MEETING NOTICE

Date: Administration Committee Meeting – Wednesday January 28, 2015
Time: 8:30 a.m.

Date: Operations Committee Meeting – Wednesday, January 28, 2015
Time: 10:30 a.m.

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

ADMINISTRATION COMMITTEE MEETING AGENDA
Wednesday, January 28, 2015
8:30 a.m.

Tony Elizondo (Chair)
Thomas Dreyer
Jeffrey Pollack
Angie Granado
Curtis Rock

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Est. Time</th>
<th>Reference</th>
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<tbody>
<tr>
<td>1. Roll Call</td>
<td>S. Alvarez</td>
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<tr>
<td>2. Opportunity for Public Comment</td>
<td>T. Elizondo</td>
<td>3 min.</td>
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<tr>
<td>3. Discussion and Possible Action to Approve the Administration Committee Minutes of November 19, 2014</td>
<td>T. Elizondo</td>
<td>3 min.</td>
<td>Pages 1-2</td>
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<tr>
<td>4. Discussion and Possible Action to Recommend the Board Adopt a Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Broker/Dealers</td>
<td>C. O'Brien</td>
<td>8 min.</td>
<td>Pages 3-16</td>
</tr>
</tbody>
</table>
5. Discussion and Possible Action to Recommend the Board Adopt a Resolution Authorizing Participation in the Texas Term Local Government Investment Pool
   Speaker: C. O’Brien
   Time: 8 min.
   Pages: 17-19

6. Discussion and Possible Action to Recommend the Board Authorize Staff to Make a Contribution for 2015 to the CCRTA Defined Benefit Plan & Trust
   Speaker: C. O’Brien
   Time: 8 min.
   Pages: 20-21

7. Discussion and Possible Action to Approve the FY2015 Program of Projects
   Speaker: G. Robinson
   Time: 5 min.
   Pages: 22-23

8. Presentations:
   Speaker: C. O’Brien
   Time: 5 min.
   Pages: 24-29

Total Estimated Time: 40 min.

OPERATIONS COMMITTEE MEETING AGENDA
Wednesday, January 28, 2015
10:30 a.m.

Mary Saenz (Chair)
George Clower
Ray Hunt
Michael Reeves
Lamont Taylor

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<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Est. Time</th>
<th>Reference</th>
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<tbody>
<tr>
<td>1. Roll Call</td>
<td>S. Alvarez</td>
<td></td>
<td></td>
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<tr>
<td>2. Opportunity for Public Comment</td>
<td>M. Saenz</td>
<td>3 min.</td>
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</tr>
<tr>
<td>3. Discussion and Possible Action to Approve the Operations Committee Minutes of November 19, 2014</td>
<td>M. Saenz</td>
<td>3 min.</td>
<td>Pages 1-5</td>
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<tr>
<td>4. Discussion and Possible Action to Recommend the Board Authorize Awarding a Contract to A. Ortiz Construction and Paving, Inc. for the Bear Lane Parking Lot Expansion</td>
<td>S. Montez</td>
<td>5 min.</td>
<td>Pages 6-7</td>
</tr>
<tr>
<td>5. Discussion and Possible Action to Recommend the Board Approve: a. Capital Improvements for the Staples</td>
<td>S. Montez</td>
<td>5 min.</td>
<td>Pages 8-10</td>
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<tr>
<td>6. Presentations:</td>
<td></td>
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<td>Pages 18-28</td>
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<tr>
<td>b. 2015 Service Improvements Update</td>
<td>G. Robinson</td>
<td>5 min.</td>
<td>No Attachment</td>
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<tr>
<td>c. Procurement Update</td>
<td>W. Laredo</td>
<td>5 min.</td>
<td>No Attachment</td>
</tr>
<tr>
<td>d. La Retama Park Update</td>
<td>S. Monet</td>
<td>5 min.</td>
<td>No Attachment</td>
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Total Estimated Time: 36 min.

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

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

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at 903-3450 at least 48 hours in advance so that appropriate arrangements can be made.

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

On **Friday, January 23, 2015** this Notice was posted by **Stephanie Alvarez** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices, 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.
REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION COMMITTEE MEETING MINUTES
WEDNESDAY, November 19, 2014

Summary of Action

1. Provided Opportunity for Public Comment
2. Approved the Administration Committee Meeting Minutes of October 22, 2014
3. Discussed Draft 2015 Board of Directors’ Meeting Calendar

The Administration Committee for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, November 19, 2014 at the RTA Administration/Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Committee Members Present: Tony Elizondo, (Chair); Thomas Dreyer, Angie Granado, Jeffrey Pollack, Curtis Rock, Vangie Chapa

Staff Members Present: Scott Neeley, CEO; Jorge Cruz-Aedo, William Laridis, Cindy O’Brien, Angelina Gaitan, Gordon Robinson, Rosa Villarreal, Stephanie Alvarez

Public Present: Rosie Aguiar, ATU-Local 1769

Call to Order
Tony Elizondo called the Administration Committee meeting to order at 8:39 a.m.

Roll Call
Stephanie Alvarez called roll and declared there was a quorum.

Discussion and Possible Action to Recommend the Board Approve the Administration Committee Minutes of October 22, 2014

MR. POLLACK MADE A MOTION TO APPROVE THE ADMINISTRATION COMMITTEE MINUTES OF OCTOBER 22, 2014.
MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED.
DREYER, GRANADO, ELIZONDO, POLLACK, ROCK, AND CHAPA VOTING IN FAVOR.

Discussion of Draft 2015 Board of Director Meeting Calendar
Ms. Vangie Chapa stated that the proposed 2015 Board of Directors’ meeting calendar includes moving January and October board meetings, and November committee meeting. She reported that there would be no December committee meeting.
Responding to Mr. Tony Elizondo's question, Ms. Chapa said that committee meeting in December would be held only if needed.

**Presentations:**

a. **Financial Report October 2014**
Ms. Cindy O'Brien using a PowerPoint presentation, reported that the Authority's financial performance for October had a negative variance to amount budgeted by $246,212. She stated that the major variance for October was the budgeted federal grant revenue of $190,517 received in August as opposed to October. She reported that the operating expenses and the estimated depreciation were over budget by $40,334 for the month of October or 1.4 percent and under budget year-to-date by $1,715,277 or 5.6 percent below budget both for the reasons mentioned above.

Ms. O'Brien reported that October sales tax revenue was estimated at $2,699,048 which is a 7 percent increase compared to October 2013.

The operating revenues for October 2014 were $184,489 vs $175,369 in October 2013 and an increase of $9,120 or 5.2 percent and $23,721 or 14.7 percent higher than current budget estimates.

Ms. O'Brien stated that the overall monthly departmental expenses were under budget. The year-to-date departmental expenses were $23,791,993 which was $1,715,277 under budget by 6.7 percent.

**Third Quarter 2014 Investment Report**
Ms. Cindy O'Brien using a PowerPoint reported the the period ending September 30, 2014 the CCRTA portfolio market value was $52,651,415 and earnings for the quarter were $29,095. She stated that the weighted average maturity (WAM) had decreased from 141 to 117 days. Ms. O'Brien reported that purchasing a two-year callable Agency note a quarter at $500,000 par value would increase WAM, diversity and yield.

**Performance Report for the Defined Benefit and Defined Contributions Plans** Ms. Cindy O'Brien informed that the Defined Benefit Plan portfolio value as of September 30, 2014 was $30,854,275 and the quarterly investment income was $1,028,604. She reviewed the asset allocation and funding progress. Ms. O'Brien noted that the funded ratio of the plan had increased during the quarter ending September 30, 2014.

Ms. O’Brien reported that the Defined Contribution Plan had a value of $8,465,309 as of September 30, 2014.

**Adjourned**
The meeting was adjourned at 8:56 a.m.

Submitted by: Stephanie Alvarez
Administration Committee Memo  January 28, 2015

Subject: Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers

Background
In accordance with Section 2256.005 of the Texas Government Code ("Public Funds Investment Act"), the Board of Directors of the Corpus Christi Regional Transportation Authority shall annually:

- Review and adopt an investment policy that governs investing Authority Funds (This policy excludes pension funds, which have a separate policy)
- Designate the Investment Officers
- Designate the Investment Advisor
- Approve a list of broker/dealers.

This policy was last approved by Resolution on February 5, 2014 by the Board of Directors. The current Resolution for adoption is included as part of this document.

The CCRTA contracted with an investment advisor, Patterson & Associates in 2012 to direct the portfolio and to assist the Authority in phases of treasury management. Given the continued decline in the rate of return on investments available under the allowable investment types, it is critical to assure that CCRTA assets are working as effectively as possible, therefore the two year option for renewal with Patterson & Associates for investment advisory services was exercised in June 2014.

