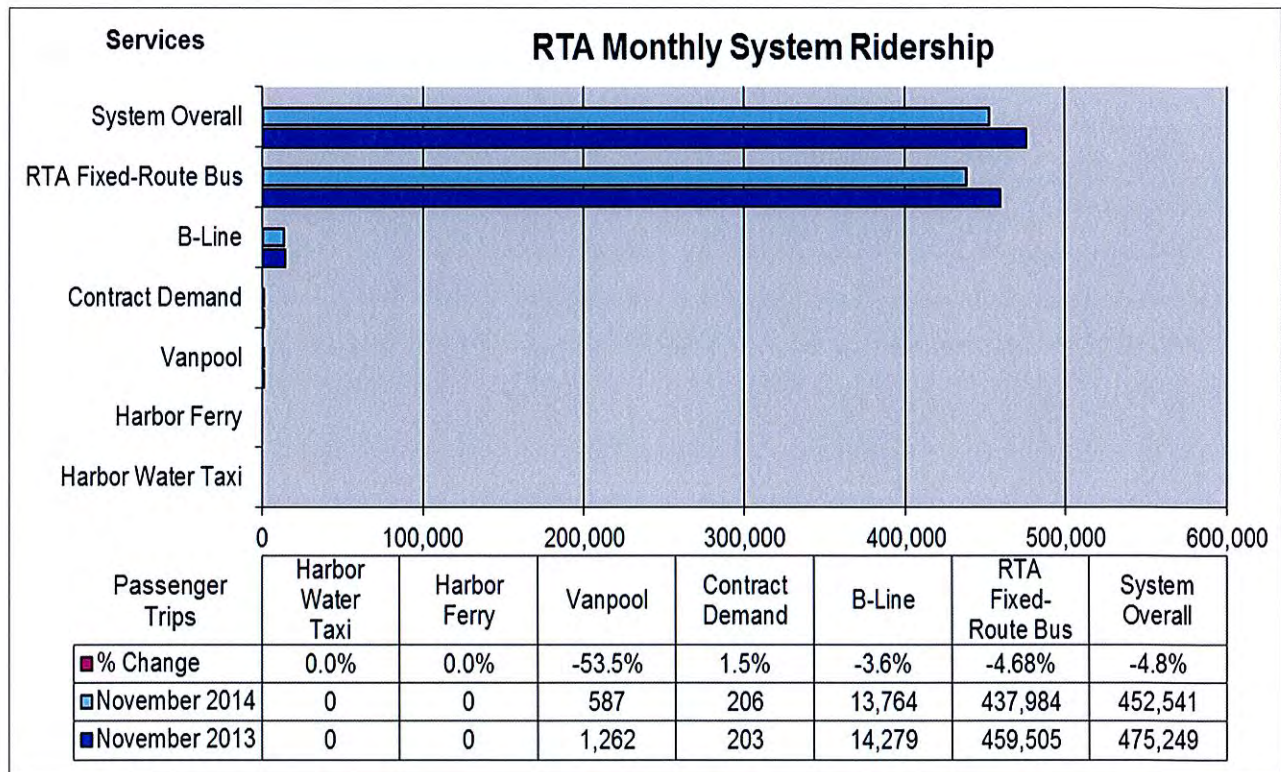


Total Boardings

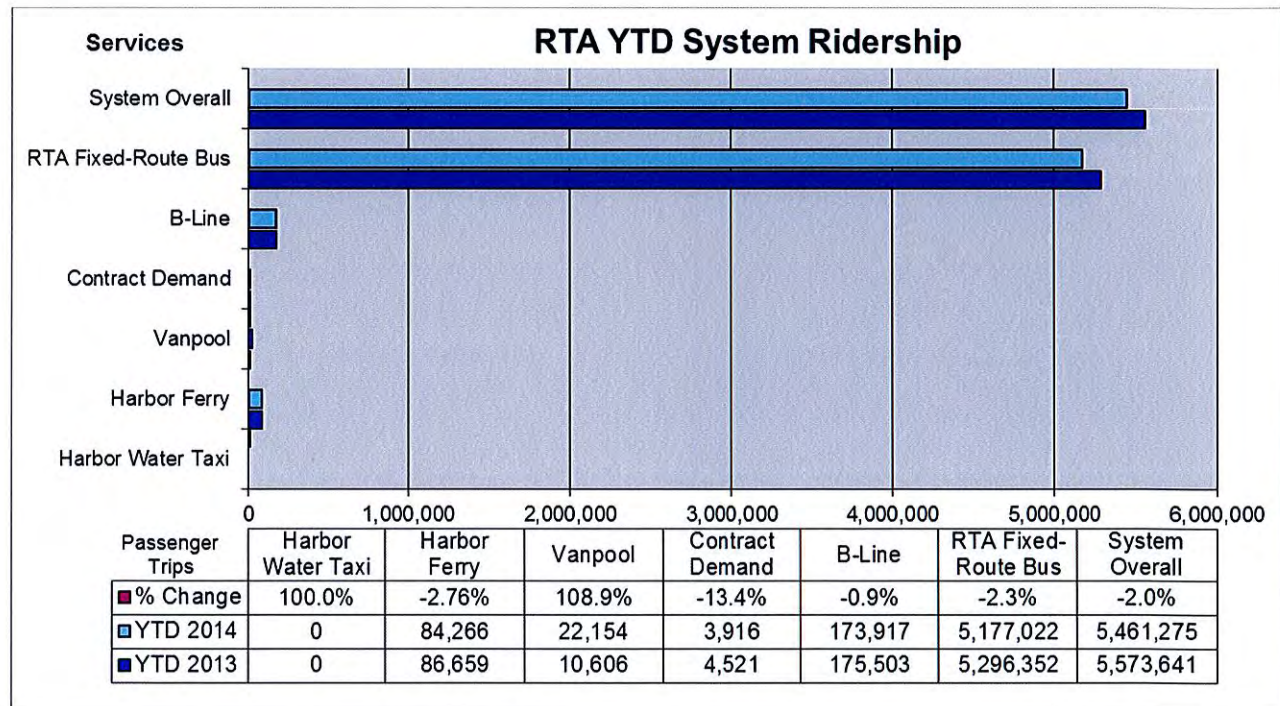
