**Board of Directors’ Meeting Notice**

**Date:** Wednesday, September 2, 2015  
**Time:** 8:30 a.m.  
**Location:** CCRTA Administration/Operations Facility  
5658 Bear Lane  
Corpus Christi, Texas

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Est. Time</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Roll Call</td>
<td>M. Saenz</td>
<td>2 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>2. Personnel Recognition</td>
<td>J. Cruz-Aedo</td>
<td>5 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>3. Presentation of 2015 Business of the Year Award by Department of Assistive and Rehabilitative Services (DARS)</td>
<td>M. Saenz</td>
<td>5 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>4. Opportunity for Public Comment</td>
<td>V. Chapa</td>
<td>6 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>5. Update on RCAT Committee Activities</td>
<td>M. Rendon</td>
<td>5 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>6. Discussion and Possible Action to Approve the Board of Directors’ Minutes of August 12, 2015 and Budget Workshop Minutes of July 23, 2015 and August 26, 2015</td>
<td>V. Chapa</td>
<td>3 min.</td>
<td>Pages 1-17</td>
</tr>
<tr>
<td>7. 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.</td>
<td>V. Chapa</td>
<td>5 min.</td>
<td>Page 18</td>
</tr>
</tbody>
</table>

a) **Action** to Authorize Issuing a Request for Proposals (RFP) for Financial Auditing Services
<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Est. Time</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>b) Action</strong> to Approve Exercising the First Option Year with AG/CM, Inc. for Project Management Services for Various Projects</td>
<td></td>
<td></td>
<td>Pages 19-20</td>
</tr>
<tr>
<td>8. <strong>Action</strong> to Authorize Entering into an Interlocal Agreement to Partially Fund the Update of the Regional Travel Demand Model for Nueces and San Patricio Counties</td>
<td>G. Robinson</td>
<td>10 min.</td>
<td>Page 21-22</td>
</tr>
<tr>
<td>9. <strong>Discussion and Possible Action</strong> to Authorize Issuing a Request for Information (RFI) for Payroll Processing Services</td>
<td>C. O'Brien</td>
<td>5 min.</td>
<td>Page 23-24</td>
</tr>
<tr>
<td>10. <strong>Budget Workshop #4</strong> - Discussion of Draft 2016 Budgets for the Following:</td>
<td>J. Cruz-Aedo</td>
<td>35 min.</td>
<td>No Attachments</td>
</tr>
<tr>
<td>a. Customer Services Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Marketing &amp; Communications Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Capital Projects Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Staples Street Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Human Resources Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Transfer To Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Sub-Recipient Grant Agreements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Street Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Depreciation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. <strong>Presentations:</strong></td>
<td>O’Brien</td>
<td>35 min.</td>
<td>Pages 25-26</td>
</tr>
<tr>
<td>d. Comprehensive Operational Analysis Update</td>
<td>Robinson</td>
<td></td>
<td>No Attachment</td>
</tr>
<tr>
<td>e. Route 65 Pilot Update</td>
<td>Robinson</td>
<td></td>
<td>No Attachment</td>
</tr>
<tr>
<td>g. Procurement Report</td>
<td>Laridis</td>
<td></td>
<td>No Attachment</td>
</tr>
<tr>
<td>12. <strong>CEO’s Report</strong></td>
<td>J. Cruz-Aedo</td>
<td>3 min.</td>
<td>No Attachments</td>
</tr>
<tr>
<td>a) Texas Transit Association</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) 2015 APTA Annual AdWheel Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) NAACP Health Fair – September 19, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. <strong>Chair’s Report</strong></td>
<td>V. Chapa</td>
<td>5 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>a. Employee Appreciation Picnic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. TRAN – Walk ’n Roll Celebration – 9/26/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. DARS 2015 Business of the Year Award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Speaker</td>
<td>Est. Time</td>
<td>Reference</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>14. Adjournment</td>
<td>V. Chapa</td>
<td>1 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. RCAT Minutes – July 16, 2015</td>
<td></td>
<td></td>
<td>Pages 44-47</td>
</tr>
</tbody>
</table>

**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, August 28, 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. 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 July 1, 2015
6. Approved Consent Agenda: a) Action to Authorize Issuing a Request for Proposals (RFP) for Digital Interactive Video Wall and Mosaic Video Displays; b) Action to Authorize Exercising the Second Option Year with Multiple Vendors for Bus and Engine Parts; c) Action to Authorize Issuing a Request for Proposals (RFP) for Maintenance Services for the Compressed Natural Gas (CNG) Fueling Station
7. Authorized Entering into a Memorandum of Agreement with Corpus Christi Independent School District for the Design and Construction of a New Bus Stop/Bus Turn-In at Veterans Memorial High School
8. Heard 2015 State Legislative Report from Longbow & Associates
10. Approved the FY 2015 Audit and Comprehensive Annual Financial Report (CAFR)
11. Heard Discussion of Draft 2016 Administration Departments Budgets (Budget Workshop #2)
13. Heard CEO’s Report: a) COMTO Conference; b) DARS-Division for the Blind Services – Business of the Year 2015 Award
14. Heard Chair’s Report: a. APTA July Board Member/Board Support Seminar; b. Board Appointments by Nueces County and Committee of Mayors
15. Held Discussion (in Closed Session) Concerning Staples Street Center Proposed Leases and Tenants and Approved Entering into a Lease for South Texas Substance Abuse Recovery Services, (STS-ARSB)

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; Angie Flores Granado; Edward Martinez; Michael Reeves; Curtis Rock
Board Members Absent: Tony Elizondo; Ray Hunt

Staff Present: Jorge Cruz-Aedo, Interim CEO; John Alexander; Terry Klinger, Cindy O'Brien, Beth Vidaurre, Robert Saldana, Jose Tovar, Wes Vardeman, Rosa Villarreal, Eddie Moncevals

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Mike Rendon, RCAT; Tris Castaneda, Longbow Partners; Wil Galloway; Anthony DeLafuente; Gabriel Ortiz, NEI; Nick Gignac, Raymon Gignac, Gignac and Associates; Doreen Harrell, Kailo; Gina Salazar, Rosie Aguilar, ATU Local 1769; Rowland Estrada, President ATU Local 1769

Roll Call and Call to Order
Ms. Vangie Chapa called the meeting to order at 8:33 a.m.

Ms. Mary Saenz conducted roll call and declared that a quorum was present.

Personnel Recognition
Mr. Jorge Cruz-Aedo reported that to enhance customer service a current job position has been redefined. A position of Customer Advocate was created and Mr. Terry Klinger would fill that position. He would be managing the customer experience, addressing Customer Assistance Forms (CAFs), and meeting with customers and employees.

Mr. Terry Klinger provided background information on the position and duties associated with the position. He stated that the position had been introduced at each of the recent bus operator meetings. He would be working on building bridges between customers, operators and the Authority.

Opportunity for Public Comment
No one spoke under public comment.

Update on RCAT Committee Activities
Mr. Mike Rendon reported that at the July 16, 2015 RCAT meeting Mr. David Chapa had presented on the TransLoc application that can be used on cell phones to track fixed route buses. They had also heard a presentation on MobiBus which is a cell phone application that can be used by paratransit riders. After a presentation by Ms. Sharon Montez on the ADA items for the Staples Street Center, Mr. Lee and Mr. Box had reported that entering the restrooms at the Bear Lane facility in a wheelchair was challenging. Ms. Montez had agreed to look at this at the Staples Street Center.

Mr. Rendon reported that Mr. John Lee, a long-term member of the RCAT Committee, had passed away. He spoke briefly about Mr. Lee’s life and stated that there would be a big void on the committee since Mr. Lee had been a passionate advocate for paratransit transportation services.
MR. REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF JULY 1, 2015. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES VOTING IN FAVOR. ELIZONDO AND HUNT ABSENT.

Consent Agenda
Ms. Vangie Chapa stated that the following items were of routine or administrative nature and had been discussed previously by the Board or Committees. The Board had been furnished with support documentation on consent agenda items 6a-6c. She asked if anyone wished to pull an item from the consent agenda for discussion. There being no request, she asked for a motion on the following items:

a) Action to Authorize Issuing a Request for Proposals (RFP) for Digital Interactive Video Wall and Mosaic Video Displays
b) Action to Authorize Exercising the Second Option Year with Multiple Vendors for Bus and Engine Parts
c) Action to Authorize Issuing a Request for Proposals (RFP) for Maintenance Services for the Compressed Natural Gas (CNG) Fueling Station

MR. TAYLOR MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 6a-6c. MR. MARTINEZ SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES VOTING IN FAVOR. ELIZONDO AND HUNT ABSENT.

Action to Authorize Entering into a Memorandum of Agreement with Corpus Christi Independent School District for the Design and Construction of a New Bus Stop/Bus Turn-In at Veterans Memorial High School
Mr. Jorge Cruz-Aedo explained that the memorandum would allow for an expanded bus stop at Veterans Memorial High School. The CCISD School Board had approved the agreement unanimously. If approved, this project cost would be under the Capital Budget.

Mr. Raymond Gignac said that he was the architect for both CCISD and CCRTA. He had designed a bus stop that was architecturally harmonious with the new school. It would accommodate sixteen riders and provided for two wheelchair positions.

Mr. Nick Gignac, using a PowerPoint presentation, explained that the existing bus stop would interfere with the school's driveway; therefore, the location was moved so as not to interfere with school traffic.
Mr. Nick Gignac explained that in coordination with Naismith Engineering staff a turn-in lane had been designed in order to avoid traffic congestion. He reviewed that total bus stop capacity was sixteen passengers. Capacity under the covered area was eight passengers which included fixed seating for six passengers and clear floor space for two accessible seating areas. Capacity outside of the covered area was eight passengers. The shelter’s roof-canopy was translucent laminated panels with low light and solar transmission and also had low solar heat gain coefficient. The total construction budget for the bus shelter and sidewalks only was $150,000. This did not include the cost for the turn-in lane.