Modifications to the Investment Policy
There are three recommended changes to the policy:

- Section 7. (a) List of Investments – bullet 10 is reworded to provide better clarity: AAA-rated, local government investment pool in Texas striving to maintain a $1 net asset value.
- The addition of one new Broker/Dealer – Amherst Securities, to the list of authorized Broker/Dealers (See Attachment B). The firm of Amherst Securities has complied with the CCRTA procedures by successfully completing the Broker/Dealer Questionnaire and Certification form.
- The deletion of one Broker/Dealer – Barclay’s Securities due to the closing of the brokerage department (See Attachment B).

These recommended changes have been incorporated in the body of the policy.
Attached is a copy of the Investment Policy which includes a listing of Authorized Brokers/Dealers, for the Committee's review. Legal counsel has reviewed and approved this policy.

**Subcommittee Review**
The Audit, Finance, Health and Pension Subcommittee is scheduled to meet on January 27, 2015 to review the policy.

**Recommendation**
Staff requests that the Administration Committee recommend to the Board of Directors to adopt a Resolution which approves the Investment Policy; designates Cindy O'Brien, Director of Finance, and Jorge G. Cruz-Aedo, Managing Director of Administration as Investment Officers; designates Patterson & Associates as Investment Advisor; and approves the list of authorized brokers/dealers.

Respectfully Submitted,

Submitted by:  
Cindy O'Brien  
Director of Finance

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

Approval:  
Scott Neeley  
Chief Executive Officer
DRAFT
RESOLUTION

Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers

WHEREAS, the Corpus Christi Regional Transportation Authority most recently adopted an Investment Policy on February 5, 2014, in accordance with Texas Government Code Chapter 2256, the Public Funds Investment Act; and

WHEREAS, Texas Government Code §2256.005 requires a review of the Investment Policy at least annually and the adoption of a resolution incorporating any modifications to the Investment Policy; and

WHEREAS, Texas Government Code §2256.025 requires a review and designation of an authorized broker/dealer list at least annually; and

WHEREAS, the Board has completed a review of the Investment Policy, the designation of Investment Officers, the designation of Investment Advisor, and the authorized broker/dealer list as provided therein;

NOW, THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

RESOLVED, that the Corpus Christi Regional Transportation Authority Investment Policy is reviewed and approved.

RESOLVED, that the designation of the Director of Finance, Cindy O'Brien, and the Managing Director of Administration, Jorge G. Cruz-Aedo, as the Investment Officers under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the designation of Patterson & Associates as the Investment Advisor under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the authorized broker/dealer list is hereby ratified and confirmed.

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on February 4, 2015.

REGIONAL TRANSPORTATION AUTHORITY

By: ____________________________
 Vangie Chapa, Board Chair
POLICY STATEMENT

Section 1. Statement.

This Investment Policy is authorized by the Board of Directors of the Corpus Christi Regional Transportation Authority (the "RTA") in accordance with Chapter 2256 of the Texas Government Code: The Public Funds Investment Act (the "Act").

Section 2. Scope of Policy.

This Investment Policy applies to investment transactions of the RTA operating and capital funds, including sales tax revenues. This Policy does not apply to the investment of assets accrued for the purpose of funding employee retirement benefits or programs, nor does it apply to trustee or escrow funds which are invested in accordance with their respective contracts or escrow agreements.

These funds are defined in the RTA's Comprehensive Annual Financial Report and include all governmental, proprietary, and bond funds and any other new funds created unless specifically exempted by the Board.

Section 3. Policy Objectives.

The RTA investment program shall be managed and invested with four primary objectives listed below, in priority order. Investments are to be chosen in a manner which promotes diversity among market sectors and maturities. The use of high grade governmental securities and high credit quality money market securities is designed to assure the marketability of those securities should liquidity needs arise. Investment decisions shall not incur unreasonable investment risks in order to obtain investment results.

(a) Preservation and Safety of Principal. Safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether resulting from security default or erosion of market value.

(b) Liquidity. The investment portfolio will retain sufficient liquidity to enable the RTA to meet all operating requirements which can be reasonably anticipated. Cash flow analysis will be utilized to continuously monitor cash flow changes and guide investment decisions.

(c) Diversification. The RTA will diversify its investments in an effort to avoid incurring unreasonable or avoidable risks regarding specific security types or individual financial institutions. Diversification will include diversification by maturity and market sector and will include the use of a number of institutions and brokers for diversification, competition, and market coverage. Diversification serves to reduce market and interest rate risk. Asset allocation shall reflect an emphasis on high credit quality governmental investments.
(d) **Yield.** The investment portfolio shall be designed with the objective of attaining a reasonable market yield, taking into account risk constraints and cash flow needs of the portfolio. RTA will not make investments for the purpose of trading or speculation as its dominant criteria. However, RTA intends to pursue active portfolio management techniques while working within the guidelines of the Policy in order to enhance total returns.

In order to monitor portfolio performance and in keeping with the weighted average maturity limitation of twelve-months based on historical cash flow analysis, the comparable period, current twelve (12) month Treasury Bill will be used as a benchmark on the overall portfolio. The benchmark is designed to monitor risk as well as performance.

The RTA may commingle its funds into one pooled investment portfolio for purposes of efficiency and maximum investment opportunity.

**PROCEDURES**

**Section 4. Investment Strategy.**

The RTA may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations based on the unique characteristics of the funds represented in the portfolio:

(a) The investment strategy for operating funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities which will complement each other in a laddered maturity structure permitting some extension for yield enhancement.

(b) The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.

(c) The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high credit quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities.

(d) The investment strategy for capital projects or capital project funds will have as its primary objective assurance that anticipated cash flows are matched for adequate liquidity. The stated final maturity dates of securities held may not exceed the estimated project completion date.

The RTA shall pursue an active investment management strategy. The Investment Officer(s) will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. RTA shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.
Section 5. Standard of Prudence.

Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

(a) the investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment, and

(b) whether the investment decision was consistent with the written Investment Policy of the RTA.

Employees of the RTA and any investment advisor designated by the Board who are involved in investment decisions, when acting in accordance with this Policy and exercising due diligence, shall not be held personally liable for a specific credit risk or market price change, provided deviation from expectations is reported in a timely manner and appropriate action is taken to control adverse developments.

Section 6. Delegation of Authority and Responsibilities.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Regardless of delegation of investment duties, the Board retains the overall fiduciary responsibility for RTA public funds.

(a) The Board of Directors

The Board’s responsibilities include:

- Establishment and annual adoption of the Investment Policy and Strategy;
- Designation of a banking services depository for the funds of the RTA;
- Approval of the list of broker/dealers for the purpose of selling investment transactions to the RTA;
- Approval of the selection of, if the Board so desires, an investment advisor for the purpose of managing RTA funds;
- Quarterly review of investment reports and performance;
- Designation of an employee(s) of the RTA to serve as Investment Officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy. (Authority granted to a person to invest the RTA’s funds is effective until rescinded by the RTA or until termination of the person’s employment with the RTA.)

(b) Investment Officer(s)

The Director of Finance and the Managing Director of Administration acting on behalf of RTA are designated as the Investment Officers and are responsible for investment management decisions and activities. The Investment Officers’ responsibilities include the following.

- The Investment Officers are responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management.
- The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy.
The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls and documentation to regulate the activities of subordinate officials and staff.

The Investment Officers shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and established procedures.

The Investment Officers shall be knowledgeable of laws concerning the investment of public funds, current investment practices and investment risks and opportunities as required by the Act (2256.008). The Investment Officer shall obtain ten (10) hours of training within twelve months of assuming the position and in each two year period that begins on the first day of the RTA’s fiscal year and consists of the two consecutive fiscal years after that. The training may be obtained from:

- Government Finance Officers Association
- Government Finance Officers Association of Texas
- Government Treasurers Organization of Texas
- Association of Public Treasurers of the US & Canada
- Texas Municipal League
- University of North Texas Center for Public Management
- Patterson & Associates

If the Investment Officers desire to attend an investment-training seminar presented by another organization for training credit, such seminar must be approved by the Chief Executive Officer and the Managing Director of Administration.

The Investment Officers shall be bonded employees.

This Policy and its adopting resolution authorize the Investment Officers to engage in investment transactions on behalf of RTA. The persons so authorized are authorized to approve electronic transfers used in the process of investing.

If the Investment Officers have a personal business relationship with a business organization offering to engage in an investment transaction with the RTA, that individual shall file a statement disclosing that personal business interest in accordance with the Act.

The Investment Officers shall develop and maintain a cash flow analysis to determine available balances and project cash flow needs for the prudent investment of RTA funds and the creation of adequate liquidity buffers.

The Investment Officers shall maintain current and accurate documentation on all investment transactions and holdings.

The Investment Officers shall ensure adequate security and independent safekeeping for all securities owned by or pledged to RTA.

The Investment Officers shall ensure that all certification and other requirements placed on financial counter-parties are observed.

The Investment Officers shall monitor the credit ratings of all investments requiring ratings no less than monthly. Ratings may be obtained from the rating agencies, Bloomberg, the Wall Street Journal or other recognized financial reporting entities. Should the investments lose the required ratings, the Investment Officers shall inform the CEO of the loss of the ratings and options for the liquidation of the investments consistent with this policy.

