



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**MEETING NOTICE**

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**Date:** Administration Committee Meeting– Wednesday, September 25, 2013  
**Time:** 8:30 a.m.

**Date:** Board of Directors' Budget Workshop – Wednesday, September 25, 2013  
**Time:** 9:30 a.m.

**Date:** Operations Committee Meeting – Wednesday, September 25, 2013  
**Time:** 10:30 a.m.

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

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**ADMINISTRATION COMMITTEE MEETING AGENDA**  
**Wednesday, September 25, 2013**

**8:30 a.m.**

**Tony Elizondo (Chair)**

**Vangie Chapa**  
**Gil Hernandez**

**Robert Garcia**  
**Thomas Dreyer**

	<b>Topic</b>	<b>Speaker</b>	<b>Est. Time</b>	<b>Reference</b>
	<b>Roll Call</b>	S. Alvarez		
1.	<b>Opportunity for Public Comment</b>	T. Elizondo	6 min.	No Attachment
2.	<b>Discussion and Possible Action</b> to Approve the Administration Committee Meeting Minutes of August 28, 2013	T. Elizondo	3 min.	Pages 1 - 3
3.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Entering Into a Contract with Entrust for Employee Group Health, Vision, & Dental Benefit Program	W. Laridis	7 min.	Pages 4 - 5

4.	<b>Discussion and Possible Action</b> to Recommend the Board Approve the Federal Transit Administration Section 5310 Program	W. Laridis	5 min.	Pages 6 - 7
5.	<b>Discussion and Possible Action</b> to Recommend the Board Approve Revising the Tuition Reimbursement Policy # 1007	A. Olivares	5 min.	Pages 8 Separate Attachments
6.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Awarding a Contract to Wells Fargo for Depository and Banking Services	C. O'Brien	5 min.	Pages 9 - 10
7.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Amendments to Bylaws to Clarify Board Terms of Office	J. Bell	5 min.	Pages 11 - 14
8.	<b>Presentations</b> a. August 2013 Financial Report b. Federal Transit Administration Update c. The Regional Economic Impact of Corpus Christi Regional Transportation Authority: 2013 Update	C. O'Brien W. Laridis J. Haas	5 min. 3 min. 5 min.	Pages 15 - 16 Separate Attachment No Attachment No Attachment
9.	<b>Adjournment</b>			

**Total Estimated Time: 39 min.**

**BOARD OF DIRECTORS' BUDGET WORKSHOP AGENDA**  
**Wednesday September 25, 2013**  
**9:30 a.m.**

	<b>Topic</b>	<b>Speaker</b>	<b>Est. Time</b>	<b>Reference</b>
1.	<b>Presentation</b> Budget Update	J. Cruz-Aedo	15 min.	No Attachment

**Total Estimated Time: 15 min.**

**OPERATIONS COMMITTEE MEETING AGENDA**  
Wednesday, September 25, 2013  
 10:30 a.m.

**Mary Saenz (Chair)**  
**George Clower                      Ray Hunt**  
**Angie Granado                      Lamont Taylor**

	Topic	Speaker	Est. Time	Reference
	<b>Roll Call</b>	S. Alvarez		
1.	<b>Opportunity for Public Comment</b>	M. Saenz	6 min.	No Attachment
2.	<b>Discussion and Possible Action</b> to Approve the Operations Committee Meeting Minutes of August 28, 2013	M. Saenz	3 min.	Pages 1 - 4
3.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Exercising the First Year Option with Arguindegui Oil, Company, Ltd. for Unleaded Fuel Supply	J. Tovar	3 min.	Pages 5 - 6
4.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Awarding a Contract to Multiple Vendors for Bus and Engine Parts	J. Tovar	3 min.	Pages 7 - 8
5.	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Awarding a Contract to Westmatic Corporation for the Replacement of Bus Wash	J. Tovar	3 min.	Pages 9 - 10
6.	<b>Discussion and Possible Action</b> to Recommend the Board Approve Entering Into Negotiations with Naismith Engineering, Inc. for General Engineering/Architectural Services	S. Montez	5 min.	Pages 11 - 14
7.	<b>Discussion and Possible Action</b> to Recommend the Board Approve the Federal Transit Administration Section 5310 Program	W. Laridis	5 min.	Attached Admin Item 04
8	<b>Discussion and Possible Action</b> to Recommend the Board Authorize Solicitation of Bus Stop Cleaning Services	S. Neeley	5 min.	No Attachment

7.	<b>Presentations</b> a. Bus Stop Improvements Update b. Procurement Update c. August 2013 Operations Report d. The Regional Economic Impact of Corpus Christi Regional Transportation Authority: 2013 Update	S. Montez W. Laridis R. Villarreal J. Haas	7 min. 3 min. 5 min. 5 min.	No Attachment No Attachment Pages 15 – 26 No Attachment
8.	<b>Adjournment</b>			

**Total Estimated Time: 38 min.**

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

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

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

On **Friday, September 20, 2013** this Notice was posted by **Stephanie Alvarez** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.

**REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION COMMITTEE MEETING MINUTES  
WEDNESDAY August 28, 2013**

**Summary of Actions**

1. **Provided Opportunity for Public Comment**
2. **Approved the Administration Committee Minutes of July 24, 2013**
3. **Recommended the Board Authorize Issuing a Request for Proposals for Legal Services**
4. **Heard Presentation**
  - a. **2013 2<sup>nd</sup> Quarter Defined Contribution Plan and Trust and the Defined Benefit Plan and Trust Reports**
  - b. **Second Quarter Investment Report**
  - c. **July 2013 Financial Report**
  - d. **Budget Update**
  - e. **Federal Transit Administration Update**
5. **Adjournment**

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The Administration Committee for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, August 28, 2013 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Tony Elizondo, Vangie Chapa, Tomas Dryer, John Valls

**Committee Members Absent:** Robert Garcia, Gil Hernandez

**Staff Members Present:** Scott Neeley, David Chapa, Jane Haas, William Laridis, Robert Saldana, Rosa Villarreal, Leslie Robertson

**Public Present:** Abel Alonzo, (RCAT Chair), Rosie Aguiar, Gary Flores and Gina Castillo, ATU – Local 1769, Curtis Rock, Rock Engineering and Testing Lab

**Call to Order**

Ms. Stephanie Alvarez called roll and declared that a quorum was present.

Tony Elizondo called the Administration Committee Meeting to order at 8:38 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

**Discussion and Possible Action to Approve the Administrations Committee Minutes of July 24, 2013**

**MS. VANGIE CHAPA MADE A MOTION TO APPROVE THE ADMINISTRATION MEETING MINUTES OF JULY 24, 2013. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, DREYER, AND ELIZONDO VOTING IN FAVOR. GARCIA AND HERNANDEZ ABSENT.**

**Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Proposals for Legal Services**

Mr. William Laridis reported of various state codes and regulations applicable to governmental entities under state and federal law. Mr. Laridis stated that the Authority has different needs for counsel services within the Agency for each department. Mr. Laridis informed the committee of the annual appropriated amount of \$60,000, and is budgeted in the local operating budget.

**MS. VANGIE CHAPA MADE A MOTION TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS FOR LEGAL SERVICES. MR. DREYER SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, DREYER, ELIZONDO AND VALLS VOTING IN FAVOR. GARCIA AND HERNANDEZ ABSENT.**

**Presentation**

**a. 2013 2<sup>nd</sup> Quarter Defined Contribution Plan and Trust and the Defined Benefit Plan and Trust Reports**

Mr. William Laridis introduced Lisa Keckler and Pat Mahoney representatives of Wells Fargo Bank.

Ms. Lisa Keckler summarized the quarterly performance report for the 2013 second quarter. Ms Keckler reviewed the current market status and other economic factors affecting the Plan specifically stating that domestic equities were down in June.

Mr. Pat Mahoney stated that the Defined Contribution portfolio value as of June 30, 2013 was \$7,209,768. Mr. Mahoney noted that the portfolio's investments had earned a quarterly return of 1%. Mr. Mahoney reported that the economic growth was sluggish, trending at or below 2%; the employment was uptick job growth; and fiscal policy has a budget deficit improvement and modest economic growth.

**b. Second Quarter Investment Report**

Providing the 2013 second quarter investment report, Ms. Cindy O'Brien noted that RTA's portfolio yielded .021% compared to its benchmark of .090%. Ms. O'Brien stated that the investment's market value was \$29,779,297 as of June 30, 2013. The investment held had a dollar weighted average yield of 2.33% and an average of 164 days to maturity as of the second quarter of 2013.

**c. July 2013 Financial Report**

Ms. Cindy O'Brien reviewed the July 2013 financial report. Ms. O'Brien reported that for July 2013 the financial performance was positive to budget by \$2.2 million. Ms. O'Brien stated that year-to-date sales tax was \$15,873,481 or 9.5 percent higher than 2012: and sales tax for July 2013 was estimated at \$2,552,441 or 3 percent higher than 2012.

Ms. O'Brien noted that revenues were over budget by approximately \$555,000 whereas operating expenses including estimated depreciation were below budget by \$1,718,000 or 8.6 percent. Referencing expenses, Ms. O'Brien informed that the major expense categories were favorable to budget.

**d. Budget Update**

Ms. Cindy O'Brien briefly updated the Committee of the new budget software system that the Authority has been using for the 2014 fiscal year. Ms. O'Brien stated that the next budget workshop scheduled for September 25, 2013 would include discussion on operating budget.

**e. Federal Transit Administration Update**

Mr. William Laridis reported the following updates on Federal Transit Administration: a) the Triennial Review on-site would be held on September 9-10, 2013; b) implementation of the "new Section 5310 program (Transportation for Elderly Persons and Persons with Disabilities); c) Passenger Ferry Grant program which is under Capital Projects.

**Adjournment**

There being no other business, the meeting was adjourned at 9:52 a. m.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

September 25, 2013

**Subject: Authorize Entering into a Contract with Entrust for an Employee Group Health, Vision, and Dental Benefit Program**

**Background**

The CCRTA employs approximately 215 full-time employees, all of which are provided Health, Vision, and Dental Benefits. A summary of this self-funded benefit program is below:

Monthly Cost to Employees:

	Medical	Dental	Vision
Employee	\$20.00	\$11.28	\$0.00
Family	\$200.00	\$43.00	\$0.00

Benefits:

- Physician Office Visits
- Preventive Care
- Urgent Care
- Emergency Room Care
- Outpatient Care
- Radiology
- Surgery
- Chiropractic Care
- Maternity Care
- Prescription Drugs
- Dental
- Vision

**Identified Need**

The current benefit program is scheduled to expire on January 31, 2014. To ensure continuous coverage to employees, the Board of Directors approved issuing a Request for Proposals on March 06, 2013, structured as a three (3) year base contract with a two-year option. The eight (8) proposals received were from:

- Aetna
- Blue Cross Blue Shield
- Entrust
- Group and Pension Administrators, Inc.
- Medical Eye Services
- Met Life
- UMR
- Web TPA

These proposals were evaluated based on the following criteria:

- Qualifications            25 points



- Quality of Service 15 points
- Plan Design 30 points
- Cost 30 points

Based on the evaluation summary below, it was determined Entrust provided the apparent overall best value for CCRTA.

Proposer	Evaluation Points	Cost Points	Total Points		3 Year Base Cost (est.)
Aetna	42.00	19	61.00		\$5,940,102
Blue Cross Blue Shield	47.20	16	63.20		\$6,104,514
Entrust	62.40	30	92.40		\$5,340,602
Group and Pension Administrators, Inc.	33.00	24	57.00		\$5,678,283
Medical Eye Services*	36.25	0	36.25		\$66,867
Met Life**	29.60	0	29.60		\$288,128
UMR	49.00	18	67.00		\$5,988,847
Web TPA	40.00	22	62.00		\$5,750,198

\*Vision benefit only

\*\*Vision and Dental benefit only

#### Disadvantaged Business Enterprise

Staff will work with Entrust to identify DBE opportunities during contract period.

#### Financial Impact

Funds are budgeted in the proposed FY2014 Operating Budget.


#### Recommendation

Staff requests the Administration Committee recommend to the Board of Directors to authorize the Chief Executive Officer (CEO) to enter into a contract with Entrust for an Employee Group Health, Vision, and Dental Insurance Program.

Respectfully Submitted,

Submitted by:   
 Billy Laridis  
 Interim Director of Procurement

Reviewed by:   
 Jorge Cruz-Aedo  
 Managing Director of Administration

Approval:   
 Scott Neeley  
 Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

September 25, 2013

**Subject: Authorize Awarding Federal Transit Administration Section 5310 Grant Funds**

**Background**

The transportation authorization bill, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), became effective October 01, 2012. With MAP-21 came the consolidation of several grant programs. Section 5310, Senior and People with Disabilities, and Section 5317, New Freedoms, combined to be carried forward as Section 5310 and was divided into rural and urbanized area funds.

On March 06, 2013, the Board of Directors approved the Metropolitan Planning Organization (MPO) recommendation of the CCRTA as the Designated Recipient of these funds. FY2013 Section 5310 funds total approximately \$351,582.

**Identified Need**

On July 25, 2013, staff issued a call for projects to preserve the nature of the program and award funds to agencies with projects readily available to enhance the mobility of seniors and people with disabilities. Seven (7) proposals were received and six (6) were forwarded to the MPO as eligible projects meeting the goals of the program. The MPO then evaluated the proposals for effectiveness, benefit to the urbanized area, program reach, and population served. The MPO recommendation for funding is below:

	Agency	Project Description	Federal Funding Amount
1.	Jim Wells County	Onboard Vehicle Technology Equipment	\$219,720
2.	Rural Economic Assistance League	Preventive Maintenance	\$48,000
3.	Bee Community Action Agency	Preventive Maintenance	\$24,000
4.	Coastal Bend Center for Independent Living	Mobility Management	\$21,278
5.	Coastal Bend Wellness Foundation	Purchased Transportation	\$14,036
6.	Transportation Coordination Network	Travel Training	\$24,548
TOTAL			\$351,582

**Financial Impact**


Local match will be provided by the subrecipients of the Section 5310 Grant funds.