Mr. Nick Gignac showed several renderings of the shelter. He reported that the ribbon cutting for the high school would be held in six days.

In response to Mr. John Bell, Mr. Nick Gignac stated that the roof height at the shelter would be 10 feet with 8 feet of clear space. Mr. Bell recommended raising the height to 11 feet.

Mr. Raymond Gignac stated that the shelter was designed to have a glass windbreak but the plan was to not install the windbreak until after it was determined whether the school would provide a natural windbreak.

Responding to Mr. George Cloher, Mr. Jorge Cruz-Aedo stated that CCISD had expressed a preference that all cameras, including any installed at the bus stop, be part of the CCISD security system.

**MS. ANGIE GRANADO MADE A MOTION TO AUTHORIZE ENTERING INTO A MEMORANDUM OF AGREEMENT WITH CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT FOR THE DESIGN AND CONSTRUCTION OF A NEW BUS STOP BUS TURN-IN AT VETERANS MEMORIAL HIGH SCHOOL. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES VOTING IN FAVOR. ELIZONDO AND HUNT ABSENT.**

**2015 State Legislative Report from Longbow & Associates**

Mr. Tristan Castaneda, used a PowerPoint presentation to brief the Board on the 2015 84th regular State legislative session and provided highlights from that session. He handed out a bound final report covering the 2015 State Legislative outcomes. He and Mr. Wil Galloway thanked Ms. Angie Granado, Ms. Vangie Chapa, Mr. Lamont Taylor, Mr. Jorge Cruz-Aedo, Mr. Billy Laridis, Mr. John Bell and Mr. Scott Neeley for their leadership and collaboration during the legislative session.

Mr. Tris Castaneda informed that twelve members of the House had already announced that they would not be returning and this change could affect the tone in the legislature. The bound report listed the persons anticipated not to return. He explained the dramatic
change in the rules which changed the required Senate vote from 2/3 vote to 3/5 which lowered the threshold on the number of votes needed on the Senate side.

Items of interest to transit identified by Mr. Galloway were the need to monitor a rule making on alternative fueling which would allow the City of Corpus Christi to access the CCRTA’s CNG fuel station in case of an emergency without jeopardizing the Authority’s fuel status; the need to support the transportation initiative that would be on the November ballot; and the passage of the requirement to have meeting information and videotaping available on each entity’s website.

2015 Federal Legislative Report from Meyers and Associates
Mr. Larry Meyers, using a PowerPoint presentation, stated that there were nine principles with the firm of Meyers and Associates. Ms. Jennifer Shepard, Mr. Rick Meyers and himself worked on behalf of the Authority. Mr. Meyers reviewed the composition of the Texas Congressional delegation.

Mr. Meyers reported that the expectation was that Congress would pass a long-term Transportation bill this year but the big issue was whether it would remain in the Highway Trust Fund. The current funding extension would end on October 29, 2015.

The House of Representatives had overwhelmingly approved a three-month extension of funding to keep transportation projects afloat until a long-term plan could be agreed upon.

Mr. Meyers extended appreciation to Senator John Cornyn for his support and success in having the ratio of highway to transit funding approved with percentages favorable to transit.

The DRIVE Act, as explained by Mr. Meyers, was an acronym for the Developing a Reliable and Innovative Vision for the Economy Act. The Senate had approved the six-year authorization bill, with three years of funding. Congress would need to find another $51 billion in FY 18 to pay for the last three years authorized in the bill. He noted that the 80/20 split had been retained.

Mr. Meyers handed out a packet which included draft letters that could be sent to Congressional representatives to remind them about the importance of transit and the need to change the formula for bus and bus facilities.

Discussion and Possible Action to Approve the FY 2015 Audit and Comprehensive Annual Financial Report (CAFR)
Ms. Cindy O’Brien said that Mr. John Shepard, Managing Partner with Collier, Johnson, and Woods, had given a detailed presentation at the July Administration Committee meeting.

Using a PowerPoint presentation, Ms. O’Brien briefly reviewed snapshots of the independent auditor’s report. She noted that a management letter was not required
since there were no findings and that the opinion given was a clean opinion. She informed that the Authority’s net position as of December 31, 2014 was $83,414,294. The net position had increased by $5,947,248 during 2014 as a result of net income and capital grants funding. The Authority had long term obligations of $21,542,686.

Reviewing the annual pension cost and net pension obligation, Ms. O’Brien pointed out that between December 31, 2013 and December 31, 2014 the net pension asset had increased from $452,465 to $908,062 and that over the last three years the pension cost had decreased. She noted that the unfunded liability reflected a negative $600,167 since the plan was funded.

In summary, Ms. O’Brien showed the various CAFR report pages showing that the auditor did not find any material weaknesses or significant deficiencies; that there were no findings on meeting requirements for each major Federal program; and a listing of open grants.

Mr. Jorge Cruz-Aedo said that the report indicated a sound and fiscally conservative financial position.

MR. ROCK MADE A MOTION TO APPROVE THE FY2014 AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR). MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. THE MOTION CARRIED. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES VOTING IN FAVOR. ELIZONDO AND HUNT ABSENT.

Discussion of Draft 2016 Administration Departments Budgets (Budget Workshop #2)
Mr. Jorge Cruz-Aedo used a PowerPoint presentation to review the proposed 2016 Administration Department budgets. Mr. Cruz-Aedo reviewed the budget calendar and the seven 2016 Board initiatives which were used as a base for developing the 2016 budget. He explained that the budget included provisions for a 2.5 percent increase in sales tax; a 2 percent Cost of Living Adjustment (COLA), bus operators not included; 5 percent bus operator adjustment on performance; funding for a compensation study which is targeted for completion by November 2015; a 3 percent and 5 percent COLA for retirees; discontinuing the Harbor Ferry service; funding for service level improvements; and funding for additional security hours. He explained that he was proposing a COLA for retirees since the Authority did not participate in Social Security and since inception of the CCRTA retirement plan, the funding has never increased, unlike Social Security.

Continuing with his presentation, Mr. Cruz-Aedo stated that for 2016 there would be 282.35 Full Time Employee (FTE’s) positions. He noted that this number included MV Transportation personnel. A total of $42,373,577 in revenue was being projected for 2016 which represented a 2.66 percent increase compared to FY 2015.
A brief discussion ensued, Ms. Vangie Chapa recommended developing a marketing strategy to encourage local residents to take the bus to Schlitterbahn.

Overviewing the Administration Department budgets, Mr. Cruz-Aedo reported that the General Management budget had increased due to moving a position from Procurement to this budget; the Administration/DBE budget increase was due to budgeted costs for hosting the DBE Annual Certification training; the Contracts/Grants department decrease was due to position funding change; the Management Information System department increase was due to additional services such as TransLoc; security system enhancements and maintenance; the Finance and Accounting department increase was due to creation of a new position and outsourcing the payroll functions; the Safety and Security department decrease was because the power washing cost was moved to the maintenance budget and bus stop lighting cost center was moved to Facilities maintenance budget.

Mr. Cruz-Aedo reported that the 2016 proposed debt service totaled $1,065,045 which represented a decrease of $8,319.

Presentations

a. Marketing and Safety/Security Departments Recruitment Report
Mr. Jorge Cruz-Aedo reported that the Director of Marketing position had opened on June 29, 2015 and would close on September 8, 2015 and that the Director of Safety and Security position had opened on July 20, 2015 and would close on September 8, 2015. He reported that about four to five applications have been received for each position. The positions would be filled by October or November 2015.

He reported that Ms. Kelly Coughlin was the only person in the Marketing Department at the present time.

b. Marketing and Safety/Security Departments Functions Assignment
Mr. Jorge Cruz-Aedo reported the following re-assignment of core functions which were formerly handled by the Director of Safety and Security to other CCRTA staff as follows: a) handling safety/security telephone and email communications and risk management would be Rosa Villarreal; b) handling daily processing of accident and incident reports would be Shannon Tabor; c) handling on-site bus accident investigations would be transportation supervisors; d) handling the officers security contract and providing operational oversight would be Robert Saldana; and e) handling proximity cards; power washing contract, and bus station cameras/videos would be Jose Tovar. In the Administration Department David Chapa would be handling on-site cameras/videos; Billy Laridis would be handling the billing and contractual hours for the safety and security contract; and Cindy O’Brien would handle the safety and security National Transit Database (NTD) monthly reporting submittal.

c. 2015/2016 Marketing Plan
Ms. Kelly Coughlin used a PowerPoint presentation to explain the 2015-2016 Interim Marketing Plan. She stated that no changes have been made to the Marketing Plan
and this report was to provide an update on the accomplishments and outreach efforts. She reviewed the role of the Marketing Department. She noted that the Plan outlines tactics to enhance awareness of the Agency and the Agency's services; to increase customer service and satisfaction, and to target community partners and stakeholders.

The goals of the Plan, as cited by Ms. Coughlin, were 1) to receive positive recognition as the regional transportation system that provides solutions that make the region a better place to live, work, play, and visit; 2) to receive positive perception of the transit experience among current customers and service providers; 3) to receive public acceptance of transportation alternatives to the single occupancy vehicle; and 4) to receive recognition that the Agency's environmental sustainability will uphold the efforts and goals of public transportation to remain a leader in environment conservation.

Ms. Coughlin provided a detailed description of identified strategies for media relations, public outreach, advertising, special services, and promotions.