RTA Ridership: 13 Month Moving Average



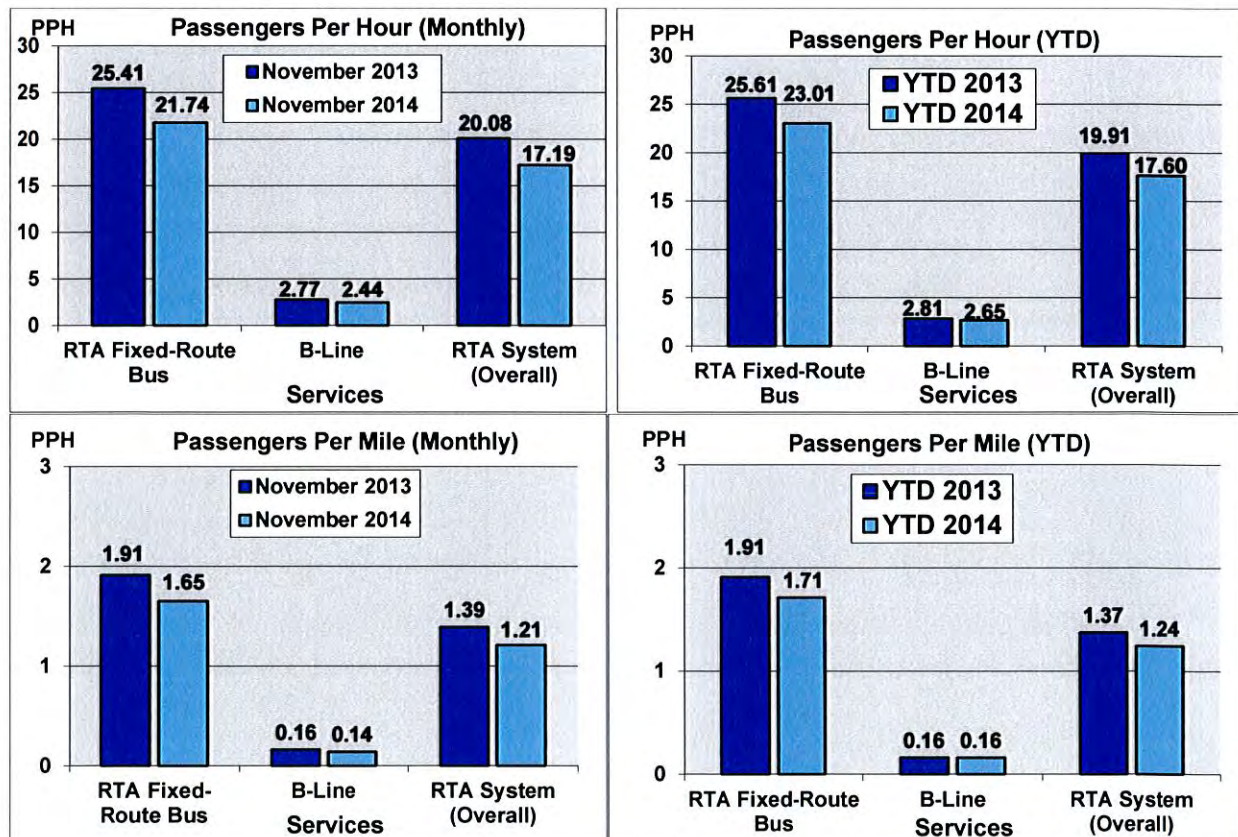
The chart below shows monthly ridership results for all services. The RTA recorded 22,708 less boardings in November 2014 as compared to November 2013.