**Recommendation**

Staff requests the Administration Committee recommend to the Board of Directors to authorize awarding Federal Transit Administration Section 5310 Grant Funds to various agencies.

Respectfully Submitted,

Submitted by:   
Billy Laridis  
Interim Director of Procurement

Reviewed by:   
Jorge Cruz-Aedo  
Managing Director of Administration

Approval:   
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

September 25, 2013

**Subject: Recommend the Board Authorize the Revision of the Tuition  
Reimbursement Policy #1007**

**Background**

The authority currently offers Tuition Reimbursement in the amount of \$2,000 per calendar year for tuition, books and fees for undergraduate studies.

**Identified Need**

The Regional Transportation Authority supports its employee's academic efforts and promotes the growth and professional development of its employees. The Authority will provide financial assistance for tuition, books and fees incurred by full-time employees who have completed their initial probationary period. In recent years, tuition for both undergraduate and graduate studies has increased. The average cost for tuition, books, and fees in the Corpus Christi area is \$9551 annually, so an increase in tuition reimbursement is warranted. To keep abreast with the ever changing market, the authority recommends tuition reimbursement to be increased to \$6,000 per calendar year for undergraduate and \$10,000 per calendar year for graduate studies. The Authority is also recommending the tuition reimbursement to be extended for graduate studies.

**Financial Impact**

The 2014 Budget will reflect the maximum exposure at \$96,700.

**Recommendation**

Staff request the Administration Committee recommend the Board of Directors authorize the revision of the Tuition Reimbursement Policy.

Respectfully Submitted,

Submitted by:

Angelina Olivares  
Human Resources Administrator

Approval:

Jorge Cruz-Aedo  
Managing Director of Administration

Scott Neeley  
Chief Executive Officer

## **EXISTING POLICY**

1007 Tuition Reimbursement

Effective Date:

Revision Date: 04/05, 03/06/09

The RTA will reimburse regular employees 100% for tuition with a grade of A or B and 90% for a grade of C. The RTA will reimburse the cost of fees and books for job-related training or undergraduate schooling to a maximum of \$2000 per calendar year.

Employees may pick up a Tuition Reimbursement form from Human Resources. Complete the form before registering for the course. Send the original of the form to HR for approval. After registering for the class, the employee must keep the registration receipt until he or she completes the course.

Once the grade is received, the employee may then request reimbursement. No reimbursement will be given for a grade of D or F. Requests for reimbursement must be sent to Human Resources and must include the following:

- Copy of Authorization form
- Original Registration receipt
- Official grade report
- Completed, signed check request form.



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Administration Committee

September 25, 2013

**Subject: Authorizing the Chief Executive Officer to execute a contract for depository banking services with Wells Fargo Bank**

### **Background**

The CCRTA's current banking contract with Wells Fargo Bank expires on December 31, 2013. A request for proposals (RFP) for new depository banking services was issued on July 31, 2013 with September 2, 2013 as the deadline for submittals. We only received one proposal – our current depository, Wells Fargo Bank. To assist in the evaluations, CCRTA utilized our investment advisor, Patterson & Associates, an Austin investment advisory firm.

### **Proposals and Evaluations**

Though only one proposal was received, the proposal was evaluated to determine if it met the requirements. The evaluation criteria and ratings are as follows:

1. Firm's Responsiveness and Ability to Provide Services Required (50 points)
  - Wells Fargo Bank – 43.75 points
2. Experience and Continuity of Bank and Bank Officials (10 points)
  - Wells Fargo Bank – 9 points

Wells Fargo Bank has met the requirements established by the CCRTA for depository services.

The average monthly service fees charged under the existing contract are \$1,071, with the high being \$1,559 and the low being \$675. The proposed monthly rates are consistent with the amounts listed under the existing contract, with few variations.

### **Disadvantaged Business Enterprises (DBE)**

Staff will work with Wells Fargo Bank to determine if there is any DBE participation available during the contract period.

**Recommendation**

Staff requests the Administration Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) to execute a three year contract with two one-year options for depository banking services with Wells Fargo Bank.

Respectfully Submitted,

Submitted by: *Cindy O'Brien*  
Cindy O'Brien  
Interim Director of Finance

Approval: *Jorge Cruz - Aedo*  
Jorge Cruz - Aedo  
Managing Director of Administration

Approval: *Scott Neeley*  
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

August 21, 2013

**Subject: Amendments to Bylaws to Clarify Board Terms of Office**

**Background:**

The RTA initially was organized in June 1984 by the City of Corpus Christi, and five members were appointed to an Interim Board of the RTA later that month. The Interim Board served until the voters approved the formation of the RTA and levy of the half-cent sales tax at a confirmation election in August 1985.

Nueces County appointed its initial three members on September 18, 1985, and the Mayors Panel (comprised of the small city mayors) appointed their initial two members to the Board on September 19, 1985. The five members appointed by Corpus Christi continued to serve in their positions. At the Board meeting on October 2, 1985, the Board elected Pat Eisenhower as the Board Chair to become the 11<sup>th</sup> member of the Board under the enabling legislation. Since she had originally been appointed by Corpus Christi, that created a vacancy to be filled by the City.

RTA Board appointments have been maintained over the years on a chart based on the initial appointment dates with Corpus Christi appointees coming up for reappointment as of July 1 in even-numbered years and the Nueces County and Mayors Panel appointments coming up in September of odd-numbered years. While the first Board Chair after the confirmation election was appointed on October 2, 1985, the October Board meeting typically is held during the second week of October due to the annual APTA meeting.

**Identified Need:**

Aside from the historical records and State law setting terms at two years, no specific provision establishes the exact times for the RTA Board terms of office. In many organizations, the Bylaws specify Board terms of office, and the RTA Board has authority under Section 451.517 of the Transportation Code to adopt bylaws and rules of procedure. Over the years, questions have been raised from time to time whether the Board Chair could be elected at the September Board meeting prior to the new appointees taking office and on what dates should the Nueces County and Mayors Panel appointees take office.



Adding a provision to the Bylaws clarifying the terms of office of the Board of Directors would be helpful in order to avoid having to look to the historical records of appointments and set particular times for Directors to take office. For the purposes of consistency, the terms of office for the County and Mayors Panel appointees could be set to begin on October 1 of odd-numbered years since the appointing entities typically fill those positions sometime in September. Traditionally, Nueces County and Mayors Panel appointees have held over in their positions until the October Board meeting when their successors officially take the oath of office.

The Bylaws provision also could set the term of the Board Chair. While the Board Chair typically is elected at the October Board meeting when it occurs after the APTA annual meeting, the Bylaws currently provide that the Vice Chair and Secretary are elected at the annual Board meeting which occurs in January each year.

One option would be to continue the current practice of electing the Board Chair at the October Board meeting in odd-numbered years for a two-year term and having annual elections for the Vice Chair and Secretary at the January Board meeting each year. Another option would be to consolidate the election of the Board Chair and other Board officers at the January Board meeting in even-numbered years (or at another designated Board meeting), and all officers could serve for two-year terms.

Considerations for moving the Board Chair election to January include the need for consistency at both the Board level and with Committee Chairs (who typically change after each Board election) during the budget process that runs from September through December. It also would allow the new Nueces County and Mayors Panel appointees the opportunity to become a little more familiar with the Board and the RTA prior to the important vote on the election of a new Board Chair.

Under State law, directors serve until their successors are duly appointed and qualified for office by taking the required oath of office. These Bylaws provisions could have been adopted in 1985 with the Board Chair holding over in order to square up the terms of office with the periods and timetable specified by the Board. The Board still has the authority to make these adjustments and specify the particular terms of office.

In any event, amending the Bylaws to specify the commencement dates for the terms of office of the Board members and the meeting at which the Board Chair is elected will eliminate future confusion or debate on the issues.

**Financial Impact:**

The suggested amendments to the Bylaws would have zero financial impact.

**Recommendation:**

The General Counsel requests that the Administration Committee recommend the Board adopt amendments to the Bylaws clarifying the terms of office of Board members and establishing the Board meeting at which the Board Chair is elected. The two proposed amendments for consideration are attached.

Respectfully Submitted,

Submitted by:

  
\_\_\_\_\_  
John D. Bell  
General Counsel

Approval:

  
\_\_\_\_\_  
Scott Neeley  
Chief Executive Officer

AMENDMENT SETTING BOARD TERMS:

Section 2.01. The number of Directors which shall constitute the whole Board shall be eleven. The appointment, terms and succession of Directors shall be as prescribed by Chapter 451 of the Texas Transportation Code, as amended. The terms of office of the Directors shall be for two years based upon the timing of the original appointments to the Board:

<u>Directors</u>	<u>Terms Begin</u>
<u>City of Corpus Christi Appointees</u>	<u>July 1 Even-Numbered Years</u>
<u>Nueces County Appointees</u>	<u>October 1 Odd-Numbered Years</u>
<u>Mayors Panel Appointees</u>	<u>October 1 Odd-Numbered Years</u>

The election of the Board Chair shall take place at the [October/January] Board meeting in [odd/even]-numbered years.

AMENDMENT PROVIDEING FOR ALL OFFICERS TO BE ELECTED AT SAME MEETING:

Section 3.02. The Board of Directors shall choose the Vice Chairman, Secretary and any Assistant Secretaries at the [October/January] Board meeting in [odd/even]-numbered yearsof each calendar year.

Section 3.03. The officers of the Authority chosen pursuant to Section 3.02 shall serve until the ~~first meeting of the Board of Directors in the next calendar year or until their successors are chosen and qualify in their stead.~~



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Administration Committee Memo

September 25, 2013

**Subject: August 2013 Financial Report (Detailed report as attachment)**

**SUMMARY:** The Authority's financial performance through August is positive to budget by about \$1,709,000. Revenues are under budget by about \$61,000 for a negative variance of 0.3%. For the year to date operating expenses, including estimated depreciation, the variance is \$1,775,000, or 7.9% below budget.

**REVENUES**

▪ Sales Tax

July sales tax was \$2,135,526 which was a 16.1% decrease from 2012. This is \$341,596 below budget. Without audit activity, sales tax was 4.13% over 2012.

Year to Date through July Sales tax was \$18,009,007, an increase of \$964,289 (5.7%) over 2012

August sales tax has been estimated at \$2,632,440 which is a .7% increase over 2012.

- Passenger Revenues – \$1,176,355 vs. \$1,171,044 in 2012 – an increase of \$5,311 (0.5%) including increased fares from the Harbor Ferry and fixed routes; about \$5,000 under budget
- Investment Income - about \$39,000 which is about \$2,000 over budget and about \$10,000 more than 2012
- Grant Revenues - about \$1,207,000 in operating grants which is about \$291,000 below 2012 and \$563,000 below budget.


**EXPENSES (Focus on year-to-date)**

- Salaries & Benefits – \$6,712,000 with a favorable variance of about \$784,000 primarily due to vacant positions and the lower than expected required pension contribution.
- Services – \$883,000 with a favorable variance of about \$236,000 primarily due to lower than anticipated costs for security services and lagging invoices for legal, consulting and other professional services.
- Fuel – \$1,450,000 in fuel costs for directly operated fixed route & support vehicles (including related taxes & fees); this is 13.8% (about \$232,000) less than budget.

- Materials - Bus Parts – about \$893,000 with an unfavorable variance of about \$34,000.
- Materials – All Other - about \$459,000 with a favorable variance of about \$1,000.
- Utilities – about \$252,000 which is 1.1% less than budget.
- Property, Liability & Health Insurance – Health insurance is about \$901,000 with a favorable variance of about \$383,000 due to lower than anticipated claims. Other insurance is about \$211,000 which is about \$8,000 less than budget.
- Purchased Transportation – \$4,799,000 with a favorable variance of about \$142,000. Savings are primarily due to lower than budgeted fuel costs of about \$39,000. Lower than expected utilization of B-Line Services resulted in savings of about \$65,000.
- Miscellaneous - about \$255,000 which is about \$18,000 under budget.
- Leases & Rentals – about \$43,000 which is about \$2,400 under budget.

Respectfully Submitted,

Submitted by:   
Cindy O'Brien  
Interim Director of Finance

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

Approval:   
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

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5658 Bear Lane ~~~ Corpus Christi, Texas 78405 ~~~ 361 289 2712

**Financial Report**

**August 2013**

**Prepared by:**

**Finance Department**

**Cindy O'Brien, Interim Director of Finance**

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

**Financial Report for August 2013**

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**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
PRELIMINARY FINANCIAL REPORT  
MONTH AND YEAR TO DATE AUGUST 2013**

The Corpus Christi Regional Transportation Authority (Authority) desires to supply clear and concise financial information to those who are interested in its financial activities. The financial information contained in this monthly financial report is un-audited. The Authority accounts for its financial activities as a single enterprise fund and issues full accrual basis financial statements, which begin on page 6 of this report. This narrative provides highlights of the results of operations for the month with some emphasis on the year to date where relevant. For a more lengthy discussion about the financial operations of the Authority, please consult the Authority's latest Comprehensive Annual Financial Report (CAFR). An electronic copy of that report in Adobe format can be obtained at <http://www.ccrta.org/assets/2012-ccrta-cafr.pdf> or by filing a written request to the attention of Beth Vidaurri.

**STATEMENT OF NET POSITION**

This statement is located on page 6 of this report. This statement has been updated to reflect current accounting guidelines and to more closely follow the statement presentation in the Comprehensive Annual Financial Report.

At the end of the month, the Authority had assets of \$78.5 million, liabilities of \$2.5 million and net position (assets less liabilities) of \$76.0 million. Assets are comprised of cash, investments, accounts receivable, fuel and parts inventories and capital assets used to fulfill the Authority's mission. Construction in Progress is used to reflect the current year outlays as well as any construction in progress at the end of 2012. At year-end, an analysis will be performed to reclassify these outlays into specific asset categories.

Liabilities include trade payables, accrued payroll and employee benefits, estimated leave balances due to Authority employees and amounts due for the Authority's street improvement program that are accrued but not paid as of the end of the month.