Reviewing accomplishments, Ms. Coughlin stated that the Agency had received 3 Hermes 2015 awards; 2 Communicator awards; 1 Telly award; social media engagement had increased 93 percent; TransLoc was implemented in July and had already received 4,704 hits; and an advertising contract with a new radio station had been executed.

Ms. Mary Saenz, shared some concepts she heard about at the July APTA Board Member conference: a) riders being able to scan with their cell phones and then be eligible for a free ride; b) advertising safety statistics to the public letting them know the number of riders that ride without any incidents; c) emphasizing that each bus removes 40-50 vehicles off the road which reduces the carbon footprint; d) promote that the bus is a safe haven; and e) have a committee composed of youth from the middle schools or high schools.

Ms. Vangie Chapa asked for a current activity/initiatives report. She encouraged outreach to school systems.

Mr. Curtis Rock recommended outreach marketing the benefits of public transportation in order to get support from non-riders.

Ms. Cindy O'Brien said that by next month she would be presenting the financial report using a new format.

Reviewing the operating revenues for June 2015, Ms. O'Brien reported that revenues were greater than budget by $239,303 and sales tax was lower than budgeted.

Summarizing the June 2015 operating expenses, Ms. O'Brien stated that expenses were under budget by $340,537.
Ms. Cindy O’Brien reported May 2015 actual sales tax collections of $2,549,990 which was 6.1 percent under budget. The year-to-date collections were under budget by $459,855 or 3.3 percent.

Reporting on fuel prices, Ms. O’Brien stated that for May 2015 the CNG price was $0.75; diesel price was at $1.85; and unleaded price was at $2.12.

e. June 2015 Operations Report
Mr. Wes Vardeman, using a PowerPoint presentation, reported the following operational statistics for June 2015: system monthly ridership was 483,188 and the 13-month moving average showed an increase in ridership compared to last month. Comparing June 2014 to June 2015 B-Line ridership had increased by 10 percent and the system ridership overall was down 2.2 percent. Year-to-date system ridership was down 2.8 percent.

Reporting on bus on-time performance, Mr. Vardeman stated that the Agency had met all four metrics.

Reviewing the B-Line service metrics, Mr. Vardeman reported that MV Transportation had met all four metrics. He noted that wheelchair and bicycle boardings had increased.

During June 2015, Mr. Vardeman said that 62 Customer Assistance Forms (CAFs) had been received. Three categories, service stop issues, customer services, and facility maintenance had received 11 CAFs each.

For June 2015, Mr. Wes Vardeman reported 8 vehicle collisions (7 preventable) and 41 customer related incidents. A total of 298,949 miles had been driven for the month. The total collision rate for the month was at 2.67 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

Mr. Wes Vardeman reported that the Staples Street Center temporary station was operational and meeting the needs of the riders.

f. Procurement Report
Mr. Billy Laridis referenced a PowerPoint presentation and highlighted the following: three contracts had been executed with engineering firms for the design of ADA bus stops; the agreements with Texas A&M University-CC and Del Mar College had been executed; the RFP CNG maintenance had been released. He noted that the last two slides showed the solicitations/agreements that will be handled under the CEO authority.

CEO’s Report
a) COMTO Conference
Mr. Jorge Cruz-Aedo reported that he had attended the COMTO conference that was held on July 11-14, 2015 and had toured Boston’s Emergency Planning location. He had also attended the CEO summit.
b) **DARS-Division for the Blind Services – Business of the Year 2015 Award**

Mr. Jorge Cruz-Aedo stated that this agenda item would be tabled to the September Board meeting.

**Chair's Report**

Ms. Vangie Chapa expressed condolences to the family of Mr. John Lee who had been a member of the RCAT Committee since March 2009. She asked for a moment of silence.

**a. APTA July Board Member/Board Support Seminar**

Ms. Vangie Chapa reported that three Board Members had attended APTA's Board Member/Board Support seminar in Denver, Colorado.

Ms. Mary Saenz stated that she had been a presenter on the session on celebrating the ADA's 25th anniversary. She said that safety had been the number one topic of discussion during the seminar. She had learned about millennials and the preference of using the term workforce housing instead of affordable housing.

Mr. Eddie Martinez stated that the seminar was information packed, promoted networking with board members from various states, and that the sessions had promoted bus safety for riders.

Mr. Lamont Taylor commented that several books had been distributed relative to Board Member responsibilities and he had gained more knowledge on Transit Oriented Development.

**b. Board Appointments by Nueces County and Committee of Mayors**

Ms. Vangie Chapa reported that the Committee of Mayors appointment panel would be meeting tonight and would make two appointments to the Board. She, Mr. Cruz-Aedo, and Mr. Michael Reeves would be attending.

The Nueces County Commissioners Court would be making their Board appointments either on September 2 or September 16, 2015.

**Discussion (in Closed Session) Concerning Staples Street Center Proposed Leases and Tenants with Possible Action in Open Session on a Lease for South Texas Substance Abuse Recovery Services, (STSARS)**

Ms. Vangie Chapa announced that it was 11:01 a.m. and that the Board was going into closed session to discuss Item No. 15 on the agenda concerning Staples Street Center proposed leases and tenants with possible action in open session on a lease for South Texas Substance Abuse Recovery Services under Section 551.072 of the Texas Open Meetings Act.

Ms. Chapa reconvened the meeting at 11:11 a.m.
MR. TAYLOR MADE A MOTION TO AUTHORIZE ENTERING INTO A LEASE WITH SOUTH TEXAS SUBSTANCE ABUSE RECOVERY SERVICES, (STSARS). MR. ROCK SECONDED THE MOTION. DREYER, MARTINEZ, ROCK, GRANADO, CHAPA, TAYLOR, SAENZ, CLOWER, AND REEVES VOTING IN FAVOR. ELIZONDO AND HUNT ABSENT.

Adjournment

There being no further business, the meeting was adjourned at 11:12 a.m.

Submitted by: Beth Vidaurri
CORPORAL CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS’ BUDGET WORKSHOP MEETING MINUTES
THURSDAY, JULY 23, 2015

SUMMARY OF ACTIONS

1. 2016 Budget Workshop #2: Heard presentations on the following:
   a. 2016 Budget Calendar
   b. Mission and Vision Statement
   c. Board Initiatives 2015
   d. Regional Economic Outlook
   e. Revenue Assumptions 2016
   f. Expenditure Assumptions 2016

The Regional Transportation Authority Board of Directors met at 9:30 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; Tony Elizondo; Angie Flores-Granado; Eddie Martinez; Curtis Rock

Board Members Absent: Thomas Dreyer; Ray Hunt; Mike Reeves

Staff Present: Jorge Cruz-Aedo; Interim CEO; Terry Klinger; Jose Tovar; David Chapa, Rosa Villarreal, Robert Saldana, Billy Laridis, Cindy O’Brien; Sandy Roddell, Sharon Montez, Gordon Robinson, Angelina Gaitan

Public Present: Rosie Aguiar, ATU-Local 1769

Call to Order
The Board of Directors’ Budget Workshop meeting was called to order by Ms. Vangie Chapa at 9:39 a.m.

Public Comment
Mr. Abel Alonzo commented on RCAT Committees’ role as advisory committee and the good job they are doing. He asked that travel for RCAT Committee members be considered in the 2016 budget.

Ms. Vangie Chapa commented that paying for registration fee for RCAT members to attend conferences had been provided in previous years. She expressed support for including this expenditure in the 2016 budget.
A short video clip produced by Texas A&M University describing capital development activity north of the Port of Corpus Christi was viewed.

2016 Budget Calendar
Mr. Jorge Cruz-Aedo, using a PowerPoint presentation, provided the following information.

Mr. Cruz-Aedo stated that budget workshops were planned for July 23, 2015; August 12 and 26, 2015; and September 2 and 23, 2015. The plan was to submit the 2016 proposed budget on October 14, 2015 and the public notice for the budget hearing would be posted on September 24, 2015. The budget could be approved either on November 4, 2015 or December 2, 2015.

Mission and Vision Statement
Mr. Jorge Cruz-Aedo showed the current mission and vision statement. He noted that the mission statement was still applicable. The vision statement was being recommended for revision. He read the following broader statement being proposed by staff: "Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area." He stated that this vision statement would be presented during the budget process for consideration of adoption by the Board.

Board Initiatives 2015
Restating the seven budget priority areas – customer service; safety, service, service delivery, enhance agency awareness, board development, and capital projects – Mr. Cruz-Aedo showed the forty projects identified to support the priority areas.

Mr. Cruz-Aedo cited the following budget considerations for 2016: 1) adding fourteen FTE's; 2) budgeting for compensation study funding; 3) discontinuing the Harbor Ferry service; 4) reviewing the costs to provide Van Pool Program; 5) reviewing the costs to maintain the current fixed-route system and enhancements; 6) allocate funding for Bear Lane remodeling project; 7) allocate funding for Staples Street Center operation; 8) Six Points Transfer Station, identify long term plans and necessary funding; and 9) anticipate City street maintenance program requirements.

Regional Economic Outlook

Mr. Cruz-Aedo provided an overview of the Regional Economic outlook including a map showing capital development projects developed by the Port of Corpus Christi.
Revenue Assumptions 2016
Reviewing the revenue assumptions for 2016, Mr. Cruz-Aedo stated that current ridership was expected to stay at current levels; thereby resulting in operating revenues being flat; interest income was predicted to rise about $35,000; sales tax revenue would increase about $896,000; and the 2016 budget would grow by approximately 2.25 percent.

Reviewing a pie chart showing projected revenue composition, Mr. Cruz-Aedo noted that the highest revenue source would be from sales tax at 87.04 percent.

