**BOARD OF DIRECTORS’ MEETING NOTICE**

**Date:** Wednesday, July 1, 2015  
**Time:** 8:30 a.m.  
**Location:** CCRTA Administration/Operations Facility  
5658 Bear Lane  
Corpus Christi, Texas

<table>
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<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Est. Time</th>
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<tbody>
<tr>
<td>1. Roll Call</td>
<td>M. Saenz</td>
<td>1 min.</td>
<td>No Attachment</td>
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<td>2. Personnel Recognition</td>
<td>J. Cruz-Aedo</td>
<td>5 min.</td>
<td>No Attachment</td>
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<td>3. Opportunity for Public Comment</td>
<td>V. Chapa</td>
<td>6 min.</td>
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<td>4. <strong>Discussion and Possible Action</strong> to Approve the Board of Directors’ Minutes of June 3, 2015</td>
<td>V. Chapa</td>
<td>3 min.</td>
<td>Pages 1-11</td>
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5. The following items are of routine or administrative nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.

   a) **Action** to Approve the 2015 Defined Benefit Plan and Trust Actuarial Valuation Report for the Plan Year Ending December 31, 2015 and Authorize a Contribution of $ 985,175 to the CCRTA Defined Benefit Plan and Trust  

   b) **Action** to Authorize Exercising a Two-Year Option with Wells Fargo Institutional Trust Group for Portfolio Management of the Defined Benefit Plan and Trust and the Defined Contribution Plan

Attachment

Pages 12-13

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<td>c) <strong>Action</strong> to Authorize Entering into a Memorandum of Agreement with TAMU-CC to Provide Transportation Services</td>
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<td>Pages 15-16</td>
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<td>d) <strong>Action</strong> to Authorize Entering into Negotiations for Design Services with Naismith Engineering, Inc. (NEI), LNV, Inc., (LNV), and Martinez, Guy, Maybik, Inc., (MGM) for ADA Bus Stop Improvements – Phase VI</td>
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<td>e) <strong>Action</strong> to Authorize Awarding a Contract to Nelson Nygaard to Complete Comprehensive Operational Analysis (COA)</td>
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<td>f) <strong>Action</strong> to Authorize Issuing a Request for Proposal (RFP) for Data Network Cabling</td>
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<td>g) <strong>Action</strong> to Issue a Request for Proposals (RFP) for Procurement of Furniture, Fixtures and Equipment for Staples Street Center Project</td>
<td></td>
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<td>Pages 22-23</td>
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<td>h) <strong>Action</strong> to Authorize Exercising the Second Option Year with L&amp;M Industrial Supply for Fasteners and Miscellaneous Shop Supplies</td>
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6. **Discussion and Possible Action** to Adopt a Resolution Creating a CEO Search Committee and Confirmation of Appointments to the Committee by the Board Chair

   - V. Chapa
   - 5 min.
   - Pages 25-26

7. **Presentations**
   - a. Transloc – Where’s My Bus App
   - b. 2014 Comprehensive Annual Financial Report
   - c. Semi-Annual Health Plan Review
   - d. First Quarter 2015 Investment Report
   - e. First Quarter 2015 Performance Report for the Defined Benefit Plan and Defined Contribution Plan
   - g. May 2015 Operations Report
   - h. Six Points Station Temporary Closure
   - i. Procurement Report

   - D. Chapa
   - C. O’Brien
   - A. Gaitan
   - C. O’Brien
   - C. O’Brien
   - C. O’Brien
   - R. Villarreal
   - S. Montez
   - W. Laridis

   - 55 min.
   - Pages 27-29
   - Pages 30-33
   - Pages 34-44

A. **CEO’s Report**
   - a) City of Corpus Christi Street Improvement Program
   - b) DBE – TUCP Program
   - c) Management Ride Program
   - d) Staff Retreat

   - J. Cruz-Aedo
   - 5 min.
   - No Attachments
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<td>B. <strong>Chair’s Report</strong></td>
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<tr>
<td>a) August Board Meeting – August 12, 2015</td>
<td>V. Chapa</td>
<td>5 min.</td>
<td>No Attachments</td>
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<td>b) Staples Street Center Site Walk-Through</td>
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<td>C. <strong>Adjournment</strong></td>
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**Total Estimated Time:** 1:33

**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, June 26, 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.
SUMMARY OF ACTIONS

1. Held Roll Call
2. Conducted Personnel Recognition
3. Provided Opportunity for Public Comment
4. Heard Presentation on Plan CC Comprehensive Plan 2035
5. Heard Update on RCAT Committee Activities
6. Approved the Board of Directors’ Minutes of May 6, 2015
7. Confirmed Appointment to the Development Subcommittee
8. Authorized Awarding Section 5310 Federal Grant Funds to Five Sub Recipients
9. Authorized Purchasing Bus Benches and Bus Bench Molds from Cooper Transit Advertising
10. Authorized Awarding a Contract to Iconic Sign Group for Bus and Bus Bench Advertising
11. Approved Issuing a Letter of Support for the Port of Corpus Christi’s Grant Application for TIGER Discretionary Grant Program Funds
12. Authorized Issuing a Request for Proposals (RFP) for Destination Signage for Transit Stations
16. Held Discussion (in Closed Session) on Possible Real Estate Acquisition, Staples Street Leasing Matters, and the Interim CEO and Took Action Thereafter in Open Session On Real Estate Acquisition and the Interim CEO

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; Lamont Taylor, Vice Chair; Mary Saenz, Secretary; George Clower; Thomas Dreyer (excused); Tony Elizondo; Michael Reeves, Angie Flores Granado; Ray Hunt; Edward Martinez; Curtis Rock

Board Members Absent: Ray Hunt; George Clower
Staff Present: Jorge Cruz-Aedo, Interim CEO; David Chapa, Jane Haas, Beth Vidaurre, Keith Korenek, William Laridis, Sharon Montez, Cindy O’Brien, Gordon Robinson, Robert Saldana, Rosa Villarreal

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Mike Rendon, RCAT; CJ Loomis, MV Transportation; Robert Box, RCAT; David Gonzales, Sarah Acosta, KIII TV3; Bill Hoelscher, Fernando Acosta, Damian Tabor, Linda Falwell-Stover, Dalia Gutierrez, Crystal Ramos, Elisa Arciga, Sabrina Avila, CBCIL; Rose Gonzales; Rowland Estrada, President, ATU Local 1769; Rosie Aguiar, Gina Salazar, ATU-Local 1769; Ray Hernandez, Anthony Hernandez, David DeLaFuente, Chris DeLaFuente, Iconic Sign Group; Susie Saldana, Norma Henry, Sandy Pena, Safe Journey; Paula B. Rosales, Behavioral Health Center; Doreen Harvey, Kallo; Abel Alonzo; David Garcia, Paisano Transit KCHS; Kenda Nelson, Refugio Co.; Nelda Olivo, Port of Corpus Christi; Annika Gunning, City of Corpus Christi; Trey Bates; Robert Hachar

Roll Call and Call to Order
Ms. Saenz called the roll and declared that a quorum was present.

Ms. Chapa stated that Mr. Thomas Dreyer was unable to attend due to illness and that he had requested that his absence be excused.

MS. GRANADO MADE A MOTION TO EXCUSE MR. DREYER’S ABSENCE. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, HUNT AND CLOWERS ABSENT.

Personnel Recognition
Mr. Jorge Cruz-Aedo announced that on Saturday, May 16, 2015 the Agency had transported 10,085 riders during the annual Beach to Bay Relay Marathon.

Opportunity for Public Comment
Ms. Vangie Chapa asked CBCIL and Safe Journey representatives if they wished to speak under Public Comment or when their agenda item was discussed. They indicated that their preference was to speak during the agenda item.

Mr. Rowland Estrada reported that several operators had participated in the Beach to Bay Relay Marathon movement. The current main focus was to work as a team during the transition from the Staples Station to the Leopard Street temporary location. He noted that any concerns were being addressed immediately.

Mr. Abel Alonzo expressed appreciation to the Agency for the sponsorship of the Annual Walk and Roll event held at Salinas Park. He thanked Mike Rendon for participating and Ms. Jane Haas for producing the posters.
Presentation on Plan CC Comprehensive Plan 2035
Ms. Annika Gunning, City of Corpus Christi, explained that the City of Corpus Christi was required by law and the City Charter to have a comprehensive plan. The current plan was created in 1987. A full scale update was being planned to guide the City’s physical growth. It covered transportation, housing, neighborhoods, and environment.

Ms. Gunning provided information on the inception of the process and the public workshops held in 2014. She said that the Plan’s chapters covered specific areas in detail. She stated that the draft plan could be viewed on www.plancc2035.com. Public comment was being solicited until June 15, 2015. Thereafter, based on direction from the Corpus Christi City Council, the Goals and Policy sections would be consolidated and strategies for implementation would be revised. An opportunity for public comment would be provided during this phase of the Plan development also.