Net position reflects externally funded assets provided primarily by the Federal Transit Administration (FTA) for the purchase of assets, internally designated reserves for particular purposes and unrestricted net position. Net Position includes only three categories: Invested in Capital Assets, Restricted for Pension Obligation and Unrestricted. The following schedule shows the elements of the unrestricted portion of the Net Position including board designations in conformity with the Board's Reserve Policy.

Unrestricted Net Position

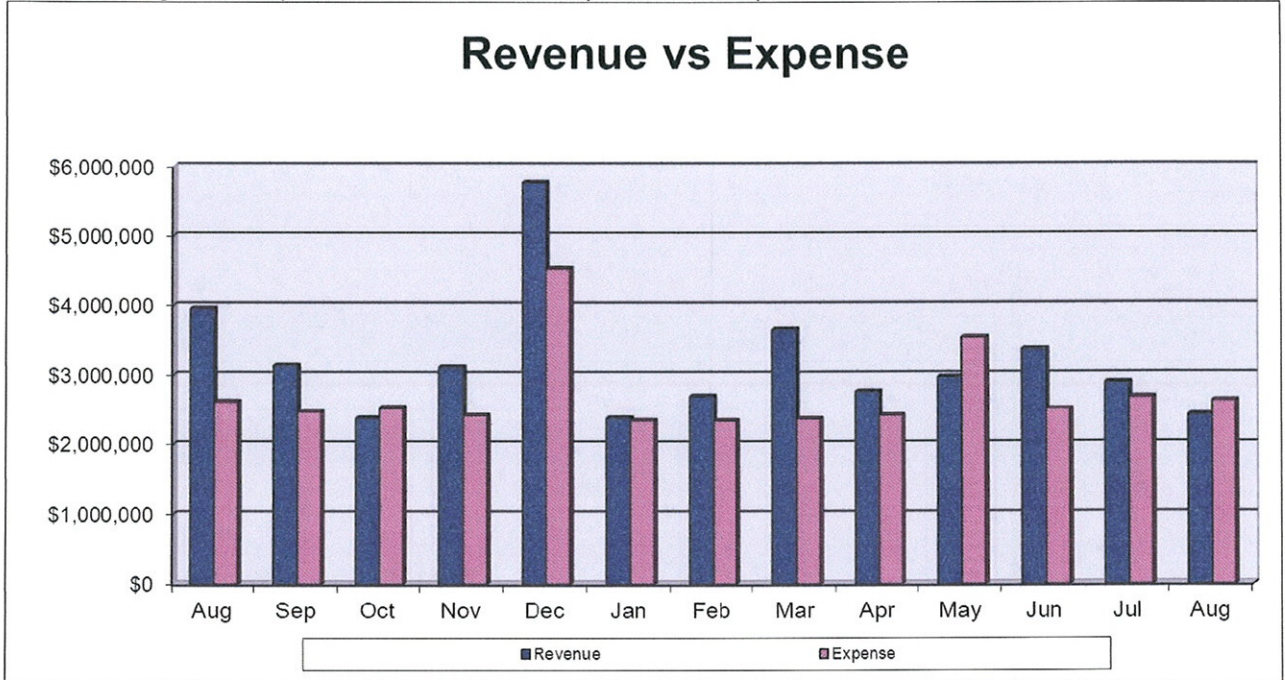
Designated for Operating reserve	\$8,329,717
Designated for Employee Benefits	590,536
Capital Reserve	4,999,910
Undesignated	19,031,118
Total Unrestricted Net Position	<u>\$32,951,281</u>



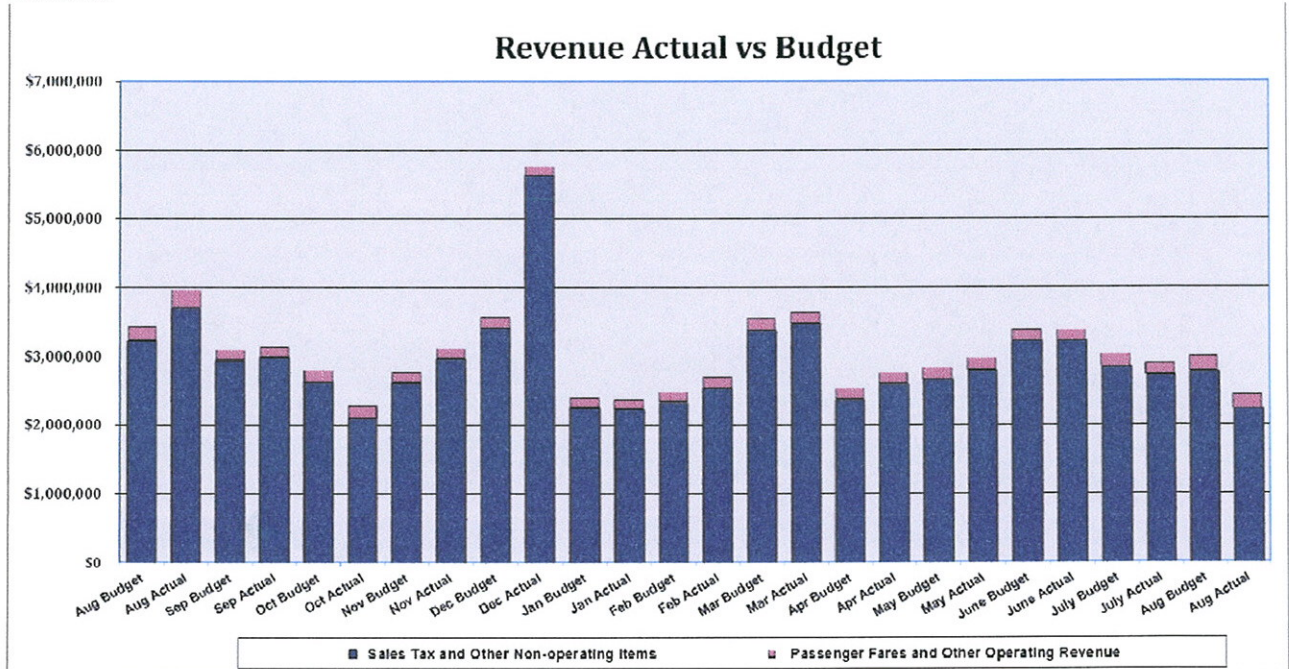
## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

The monthly and annual statements of revenues and expenditures and changes in net position begin on page 7. The Authority has year-to-date net income of \$2.3 million compared to budgeted year-to-date net income of \$608,000. The total year to date increase in Net Position is \$2.8 million.

The following chart depicts revenues versus expense for the past 13 months.



**Revenue:** The following graph shows revenue versus budget by major type for the past 13 months.



### Passenger Fares and Other Operating Revenues:

These revenues represent income from all of the various transportation services and ancillary activities. Total operating revenues are \$24,309 less than the Fiscal 2013 budget and \$12,723 less than 2012. The following discussion provides further details:

- Passenger service – This represents fares received from all modes of transportation services. For the year, these revenues are \$4,824 (0.4%) less than budgeted. Revenues from passenger service are \$5,311 (0.5%) more than in 2012. Harbor Ferry fares are up by about \$14,000 over 2012. The remaining increase is primarily from commuter routes.
- Bus Advertising – This represents contractual on-board advertising. These revenues are \$22,243 less than the budgeted and prior year amounts.
- Other Operating – These revenues include bus bench advertising, charges for copies, sales of scrap metals, and other expense reimbursements. These revenues are \$2,600 (6.2%) above budget and \$4,051 (10.1%) higher than 2012 primarily due to timing of payments for bus bench advertising.

### Sales Tax:

July Sales Tax was \$2,135,526 which was a 16.1% decrease from 2012. This is \$341,596 less than budgeted. Without audit activity, July Sales Tax was 4.13% over July 2012.

Year to Date through July Sales tax was \$18,009,007, an increase of \$964,289 (5.7%) over 2012.

August sales tax has been estimated at \$2,632,440 which is a .7% increase over 2012.

### Federal, state and local grant assistance:

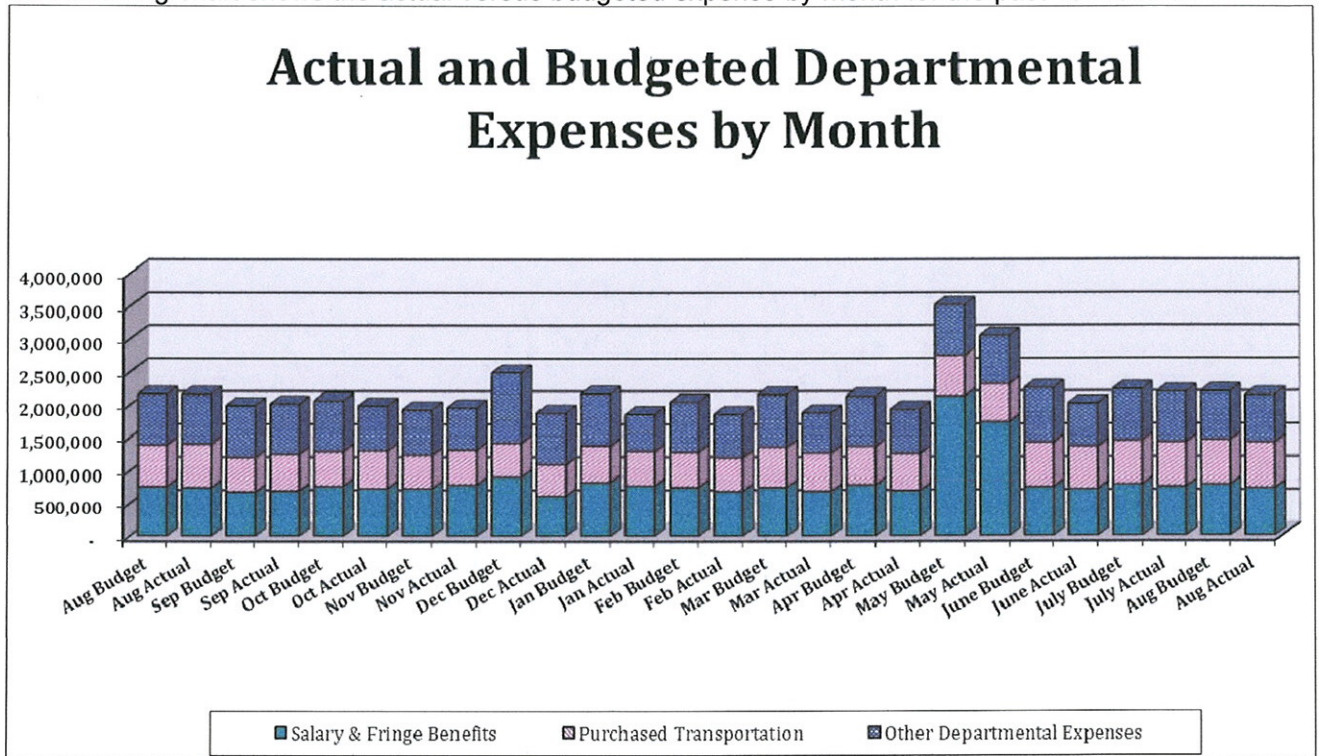
Total grant revenues for non-capital expenses is \$1,206,786 which is \$290,958 less than 2012. Capital contributions for the year to date are at \$452,778 compared to \$847,869 in 2012.

### Operating Expenses:

Operating expenses shown in the financial statements are listed by department or 'cost center.' For this more detailed discussion, expenses are presented by type of activity or "object code" for both the month and year-to-date:

Expense	Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Salaries & Benefits	\$ 723,843	777,490	53,647	6,711,819	7,495,792	783,973
Services	106,104	118,422	12,318	883,497	1,119,432	235,935
Materials & Supplies	431,599	363,622	(67,977)	2,802,167	3,001,131	198,964
Utilities	33,914	29,702	(4,212)	251,713	254,501	2,788
Insurance	106,718	188,965	82,247	1,112,266	1,502,996	390,730
Purchased Transportation	693,089	676,986	(16,103)	4,799,414	4,941,832	142,418
Miscellaneous	35,078	31,523	(3,555)	254,569	272,299	17,730
Leases	5,056	5,584	528	42,705	45,104	2,399
Total Department Expenses	\$ 2,135,401	2,192,294	56,893	16,858,150	18,633,087	1,774,937

The following chart shows the actual versus budgeted expense by month for the past 13 months.



- Salaries & Benefits – Favorable to budget by \$783,973 (10.5%) for the year. Salaries & wages are under budget primarily due to vacant positions. Benefits are under budget due to the lower than expected required pension contribution resulting from strong market performance in 2012.
- Services – Year to date service costs are below budget by \$235,935 (21.1%). This is due primarily to lower year to date spending for security services and lagging invoices from consultants and other service providers.
- Materials – Fuel and related taxes and fees for directly operated modes of transportation and service vehicles are about \$232,000 (13.8%) under budget for the year. Prices were lower than budgeted. Details as of the end of August:

<u>Fuel Type</u>	<u>Budget Price</u>	<u>Year to Date Average Price</u>	<u>Last Price Paid</u>
Diesel	\$ 3.44	\$ 3.07	\$ 3.18
Unleaded	\$ 3.18	\$ 2.89	\$ 2.94
CNG*	\$1.20	\$1.26	\$1.19

\*Includes related electric compression costs.

Bus Repair Parts and related Vehicle Materials & Supplies combined are over budget by about \$34,000.

Other materials and supplies are about \$1,200 under budget.

- Utilities – About \$3,000 under budget for the year.
- Insurance – The Authority's self-funded health insurance is about \$383,000 (29.8%) under budget due primarily to lower than anticipated year to date claims costs. This is about \$149,000 less than in 2012. Property & liability insurance costs are about \$8,000 under budget for the year.
- Purchased Transportation– \$4,799,000 with a favorable variance of about \$142,000. Savings are primarily due to lower than budgeted fuel costs of about \$39,000. Lower than anticipated utilization of B-Line services has contributed savings of about \$65,000.
- Miscellaneous Expenses – Overall, these expenses are about \$18,000 under budget.
- Leases & Rentals – About \$2,400 less than budget for the year.

