



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'  
MEETING NOTICE**

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**Date:** Wednesday, October 9, 2013

**Time:** 8:30 a.m.

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

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	Topic	Speaker	Est. Time	Reference
1.	<b>Roll Call</b>	A. Granado	3 min.	No Attachment
2.	<b>Action</b> to Administer the Oath of Office to Nueces County and Committee of Mayors' Appointees to the RTA Board	Chairman	10 min.	No Attachment
3.	<b>Election</b> and Swearing in of RTA Board Chairman	Chairman	10 min.	No Attachment
4.	<b>Adoption</b> of a Resolution for Outgoing Board Member	Chairman	4 min.	Page 1
5.	<b>Opportunity for Public Comment</b>	Chairman	6 min.	No Attachment
6.	<b>Action</b> to Adopt Amendments to the Board of Directors' Bylaws Clarifying the Board Members' Terms of Office and Establishing the Meeting at which the Board Chair is Elected	J. Bell	10 min.	Pages 2-5
7.	<b>Action</b> to Confirm Committee Appointments by the Board Chair and Elect Such Other Officers of the Board as May Be Required in the Event of Any Vacancies	Chairman	5 min.	Pages 6-8



	Topic	Speaker	Est. Time	Reference
8.	<b>Update</b> on RCAT Committee Activities	A. Alonzo	3 min.	No Attachment
9.	<b>Report</b> from Amalgamated Transit Union-Local Chapter 1769	R. Estrada	3 min.	No Attachment
10.	<b>Board Committee Updates</b> a. Administration Committee b. Operations Committee c. Governmental Affairs Subcommittee d. Development Subcommittee	Elizondo Saenz Granado Clower	8 min.	No Attachment
11.	<b>Discussion and Possible Action</b> to Approve the Board of Directors' Minutes of September 4, 2013	Chairman	3 min.	Pages 9-16
12.	<b>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.</b>  a) <b>Action</b> to Authorize Exercising the First Option Year with Arguindegui Oil Company, Ltd. for Unleaded Fuel Supply b) <b>Action</b> to Authorize Awarding Contracts to Multiple Vendors for Bus and Engine Parts c) <b>Action</b> to Authorize Awarding a Contract to Westmatic Corporation for a Bus Wash System d) <b>Action</b> to Authorize Entering Into Negotiations With and Awarding a Contract to Naismith Engineering, Inc. for General Engineering/Architectural Services e) <b>Action</b> to Authorize Awarding a Contract to Wells Fargo Bank for Depository and Banking Services	Chairman	3 min.	Pages 17-18  Pages 19-20  Pages 21-22  Pages 23-26  Pages 27-28
13.	<b>Presentation</b> on Staples Street Center Financing Schedule	J. Cruz-Aedo	5 min.	Page 29
14.	<b>Discussion and Possible Action</b> to Authorize Submitting an Application to the Texas Bond Review Board for Allocation of Private Activity Bonds and Authorizing other Matters Related Thereto	J. Cruz-Aedo	3 min.	No Attachment



	Topic	Speaker	Est. Time	Reference
15.	<b>Discussion and Possible Action</b> to Approve Publication of a Notice of Public Hearing Relating to the Proposed Issuance of Private Activity Bonds and the Projects being Financed Therewith in Compliance with the Provisions of Section 147(F) of the Internal Revenue Code and Authorizing Other Matters Related Thereto	J. Cruz-Aedo	3 min.	No Attachment
16.	<b>Action</b> to Authorize Issuing a Solicitation for Bus Stop Cleaning Services	R. Villarreal	10 min.	Page 30
17.	<b>Action</b> to Authorize Awarding a Contract to Entrust for Employee Group Health, Vision, and Dental Insurance Program	W. Laridis	10 min.	Pages 31-32
18.	<b>Action</b> to Award Federal Transit Administration Section 5310 Program Grant Funds	W. Laridis	10 min.	Pages 33-34
19.	<b>Action</b> to Authorize Amending the Tuition Reimbursement Policy to Include Graduate Studies and to Increase Reimbursement for Undergraduate Studies	A. Olivares	5 min.	Pages 35-39
20.	<b>Presentations:</b> a. August 2013 Financial Report (Separate Attachment) b. August 2013 Operations Report c. Regional Economic Impact – 2013 Study d. Bus Stop Improvements Project e. Procurement Update	O'Brien  Villarreal Haas Montez Laridis	40 min.	Pages 40-41  Pages 42-54 No Attachment No Attachment No Attachment
21.	<b>Chairman's Report</b> a. American Public Transportation Association (APTA) Annual Conference, Awards, and Personnel Recognition b. Uptown Neighborhood Initiative – Good Neighbor Award c. Staples Street Center Groundbreaking d. Eagle Ford Shale Consortium – Fall Conference e. CEO's Annual Evaluation	Chairman	10 min.	No Attachment



	Topic	Speaker	Est. Time	Reference
22.	<b>CEO's Report</b> a. Texas Transit Association b. Triennial Review c. Islander Shuttle Service d. Staples Street Center	S. Neeley	10 min.	No Attachment
23.	<b>Adjournment</b>	Chairman	1 min.	No Attachment
24.	<b>Information</b> RCAT Minutes of August 15, 2013 Development Subcommittee Minutes – May 31, 2013 and September 16, 2013			Pages 55-59 Pages 60-66

**Total Estimated Time: 2:55**

**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, October 4, 2013** this Notice was posted by **Beth Vidaurri** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices, 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.





Corpus Christi  
Regional Transportation Authority

**Resolution**

October 9, 2013

**Honoring Gil Hernandez**

**WHEREAS**, the County of Nueces appointed Gil Hernandez in December, 2010, to serve on the Board of Directors of the Corpus Christi Regional Transportation Authority; and

**WHEREAS**, during his three-year tenure Gil Hernandez has served in a variety of capacities on the Board, such as a member of the Administration Committee, on the Development Subcommittee, on the Marketing Subcommittee, on the Rural Affairs Subcommittee, and on the Governmental Relations Subcommittee; and

**WHEREAS**, Gil Hernandez has served with distinction on the Board of Directors and the conclusion of his term of office on the Board gives just cause to reflect on his accomplishments;

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

**RESOLVED**, that Gil Hernandez is hereby commended for his service to the community with the Corpus Christi Regional Transportation Authority in helping the community to develop and prosper through improved mobility for the public.

**DULY PASSED AND ADOPTED** This 9<sup>th</sup> day of October 2013.

Corpus Christi Regional Transportation Authority

By \_\_\_\_\_

John Valls, Chair  
Corpus Christi Regional Transportation Authority





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 2013

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

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### **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.

**Committee Review:**

The Administration Committee met on September 25, 2013 and recommended approval of this item with the Board Chair and all other officers being elected for two-year terms at the annual meeting in January of even-numbered years.



**Recommendation:**

General Counsel requests that 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 January Board meeting in even-numbered years.

#### AMENDMENT PROVIDING 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 January Board meeting in even-numbered years ~~of 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

Board of Directors' Memo

October 9, 2013

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

**Background:**

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

Committees

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

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

Committees

<u>Administration Committee</u>	<u>Operations Committee</u>
<i>Tony Elizondo, Chair</i> Vangie Chapa Robert Garcia Thomas Dreyer  _____ (Vacant)	<i>Mary Saenz, Chair</i> George Clower Angie Flores Granado Ray Hunt Lamont Taylor



### Subcommittees

<u>Rural Affairs Subcommittee</u> <i>Ray Hunt, Chair</i> Tony Elizondo Robert Garcia Angie Flores Granado Lamont Taylor	<u>Governmental Relations Subcommittee</u> <i>Angie Flores Granado, Chair</i> George Clower Tony Elizondo Ray Hunt Lamont Taylor
<u>Audit, Finance, Health &amp; Pension Subcommittee</u> <i>Robert Garcia, Chair</i> Thomas Dreyer Mary Saenz	<u>Development Subcommittee</u> <i>George Clower, Chair</i> Angie Flores Granado Ray Hunt Lamont Taylor

### **Recommendation:**

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

Submitted By:



Scott Neeley  
Chief Executive Officer



## **ATTACHMENT**

### **Responsibilities of Subcommittees**

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, SEPTEMBER 4, 2013**

**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. Heard Report from Amalgamated Transit Union-Local Chapter 1769
6. Heard Board Committee Updates: a. Administration Committee and b. Operations Committee
7. Approved the Board of Directors' Minutes of August 7, 2013
8. Approved Consent Agenda Items as Follows:
  - a) Action to Authorize Issuing a Request for Proposals for General Legal Services
  - b) Action to Authorize Entering Into an Agreement with Nueces County to Provide Maintenance for County-Owned CNG Vehicles
9. Authorized Transferring Three (3) Diesel Buses to the City of Brownsville
10. Authorized Entering into a Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations
11. Heard Presentations on:
  - a) 2013 Second Quarter Performance Reports for Defined Benefit Plan and Trust and Defined Contribution Plan
  - b) Second Quarter Investment Report
  - c) July 2013 Financial Report
  - d) Budget Update
  - e) Federal Transit Administration Update
  - f) Procurement Update
  - g) July 2013 Operations Report
  - h) Mobile Transit and Ticketing Applications
12. Heard CEO's Report on: a. Texas Transit Association; b. Staffing; c. APTA Ad Wheel Award; and d. SWTA Marketing Conference
13. Heard Chairman's Report on: a. APTA Annual Conference and b. Staples Street Center Ground Breaking Ceremony

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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:** John Valls, George Clower, Thomas Dreyer, Tony Elizondo, Robert Garcia, Angie Flores Granado, Ray Hunt, Mary Saenz, Lamont Taylor

**Board Members Absent:** Vangie Chapa, Gil Hernandez



**Staff Present:** Scott Neeley, David Chapa, Jorge Cruz-Aedo, Jane Haas, Beth Vidaurri, Terry Klinger, Keith Korenek, William Laridis, Sharon Montez, Robert Saldana, Rosa Villarreal, Brett Mauser, Carlos Herrera, Julia Lara

**Public Present:** John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Abel Alonzo, RCAT; Gina V. Castillo, Rowland Estrada, Rosie Aguiar, ATU Local 1769; Norma H. Zamora, Andrew Munoz, City of Brownsville/BMETRO; Chris Langmayer, Joe Escobedo, Dana Smith, Carlos Vargas, Connie Saiz, MV Transportation; Roland Barrera, Scott Harris, LAN Inc.

### **Call to Order**

Ms. Angie Granado called the roll and declared that a quorum was present.

The Board of Directors' meeting was called to order by Mr. Valls at 8:49 a.m.

### **Personnel Recognition**

Mr. Scott Neeley introduced and recognized two Customer Services Center employees for their above and beyond performance when a temporary call center had to be set up at the Bear Lane office. Mr. Carlos Herrera, a former bus operator recently hired at the Center, and Ms. Julia Lara who was hired in March 2013. Mr. Neeley noted that the quick response time resulted in no disruption of service to customers. He also recognized Mr. David Chapa who coordinated the transition.

Mr. Neeley announced that Mr. Brett Mauser had received an Award of Excellence from the Videographer Awards 2013 competition for an interactive video series he produced entitled "Downtown Virtual Tours".