Update on RCAT Committee Activities
Mr. Mike Rendon reported that at the May 21, 2015 RCAT meeting a presentation on the Staples Street Center was provided. The RCAT Committee had requested six items to be included in the project. Five had been accommodated. The one item not included, a pedestrian cross light, was considered very important by the Committee since there are individuals with mobile devices and they are unable to move fast. He asked if it would be feasible to have the preliminary underground work performed and then have the light installed at a later date.

Other presentations, as noted by Mr. Rendon, were on the 5310 grant funding project and on the Mayor’s Committee for Persons with Disabilities Committee vacancies. He stated that all seven applicants for the 5310 grant funding had representatives present at the meeting.

Discussion and Possible Action to Approve the Board of Directors’ Minutes of May 6, 2015

MR. ROCK MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS’ MINUTES OF MAY 6, 2015. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, HUNT, AND CLOWER ABSENT.

Action to Confirm Appointment to the Development Subcommittee
Ms. Vangie Chapa announced that Mr. John Valls had resigned as Chair of the Development Subcommittee. She expressed appreciation for Mr. Valls service on the subcommittee.

Ms. Chapa stated that she was appointing Mr. George Clower to serve as chair and asked for confirmation of her appointment.
MR. REEVES MADE A MOTION TO CONFIRM THE CHAIR’S APPOINTMENT OF MR. CLOWER TO SERVE AS CHAIR OF THE DEVELOPMENT SUBCOMMITTEE. MS. SAENZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Awarding Section 5310 Federal Grant Funds to Five Sub Recipients

Mr. Billy Laridis, using a PowerPoint presentation, reviewed the criteria for award. He stated that funding guidelines allowed for an 80 percent match for capital and planning projects and a funding match of 50 percent for operating projects. The total funding available was $335,000.

Mr. Billy Laridis informed that the total federal share funding requested by the seven applicants was $725,876. He provided the following information: 1) Coastal Bend Center for Independent Living (CBCIL) project was for Mobility Management and it would connect passengers with transportation providers; pay for coordination positions; and purchase of service. Their total project cost was $230,313 with a federal share cost request of $184,250. 2) Coastal Bend Wellness Foundation project was for Mobility Management with projects similar to CBCIL. Their total project cost was $49,038 with a federal share cost request of $38,826. 3) Kleberg County (Paisano Transit) project was for Promotion/Marketing in their area as a transit provider. Their total project cost was $150,000 with a federal share cost request of $120,000. 4) REAL project was for vehicle purchase of three vehicles to replace their aging fleet. Their total project cost was $183,881 with a federal share cost request of $147,105. 5) Refugio County Elderly Services project was for vehicle purchase of ADA accessible van. Their total project cost was $55,000 with a federal share cost request of $44,000. 6) Safe Journey project was for vehicle purchase since they are a new transportation provider. The total project cost was $135,000 with a federal share cost request of $104,000. 7) Transportation Coordination Network (TCN) project was for Mobility Management to provide coordination between CCRTA and rural transportation providers. Their total project cost was $109,161 with a federal share cost request of $87,695.

Mr. Laridis detailed the evaluation process, evaluation factors, Federal award criteria, and evaluation scores. He noted that CBCIL, REAL, and TCN were previous grant recipients. CBCIL had not closed out their previous award. Under a separate agreement with CCRTA, TCN received annual funding of $24,000.

Mr. Laridis cited the following award recommendation: 1) Refugio County Elderly Services - $44,000; 2) Safe Journey - $104,000; 3) Kleberg County (Paisano Transit) - $120,000; 4) Coastal Bend Wellness Foundation - $38,825; and 5) CBCIL - $28,243. The total award amount was $335,000.
Ms. Vangie Chapa thanked the evaluation committee for their work on this project. She also thanked Mr. John Bell for providing the committee with an evaluation instrument to facilitate the award process.

In response to Mr. Tony Elizondo, Mr. Billy Laridis stated that the recipients would be asked to provide quarterly reports on the progress of their project to both the CCRTA Board of Directors as well as the RCAT Committee.

Ms. Chapa opened the floor for public comment. She noted the number of persons signed up to speak and asked that each person limit their remarks to one minute.

Mr. Fernando Acosta stated that he had used CBCIL’s Mobility Options services to get to the Board meeting since B-Line service did not start running until 8 a.m. He spoke about the long window required for pick up prior to a meeting required by B-line. He asked that the Board support CBCIL’s application for grant funding.

Mr. Damien Tabor said that he worked for CBCIL and spoke on the importance of the Mobility Options program. He said that the program provides CBCIL with a better way to serve the people in the community. He asked that the Board support CBCIL’s application for grant funding.

Ms. Linda Fallwell-Stover, Executive Director, CBCIL, stated that she was puzzled by the evaluation ratings. She spoke on the Center’s good track record for providing service. She clarified that FTA did recognize a non-traditional program as a service provider. Ms. Fallwell-Stover stated that she regretted that enough time was not provided for comments to allow for the Board to hear the concerns fully.

Ms. Dalia Gutierrez, Independent Specialist, asked that the Board support the CBCIL Mobility Options project. She stated the CBCIL helped provide transportation for persons with disabilities on off-peak service hours and during holidays. She stated that this service was important to the community.

Ms. Rose Gonzalez asked that the Board support the CBCIL Mobility Options project. She said that her grandson was employed as a bus boy and due to his late hours, the Mobility Options project helped him get home after working hours and this enabled him to live more independently.

Ms. Paula Rosales, Behavioral Health Center, said that through her job she works with a variety of persons with different disabilities. When many of their clients find jobs they need transportation assistance after hours. She requested that the Board fund as much as possible for CBCIL’s Mobility Transportation Project.

Mr. Abel Alonzo noted that Mr. Lamont Taylor served on the CBCIL Board of Directors and should not participate in discussion or vote related to this item. Mr. Alonzo stated that a trip through CBCIL’s program cost $20. He asked that the Board support the funding recommendation without any changes.
Ms. Sabrina Avila, Mobility Coordinator, CBCIL, said that she works with people daily that are undergoing medical treatments and live in areas that are not served by B-Line or provide service during the time they need it. They need assistance from the Mobility Options Program. She asked that the Board fund this important service.

Ms. Norma Henry, Safe Journey, expressed appreciation for the opportunity to apply for the grant funding. She stated that their program would provide early morning and late evening transportation service to get clients to their appointments. She asked that the Board approve funding for their project.

Mr. David Garcia, Operations Manager, Paisano Transit, informed that his company had transported approximately 1,284 consumers from the City of Bishop and Robstown to connect with the CCRTA system. Their proposal was to do marketing in the rural areas to let residents know about their service. The agency has been in service since 1982. He asked that the Board support funding for their project.

MS. SAENZ MADE A MOTION TO AWARD SECTION 5310 FEDERAL GRANT FUNDS TO THE FIVE RECOMMENDED RECIPIENTS, IN THE AMOUNTS CITED. MR. ELIZONDO SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, AND REEVES VOTING IN FAVOR. TAYLOR ABSTAINING. DREYER, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Purchasing Bus Benches and Bus Bench Molds from Cooper Transit Advertising

Mr. Billy Laridis informed that Cooper Transit Advertising, as part of their current bus bench advertising contract, manufactured and supplied the bus benches. They currently provided approximately 900 concrete benches to CCRTA. The current RFP issued for this service stipulated that CCRTA would provide the bus benches. He explained the advantages for this change. He affirmed that the goal was to have bus benches at all bus stops.

Through negotiations with Cooper Transit Advertising representatives, Mr. Laridis, said that a per-bench price of $525 had been reached. The total cost would be $477,750. In addition, four concrete bus bench molds would be purchased at a cost of $32,000. Total cost would be $509,750. This amount was budgeted in the Capital Budget.

Responding to questions posed by Board Members, Mr. Laridis stated that a per-bench market price would be significantly higher; it would cost about $895 to produce the benches in-house, the cement benches would be safe during hurricanes; graffiti removal would be the responsibility of Evergreen or RTA staff; bench maintenance would be the responsibility of CCRTA staff.

Ms. Chapa and Ms. Saenz asked that at the next Board meeting a follow up report be presented which delineated responsibilities.
Mr. Abel Alonzo stated that benches were sometimes moved and blocked the path of travel.

**MR. REEVES MADE A MOTION TO AUTHORIZE PURCHASING BUS BENCHES AND BUS BENCH MOLDS FROM COOPER TRANSIT ADVERTISING. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES VOTING IN FAVOR. DREYER, HUNT, AND CLOWER ABSENT.**

**Discussion and Possible Action to Authorize Awarding a Contract to Iconic Sign Group for Bus and Bus Bench Advertising**

Mr. Billy Laridis informed that currently the Agency contracted with Cooper Transit Advertising to sell and service bus bench and bus shelter advertising and Bus Ads to sell and service on-board bus card and bus wrap advertising on a month-to-month basis. After researching the benefits of a bundled contract and Board approval, a Request for Proposals was issued. Three proposals were received.

Reviewing the evaluation criteria and results, Mr. Laridis stated that staff was recommending award to Iconic Sign Group. He said that Iconic was working with the Del Mar College Procurement Technical Assistance Center (PTAC) to get DBE certified.

Mr. Ray Hernandez, Vice President and part owner of Iconic Sign Group; Mr. David DeLaFuente, Owner/President; and Mr. Anthony Hernandez, Director of Sales were introduced by Mr. Laridis.