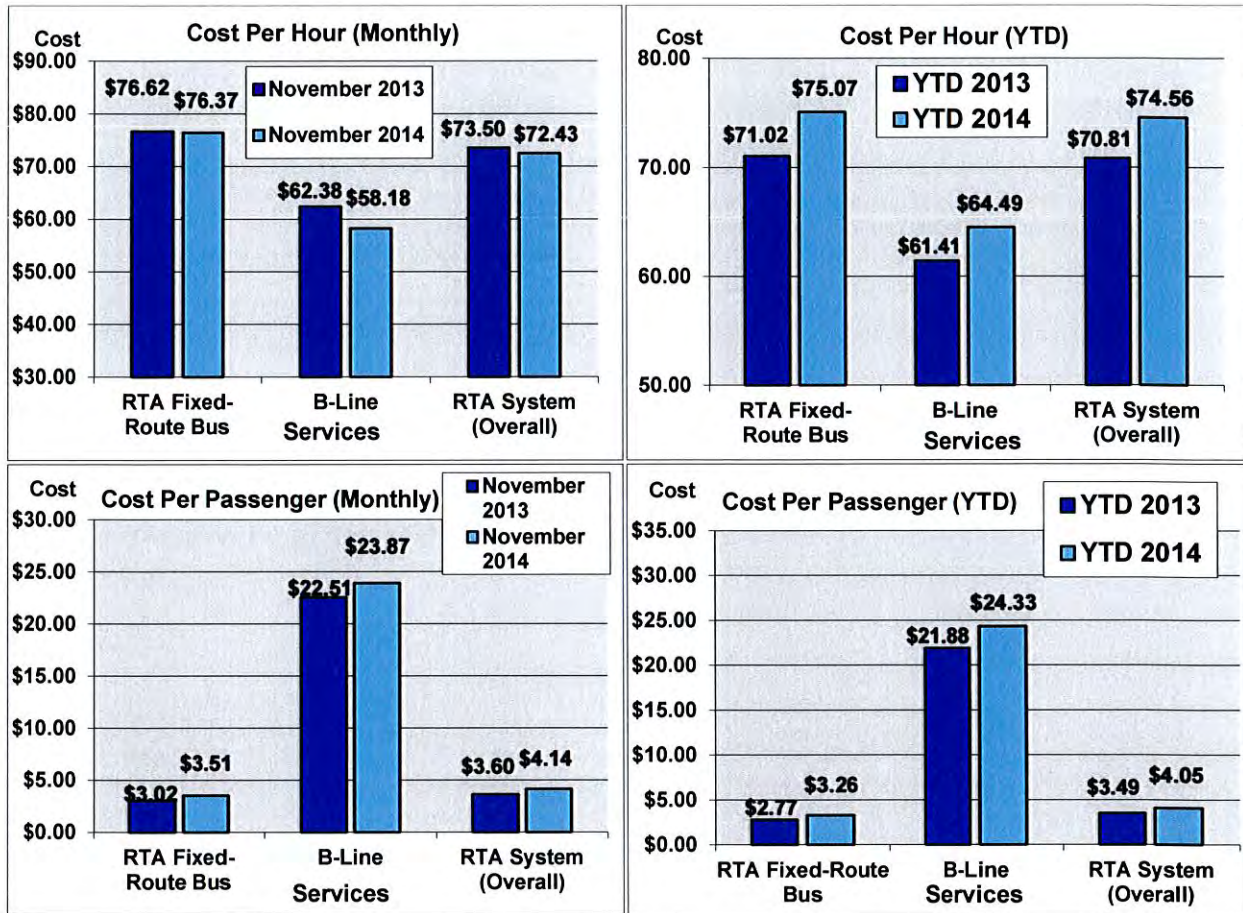


The chart below shows YTD ridership results for all services. The RTA recorded 112,366 less boardings in 2014 as compared to the same period in 2013.



The following charts report system-wide productivity and other cost performance measurements for the month of November 2014 vs. November 2013 and YTD figures.





The following table shows on-time performance of RTA Fixed-Route services for the last three months and an average with a 2014 YTD figure. Standards for each category are provided along with actuals. Surveys are weighted by passenger volume for each route and service type.

Schedule Adherence	Standard	Sep-14	Oct-14	Nov-14	YTD Average
Early Departure	<1%	0.7%	1.9%	0.0%	1.1%
Over 3 minutes Late	<20%	15.1%	29.1%	17.8%	16.5%
Over 5 minutes Late	<5%	7.5%	15.8%	7.7%	7.6%
Over 10 minutes Late	<1%	2.0%	5.2%	3.6%	2.6%
Monthly Wheelchair Boardings	No standard	4,866	5,811	3,938	4,803
Monthly Bicycle Boardings	No standard	8,251	8,981	6,650	6,837