Rated investments include:

Obligations of States (other than Texas) and their agencies and subdivisions; banker's acceptances, commercial paper, money market mutual funds and investment pools.

The Investment Officers shall monitor the status and ownership of all banks issuing brokered CDs owned by the RTA based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officers shall immediately liquidate any brokered CD which places the RTA above the FDIC insurance level.
Section 7. Authorized Investments.

(a) **List of Investments.** The investment types listed below, and as further defined by the Act, are authorized for the RTA. If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by RTA until this Policy has been amended and the amended version adopted by the Board.

- Obligations of the United States, its agencies, and instrumentalities with a stated maturity not to exceed three years and excluding mortgage backed securities.
- Direct obligations of the State of Texas or its agencies and instrumentalities with a stated maturity not to exceed two years.
- Obligations, the principal and interest of which are unconditionally guaranteed, insured, or backed by, the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities including the Federal Deposit Insurance Corporation and with a stated maturity not to exceed three years, and excluding mortgage backed securities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies not to exceed three years to maturity.
- Fully insured or collateralized depository certificates of deposit from any bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed two years to stated maturity, to include certificates of deposit purchased through the CDARS program with a Texas bank.
- FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the RTA’s safekeeping agent, not to exceed two years to maturity.
- Fully collateralized repurchase agreements and reverse repurchase agreements as defined by the Act, with defined termination dates, and placed through a primary government securities dealer with a stated maturity not to exceed six months. Flex repurchase agreements used for capital projects may extend beyond three years as determined by the bond expenditure plan.
- Bankers’ acceptances as defined by the Act with a stated maturity not to exceed three months.
- Commercial paper rated A1/P1 or equivalent by at least two nationally recognized rating agencies with a stated maturity not to exceed three months.
- AAA-rated, local government investment pools in Texas striving to maintain a $1 net asset value per share.
- SEC registered money market mutual funds as defined by the Act.
- Interest bearing accounts of banks in Texas with FDIC coverage or collateralized in accordance with this Policy.

(b) **Competitive Bidding Requirement.** All securities, including certificates of deposit, will be purchased or sold only after three (3) competitive offers/bids are taken to verify that RTA is receiving a fair market price. In the case of coordinated programs for the purchase of certificates of deposit bids (CDARS) from multiple brokers will not be required.

All bids/offers for investments may be solicited orally, but confirmed in writing (or electronically) with internal trade ticket documentation, written confirmation from the broker/dealer, and original safekeeping receipt from the custodian.

(c) **Delivery versus Payment.** All security transactions, including collateral for repurchase agreements, shall be conducted on a delivery versus payment (DVP) basis. The RTA’s custodian shall release funds only after it has received the purchased security into safekeeping. The custodian must be independent from the broker/dealer. The DVP basis shall be contractually established.
To ensure delivery versus payment settlement no securities will be purchased through a subsidiary of RTA’s banking services bank.

(d) **Diversification.** The RTA recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification. The maximum limits for diversification on the total portfolio are determined at the time of purchase and are established as:

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Max. % of Portfolio</th>
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<tbody>
<tr>
<td>US Treasury Obligations</td>
<td>80%</td>
</tr>
<tr>
<td>US Agencies/Instrumentalities</td>
<td>80%</td>
</tr>
<tr>
<td>State Government Obligations</td>
<td>45%</td>
</tr>
<tr>
<td>Local Government Obligations</td>
<td>45%</td>
</tr>
<tr>
<td>Certificates of Deposit (Depository)</td>
<td>50%</td>
</tr>
<tr>
<td>Brokered Certificates of Deposit</td>
<td>30%</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>50%</td>
</tr>
<tr>
<td>Flex in CIP Funds</td>
<td>100%</td>
</tr>
<tr>
<td>Local Government Investment Pools</td>
<td>80%</td>
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<tr>
<td>Money Market Funds</td>
<td>100%</td>
</tr>
<tr>
<td>Limited to 80% in any one fund (not to exceed 10% of the value of the fund)</td>
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<tr>
<td>Commercial Paper</td>
<td>35%</td>
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<tr>
<td>Limited to 5% from any one issuer</td>
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<tr>
<td>Bankers Acceptances</td>
<td>20%</td>
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Section 8. **Financial Counter-Parties.**

(a) **Designation of Depository**

At least every five years a banking services depository shall be selected through a competitive process. In selecting a depository the services, cost of services, credit worthiness, and collateralization by the institution shall be considered. Collateralization of time and demand deposits in the depository must be in accordance with this Policy.

Any banking institution in which RTA time and demand deposits are placed is a designated depository and funds must be insured or collateralized under a written depository agreement.

(b) **Investment Management Firm**

The RTA may contract with an SEC registered investment advisory firm for management of the portfolio.

Any new contracts with an investment advisory firm must be approved by resolution of the Board of Directors.

On-going contracts must be approved annually by resolution of the Board of Directors.

The investment advisor must be registered under the Investment Advisors Act of 1940.

The Investment Officer shall require that the investment advisor provide certain documents including:

- Audited financial statements or other acceptable evidence of financial stability
- SEC annual ADV certification and Central Depository Registration (CRD) number.
The investment advisor is responsible for making investments and carrying out its contractual duties in full compliance with this policy and the Public Funds Investment Act.

(c) Security Broker/Dealers

Investments may be made with or through the following institutions:
- Federally insured banks,
- Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York also known as "primary government securities dealers," or
- Secondary institutional brokers/dealers registered with the SEC and registered with Financial Industry Regulatory Authority (FINRA).

The Investment Officer(s) shall maintain a list of not less than three authorized broker/dealers to assure competitive bidding. The Investment Officer(s) shall require that all financial institutions and broker/dealers desiring to transact business with the RTA must supply certain documents including:
- Current year audited financial statements or other acceptable evidence of financial stability
- Financial Industry Regulatory Authority (FINRA) certification and the FINRA Central Depository Registration (CRD) number.
- Proof of Texas State Securities registration.

A list of authorized broker/dealers will be prepared by the Investment Officer(s) and reviewed and adopted at least annually by the Board.

(d) Policy Review Certification

Each authorized bank, pool, and broker/dealer and investment management firm and advisor must be provided a copy of the then current RTA Investment Policy. The qualified representative of said business organization shall execute a written certification in a form acceptable to the RTA substantially to the effect that the business organization has:
- Received, and thoroughly reviewed this Policy and
- Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions that are not authorized by this Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entire portfolio or requires subjective investment standards.

The Investment Officer(s) may not acquire or otherwise obtain any investment from a person or firm who has not delivered this written certification.

Section 9. Collateralization and Safekeeping.

All RTA repurchase agreements will be fully collateralized and all time and demand deposits will be fully insured or collateralized. Collateral of 102 percent is required and must be kept safe by an RTA-approved independent third party.

Authorized collateral for repurchase agreements which is owned by the RTA includes only:
- A combination of cash and securities of the United States or its agencies and instrumentalities. The RTA does not accept letters of credit as collateral.

Authorized collateral for time and demand deposits which is pledged to the RTA includes only:
- Federal Deposit Insurance Corporation ("FDIC") insurance,
- Obligations of the United States or its agencies and instrumentalities, including mortgage backed securities which pass the bank test.
- Direct obligations of the State of Texas or its agencies, or
- Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or their respective agencies and instrumentalities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies.

The RTA reserves the right to refuse any collateral it deems inappropriate.

(a) **Pledged Depository (Pledged) Collateral**

Financial institutions serving as RTA depositories will be required to sign a depository agreement with the RTA and the independent safekeeping agent and in compliance with FIRREA. The agreement shall define the collateral and RTA rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, which includes:

- the Agreement shall be in writing;
- the Agreement shall be approved by the Board of Directors or the Loan Committee of the Depository and a copy of the meeting minutes or resolution reference must be delivered to the RTA; and
- no listing of pledged collateral shall be part of the agreement.

The following conditions must be met before time or demand deposits are made:

- Collateral must be held in an independent third party bank outside the bank’s holding company.
- Collateral will be maintained at 102% of principal plus accrued interest at all times, excluding amounts covered by FDIC insurance.
- The bank will be contractually liable for the continuous monitoring and maintaining of collateral and the required margin requirements.
- Pledged collateral will be evidenced by original safekeeping receipts and a monthly report sent directly to the RTA by the custodian including security description, par value, market value, and CUSIP number.
- Substitution rights will be granted if the bank obtains prior approval from RTA and if substituting securities are received before previously pledged securities are removed from safekeeping.
- Collateral shall be reviewed on at least a monthly basis by the RTA’s Investment Officer and may be audited by the RTA at any time during normal business hours of the safekeeping bank. A monthly listing of collateral from the pledgor shall include pledged securities itemized by: name, type and description of the security, safekeeping receipt number, par value, coupon, cusip number, market value, and maturity date.
- Collateral shall be audited at least annually by the RTA’s independent external auditors.
- Substitution of collateral is authorized; however, the pledging institution must contact the Investment Officer for prior approval.