**MR. ELIZONDO MADE A MOTION TO AUTHORIZE AWARDING A CONTRACT TO ICONIC SIGN GROUP FOR BUS AND BUS BENCH ADVERTISING. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES VOTING IN FAVOR. DREYER, HUNT, AND CLOWER ABSENT.**

**Discussion and Possible Action to Approve Issuing a Letter of Support for the Port of Corpus Christi's Grant Application for TIGER Discretionary Grant Program Funds**

Mr. Eddie Martinez excused himself from discussion on this item since he is employed by the Port of Corpus Christi. He left the room.

Mr. Jorge Cruz-Aedo informed that the Port of Corpus Christi had requested a letter of support for their grant application for TIGER discretionary grant funds. Their application would be for the La Quinta Terminal Multipurpose Dock Project. This project would include construction of a new 1,000 foot multipurpose dock and over two miles of new rail access to the waterfront improvements. It would provide a crucial transportation link
between the US and the rest of the world. He stated that the CCRTA did not have any projects that would be eligible for this type of grant funding.

MS. GRANADO MADE A MOTION TO APPROVE ISSUING A LETTER OF SUPPORT FOR THE PORT OF CORPUS CHRISTI’S GRANT APPLICATION FOR TIGER DISCRETIONARY GRANT PROGRAM FUNDS. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED. ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES VOTING IN FAVOR. MARTINEZ ABSTAINING. DREYER, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Issuing a Request for Proposals (RFP) for Destination Signage for Transit Stations

Mr. David Chapa explained that the plan was to have destination signage at the Southside Transfer Station, Port Ayers Transfer Station, and at the Staples Street Center Transfer Station. The signage would provide bus estimated arrival status, arrival/departure information for transit users, visual and audio information on the signage with providing the information in Spanish as an option, all signs would be ADA compliant, and bird proofing options would be requested.

Using a PowerPoint presentation, Mr. Chapa showed the current stations and proposed sign installation locations. He noted that the Port Ayers station design did not support mounted signage. The plan was to install kiosks. Funding for this project would be from VTCLI grant funds.

Mr. Chapa explained that this was phase two of the identified VTCLI grant projects. The first project was mobile bus tracking which was awarded to Transloc; the second was destination signage; the third was interactive technology which was a touchscreen wall; and upgrading the telephone system for One Click, One Call in order to provide connectivity between local military communities and transportation options. He stated that the Board would be informed when the system was placed in service.

Mr. Tony Elizondo asked if the kiosks at the Port Ayers stations could be mounted in order to deter vandalism. Mr. Chapa said that he thought this would be feasible.

Mr. Eddie Martinez inquired about equipment maintenance, software upgrades, and training. Mr. Chapa stated that the scope of work on the RFP would include these services.

MR. TAYLOR MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR DESTINATION SIGNAGE FOR TRANSIT STATIONS. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, GRANADO, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES. DREYER, HUNT, AND CLOWER ABSENT.
Presentations:

Ms. Cindy O’Brien, using a PowerPoint presentation, reported that for the month of April 2015 operating revenues were $147,677 which was two percent less than the budgeted revenues; passenger service was $141,036 which was a 4.5 percent increase based on amount budgeted; other operating revenue was $3,308 which was 74 percent less than budget; and bus advertising revenues was on target with budget.

Ms. O’Brien reviewed two new slides. One comparing passenger services actuals to budget and the other comparing 2015 revenues actuals to budget. She stated that bus sales invoices were pending and that the Agency would be drawing down on the interest income.

Reviewing operating expenses, Ms. O’Brien stated that for April 2015 they were $70,898 under budget for the month. The only department what was over budget was Human Resources by $136,000 due to timing of payment of Entrust billing and continuation of high claims.

Providing an overview of sales tax revenue, Ms. O’Brien informed that actual collections for March 2015 was $3,137,209. A 2.5 percent growth factor had been used to develop the budgeted amount and this was 0.6 percent less than budget.

Ms. O’Brien reported that for April 2015 the price for diesel was $1.81 and for unleaded it was $1.97. The price for CNG for March was $1.02.

Mr. Gordon Robinson, using a PowerPoint presentation, reported that ridership for all services in April 2015 was 483,432. This represented a 0.1 percent increase compared to April 2014. He cited the negative factors affecting ridership noting that Fiesta DeLaFlor ridership had increased ridership statistics. Comparing April 2014 to April 2015 ridership, B-Line had increased by 5 percent; Vanpool and Contract Demand had declined.

Reviewing system performance metrics, Mr. Robinson reported that two out of four fixed-route metrics had not been met. They were over 5 minutes late and over 10 minutes late. B-Line had met all metrics. He noted that miles between road calls and monthly wheelchair boardings were very high.

Reporting on Customer Assistance Forms (CAFs) received during the month of April 2015, Mr. Robinson stated that 61 had been received. This included six commendations. The highest category was under Customer Services.

Mr. Robinson stated that during the month of April 2015 there had been 2 vehicle collisions with 1 being determined to be preventable. The total collision rate was at 0.70 per hundred thousand miles drives which exceeded the standard of 2.0 or less.
Ms. Mary Saenz initiated a discussion on the increase in wheelchair boardings. Mr. Robinson stated that one of the tasks under the Comprehensive Operational Analysis (COA) would be to identify where there was increased bicycle and wheelchair boardings.

13c. Procurement Report
Mr. Billy Laridis, using a PowerPoint presentation, reported that the Power Washing contract was in effect and work had been started on the stations. He highlighted the following future procurements: Comprehensive Operations Analysis would be presented to the Board in June; a multi-zone contract for Phase VI for ADA Bus Stop improvements; and law enforcement contract would be presented to Committee in October.

CEO’s Report
a. Meeting with FTA Representatives – May 14, 2015
Mr. Jorge Cruz-Aedo reported that he, Mr. Robinson, and Mr. Laridis had visited Federal Transit Administration offices to meet with Mr. Robert Patrick, Region 6 Administrator, as well as with several key staff members. He said that FTA personnel had acknowledged that CCRTA was one of the top grant administrators based on prompt reporting and compliance.

b. Mayor’s Fourth of July Celebration
Mr. Cruz-Aedo stated that the Agency would be providing transportation for the Big Bang Celebration that would be held on July 4, 2015. The service would run from 10 a.m. until the end of the fireworks display.

c. Staples Street Temporary Transfer Station
Mr. Cruz-Aedo reported that the temporary transfer station location on Leopard Street was operational on Monday. He acknowledged the great teamwork of the Facilities, Marketing, Transportation, and Planning Departments.

d. Bear Lane Expansion
Mr. Cruz-Aedo, using a PowerPoint presentation, showed that with the improvements of the parking lot at 5658 Bear Lane, 69 additional parking spaces had been added in addition to three ADA designated parking spaces. This has alleviated parking congestion.

Chair’s Report
a. June 4, 2015 Webinar – Crisis Communication
Ms. Vangie Chapa informed that a webinar sponsored by APTA on Crisis Communication would be held on June 4, 2015. Board Members had been provided with registration information.

b. APTA Board Member/Board Support Seminar
Ms. Vangie Chapa announced that Ms. Mary Saenz would be on a panel discussing the ADA and milestones reached during its adoption 25 years ago. Also the Board Support
Seminar, held in conjunction with the Board Member Seminar, would have training sessions on communications as well as job skills training.

**Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning Possible Real Estate Acquisition, Staples Street Center Leasing Matters, and the Interim CEO**

Ms. Vangie Chapa announced that it was 10:46 a.m. and that the Board was going into closed session to discuss Agenda Item 16 concerning possible real estate acquisition, Staples Street Center leasing matters and the Interim CEO with possible action in open session on real estate acquisition, Staples Street Center leasing matters, and the Interim CEO under sections 551.072 and 551.074 of the Texas Open Meetings Act.

Ms. Chapa reconvened the meeting in open session at 11:30 a.m.

**MR. TAYLOR MADE A MOTION TO AUTHORIZE CLOSING THE PURCHASE OF THE PROPERTY ON LEOPARD STREET FOR A PRICE OF $115,000; SUBJECT TO CONFIRMATION FROM CIVIL ENGINEERS THAT THE PROPERTY CONDITION WILL NOT RESULT IN ANY SIGNIFICANT INCREASE IN COSTS IN PARKING LOT DEVELOPMENT. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES. GRANADO, DREYER, HUNT, AND CLOWER ABSENT.**

MR. TAYLOR MADE A MOTION TO AUTHORIZE AN INCREASE IN THE INTERIM CEO’S COMPENSATION BY $3,000 PER MONTH EFFECTIVE AS OF HIS APPOINTMENT DATE. MR. ELIZONDO SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ROCK, ELIZONDO, CHAPA, SAENZ, TAYLOR, AND REEVES. GRANADO, DREYER, HUNT, AND CLOWER ABSENT.