### **STATEMENT OF CASH FLOWS**

The Statement of Cash Flows on page 9 shows the sources and uses of the Authority's cash since January 1, 2013. The format of the statement is designed to clearly show the activities affecting cash flows. Of note is that the scope of this statement is cash and cash equivalents. For example, when investing activities section shows net of cash "used," this means that cash was put into longer term investments that are outside the scope of this statement. Also, when reviewing the Authority's cash position as it relates to net position, it is important to understand that the Authority's cash and investments are not necessarily idle resources without a purpose attached to them. The primary uses are for the future replacement of buses and bus facilities in the Authority's capital improvement program, which require grant matching funds.

Corpus Christi Regional Transportation Authority  
Comparative Statements of Net Position (Unaudited)  
At August 31, 2013 & July 31, 2013 & August 31, 2012

	<u>August 31, 2013</u>	<u>July 31, 2013</u>	<u>August 31, 2012</u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 5,359,982	6,933,006	15,207,287
Investments	23,623,011	22,646,008	11,519,557
Receivables			
Sales taxes	4,767,966	5,459,357	5,006,019
Accrued interest receivable	105,170	107,498	78,578
Due from federal/state Government	678,560	663,775	1,237,826
Other	61,578	46,646	107,503
Inventories	586,169	590,319	453,646
Prepaid Expenses	261,170	308,029	215,804
Net Pension Asset	452,465	452,465	-
<b>Total Current Assets</b>	<u>35,896,071</u>	<u>37,207,103</u>	<u>33,826,220</u>
<b>Capital Assets:</b>			
Land and Construction in progress	7,557,288	6,029,888	6,942,292
Other capital assets, net of depreciation	35,092,759	35,588,197	27,574,376
<b>Total Capital Assets</b>	<u>42,650,047</u>	<u>41,618,085</u>	<u>34,516,668</u>
<b>Total Assets</b>	<u><b>78,546,118</b></u>	<u><b>78,825,188</b></u>	<u><b>68,342,888</b></u>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	695,976	562,211	459,659
Accrued compensated absences	175,493	175,493	207,174
Distributions to regional entities payable	727,454	727,454	769,319
Other accrued liabilities	285,888	493,445	657,014
<b>Total current liabilities</b>	<u>1,884,811</u>	<u>1,958,603</u>	<u>2,093,166</u>
<b>Non-Current Liabilities:</b>			
Accrued compensated absences	76,467	76,467	75,017
Other Post Employment Benefits	531,047	531,047	490,898
	<u>607,514</u>	<u>607,514</u>	<u>565,915</u>
<b>Total Liabilities</b>	<u>2,492,325</u>	<u>2,566,117</u>	<u>2,659,081</u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	42,650,047	41,618,085	34,516,668
Restricted for pension plan obligation	452,465	452,465	-
Unrestricted	32,951,281	34,188,521	31,167,139
<b>Total Net Position</b>	<u>\$ <b>76,053,793</b></u>	<u><b>76,259,071</b></u>	<u><b>65,683,807</b></u>

Note - See Accompanying Narrative

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
Months ended August 31, 2013 & August 31, 2012

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable	2012	Favorable
			(Unfavorable)		(Unfavorable)
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 170,690	164,729	5,961	198,134	(27,444)
Bus advertising	12,095	34,340	(22,245)	34,338	(22,243)
Charter service	-	-	-	-	-
Other operating revenues	6,231	5,213	1,018	5,556	675
Total Operating Revenues	189,016	204,282	(15,266)	238,028	(49,012)
Operating Expenses:					
Transportation	422,593	433,760	11,167	455,830	33,237
Customer Programs	11,006	15,554	4,548	26,250	15,244
Purchased Transportation	749,803	743,194	(6,609)	718,714	(31,089)
Service Development	14,169	25,224	11,055	59,264	45,095
MIS	32,836	26,709	(6,127)	15,710	(17,126)
Vehicle Maintenance	502,691	465,150	(37,541)	508,144	5,453
Facilities Maintenance	96,401	80,548	(15,853)	90,476	(5,925)
Contracts and Procurements	15,363	16,304	941	7,858	(7,505)
CEO's Office	32,875	41,447	8,572	47,444	14,569
Finance and Accounting	34,213	30,183	(4,030)	32,262	(1,951)
Materials Management	9,429	12,153	2,724	13,046	3,617
Human Resources	98,364	176,121	77,757	133,318	34,954
General Administration	26,236	37,678	11,442	14,979	(11,257)
Capital Project Management	20,652	13,151	(7,501)	16,808	(3,844)
Marketing & Communications	32,709	31,944	(765)	11,524	(21,185)
Safety & Security	36,061	43,174	7,113	-	(36,061)
TCN - Regional Coordinator	-	-	-	-	-
Total Departmental Expenses	2,135,401	2,192,294	56,893	2,151,627	16,226
Depreciation	495,438	495,438	-	466,667	(28,771)
Total Operating Expenses	2,630,839	2,687,732	56,893	2,618,294	(12,545)
Operating Income (Loss)	(2,441,823)	(2,483,450)	41,627	(2,380,266)	(61,557)
Other Income (Expense)					
Sales Tax Revenue	2,215,525	2,477,122	(261,597)	2,775,445	(559,920)
Federal, state and local grant assistance	14,785	300,000	(285,215)	934,852	(920,067)
Investment Income	6,244	4,800	1,444	8,259	(2,015)
Gain (Loss) on Disposition of Property	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	-	-	-	-	-
Net Income (Loss) Before Capital Grants and Donations	(205,269)	298,472	(503,741)	1,338,290	(1,543,559)
Capital Grants & Donations	-	25,000	(25,000)	276,726	(276,726)
Change in Net Assets	\$ (205,269)	323,472	(528,741)	1,615,016	(1,820,285)

The unaudited financial statements for the month of August 31, 2013 have been reviewed and appear to be reasonable.

CO Reviewed

Corpus Christi Regional Transportation Authority  
Statement of Revenues And Expenditures By Cost Center (Unaudited)  
Year-to-date August 31, 2013 & August 31, 2012

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable)	2012	Favorable (Unfavorable)
			Variance		Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,176,355	1,181,179	(4,824)	1,171,044	5,311
Bus advertising	35,428	57,671	(22,243)	57,671	(22,243)
Charter service	158	-	158	-	158
Other operating revenues	44,304	41,704	2,600	40,253	4,051
Total Operating Revenues	1,256,245	1,280,554	(24,309)	1,268,968	(12,723)
Operating Expenses:					
Transportation	3,356,450	3,474,840	118,390	3,621,104	264,654
Customer Programs	116,178	169,406	53,228	263,325	147,147
Purchased Transportation	5,255,083	5,449,166	194,083	4,830,510	(424,573)
Service Development	167,308	183,996	16,688	383,752	216,444
MIS	217,587	233,986	16,399	218,945	1,358
Vehicle Maintenance	3,334,851	3,648,657	313,806	3,642,138	307,287
Facilities Maintenance	695,333	706,084	10,751	662,703	(32,630)
Contracts and Procurements	107,335	136,964	29,629	92,660	(14,675)
CEO's Office	379,089	416,402	37,313	496,768	117,679
Finance and Accounting	270,828	246,530	(24,298)	253,970	(16,858)
Materials Management	80,254	97,622	17,368	96,956	16,702
Human Resources	2,039,586	2,824,698	785,112	2,485,333	445,747
General Administration	229,119	300,656	71,537	152,735	(76,384)
Capital Project Management	124,689	116,035	(8,654)	90,892	(33,797)
Marketing & Communications	225,284	283,120	57,836	148,050	(77,234)
Safety & Security	259,176	344,925	85,749	-	(259,176)
TCN - Regional Coordinator	-	-	-	-	-
Total Departmental Expenses	16,858,150	18,633,087	1,774,937	17,439,841	581,691
Depreciation	3,963,504	3,963,504	-	3,733,336	(230,168)
Total Operating Expenses	20,821,654	22,596,591	1,774,937	21,173,177	351,523
Operating Income (Loss)	(19,565,409)	(21,316,037)	1,750,628	(19,904,209)	338,800
Other Income (Expense)					
Sales Tax Revenue	20,641,447	20,117,398	524,049	19,505,480	1,135,967
Federal, state and local grant assistance	1,206,786	1,770,000	(563,214)	1,497,744	(290,958)
Investment Income	39,407	37,000	2,407	28,991	10,416
Gain (Loss) on Disposition of Property	225	-	225	1,086	(861)
Street Improvements Program for CCRTA Region Entities	(4,991)	-	(4,991)	-	(4,991)
Net Income (Loss) Before Capital Grants and Donations	2,317,465	608,361	1,709,104	1,129,092	1,188,373
Capital Grants & Donations	452,778	95,000	357,778	847,869	(395,091)
Change in Net Assets	\$ 2,770,243	703,361	2,066,882	1,976,961	793,282

The unaudited financial statements for year-to-date ended August 31, 2013 have been reviewed and appear to be reasonable CO Reviewed

Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
Year-to-date August 31, 2013

<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 1,176,355
Cash Received from Bus Advertising and Other Ancillary	72,935
Cash Payments to Suppliers for Goods and Services	(9,910,350)
Cash Payments to Employees for Services	(5,767,475)
Cash Payments for Employee Benefits	<u>(2,355,380)</u>
Net Cash Used for Operating Activities	<u>(16,783,915)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	22,714,569
Grants and Other Reimbursements	1,206,786
Distributions to Region Entities	<u>(1,909,658)</u>
Net Cash Provided by Non-Capital Financing Activities	<u>22,011,697</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	1,710,785
Proceeds from Sale of Capital Assets	232
Purchase and Construction of Capital Assets	<u>(3,331,577)</u>
Net Cash Used for Capital and Related Financing Activities	<u>(1,620,560)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	105,685
Purchases of Investments	(20,539,803)
Maturities and Redemptions of Investments	<u>7,245,000</u>
Net Cash Used for Non-Capital Financing Activities	<u>(13,189,118)</u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>(9,581,896)</b>
<b>Cash and Cash Equivalents, January 1</b>	<b>14,941,878</b>
<b>Cash and Cash Equivalents, Ending</b>	<b>\$ <u>5,359,982</u></b>
<b>Reconciliation to Statement of Net Assets:</b>	
Operating cash and cash equivalents	\$ 5,359,982
Reserved cash and cash equivalents	<u>0</u>
Cash and Cash Equivalents, Ending	<b>\$ <u>5,359,982</u></b>



## Corpus Christi Regional Transportation Authority Sales Tax History

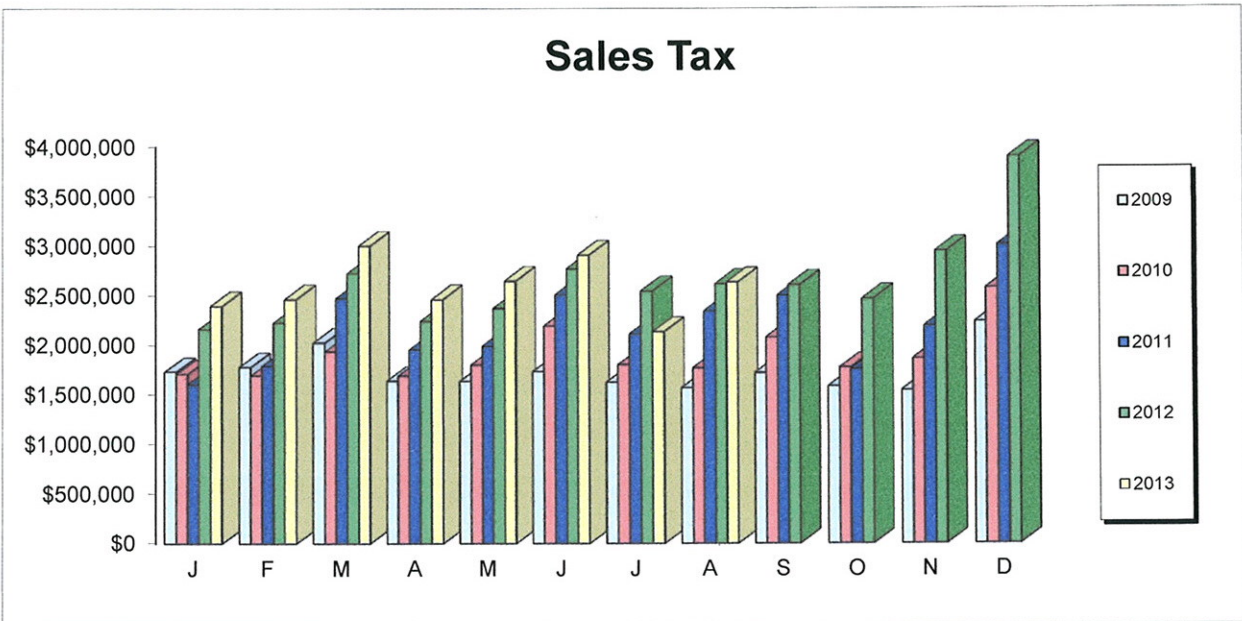
Highest comparable months are shaded

Sales tax history reported by month generated in the community.

(Accrual Method of Accounting - Reported in month RTA earns the income.)

	2013	% Change	2012	2011	2010	2009
January	\$ 2,395,030	10.7%	\$ 2,164,316	\$ 1,603,597	\$ 1,707,787	\$ 1,731,089
February	2,464,001	10.7%	2,226,506	1,789,411	1,690,511	1,780,559
March	3,000,087	10.1%	2,724,073	2,473,035	1,936,991	2,027,122
April	2,462,052	9.8%	2,242,029	1,954,495	1,688,314	1,638,161
May	2,645,394	11.5%	2,373,521	1,990,917	1,803,150	1,634,741
June	2,906,916	5.0%	2,769,015	2,508,953	2,195,580	1,733,918
July	2,135,526	-16.1%	2,545,257	2,114,283	1,804,051	1,625,860
August	2,632,440	0.7%	2,615,213	2,343,583	1,769,527	1,567,976
September		N/A	2,605,068	2,500,035	2,080,698	1,720,734
October		N/A	2,465,748	1,755,397	1,772,941	1,583,354
November		N/A	2,944,798	2,192,807	1,865,505	1,542,919
December		N/A	3,896,289	3,009,013	2,576,657	2,235,142
<b>Total</b>	<b>\$ 20,641,447</b>	<b>-34.6%</b>	<b>\$ 31,571,834</b>	<b>\$ 26,235,525</b>	<b>\$ 22,891,712</b>	<b>\$ 20,821,573</b>

Note: The last month of the current year is estimated until the amount becomes known.



**REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
WEDNESDAY August 28, 2013**

**Summary of Actions**

- 1. Provided Opportunity for Public Comment**
- 2. Approved the Operations Committee Minutes of July 24, 2013**
- 3. Recommended the Board Authorize Entering into an Agreement with Nueces County to Provide Maintenance for CNG Vehicles**
- 4. Recommended the Board Authorize the Chief Executive Officer Enter into a Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations**
- 5. Recommended the Board Authorize the Chief Executive Officer to Transfer Three (3) Diesel Buses to City of Brownsville**
- 6. Heard Presentation**
  - a. Procurement Update**
  - b. July 2013 Operations Report**
  - c. CCRTA Mobile Transit App**
  - d. CCRTA Mobile Ticketing App**
- 7. Adjournment**

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The Operations Committee for the Regional Transportation Authority Board of Directors met at 10:30 a.m. on Wednesday, August 28, 2013 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** Mary Saenz, George Clower, Ray Hunt, Angie Granado, Lamont Taylor, John Valls

**Board Member Present:** Vangie Chapa, Tomas Dryer

**Staff Members Present:** Scott Neeley, David Chapa, Jane Haas, William Laridis, Robert Saldaña, Rosa Villarreal

**Public Present:** Abel Alonzo, RCAT; Rosie Aguiar, Gary Flores, Gina Castillo, ATU – Local 1769; Curtis Rock, Rock Engineering and Testing Lab; Carlos Vargas, MV Transportation

**Call to Order**

Ms. Stephanie Alvarez called roll and declared that a quorum was present.

Ms. Mary Saenz called the Operations Committee Meeting to order at 10:33 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

**Discussion and Possible Action to Approve the Operations Committee Minutes of July 24, 2013**

**MS. GRANADO MADE A MOTION TO APPROVE THE OPERATIONS MEETING MINUTES OF July 24, 2013. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. CLOWER, GRANADO, HUNT, SAENZ, TAYLOR AND VALLS VOTING IN FAVOR.**

**Discussion and Possible Action to Recommend the Board Authorize Entering an Agreement with Nueces County to Provide Maintenance for CNG Vehicles**

Ms. Sharon Montez reported that Nueces County asked for assistance in maintaining their Compressed Natural Gas (CNG) vehicles. Ms. Montez stated that the CCRTA's maintenance department has the resources and staff to provide regular and routine services to Nueces County. Ms. Montez stated that there would be no financial impact to the organization as the Authority would bill Nueces County for parts, services and labor. The Nueces County has asked CCRTA to enter into an agreement to become the provider with an agreed base shop rate of \$50.00 dollars an hour.

**MR.TAYLOR MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE ENTERING INTO AN AGREEMENT WITH NUECES COUNTY TO PROVIDE MAINTENANCE FOR CNG VEHICLES. MS. GRANADO SECONDED THE MOTION. THE MOTION CARRIED. CLOWER, GRANADO, HUNT, SAENZ, TAYLOR AND VALLS VOTING IN FAVOR.**

**Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer Enter into a Contract with MV Transportaion, Inc. for Paratransit and Small Bus Operations**

Mr. William Laridis stated that CCRTA contracts transportation services for riders who are eligible using the Americans with Disability Act (ADA) guidelines. In addition the contract would include maintaining the fleet of 33 paratransit vehicles and 38 support vehicles. Mr. Laridis said that the final option year contract would expire on December 31, 2013.

In response to Request for Proposals issued on March 6, 2013, Mr. Laridis reported that four proposals were received. All proposals were evaluated and three (3) firms were selected for interviews. Mr. Laridis noted that the proposers selected were AFC Transportation, First Transit and MV Transportation. MV Transportation was evaluated with the highest score. Mr.

Laridis stated that the contract term would be a five (5) year base with two-year option.

**MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER ENTER INTO A CONTRACT WITH MV TRANSPORTATION, INC. FOR PARATRANSIT AND SMALL BUS OPERATIONS. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. CLOWER, GRANADO, HUNT, SAENZ, TAYLOR AND VALLS VOTING IN FAVOR.**

**Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer to Transfer Three (3) Diesel Buses to City of Brownsville**

Mr. William Laridis stated that the Authority is converting its bus fleets from diesel to Compressed Natural Gas CNG. Mr. Laridis said that the City of Brownsville has shown an interest in purchasing three diesel buses from CCRTA since they would be implementing a new service. CCRTA would enter into an interlocal agreement with the City of Brownsville transferring their 20 percent local share and their 80 percent federal share that would apply towards CCRTA's purchase of new CNG buses.

**MR. TAYLOR MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZETHE CHIEF EXECUTIVE OFFICER TO TRANSFER THREE (3) DIESEL BUSES TO CITY OF BROWNSVILLE. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. CLOWER, GRANADO, HUNT, SAENZ, TAYLOR AND VALLS VOTING IN FAVOR.**

**Presentations**

**a. Procurement Update**

Mr. William Laridis updated the Operations Committee using a power point. Mr. Laridis spoke of ARBOC cutaway buses in production. In addition, Mr. Larids spoke on group employee health, vision and dental benefit program. Mr. Laridis reported the bus wash system received two proposals and is in the process of being evaluated Mr. Laridis updated on pending

procurements: General Engineering services, Depository and Banking Services and Management Information Systems.

**b. July 2013 Operations Report**

Ms. Villarreal stated that passengers for all services in July 2013 were 524,781 and was a 3.8 % increase from July 2012. Ms. Villarreal reported that the RTA transported an average of 18,986 passengers per week day in July 2013 as compared to 19,247 in July 2012. The graph compared a twelve month performance period chart. In addition year to date system ridership for service has transported 44,920 passengers in 2013. Ms. Villarreal reported On -Time Performances including wheelchair and bicycle boarding of RTA fixed route services for the last three (3) months of May, June and July 2013.

Ms. Villarreal addressed B-Line service standard and ridership statistics. Productivity 2.47 per passenger hour did not meet the standard of 2.70 PPH. On Time Performance did meet standard of 96 percent. Denials did meet standard of .2 percent and miles between road call did not meet standard of 10,000 miles.

Ms. Villarreal stated for July 2013 there were 52 reported customer action form (CAF's). Ms. Villarreal noted in July there were 9 commendations. Ms. Villarreal continued to explain the Safety /Security chart for July 2013 for the last 12 months.

**CCRTA Mobile Transit App**

Mr. David Chapa introduced CCRTA Mobile transit device using a power point presentation. Mr. Chapa demonstrated using a CCRTA phone. Mr. Chapa stated the transit application will give riders exact destinations and durations of time for each trip.

**c. CCRTA Mobile Ticketing App**

Mr. David Chapa reported this program will be available through the Mobile Application. Mr. Chapa stated it is applicable for only Android and Apple phones, it is also available through Apple store and Google play store. Mr. Neeley stated this will save time and be convenient for riders to purchase tickets on the bus and would be ideal for On - Time Performances.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 11:24 p.m.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 25, 2013

**Subject: Authorize Exercising the First Option Year with Arguindegui Oil, Company, Ltd. for Unleaded Fuel Supply**

**Background**

Historically, the RTA has required approximately 250,000 gallons of unleaded fuel annually for the unleaded fueled Para-transit fleet, operator relief cars, supervisor vans, and support vehicles. With the purchase of 23 Compressed Natural Gas (CNG) Arboc vehicles and seven (7) VPG MV-1s the RTA is estimated to utilize 150,000 gallons of unleaded fuel. An unleaded fuel supply agreement assures that the RTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages.

On December 5, 2012, the Board of Directors awarded the unleaded fuel supply to Arguindegui Oil, Company, Ltd.; The bid was structured as a one-year firm supply agreement with two (2) one-year options; the option year requiring Board of Directors approval.

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

Bidder	Option Year	Two Year Option
Arguindegui Oil Company	-.0169	-.0169
Four Sisters Petroleum	-.0083	-.0083
RKA Petroleum Companies, Inc.	+.0017	+.0028
Gold Star Petroleum	+.0052	+.0055
Susser Petroleum Company	+.0075	+.100
Ports Petroleum Company	+.0073	+.0073
Mansfield Oil Company	+.0208	+.0224
Oil Patch Petroleum, Inc.	+.0150	+.0150
Atlas Oil Company	+.0255	+.0255
Petroleum Traders Corporation	+.0474	+.0474

Arguindegui Oil, of Laredo, Texas, submitted the lowest bid with a discount of  $-\$.0169$  per gallon under OPIS. From the year 2009 to 2013, Arguindegui Oil has provided the RTA with a dependable supply of unleaded fuel. The RTA is confident Arguindegui Oil will provide professional service.

**Identified Need**

The current unleaded fuel supply contract expires on December 3, 2013.

**Disadvantaged Business Enterprise**

Arguindegui Oil Company, Ltd. is certified as a Historically Underutilized Business (HUB) program, designated by the State of Texas. Arguindegui Oil Company is also certified with the Central & South Texas Minority Business Council. The main office is located in Laredo, Texas and TX DOT's Civil Rights Office has jurisdiction for certification.

**Financial Impact**

Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2013 Operating Budget and proposed FY2014 Operating Budget, local funds.

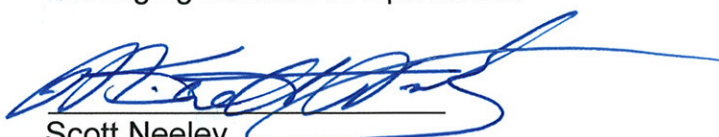
**Recommendation**

Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the first option year with Arguindegui Oil, Company Ltd. for Unleaded Fuel Supply.

Respectfully Submitted,

Submitted by:   
\_\_\_\_\_  
José A. Tovar  
Director of Maintenance

Final Review:   
\_\_\_\_\_  
Rosa E. Villarreal  
Managing Director of Operations

Approval:   
\_\_\_\_\_  
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 25, 2013

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

**Background**

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

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

The following vendors submitted pricing for various bus and engine parts.

<b>Vendor</b>
Allison Transmission Tech*
Axle Tech International
CC Battery*
CC Freightliner*
CC Thermo King*
Coastal Diesel Injection*
Continental Battery*
General Parts/Car Quest*
Genfare SPX
Gillig
Kirk's Automotive, Inc.
Mohawk MFG & Supply Co.
Muncie
New Flyer
Prevost
Reliable Transmission Service
Rush Truck Center*
Stewart & Stevenson*
The Janek
Vehicle Maintenance Program

\*denotes local firm



**Identified Need**

An Invitation for Bids (IFB) was advertised on August 5, 2013. The bid was structured as a one-year firm price with two (2) one-year options; the option years requiring Board of Directors approval.

**Disadvantaged Business Enterprise**

Staff will work with the proposed low bidders to determine if any DBE participation is available during the contract period.

**Financial Impact**

Total amount of usage will determine actual expenditures. Funds are budgeted in FY2013 Operating Budget and proposed FY2014 Operating Budget, local funds.

**Recommendation**

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

Respectfully Submitted,

Submitted by:

  
\_\_\_\_\_  
José A. Tovar  
Director of Maintenance

Final Review:

  
\_\_\_\_\_  
Rosa E. Villarreal  
Managing Director of Operations

Approval:

  
\_\_\_\_\_  
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 25, 2013

**Subject: Award a Contract to Westmatic Corporation for a Bus Wash**

**Background**

The current bus wash is a gantry-style system that allows the vehicle to remain stationary while the wash apparatus moves across the vehicle on tracks. The bus wash has recorded over 130,000 washes – representing a high level of usage. The Invitation for Bids (IFB) was advertised on July 21, 2013.

**Identified Need**

A summary of the scope of work includes the following:

- Remove existing gantry-style bus wash and replace with a stationary system
- Replace existing electrical conduit, electrical raceways, and controls
- Remove existing track rails
- Provide an above ground water reclaiming system
- Disconnect and replace control panel
- Reroute and insulate new piping
- Replace main circuit breaker
- Provide test, balance, and adjustment of new bus wash

Two (2) IFB proposals were received. The table below represents bid submissions for this procurement.

Company	Base Bid
Westmatic Corporation	\$175,000.00
Whiting Systems	\$198,515.09

**Disadvantaged Business Enterprise**

A DBE goal of 5% was established for this contract because much of the cost associated with the bus wash was equipment base. The contractor has committed to utilize Rice Plumbing, Inc. a DBE certified firm.

**Financial Impact**


The funds are budgeted in FY2013 Capital Budget.

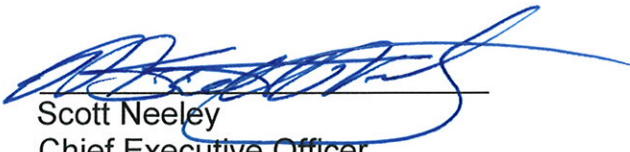
**Recommendation**

Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Westmatic Corporation for the replacement of the Bus Wash.

Respectfully Submitted,

Submitted by:   
Jose A. Tovar  
Director of Maintenance

Final Review:   
Rosa E. Villarreal  
Managing Director of Operations

Approval:   
Scott Neeley  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations Committee Memo

September 25, 2013

**Subject: Enter Into Negotiations with Naismith Engineering, Inc., for General Engineering/Architectural Services**

**Background**

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, as well as environmental services.

Recent uses of engineering/architectural services under this contract include:

- Design of the ADA Bus Stop Improvements for Phase IV,
- Robstown Station design,
- Design for the Bear Lane Parking Lot Improvement Project,
- Environmental assessments for the Staples Street Center land purchases
- Storm water quarterly monitoring

**Identified Need**

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

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

There has been a significant advantage in using a multidisciplinary firm. A firm that has diversified engineering/architectural services equates to the RTA having only to contact one company for many different engineering services. This type of contract saves the RTA staff time that would otherwise have to be spent looking for numerous companies to provide the various disciplines required on certain projects.