The American Public Transportation Foundation, as reported by Mr. Neeley, had awarded a scholarship to Mr. William Laridis for the second year in a row.

Mr. Neeley informed that Ms. Rosa Villarreal had been nominated and had received recognition in the Mass Transit magazine as one of the "Top 40 Under 40" transit professionals.

### **Opportunity for Public Comment**

No one spoke under public comment.

### **Update on RCAT Committee Activities**

Mr. Abel Alonzo recognized Mr. Arturo Rios, custodian with the Authority, for his act of kindness for the riders waiting in the heat at the Staples Street station. He announced that he had been re-appointed to serve on the Mayor's Committee for Persons with Disabilities and that he would continue promoting the partnership with the Authority in an effort to improve the system. He asked that additional bus stops not be removed until the full impact on the riders is known.



### **Report from Amalgamated Transit Union-Local Chapter 1769**

Mr. Rowland Estrada, President, Amalgamated Transit Union-Local Chapter 1769, reported that Nations Magazine had recognized the Amalgamated Union as being the most valuable union in the nation.

### **Board Committee Updates**

#### **a. Administration Committee**

Mr. Tony Elizondo, reporting on the August 28, 2013 Administration Committee meeting, stated that the request to issue an Request for Proposal (RFP) for legal services was discussed and forwarded to the Board; that presentations were heard on the Defined Contribution and Defined Benefit plans, the Second Quarter investment report, the July 2013 financial report, on the 2014 proposed budget, and on the audit performed by the Federal Transit Administration.

#### **b. Operations Committee**

Ms. Mary Saenz reported that at the August 28, 2013 Operations Committee meeting entering into an agreement with Nueces County, awarding a contract to MV Transportation, and authorizing the transfer of three diesel buses to the City of Brownsville had been discussed and forwarded to the Board for approval. Staff presentations had been heard on the July 2013 Operational Report, a procurement update; and on the mobile ticketing and mobile transit applications.

### **Discussion and Possible Action to Approve the Board of Directors' Minutes of August 7, 2013**

**MR. ELIZONDO MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF AUGUST 7, 2013. MR. HUNT SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, ELIZONDO, SAENZ, GRANADO, HUNT, TAYLOR, AND CLOWER VOTING IN FAVOR. HERNANDEZ AND CHAPA ABSENT.**

### **Consent Agenda Items**

- a) **Action to Authorize Issuing a Request for Proposals for General Legal Services**
- b) **Action to Authorize Entering Into an Agreement with Nueces County to Provide Maintenance for County-Owned CNG Vehicles**

Mr. John Valls stated that the consent agenda 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 the items. He asked if there were any items that should be pulled for discussion. No items were pulled.

**MS. GRANADO MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS 8a AND 8b. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. DREYER, GARCIA, ELIZONDO, SAENZ,**



**GRANADO, HUNT, TAYLOR, AND CLOWER VOTING IN FAVOR.  
HERNANDEZ AND CHAPA ABSENT.**

**Action to Authorize Transferring Three (3) Diesel Buses to the City of Brownsville**

Ms. Norma Zamora, B Metro Director in Brownsville, Texas, addressed the Board and introduced Mr. Andrew Munoz, B Metro Assistant Director. Ms. Zamora commented that this was an excellent opportunity to partner with CCRTA. She stated that the letter submitted to Texas Department of Transportation (TxDOT) was under review.

Mr. William Laridis explained that selling the diesel buses to the City of Brownsville would expedite the Authority's conversion to CNG buses and also help the Brownsville transit agency meet their timeframe for implementation of a new route. The transit agency would be using federal grant funds to purchase the buses. The transfer of buses would be handled through an interlocal agreement.

**MR. ELIZONDO MADE A MOTION TO AUTHORIZE TRANSFERRING  
THREE (3) DIESEL BUSES TO THE CITY OF BROWNSVILLE. MS.  
SAENZ SECONDED THE MOTION. THE MOTION CARRIED. DREYER,  
GARCIA, ELIZONDO, SAENZ, GRANADO, HUNT, TAYLOR, AND  
CLOWER VOTING IN FAVOR. HERNANDEZ AND CHAPA ABSENT.**

**Action to Authorize Entering into a Contract with MV Transportation, Inc. for  
Paratransit and Small Bus Operations**

Mr. William Laridis stated that AFC Transportation, First Transit, Maruti Fleet and Maintenance, and MV Transportation had submitted proposals for the five-year base contract which included a two year option for providing paratransit and small bus operations. The services provided would include administrative staff, operator training, safety training, and maintenance of paratransit vehicles. Three companies were selected to be interviewed. The interview panel consisted of five staff members and two non-scoring stakeholders - Mr. Tom Niskala and Mr. Abel Alonzo. Mr. Laridis said that the proposal submitted by MV Transportation was the best value for the Authority with a five-year base price of \$21,778,398.

Mr. Laridis recognized Mr. Chris Langmayer and Mr. Butch Escobedo with MV Transportation.

**MS. ANGIE GRANADO MADE A MOTION TO AUTHORIZE  
NEGOTIATING AND ENTERING INTO A CONTRACT WITH MV  
TRANSPORTATION, INC. FOR PARATRANSIT AND SMALL BUS  
OPERATIONS. MR. TAYLOR SECONDED THE MOTION. THE  
MOTION CARRIED. THE MOTION CARRIED. DREYER, GARCIA,  
ELIZONDO, SAENZ, GRANADO, HUNT, TAYLOR, CLOWER VOTING  
IN FAVOR. HERNANDEZ AND CHAPA ABSENT.**

Mr. Tony Elizondo recognized Mr. Carlos Vargas, GM for MV Transportation, for his contributions to the non-profit community which exceeded what was required.



## **Presentations**

### **a. 2013 Second Quarter Performance Reports for Defined Benefit Plan and Trust and Defined Contribution Plan**

Mr. Jorge Cruz-Aedo reviewed the general market conditions noting that the Defined Benefit Plan portfolio value as of June 30, 2013 was \$27,562,684. The portfolio investments were 58.42 percent in equities; 0.95 percent in cash; 3.61 percent in alternatives; and 36.99 percent in fixed income. The funded ratio of the plan had decreased during the quarter ending June 30, 2013.

Reporting on the Defined Contribution Plan report, Mr. Cruz-Aedo stated that the portfolio market value as of June 30, 2013 was \$7,209,768. He provided a brief overview of the fund array.

### **b. Second Quarter Investment Report**

Mr. Jorge Cruz-Aedo summarized the Portfolio performance report noting that as of June 30, 2013 the ending book value was \$29,789,586 and the market value was \$29,779,297. He reviewed the investments consisting of Municipal Bonds and Agencies noting that their performance was competitive based on the current market. The investment return for the quarter was .205 percent versus the benchmark yield of .090 percent for a six-month treasury.

### **c. July 2013 Financial Report**

Ms. Cindy O'Brien, using a PowerPoint presentation, stated that when comparing revenues to expenditures for the month of July 2013, revenues were about eight percent higher than expenditures. Sales tax for June was \$2,906,916 reflecting a 5.0 percent increase over 2012 and year-to-date through June it was \$15,873,481 representing an increase of 9.5 percent over 2012. Passenger revenue had increased \$33,000 compared to 2012.

Reviewing actual departmental expenses compared to budget, Ms. O'Brien noted that overall departmental line items were below budget.

Ms. O'Brien stated that at the next meeting, the PowerPoint slides would be revised to provide improved readability.

### **d. Budget Update**

Providing an overview of the budget timeline, Mr. Jorge Cruz-Aedo stated that budget workshop meetings would be held between the Administration and Operations Committee meetings until it was submitted for Board approval on November 6, 2013. He informed that new budget software had been implemented resulting in a slight budget preparation delay.

Highlights of the 2014 proposed budget cited by Mr. Cruz-Aedo were that there would be a recommendation for a five-percent increase in sales tax which would result in an approximate 2014 budget of \$35 million; about 34.8 percent in sales tax was being



projected; implementation of the proposed service changes would require using some of that added revenue; a two percent Cost of Living Adjustment and three percent merit adjustment to employee wages would be proposed in the draft budget.

Mr. John Valls asked if some of the capital project programming would be advanced in the proposed capital budget. Mr. Cruz-Aedo stated that this would be included in the budget review process.

Initiatives emphasized by Board Members for advancement were modifications to the six points station; improved maintenance in bus stop areas; and improvements to the park-n-ride location in Calallen.

**e. Federal Transit Administration Update**

Mr. William Laridis reported that the Federal Transit Administration Triennial Review would be conducted on September 9-10, 2013. Six Section 5310 grant program funding proposals had been forwarded to the Metropolitan Planning Organization (MPO) for consideration and recommendation. The proposals were from Bee County Action Agency, Coastal Bend Center for Independent Living, Coastal Bend Wellness Foundation, Rural Economic Assistance League, TCN of the Coastal Bend – Project TECS, and TCN of the Coastal Bend- Project Promotoras. Mr. Laridis explained that due to the project funding requests exceeding the available funding, the method of allocating the funds had to be revised. A recommendation was scheduled to be made at the September 19, 2013 Transportation Advisory Committee meeting; then forwarded to the October 3, 2013 Transportation Policy Committee. This recommendation would be forwarded to the RTA Board of Directors' October 9, 2013 meeting for their final approval.

Regarding the passenger ferry grant program, Mr. Laridis reported that \$29.9 million was available for capital projects but the program did not cover operating expenses. The Authority would be submitting an application for dock and shelter infrastructure improvements.

**f. Procurement Update**

Mr. William Laridis reported that the first ARBOC cutaway bus would be delivered within a couple of weeks; awarding the contract for paratransit and small bus operations had just been approved; and that awarding contracts for group employee health, vision, and dental insurance and for a bus wash system would be presented at the October board meeting for consideration. Current solicitations were general engineering services, depository and banking services, and management information system. Pending solicitations were for general legal services, fixed-route buses, and cut-a-way vehicles.

**g. July 2013 Operations Report**

Ms. Rosa Villarreal, using a PowerPoint presentation, reviewed the July 2013 monthly system operational reports. Passengers for all services were 524,781 which was consistent with the trending increase in ridership. She stated that at the Committee



meeting a 13-month average had been requested and this would be provided in next month's report.

Detailing ridership by mode compared to July 2012, Ms. Villarreal highlighted that the overall system ridership had increased 3.8 percent and fixed-route bus service had increased 3.7 percent.

Reviewing operational metrics compared to July 2012, Ms. Villarreal summarized that passengers per hour and passengers per mile were comparable and that cost per hour and cost per passenger for B-Line service had increased. Under bus on-time performance, the Authority had met two of the four standards. She noted that wheelchair and bicycle boardings had increased for fixed-route service. She reported that three of the five service metrics had been met by B-Line. Six of the forty-five CAFs called in were still active. There had been eight vehicle collisions resulting in a collision rate of 3.76 per hundred thousand miles driven compared to the baseline of 2.0 or less.