**Adjournment**

There being no further business, the meeting was adjourned at 11:33 a.m.
Board of Directors' Memo

Subject: Approve the 2015 Actuarial Report and Required Contribution for the Defined Benefit Plan

Background
The Authority does not participate in the federal Social Security (SS) system for providing retirement benefits to its employees. Under SS, employees and employers each contribute 6.2% of employee compensation. Alternatively, the RTA provides two separate plans for its employees:

- Defined Benefit (DB) – 100% employer funded based on actuarial studies.
- Defined Contribution (DC) - Employee funded at 7.51% of remuneration.

The DB Plan is the focus of this document, which requires funding by the RTA as stated above. RTA employees who are eligible to receive benefits from the DB Plan may retire at the normal retirement age of 62 without penalties or at age 55 with a 5% reduction for each year before age 62 that an employee begins drawing benefits. The benefit is a fixed annual retirement benefit that is paid on a monthly basis. The benefit formula for determining the annual normal retirement amount each employee will receive is as follows: Average final 3 years of earnings x 2% x Total Years of Service.

The RTA currently uses Pension Benefits, Inc. to provide actuarial services, which include an annual study of the DB Plan. The objectives of this study are to estimate the sufficiency of assets compared to the plan’s estimated liabilities as of the valuation date (January 1), determine the level of funding for the current year and provide certain disclosures information required by Government Accounting Standards Board (GASB) Statement No. 25.

Identified Need
A copy of the completed 2015 report is provided as a separate attachment. In summary, the report indicates that as of January 1, 2015 the Plan was funded at 97.7% (versus 102.1% funded in 2014) and estimated liabilities exceeded its assets by $732,975, compared to 2014 where assets exceeded estimated liabilities. This is primarily due to the combination of investments not earning what was anticipated and the early retirement provision offered at the end of 2014.

Following is a table outlining the total participants in the plan for 2015 and 2014, the funding status and contribution, and the required contribution.
Total Participants:

Funding Status and Contribution:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuarial Accrued Liability</td>
<td>$31,895,409</td>
<td>$29,016,953</td>
</tr>
<tr>
<td>Actuarial Asset Value</td>
<td>31,162,434</td>
<td>29,617,120</td>
</tr>
<tr>
<td>Unfunded Actuarial Accrued Liabilty</td>
<td>$732,975</td>
<td>$0</td>
</tr>
<tr>
<td>Assets as a percent of Liability</td>
<td>97.7%</td>
<td>102.1%</td>
</tr>
</tbody>
</table>

Required Contribution:

- Normal Cost: $876,806, $695,517
- Amortization of UAAL: 106,890, 0
- Interest: 1,479, 2,826
- Excess Contribution: 0, 480,155
- Total Contribution: $985,175, $1,178,498

The total required contribution for 2015 is $985,175 ($983,696 recommended payment plus $1,479 in interest at 7.5%).

Financial Impact
The 2015 budget includes $805,564 designated for the annual required contribution. The difference of $179,611 will be funded by salary savings recognized within the CCRTA existing 2015 budget.

Committee Review
This agenda item was presented to the Audit, Finance, Health and Pension Subcommittee and the Administration Committee on June 18, 2015.

Recommendation
The Board of Directors approve the 2015 Defined Benefit Plan and Trust Actuarial Valuation Report for the Plan Year Ending December 31, 2015, and authorize a contribution of $985,175 to the CCRTA Defined Benefit Plan and Trust.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Director of Finance

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: Portfolio Management for the Defined Benefit Plan and Trust and the Defined Contribution Plan Contribution Plan

Background
The Authority does not participate in the Social Security system. Instead the Authority sponsors two pension plans – the Defined Benefit (DB) and Defined Contribution (DC).

The Authority’s Board and staff who take part in various aspects of the plans (i.e. investment choices, decision making, adopting policy) have a fiduciary responsibility to always act in the best interests of the participants. The Authority strives to successfully carry out its responsibilities by monitoring the activities of these plans. Both plans are governed by plan documents and maintain separate investment policies.

The current provider of these services is Wells Fargo Institutional Trust Group. The current contract began on July 1, 2012 and extends through June 30, 2015, with one two year option.

Financial Impact
Costs are paid for by the plans, not directly by CCRTA. The annual cost to the Defined Benefit Plan is approximately $140,000. These costs reduce overall plan earnings but are included in our contribution to the Defined Benefit Plan. Any fees on the DC plan are paid by the plan and reduce participant earnings. Based on an average portfolio, costs to the Defined Contribution Plan will be approximately $46,000.

Committee Review
This agenda item was presented to the Administration Committee on June 18, 2015.

Recommendation
The Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to exercise the two – year option with Wells Fargo Institutional Trust Group for portfolio management for the Defined Benefit Plan and Trust and the Defined Contribution Plan.

Submitted by: Cindy O’Brien
Director of Finance

Approval: Jorge G. Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo
July 1, 2015
Subject: Memorandum of Agreement with TAMU-CC for Transportation Services

Background
RTA has operated bus service for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. The service consists of Route #63 – The Wave and Route #60 – The Islander Shuttle and access to RTA service system wide at no charge for students, employees and faculty. This agreement and reimbursement is negotiated annually for this service.

Route #63 – The Wave provides needed transportation for students residing off campus and operates on a negotiated route that connects to apartment complexes (student housing) and other areas indentified jointly based on ridership needs. The Wave and free ridership program have been successful in providing mobility for students, employees and faculty.

Route #60 – The Islander Shuttle provides needed transportation for students and faculty utilizing parking areas at Momentum Campus to the TAMU-CC bus stop located on Ocean Drive.

Financial Impact
TAMU-CC agreed to subsidize the cost of The Wave service, with the stipulation by RTA, that the route would be available to the public. In addition, RTA offers a free-fare program for students, employees and faculty of TAMU-CC on any RTA fixed route and B-Line service. TAMU-CC shares in the cost of the program.

RTA has negotiated reimbursement from TAMU-CC for the 2015-2016 Fall/Spring and Summer semesters including weekends in the amount of $111,652.05 for The Wave (Route #63). The figure reflects the value of Route #63 and the free fare program and is based on an estimate of approximately 4,699.72 hours of service (estimated hours for Route #63) for the 2015-2016 academic year.

RTA has negotiated reimbursement from TAMU-CC for the 2015-2016 Fall/Spring semester in the amount of $64,013.40 for The Islander Shuttle (Route#60). The figure reflects approximately 2,623.5 hours of service.
Committee Review
The Operations Committee met on June 24, 2015 and recommended approval of this item.

Recommendation
The Board of Directors to authorize the Interim Chief Executive Officer (CEO) to execute a one-year Memorandum of Agreement in the amount of $111,652.05 with Texas A&M University– Corpus Christi (TAMU-CC) for Route #63 service and $64,013.40 for Route #60 service that effectively increase ridership for RTA's public transportation system.

Respectfully Submitted,

Submitted by: Terence Klinger
Director of Special Services

Reviewed by: Rosa Villarreal
Managing Director of Operations

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Subject: Enter Into Negotiations for Design Services with Naismith Engineering, Inc., (NEI), LNV, Inc., (LNV), and Martinez, Guy, Maybik, Inc., (MGM) for ADA Bus Stop Improvements – Phase VI

Background
The CCRTA has an estimated 1,351 bus stops. With the completion of Bus Stop Improvement Phase V the CCRTA now has 766 ADA compliant bus stops and is about 57% ADA compliant. The CCRTA continues to pursue 100% ADA compliance with the remaining non-compliant bus stops in the service area.

The CCRTA has previously used a bidding model that divided the bus stop improvements in several bus stop zones, which improves the chances for small contractors to bid and bond for projects, and also allows more opportunities for engineers to work with the CCRTA.

Identified Need
The CCRTA is ready for the next Phase of the ADA Bus Stop Transition Plan, which is Phase 6. The overall goal is to improve another 200 bus stops, if market pricing supports that objective.

Analysis
A Request for Qualifications (RFQ) was issued on May 12, 2015. A total of six proposals were received. Each proposal was evaluated and rated using a structured format. The selection criteria used to evaluate the proposals, which is listed in order of importance, was: successful experience of key staff and firm; qualifications of firm and staff; management summary; and disadvantaged business enterprise participation.

The results of the evaluation are listed below:

<table>
<thead>
<tr>
<th>Proposers</th>
<th>Experience (40)</th>
<th>Qualifications (40)</th>
<th>Management (10)</th>
<th>DBE (10)</th>
<th>TOTALS (100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naismith Engineering, Inc., (NEI)</td>
<td>38.25</td>
<td>37.25</td>
<td>8.25</td>
<td>10</td>
<td>93.75</td>
</tr>
<tr>
<td>LNV, Inc., (LNV)</td>
<td>35.75</td>
<td>36.25</td>
<td>8.50</td>
<td>10</td>
<td>90.50</td>
</tr>
<tr>
<td>Martinez, Guy, and Maybik, Inc., (MGM).</td>
<td>34.75</td>
<td>35</td>
<td>8.50</td>
<td>10</td>
<td>88.25</td>
</tr>
<tr>
<td>RVE, Inc.</td>
<td>33</td>
<td>34</td>
<td>8</td>
<td>5</td>
<td>80</td>
</tr>
<tr>
<td>Maldonado-Burkett</td>
<td>24.75</td>
<td>24.75</td>
<td>6.25</td>
<td>10</td>
<td>65.75</td>
</tr>
<tr>
<td>International Consultant Engineers (ICE))</td>
<td>24.25</td>
<td>24.75</td>
<td>5.50</td>
<td>10</td>
<td>64.50</td>
</tr>
</tbody>
</table>
All of these engineering firms have much to offer in varying degrees and have been involved in many important projects for various governmental entities. After assessing each submitted proposal, based on the criteria mentioned earlier, staff has determined that the top three firms with the highest scores are Naismith Engineering, Inc.; LNV, Inc., and Martinez, Guy and Maybik, Inc.