Expenditure Assumptions 2016
Reviewing expenditure assumptions for 2016, Mr. Cruz-Aedo detailed an expenditure increase for compensation of approximately $732,310; an increase of about $566,233 for projected FTEs; due to an increase in the payroll line item there would be a correlating increase for pension costs of $131,300; a twelve percent increase for health plan costs in the amount of $300,000 minus employee cost-sharing in the amount of $34,500 equaling a projected increase of about $265,500. He summarized the net additions and net subtractions incorporated into the draft 2016 budget which he said resulted in total projected new expenditures of $395,857.

Responding to Mr. Tony Elizondo, Ms. Rosa Villarreal explained that the compensation study would review job descriptions; provide salary recommendations to get them equal to the market; then the Board would be presented with options. The projected compensation study budget of $345,908 would help fund those recommendations, it was not just to pay for the compensation study. She estimated that it would take about 60-90 days to complete the study and that it would be completed before the end of 2015. Mr. Jorge Cruz-Aedo commented that based on the recommendations a budget amendment could be made or the recommendations could be phased-in.

In summary, Mr. Cruz-Aedo stated that for 2016 a balanced budget of $42,211,211 was being proposed.

There was brief discussion relative to street maintenance program, and Mr. Cruz-Aedo stated that the formula used to allocated street funds to the City of Corpus Christi was fair and equitable. He had asked the City of Corpus Christi City Manager to let him know if the City would be asking for additional funding and if so how much. He had not received a response to date.

There being no further business, the meeting was adjourned at 10:29 a.m.

Submitted by: Beth Vidaurri
1. Fiscal Year 2016 Budget Workshop #3

The Regional Transportation Authority Board of Directors met at 9:30 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; Thomas Dreyer; Tony Elizondo; Angie Flores-Granado; Eddie Martinez; Mike Reeves, Curtis Rock

**Board Members Absent:** George Clower; Ray Hunt

**Staff Present:** Sharon Montez, Rosa Villarreal, Jose Tovar, Gordon Robinson, Robert Saldana, Billy Laridis, Kelly Coughlin

**Public Present:** Rosie Aguiar, Rowland Estrada, ATU-Local 1769; Abel Alonzo

**Call to Order**
The Board of Directors’ Budget Workshop meeting was called to order by Ms. Vangie Chapa at 9:43 a.m.

**Fiscal Year 2016 Budget Workshop #3**
Ms. Rosa Villarreal, using a PowerPoint presentation, reviewed the Operations Departments proposed 2016 budgets. She stated that included in the budgets were a five percent step increase for bus operators who met established criteria; two percent COLA for non-bus operator personnel and for bus operators that did not meet the criteria for the five percent step increase; the addition of nine full-time positions; discontinuation of the Harbor Ferry Service; and provisions for some service level improvements in 2016.

Ms. Villarreal reviewed the budget calendar noting that the plan was to present the 2016 budget for adoption at the November 4, 2015 board meeting. An additional budget workshop was set for November 18, 2014, if needed, with the 2016 budget adoption being made by December 2, 2015.
Reviewing the Transportation Department budget, Ms. Villarreal stated that current bus operator staffing was at 131 full-time operators; the 2016 budget proposed adding four non-bus operator positions – three dispatchers and a Customer Advocate position. The Customer Advocate position had been transferred from the Purchased Transportation Department. She stated that overtime for bus operators had been reduced.

In response to Mr. Mike Reeves, Ms. Villarreal informed that the turn-over rate for bus operators was not as high in 2015 as it had been in 2014.

Ms. Villarreal explained that the 100 percent increase under the services category was due to compliance with the agreement with Transportation Coordination Network (TCN). As a stakeholder, the Agency had committed to investing $25,000 annually.

Ms. Mary Saenz requested a Board presentation from TCN. Mr. Billy Laridis stated that a presentation would be scheduled for the next committee meeting.

Reviewing the Purchased Transportation Department proposed budget, Ms. Villarreal noted the decrease in salaries and benefits due to moving a position to transportation and re-naming it to Customer Advocate. Another expenditure decrease was due to the discontinuation of the Harbor Ferry service. The entire budget was lower by 10.98 percent compared to the 2015 budget.

Reviewing the Service Development Department proposed budget, Ms. Villarreal said that two positions had been added – Planning Technician and Outreach Coordinator. She pointed out that the 30.26 percent decrease under the Services line item was due to completion of some tasks associated with the Comprehensive Operations Analysis and NTD passenger sampling being completed in 2015. The advertising and promotional media line item had increased 100 percent due to budgeting for legally required public hearing notices.

Reviewing the Vehicle Maintenance Department, Ms. Rosa Villarreal stated that the FTEs would remain at 41 positions; the decrease in the Materials and Supplies line item was because of the new vehicles; and the 100 percent increase in the Utilities-Water and Gas line item was due to transferring this cost center from Facility Maintenance. She explained that Utilities covered all costs associated with providing CNG fuel.

In response to Ms. Angie Granado, Mr. Jose Tovar stated that savings could be realized for the next two years under the Materials and Supplies line item.

Reviewing the Facilities Maintenance Department budget, Ms. Villarreal explained that the increase under the Services line item was due to budgeting for the CNG maintenance contract. She stated that funds had been budgeted for procurement of repair parts since some agreements covered repair parts and others did not.
Reviewing the Materials Management Department, Ms. Villarreal reported that the FTEs would remain at 3 and that there were no significant changes to the budget.

Mr. Mike Reeves requested that for the 2017 budget that raises be based on a sliding scale starting at 2 percent and providing higher percentages for top performing employees. Ms. Rosa Villarreal explained that the current Agency compensation plan specified a scale system for evaluation.

There was a brief discussion regarding the Compensation Study and its potential impact on the employee evaluation system. Ms. Villarreal stated that the data from the Compensation Study would be provided to the Board in November for consideration for incorporation into the 2016 budget.

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

Submitted by: Beth Vidaurri
Board of Director's Memo

September 2, 2015

Subject: Request for Proposals (RFP) for Financial Auditing Services

Background
Pursuant to the Texas Administrative Code Chapter 452.101, the Corpus Christi Regional Transportation Authority's governing Board of Directors shall "...appoint auditors...and prescribe their duties, compensation, and tenure." Since the Authority receives federal assistance, the Federal Transit Administration also requires a financial audit and a compliance audit be performed annually by an independent public accounting firm.

Identified Need
The existing audit services contract with Collier, Johnson and Woods, PC has expired. In order to complete the 2015 annual audit in a timely basis, an auditing firm should be contracted with prior to December 31, 2015.

Financial Impact
Funding for the audit is included in the Finance Department budget.

Committee Review
The Administration Committee met on August 26, 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 (RFP) for Financial Auditing Services.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Director of Finance

Approval: Jorge Cruz-Aedo
Interim Chief Executive Officer
Subject: Exercise the First Option Year with AG/CM, Inc., for Project Management Services for Various Projects

Background
Since 2008 the RTA has hired a project management firm to provide the CCRTA with additional personnel resources for various tasks such as constructability reviews, project monitoring, construction inspection, and oversight responsibilities.

Identified Need
As the CCRTA progresses towards completion of the Staples Street Center in 2016, ongoing project management services will be needed to finish out the project. Other projects slated for construction next year and that would require some facet of project management services include:

- Renovation of the Port/Ayers Transfer Station
- ADA Bus Stop Improvements
- Potential tenant build out at the Staples Street Center

AG/CM project management firm will be utilized to enhance the overall construction process to ensure timeliness, quality of construction and budget control.

The initial term of the contract was a fixed three years which are now concluded with the opportunity for two (2) one (1) year options. This award would be for the first option year.

Analysis
A Request for Qualifications (RFQ) was issued May 30, 2012. A total of two proposals were received at that time. Each was evaluated by a panel and rated using a structured format. The selection criteria used to evaluate the proposals is listed below:

- Successful experience of key staff and firm – (40 pts)
- Qualifications of firm and key staff – (40 pts)
- Management summary – (10 pts)
- Disadvantaged Business Enterprise – (10 pts)

The evaluation results are noted below:

<table>
<thead>
<tr>
<th>Proposers</th>
<th>Experience</th>
<th>Qualifications</th>
<th>Management</th>
<th>DBE</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG/CM, Inc.</td>
<td>37</td>
<td>37</td>
<td>9</td>
<td>10</td>
<td>93</td>
</tr>
<tr>
<td>R.H. Shackleford, Inc.</td>
<td>31</td>
<td>29</td>
<td>7</td>
<td>0</td>
<td>67</td>
</tr>
</tbody>
</table>
AG/CM received the highest evaluation scores. AG/CM has worked with the RTA team on numerous projects and provided outstanding support in relations to construction timelines, budget control, ADA compliance and quality of the construction outcome. Their services were utilized during the complex renovation of the Vehicle Maintenance building and for both phases of the ARRA Bus Stop Improvement projects, and all projects were completed within budget. They are currently providing project management services for the Staples Street Center project.

Their staff is well versed in ADA construction inspections through work efforts with the City of Corpus Christi, RTA bus stop projects and attendance of the Texas Accessibility Academy. They have met or exceeded the CCRTA’s needs and expectations.

Financial Impact
The funding allocation will be part of each capital project cost. AG/CM will be given task orders when their services are needed. The RTA will only be billed after a task order is issued. The estimated amount of the contract is roughly $250,000, but that amount is contingent on the tasks assigned.

Disadvantaged Business Enterprise
AG/CM is a DBE certified firm and will meet the RTA’s DBE Goal of 19%.

Committee Review
The Operations Committee reviewed this item at the August 26, 2015 meeting and recommended approval.

Recommendation
The Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to exercise the first option year with AG/CM, Inc., for project management services for various projects.