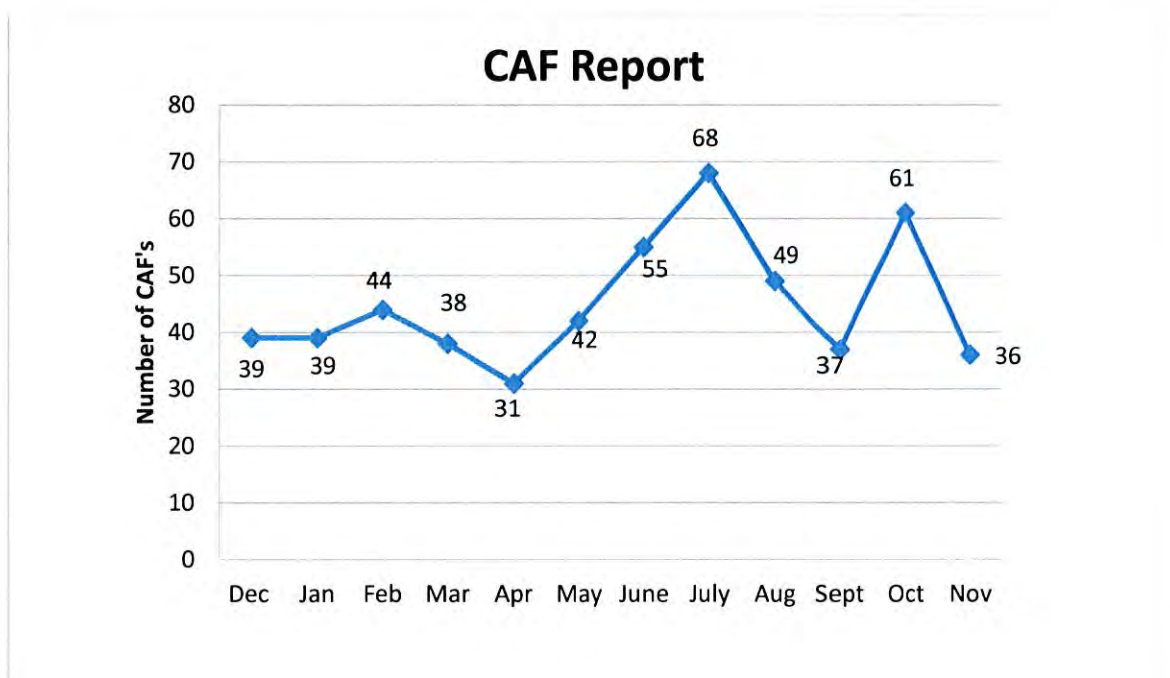
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: 2.44 PPH did not meet the contract standard of 2.50 PPH.
- On Time Performance: 95.3% did not meet the contract standard of 96%.
- In Vehicle Time: 98.8% exceeded contract standard of 95%.
- Miles Between Road Calls: 12,632 more than met the contract standard of 12,250 miles.
- Denials: 0 denials did meet contract standard of 0.0%.
- Ridership Statistics: 9,017 ambulatory; 4,071 wheelchair boarding's

Metric	Standard	Sep-14	Oct-14	Nov-14	YTD Average
Passengers per Hour	2.50	2.53	2.49	2.44	2.58
On-time Performance	96%	93.7%	94.4%	95.3%	94.1%
In Vehicle Time	95.0%	98.9%	99.3%	98.8%	98.8%
Denials	0.00%	0.00%	0.00%	0.00%	0.00%
Miles Between Roadcalls	12,250	17,308	15,219	12,632	15,480
Monthly Wheelchair Boardings		4,465	4,798	4,071	4,445

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

For November 2014, there were 36 reported CAF's (excludes commendations) which represents a decrease from 61 reported CAF's overall in October 2014. The statistics for November represents a 41% decrease, 36 CAF's vs 61 CAF's compared to the month of October 2014. There were 5 Commendations for the month of November.



Route Summary Report for November 2014

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	0	#34 Robstown Circulator	0
#4 Flour Bluff Mini B	0	#37 Crosstown	2
#5 Alameda	0	#37S Crosstown (Sunday)	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	1	#63 The Wave	0
#15 Kostoryz	0	#65 Padre Island Connector	0
#15S Ayers/Molina (Sun)	0	#67 Robstown/Gregory	0
#16 Agnes/Ruth	1	#76 Harbor Bridge Shuttle	0
#17 Carroll/Southside	3	#76S Harbor Bride (Sun)	0
#19 Ayers/Norton	2	#77 Harbor Ferry	0
#19G Greenwood	0	#78 North Beach	1
#19M McArdle	1	#84 LightHouse	0
#21 Arboleda	0	#94 Port Aransas Shuttle	0
#23 Molina	0	#95 Flexi-B Port A	0
#25 Gollihar/Greenwood	0	B-Line (Para-transit)	9
#26 Airline/Lipes Connector	0	Safety & Security	2
#27 Northwest	4	Facility Maintenance	4
#29 Staples	3	Vehicle Maintenance	2
#29F Flour Bluff	1		
#29SS Spohn South	0		
#32 Southside Mini B	0	TOTAL CAF'S	36

November 2014 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	11	2	0	13
Driving Issues	3	2	0	5
Customer Services	4	4	0	8
Late/Early	1	1	0	2
Fare/Transfer Dispute	0	0	0	0
Dispute Dropoff/Pickup	0	0	0	0
Safety and Security	2	0	0	2
Facility Maintenance	4	0	0	4
Vehicle Maintenance	2	0	0	2
Total	27	9	0	36
Commendations	5	0	0	5

Conclusion:

During November 2014, RTA received 36 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; five (5) of the 41 reported CAF's (November) were commendations.