The strategy developed in sharing the work will be to divide the service area into three zones with approximately the same number of bus stops to be improved in each section; thereby, enabling contract awards of similar value to engineering firms and contractors. It is estimated that approximately 200 stops will be improved.

**Financial Impact**
The estimated total cost for the three engineering contracts is $157,000. This project is budgeted in the 2015 Capital Budget, funded with federal funds.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range from 8% to 10%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

**Disadvantaged Business Enterprise (DBE)**
The DBE goal for this contract was established at 13% participation. Naismith Engineering, Inc. and LNV, Inc. have committed to meet the DBE goal through utilization of certified DBE firms. Martinez, Guy and Maybik, Inc. is a certified DBE firm therefore the DBE goal will be met.

**Committee Review**
The Operations Committee met on June 24, 2015 and recommended approval of this item.

**Recommendation**
The Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to enter into negotiations for design services with Naismith Engineering, Inc., LNV, Inc., and Martinez, Guy and Maybik, Inc. for ADA Bus Stop Improvements – Phase VI. If negotiations do not proceed in a satisfactory manner then the RTA will proceed to negotiate with the engineering firm with the next highest score.

Respectfully Submitted,

Submitted by:  
Sharon Montez  
Managing Director of Capital Programs

Approval:  
Jorge Cruz-Aedo  
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: Authorize Awarding a Contract to Nelson Nygaard to Complete a Comprehensive Operational Analysis (COA)

Background
Throughout the nation, transit systems perform a Comprehensive Operational Analysis or COA study about every five years to evaluate the effectiveness of the transit network. On June 2, 2014, the fixed route system changed with the implementation of the Long Range Plan Phase 1 service improvements. Based on the magnitude of changes, each service needs to be analyzed to determine what’s working or not working effectively and why, evaluate on-time performance, passenger loads, and productivity of the route, route segment, and stop level. The COA study will provide this needed in-depth evaluation of all fixed route services while engaging the public and other stakeholders throughout the study. In addition, cost performance indicators will be evaluated to better gauge the financial health of the system. This effort, planned for completion in one year, will focus on four primary tasks:

- Detailed Evaluation of Fixed Route System
- Comprehensive Operational Assessment
- Complete a Fare Study Peer Review
- Conduct Public Outreach

In alignment with the Long Range System Plan, the COA will prioritize needed service improvements for the next five years. The last COA study was conducted in 2008.

Identified Need
With Board of Directors’ approval, a Request for Proposals was issued and five proposals were received from AECOM, CDM Smith, McDonald Transit, Nelson Nygaard, and Transportation Management and Design (TMD). All proposals were evaluated for their proposed method of accomplishing the work, personnel, qualifications, experience, and competence. Based on the initial rankings of each proposal, the three highest scoring firms, which included McDonald Transit, Nelson Nygaard, and Transportation Management and Design (TMD), were selected for interviews. Subsequently, each member of the evaluation team provided a final technical score and then price was factored into the evaluation.
A summary of the proposals received and the evaluations are listed below.

<table>
<thead>
<tr>
<th>Firms</th>
<th>Ability and Approach (25 Points Max.)</th>
<th>Personnel and Equipment (10 Points Max.)</th>
<th>Qualifications and Experience, including References (30 Points Max.)</th>
<th>Disadvantaged Business Enterprise Participation (5 Points Max.)</th>
<th>Totals - Maximum Points 70</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECOM</td>
<td>18.33</td>
<td>7.50</td>
<td>23.33</td>
<td>5.00</td>
<td>54.17</td>
</tr>
<tr>
<td>CDM Smith</td>
<td>18.50</td>
<td>7.83</td>
<td>22.50</td>
<td>5.00</td>
<td>53.83</td>
</tr>
<tr>
<td>McDonald Transit</td>
<td>20.83</td>
<td>8.17</td>
<td>23.67</td>
<td>5.00</td>
<td>57.67</td>
</tr>
<tr>
<td>Nelson Nygaard</td>
<td>21.50</td>
<td>8.00</td>
<td>25.17</td>
<td>5.00</td>
<td>59.67</td>
</tr>
<tr>
<td>TMD</td>
<td>20.17</td>
<td>8.00</td>
<td>23.50</td>
<td>5.00</td>
<td>56.67</td>
</tr>
</tbody>
</table>

Staff recommends awarding a contract to Nelson Nygaard in the amount of $380,218. This firm scored the highest on the technical evaluation criteria and provided the lowest cost.

Disadvantaged Business Enterprise (DBE)
Kailo Communications Studio is the listed DBE firm. This firm will be completing 10% of the work. The agency's DBE requirement is 13% and it is race neutral.

Financial Impact
The funds for the COA study have been budgeted in the 2015 Service Development Operating Budget at $400,000.

Committee Review
The Operations Committee met on June 24, 2015 and recommended approval of this item.

Recommendation
The Board of Directors' authorize the Interim Chief Executive Officer (CEO) to award a contract to Nelson Nygaard to complete the COA study.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Final Review: Rosa Villarreal
Managing Director of Operations

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo
July 1, 2015

Subject: Request for Proposals (RFP) for Data Network Cabling (Structured Cabling System).

Background
The Staples Street Center and Transfer Station will need to have network cabling purchased and installed in our new building. The cabling will provide data connections between CCRTA’s current location and the Staples Street Center. The Data Connections will also be needed for Servers, Staff Workstations, Phones, Cameras and other IT functions needed to run daily operations.

Identified Need
The Purpose of soliciting proposals is to identify a provider for network cabling for The New Staples Street Center. The successful proposer will be installing all the cabling throughout the building and the Staples Street Transfer Station.

Financial Impact
The funds for the Data Network Cabling were identified in the MIS 2015 budget with an estimated cost of $124,720.

Committee Review
The Administration Committee met on June 18, 2015 and recommended approval of this item.

Recommendation
Staff requests the Administration Committee recommend the Board of Directors authorize the Interim Chief Executive Officer to issue a Request for Proposals (RFP) for Data Network Cabling for CCRTA Staples Street Center and Transfer Station.

Respectfully Submitted,

Submitted by: David Chapa
IT Systems Administrator

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: Issue a Request for Proposals (RFP) for Procurement of Furniture, Fixtures and Equipment for Staples Street Center Project

Background
The CCRTA is currently underway with the construction for the new Staples Street Center building and station. The projected completion date is end of February 2016. The majority of CCRTA’s Administrative and Customer Service staff will relocate to this building, thereby turning the existing Bear Lane Administrative offices into an operational headquarters for CCRTA and paratransit services.

Identified Need
As part of the move to the new building, updated furniture better suited to the interior design and space will need to be procured with enough time to bid, award, procure and receive the furniture and equipment for the new building and the station. Along with the furniture, security equipment will be procured and installed for both the building and the transfer station.

The types of furniture and equipment to be procured will include:

- Systems furniture units, task seating, guest seating
- Filing and storage units
- Tables and chairs for break rooms
- Board room seating
- Training tables and stacking chairs
- Executive seating for Board
- Podium
- Conference tables/chairs
- Trash cans/ ash cans
- Monumental planters
- Fixed seating for station and trash cans
- Security equipment (cameras, monitors, card readers, and security infrastructure)

Financial Impact
The estimated furniture, fixture and equipment budget is budgeted in the 2015 Capital Budget at $400,000 and is locally funded.

Disadvantaged Business Enterprise (DBE)
The DBE goal for this procurement is 25%.
Committee Review
The Operations Committee met on June 24, 2015 and recommended approval of this item.

Recommendation
The Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to Issue a Request for Proposals for Procurement of Furniture, Fixtures and Equipment for the Staples Street Center Project.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: Exercising the Second Option Year with L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies

Background
RTA stocks various types of fasteners for the repair and maintenance of its bus fleet including nuts, bolts, washers, electrical connectors, tie wraps, and rivets. The RTA also stocks maintenance, repair, and operations supplies (MRO) including aerosols, adhesives, safety glasses, protective gloves, and ear plugs. The objective is to maintain firm pricing on fasteners and have the supplier responsible for freight and associated delivery cost.

Identified Need
On July 11, 2011, the Board of Directors awarded a contract to L&M Industrial structured as a (3) three year base with two (2) one year options; each option year requiring Board approval.

Disadvantaged Business Enterprise
Staff continues to work with the proposed low bidder to determine if any DBE participation is available during the life of the contract.

Financial Impact
The estimated annual amount of contract is $100,000 for fasteners and miscellaneous shop supplies. Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2015 Operating Budget, local funds.