Respectfully Submitted,

Submitted by:  
Sharon Montez  
Managing Director of Program Development

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

September 2, 2015

Subject: Authorize Entering into an Interlocal Agreement to Partially Fund the Regional Travel Demand Model Update

Background
The City of Corpus Christi, in collaboration with the Texas Department of Transportation (TxDOT), and the RTA, is undertaking an update to the regional travel demand model for Nueces and San Patricio counties. This model update will incorporate some land use data and will provide the RTA with a transit component to utilize for planning purposes. This work is funded through the Corpus Christi Metropolitan Planning Organization (MPO). As with all MPO-funded projects, there is a 20% local match required as part of the total project budget of $460,000.

The MPO is currently working with TxDOT to update the model from a 2006 base year to 2012 in preparation for the completion of the 2020 Metropolitan Transportation Plan. The timing and implementation of the City’s model expansion project and the MPO’s model update will be coordinated to the greatest extent possible.

Identified Need
The 2006 travel demand model does not currently include a transit component. The scope of work under the model update includes a total of six tasks. Specific to RTA’s needs is Task 3 “Develop a Transit Component to the Travel Demand Model”. The requirements under Task 3 include the development of a transit focused sketch-level model. The deliverable would allow the RTA to model broad categories of transit alternatives for locating transit facilities, analyzing the effects of Transit-Oriented Development (TOD) on ridership, and transit service changes with the implementation of a BRT system. The RTA will gain access to demographic projections, roadway capacity projections, and updates to the City Transportation Plan.

The City of Corpus Christi is working to release an RFP for the proposed model update this fall. The estimated completion timeframe is about 12 months.

Financial Impact
At this time, the City is asking the RTA to contribute to the 20% ($92,000) local share of the total $460,000 project budget in an amount not to exceed $50,000 to support requirements under Task 3. Although the independent cost estimate for Task 3 is between $35,000 and $40,000, the final amount will not be known until after the contract award has been approved.

Committee Review
The Operations Committee reviewed this item at the August 26, 2015 meeting and recommended approval.
Recommendation
The Board of Directors' authorize the Interim Chief Executive Officer (CEO) or designee
to enter into an Interlocal Agreement to partially fund the local share amount of the
regional travel demand model update in an amount not to exceed $50,000.

Submitted by:
Gordon Robinson
Director of Planning

Reviewed by:
Rosa Villarreal
Managing Director of Operations

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

September 2, 2015

Subject: Request for Information (RFI) for Payroll Processing Services

Background
The Corpus Christi Regional Transportation Authority currently utilizes FleetNet software for payroll processing and reporting. For the Transportation Department, Trapeze software interfaces the operator sign-up to FleetNet, whereby bus operators are assigned to a roster which in turn generates payroll. A time-clock is used for the FleetNet interface of Maintenance Department employees, with the remaining CCRTA employees requiring manual input into FleetNet.

Identified Need
Currently, three (3) CCRTA staff are responsible for the payroll of over 280 employees. Two of the employees focus on the time-keeping of employees for Maintenance and Operations. The third employee handles the time keeping for administrative staff as well as being responsible for the bi-weekly processing of payroll for all employees, reconciliation of the bi-weekly payroll, submittal of quarterly and annual reports, processing of various payroll related payments, and issuance of the annual W-2’s.

The goals for outsourcing the payroll services are as follows:

- Efficient use of resources through reduction/elimination of duplicative processes; appropriate use of technology; process automation; access to reports
- Maintain accuracy and timeliness of all aspects of payroll processing including federal/state tax reporting and remittances, including National Transit Database reports
- Reduce risk by having more secure and solid payroll data, improved internal controls, automated regulatory filing and payment
- Allow for assignment of new duties to the three CCRTA staff, utilizing their skills in other areas within their departments due to the reduction of time needed for payroll processes. (Note that CCRTA staff will still be responsible for monitoring the data provided to the outsourced company).

Financial Impact
Funding for payroll processing services of $40,000 is included in the Finance Department budget.

Committee Review
The Administration Committee met on August 26, 2015 and after discussion, requested that this item be submitted to the Board of Directors for approval as a Request for Information instead of a Request for Proposals.
Recommendation
The Board of Directors authorize the Interim Chief Executive Officer (CEO) or designee to issue a Request for Information (RFI) for Payroll Processing Services.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Director of Finance

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

Subject: Second Quarter 2015 Performance 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 June 30, 2015 is provided as a separate attachment.

Financial Impact
The portfolio's investments had a negative return of 0.27% for the second quarter of 2015, however, a positive year-to-date return of 2.31%.

<table>
<thead>
<tr>
<th>Defined Benefit Plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Value, March 31, 2015*</td>
<td>$32,407,773</td>
</tr>
<tr>
<td>Net Contributions/Benefits Paid</td>
<td>($372,253)</td>
</tr>
<tr>
<td>Investment Income / (Loss) (net of expenses)</td>
<td>($82,370)</td>
</tr>
<tr>
<td>Portfolio Value, June 30, 2015*</td>
<td>$31,953,150</td>
</tr>
<tr>
<td>Quarterly return</td>
<td>(0.27%)</td>
</tr>
<tr>
<td>YTD return</td>
<td>2.31%</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 June 30, 2015 is provided as a separate attachment.

Financial Impact
The portfolio's investments had a positive return of 0.3024% for the second quarter of 2015 with a year-to-date return of 2.08%.

<table>
<thead>
<tr>
<th>Defined Contribution Plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Value, March 31, 2015*</td>
<td>$8,517,810</td>
</tr>
<tr>
<td>Contributions</td>
<td>$202,603</td>
</tr>
<tr>
<td>Benefits Paid</td>
<td>($412,092)</td>
</tr>
<tr>
<td>Investment Income/(Loss) (net of expenses)</td>
<td>$25,756</td>
</tr>
<tr>
<td>Portfolio Value, June 30, 2015*</td>
<td>$8,334,078</td>
</tr>
<tr>
<td>Quarterly return</td>
<td>0.3024%</td>
</tr>
<tr>
<td>YTD return</td>
<td>2.08%</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 item was presented to the Administration Committee on August 26, 2015.

Respectfully Submitted,

Submitted by: Cindy O'Brien
Director of Finance

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

September 2, 2015

Subject: Second Quarter 2015 Investment Report for the Quarter Ended June 30, 2015

As of June 30, 2015 the Authority’s combined investment portfolio had a book value of $35,368,553 and a market value of $35,371,614. The portion attributed to the bonds was $10,059,375 book value and $10,059,385 market value, with the balance of $25,309,178 book value and $25,312,229 market value, being CCRTA funds. Investments held as of June 30, 2015 had a weighted average yield of 0.291% and a weighted average maturity of 102 days.

Net investment income on the portfolio for the second quarter of 2015 was $33,634.

The average investment return for the quarter was .280% versus the benchmark yield of .090% for a six month treasury.

The portfolio consists of a diversified list of investments with over 21% consisting of Municipal Bonds and Agencies, 47% in Bank investments, and 32% in Money Market funds.

Committee Review
This item was presented to the Administration Committee on August 26, 2015.

The full investment report is included as a separate attachment.

Respectfully Submitted:

Submitted by: Cindy O’Brien
Director of Finance

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

September 2, 2015

Subject: July 2015 Financial Report

SUMMARY: The Authority’s net financial performance for the month of July falls short of budgeted amounts by $262,259. This is mainly due to revenues for Federal Grant assistance being adjusted down to actual by $306,076 and sales tax revenues being $167,384 less than budget, offset by $225,371 savings in departmental expenses. The overall year-to-date variance, however, is favorable by $2,260,629, mainly attributable to departmental expenses falling under budgeted amounts by $1,559,246 and the variance in street improvement charges versus amounts budgeted.

REVENUES

- Sales Tax – July sales tax has been estimated at $2,926,920, which is a 2.5% increase over July 2014 actual collections.

UPDATE – SALES TAX COLLECTIONS FOR JUNE 2015 OF $3,478,012 WERE RECEIVED ON AUGUST 13, 2015 AND ARE $324,537 HIGHER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, AN INCREASE OF 10.3%. PLEASE NOTE THAT THIS AMOUNT INCLUDES A $352,823 AUDIT ADJUSTMENT. YEAR-TO-DATE COLLECTIONS TOTAL $17,018,341 WHICH ARE 1.2% ($214,154) UNDER YEAR-TO-DATE ESTIMATES.

- Operating Revenues – For the month of July, Passenger Service was $177,439 vs. $182,973 in 2014 – a decrease of $5,534 (3%), and $11,119 (5.9%) lower than current budget estimates. Year-to-date, total operating revenues are $1,213,754, which are 1.9% under budget, due to lower passenger services offset by higher other operating revenues, yet $82,236 (7.3%) higher than 2014 year-to-date collections.

EXPENSES

Over all, monthly departmental expenses are under budget by $225,371, or 7.3%, with year-to-date expenses under budget by $1,559,246 (8.7%). Following are comments relating to the specific expense categories.

- Salaries & Benefits – July reflects $1,061,534, with year-to-date expenses of $6,826,310 which is 2.66% ($186,233) under budget. Salary savings due to vacancies have exceeded the additional charges made in January for lump sum payments relating to COLA/MERIT made to several topped out employees and the early retirement option that was also exercised in January.
- **Services** – July reflects $375,146, with year-to-date expenses of $1,496,192 which is 9.56% ($158,174) under budget. This variance is mainly due to timing of expenses in relation to amounts budgeted for the period.

- **Materials and Supplies** – July reports $324,444, with year-to-date expenses of $2,294,516 which is 28.65% ($921,522) under budget. The positive variance is mainly attributed to fuel cost savings compared to amounts budgeted.