In response to Mr. Taylor, Ms. Villarreal reported that the Harbor Water Taxi pilot program ridership has been higher than expected. Mr. Terry Klinger stated that both the Sea District and HMS, harbor service provider, would like to have the service frequency and the number of days increased for the next season.

Regarding the vehicle collisions question posed by Mr. Taylor, Ms. Villarreal responded that the Accident Review Board was considering amending their policy in order to review the monthly accidents prior to the Board meeting. This would allow the accidents to be reported as preventable or non-preventable.

#### **h. Mobile Transit and Ticketing Applications**

Providing an update on mobile ticketing applications, Mr. Scott Neeley reported that three agencies in North Texas were using an application from a company named Unwire that allows passengers to buy their passes through their smart phones. The Dallas Area Rapid Transit agency was offering transit agencies the option of entering into an interlocal agreement with them to use the application. There would be a flat fee for use of the application; then a transaction cost. Advertising could be incorporated into the pass. The application works with both android and iPhones. Mr. David Chapa provided a demonstration of the application. He noted that the ticket's value would expire after 120 days from the date of purchase.

Mr. Neeley informed that the Authority's route information had been uploaded to Google and route information was available through Hop Stop. He recognized the Planning, Marketing, and Information Technology departments for their work on this project.

### **CEO's Report**

#### **a. Texas Transit Association**

Mr. Scott Neeley reported that the Texas Transit Association (TTA) had met on August 15, 2013 and that Mr. John Valls had attended. The TTA members had met with representatives from various legislative offices. He stated that TTA was working with



Texas Department of Transportation representatives to coordinate their initiatives for re-authorization.

**b. Staffing**

Mr. Neeley reported that applicants could now fill out their job applications on-line. There were job openings for Director of Planning, Senior Planner, and Director of Finance.

**c. APTA Ad Wheel Award**

Mr. Neeley announced that the Authority's Jazz Festival poster had been awarded first place in APTA's Ad Wheel Award competition. The poster had been created by Brett Mauser in the Marketing Department. Since it was awarded first place, it would be considered for the Grand Prize award at the October Annual meeting. The poster had also been submitted for a "Spotlight Award" through South West Transit Association.

Mr. Neeley stated that both he and Mr. Carlos Vargas would be speakers at the TRAN conference that was being held here in Corpus Christi on September 10-12, 2013.

Ms. Jane Haas informed that the Authority would be recognized by the Uptown Neighborhood Initiative (UNI) on Thursday, October 3, 2013 for the work the Authority was doing along Leopard and Staples street.

**Chairman's Report**

**a. APTA Annual Conference**

Mr. John Valls stated that the APTA Annual Conference would be held September 28<sup>th</sup> through October 2, 2013 in Chicago, Illinois.

**b. Staples Street Center Ground Breaking Ceremony**

Mr. Valls invited everyone to attend the Staples Street Center Ground Breaking ceremony on September 26, 2013 at 10 a.m. on the corner of Leopard and Waco.

**Adjournment**

The meeting was adjourned at 10:15 a.m.

Submitted by: Beth Vidaurri





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 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.

**Committee Review**

The Operations Committee met on September 25, 2013 and recommended approval of this item.

**Recommendation**


Staff requests 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

Board of Directors' Memo

October 9, 2013

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**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.

**Committee Review**

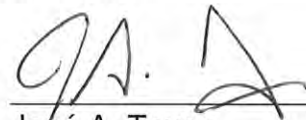
The Operations Committee met on September 25, 2013 and recommended approval of this item.

**Recommendation**

Staff requests 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

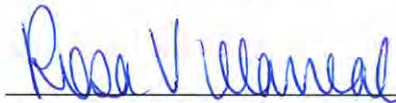
Respectfully Submitted,

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

Board of Directors' Memo

October 9, 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.



**Committee Review**

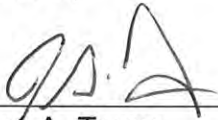
The Operations Committee met on September 25, 2013 and recommended approval of this item.

**Recommendation**

Staff requests 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

Board of Directors' Memo

October 9, 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 Engineering	25.25	21	13.25	11.25	8.75	79.50
MGM Engineering	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.

**Committee Review**

The Operations Committee met on September 25, 2013 and recommended approval of this item.

**Recommendation**

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

Respectfully Submitted,

Submitted by:



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Sharon Montez  
Managing Director of Capital Programs

Approval:



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Scott Neeley  
Chief Executive Officer





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 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.

### **Committee Review**

The Administration Committee met on September 25, 2013 and recommended approval of this item.

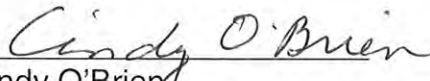


**Recommendation**

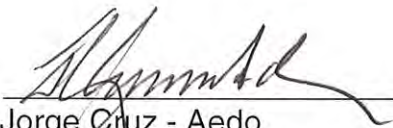
Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) to execute a three-year contract with two one-year options for depository banking services with Wells Fargo Bank.

Respectfully Submitted,

Submitted by:

  
Cindy O'Brien  
Interim Director of Finance

Approval:

  
Jorge Cruz - Aedo  
Managing Director of Administration

Approval:

  
Scott Neeley  
Chief Executive Officer



September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Corpus Christi Regional Transportation Authority**  
Approximately \$11,000,000\*  
System Revenue Bonds, Series 2013 (AMT)

Approximately \$11,000,000\*  
System Revenue Bonds, Taxable Series 2013

Timetable of Events

<u>Date</u>	<u>Event</u>
Wednesday, June 5, 2013	Regular Board Meeting: 1) Amendment of Corpus Christi Regional Transportation Authority's ("CCRTA") Plan to include Project. 2) Approval of Reimbursement Resolution for Project.
Monday, September 9, 2013	Request Preliminary Official Statement ("POS") information from Issuer.
Monday, September 16, 2013	POS information due from Issuer.
Wednesday, September 25, 2013	1 <sup>st</sup> Draft of the POS to Bond Counsel for comments.
Tuesday, October 1, 2013	1 <sup>st</sup> Draft of the POS comments due from Bond Counsel.
Friday, October 4, 2013	2 <sup>nd</sup> Draft of the POS to Bond Counsel and RTA for Comments; Request ratings.
Wednesday, October 9, 2013	Regular Board Meeting 1) <i>Authorize TEFRA Publication (Tax Equity and Fiscal Responsibility Act of 1982) in Corpus Christi Caller-Times.</i> 2) <i>Authorize Application to the Texas Bond Review Board for Private Activity Bond Allocation.</i>
Friday, October 11, 2013	1) Publish TEFRA Notice in Corpus Christi Caller-Times (publication must occur at least 14 days prior to the hearing date). 2) Submit Application to the Texas Bond Review Board for Private Activity Bond Allocation. 2 <sup>nd</sup> Draft of the POS comments due from Bond Counsel and the RTA.
Week of October 14	Bond Rating Conferences with Fitch, Moody's and Standard & Poor's.
Tuesday, October 15, 2013	3 <sup>rd</sup> Draft of the POS to the Working Group for comments.
Week of October 21-25	Hold TEFRA Public Hearing at CCRTA Administration Offices (no official board meeting necessary)
Tuesday, October 22, 2013	3 <sup>rd</sup> Draft of the POS comments due from Working Group.
Monday, October 28, 2013	Ratings due from rating agencies.
Tuesday, October 29, 2013	Post POS.
Tuesday, November 5, 2013	Price the Bonds
Wednesday, November 6, 2013	Regular Board Meeting to Approve the Issuance of the Bonds.
Friday, November 8, 2013	Submit transcript of Proceedings to the Texas Attorney General for approval and additional request TEFRA approval.
Thursday, November 21, 2013	Attain Approving Opinion from Texas Attorney General
Tuesday, November 26, 2013	Closing – Delivery of Bonds and CCRTA Receipt of Bond Proceeds. <b>(WE NEED TO CONFIRM THAT THE CONTRACTOR WILL HOLD THE GUARANTEE MAXIMUM PRICE UNTIL THIS DATE WITHOUT THE CONTRACT BEING EXECUTED BY THE CCRTA.)</b>

\*Preliminary, subject to change.





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 2013

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**Subject: Discussion and Possible Action to Recommend the Board Authorize Solicitation  
of Bus Stop Cleaning Services**

### Background

The RTA maintains over 1400 bus stops throughout our service area. Currently, these duties are handled by a Facilities Maintenance crew of 4 groundskeepers. Two days a week are dedicated to trash pickup while the other 3 days are for mowing and graffiti removal. These responsibilities are shared with Cooper Advertising who maintains the bus stops where their benches are located.

### Identified Need

As part of a capital improvements initiative, Board has asked for a significant increase in the number of trash receptacles located at bus stops. In coordination with this, staff would like to launch a "Deep Clean" initiative which would serve to increase the frequency in which bus stops are maintained. In order to accomplish this, additional resources are required.

### Analysis

Staff is currently conducting research in order to determine what the additional costs would be if we simply added more labor costs and equipment to the facilities maintenance budget in order to accommodate these initiatives. Before we can complete our assessment, staff would like to test the market to see if contracting this work out is another viable option. The scope of work may include:

- Trash pickup
- Landscaping
- Overall Bus Stop Maintenance

### Committee Review

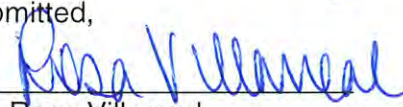
The Operations Committee met on September 25, 2013 and recommended approval of this item.

### Recommendation


Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) to administer a solicitation for bus stop cleaning services.

Respectfully Submitted,

Submitted By: \_\_\_\_\_

  
Rosa Villarreal  
Managing Director of Operations

Approval: \_\_\_\_\_

  
Scott Neeley  
Chief Executive Officer





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 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.

### Committee Review

The Administration Committee met on September 25, 2013 and recommended approval of this item.

### Recommendation

Staff requests 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

Board of Directors' Memo

October 9, 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.

**Committee Review**


The Administration Committee met on September 25, 2013 and recommended approval of this item.

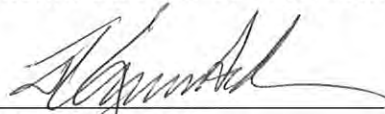
The RCAT Committee will meet on October 07, 2013 to discuss.

**Recommendation**

Staff requests the Board of Directors 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

Board of Directors' Memo

October 9, 2013

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**Subject: 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 \$10,000 per calendar. The Authority is also recommending the tuition reimbursement to be extended for graduate studies.

The following comments from the Administration Committee have been taken into consideration, and they are as follow: will the policy allow for post graduate studies reimbursement, as the plan is written any request for post graduate studies will be reviewed by the CEO for approval. It has also been addressed in the policy, that should an employee withdraw from their studies, they will automatically forfeit reimbursement. Discussion was also mentioned in regards to increasing the dollar amount across the board to \$10,000 per calendar year for all studies. In researching, the Authority maintains the current dollar amount to be applicable for the studies at hand. The Authority also offers other forms of certification by vocation, the Journeyman program is already in place for vehicle maintenance technicians to attend classes.

### **Financial Impact**

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

### **Committee Review**

The Administration Committee met on September 25, 2013 and recommended approval of this item.