Committee Review
The Operations Committee met on June 18, 2015 and recommended approval of this item.

Recommendation
The Board of Directors authorize exercising the second option year with L&M Industrial Supply for fasteners and miscellaneous shop supplies.

Respectfully Submitted,

Submitted by: José A. Tovar
Director of Maintenance

Final Review: Rosa E. Villarreal
Managing Director of Operations

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: Adopt a Resolution Creating a CEO Search Committee and Confirm the Board Chair’s Appointments to the Committee

Background
The Board of Directors are in the process of a search for a new Chief Executive Officer. The Committee members will be appointed by the Board Chair and confirmed by the Board pursuant to the bylaws. The Board Chair will serve as Chair of the CEO Search Committee. The Committee recommendations are not required to be presented first to any standing committee prior to presentation to the Board. The Committee shall cease to exist upon the hiring of a new CEO for the RTA and finalization and approval of an employment agreement.

Identified Need
The Board needs a Committee that will focus on various functions in connection with the search including working with the executive search firm, reviewing applications, conducting due diligence and interviewing possible candidates. They also need this Committee to serve as an advisory committee to the full Board on the decisions to be made.

Recommendation
Board Chair recommends adoption of the resolution creating a CEO Search Committee and confirmation of her appointment of Vice Chair Lamont Taylor; Administration Committee Chair Tony Elizondo; Operations Committee Chair/Board Secretary Mary Saenz; and Committee of Mayors’ Appointee Michael Reeves to the Committee.

Respectfully Submitted,

[Signature]
Evangelina Chapa
Board Chair
RESOLUTION

WHEREAS, the Board of Directors of the Regional Transportation Authority is in the process of a search for a new Chief Executive Officer; and

WHEREAS, various functions in connection with the search including working with the executive search firm, reviewing applications, conducting due diligence and interviewing possible candidates require a group of Board members focused on such tasks to advise the rest of the Board in the various decisions to be made;

NOW, BE IT RESOLVED, BY THE BOARD OF DIRECTORS:

Section 1. The CEO Search Committee is hereby established to advise and support the Board of Directors and is charged with working with the executive search firm, reviewing applications, conducting due diligence, interviewing possible candidates, and performing other necessary duties in order to bring forward recommendations to the full Board in the CEO Search process. This committee is an advisory committee only, and all final decisions concerning the CEO Search process shall be made by the Board of Directors.

Section 2. The Committee shall be comprised of those members of the Board of Directors appointed by the Board Chair and confirmed by the Board pursuant to the bylaws. The Board Chair will serve as the Chair of the CEO Search Committee. The presence of a majority of the members shall constitute a quorum. Recommendations of the Committee are not required to be presented first to any standing committee prior to presentation to the Board. This Committee shall cease to exist upon the hiring of a new CEO for the RTA and finalization and approval of an employment agreement for such CEO.

Duly passed and adopted on this 1st day of July, 2015.

ATTEST: REGIONAL TRANSPORTATION AUTHORITY

__________________________ By:__________________________
Secretary Board Chair
Board of Directors' Memo  

Subject: Investment Report for the 1st Quarter Ended March 31, 2015  

As of March 31, 2015 the Authority’s combined investment portfolio had a book value of $47,198,161 and a market value of $47,194,313. The portion attributed to the bonds was $12,957,118 book value and $12,957,517 market value, with the balance of $34,241,043 book value and $34,236,796 market value, being CCRTA funds. Investments held as of March 31, 2015 had a weighted average yield of 0.280% and a weighted average maturity of 112 days.

Net investment income on the portfolio for the first quarter of 2015 was $34,764.

The investment return for the quarter was .278% versus the benchmark yield of .090% for a six month treasury.

The portfolio consists of a diversified list of investments with over 24% consisting of Municipal Bonds and Agencies, 52% in Bank investments, and 24% in Money Market funds.

The full investment report is included as a separate attachment.

Committee Review
This agenda item was presented to the Administration Committee on June 18, 2015.

Respectfully Submitted:

Submitted by: Cindy O'Brien  
Director of Finance

Approval: Jorge G. Cruz-Aedo  
Interim Chief Executive Officer
Board of Directors' Memo

July 1, 2015

Subject: 1st Quarter 2015 Reports for the Defined Benefit Plan and Trust and the Defined Contribution Plan

Defined Benefit Plan and Trust

Background
The RTA Employees Defined Benefit Plan and Trust (DB Plan) is a single-employer defined benefit pension plan administered by the Corpus Christi RTA. Vesting of benefits for all full-time employees is between three and seven years and discounted early retirement benefits are available at age 55. Normal retirement age under the Plan is 62.

Identified Need
The Defined Benefit Plan Investment Performance Report for the period ending March 31, 2015 is provided as a separate attachment.

Financial Impact
The portfolio's investments had a positive return of 2.58% for the first quarter of 2015.

<table>
<thead>
<tr>
<th>Defined Benefit Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Value, December 31, 2014*</td>
</tr>
<tr>
<td>Net Contributions/Benefits Paid</td>
</tr>
<tr>
<td>Investment Income / (Loss) (net of expenses)</td>
</tr>
<tr>
<td>Portfolio Value, March 31, 2015*</td>
</tr>
<tr>
<td>Quarterly return</td>
</tr>
<tr>
<td>YTD return</td>
</tr>
</tbody>
</table>

*Market value may differ slightly between various portfolio reports due to market changes between the time different reports are run
Defined Contribution Plan and Trust

Background
The *RTA Employees Defined Contribution Plan* (DC Plan) covers all employees. Employees are required to contribute 7.51% of gross compensation and may also make voluntary post-tax contributions up to 10%. Retirement benefit amounts depend on contributions and investment earnings. Employees are fully vested in their contributions and direct their investments.

Identified Need
The Defined Contribution Plan Investment Performance Report for the period ended December 31, 2014 is provided as a separate attachment.

Financial Impact
The portfolio’s investments had a positive return of 1.79% for the first quarter of 2015.

<table>
<thead>
<tr>
<th>Defined Contribution Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Value, December 31, 2014*</td>
</tr>
<tr>
<td>Contributions</td>
</tr>
<tr>
<td>Benefits Paid</td>
</tr>
<tr>
<td>Investment Income/(Loss) (net of expenses)</td>
</tr>
<tr>
<td>Portfolio Value, March 31, 2015*</td>
</tr>
<tr>
<td>Quarterly return</td>
</tr>
<tr>
<td>YTD return</td>
</tr>
</tbody>
</table>

*Market value may differ slightly between various portfolio reports due to market changes between the time different reports are run*

Committee Review
This agenda item was presented to the Administration Committee on June 18, 2015.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Director of Finance

Approval: Jorge G. Cruz-Aedo
Interim Chief Executive Officer
Board of Directors’ Memo

July 1, 2015

Subject: May 2015 Financial Report

NOTICE: The Finance Department completed the Authority’s December 31, 2014 year end audit. The year-end audit adjustments, which affect the balance sheet, have not been rolled into the financial report for May 31, 2015. This report will only include the Statements of Revenues and Expenditures, with the Balance Sheet being included with next month’s report.

SUMMARY: The Authority’s net financial performance for the month of May exceeds budgeted amounts by $326,399 – mainly due to departmental expenses falling under budget by $421,253 and federal grant reimbursements exceeding amounts budgeted by $39,785, offset by $54,930 in Sub-recipient Grant Agreements for the 5310 Grants. The overall year-to-date variance is favorable as well by $997,469, mainly attributable to departmental expenses falling under amounts budgeted.

REVENUES

- Sales Tax – May sales tax has been estimated at $2,717,374, which is a 2.5% increase over May 2014 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR APRIL 2015 OF $2,595,206 WERE RECEIVED ON JUNE 12, 2015 AND ARE $159,091 LOWER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, A DECREASE OF 5.8%. YEAR-TO-DATE COLLECTIONS TOTAL $10,990,339 WHICH ARE 2.6% ($292,480) UNDER YEAR-TO-DATE ESTIMATES.

- Operating Revenues – For the month of May, Passenger Service was $148,970 vs. $146,766 in 2014 – an increase of $2,204 (1.5%), yet $13,417 (8.3%) lower than current budget estimates. Year-to-date, total operating revenues are $789,851, which are 7.3% under budget, mainly due to lower passenger services, yet $29,718 (3.9%) higher than 2014 year-to-date collections.

EXPENSES

Over all, monthly departmental expenses are under budget by $421,253, or 16.3%, with year-to-date expenses under budget by $993,571 (8.2%). Following are comments relating to the specific expense categories.

- Salaries & Benefits – May reflects $962,052, with year-to-date expenses of $4,838,237 which is 3.9% ($181,628) over budget. This variance is mainly due to the
lump sum payments relating to COLA/MERIT paid out in January to several topped out employees, combined with the early retirement option that was exercised in January.

- **Services** – May reflects $163,328, with year-to-date expenses of $913,556 which is 18.60% ($208,704) under budget. This variance is mainly due to timing of expenses in relation to amounts budgeted for the period.