There were a total of 27 CAF's/Commendations received regarding RTA Service representing 78.1% of total customer contacts: 2 for Safety & Security, 4 for Facilities Maintenance, 2 for Vehicle Maintenance, and 19 for Transportation.

A total of 9 CAF's/Commendations were reported regarding B-Line service representing 22% of the total customer contacts.

A total of 0 CAF's/Commendations were reported regarding Contracted Fixed Route.

Actions taken as a result of reported CAF's include but are not limited to the following:

1. Coaching and counseling
2. Driver training
3. Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
4. Discussion in supervisory meetings
5. 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.

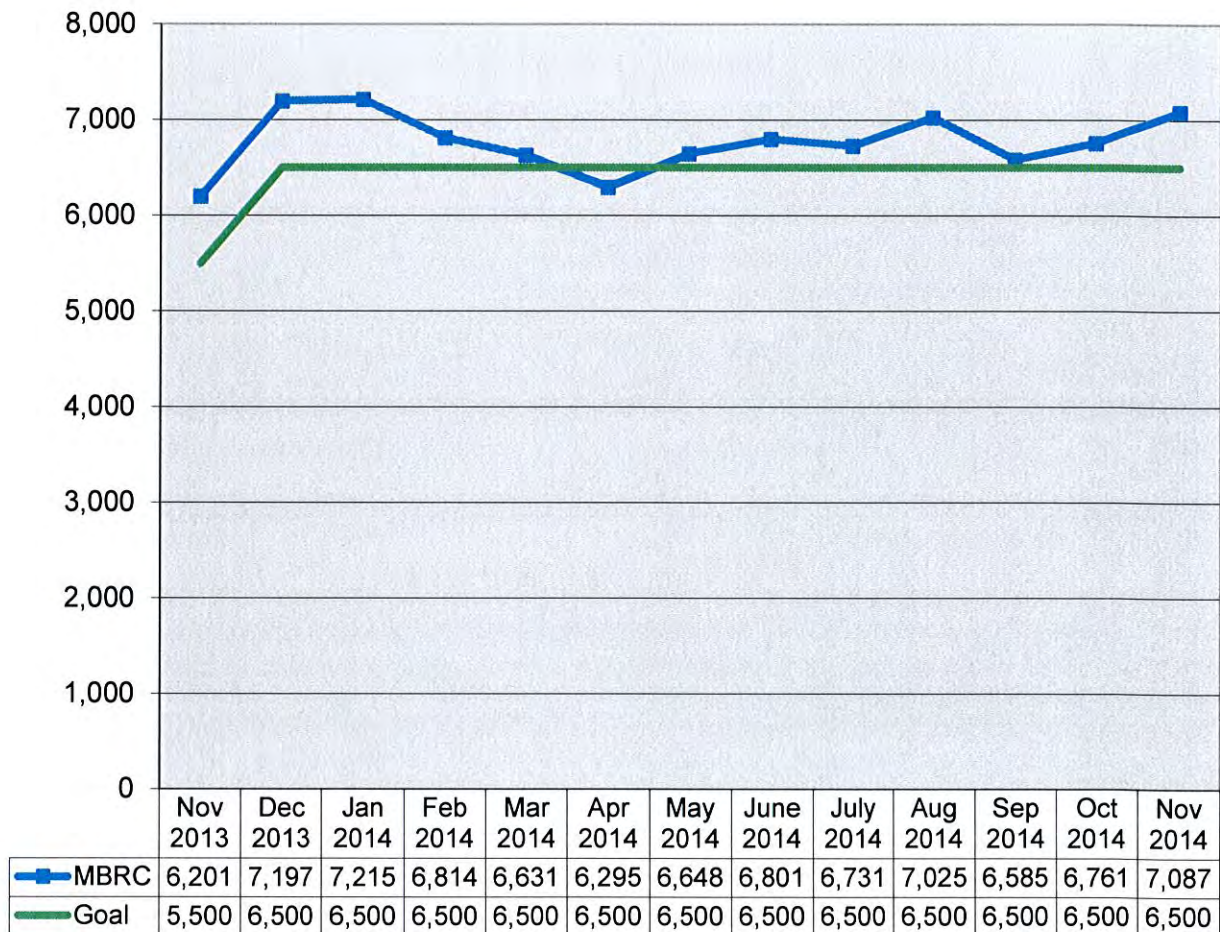
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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 the month of November 2014, 7,087 miles between road calls (MBRC) were recorded as compared to 6,201 MBRC in November 2013. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of RTA vehicles. The following graph shows the previous 13 month period. The established goal was met by more than 587 miles.