**Recommendation**

Staff requests that the Board of Directors approve the revisions of the Tuition Reimbursement Policy.

Respectfully Submitted,

Submitted by:

  
for 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.



**REGIONAL TRANSPORTATION AUTHORITY**  
**Policies and Procedures**

**Subject:** Tuition Reimbursement                      **Policy:** 1007

**POLICY:**

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.

**PURPOSE:**

To establish guidelines and procedures for employees to request reimbursement for tuition, books and fees.

**PROCEDURES:**

College level courses eligible for reimbursement should be directly and substantially related to an employee's efforts to increase productivity or effectiveness in his/her current job or be part of a program that would be of future benefit to the employee's professional advancement within the RTA or as designated by the Chief Executive Officer.

- A. Employees must submit a "Tuition Reimbursement Authorization Form" to their immediate supervisor prior to enrolling for a college level course. Once the immediate supervisor has approved the form, it will be forwarded to the Human Resources Department and the Managing Director of Administration or designee, for approval. Failure to submit a request prior to enrollment may result in ineligibility for reimbursement.
- B. The Authority will reimburse tuition and related costs up to a maximum amount of \$6,000.00 for undergraduate studies and \$10,000.00 for graduate studies, per calendar year per eligible employee. Reimbursable costs include all related mandatory fees. Expenses that will not be reimbursed include, but are not limited to the following: Parking fees, Health or medical fees, Field Trip fees, Deposits, or Diploma/Graduation fees.
- C. The RTA will reimburse full time employees 100% for tuition with a grade of A or B and 90% for a grade of C, or "pass" in a pass/fail class. No reimbursement will be given for a grade of D or F.



D. Within thirty (30) days after completion of an approved course, the employee must submit the following to the Human Resources Department:

1. Original Course registration receipt
2. Original Textbook receipts
3. The university/college grade report that reflects the final grade for the course taken

Reimbursement will be issued through the Accounts Payable Department.

#### **EMPLOYMENT STATUS:**

##### *Involuntary Termination*

If you are terminated by the company for any reason except business conditions, eligibility for reimbursement ends immediately, whether your class is completed or not. If a participant is laid off or terminated due to economic reasons, job elimination or other business conditions over which the employee has no control, the employee maintains eligibility for reimbursement at the completion of the course, as long as the class began prior to the layoff or termination.

##### *Voluntary Resignation*

If a participant quits their employment with RTA before the class is completed, eligibility ends immediately.

#### **GRANTS/SCHOLARSHIPS:**

Grants, scholarships, or other funds which the employee does not have to repay must be disclosed when applying for Tuition Reimbursement. RTA's payments will be coordinated with these programs so the employee does not receive more than 100% reimbursement for the tuition.

#### **PAYBACK AGREEMENT:**

As a condition of tuition reimbursement, for undergraduate and graduate studies, the employee must agree that if he or she voluntarily or involuntarily leaves CCRTA, the employee will repay CCRTA the full amount of any tuition reimbursements received during the timeframe preceding the employee's termination date. Every year worked after receiving the tuition reimbursement will go towards repayment of that year's tuition.





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 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.

### **Committee Review**

This item was presented at the September 25, 2013 Administration Committee meeting.

Respectfully Submitted,

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

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

Approval: Scott Neeley  
Scott Neeley  
Chief Executive Officer





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

October 9, 2013

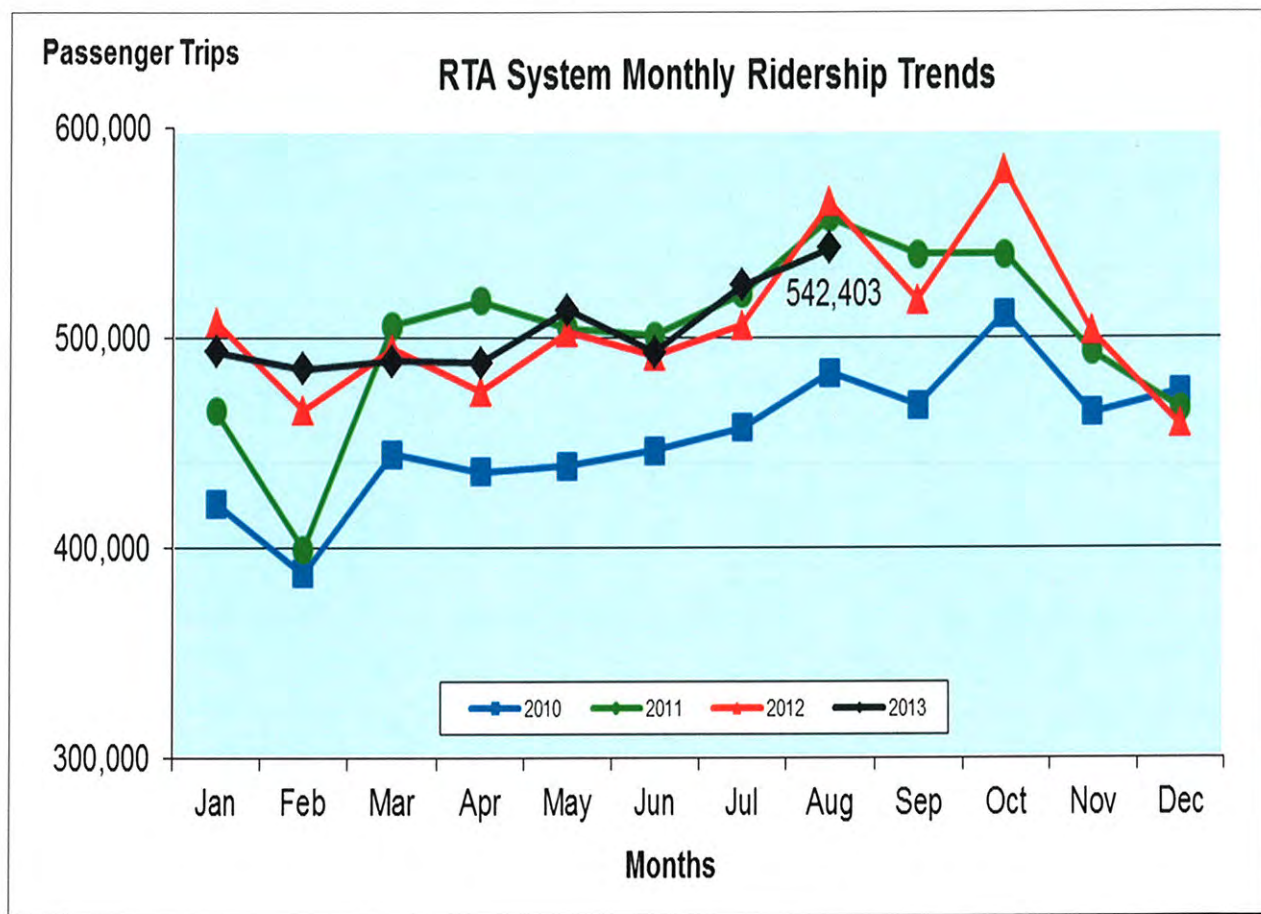
### **Subject: RTA Operations Report for August 2013**

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**

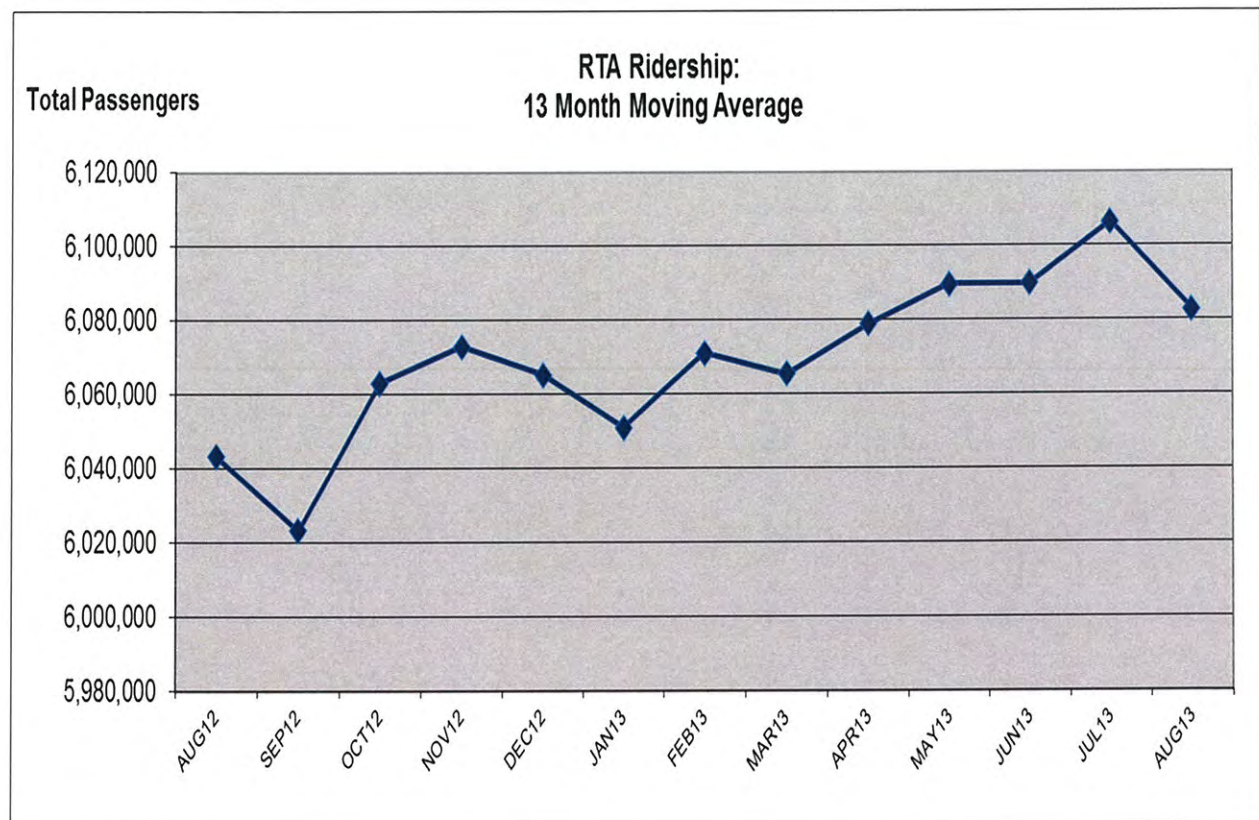
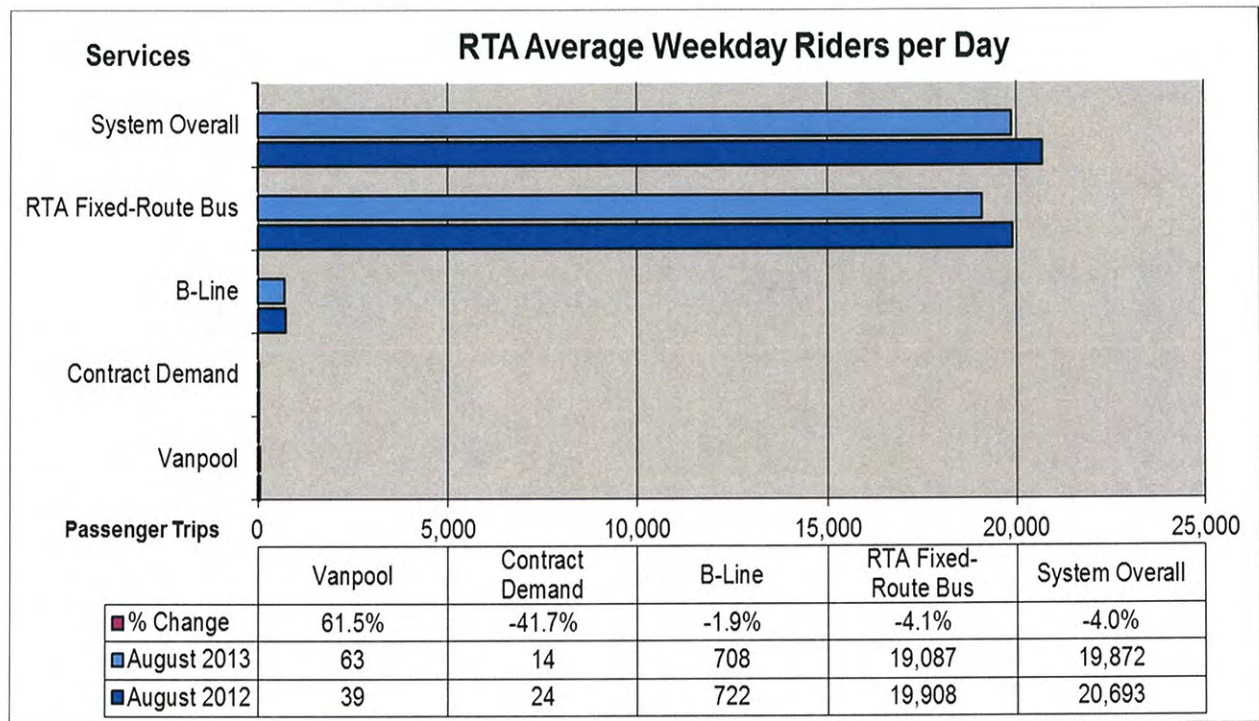
Passengers for all services in August were 542,403. This is a 3.9% decrease from August 2012.