## Analysis

A Request for Qualifications was issued on August 12<sup>th</sup> and qualifications statements were received Friday, September 13<sup>th</sup>. A total of six proposals were received and evaluated. Each was evaluated and rated using a structured format. Written criteria for selection--in order of importance--were assigned as follows:

- Firm Qualifications (35 pts)
- Key Personnel Qualifications (25 pts)
- Work Approach (15 pts)
- Quality of Client Service (15 pts)
- Supporting Information (10 pts)

The results of the evaluation are listed below:

### *Ratings for Engineering/Architectural Services*

<b>Proposers</b>	<b>Quals. (35)</b>	<b>Key Personnel (25)</b>	<b>Work Approach (15)</b>	<b>Client Services (15)</b>	<b>Supporting Inform. (10)</b>	<b>TOTALS (100)</b>
Naismith Engineering	32	23.75	12.25	12	8.25	88.25
LNV Engineering	30.25	22.5	12.75	12.25	8.5	86.25
RVE Engineering	29	21.5	13	12	8	83.50
MWM Engiheering	25.25	21	13.25	11.25	8.75	79.50
MGM Engiheering	27.5	19.75	10.5	11.25	8	77.00
Govind Engineering	25.75	17.75	10	9.75	6.5	69.75

All of these engineering firms have much to offer in varying degrees and have been involved in many important projects. After assessing each of these engineering firms' proposals, staff feels that Naismith Engineering submitted the most superior proposal. Further, said firm has an outstanding reputation in the community and has a strong performance record at the RTA. The following represents some salient characteristics and background that highlight their strengths:

NEI, Inc. is a full service architectural, structural, civil, and environmental engineering firm serving clients in Texas with offices in Corpus Christi, Austin, and Brownsville. NEI has been providing engineering services since 1949. In 2008, the NEI firm expanded the firm by adding architectural services.

NEI's staff of professionals have worked with municipal, industrial, and commercial clients on a variety of multi-disciplined planning, design, and construction projects throughout Texas. The firm has worked with various governmental entities that include, Texas Parks and Wildlife Department, the Texas Water Development Board, The Texas Department of Health, the Texas Historic commission, U.S. Fish and wildlife Services, the Texas Commission on Environmental quality, the U.S. Environmental Protection Agency, the U.S. Army Corps of Engineers, the U.S. Department of Agriculture – Rural Development, the Texas Department of Housing and Community Affairs, and the Border Environment Cooperation Commission..

Each of the rated firms included material that demonstrated competence and capabilities in the area of experience and qualifications. However, the Naismith team was clearly rated superior by virtue of depth, relevant experience and track record. Willie Rivera, P.E., the project manager, has over 24 years of experience in the industry. He attended the Texas Accessibility Academy in 2005 to enhance his knowledge level relating to ADA regulations in Texas. The Texas Accessibility Academy provides a comprehensive study of the Texas Architectural Barriers Act (TABAA) and the Texas Accessibility Standards (TAS). Attendees also learn how the TABAA and TAS relate to the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Accessibility guidelines (ADAAG).

Terry Smith, P.G., is the environmental professional on the team. He has been with Naismith Engineering for over 15 years and has over 31 years in the environmental industry. He has a comprehensive understanding of the RTA's environmental programs since he assisted in the establishment of some of the procedures. Terry provides continuity and consistency for the RTA's environmental programs, which is vital to successful environmental programs.

There is a significant advantage of using a multidisciplinary firm represented by Naismith Engineering. The firm has such a diversified experienced staff that the RTA has to only contact one company for any engineering service required, whether it is civil, mechanical, structural, environmental, architectural or electrical. This type of contract saves the RTA staff time that otherwise would have to be spent looking for numerous companies to provide for the various disciplines required on projects. This process also lessens the cost for a service due to the fact the service is in house and the upcharge for subbing out the work is minimized.

### **Financial Impact**

The annual cost estimate is \$150,000. The total cost estimate for the fixed first three years would be \$450,000. The services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis.

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

**Disadvantaged Business Enterprise**

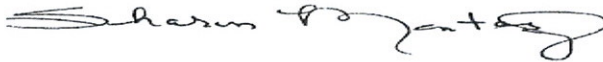
The DBE goal for this contract was established in August 2013 at 25%. The proposed prime contractor, Naismith Engineering, Inc. has committed to meet the goal by utilizing DBE certified firms namely Rock Engineering & Testing Laboratory, Inc. and Texas Geo Tech Land Surveying, Inc.

**Recommendation**

Staff request the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into negotiations with Naismith Engineering, Inc., for Engineering/Architectural Services. If negotiations do not proceed in a satisfactory manner then the RTA will proceed to negotiate with the engineering firm with the next highest score.

Respectfully Submitted,

Submitted by:



\_\_\_\_\_  
Sharon Montez  
Managing Director of Capital Programs

Approval:



\_\_\_\_\_  
Scott Neeley  
Chief Executive Officer



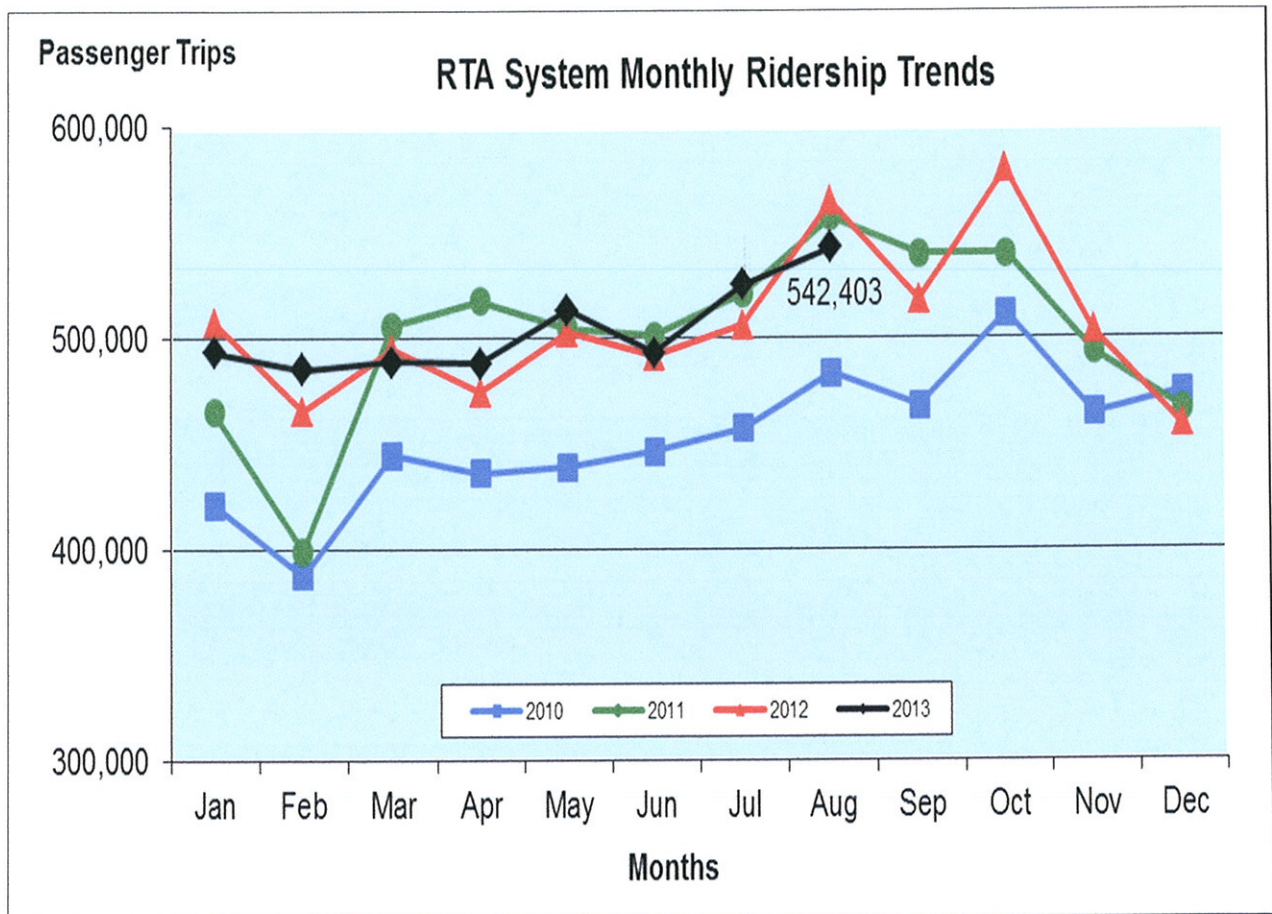
**Subject: RTA Operations Report for August 2013**

The monthly Operational Performance Report for August 2013 is attached for your information and review. Included in this report are the basic "Operating Statistics" and a series of "Operating Performance Measures." The performance analysis summarizes monthly system performance.

**Service Performance - Operations Report for – August 2013**

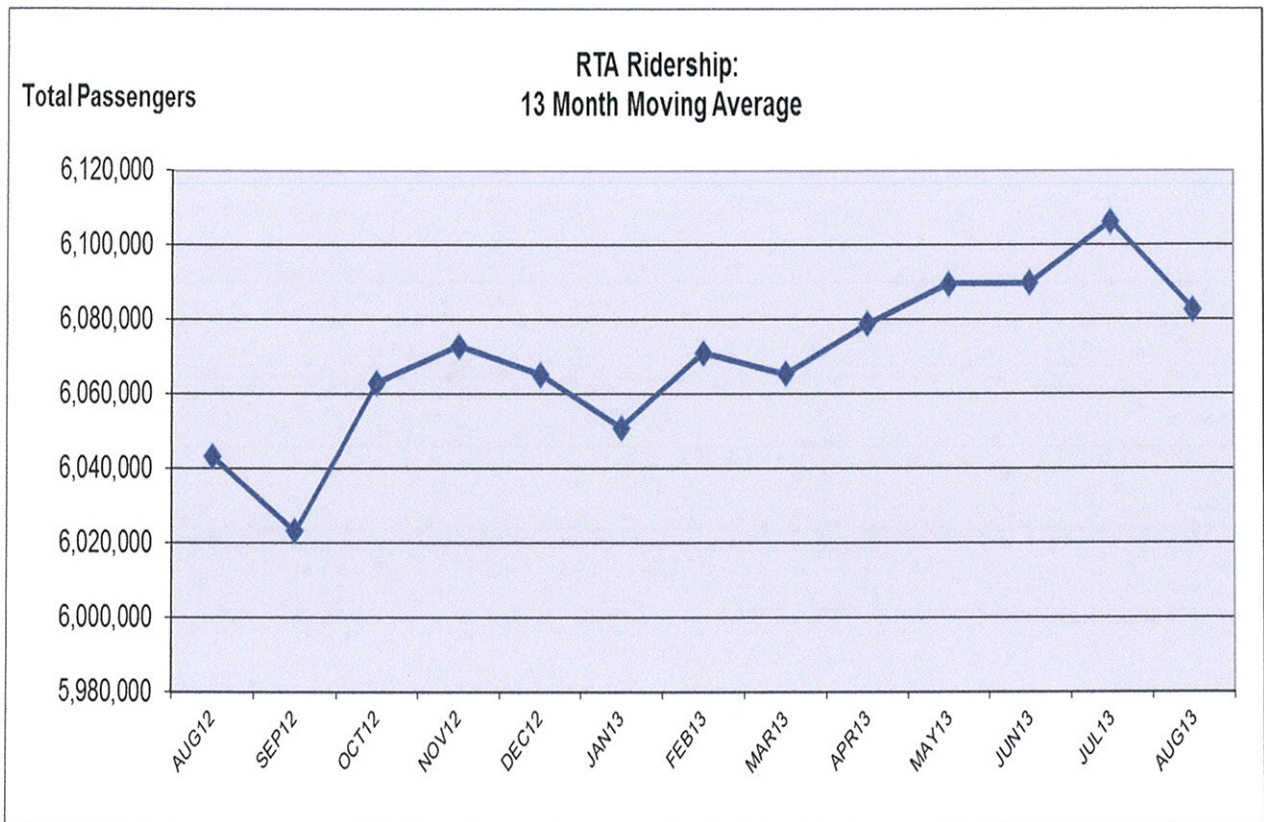
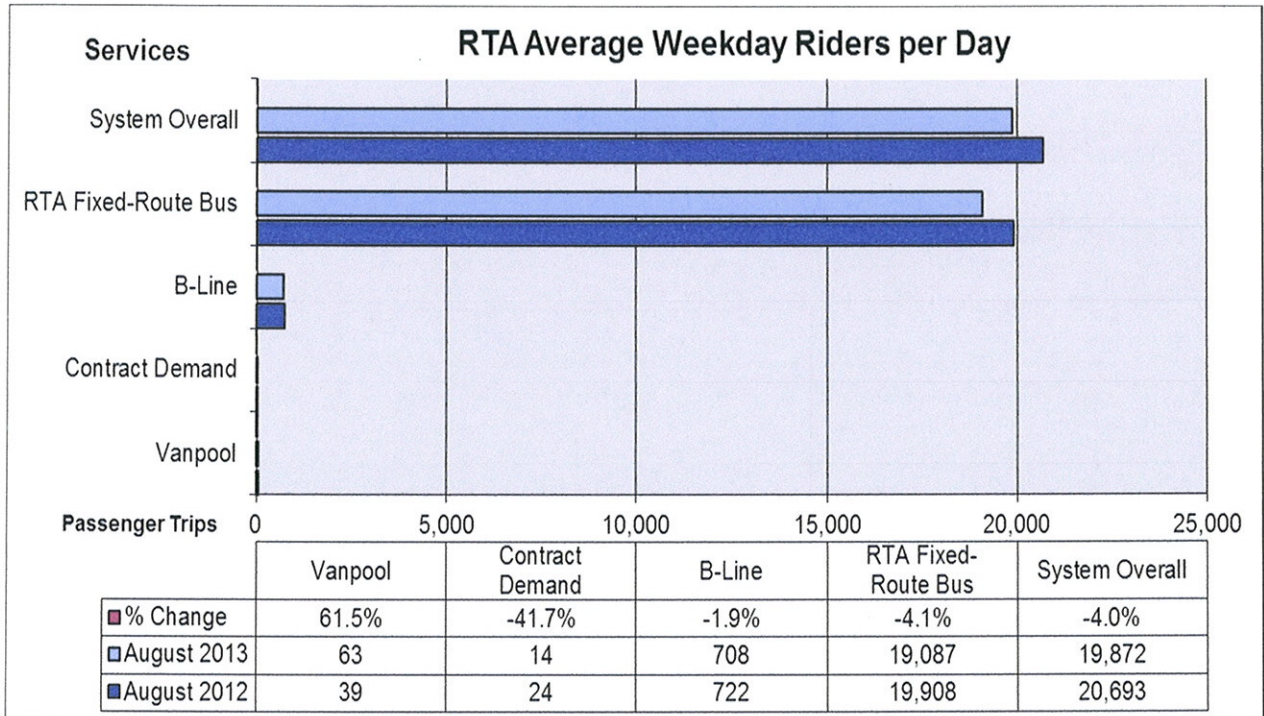
Passengers for all services in August were 542,403. This is a 3.9% decrease from August 2012.