Miles Between Roadcalls (MBRC) Previous 13 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.

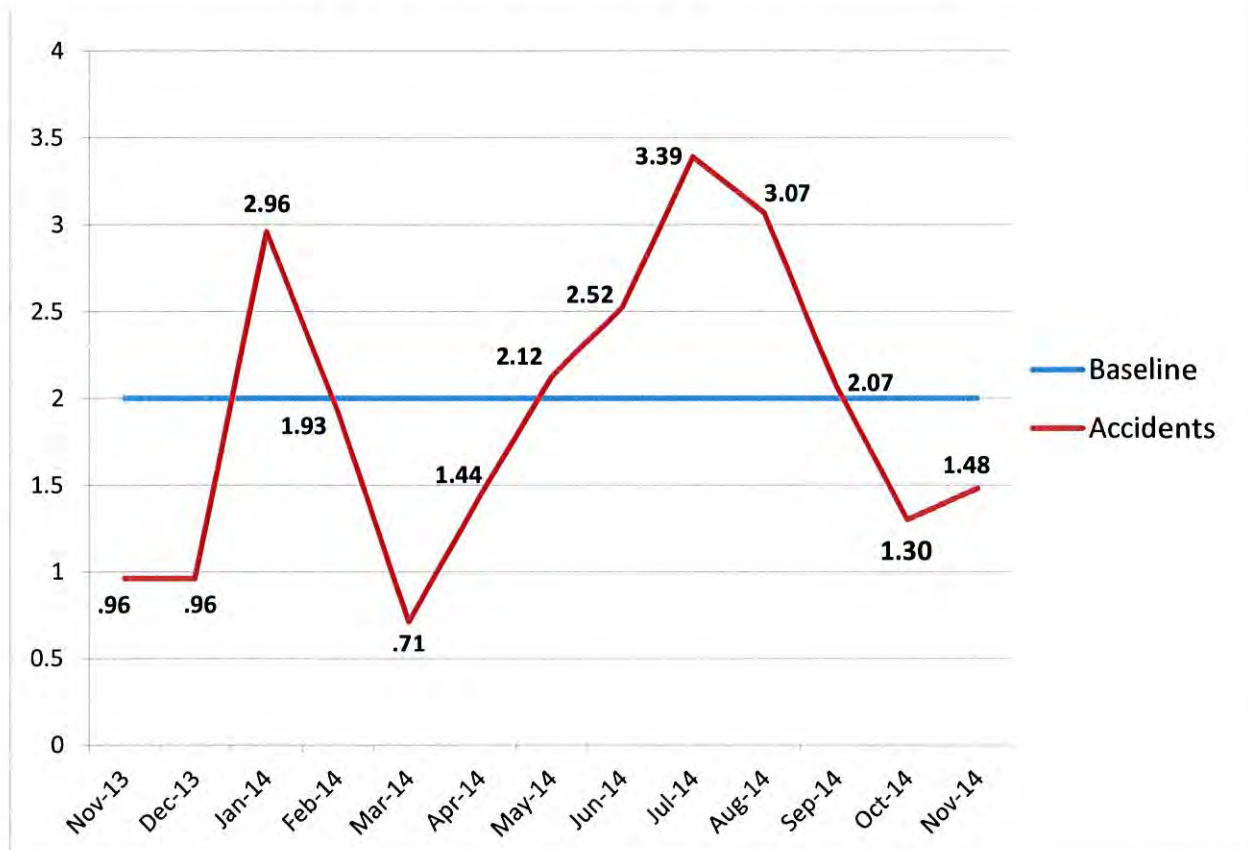
5. Safety/Security Department Report

SAFETY SUMMARY

For the month of November 2014, we had 4 vehicle collisions (4 preventable), 38 customer related incidents and drove a total of 269,561 miles. The total collision rate for the month was at 1.48 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 the month of November 2014, 1,368 hours of security coverage was used for all areas of RTA Operations. Officers arrested six individuals for public intoxication, issued seven criminal trespass warnings, and cited two individuals for loitering.

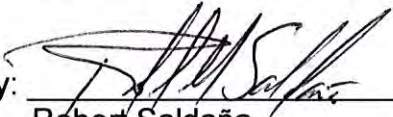
Committee Review


The Operations Committee did not meet in December 2014. Committee members did not receive a presentation on this item.

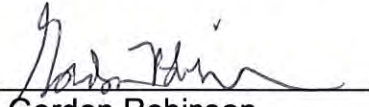
Respectfully Submitted,

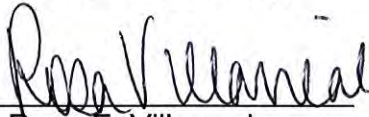
Submitted by: 
Wesley Vardeman
Senior Transit Planner

Submitted by: 
Keith Korenek
Director of Safety and Security

Submitted by: 
Robert Saldaña
Director of Transportation

Submitted by: 
José Tovar
Director of Maintenance

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Scott Neeley
Chief Executive Officer



January 2015 Fixed Route Service Improvements

Effective January 5, 2015

Route	Change	Days of Week
12 Hillcrest Saxet/Oak Park	Adjusted schedules to improve OTP*	Monday-Saturday
15 Kostoryz	<ul style="list-style-type: none"> • Interlined service with Route 25 to improve service efficiency • Reduced layover time to improve efficiency 	Monday-Saturday
16 Agnes/Ruth	Adjusted schedules to improve OTP	Monday-Saturday