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



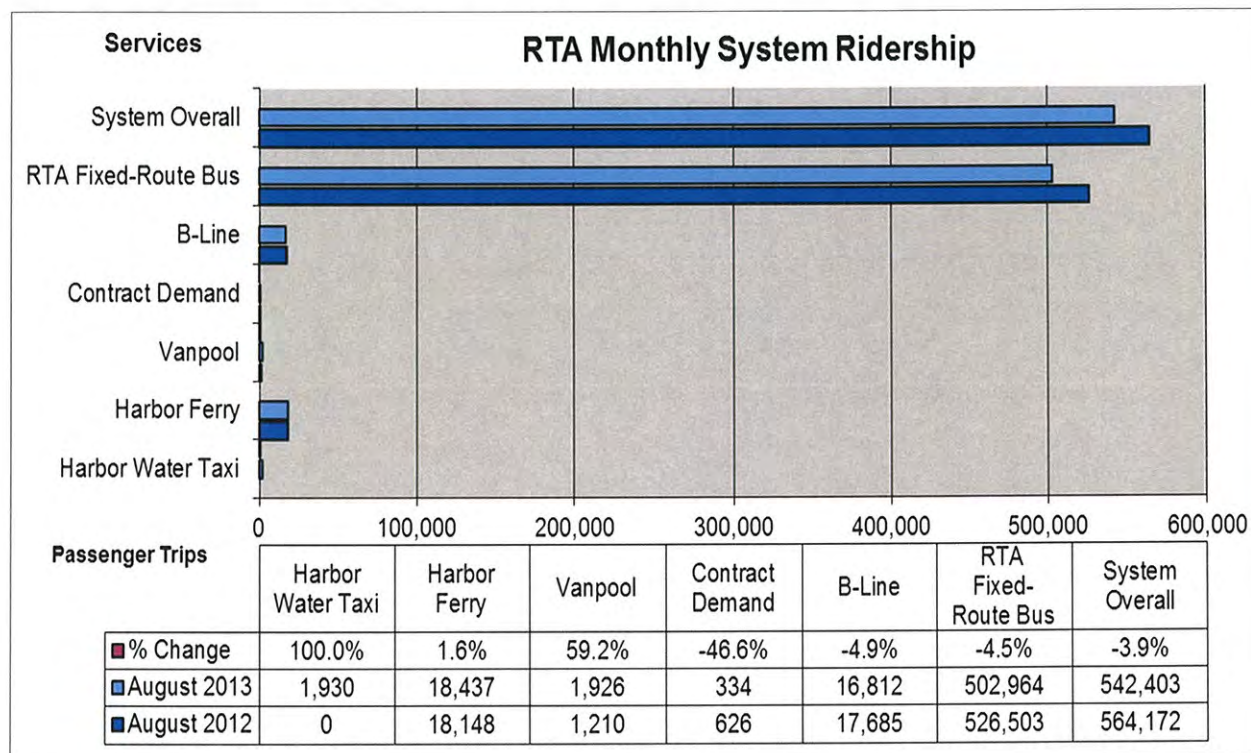


The chart below shows RTA Average Weekday Ridership for all services. The RTA overall transported an average of 19,872 passengers per weekday service in August 2013 as compared to 20,693 in August 2012.

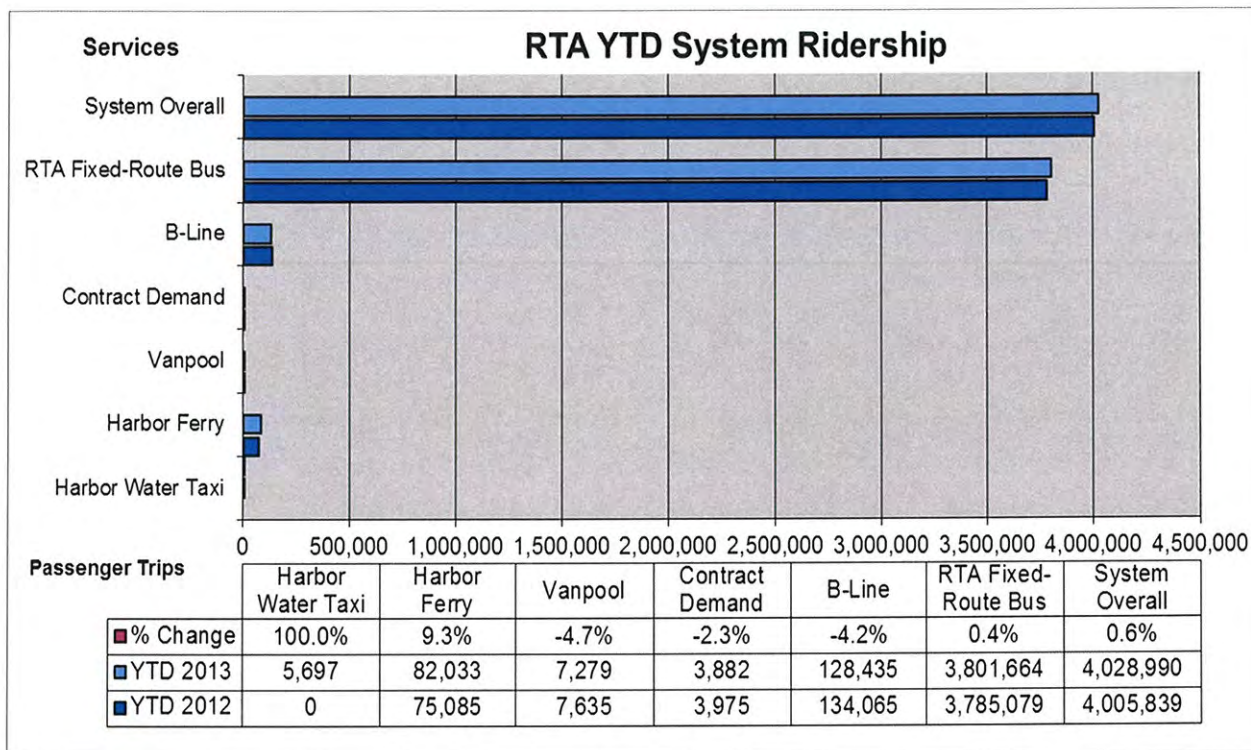




The chart below shows RTA Monthly Ridership for all services. The RTA transported 21,769 less passengers in August 2013 as compared to August 2012.

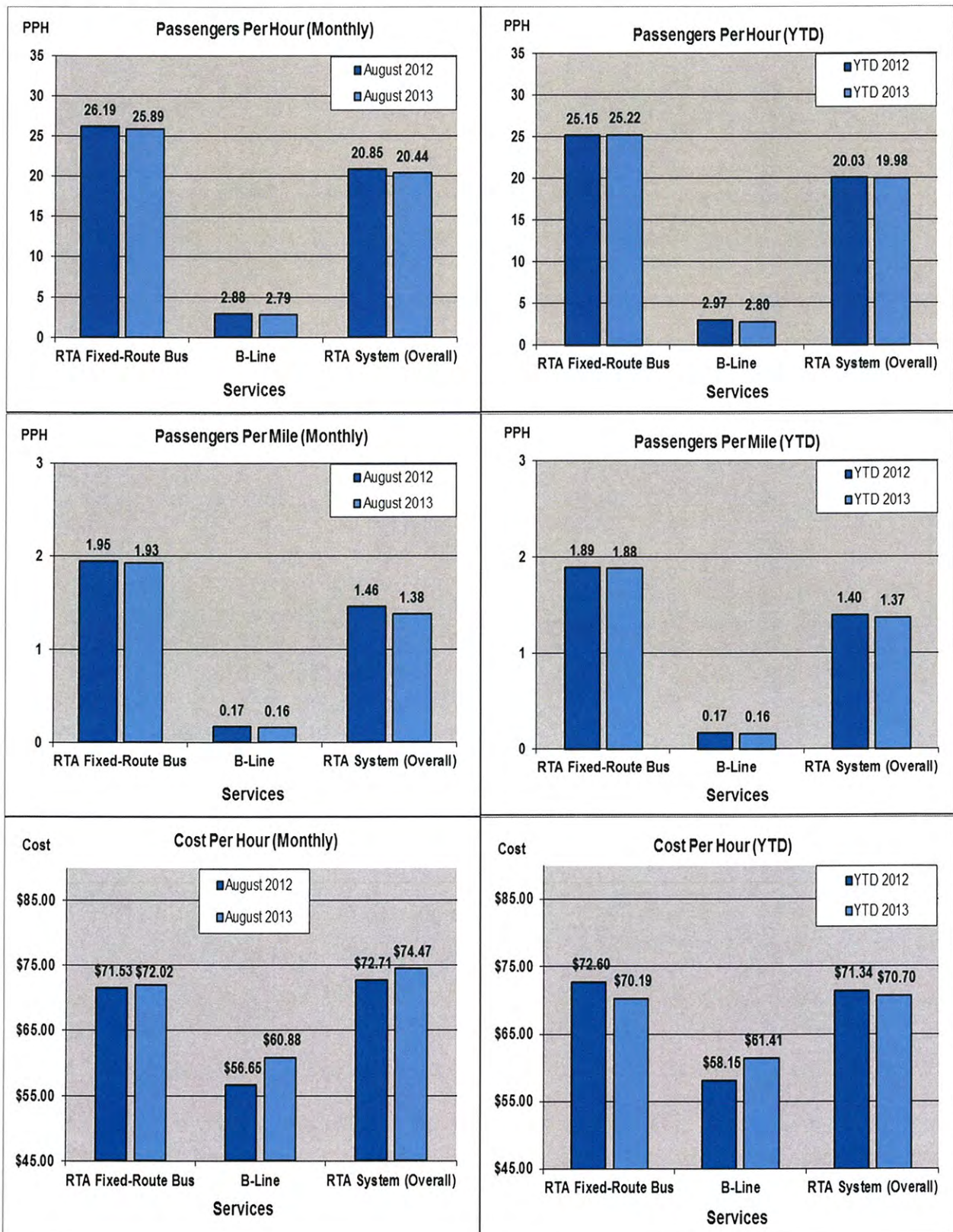


The chart below shows RTA YTD System Ridership for all services. The RTA has transported 23,151 more passengers in 2013 as compared to 2012.