- **Materials and Supplies** – May reports $336,041, with year-to-date expenses of $1,645,631 which is 27.87% ($635,833) under budget. The positive variance is mainly attributed to fuel cost savings compared to amounts budgeted.

- **Insurance** – May reports $145,599, with year-to-date expenses of $1,137,855 which is $189,355 (19.96%) over budget. 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** – May reports $477,396 with year-to-date expenses of $2,184,941 which is $319,999 (12.77%) under budget. This variance is mainly due to actual B-Line fuel costs being lower than budgeted amounts combined with variances between Harbor Ferry monthly budgeted allocations versus timing of actual operations.

- **Miscellaneous** – May reports $92,631 with year-to-date expenses of $317,669 which is $21,711 (6.40%) 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.

**Committee Review**
This agenda item was presented to the Administration Committee on June 18, 2015.

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

Respectfully Submitted,

Submitted by: 
Cindy O'Brien
Director of Finance

Approval:
Jorge G. Cruz-Aedo
Interim Chief Executive Officer
## Corpus Christi Regional Transportation Authority
### Statement of Revenues and Expenditures By Cost Center (Unaudited)
**Months ended May 31, 2015 & May 31, 2014**

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Favorable (Unfavorable)</th>
<th>Prior Year Comparison</th>
<th>Favorable (Unfavorable)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
<td>2014</td>
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<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Passenger service</td>
<td>$ 148,970</td>
<td>162,387</td>
<td>(13,417)</td>
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<td>Bus advertising</td>
<td>3,334</td>
<td>3,333</td>
<td>1</td>
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<tr>
<td>Charter service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Other operating revenues</td>
<td>7,303</td>
<td>6,717</td>
<td>586</td>
<td>6,035</td>
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<td>Total Operating Revenues</td>
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<td>172,337</td>
<td>(12,830)</td>
<td>149,468</td>
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<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>551,554</td>
<td>517,527</td>
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<td>329,509</td>
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<td>Customer Programs</td>
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<td>18,296</td>
<td>5,981</td>
<td>8,268</td>
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<td>Purchased Transportation</td>
<td>468,854</td>
<td>631,726</td>
<td>142,872</td>
<td>759,321</td>
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<tr>
<td>Service Development</td>
<td>20,662</td>
<td>71,814</td>
<td>51,152</td>
<td>15,049</td>
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<tr>
<td>MIS</td>
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<td>42,872</td>
<td>15,045</td>
<td>25,543</td>
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<td>Vehicle Maintenance</td>
<td>487,598</td>
<td>586,585</td>
<td>98,987</td>
<td>447,364</td>
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<td>131,731</td>
<td>133,294</td>
<td>1,563</td>
<td>131,127</td>
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<td>Contracts and Procurements</td>
<td>23,105</td>
<td>20,345</td>
<td>(2,760)</td>
<td>14,208</td>
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<td>CEO’s Office</td>
<td>20,876</td>
<td>51,925</td>
<td>31,049</td>
<td>53,832</td>
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<td>Finance and Accounting</td>
<td>29,452</td>
<td>29,894</td>
<td>442</td>
<td>14,528</td>
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<td>9,903</td>
<td>262</td>
<td>3,669</td>
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<td>254,562</td>
<td>43,307</td>
<td>229,047</td>
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<td>7,005</td>
<td>9,847</td>
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<td>(978)</td>
<td>6,956</td>
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<td>51,354</td>
<td>33,785</td>
<td>36,064</td>
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<td>105,775</td>
<td>27,568</td>
<td>63,335</td>
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<tr>
<td>Staples Street Center</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total Departmental Expenses</td>
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<td>2,576,893</td>
<td>421,253</td>
<td>2,148,267</td>
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<td>430,285</td>
<td>-</td>
<td>494,167</td>
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<td>(2,834,741)</td>
<td>408,423</td>
<td>(2,492,966)</td>
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<tr>
<td>Other Income (Expense)</td>
<td></td>
<td></td>
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<td></td>
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<td>Sales Tax Revenue</td>
<td>2,697,453</td>
<td>2,717,365</td>
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<td>260,215</td>
<td>39,785</td>
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<td>8,000</td>
<td>3,434</td>
<td>9,458</td>
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<td>(536,682)</td>
<td>(400)</td>
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<td>Transfer to Capital Programs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Subrecipient Grant Agreements</td>
<td>(54,930)</td>
<td>-</td>
<td>(54,930)</td>
<td>-</td>
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<td>Street Improvements Program for CCRTA Region Entities</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>Net Income (Loss) Before Capital Grants and Donations</td>
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<td>(335,843)</td>
<td>326,399</td>
<td>518,156</td>
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<td>Capital Grants &amp; Donations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Change in Net Assets</td>
<td>$ (9,443)</td>
<td>(335,843)</td>
<td>326,399</td>
<td>518,156</td>
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<td>Source Description</td>
<td>Year-to-date</td>
<td>Prior Year Comparison</td>
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<td></td>
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<tr>
<td>-------------------------------------------</td>
<td>--------------</td>
<td>-----------------------</td>
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<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Favorable (Unfavorable)</td>
<td>Variance</td>
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<td></td>
<td>A</td>
<td>B</td>
<td>A vs B</td>
<td>C</td>
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<td><strong>Operating Revenues:</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Passenger service</td>
<td>$ 730,151</td>
<td>789,230</td>
<td>(59,079)</td>
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<td>10,000</td>
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<td>Charter service</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other operating revenues</td>
<td>43,033</td>
<td>46,481</td>
<td>(3,448)</td>
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<td>Total Operating Revenues</td>
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<td>852,378</td>
<td>(62,527)</td>
<td>760,133</td>
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<tr>
<td><strong>Operating Expenses:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Transportation</td>
<td>2,809,958</td>
<td>2,555,646</td>
<td>(254,312)</td>
<td>2,488,797</td>
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<td>127,733</td>
<td>50,922</td>
<td>83,228</td>
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<td>53,638</td>
<td>127,507</td>
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<td>216,389</td>
<td>9,066</td>
<td>188,446</td>
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<td>2,321,289</td>
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<td>669,221</td>
<td>38,432</td>
<td>670,416</td>
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<td>106,564</td>
<td>(2,348)</td>
<td>90,499</td>
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<tr>
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<td>79,750</td>
<td>283,462</td>
</tr>
<tr>
<td>Finance and Accounting</td>
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<td>163,759</td>
<td>(6,368)</td>
<td>138,119</td>
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<td>49,215</td>
<td>(6,176)</td>
<td>50,675</td>
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<tr>
<td>Human Resources</td>
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<td>1,303,265</td>
<td>(165,405)</td>
<td>1,249,297</td>
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<td>General Administration</td>
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<td>152,955</td>
<td>15,323</td>
<td>104,336</td>
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<tr>
<td>Capital Project Management</td>
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<td>71,072</td>
<td>(855)</td>
<td>73,794</td>
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<tr>
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<td>257,019</td>
<td>152,420</td>
<td>157,712</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>422,408</td>
<td>530,347</td>
<td>107,939</td>
<td>253,591</td>
</tr>
<tr>
<td>Staples Street Center</td>
<td>34,823</td>
<td>27,200</td>
<td>(7,623)</td>
<td></td>
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<tr>
<td>Total Departmental Expenses</td>
<td>11,141,790</td>
<td>12,135,361</td>
<td>993,571</td>
<td>10,984,382</td>
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<td>Depreciation</td>
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<td>2,151,429</td>
<td>0</td>
<td>2,470,835</td>
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<td><strong>Total Operating Expenses</strong></td>
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<td>14,286,790</td>
<td>993,571</td>
<td>13,455,217</td>
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<tr>
<td>Operating Income (Loss)</td>
<td>(12,503,368)</td>
<td>(13,434,413)</td>
<td>931,045</td>
<td>(12,695,084)</td>
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<tr>
<td><strong>Other Income (Expense)</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Sales Tax Revenue</td>
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<td>14,000,184</td>
<td>(64,522)</td>
<td>13,814,736</td>
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<tr>
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<td>1,301,074</td>
<td>56,322</td>
<td>1,357,396</td>
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<td>Investment Income</td>
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<td>36,000</td>
<td>19,409</td>
<td>38,558</td>
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<td>Gain (Loss) on Disposition of Property</td>
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<tr>
<td>Interest Expense on Bonds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to Capital Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Subrecipient Grant Agreements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Improvements Program</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>for CCRTA Region Entities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income (Loss) Before Capital Grants</td>
<td>2,413,632</td>
<td>1,416,183</td>
<td>997,469</td>
<td>1,230,721</td>
</tr>
<tr>
<td>and Donations</td>
<td></td>
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<tr>
<td>Capital Grants &amp; Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>$ 2,413,632</td>
<td>1,416,183</td>
<td>997,469</td>
<td>1,230,721</td>
</tr>
</tbody>
</table>

33
The system-wide monthly operations performance report for May 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
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 May 2015 totaled 463,599. This represents a -5.4% decrease as compared to 490,103 boardings in May 2014 or 26,504 fewer boardings this May. In regards to ridership levels and weather impacts, the Corpus Christi area received 14.32 inches of rain as compared to 4.04 inches in May 2014. This represents a 255% increase of rain this month. In addition, regular retail gasoline prices averaged about $2.45 per gallon this month as compared to about $3.40 per gallon in May 2014.