(b) **Repurchase Agreements (Owned) Collateral**

The RTA and any counter party to a repurchase transaction are required to execute the Bond Market Master Repurchase Agreement. An executed copy of this Agreement must be on file before any transaction is initiated. Collateral will be evidenced by safekeeping receipts clearly denoting ownership by the RTA. Collateral will be maintained at 102% and held by an independent third party approved by RTA and delivered on a delivered-versus-payment (DVP) basis.

---

1Financial Institutions Resource and Recovery Enforcement Act which governs the actions of the FDIC on default.
Section 10. Reporting.

The Investment Officer(s) shall prepare and submit at least quarterly, signed quarterly investment reports in compliance with the Act and Policy. The reports shall summarize investment strategies employed in the most recent quarter and fully describe investment, maturities, risk characteristics, and investment return for the quarter.

The reports shall include a succinct management summary of the current investment portfolio and changes made during the last quarter. This summary will be prepared in a manner to allow the reader to ascertain whether investment activities during the reporting period have conformed to the Investment policy and adequately maintained diversification and liquidity. The report will include the following:

- A detailed description of the investment position of the entity on the date of the report;
- A summary statement, for each pooled fund group that states the:
  - Beginning market value for the reporting period;
  - Ending market value for the period; and
  - Fully accrued interest for the reporting period;
- For each individual invested asset:
  - State the book value and market value at the end of the reporting period by the type of asset and fund type invested;
  - State the maturity date of each separately invested asset that has a maturity date;
  - State the account or fund or pooled group fund for which each individual investment was acquired (if more than one such account or fund exists);
- Dollar weighted average yield of the portfolio and its benchmarks,
- Earnings for the period (accrued plus net amortization),
- Analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy.

Market prices for the calculation of market value will be obtained from independent sources.

If the RTA invests in other than money market mutual funds or accounts offered by its depository bank in the form of certificates of deposits or money market accounts or similar accounts, the reports prepared by the Investment Officer(s) shall be formally reviewed at least annually by the independent auditor, and the results of the review shall be reported to the Board by the auditor.

Section 11. Annual Policy Adoption.

The RTA legal counsel shall review this policy annually to ensure it complies with the applicable laws. The Board shall review and adopt the Policy no less than annually and the adopting resolution shall reference any changes made.

Last Approved by Resolution February 5, 2014
Patterson & Associates
Austin, Texas
Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT B

Authorized List of Brokers/Dealers

- Bank of America/Merrill Lynch
- Frost Bank Capital Markets
- G.X. Clark Securities
- Mizuho Securities
- Morgan Stanley Securities
- Mutual Securities
- Piper Jaffray
- RBC Capital Markets
- SAMCO Capital Markets
- Stifel Nicolaus
- Wells Fargo Securities (money market funds only)
- Garcia Hamilton & Associates
- Amherst Securities
Administration Committee Memo
January 28, 2015

Subject: Resolution Authorizing Participation in the Texas Term Local Government Investment Pool

Background
In accordance with Section 2256.005 of the Texas Government Code ("Public Funds Investment Act"), the Corpus Christi Regional Transportation Authority is required to maintain an investment policy that governs the investments of the Authority’s cash funds (excluding pension funds), which is approved annually by the Board of Directors.

Included in the policy, under Section 7. Authorized Investments, (a) List of Investments, is a type of investment categorized as local government investment pools. The Texas TERM Local Government Investment Pool program (Texas TERM) falls under this category of approved investments.

Texas TERM was established in 2000 in conformity with Chapters 791 (Interlocal Cooperation Act) and 2256 (Public Funds Investment Act) of the Texas Government Code to allow Texas local governments and school districts to pool their funds for investment purposes. By pooling funds of multiple governmental agencies, the pool can help investors achieve the following investment objectives:

- Safety
- Liquidity
- Higher potential yield
- Accounting and safekeeping
- Convenience.

Texas TERM can provide an investment that can accommodate pre-set redemptions occurring anywhere between 60 days to one year, and that will produce the highest earnings available, while remaining consistent with preserving principal and meeting the redemption schedule. The pool offers two professionally managed Portfolios. Each Portfolio purchases only investments in which Texas local governments are permitted to invest their own funds, which are exclusively in the following high quality, short-term money market instruments that meet the requirements of the Public Funds Investment Act:

- US Government and agency obligations up to 100% of assets
- Repurchase agreements up to 100% of assets
- Obligations of financial institutions up to 100% of assets
- Money market mutual funds up to 15% of assets
• Commercial paper up to 100% of assets (applies to CP Series of Texas TERM only).

In addition to meeting the requirements of the Public Funds Investment Act, investments in Texas TERM must also comply with the CCRTA Investment Policy.

PFM Asset Management LLC (PFMAM) is the administrator of the Texas TERM program and offers over thirty years of experience in the financial and investment industry. PFMAM helped pioneer the development of local government investment pools in 1981 and continues to offer premium services in the field.

It must be noted that along with investing monies in any type of investment, comes risk. Several risk factors that may affect performance, and in turn, cause loss of principal are as follows:

• Credit risk – the issuer of an obligation may not pay in a timely manner
• Early redemption risk – penalties for early withdrawal could reduce or eliminate investment gains
• Management risk – decisions made by the adviser/administrator could affect performance which may affect returns.

CCRTA will work closely with PFMAM to insure that risk is mitigated to the fullest extent possible and that the investment options utilized with be as sound as possible.

Subcommittee Review
The Audit, Finance, Health and Pension Subcommittee is scheduled to meet on January 27, 2015 to review this item.

Recommendation
Staff requests that the Administration Committee recommend to the Board of Directors to adopt a Resolution Authorizing Participation in the Texas Term Local Government Investment Pool.

Respectfully Submitted,

Submitted by: 
Cindy O’Brien
Director of Finance

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

Approval: 
Scott Neeley
Chief Executive Officer
RESOLUTION

AUTHORIZING PARTICIPATION IN THE TEXAS TERM LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, the Corpus Christi Regional Transportation Authority ("CCRTA") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the CCRTA to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the TexasTERM Local Government Investment Pool ("TexasTERM"), a public funds investment pool, was created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act;

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

1. The CCRTA shall enter into a Participation Agreement to establish an account in its name in TexasTERM, for the purpose of transmitting local funds for investment in TexasTERM.

2. The CCRTA shall designate one or more individuals to act as "Authorized Representatives" of the CCRTA to transmit funds for investment in the Pool and to withdraw funds from the Pool from time to time, to issue letters of instruction, and take such other actions deemed necessary or appropriate for the investment of local funds.

3. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the CCRTA and until TexasTERM receives a copy of any such amendment or revocation.

This Resolution is adopted at a regular meeting held on the _______ day of February, 2015.

ATTEST: __________________________ CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

__________________________ By: __________________________
Mary Saenz Evangelina Chapa
Board Secretary Board Chair
Administration Committee Memo

January 28, 2015

Subject: 2015 Defined Benefit Pension Plan Contribution

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

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

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

The annual contribution has three parts: 1) normal cost which is the cost of participants benefits allocated to the current plan year; 2) the allocated portion of any prior year losses being amortized over a period of time – in the case of the CCRTA these are losses from 2008 being allocated over fifteen years; and 3) interest of 7.5% for the period between January 1\textsuperscript{st} and the time any contribution for the year is made.

Identified Need
In the past the Authority has made estimated costs roughly equal to the normal costs early in the year and has made the final contribution once the actuarial report is completed and approved by the board usually in May or June. Because of the potential savings on interest since the short term rates the Authority can make are significantly less than the 7.5% estimated long term interest used by the actuary, staff recommends making a contribution early in the year (January/February) equal to the estimated total contribution. If the estimate is less than the actual contribution as determined by the actuary then an additional contribution with interest will be required later. If the estimate is higher than the actual required contribution the Authority will have paid in more than necessary, however, this should lessen the amount of the contribution in future years.
**Fiscal Impact**
The estimated contribution for 2015 is $805,564, which is the amount included in the 2015 budget. The table below shows the estimated contribution and the actual amounts for the two prior years for comparison.

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
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<tr>
<td>Normal Cost</td>
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<td>$695,517</td>
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<td>UAAL Payment</td>
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<tr>
<td>Interest</td>
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<td>Required</td>
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<tr>
<td>Contribution</td>
<td>990,565</td>
<td>698,343</td>
<td>805,564</td>
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<tr>
<td>Excess Contributions</td>
<td>289,765</td>
<td>480,155</td>
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<tr>
<td>Net Contribution</td>
<td>$1,280,330</td>
<td>$1,178,498</td>
<td>$805,564</td>
</tr>
</tbody>
</table>

**Recommendation**
Staff requests that the Administration Committee recommend the Board of Directors the authorize staff to make a contribution of $805,564 to the 2015 Defined Benefit Plan & Trust.

Respectfully Submitted,

Submitted by:  
Cindy O'Brien  
Director of Finance

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

Approval:  
Scott Neeley  
Chief Executive Officer
Administration Committee Memo

January 28, 2015

Subject: FY2015 Program of Projects

Background
The annual FY2015 Program of Projects is required by the Federal Transit Administration (FTA) to apply for federal grant funds and to identify the uses of anticipated federal funding.