- **Insurance** – July reports $356,136, with year-to-date expenses of $1,697,615 which is $369,715 (27.8%) over budget. Large claims initiated in 2014 have carried forward into 2015, causing higher monthly claims than budgeted. The Authority will continue to monitor health care costs throughout the year and keep the board informed of all higher than normal claims.

- **Purchased Transportation** – July reports $699,684 with year-to-date expenses of $3,418,206 which is $386,651 (10.2%) 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** – July reports $26,590 with year-to-date expenses of $280,356 which is $171,223 (37.9%) 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 item was presented to the Administration Committee on August 26, 2015.

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

Respectfully Submitted,

Submitted by: [Signature] 
Cindy O'Brien
Director of Finance

Approval: [Signature] 
Jorge G. Cruz-Aedo
Interim Chief Executive Officer
<table>
<thead>
<tr>
<th></th>
<th>July 31, 2015</th>
<th>June 30, 2015</th>
<th>July 31, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$25,219,946</td>
<td>28,872,950</td>
<td>21,681,506</td>
</tr>
<tr>
<td>Investments</td>
<td>13,954,311</td>
<td>15,412,026</td>
<td>28,280,971</td>
</tr>
<tr>
<td>Receivables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales taxes</td>
<td>6,155,911</td>
<td>5,946,365</td>
<td>5,923,369</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>84,078</td>
<td>82,383</td>
<td>85,676</td>
</tr>
<tr>
<td>Due from federal/state Government</td>
<td>541,900</td>
<td>600,584</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>36,586</td>
<td>460,961</td>
<td>40,490</td>
</tr>
<tr>
<td>Inventories</td>
<td>677,444</td>
<td>718,407</td>
<td>613,653</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>272,284</td>
<td>291,594</td>
<td>802,441</td>
</tr>
<tr>
<td>Net Pension Asset</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>46,942,440</td>
<td>52,385,350</td>
<td>57,886,575</td>
</tr>
<tr>
<td><strong>Non-Current Assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Construction in progress</td>
<td>40,414,712</td>
<td>26,320,648</td>
<td>8,835,984</td>
</tr>
<tr>
<td>Other capital assets, net of depreciation</td>
<td>33,802,634</td>
<td>34,232,919</td>
<td>37,570,536</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>75,636,557</td>
<td>61,895,397</td>
<td>46,406,520</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>122,576,997</td>
<td>114,280,747</td>
<td>104,293,095</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>4,405,092</td>
<td>4,068,047</td>
<td>657,053</td>
</tr>
<tr>
<td>Accrued compensated absences</td>
<td>227,838</td>
<td>227,838</td>
<td>225,748</td>
</tr>
<tr>
<td>Bonds Payable</td>
<td>535,000</td>
<td>535,000</td>
<td>575,000</td>
</tr>
<tr>
<td>Distributions to regional entities payable</td>
<td>789,141</td>
<td>791,569</td>
<td>2,088,422</td>
</tr>
<tr>
<td>Other accrued liabilities</td>
<td>371,547</td>
<td>593,386</td>
<td>500,372</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>6,328,818</td>
<td>6,215,840</td>
<td>4,048,595</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued compensated absences</td>
<td>109,359</td>
<td>109,359</td>
<td>91,093</td>
</tr>
<tr>
<td>Bonds Payable</td>
<td>20,915,000</td>
<td>20,915,000</td>
<td>21,450,000</td>
</tr>
<tr>
<td>Other Post Employment Benefits</td>
<td>518,327</td>
<td>518,327</td>
<td>487,164</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>21,542,686</td>
<td>21,542,686</td>
<td>22,028,257</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td>27,871,304</td>
<td>27,758,526</td>
<td>25,074,852</td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td>74,217,346</td>
<td>60,553,567</td>
<td>46,406,520</td>
</tr>
<tr>
<td>Restricted for debt service</td>
<td>1,611,302</td>
<td>1,611,302</td>
<td>1,611,302</td>
</tr>
<tr>
<td>Restricted for pension plan obligation</td>
<td>1,419,211</td>
<td>1,341,830</td>
<td>452,465</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>17,459,835</td>
<td>23,015,523</td>
<td>29,747,957</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$94,707,693</td>
<td>86,522,221</td>
<td>78,218,243</td>
</tr>
</tbody>
</table>
### Statement of Revenues and Expenditures By Cost Center (Unaudited)

**Corpus Christi Regional Transportation Authority**  
**Months ended July 31, 2015 & July 31, 2014**

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Favorable (Unfavorable) Variance</th>
<th>Prior Year Comparison</th>
<th>Favorable (Unfavorable) Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>A vs B</td>
<td>Actual</td>
</tr>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$177,439</td>
<td>188,558</td>
<td>(11,119)</td>
<td>182,973</td>
</tr>
<tr>
<td>Bus advertising</td>
<td>3,333</td>
<td>3,333</td>
<td>(0)</td>
<td>10,000</td>
</tr>
<tr>
<td>Charter service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>3,828</td>
<td>6,717</td>
<td>(2,889)</td>
<td>5,213</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>184,600</td>
<td>198,608</td>
<td>(14,008)</td>
<td>198,186</td>
</tr>
<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>587,473</td>
<td>752,530</td>
<td>165,057</td>
<td>502,559</td>
</tr>
<tr>
<td>Customer Programs</td>
<td>11,747</td>
<td>54,792</td>
<td>43,045</td>
<td>17,131</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>707,475</td>
<td>679,755</td>
<td>(27,723)</td>
<td>572,729</td>
</tr>
<tr>
<td>Service Development</td>
<td>46,532</td>
<td>78,532</td>
<td>32,000</td>
<td>20,468</td>
</tr>
<tr>
<td>MIS</td>
<td>50,754</td>
<td>58,512</td>
<td>7,758</td>
<td>56,609</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>504,711</td>
<td>632,818</td>
<td>128,107</td>
<td>498,061</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>116,796</td>
<td>153,620</td>
<td>36,824</td>
<td>100,941</td>
</tr>
<tr>
<td>Contracts and Procurements</td>
<td>8,464</td>
<td>51,561</td>
<td>43,097</td>
<td>17,396</td>
</tr>
<tr>
<td>CEO’s Office</td>
<td>85,722</td>
<td>45,633</td>
<td>(39,089)</td>
<td>34,852</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>79,329</td>
<td>41,269</td>
<td>(38,060)</td>
<td>31,741</td>
</tr>
<tr>
<td>Materials Management</td>
<td>9,895</td>
<td>14,575</td>
<td>4,680</td>
<td>9,982</td>
</tr>
<tr>
<td>Human Resources</td>
<td>469,359</td>
<td>297,967</td>
<td>(171,423)</td>
<td>1,467,302</td>
</tr>
<tr>
<td>General Administration</td>
<td>20,657</td>
<td>37,479</td>
<td>16,822</td>
<td>25,290</td>
</tr>
<tr>
<td>Capital Project Management</td>
<td>39,081</td>
<td>19,356</td>
<td>(19,725)</td>
<td>16,172</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>22,057</td>
<td>57,639</td>
<td>35,582</td>
<td>36,945</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>112,159</td>
<td>117,860</td>
<td>5,701</td>
<td>44,964</td>
</tr>
<tr>
<td>Staples Street Center</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Departmental Expenses</strong></td>
<td>2,672,555</td>
<td>3,097,926</td>
<td>225,371</td>
<td>3,455,142</td>
</tr>
<tr>
<td>Depreciation</td>
<td>430,285</td>
<td>430,285</td>
<td>-</td>
<td>494,167</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>3,302,840</td>
<td>3,528,211</td>
<td>225,371</td>
<td>3,949,309</td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(3,118,240)</td>
<td>(3,329,604)</td>
<td>211,364</td>
<td>(3,751,123)</td>
</tr>
<tr>
<td>Other Income (Expense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax Revenue</td>
<td>2,759,536</td>
<td>2,926,920</td>
<td>(167,384)</td>
<td>2,686,015</td>
</tr>
<tr>
<td>Federal, state and local grant</td>
<td>(45,861)</td>
<td>260,215</td>
<td>(306,076)</td>
<td>-</td>
</tr>
<tr>
<td>assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>10,544</td>
<td>9,458</td>
<td>1,086</td>
<td>9,115</td>
</tr>
<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>
</tr>
<tr>
<td>Subrecipient Grant Agreements</td>
<td>(1,249)</td>
<td>-</td>
<td>(1,249)</td>
<td>-</td>
</tr>
<tr>
<td>Street Improvements Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for CCRTA Region Entities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Income (Loss) Before Capital Grants</strong></td>
<td>(395,270)</td>
<td>(133,011)</td>
<td>(262,259)</td>
<td>(1,055,993)</td>
</tr>
<tr>
<td><strong>Capital Grants &amp; Donations</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Change in Net Assets</strong></td>
<td>$ (395,270)</td>
<td>(133,011)</td>
<td>(262,259)</td>
<td>(1,055,993)</td>
</tr>
<tr>
<td></td>
<td>Year-to-date</td>
<td>Favorable (Unfavorable) Variance</td>
<td>Prior Year Comparison</td>
<td>Favorable (Unfavorable) Comparison</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
<td>----------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>A vs B</td>
<td>2014</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>A vs C</td>
</tr>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$1,067,013</td>
<td>1,154,577</td>
<td>(87,564)</td>
<td>1,055,829</td>
</tr>
<tr>
<td>Bus advertising</td>
<td>23,333</td>
<td>23,333</td>
<td>(0)</td>
<td>23,333</td>
</tr>
<tr>
<td>Charter service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>123,408</td>
<td>59,915</td>
<td>63,493</td>
<td>52,556</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>1,213,754</td>
<td>1,237,826</td>
<td>(24,072)</td>
<td>1,131,518</td>
</tr>
<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>3,903,045</td>
<td>3,831,153</td>
<td>(71,892)</td>
<td>3,510,570</td>
</tr>
<tr>
<td>Customer Programs</td>
<td>105,496</td>
<td>197,421</td>
<td>91,925</td>
<td>109,243</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>3,495,314</td>
<td>3,004,315</td>
<td>490,901</td>
<td>3,936,586</td>
</tr>
<tr>
<td>Service Development</td>
<td>182,061</td>
<td>299,718</td>
<td>117,657</td>
<td>170,039</td>
</tr>
<tr>
<td>MIS</td>
<td>287,851</td>
<td>319,108</td>
<td>31,257</td>
<td>288,175</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>3,253,784</td>
<td>4,117,726</td>
<td>863,942</td>
<td>3,181,227</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>904,941</td>
<td>956,135</td>
<td>51,194</td>
<td>878,651</td>
</tr>
<tr>
<td>Contracts and Procurements</td>
<td>144,376</td>
<td>181,020</td>
<td>36,644</td>
<td>122,440</td>
</tr>
<tr>
<td>CEO’s Office</td>
<td>334,818</td>
<td>364,770</td>
<td>29,952</td>
<td>352,059</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>263,353</td>
<td>247,858</td>
<td>(35,495)</td>
<td>197,087</td>
</tr>
<tr>
<td>Materials Management</td>
<td>76,766</td>
<td>73,694</td>
<td>(3,072)</td>
<td>69,838</td>
</tr>
<tr>
<td>Human Resources</td>
<td>2,211,181</td>
<td>1,889,876</td>
<td>(321,305)</td>
<td>2,944,093</td>
</tr>
<tr>
<td>General Administration</td>
<td>190,608</td>
<td>220,546</td>
<td>29,938</td>
<td>150,594</td>
</tr>
<tr>
<td>Capital Project Management</td>
<td>126,257</td>
<td>106,447</td>
<td>(19,810)</td>
<td>105,219</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>143,301</td>
<td>365,761</td>
<td>222,460</td>
<td>257,012</td>
</tr>
<tr>
<td>Staples Street Center</td>
<td>84,233</td>
<td>77,200</td>
<td>(7,623)</td>
<td>34,823</td>
</tr>
<tr>
<td>Total Departmental Expenses</td>
<td>16,301,927</td>
<td>17,661,173</td>
<td>1,559,246</td>
<td>16,631,055</td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,011,999</td>
<td>3,011,999</td>
<td>-</td>
<td>3,459,169</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>19,313,926</td>
<td>20,673,172</td>
<td>1,550,246</td>
<td>20,090,224</td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(18,100,172)</td>
<td>(19,635,347)</td>
<td>1,535,175</td>
<td>(18,958,706)</td>
</tr>
<tr>
<td>Other Income (Expense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax Revenue</td>
<td>19,696,240</td>
<td>20,159,416</td>
<td>(463,176)</td>
<td>19,582,082</td>
</tr>
<tr>
<td>Federal, state and local grant assistance</td>
<td>1,661,535</td>
<td>1,621,504</td>
<td>(159,965)</td>
<td>-</td>
</tr>
<tr>
<td>Investment Income</td>
<td>77,829</td>
<td>54,104</td>
<td>23,725</td>
<td>55,312</td>
</tr>
<tr>
<td>Gain (Loss) on Disposition of Property</td>
<td>-</td>
<td>50,000</td>
<td>(50,000)</td>
<td>72,511</td>
</tr>
<tr>
<td>Interest Expense on Bonds</td>
<td>(537,082)</td>
<td>(536,682)</td>
<td>(400)</td>
<td>(537,082)</td>
</tr>
<tr>
<td>Transfer to Capital Programs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subrecipient Grant Agreements</td>
<td>(109,416)</td>
<td>-</td>
<td>(109,416)</td>
<td>-</td>
</tr>
<tr>
<td>Street Improvements Program</td>
<td>-</td>
<td>(1,484,690)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>for CCRTA Region Entities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income (Loss) Before Capital Grants and Donations</td>
<td>2,688,934</td>
<td>428,305</td>
<td>2,260,629</td>
<td>751,199</td>
</tr>
<tr>
<td>Capital Grants &amp; Donations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>$2,688,934</td>
<td>428,305</td>
<td>2,260,629</td>
<td>751,199</td>
</tr>
</tbody>
</table>