The following graph below compares RTA System Monthly Ridership trends for a four year period. The positive ridership trend has improved overall system productivity.

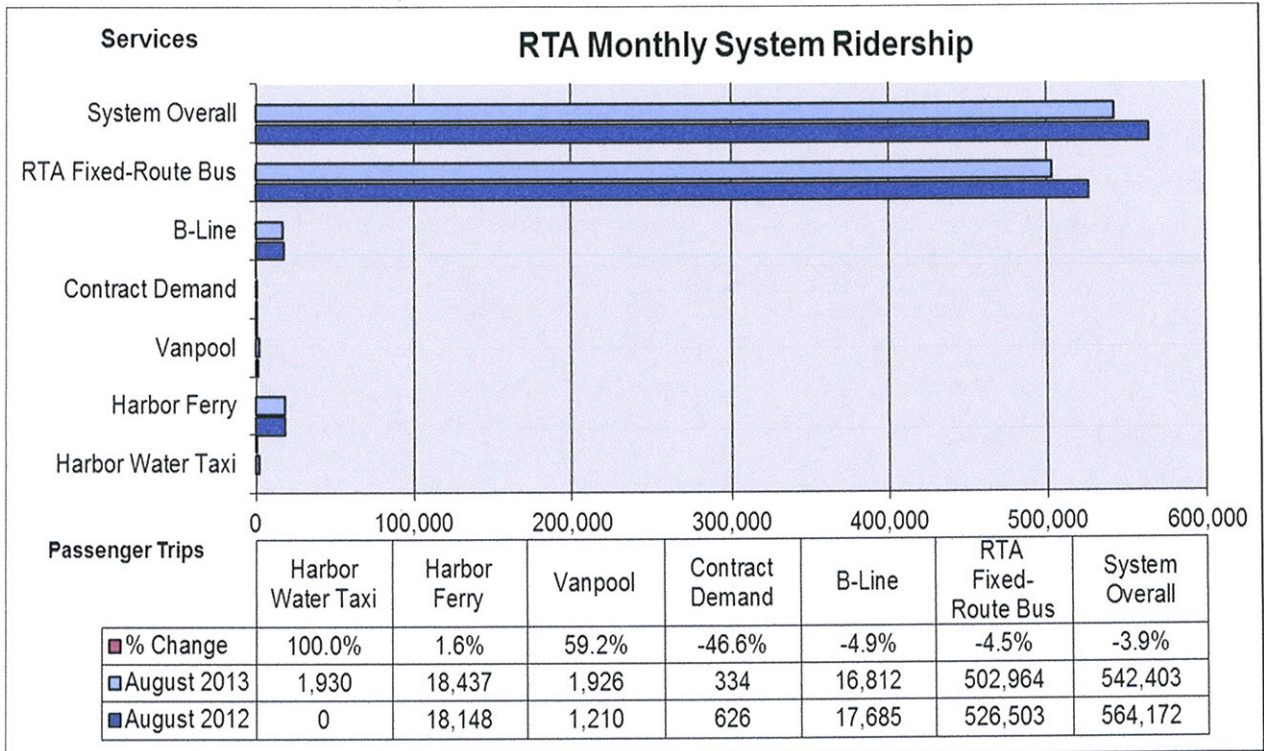




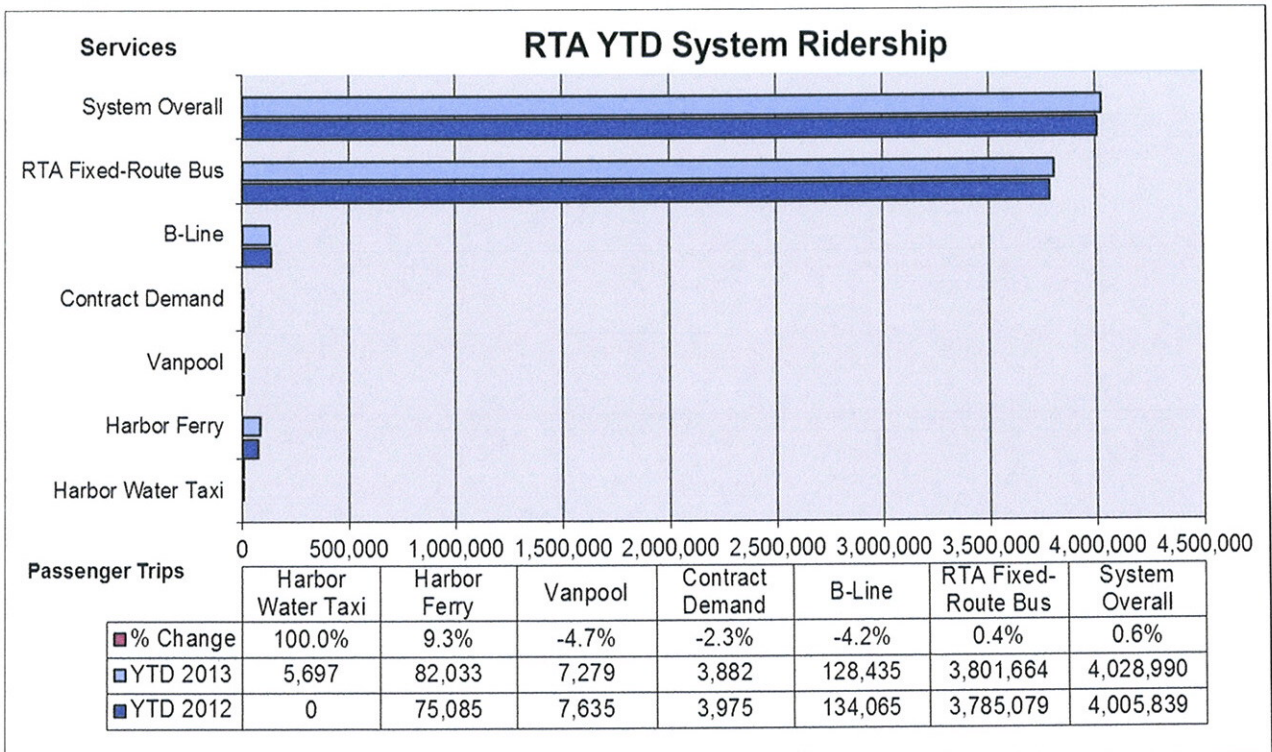
The chart below shows RTA Average Weekday Ridership for all services. The RTA overall transported an average of 19,872 passengers per weekday service in August 2013 as compared to 20,693 in August 2012.



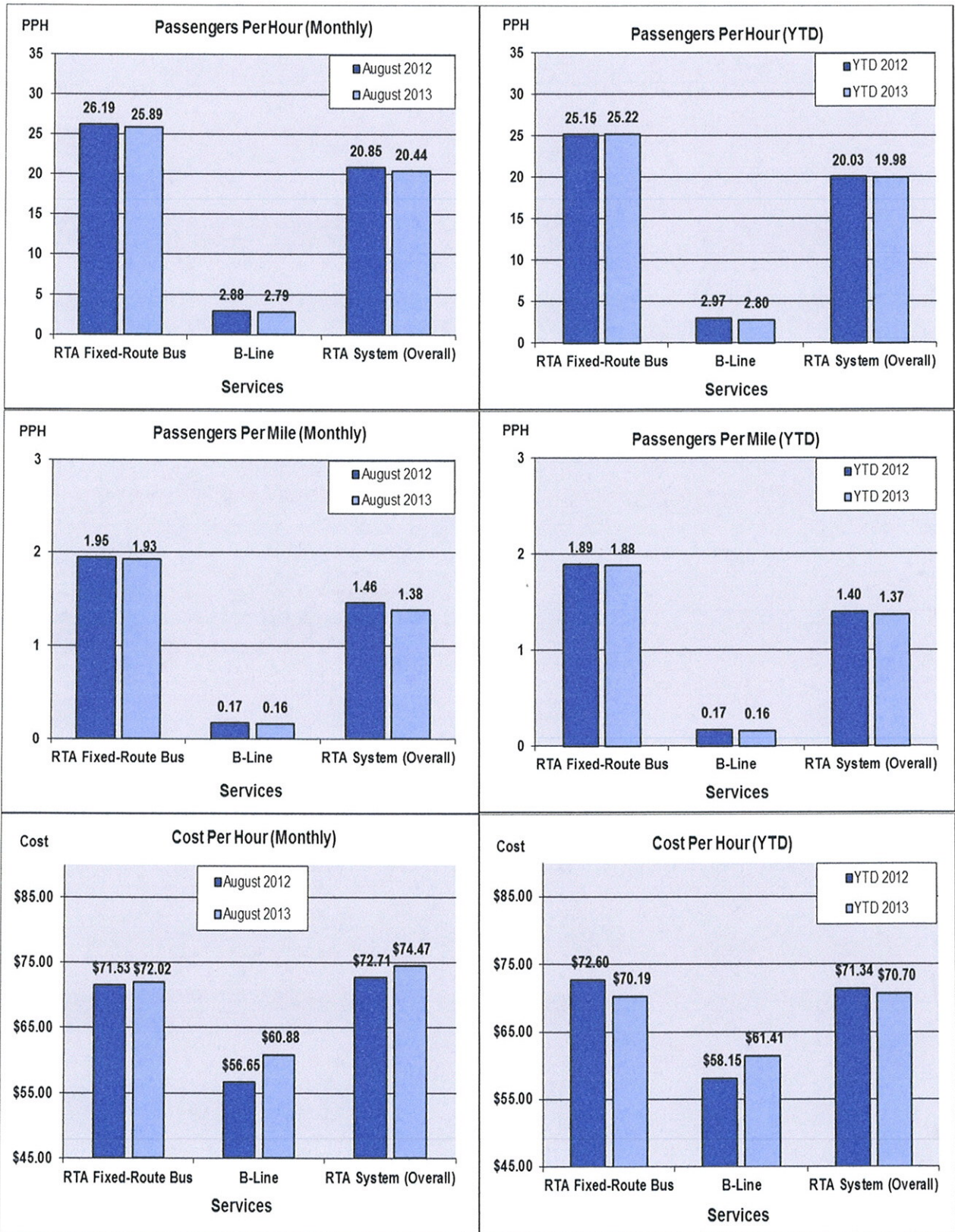
The chart below shows RTA Monthly Ridership for all services. The RTA transported 21,769 less passengers in August 2013 as compared to August 2012.

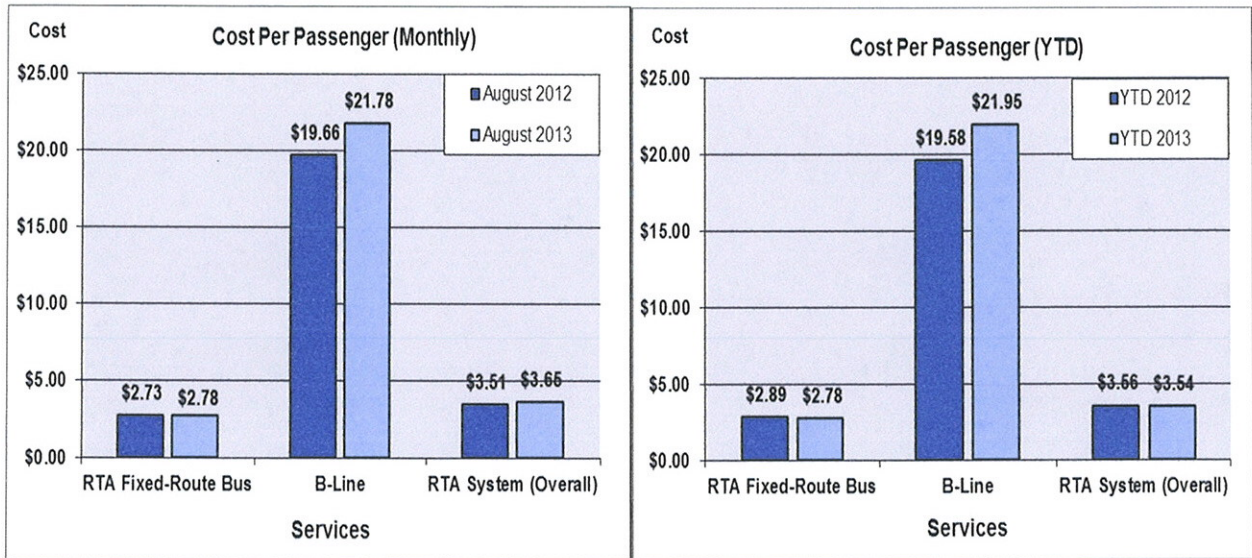


The chart below shows RTA YTD System Ridership for all services. The RTA has transported 23,151 more passengers in 2013 as compared to 2012.



The following charts show RTA System Productivity and Cost for services for the month of August 2013 and YTD 2013.





The following table shows On-Time performance of RTA Fixed-Route services for the last three (3) months and YTD 2013. Standards for each category are provided along with actual. Surveys are weighted by passenger volume for each route and service type.