Identified Need
The Corpus Christi Regional Transportation Authority will utilize federal grant funds to replace 15 full-size buses, supplement ADA complementary paratransit service, ADA bus stop improvements, maintain fixed route buses through preventative maintenance, and administer projects under the Job Access and Reverse Commute, New Freedom, and Section 5310 Seniors and Individuals with Disabilities formula grant programs. Attachment A provides illustration.

In accordance with federal requirements, the approved FY2015 Program of Projects will be forwarded to the Metropolitan Planning Organization to garner public input prior to inclusion in the Transportation Improvement Program (TIP).

Financial Impact
The estimated federal total for the FY2015 Program of Projects is $9,753,069.

Recommendation
Staff recommends that the Administration Committee approve the FY2015 Program of Projects for review and approval by the Board of Directors at the February 4, 2015 meeting.

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Rosa Villarreal
Managing Director of Operations

Approval: Scott Neeley
Chief Executive Officer
<table>
<thead>
<tr>
<th>Description</th>
<th>Section</th>
<th>Local Share</th>
<th>Federal Amount</th>
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<tr>
<td>New Freedom: Flexible Route Service</td>
<td>7</td>
<td></td>
<td></td>
<td>5317</td>
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<tr>
<td>Job Access: Route Frequency Improvements</td>
<td>6</td>
<td></td>
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<td>5316</td>
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<td>Seniors and Individuals with Disabilities</td>
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<td>5310</td>
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<td>ADA Bus Stop Improvements</td>
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<td>Preventative Maintenance</td>
<td>3</td>
<td></td>
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<tr>
<td>ADA Complementary Paratransit Service</td>
<td>2</td>
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<tr>
<td>Fleet Replacements - (15) Fixed-Route Buses</td>
<td>1</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

FY2015 PROGRAM OF PROJECTS

ATTACHMENT A
Subject: December 2014 Financial Report (Unaudited)

SUMMARY: The Authority’s overall financial performance for the month of December falls short of budgeted amounts by $1,169,505 but exceeds net budget by $3,130,617 for the year-to-date. The monthly variance is a combination of the postings of the final 2014 Street Improvement allocations and the annual interest payments on the Bonds offset by the continued savings in Purchased Transportation costs due to the changes in the method of recording purchased transportation costs and sales tax revenue exceeding amounts budgeted. Year-to-date variances are favorable and mainly consist of $1.94 million in Federal Grant revenue received over amounts budgeted combined with $2.6 million in Purchased Transportation cost savings as described above, offset by the interest payments on the bonds ($1,033,678), higher than budgeted healthcare costs ($757,000) and increases in Facilities Maintenance ($356,000) due to the contract for bus stop cleaning services. Total operating expenses, including estimated depreciation, are under budget by $115,447 for December (4.1%), and under budget year-to-date by $2,037,678, or 5.6% below budget, both for the reasons mentioned above.

REVENUES

- **Sales Tax** – December sales tax has been estimated at $3,661,885, which is a 6.9% increase over December 2013 actuals.

UPDATE – SALES TAX COLLECTIONS FOR NOVEMBER 2014 OF $2,590,036 WERE RECEIVED ON JANUARY 9, 2015 AND ARE $14,321 HIGHER THAN COLLECTIONS FOR THE SAME PERIOD LAST YEAR, AN INCREASE OF 0.6%. A NEGATIVE AUDIT ADJUSTMENT OF $85,636 WAS REPORTED, WHICH WHEN EXCLUDED, REFLECTS A 4% INCREASE OVER PRIOR YEAR COLLECTIONS. YEAR-TO-DATE COLLECTIONS OF $31,436,324 ARE $287,617 (1%) HIGHER THAN BUDGET AND $2,797,624 (9.8%) HIGHER THAN YEAR-TO-DATE COLLECTIONS IN 2013.

- **Operating Revenues** – For the month of December, $156,665 vs. $146,729 in 2013 – an increase of $9,936 (6.8%), yet $4,109 (2.6%) lower than current budget estimates. Year-to-date revenues of $2,041,331 reflect $12,109 more than amounts budgeted, or 0.6%. Cumulative revenues are $166,211 (8.9%) higher than amounts collected in 2013.
EXPENSES

Over all, monthly departmental expenses are under budget by $115,451, or 4.9%. Year-to-date departmental expenses are $28,136,922, which are $2,037,682 under budget (6.7%). Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – December reflects $793,766, with year-to-date expenses of $11,232,935, which is 2.81% ($324,529) under budget. This positive variance is due to increased budgeted expenses for new operators needed for the service improvements implemented June 2nd, where the positions are not fully filled to date, as well as vacancies in the maintenance department.

- **Services** – December reflects $189,421 with year-to-date expenses of $2,111,219, with a favorable variance of $78,357, or 3.58%. This variance is partially due to timing of expenses in relation to amounts budgeted for the period.

- **Materials and Supplies** – December reports $432,620 with year-to-date expenses of $4,597,965 vs. $4,876,538 budgeted for a positive variance of $278,573 (5.71%). The positive variance is a combination of fuel cost savings of $653,547 offset by higher repair parts costs of $360,951.

- **Insurance** – December reports $282,600 with year-to-date expenses of $2,930,530 vs. $2,116,314 budgeted for a negative variance of $814,216 (38.47%) over budget, due to multiple larger than normal health insurance claims processed year to date. The Authority has received over $250,000 in reimbursements through our stop loss policy.

- **Purchased Transportation** – December reports $434,224 versus budgeted amounts of $622,798, for a positive variance of $188,574. Year-to-date expenses of $6,185,314 are under budget by $1,982,111, or 24.27%. The variance is primarily due to the change in the contract with MV, and how the costs are recorded compared to 2013 amounts.

- **Miscellaneous** – December reports $51,424 versus budgeted amounts of $42,896, with year-to-date values of $573,183 versus budgeted amounts of $669,693 for a positive variance of $96,510 (14.41%). The variance is primarily due to timing of travel and community events compared to amounts included in the year-to-date budget.
Please refer to the following three pages for the detailed financial statements.