The system-wide monthly operations performance report for July 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 July 2015 totaled 511,556. This represents a -2.1% decrease as compared to 522,331 boardings in July 2014 or 10,775 fewer boardings this July. In regards to ridership levels and weather impacts, the Corpus Christi area experienced similar weather this month as compared to July 2014. However, regular retail gasoline prices remained lower at an average of about $2.48 per gallon this month as compared to about $3.40 per gallon in July 2014.

The chart below shows average weekday ridership for all services. System-wide, the RTA recorded an average of 19,548 boardings per weekday in July 2015 as compared to 20,339 in July 2014, a difference of -3.9%.
Over a 13-month period, the chart below shows a difference of 11,873 or approximately -0.2%.

The chart below shows monthly ridership results for all services.

<table>
<thead>
<tr>
<th>Services</th>
<th>RTA Monthly System Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Overall</td>
<td>511,556</td>
</tr>
<tr>
<td>RTA Fixed-Route Bus</td>
<td>466,257</td>
</tr>
<tr>
<td>B-Line</td>
<td>17,201</td>
</tr>
<tr>
<td>Contract Demand</td>
<td>331</td>
</tr>
<tr>
<td>Vanpool</td>
<td>2,037</td>
</tr>
<tr>
<td>Harbor Ferry</td>
<td>25,730</td>
</tr>
<tr>
<td>Harbor Water Taxi</td>
<td>0</td>
</tr>
<tr>
<td>% Change</td>
<td>0.0%</td>
</tr>
<tr>
<td>July 2015</td>
<td>31,676</td>
</tr>
<tr>
<td>July 2014</td>
<td>25,730</td>
</tr>
<tr>
<td>System Overall</td>
<td>511,556</td>
</tr>
</tbody>
</table>

| % Change             | 0.0%                         |
| July 2015            | 31,676                       |
| July 2014            | 25,730                       |
The chart below shows YTD ridership results for all services. The RTA has recorded 89,858 less boardings or -2.7% in 2015 as compared to the same period in 2014.

![RTA YTD System Ridership Chart]

<table>
<thead>
<tr>
<th>Services</th>
<th>RTA YTD System Ridership</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Overall</td>
<td></td>
</tr>
<tr>
<td>RTA Fixed-Route Bus</td>
<td></td>
</tr>
<tr>
<td>B-Line</td>
<td></td>
</tr>
<tr>
<td>Contract Demand</td>
<td></td>
</tr>
<tr>
<td>Vanpool</td>
<td></td>
</tr>
<tr>
<td>Harbor Ferry</td>
<td></td>
</tr>
<tr>
<td>Harbor Water Taxi</td>
<td></td>
</tr>
<tr>
<td>Passenger Trips</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Harbor Water Taxi</th>
<th>Harbor Ferry</th>
<th>Vanpool</th>
<th>Contract Demand</th>
<th>B-Line</th>
<th>RTA Fixed-Route Bus</th>
<th>System Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Change</td>
<td>0.0%</td>
<td>-8.0%</td>
<td>-37.9%</td>
<td>-36.5%</td>
<td>0.8%</td>
<td>-2.5%</td>
<td>-2.7%</td>
</tr>
<tr>
<td>YTD 2015</td>
<td>0</td>
<td>54,386</td>
<td>9,816</td>
<td>1,654</td>
<td>111,446</td>
<td>3,117,036</td>
<td>3,294,338</td>
</tr>
<tr>
<td>YTD 2014</td>
<td>0</td>
<td>59,098</td>
<td>15,814</td>
<td>2,605</td>
<td>110,507</td>
<td>3,196,172</td>
<td>3,384,196</td>
</tr>
</tbody>
</table>
The following charts report system-wide productivity and other cost performance measurements for the month of July 2015 vs. July 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. Home Road detours continued to contribute to delays around the Port Ayers Station. The relocation of the Staples Street Station had minimal effect. 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>May-15</th>
<th>Jun-15</th>
<th>Jul-15</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Departure</td>
<td>&lt;1%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.1%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Over 3 minutes Late</td>
<td>&lt;20%</td>
<td>14.3%</td>
<td>10.6%</td>
<td>15.7%</td>
<td>15.7%</td>
</tr>
<tr>
<td>Over 5 minutes Late</td>
<td>&lt;5%</td>
<td>6.1%</td>
<td>1.6%</td>
<td>6.0%</td>
<td>6.9%</td>
</tr>
<tr>
<td>Over 10 minutes Late</td>
<td>&lt;1%</td>
<td>1.5%</td>
<td>0.0%</td>
<td>2.4%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>5,343</td>
<td>5,295</td>
<td>6,691</td>
<td>5,375</td>
</tr>
<tr>
<td>Monthly Bicycle Boardings</td>
<td>No standard</td>
<td>7,165</td>
<td>7,972</td>
<td>8,500</td>
<td>7,213</td>
</tr>
</tbody>
</table>

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

- **Productivity**: 2.60 PPH did meet the contract standard of 2.50 PPH.
- **On Time Performance**: 97.7% did meet the contract standard of 96%.
- **In Vehicle Time**: 99.7% exceeded the contract standard of 95%.
- **Miles between Road Calls**: 21,992 did meet the contract standard of 12,250 miles.
- **Denials**: 0 denials or 0.0% did meet contract standard of 0.0%.
- **Ridership Statistics**: 11,078 ambulatory; 5,193 wheelchair boarding’s

<table>
<thead>
<tr>
<th>Metric</th>
<th>Standard</th>
<th>May-15</th>
<th>Jun-15</th>
<th>Jul-15</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Hour</td>
<td>2.50</td>
<td>2.53</td>
<td>2.64</td>
<td>2.60</td>
<td>2.60</td>
</tr>
<tr>
<td>On-time Performance</td>
<td>96%</td>
<td>96.2%</td>
<td>97.7%</td>
<td>97.7%</td>
<td>96.9%</td>
</tr>
<tr>
<td>In Vehicle Time</td>
<td>95.0%</td>
<td>99.1%</td>
<td>99.2%</td>
<td>99.7%</td>
<td>99.2%</td>
</tr>
<tr>
<td>Denials</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.06%</td>
</tr>
<tr>
<td>Miles Between Roadcalls</td>
<td>12,250</td>
<td>13,266</td>
<td>19,362</td>
<td>21,992</td>
<td>17,878</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>4,492</td>
<td>5,023</td>
<td>5,193</td>
<td>4,731</td>
<td></td>
</tr>
</tbody>
</table>
3. **Customer Programs Monthly Customer Assistance Form (CAF) Report**

For July 2015, there were 77 reported CAF's (excludes commendations) which represents an increase from 62 reported CAF's overall in June 2015. The statistics for July represents a 24% increase, 77 CAF's vs 62 CAF's compared to the month of June 2015. There were 12 Commendations for the month of July.