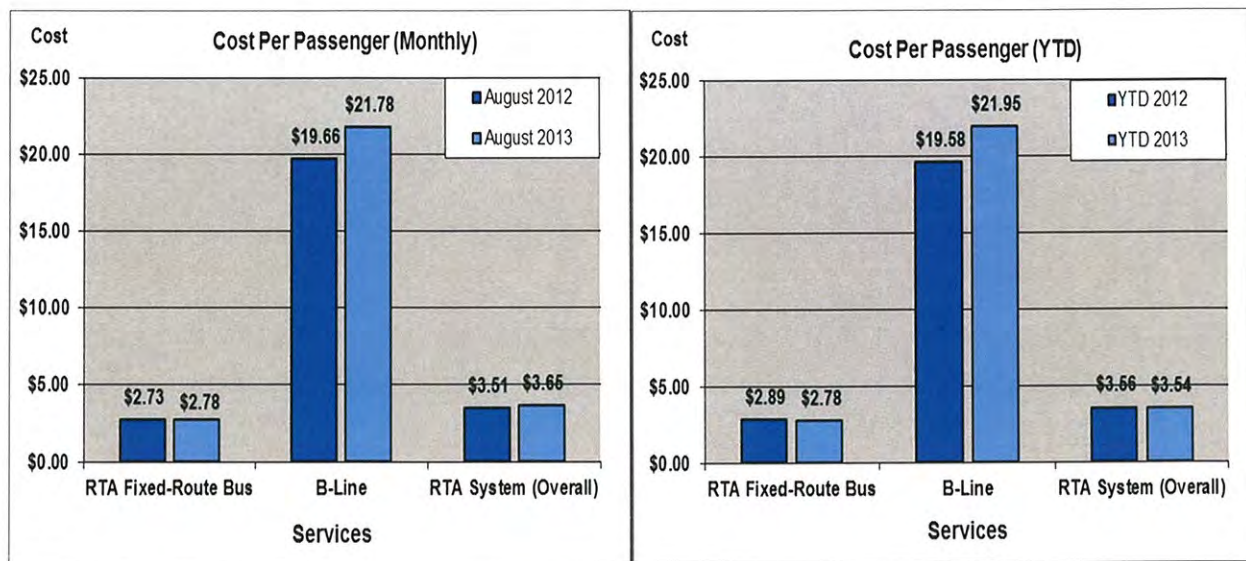




The following charts show RTA System Productivity and Cost for services for the month of August 2013 and YTD 2013.







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.

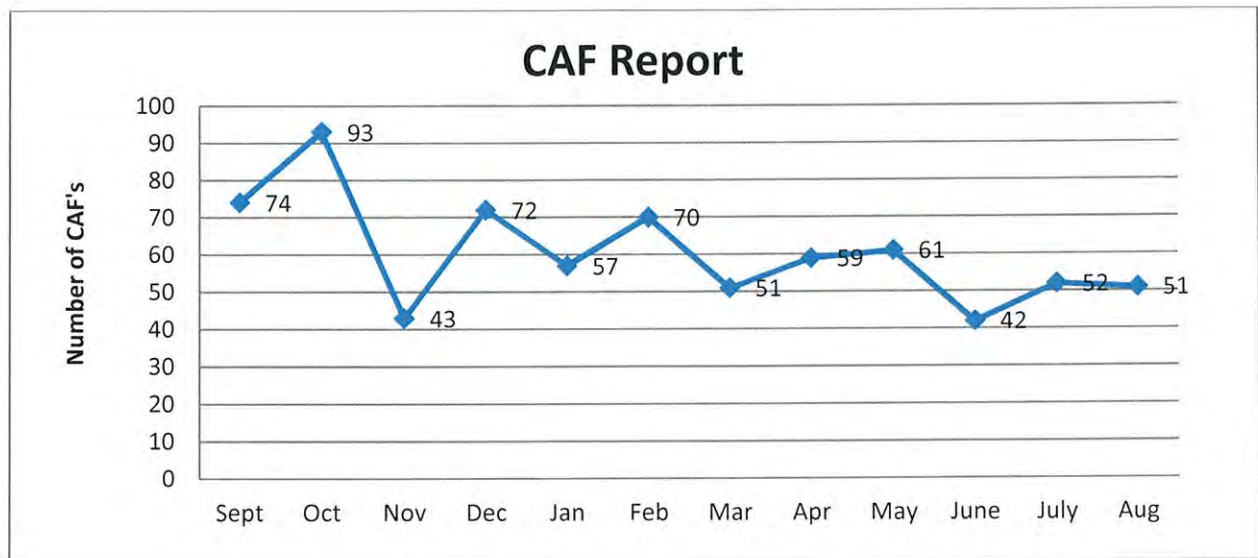
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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
Facilities Maintenance	9	0	0	9
Vehicle Maintenance	1	0	0	1
Safety and Security	2	0	0	2
Active	10	0	0	10
<b>Total</b>	<b>40</b>	<b>6</b>	<b>5</b>	<b>51</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

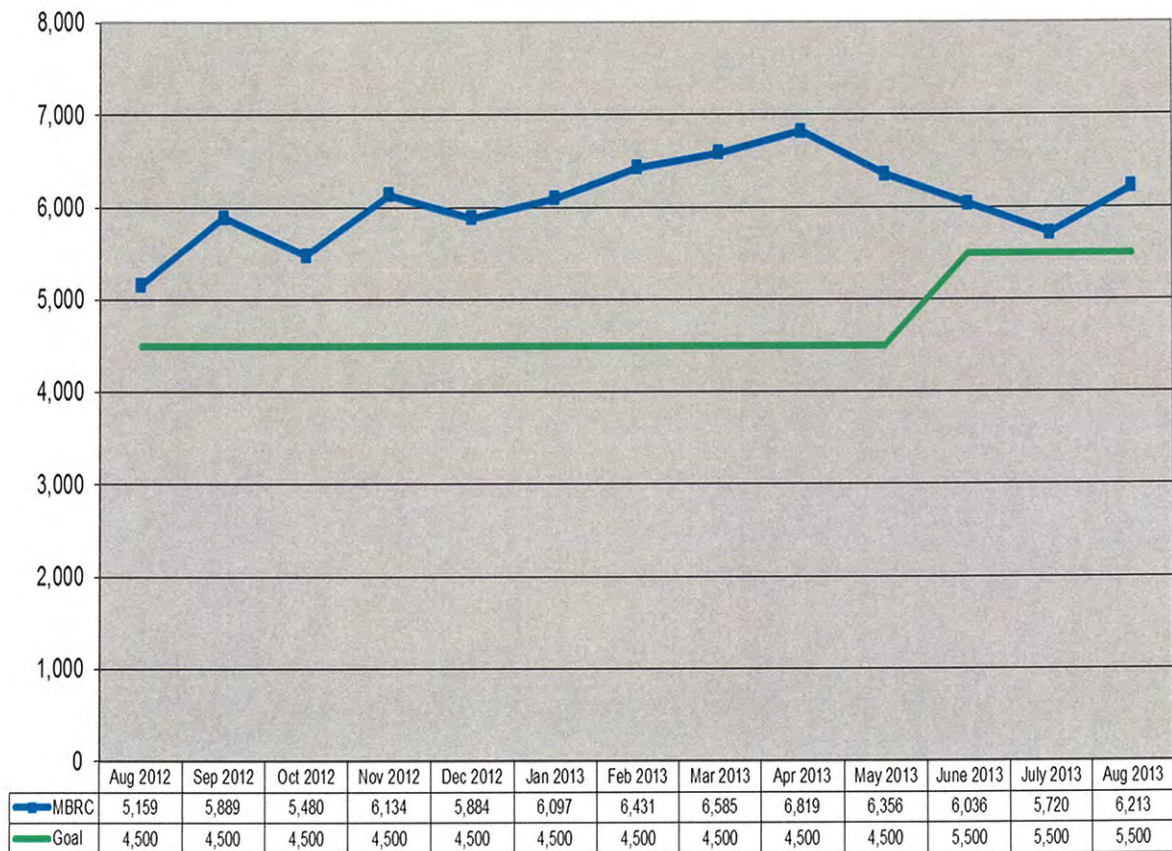


## **RTA Vehicle Maintenance Department Monthly Miles Between Road Calls Report for August 2013**

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

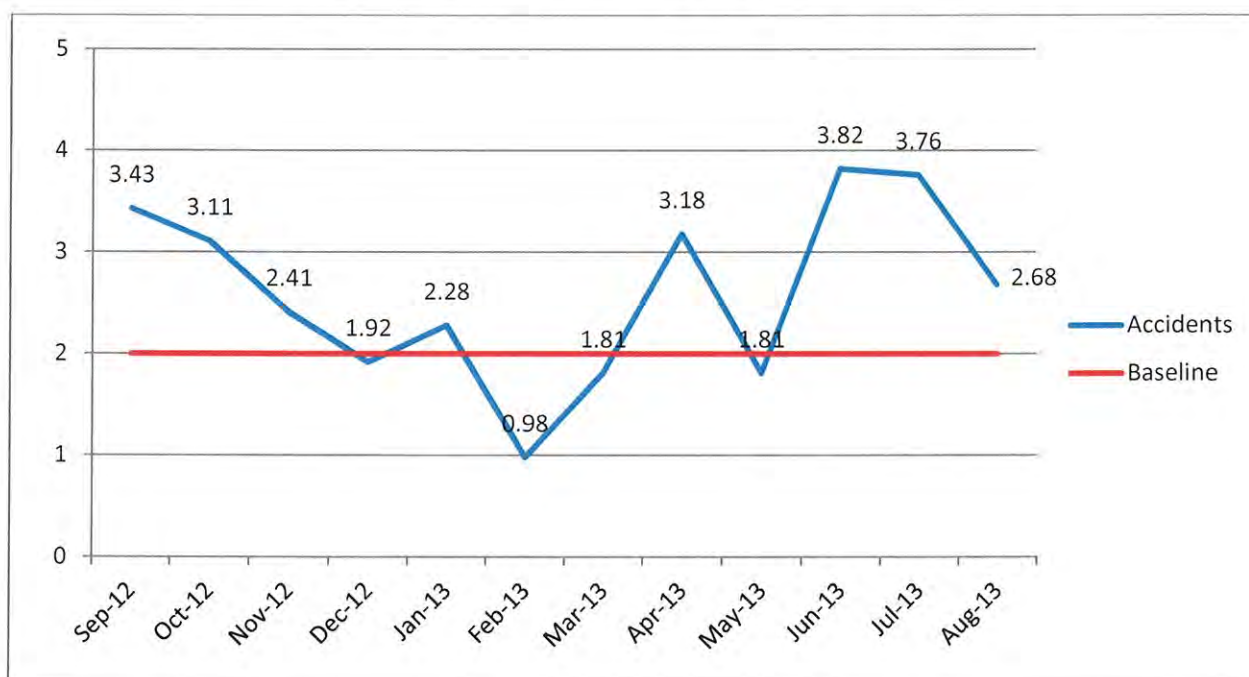
For the month of August we had six (6) vehicle collisions, fifty-one (51) customer related incidents and drove a total of 223,178 miles. The total collision rate for the month was at 2.68 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