The chart below shows average weekday ridership for all services. System-wide, the RTA recorded an average of 22,204 boardings per weekday in May 2015 as compared to 22,277 in May 2014, a difference of -0.3%.
Over a 13-month period, the chart below shows a difference of 23,213 or approximately -0.4%.

The chart below shows monthly ridership results for all services.
The chart below shows YTD ridership results for all services. The RTA has recorded 68,435 less boardings or -2.9% 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 May 2015 vs. May 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. Horne Road detours continued to contribute to delays around the Port Ayers Station. Standards for each category are provided along with actuals. Surveys are weighted by passenger volume for each route and service type.

<table>
<thead>
<tr>
<th>Schedule Adherence</th>
<th>Standard</th>
<th>Mar-15</th>
<th>Apr-15</th>
<th>May-15</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Departure</td>
<td>&lt;1%</td>
<td>0.5%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Over 3 minutes Late</td>
<td>&lt;20%</td>
<td>18.0%</td>
<td>17.5%</td>
<td>14.3%</td>
<td>17.0%</td>
</tr>
<tr>
<td>Over 5 minutes Late</td>
<td>&lt;5%</td>
<td>9.1%</td>
<td>7.4%</td>
<td>6.1%</td>
<td>8.4%</td>
</tr>
<tr>
<td>Over 10 minutes Late</td>
<td>&lt;1%</td>
<td>2.8%</td>
<td>2.1%</td>
<td>1.5%</td>
<td>2.4%</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>5,396</td>
<td>5,023</td>
<td>5,343</td>
<td>5,065</td>
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<tr>
<td>Monthly Bicycle Boardings</td>
<td>No standard</td>
<td>6,565</td>
<td>7,172</td>
<td>7,165</td>
<td>6,702</td>
</tr>
</tbody>
</table>

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

- **Productivity:** 2.53 PPH did meet the contract standard of 2.50 PPH.
- **On Time Performance:** 96.2% did meet the contract standard of 96%.
- **In Vehicle Time:** 99.1% exceeded the contract standard of 95%.
- **Miles between Road Calls:** 13,266 did meet the contract standard of 12,250 miles.
- **Denials:** 0 denials or 0.0% did not meet contract standard of 0.0%.
- **Ridership Statistics:** 10,058 ambulatory; 4,492 wheelchair boarding’s

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Hour</td>
<td>2.50</td>
<td>2.56</td>
<td>2.63</td>
<td>2.61</td>
<td>2.53</td>
<td>2.58</td>
</tr>
<tr>
<td>On-time Performance</td>
<td>96%</td>
<td>95.5%</td>
<td>96.1%</td>
<td>97.2%</td>
<td>96.2%</td>
<td>96.3%</td>
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<tr>
<td>In Vehicle Time</td>
<td>95.0%</td>
<td>98.9%</td>
<td>98.8%</td>
<td>99.3%</td>
<td>99.1%</td>
<td>99.0%</td>
</tr>
<tr>
<td>Denials</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.40%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.10%</td>
</tr>
<tr>
<td>Miles Between Road calls</td>
<td>12,250</td>
<td>11,243</td>
<td>15,541</td>
<td>24,382</td>
<td>13,266</td>
<td>16,108</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>4,082</td>
<td>4,661</td>
<td>4,645</td>
<td>4,492</td>
<td>4,470</td>
<td></td>
</tr>
</tbody>
</table>

For May 2015, there were 69 reported CAF’s (excludes commendations) which represents an increase from 61 reported CAF’s overall in April 2015. The statistics for May represents a 13% increase, 69 CAF’s vs 61 CAF’s compared to the month of April 2015. There were 8 Commendations for the month of May.

![CAF Report Graph]

### Route Summary Report

<table>
<thead>
<tr>
<th>Route</th>
<th># of CAF’s</th>
<th>Route</th>
<th># of CAF’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3 NAS Shuttle</td>
<td>4</td>
<td>#37 Crosstown</td>
<td>1</td>
</tr>
<tr>
<td>#4 Flour Bluff Mini B</td>
<td>2</td>
<td>#50 Calallen Park &amp; Ride</td>
<td>3</td>
</tr>
<tr>
<td>#5 Alameda</td>
<td>0</td>
<td>#51 Gregory Park &amp; Ride</td>
<td>0</td>
</tr>
<tr>
<td>#6 Santa Fe/Malls</td>
<td>0</td>
<td>#63 The Wave</td>
<td>0</td>
</tr>
<tr>
<td>#8 Flour Bluff/Malls (Sun)</td>
<td>1</td>
<td>#65 Padre Island Connector</td>
<td>1</td>
</tr>
<tr>
<td>#12 Saxet Oak Park</td>
<td>1</td>
<td>#67 Robstown/Gregory</td>
<td>0</td>
</tr>
<tr>
<td>#15 Kostoryz</td>
<td>1</td>
<td>#76 Harbor Bridge Shuttle</td>
<td>0</td>
</tr>
<tr>
<td>#16 Agnes/Ruth</td>
<td>0</td>
<td>#76S Harbor Bride (Sun)</td>
<td>0</td>
</tr>
<tr>
<td>#17 Carroll/Southside</td>
<td>3</td>
<td>#77 Harbor Ferry</td>
<td>0</td>
</tr>
<tr>
<td>#19 Ayers/Norton</td>
<td>2</td>
<td>#78 North Beach</td>
<td>1</td>
</tr>
<tr>
<td>#19G Greenwood</td>
<td>1</td>
<td>#84 LightHouse</td>
<td>0</td>
</tr>
<tr>
<td>#19M Mc Ardle</td>
<td>0</td>
<td>#94 Port Aransas Shuttle</td>
<td>0</td>
</tr>
<tr>
<td>#21 Arboleda</td>
<td>1</td>
<td>#95 Flexi-B Port A</td>
<td>0</td>
</tr>
<tr>
<td>#23 Molina</td>
<td>0</td>
<td>B-Line (Para-transit)</td>
<td>10</td>
</tr>
<tr>
<td>#25 Gollihar/Greenwood</td>
<td>1</td>
<td>Facility Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>#26 Airline/Lipes Connector</td>
<td>2</td>
<td>Vehicle Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>#27 Northwest</td>
<td>3</td>
<td>Safety and Security</td>
<td>2</td>
</tr>
<tr>
<td>#29 Staples</td>
<td>5</td>
<td>Service Development</td>
<td>8</td>
</tr>
<tr>
<td>#29F Flour Bluff</td>
<td>0</td>
<td>IT System</td>
<td>1</td>
</tr>
<tr>
<td>#29SS Spohn South</td>
<td>2</td>
<td>Transportation (Other)</td>
<td>3</td>
</tr>
<tr>
<td>#32 Southside Mini B</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#34 Robstown Circulator</td>
<td>2</td>
<td>TOTAL CAF’S</td>
<td>69</td>
</tr>
</tbody>
</table>
CAF Breakdown by Service Type:

<table>
<thead>
<tr>
<th>CAF Category</th>
<th>RTA Fixed Route</th>
<th>B-Line ADA Paratransit</th>
<th>Contracted Fixed Route</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stop Issues</td>
<td>11</td>
<td>0</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Driving Issues</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Customer Services</td>
<td>16</td>
<td>6</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Late/Early</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Fare Dispute</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Transportation (other)</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Service Development</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>IT Systems</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>52</strong></td>
<td><strong>10</strong></td>
<td><strong>7</strong></td>
<td><strong>69</strong></td>
</tr>
<tr>
<td>Commendations</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

**Conclusion:**

During May 2015, RTA received 69 CAF’s/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; eight (8) of the 77 reported CAF’s (May) were commendations.

There were a total of 52 CAF’s/Commendations received regarding RTA Service representing 76.6% of total customer contacts: 3 for Facilities Maintenance, 2 for Vehicle Maintenance, 8 for Service Development, 2 for Safety and Security, 1 for IT Systems and 36 for Transportation. A total of 10 CAF’s/Commendations were reported regarding B-Line service representing 13% of the total customer contacts. A total of 7 CAF’s/Commendations were reported regarding Contracted Fixed Route service representing a 10.4% of the total customer contacts.

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

- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of 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 May 2015, 6,862 miles between road calls (MBRC) were recorded as compared to 6,648 MBRC in May 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)
Previous 13 Month Period](chart)

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**

For May 2015, we had 4 vehicle collisions (3 preventable), 62 customer related incidents and drove a total of 273,290 miles. The total collision rate for the month was at 1.44 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

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**SECURITY SUMMARY**

For May 2015, 1,425 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 5 individuals for public intoxication, 2 arrests for Criminal Trespass, and issued 21 trespass warnings. The rover responded to 11 calls for service.
Committee Review
The Operations Committee met on June 24, 2015 and received 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 A. Tovar  
Director of Maintenance

Reviewed by:  
Gordon Robinson  
Director of Planning

Reviewed by:  
Rosa E. Villarreal  
Managing Director of Operations

Approved by:  
Jorge Cruz-Aedo  
Interim Chief Executive Officer