![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>2</td>
<td>#37 Crosstown</td>
<td>1</td>
</tr>
<tr>
<td>#4 Flour Bluff Mini B</td>
<td>0</td>
<td>#50 Calallen Park &amp; Ride</td>
<td>1</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>1</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>2</td>
</tr>
<tr>
<td>#12 Saxet Oak Park</td>
<td>3</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>1</td>
</tr>
<tr>
<td>#16 Agnes/Ruth</td>
<td>1</td>
<td>#76S Harbor Bride (Sun)</td>
<td>0</td>
</tr>
<tr>
<td>#17 Carroll/Southside</td>
<td>6</td>
<td>#77 Harbor Ferry</td>
<td>0</td>
</tr>
<tr>
<td>#19 Ayers/Norton</td>
<td>1</td>
<td>#78 North Beach</td>
<td>1</td>
</tr>
<tr>
<td>#19G Greenwood</td>
<td>0</td>
<td>#84 Light House</td>
<td>0</td>
</tr>
<tr>
<td>#19M McArdle</td>
<td>2</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>6</td>
<td>B-Line (Para-transit)</td>
<td>7</td>
</tr>
<tr>
<td>#25 Gollihar/Greenwood</td>
<td>0</td>
<td>Facility Maintenance</td>
<td>10</td>
</tr>
<tr>
<td>#26 Airline/Lipes Connector</td>
<td>1</td>
<td>Vehicle Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>#27 Northwest</td>
<td>6</td>
<td>Service Development</td>
<td>3</td>
</tr>
<tr>
<td>#29 Staples</td>
<td>4</td>
<td>Safety and Security</td>
<td>3</td>
</tr>
<tr>
<td>#29F Flour Bluff</td>
<td>1</td>
<td>Transportation (Other)</td>
<td>5</td>
</tr>
<tr>
<td>#29SS Spohn South</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#32 Southside Mini B</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#34 Robstown Circulator</td>
<td>0</td>
<td>TOTAL CAF'S</td>
<td>77</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>15</td>
<td>0</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Driving Issues</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Customer Services</td>
<td>17</td>
<td>2</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Late/Early – No Show</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Fare Dispute</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Service Development</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Transportation (Other)</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
<td><strong>7</strong></td>
<td><strong>3</strong></td>
<td><strong>77</strong></td>
</tr>
<tr>
<td>Commendations</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>12</td>
</tr>
</tbody>
</table>

## Conclusion:

Conclusion:

During July 2015, RTA received 77 CAF’s/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; twelve (12) of the 89 reported CAF’s (July) were commendations.

There were a total of 67 CAF’s/Commendations received regarding RTA Service representing 82% of total customer contacts: 10 for Facilities Maintenance, 1 for Vehicle Maintenance, 3 for Service Development, 3 for Safety and Security, and 50 for Transportation.

A total of 7 CAF’s/Commendations were reported regarding B-Line service representing 14.6% of the total customer contacts.

A total of 3 CAF’s/Commendations were reported regarding Contracted Fixed Route service representing a 3.4% of the total customer contacts.

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 July 2015, 8,813 miles between road calls (MBRC) were recorded as compared to 6,731 MBRC in July 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](image)

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 July 2015, we had 12 vehicle collisions, 41 customer related incidents and drove a total of 292,748 miles. The total collision rate for the month was at 4.09 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.

SECURITY SUMMARY
For July 2015, 1,466 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 8 individuals for public intoxication, issued 12 Criminal Trespass warnings, and arrested 3 individuals for criminal trespassing and responded to 13 calls for service.

Committee Review
The Operations Committee met on August 26, 2015 and received a presentation on this item.
Respectfully Submitted,

Submitted by: Wesley Vardeman
Senior Transit Planner

Submitted by: Robert Saldana
Director of Transportation

Submitted by: Jose 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
RTA Committee on Accessible Transportation (RCAT)  
MEETING MINUTES  
Thursday, July 16, 2015

Advisory Committee Members Present: Mike Rendon, Robert Box, Yvette Silva-Cantu, Joyce Lopez, and Richard Balli

Advisory Committee Members Absent: Tammye Salinas, John Lee and Sylvia Wilson

Board Members Present: None

Staff Present: Rosa Villarreal, David Chapa, Sharon Montez, and Shannon Tabor

MV Present: CJ Loomis

Employee Representative(s): None

Call to Order: Mr. Mike Rendon called the meeting to order at 12:00 p.m. Ms. Shannon Tabor called the roll and determined that a quorum was present.

Opportunity for Public Comment
Mr. Balli addressed the committee and made a suggestion to merge the Policies & Procedures sub-committee with RCAT. Mr. Balli explained that the Policies & Procedures sub-committee has not met in almost a year.

Action to Approve Minutes of May 21, 2015 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF MAY 21, 2015 AS PRESENTED; MR. BALLI SECONDED THE MOTION. RENDON, LOPEZ, AND SILVA-CANTU VOTING FOR. SALINAS, LEE AND WILSON WERE ABSENT.
Committee for Persons with Disabilities (CFPWD) and Corpus Christi
Human Relations Committee (CCHRC) Update
No update.

Unsung Hero Award – 1st Quarter
Mr. Rendon announced the recipient of the 1st Quarter Unsung Hero Award was Ms. Gina Salazar, RTA Bus Operator. Ms. Salazar was presented with a certificate.

Presentation: Real Time Passenger Information System for both Fixed Route and Paratransit Services
Mr. David Chapa gave a presentation to the committee. Mr. Chapa discussed the Transloc application for fixed-route and shared photos with the committee. Mr. Chapa gave a brief tutorial on how the application works and the information it provides. Mr. Chapa explained that you can select routes and get route information, such as estimated arrival times, receive rider alerts immediately, and get announcements. Mr. Chapa stated that the application refreshes every 15 seconds. Mr. Chapa advised the committee that there is a plan to have a marketing pamphlet created for all riders to explain how to use this application. Mr. Chapa also stated that this application is ADA compliant on the voice over. Mr. Chapa advised the committee they are currently working on signage on arrival times, etc. at the transfer stations. There was brief discussion about digital bus passes for the future.

Mr. CJ Loomis gave a presentation to the committee about the website for paratransit services. Mr. Loomis passed out a handout to the committee with the information on the website and how to use it. Mr. Loomis gave the link of the website and how to log in using your passenger ID number that was provided to each rider. Mr. Loomis explained the website will show the street address, time, and trips for the day, including the pickup times. Mr. Loomis explained it will show your pick up location, vehicle number, and drop off location. Mr. Loomis advised the committee that you can click on the show map and it will display a map informing you of your pick up location, current vehicle location and drop off location. He also explained that the red dots indicate your drop off location and the blue dots show the current vehicle location. There was a question by the committee whether information is still accessible after a drop off. Mr. Loomis indicated it was. There was a suggestion made to send text alerts upon arrival then start the
5 minute wait. Mr. Chapa mentioned they are currently working on a google trip planner.

Update: Staples Street ADA Construction Elements
Ms. Sharon Montez gave a brief presentation to the committee and discussed the handout that was attached to the packet. Ms. Montez stated the handout includes the ADA requirements for the center and also includes the ADA requirements that were provided above and beyond the minimum required standards. Ms. Montez read some of the items that were included above and beyond the minimum requirements, which included additional van accessible parking spaces, automatic sliding doors at the south entrance, push-button door operators at several locations, and additional accessible elevator. Ms. Montez stated they are working with city on the pedestrian cross walks. The committee made a suggestion to look into a push-button for the restrooms here at the administration building. The committee asked to share this at the next meeting.

Committee Reports
No-Show/Eligibility Appeals
Information was not given with the committee.

Chairman’s Report
Mr. Rendon shared upcoming meeting dates with the committee. There was additional discussion about the Policies & Procedures sub-committee. Ms. Rosa Villarreal explained the purpose of this sub-committee was to assist with the accessibility policy, which was passed over 3 years ago. Ms. Villarreal mentioned there have been no items to discuss for the last year. Ms. Villarreal stated that items discussed at Policies & Procedures sub-committee meetings are brought to the RCAT committee for action and if any issues arise it can just be brought to RCAT. Mr. Rendon agreed.

Informational Items
These items were made available to the committee members in their packets.

Request for Agenda Items
None requested.
Other Business: It was moved and seconded that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 1:00 p.m. The next meeting will be held on Thursday, August 20, 2015.