Respectfully Submitted,

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

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

Approval:  Scott Neeley  
Chief Executive Officer
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>ASSETS</strong></td>
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<td></td>
<td></td>
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<td><strong>Current Assets:</strong></td>
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<td>Cash and cash equivalents</td>
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<td>Sales taxes</td>
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<td>Government</td>
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<td>Other</td>
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<td>Inventories</td>
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<td>Prepaid Expenses</td>
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<td>Net Pension Asset</td>
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<td>Land and Construction in</td>
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<td>progress</td>
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<tr>
<td>Other capital assets, net of</td>
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<td>depreciation</td>
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<td><strong>108,536,624</strong></td>
<td><strong>104,251,469</strong></td>
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<td><strong>LIABILITIES</strong></td>
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<td><strong>Current Liabilities:</strong></td>
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<td>Accounts payable</td>
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<td>Bonds Payable</td>
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<td>3,222,897</td>
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<td><strong>Non-Current Liabilities:</strong></td>
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<td><strong>27,317,998</strong></td>
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<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
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<td>Net Investment in Capital</td>
<td>45,037,937</td>
<td>45,380,973</td>
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<td>Restricted for debt service</td>
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<td>1,611,302</td>
<td>1,611,302</td>
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<td>Restricted for pension plan</td>
<td>452,465</td>
<td>452,465</td>
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<td>obligation</td>
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<td>Unrestricted</td>
<td>33,887,636</td>
<td>36,040,850</td>
<td>27,235,923</td>
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<td><strong>83,485,389</strong></td>
<td><strong>77,003,209</strong></td>
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<td>Current Month</td>
<td>Favorable (Unfavorable) Variance</td>
<td>Prior Year Comparison</td>
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<tr>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>A vs B</td>
</tr>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$ 150,719</td>
<td>148,812</td>
<td>1,907</td>
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<td>3,333</td>
<td>5,837</td>
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<td></td>
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<td>Other operating revenues</td>
<td>2,613</td>
<td>6,125</td>
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<td>160,774</td>
<td>(4,109)</td>
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<tr>
<td>Transportation</td>
<td>518,515</td>
<td>503,683</td>
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<td>Customer Programs</td>
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<td>14,828</td>
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<td>26,961</td>
<td>39,859</td>
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<td>Vehicle Maintenance</td>
<td>521,225</td>
<td>488,727</td>
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<td>(53,870)</td>
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<td>(1,760)</td>
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<td>285,392</td>
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<td>(93,910)</td>
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<td>23,191</td>
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<td>12,913</td>
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<td>Marketing &amp; Communications</td>
<td>41,124</td>
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<td>Safety &amp; Security</td>
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<td>75,487</td>
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<td>Staples Street Center</td>
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<td>10,107</td>
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<td>Total Departmental Expenses</td>
<td>2,218,421</td>
<td>2,333,872</td>
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<td>494,163</td>
<td>(4)</td>
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<td>2,712,588</td>
<td>2,828,036</td>
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<td>(2,555,923)</td>
<td>(2,667,261)</td>
<td>111,338</td>
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<td>Other Income (Expense)</td>
<td></td>
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<td>Sales Tax Revenue</td>
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<td>100,194</td>
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<td>Federal, state and local grant assistance</td>
<td>171,113</td>
<td>190,522</td>
<td>(19,409)</td>
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<td>Investment Income</td>
<td>11,516</td>
<td>5,500</td>
<td>6,016</td>
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<td>Gain (Loss) on Disposition of Property</td>
<td>(25,992)</td>
<td>-</td>
<td>(25,992)</td>
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<td>Interest Expense on Bonds</td>
<td>(1,033,678)</td>
<td>-</td>
<td>(1,033,678)</td>
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<td>Street Improvements Program for CCRTA Region Entities</td>
<td>(2,900,327)</td>
<td>(2,592,353)</td>
<td>(307,974)</td>
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<td>Net Income (Loss) Before Capital Grants and Donations</td>
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<td>(1,326,545)</td>
<td>(1,169,505)</td>
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<tr>
<td>Capital Grants &amp; Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>$ (2,496,050)</td>
<td>(1,326,545)</td>
<td>(1,169,505)</td>
</tr>
<tr>
<td></td>
<td>Year-to-date</td>
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<td>Favorable (Unfavorable) Variance</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>--------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>A vs B</td>
</tr>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger service</td>
<td>$ 1,644,844</td>
<td>1,885,722</td>
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<td>70,000</td>
<td>31,515</td>
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<td>Operating Expenses:</td>
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<td>6,071,496</td>
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<td>321,080</td>
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<td>MIS</td>
<td>464,365</td>
<td>502,719</td>
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<td>16,861</td>
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<td>1,016,010</td>
<td>(355,915)</td>
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<td>421,836</td>
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<td>(756,836)</td>
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<td>General Administration</td>
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<td>300,351</td>
<td>25,343</td>
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<td>Capital Project Management</td>
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<td>178,733</td>
<td>(379)</td>
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<td>Marketing &amp; Communications</td>
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<td>638,193</td>
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<td>Safety &amp; Security</td>
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<td>911,776</td>
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<td>121,284</td>
<td>121,284</td>
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<td>5,930,000</td>
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<td>Total Operating Expenses</td>
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<td>(32,025,595)</td>
<td>(34,075,382)</td>
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<td>Sales Tax Revenue</td>
<td>35,098,210</td>
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<td>2,286,209</td>
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<td>Investment Income</td>
<td>106,880</td>
<td>66,000</td>
<td>40,880</td>
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<td>Gain (Loss) on Disposition of Property</td>
<td>49,519</td>
<td>-</td>
<td>49,519</td>
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<tr>
<td>Interest Expense on Bonds</td>
<td>(1,033,678)</td>
<td>-</td>
<td>(1,033,678)</td>
</tr>
<tr>
<td>Street Improvements Program for CCRTA Region Entities</td>
<td>(2,900,327)</td>
<td>(2,770,903)</td>
<td>(129,424)</td>
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<td>Net Income (Loss) Before Capital Grants and Donations</td>
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<td>391,678</td>
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<td></td>
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<tr>
<td>Change in Net Assets</td>
<td>$ 3,522,295</td>
<td>391,678</td>
<td>3,130,617</td>
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REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
WEDNESDAY, November 19, 2014

Summary of Actions

1. Provided Opportunity for Public Comment
2. Approved the Operations Committee meeting Minutes of October 22, 2014
3. Recommended the Board Issuing an Invitation for Bids for the Construction Bus Stop Shelters at TX A&M – Corpus Christi
4. Recommended the Board Authorize Issuing a Request for Proposals (RFP) for a Comprehensive Operational Analysis
5. Recommended the Board Authorize exercising the Second Option Year with HMS Ferries, Inc. for Harbor Ferry Services
6. Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Proposals (RFP) to Procure Harbor Ferry Vessel(s)
7. Recommended the Board Authorize Issuing a Request for Proposals (RFP) to Procure Community Bus Vehicle(s)
8. Recommended the Board Authorize Issuing a Request for Proposals (RFP) Customer and Employee Satisfaction Survey Service
9. Briefed on Trash Receptacles and Bus Stop Maintenance
10. Discussion on the Draft 2015 Board of Directors’ Meeting Calendar

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The Operations Committee for the Regional Transportation Authority Board of Directors met at 10:30 a.m. on Wednesday, October 22, 2014 at the RTA Administration and Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas

Committee Members Present:  Mary Saenz (Chair); George Clower, Ray Hunt, Michael Reeves, Lamont Taylor, Vangie Chapa

Staff Members Present:  Scott Neeley, (CEO); Jorge Cruz-Aedo Terry Klinger, William Laridis, Sharon Montez, Cindy O’Brien, Gordon Robinson, Robert Saldana, Jose Tovar, Wes Vardeman, Rosa Villarreal, Stephanie Alvarez

Public Present:  Willie Rivera; Naismith Engineering, Rosie Aguiar; Rowland Estrada, President, ATU-Local 1769

Call to Order
Mary Saenz called the Operations Committee meeting to order at 10:30 a.m.

Roll Call
Stephanie Alvarez called roll and stated that there was a quorum.
Public Comment
No one spoke under public comment.

Discussion and Possible Action to Approve the Operations Committee Meeting
Minutes of October 22, 2014

MR. TAYLOR MADE A MOTION TO APPROVE THE OPERATIONS
COMMITTEE MEETING MINUTES OF SEPTEMBER 24, 2014. MR.
CLOWER SECONDED THE MOTION. THE MOTION CARRIED.
CLOWER, HUNT, REEVES, SAENZ, TAYLOR AND CHAPA VOTING IN
FAVOR.

Discussion and Possible Action to Recommend the Board Issue an Invitation for
bids for the Construction of Bus Stop Shelters at TX A&M – Corpus Christi
Ms. Sharon Montez reported that during the Board of Directors’ meeting on November 5,
2014 Mr. John Casey, Director of Contracts and Property from Texas A&M University
(TAMU) gave a presentation on the Momentum Campus. Ms. Montez noted that CCRTA
services Route 63, The Wave and Route 60 with no charge for students, employees and
faculty. Ms. Montez reported that TAMU-CC offered to build two-bus turn-ins that would
be placed on each side of the road and this would include infrastructure for the bus stops.
Ms. Montez reported that TAMU – CC requested CCRTA to provide four custom shelters.
Ms. Montez reported that the funds were budgeted in the 2015 Capital Budget.

Discussion and Possible Action to Recommend the Board Issue a request for
Proposals (RFP) for a Comprehensive Operational Analysis
Mr. Gordon Robinson reported a Request for Proposal (RFP) for a Comprehensive
Operational Analysis (COA). Mr. Robinson noted that in June 2014 the fixed route system
changed due to the Long Range Plan of Phase 1 service improvements. Mr. Robinson
noted that a COA study would provide an in-depth evaluation of the current utilization,
configuration, and performances of all fixed routed services. Mr. Robinson noted that the
study will require 9-12 months to complete. The COA study will provide staff with
recommendation to improve performances, implement operational efficiencies, and
reduce operating cost. The financial impact of this RFP is budgeted in the 2015 Service
Development Operating Budget.

Discussion and Possible Action to Recommend the Board Authorize Exercising the
Second Option Year with HMS Ferries, Inc. for Harbor Ferry Services
Mr. Terry Klinger reported that HMS Ferries Inc. operated our Harbor Ferry service for the
last three years. The term of three years ended in December 2013 with a two one year
options. The first option year ends December 2014. It was reported that the funding for
this service is budgeted in 2015 purchased Transportation Department. Mr. Klinger
noted that staff was pleased with the quality of service and requested to exercise the
second option year with HMS Ferries, Inc. for Harbor Ferry Services.
Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Proposals (RFP) to Procure Harbor Ferry Vessel(s)
Mr. Terry Klinger reported that the Harbor Ferry service operates as a fixed route service between the Peoples T-Head dock in the Corpus Christi Marina and the Aquarium Dock on North Beach. It was reported that the current leased vessel does not allow for vessel to dock at the Ortiz Ferry dock or allow for a ramp for ADA accessibility. Mr. Klinger stated that the current HMS Ferries, Inc. second option year ends December 31, 2015. The CCRTA went out for a solicitation for Harbor Ferry Operations and received zero responses. Mr. Klinger noted that very few operators have the capital to purchase or lease their own vessels. A Request for Proposals (RFP) will allow private parties and vessel brokers to submit pre-owned vessels that are available for sale that meet RFP specifications. It is recommended starting the solicitation process to ensure vessel(s) meet the schedule to begin Harbor Ferry operation for 2016 ferry season.

Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Proposals (RFP) to Procure Community Bus Vehicle(s)
Mr. Terry Klinger reported a request for proposals (RFP) to procure a Community Bus vehicle(s). Mr. Klinger reported a background of the Federal Transit Administration policy governing charter services. Mr. Klinger stated that over the past years, CCRTA had seen a significant increase in the number of requests for community bus services. Mr. Klinger stated that in March 2011 the CCRTA Board of Directors adopted a Community Bus Policy which allowed movements utilizing a locally funded bus. Mr. Klinger noted that the local funds will be programed into the capital budget and will require Board of Director’s approval.

Discussion and Possible Action to Recommend the Board Authorize Issuing a Request for Proposals (RFP) Customer Employee Satisfaction Survey Service
Mr. Scott Neeley reported that it is a custom of the CCRTA to solicit customer feedback. He noted that this was an implementation of the Long Range Strategic Plan. He reported that the survey will focus on collecting customer comments, demographics, path of travel, and suggestions. Mr. Neeley was requested for proposals (RFP) for Customer Employee Satisfaction Survey Service. He stated that the funds for this project are allocated in the 2015 Operating Budget.

Briefing on Trash Receptacles and Bus Stop Maintenance
Mr. Jose Tovar briefed the Committee of the Trash Receptacles and Bus stop Maintenance. Mr. Tovar reported that December of 2013 the CCRTA Board of Directors approved a three (3) year firm contract to Evergreen Lawn and Landscape and Timeless Solutions. Mr. Tovar provided a chart of weekly schedule of routes serviced and maintenance of Bus Stop Amenities. He noted that as of today’s date 175 new receptacles had been placed and is serviced for sanitation by Evergreen Lawn and Landscape, and Timeless Solutions.
Discussion on the Draft 2015 Board of Directors' Meeting Calendar

Ms. Vangie Chapa stated that the proposed 2015 Board of Directors’ meeting calendar includes moving January and October board meetings, and November committee meeting. She reported that there would be no December committee meeting.

Presentations

a) 2014 October Operations Report

Mr. Gordon Robinson reported that for the month of October 2014 the system-wide ridership was 574,755. Mr. Robinson provided a graph that compares system-wide monthly ridership trends for a four year period. It was reported that 1.2% increase was compared to a total of 567,934 were in October 2013. He noted that RTA transported an average of 17,955 passengers per weekday in October 2014 as compared to 17,710 in October 2013 which was a difference of 1.4 percent more riders per day. The RTA year-to-date (YTD) ridership results for all services recorded 181 more riders than in 2013. Mr. Robinson commented on the system-wide productivity performance measurements for the month of October and compared it to October 2013 YTD figures.

Reporting on service metrics for B-Line services, Mr. Gordon stated that on-time performance did not meet the contract standard. The productivity, denials and mile between road call did meet contract standards. In vehicle time exceeded the contract standard of 98.6 percent. Providing information on Customer Assistance Forms (CAF’s), Mr. Robinson reported that for the month of June 2014 fifty five CAFs/commendations had been received.

Mr. Robinson reported miles between road calls (MBRC) 15,219 more than met the contract standard of 12,250 miles. Mr. Robinson noted that the RTA had 4 vehicle collisions and 4 preventable with 49 customer related incidents. The total collisions rate for the month was at 2.0 per hundred thousand miles driven. The security summary for June 2014, 1,353 hours of security coverage were used for all areas of RTA Operations.

b) June 2014 Service Improvements 100-day Performance Review

Mr. Gordon Robinson using a PowerPoint presentation reported an update on Route 63 service. Mr. Robinson stated that Route 63 would become a 45-minute service instead of a 60-minute service, and would operate from Monday through Friday. Mr. Robinson reviewed a map of the out-bound and in-bound route stops from C.C. Island Campus and the New Momentum TAMU-CC Campus to Moore Plaza and to various living quarters within the TAMU-CC Campus area.

Mr. Gordon stated that the proposed route changes would better serve the students transportation needs. He noted that a public hearing was scheduled August 6, 2014 with a proposed implementation date of August 25, 2014.

c) Proposed Artesian and Mestina Street Improvements

Ms. Sharon Montez using a PowerPoint presented the proposed Artesian and Mestina Street project. She summarized that CCRTA and the City of Corpus Christi would enter
into an interlocal agreement. It was reported that the scope of work would include road reconstruction, and replace utilities. Ms. Montez reviewed slides of the project site.

Ms. Montez reported that an estimated cost $888,820.33. She reviewed the timeline, June 1, 2015 relocation of Staples Street Station and the City will start construction on Lipan Street. It was reported that the project completion date should be December 2015.

Adjournment
The meeting was adjourned at 11:28 p.m.

Submitted by: Stephanie Alvarez
Subject: Awarding a Contract to A. Ortiz Construction and Paving, Inc., for the Bear Lane Parking Lot Expansion

Background
Staff made a presentation at the 2014 September Operations Committee meeting and the October Board meeting regarding this item; requesting authorization to issue an Invitation for Bids for the project.

The CCRTA’s Administration building was completed in November 2002 and provided ample parking for all employees and visitors. But, since the building’s completion the organization has gone through various staffing level changes, primarily due to the increased number of bus operators hired on to support the expanded service levels.

Identified Need
The employee and visitors parking lot is at/beyond maximum capacity and requires expansion. Currently there are 232 payroll employees (including part-timers) that are employed at the CCRTA and of that number about 126 are bus operators. There are an estimated 151 employee parking spaces in the main employee parking lot, seven (7) are ADA spots and there are another six (6) along the Bear Lane fence line, which should only be used in overflow situations.

The scope of work for the first phase of the parking lot expansion plan would provide for an additional 68 parking spaces bringing the total parking space availability to 219 excluding the six (6) parking spaces in the overflow area. Of the 219 parking spaces nine (9) of those would be for ADA parking. A presentation will be made at the Operations Committee meeting that will display the proposed parking schematic.

Analysis
The Invitation for Bids was issued on December 9, 2014 and a pre-bid was held December 16, 2014. Bids were received on January 13, 2015, and six bids were received timely. The table below lists the companies along with their bids.

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ortiz Construction &amp; Paving, Inc.</td>
<td>$273,794.50</td>
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<tr>
<td>Grace Paving and Construction, Inc.</td>
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<td>Mo-Con Services, Inc.</td>
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<td>MHB Construction</td>
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<td>Progressive Structures, Inc.</td>
<td>$361,345.84</td>
</tr>
<tr>
<td>Alman</td>
<td>$363,976.12</td>
</tr>
</tbody>
</table>
The lowest bidder was A. Ortiz Construction and Paving, Inc., a locally owned company, with a bid of $273,794.50, which is below the budget estimate of $290,000. A. Ortiz Construction and Paving, Inc., has performed construction services for various CCRTA projects. Recently, they completed Phase V of the ADA Bus Stop Improvements Project on time and on budget. They have also constructed the concrete infrastructure for the new bus wash and concrete improvements to our Southside Transfer Station. Historically, they have worked on other bus stop improvement projects for the CCRTA over the last several years. Their performance has been responsive and satisfactory.

**Disadvantaged Business Enterprise (DBE)**
The goal for this contract was established at 25% DBE participation. A. Ortiz Construction and Paving, Inc., a DBE firm will meet the agency’s DBE goal.

**Financial Impact**
The proposed contract award is $273,794.50. The estimated construction cost for the parking lot expansion for phase I was $290,000. The funding for this project is in the 2015 Capital Budget and it is federally funding.

**Recommendation**
Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to A. Ortiz Construction and Paving, Inc., for the Bear Lane Parking Lot Expansion for $273,794.50.

Respectfully Submitted,

Submitted by: [Signature]
Sharon Montez
Managing Director of Capital Programs

Approval: [Signature]
Scott Neeley
Chief Executive Officer
Operations Committee Memo  January 28, 2015

Subject: a. Capital Improvements for the Staples Street Station Temporary Relocation Site
b. Change Order to A. Ortiz Construction and Paving, Inc. Existing Contract

Background
A presentation was given at the November 2014 Board meeting regarding the relocation of the Staples Street Station and the costs associated with the relocation, which was followed up by a presentation at the January Board meeting. The lease associated with the Staples Street Station temporary relocation was approved at the January Board meeting.

Identified Need
The Staples Street Station is scheduled for demolition beginning on June 1st, 2015, and therefore we will need to relocate to the new temporary station site during that timeframe. CCRTA staff has met in the past with City staff on numerous occasions to discuss the logistics of the lease and improvements.

Recently, the CEO, along with the Managing Director of Operations and the Managing Director of Capital Programs met with a couple of the City of Corpus Christi’s Assistant City Manager’s, Susan Thorpe and Gus Gonzales, on Monday, January 19, 2015 to discuss the project further.

Items discussed included the proposed capital improvements the CCRTA was planning on investing in the area and the transitioning of those improvements back to the City in a more forward thinking effort. The City leadership staff stated they would like to keep the lighting in place to continue to enhance the safety and security of the area and to minimize our capital costs as well. The City stated that the site’s primary purpose was to provide land availability if they ever chose to expand their current footprint.