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:



Oscar Vargas  
Senior Planner

Submitted by:



Keith Korenek  
Director of Safety and Security


Submitted by:

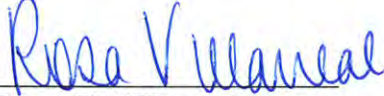


Robert Saldaña



Director of Transportation

Submitted by:   
José A. Tovar  
Director of Maintenance

Reviewed by:   
Rosa E. Villarreal  
Managing Director of Operations

Approved by:   
Scott Neeley  
Chief Executive Officer



**RTA Committee on Accessible Transportation (RCAT)**  
**MEETING MINUTES**  
**Thursday, August 15, 2013**

**Advisory Committee Members Present:** Abel Alonzo, John Lee, Richard Balli, Tammye Salinas, Robert Box, Roxana Sandoval, and Sylvia Wilson

**Advisory Committee Members Absent:** David Ramos, Debra Bingham and Toni Padilla

**Board Members Present:** None.

**Staff Present:** Rosa Villarreal, Robert Saldana, Keith Korenek and Shannon Tabor

**MV Staff Present:** Carlos Vargas and Edna Arredondo

**Employee Representative(s):** Rowland Estrada and Rosie Aguiar

---

**Call to Order:** Chairperson Abel Alonzo 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. Rowland Estrada introduced himself to the committee as the President of the Local Union. Mr. Estrada thanked the committee for their contribution put forth for the operators during ADA appreciation day. Mr. Estrada also informed the committee of the new electronic device policy that has been enforced to all RTA employees. Mr. Abel Alonzo asked if the new electronic device policy included the MV operators. Ms. Rosa Villarreal stated that MV's policies are set to mimic RTA's policies.

**Action to Approve Minutes of August 15, 2013** was approved as presented.

MR. LEE MADE A MOTION TO ADOPT THE RCAT MINUTES OF AUGUST 15, 2013 AS PRESENTED; MR. BOX SECONDED THE MOTION. ALONZO, SANDOVAL, WILSON,



BALLI, AND SALINAS VOTING FOR. RAMOS, BINGHAM AND PADILLA WERE ABSENT.

**Board Transportation Disadvantaged Representative Update:** No update.

**Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update:** Ms. Sylvia Wilson advised the committee that CFPWD met on August 7, 2013 at City Hall. Ms. Wilson advised the committee that there were three (3) presentations done, which included John Alexander with the RTA, Billy Delgado, the Cities Emergency Management Coordinator, and the Planning Department on the Mobility Corpus Christi update to the Comprehensive Plan. Ms. Wilson discussed staff reports with the committee. Ms. Wilson advised the committee that the CCHRC had no presentations. She did advise the committee there were currently plans to celebrate the commissions 50<sup>th</sup> anniversary, which will take place in October. Ms. Wilson stated that the commissioner for CCHRC wishes to plan another retreat, consisting of CFPWD, CCHRC and RCAT members. She mentioned the three (3) entities would discuss goals, community awareness and any ADA issues. Ms. Wilson advised the committee that Mr. David Ramos was nominated as the new chairperson for the CFPWD.

**Discussion and Approval: Recommendation to Place New Handicap Logo on Buses and Administration Building to the RTA Board**

Ms. Villarreal discussed the new symbol brought to the last RCAT meeting by Mr. Richard Balli. Ms. Villarreal advised that a discussion took place with Mr. John Bell, with the legal department, who did research at both the federal level and the state level regarding ADA related signage. Ms. Villarreal explained to the committee that in all the regulations, they are all referred to as the international symbol for accessibility, which include specs and the picture on what is currently used. Ms. Villarreal also explained that New York is using the new symbol for all the new construction areas after Hurricane Sandy. Ms. Villarreal stated that the Texas Transportation Code was updated as early as 2012 and continues to use the international symbol. Ms. Villarreal stated that Mr. Bell did not see efforts being made to lobby the State of Texas to change the symbol. She also stated that Mr. Bell recommended we remain with the state regulated symbol. Ms. Villarreal advised the committee that she would take recommendations to the RTA Board and share information that was received by Mr. Bell. Ms.



Villarreal made a recommendation to possibly work with the RTA Board Member who works for the State Representatives office. She suggested sending information regarding the interest of advocating the new symbol by the RCAT committee. Mr. Alonzo asked the committee if they wish to continue on with the process, which they agreed.

### **Proposed Service Changes**

Ms. Villarreal shared information that was given at a previous Board meeting, discussing the Long Range Plan. Ms. Villarreal shared information with the committee regarding the Long Range Plan Goals, to include the increase of ridership, enhancing passenger waiting experience by increasing shelter coverage and expanding usage through new flexible services. Ms. Villarreal discussed how these goals would be accomplished by creating a primary transit network of nearly 50 miles, redesigning downtown services and new flexible services for lower density portions of the service area. Ms. Villarreal explained Phase 1 to the committee, consisting of increasing route 29 frequency, interlining routes and improves efficiency of downtown routes. She also explained the proposed, tentative timeline of these changes. Ms. Villarreal stated RCAT will remain involved in these service changes. She also stated that plans are being made to look at consolidating bus stops. Ms. Villarreal stated the information would be passed on to Ms. Jane Haas.

### **Presentation: ADA Grievance Process**

Ms. Villarreal shared information with the committee regarding the process of filing an ADA grievance by a customer. A handout was given to the committee referencing Title VI & ADA Complaint Form. Ms. Villarreal explained this form is available on the website and could be completed and emailed, mailed or hand delivered. She also explained that the majority of complaints are usually received through the CAF process. Ms. Villarreal explained to the committee that a complainant does not have to specify that they are filing an ADA complaint; however, RTA staff can identify it as an ADA complaint based on the information given. Ms. Villarreal stated the Human Resources handle all ADA related issues from an employment stand point. Ms. Villarreal advised the committee that she is temporarily acting as the Title VI Officer until the position is filled.



**Committee Reports:****No Show Appeals:**

No Show Appeals were held on August 13, 2013. Members present were Richard Balli, Robert Box and John Lee. Staff members present were Melanie Gomez, Edna Arredondo (MV) and Keith Korenek. There were 5 appeals scheduled in August. One 7-Day proposed service suspension was dismissed, since after further review, it was determined that one no show was invalid. Three appellants were present to appeal a 30-Day proposed service suspension. One service suspension was dismissed due to extenuating circumstances. One service suspension was dismissed, contingent upon the appellant and/or representative attending B-Line Orientation. One service suspension was reduced to a 7-Day service suspension. One appellant did not attend. The 7-Day proposed service suspension was enforced in accordance to policy. There were 33 warning notices issued in July, 18 seven day proposed service suspensions, and 19 thirty day proposed service suspensions.

**Chairperson's Report:** Mr. Robert Saldana advised the committee of a situation involving a customer using a mobility device. Mr. Alonzo made a suggestion that the customer can take his formal complaint directly to the RTA Board or can come to the RCAT committee to discuss his complaint. Mr. Saldana advised the committee that the customer requested video and is waiting for a call back. Mr. Alonzo spoke of the operator training and the possible involvement of the RCAT committee representing persons with disabilities. Ms. Villarreal suggested a possible topic on accessibility at the operator quarterly meetings. Mr. Balli asked if operators could ask riders with walkers to fold them if persons in wheelchairs board the bus. This will assist with safety issues when boarding the bus. Mr. Alonzo advised the committee of his attendance at a recent meeting consolidating funds concerning sidewalks. Ms. Villarreal shared information with the committee concerning the paratransit proposals. Mr. Alonzo shared his recommendation to the committee regarding the proposal and asked the committee for input. An overwhelming majority of the committee is in support of MV.

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

**Requests for Agenda Items:** Mr. Alonzo requested Human Resources to give a presentation concerning entities receiving federal funds.



**Other Business:** It was moved and seconded that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 1:23 p.m. The next meeting will be held on Thursday, September 19, 2013.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
CUSTOMER SERVICES CENTER SUBCOMMITTEE MEETING MINUTES  
FRIDAY, MAY 31, 2013**

**SUMMARY OF ACTIONS**

1. Conducted Roll Call
2. Provided Opportunity for Public Comment
3. Heard Update on Staples Street Center Project
4. Discussed Financing Alternatives for the Construction of the Staples Street Center
5. Discussed Amendments to the Operating and Capital 2013 Budgets
6. Discussed a Resolution Amending the Corpus Christi Regional Transportation Authority's Long Range Plan (Comprehensive Transit Plan, as defined by Chapter 451), to Include a Station or Terminal Complex to be Improved and Expanded and Making Certain Findings
7. Discussed a Resolution Expressing Official Intent to Reimburse Costs of Projects from Obligations that may be Issued by the Corpus Christi Regional Transportation Authority

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The Regional Transportation Authority Customer Services Center Subcommittee met at 8:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Subcommittee Members Present:** George Clower, Chair; Ray Hunt; Lamont Taylor; John Valls

**Subcommittee Members Absent:** Angie Flores Granado

**Board Members Preset:** Vangie Chapa; Gil Hernandez; Mary Saenz

**Staff Present:** Scott Neeley; John Alexander, Jorge Cruz-Aedo; Sharon Montez, Robert Saldana, Rosa Villarreal, Susan Vinson, Beth Vidaurri

**Public Present:** Kevin Stowers, Fulton Construction; Marcos Villarreal, Marvi Investments; Victor Quiroga, Southwest Securities; Noel Valdez, McCall, Parkhurst and Horton; Rowland Estrada, President ATU #1765; Raymond Giganc, Gignac and Associates; Abel Alonzo, RCAT; Brigida Gonzalez, MPO; Willie Rivera, Naismith; Butch Escobedo; John Kelley, MHMR



### **Welcome and Roll Call**

Mr. George Clower called the roll and declared that a quorum was present. He convened the meeting at 8:40 a.m.