17 Carroll/Southside	<ul style="list-style-type: none"> • Adjusted schedules to improve OTP • Minor adjustment to outbound routing near Six Points Station to further improve OTP 	Monday-Saturday
19/19G/19M Ayers/Greenwood/McArdle	<ul style="list-style-type: none"> • Adjusted schedules to improve connectivity and OTP • Reduced layover time to improve efficiency 	Monday-Saturday
21 Arboleda	Adjusted schedules to improve OTP	Monday-Saturday
23 Molina	Adjusted schedules to improve OTP	Monday-Saturday
25 Gollihar/Greenwood	Interlined service with Route 15 to improve service efficiency and OTP	Monday-Saturday
26 Airline/Lipes	Adjusted schedules to improve connectivity and OTP	Monday-Saturday
27 Leopard	Adjusted schedules to improve OTP	Monday-Saturday
27S Northwest	Adjusted schedule to improve OTP	Sunday
29/29SS/29F Staples/Spohn South/Flour Bluff	<ul style="list-style-type: none"> • Adjusted schedules to improve connectivity and OTP • Only every other trip will serve Downtown segment • Reduced layover time to improve efficiency 	Monday-Saturday
34 Robstown Circulator	<ul style="list-style-type: none"> • Adjusted schedules to improve connectivity with routes serving Robstown Transfer Station 	Monday-Saturday
76 Harbor Bridge Shuttle	Adjusted schedules to improve OTP	Monday-Saturday

No changes: Routes 3, 4, 5, 5S, 6, 8S, 12S, 15S, 21S, 24S, 29S, 32, 32S, 37, 37S, 50, 51, 53, 55, 60, 63, 65, 66S, 67, 76S, 78, 83, 84, Flexi-B (90), and 94.

Other improvements for 2015 include frequency improvements on Route 27 within the Primary Transit Network and possibly additional trips on Route 65 upon the opening of Schlitterbahn.

* OTP is on time performance