Schedule Adherence	Standard	Jun-13	Jul-13	Aug-13	YTD Average
Early Departure	<1%	2.5%	0.7%	4.8%	2.7%
Over 3 minutes Late	<20%	11.0%	13.8%	14.0%	12.8%
Over 5 minutes Late	<5%	6.2%	8.7%	7.4%	7.1%
Over 10 minutes Late	<1%	0.9%	5.3%	2.0%	2.1%
Monthly Wheelchair Boardings		4,472	5,286	4,621	
Monthly Bicycle Boardings		5,946	6,746	6,616	

## AUGUST 2013 SERVICE METRICS BY ROUTE

	Passengers per Hour	Cost per Passenger Mile	Cost per Passenger Trip	Farebox Recovery	Average Load
<b>Fixed Route Bus - Local</b>	<b>27.9</b>	<b>\$0.61</b>	<b>\$2.47</b>	<b>10.6%</b>	<b>8.87</b>
Route 04	18.4	\$1.49	\$4.58	5.7%	3.33
Route 05	20.4	\$0.96	\$3.37	7.7%	5.58
Route 06	16.7	\$0.77	\$4.06	6.4%	6.63
Route 08	18.0	\$0.83	\$3.78	6.9%	6.47
Route 12	31.6	\$0.72	\$2.05	12.7%	8.48
Route 16	20.0	\$0.89	\$3.44	7.6%	5.86
Route 17	25.7	\$0.69	\$2.65	9.8%	7.95
Route 19/15S	39.5	\$0.58	\$1.66	15.7%	10.46
Route 21	36.9	\$0.61	\$1.72	15.2%	9.92
Route 23	36.0	\$0.63	\$1.72	15.2%	10.03
Route 24	27.7	\$0.63	\$2.42	10.8%	8.59
Route 26	8.6	\$2.67	\$8.19	3.2%	1.92
Route 27	36.4	\$0.26	\$2.40	10.8%	16.51
Route 29	41.1	\$0.44	\$1.42	18.3%	13.12
Route 31	24.3	\$0.69	\$2.59	10.1%	9.39
Route 32	23.5	\$0.69	\$2.96	8.8%	7.68
Route 37	17.9	\$1.66	\$3.86	6.7%	3.12
Route 66	26.4	\$0.93	\$3.05	8.6%	5.19
<b>Fixed Route Bus - Rural</b>	<b>4.7</b>	<b>\$2.64</b>	<b>\$19.43</b>	<b>2.5%</b>	<b>1.56</b>
Route 34	9.0	\$1.94	\$7.50	3.5%	3.28
Route 65	4.1	\$2.19	\$30.64	3.4%	1.74
Route 67	2.5	\$2.49	\$46.20	2.3%	1.33
Route 94	2.5	\$13.49	\$27.96	0.9%	0.38
<b>Fixed Route Bus - Trolley</b>	<b>18.8</b>	<b>\$1.25</b>	<b>\$3.66</b>	<b>7.1%</b>	<b>4.42</b>
Route 76	7.6	\$1.83	\$9.60	2.7%	2.92
Route 78	24.8	\$0.89	\$2.89	9.0%	5.64
Route 79	16.2	\$3.25	\$3.72	7.0%	2.26
<b>Fixed Route Bus - Commuter</b>	<b>16.5</b>	<b>\$0.48</b>	<b>\$11.68</b>	<b>8.9%</b>	<b>13.48</b>
Route 50	19.7	\$0.32	\$9.31	11.2%	16.34
Route 51	23.9	\$0.42	\$9.46	11.0%	19.42
Route 53	8.8	\$0.99	\$19.92	5.2%	6.50
<b>Flexi-B</b>	<b>1.4</b>	<b>\$1.71</b>	<b>\$54.20</b>	<b>1.9%</b>	<b>2.57</b>
<b>Harbor Ferry</b>	<b>74.9</b>	<b>\$5.16</b>	<b>\$6.20</b>	<b>16.8%</b>	<b>38.48</b>
<b>Harbor Water Taxi</b>	<b>46.4</b>	<b>\$19.64</b>	<b>\$7.86</b>	<b>26.5%</b>	<b>16.18</b>
<b>B-Line</b>	<b>2.8</b>	<b>\$2.87</b>	<b>\$21.78</b>	<b>4.8%</b>	<b>1.19</b>

## **RTA Purchased Transportation Department Operating Report for August 2013 B-Line Service Contract Standards & Ridership Statistics**

Productivity: 2.46 PPH did not meet the contract standard of 2.70 PPH.

On Time Performance: 96.2% did meet the contract standard of 96%.

In Vehicle Time: 99.0% exceeded contract standard of 95%.

Miles Between Road Calls: 10,703 did meet standard of 10,000 miles.

Denials: 0 denial (late trips) did meet contract standard of .2%.

Ridership Statistics: 11,121 ambulatory  
4,666 wheelchair boarding's

Ridership year to date represents a 4.2% decrease compared to same period in 2012.

### **RTA Customer Programs Monthly Customer Assistance Form (CAF) Report- August 2013**

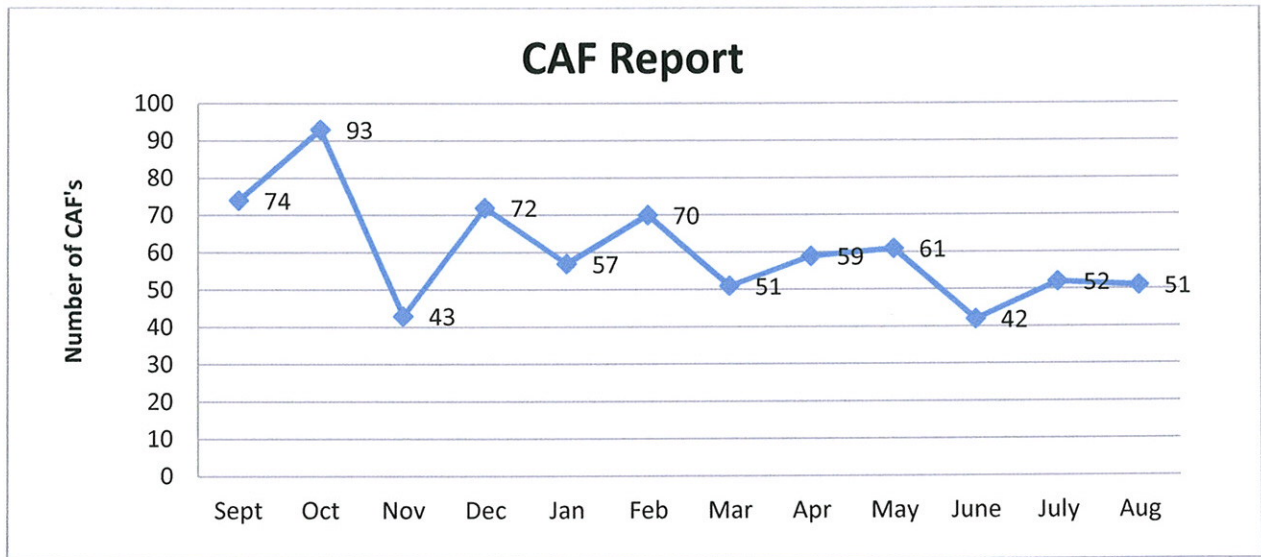
The RTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, letter or in person.

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.

#### **CAF Report**

For August 2013 there were 51 reported CAF's a decrease from 52 reported CAF's overall in July. The statistics for August represent a .02% decrease, 51 CAF's vs.52 CAF's compared to the month of July 2013. (There was 5 Commendation for the month of August)



### Route Summary Report for August 2013

Route	# of CAF's	Route	# of CAF's
#4 Flour Bluff Mini B	1	#63 The Wave	0
#5 Alameda	4	#65 Padre Island Connector	0
#6 Santa Fe/Malls	0	#66 TAMU-CC Connection	0
#8 Flour Bluff/Malls	2	#67 Driscoll/Bishop/Gregory	0
#12 Saxet Oak Park	1	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	1	#77 Harbor Ferry	0
#17 Carroll/Southside	0	#78 CC Beach/Bayfront Connector	0
#19 Ayers/Kostoryz	1	#79 Downtown/Shoreline Shuttle	1
#21 Arboleda	8	#94 Port Aransas Shuttle	0
#23 Molina	3	#95 Flexi-B	0
#24 Los Encinos	0	B-Line (Para-transit)	6
#26 Airline/Lipes Connector	1	Facilities Maint (stop/shelter/sugg)	9
#27 Northwest	5	Vehicle Maintenance	1
#27 Northwest (Sunday)	1	Safety and Security	2
#29 Staples	1		
#31 McArdle/Malls	0		
#32 Southside Mini B	1		
#34 Robstown Circulator	0		
#37 Crosstown	2		
#50 Calallen Park & Ride	0		
#51 Gregory Park & Ride	0	<b>TOTAL CAF'S</b>	<b>51</b>

## Conclusion

During August 2013, RTA received 51 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; Five (5) of the 56 reported CAF's (August) were commendations.

There were a total of 42 CAF's/Commendations received regarding RTA Service representing 75.1% of total customer contacts: 9 for Facilities Maintenance, 2 for Safety and Security, 1 for Vehicle Maintenance, and 30 for Transportation.

A total of 9 CAF's/Commendations were reported regarding B-Line service representing 16.1% of the total customer contacts.

A total of 5 CAF's/Commendations were received regarding Contracted Fixed Route services representing 8.8% total customer contacts.

## Reporting August 2013:

<b>CAF Category</b>	<b>RTA Fixed Route</b>	<b>B-Line ADA Paratransit</b>	<b>Contracted Fixed Route</b>	<b>Totals</b>
Service Stop Issues	10	N/A	2	12
Driving Issues	1	4	0	5
Customer Services	7	1	3	11
Late/Early	0	1	0	1
Drop off/Pick up	0	0	0	0
Active	10	0	0	10
<b>Total</b>	<b>28</b>	<b>6</b>	<b>5</b>	<b>39</b>
Commendations	2	3	0	5

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



## RTA Vehicle Maintenance Department Monthly Miles Between Road Calls Report for August 2013

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. Miles Between Roadcalls (MBRC) is a performance gauge of maintenance quality, fleet age, and condition; an increase in miles between roadcalls is a positive indicator. A goal of 5,500 miles between roadcalls has been adopted for a fleet the size, age, and condition of the RTA. The following graph shows the previous (13) month period.

### Miles Between Roadcalls (MBRC) Previous 13 Month Period



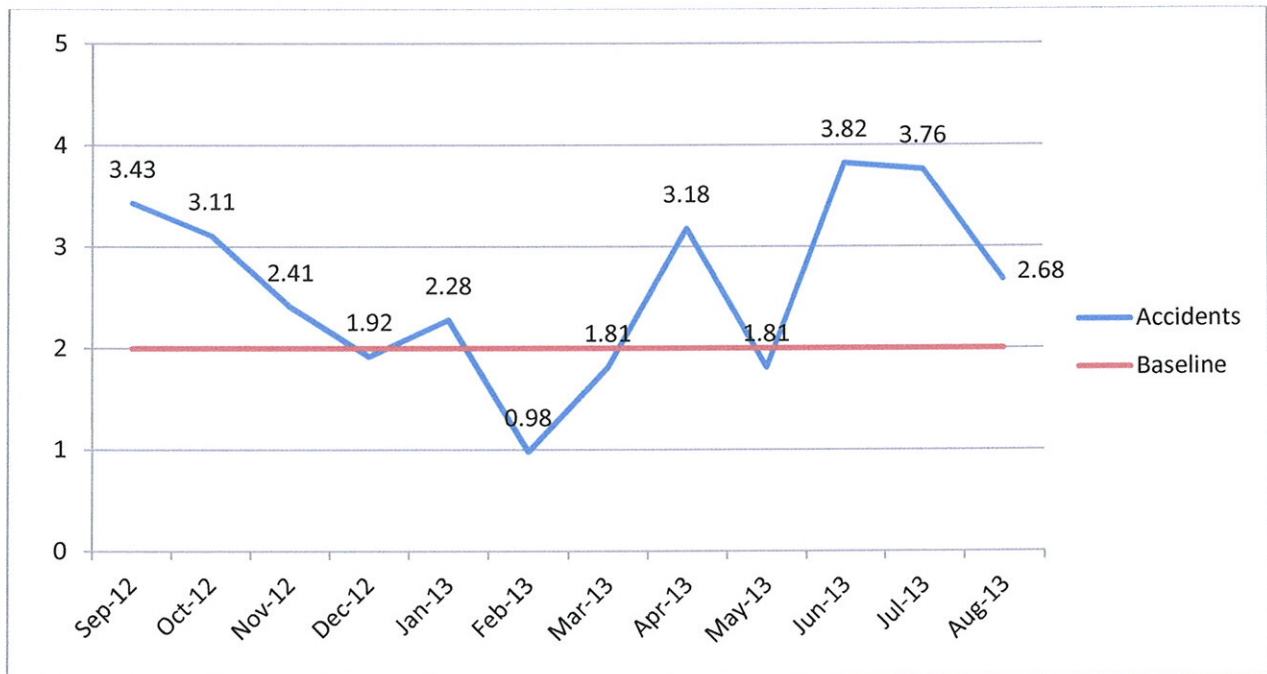
## Safety/Security Department - Operations Report for – August 2013

### SAFETY SUMMARY

For the month of August we had six (6) vehicle collisions, fifty-one (51) customer related incidents and drove a total of 223,178 miles. The total collision rate for the month was at 2.68 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

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

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



### SECURITY SUMMARY


For the month of August, one thousand ninety six hours (1096) of security coverage were used for all areas of RTA Operations. Officers arrested fifteen (15) individuals for public intoxication, issued thirteen (13) criminal trespass warnings, and cited six (6) individuals for loitering.


Respectfully Submitted,

Submitted by:   
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Senior Planner

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Keith Korenek  
Director of Safety and Security

Submitted by:   
Robert Saldana  
Director of Transportation

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Scott Neeley  
Chief Executive Officer