### **Opportunity for Public Comment**

No one spoke under public comment.

### **Update on Staples Street Center Project**

Mr. Raymond Gignac, using a PowerPoint presentation, talked about the site overview noting that if Phase II was approved, it would include plans for construction of a parking garage. He showed renderings of the exterior for the Staples Street Center and Transfer Station. He stated that approximately three or four tenants had committed to renting space at the Staples Street Center.

Reviewing the slide showing the construction costs prepared by Fulton Coastcon General Contractors, Mr. Gignac cited the following estimated costs: site improvements - \$4,661,020.42; Building "A" CCRTA - \$15,854,550.78; and Building "C" bus transfer station - \$1,566,887.00. The total cost was \$22,072,458.20.

Mr. Gignac reviewed the proposed project schedule noting that the projected completion date was December 20, 2014.

Mr. Gil Hernandez initiated a discussion on the cost of the build-out for the building. Mr. Gignac stated that approximately 20 percent of the build-out for the CCRTA space was included in the estimated cost; it included trunk lines and air conditioning system; and the square footage cost was about \$200 which included Building A, construction costs, and an emergency generator which cost approximately \$.5 million. The parking space was not included in calculating the square footage cost.

Discussed were methods of reducing the construction cost. Mr. Gignac stated that ways to pare down the construction cost would be examined regularly. Mr. Kevin Stowers stated that Coastcon could provide an itemized project cost breakdown which would help the Board identify which elements to modify.

Mr. Scott Neeley explained that the construction contract would be CM-at-Risk. The architect and engineers, after an acceptable project cost was identified by the Board, could provide a recommended project scope that met the identified cost ceiling.

Regarding potential use of the building, Ms. Saenz recommended using the building as an emergency operations center. Mr. Neeley stated that preliminary discussions were underway with the Corpus Christi Police Department but no commitment had been made.

Referencing the emergency generator, Mr. Neeley cited reasons for the upgraded generator. Mr. Gignac noted that the generator would meet the needs of the Authority



and that if tenants needed generator back-up; then the cost could be negotiated with the tenant.

Referencing proposed retail space, Ms. Sharon Montez stated that approximately 11 thousand feet was allocated for retail space and approximately 10 thousand feet was allocated for commercial space. Mr. Gil Hernandez suggested that this square footage could be eliminated to reduce the project cost.

### **Discussion on Financing Alternatives for the Construction of the Staples Street Center**

Mr. Victor Quiorga, Senior Vice President with Southwest Securities, used a PowerPoint presentation to explain the bond issuance process and several financing options. He noted that interest rates were at a historically low level and that twenty-year bonds were under 3.75 percent yield.

Providing a review of the bond financing team, Mr. Quiorga explained the roles of each of the following team members: the financial advisor, the bond counsel, the underwriter, the paying agent, and the credit rating agencies. He stated that since the Authority had never issued bonds before, he would be securing the credit rating for the Authority from the top three rating agencies. Mr. Noel Valdez would provide the required legal documents for submittal to the Attorney General's office for their approval.

The role of the financial advisor, as explained by Mr. Quiorga, was to develop a financing program, setup the financing terms, coordinate related service providers, prepare legal documentation which would include annual financial reports to the bond holders; coordinate rating and credit enhancement process, conduct the marketing and sale of the debt, and provide services as needed to finalize the transaction.

Explaining the bond issuance process, Mr. Quiorga stated that the Bond underwriter was the middle man who distributed the bonds to as many investors as possible on behalf of the Authority. Generally, large companies would buy bonds issued by entities such as the Authority. On the day of closing, cash would be deposited into the Authority's construction account.

Mr. Quiorga explained that the three general bond categories were tax-exempt, taxable, and tax-exempt private activity. The tax-exempt bond was the most common and could be used for a mix-use project such as the Customer Services Center. The taxable bonds would have higher interest rates compared to tax-exempt bonds.

Speaking on Revenue Bonds, Mr. Quiorga explained that this type of bond was being considered for issuance since they are payable from identified sources of revenue and the Authority intends to pledge operating revenue from the operation of the Authority's transit system and revenue received from the operation of the financed project. The intent was to not encumber sales tax or grant revenue to repay the bonds.



Mr. Quiorga detailed the formula used to calculate the coverage factor which he explained was used to determine the margin of safety for the bond holder (i.e. lender) for payment of debt service. He stated that a coverage factor totaling at least 1.15x was considered to be a financially healthy issue. He noted that the public could require a higher coverage factor. Based on \$1,800,000 annual pledged revenue, a bond issuance of \$1.5 million could be supported.

Mr. Quiorga informed that the next steps would be for the Board to approve a Financing Plan for the issuance of bonds in June 2013; in July 2013 the Board would authorize the issuance of the Bonds which would lock in the interest rate; and in August 2013 the bond issue would close and the Authority would receive the bond proceeds into its Construction Fund.

Discussed at length was the type of bonds that could be issued based on whether there were commercial tenants or the facility was used solely by governmental entities. Mr. Quiorga briefly explained the State statute that cites the law governing bond issuance. Mr. Quiorga was asked to provide the statute to Mr. Cruz-Aedo and that Mr. Cruz-Aedo forward it to the RTA Board of Directors.

#### **Discussion on Amendments to the Operating and Capital 2013 Budgets**

Mr. Jorge Cruz-Aedo explained that the project scope for the Staples Street Center included a customer service center, administrative offices for the RTA and other public entities, meeting space, retail space, parking and improvements to the Staples Street Station. The total estimated cost for the land, building and furnishings was \$28,723,725. It included \$2,335,062 that had been expended prior to 2013 for the purchase of land and initial design costs. A capital amendment to the 2013 Capital budget of \$26,523,107 would be presented for Board approval at a later date. This amount would be for associated projects costs for 2013 and 2014.

#### **Discussion Regarding a Resolution Amending the Corpus Christi Regional Transportation Authority's Long Range Plan (Comprehensive Transit Plan, as defined by Chapter 451), to Include a Station or Terminal Complex to be Improved and Expanded and Making Certain Findings**

Mr. Noel Valdez, legal counsel with McCall, Parkhurst, and Horton, explained that in order to move forward with debt financing, the Board-approved Long Range Plan, as per Transportation Code 451, needed to have the Staples Street Center identified as a Station or Terminal Complex to be improved and expanded. It also required certain written findings. The following agenda item would meet the legal requirements for these findings and also would affirm to the Attorney General's office that the Staples Street Center project was an eligible project.

#### **Discussion Regarding a Resolution Expressing Official Intent to Reimburse Costs of Projects from Obligations that may be Issued by the Corpus Christi Regional Transportation Authority**



Mr. Cruz-Aedo explained that the Resolution was needed because the Authority was incurring costs associated with construction of the Staples Street Center. To allow the Authority to recover any capital costs expended prior to the issuance of any obligations, the Resolution expressing official intent to reimburse these costs needed to be approved by the Board of Directors.

Mr. Clower reminded that the Board of Directors would be conducting a Board retreat on June 13, 2013.

**Adjournment**

There being no further business to discuss, the meeting adjourned 9:45 a.m.

Submitted by: Beth Vidaurri



**REGIONAL TRANSPORTATION AUTHORITY  
DEVELOPMENT SUBCOMMITTEE MEETING MINUTES  
Monday September 16, 2013**

**Summary of Actions**

- 1. Welcome and Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Discussion on Groundbreaking Ceremony**
- 4. Update on Staples Street Center Project**
  - **Design Update**
  - **Floor Plan Update**
  - **Design/Construction Schedule Review**
- 5. Update on Robstown Station**
- 6. Update on Bus Stop Improvements.**
- 7. Discussion ( in Closed Session) concerning Staples Street Center Proposed Tenants**
- 8. Adjournment**

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The Development Subcommittee for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Monday September 16, 2013 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

**Committee Members Present:** George B. Clower, Chair; Angie Granado; Ray Hunt; Lamont Taylor; John Valls

**Staff Members Present:** Scott Neeley, Jorge Cruz – Aedo, Jane Haas, Sharon Montez, John Bell, Stephanie Alvarez

**Public Present:** Abel Alonzo, (RCAT Chair); Rosie Augiar, ATU – Local 1769; Robert Schmidt, Kevin Stowers, Philip Skrobarczyk, Fulton Construction; Raymond Gignac, Carolyn James, Gignac & Associates; Bob Payne, City of Corpus Christi; Art Campos, DLP Group Inc.

**Call to Order**

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

Mr. George B. Clower called the Development Subcommittee Meeting to order at 8:35 a.m.

**Opportunity for Public Comment**

No one spoke under public comment.

**Discussion on Groundbreaking Ceremony**

Ms. Jane Haas distributed invitations to the Subcommittee and noted that 350 invitations were mailed out to the community. Ms. Haas briefed the Subcommittee of



closing Waco and Leopard for the upcoming event. She noted that it will be close off at 6:00 a.m. She mentioned a tent and fans that will be provided. Ms. Haas demonstrated the gifts and items that will be handed out as souvenirs' to all guest attending. Ms. Haas reported where the banners will be placed on Staples and Leopard.

#### **Update on Staples Street Center Project**

- **Design Update**
- **Floor Plan Update**
- **Design/Construction Schedule Review**

Ms. Sharon Montez introduced Raymond Gignac presenting the design floor plan update. Mr. Raymond Gignac explained the design construction of Staples Street Center Project and an overview of the site floor plan, which included the Regional Transit Customer Service Center and Valley Transit. Mr. Gignac described the Transfer Station and the third floor of the location of Metro Planning Organization. Mr. Gignac stated the key date for the beginning of construction would be December 2013.

#### **Update on Robstown Station**

Ms. Sharon Montez briefed the Subcommittee an update of Robstown Station using a Power Point. Ms. .Montez reported the Capital Budget of Robstown Station was of \$625,000 and the scope of work included an enclosed space structured with restrooms and additional lighting and new cameras. Ms. Montez explained the progress of Robstown Station, she illustrated before and after slides of construction of Robstown Station. Ms. Montez stated that new construction began on April 29, 2013 and would be completed in December 31, 2013.

#### **Update on Bus Stop Improvement**

Ms. Sharon Montez reported an update of Bus Stop Improvement of Phase III with Brazos Paving Inc. from Bryan, TX. Ms. Montez summarized Phase III stating completion of construction will end September 2013. Ms. Montez estimated 128 bus stops improved. Pending construction were 24 Bus Stops. She presented before and after pictures of bus stops. Ms. Montez presented an updated on Bus Stop Improvements of Phase IV and she displayed new pavement and sidewalk on various streets.

#### **Discussion (in Closed Session) concerning Staples Street Center Proposed Tenants**

Mr. George B. Clower announced in closed session of item 7 on the agenda concerning Staples Street Center Proposed Tenants and Lease Negotiation Plan under section 551.072 of the Texas Open Meetings Act. Mr. Clower stated the date of Monday September 16, 2013 and the time was 9:25 a.m.

#### **Adjournment**

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