Staff and Naismith Engineering met with AEP staff on Tuesday, January 20, 2015, to firm up the lighting scope of work. There will be six light poles with two 400 kilowatt fixtures on each pole. Three of the poles will be placed along the back of the site somewhat equally spaced to optimize the lighting at the bus parking bays on the side streets and to light the middle area of the site. There will also be three light poles along the front of the site with the same type of lighting fixtures. AEP stated that the lighting will not be as much as originally anticipated. We are waiting for their final cost estimate but they stated it would probably be less than $15,000 which is approximately $16,800 less than the original estimate.
The scope of work includes the following:

- Lighting enhancements through AEP
- Concrete improvements which include some sidewalk improvements, a shelter pad and a landing pad
- Striping and the removal of striping in regards to traffic control on Leopard Street
- Total estimated cost $92,060.50.

Given the date of June 1st, for relocating to this temporary location it was concluded that the most efficient method to complete the improvements timely, would be to utilized an existing contract with A. Ortiz Construction to complete the work. The contractor will perform the concrete and striping elements of the scope of work. Contingent upon the Board of Directors approval and the Corpus Christi City Council’s approval, the project improvements would tentatively begin mid-February.

CCRTA staff will install seating and shelters for the riders. A large tent will be procured for the site and once the CCRTA leaves the site in December the tent will be brought back to the CCRTA and utilized for various functions/purposes.

Financial Impact
The total estimated revised cost for the capital construction improvements for the temporary relocation of the Staples Street Station is $92,060.50 and is included in the 2015 Capital Budget. The difference from the original budget is $32,153.50. These is due to AEP reducing their original estimate and the City of Corpus Christi saving us $10,000 in removal fees for the light poles.

Currently, there is an existing contract with A. Ortiz Construction and Paving, Inc., for bus stop/station improvements that will be utilized to complete the concrete and striping services. The estimated amount of the change order to the existing contract is $77,060.50. The current contract amount is $469,844.50. The total for the new contract would be $546,905.

Recommendation
Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the capital improvements for the Staples Street Station temporary relocation site and a change order to A. Ortiz Construction and Paving, Inc., existing contract for $77,060.50.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs

Approval: Scott Neeley
Chief Executive Officer
Subject: Operations Report for December 2014

The system-wide monthly operations performance report for December 2014 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary. Detailed results are reported within the five sections listed below:

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

Boardings for all services in December 2014 totaled 483,072. This represents a 7.8% increase as compared to a total of 448,124 boardings in December 2013 or 34,948 more riders this December.

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

![RTA System Monthly Ridership Trends](image)

The chart below shows average weekday ridership for all services. The RTA recorded an average of 16,102 boardings per weekday in December 2014 as compared to 14,937 in December 2013. This is a difference of 7.8% more riders per day.

<table>
<thead>
<tr>
<th>Services</th>
<th>RTA Average Weekday Boardings per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Overall</td>
<td>16,102</td>
</tr>
<tr>
<td>RTA Fixed-Route Bus</td>
<td>15,552</td>
</tr>
<tr>
<td>B-Line</td>
<td>14,415</td>
</tr>
<tr>
<td>Contract Demand</td>
<td>14,937</td>
</tr>
<tr>
<td>Vanpool</td>
<td>14,937</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passenger Trips</th>
<th>Vanpool</th>
<th>Contract Demand</th>
<th>B-Line</th>
<th>RTA Fixed-Route Bus</th>
<th>System Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Change</td>
<td>-36.6%</td>
<td>-0.5%</td>
<td>9.3%</td>
<td>7.9%</td>
<td>7.8%</td>
</tr>
<tr>
<td>December 2014</td>
<td>28</td>
<td>6</td>
<td>517</td>
<td>15,552</td>
<td>16,102</td>
</tr>
<tr>
<td>December 2013</td>
<td>44</td>
<td>6</td>
<td>473</td>
<td>14,415</td>
<td>14,937</td>
</tr>
</tbody>
</table>
The chart below shows monthly ridership results for all services.
The chart below shows YTD ridership results for all services. The RTA recorded 78,099 less boardings in 2014 as compared to the same period in 2013.

<table>
<thead>
<tr>
<th>Passenger Trips</th>
<th>Harbor Water Taxi</th>
<th>Harbor Ferry</th>
<th>Vanpool</th>
<th>Contract Demand</th>
<th>B-Line</th>
<th>RTA Fixed-Route Bus</th>
<th>System Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Change</td>
<td>100.0%</td>
<td>-3.03%</td>
<td>92.1%</td>
<td>-18.8%</td>
<td>-0.7%</td>
<td>-1.4%</td>
<td>-1.3%</td>
</tr>
<tr>
<td>YTD 2014</td>
<td>0</td>
<td>84,035</td>
<td>22,907</td>
<td>3,819</td>
<td>188,400</td>
<td>5,651,038</td>
<td>5,950,199</td>
</tr>
<tr>
<td>YTD 2013</td>
<td>6,533</td>
<td>86,659</td>
<td>11,923</td>
<td>4,702</td>
<td>189,692</td>
<td>5,728,789</td>
<td>6,028,298</td>
</tr>
</tbody>
</table>

The following charts report system-wide productivity and other cost performance measurements for the month of December 2014 vs. December 2013 and YTD figures.
The following table shows on-time performance of RTA Fixed-Route services for the last three months and an average with a 2014 YTD figure. Standards for each category are provided along with actuals. Surveys are weighted by passenger volume for each route and service type.

<table>
<thead>
<tr>
<th>Schedule Adherence</th>
<th>Standard</th>
<th>Oct-14</th>
<th>Nov-14</th>
<th>Dec-14</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Departure</td>
<td>&lt;1%</td>
<td>1.9%</td>
<td>0.0%</td>
<td>0.4%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Over 3 minutes Late</td>
<td>&lt;20%</td>
<td>29.1%</td>
<td>17.8%</td>
<td>11.0%</td>
<td>16.0%</td>
</tr>
<tr>
<td>Over 5 minutes Late</td>
<td>&lt;5%</td>
<td>15.8%</td>
<td>7.7%</td>
<td>6.7%</td>
<td>7.5%</td>
</tr>
<tr>
<td>Over 10 minutes Late</td>
<td>&lt;1%</td>
<td>5.2%</td>
<td>3.6%</td>
<td>1.4%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td>No standard</td>
<td>5,811</td>
<td>3,938</td>
<td>4,871</td>
<td>4,809</td>
</tr>
<tr>
<td>Monthly Bicycle Boardings</td>
<td>No standard</td>
<td>8,981</td>
<td>6,650</td>
<td>6,248</td>
<td>6,788</td>
</tr>
</tbody>
</table>
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- **Productivity**: 2.52 PPH did meet the contract standard of 2.50 PPH.
- **On Time Performance**: 95.3% did not meet the contract standard of 96%.
- **In Vehicle Time**: 99.1% exceeded contract standard of 95%.
- **Miles Between Road Calls**: 15,289 more than met the contract standard of 12,250 miles.
- **Denials**: 0 denials did meet contract standard of 0.0%.
- **Ridership Statistics**: 10,129 ambulatory; 4,581 wheelchair boarding’s

<table>
<thead>
<tr>
<th>Metric</th>
<th>Standard</th>
<th>Oct-14</th>
<th>Nov-14</th>
<th>Dec-14</th>
<th>YTD Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per Hour</td>
<td>2.50</td>
<td>2.49</td>
<td>2.44</td>
<td>2.52</td>
<td>2.57</td>
</tr>
<tr>
<td>On-time Performance</td>
<td>96%</td>
<td>94.4%</td>
<td>95.3%</td>
<td>95.3%</td>
<td>94.2%</td>
</tr>
<tr>
<td>In Vehicle Time</td>
<td>95.0%</td>
<td>99.3%</td>
<td>98.8%</td>
<td>99.1%</td>
<td>98.9%</td>
</tr>
<tr>
<td>Denials</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Miles Between Roadcalls</td>
<td>12,250</td>
<td>15,219</td>
<td>12,632</td>
<td>15,289</td>
<td>15,464</td>
</tr>
<tr>
<td>Monthly Wheelchair Boardings</td>
<td></td>
<td>4,798</td>
<td>4,071</td>
<td>4,581</td>
<td>4,449</td>
</tr>
</tbody>
</table>


For December 2014, there were 51 reported CAF’s (excludes commendations) which represents an increase from 36 reported CAF’s overall in November 2014. The statistics for December represents a 42% increase, 51 CAF’s vs 36 CAF’s compared to the month of November 2014. There were 11 Commendations for the month of December.
### Route Summary Report for December 2014

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

### December 2014 CAF Breakdown by Service Type:

<table>
<thead>
<tr>
<th>CAF Category</th>
<th>RTA Fixed Route</th>
<th>B-Line ADA Paratransit</th>
<th>Contracted Fixed Route</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stop Issues</td>
<td>12</td>
<td>0</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Driving Issues</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Customer Services</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Late/Early</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Fare/Transfer Dispute</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dispute Dropoff/Pickup</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Service Development</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
<td><strong>5</strong></td>
<td><strong>1</strong></td>
<td><strong>51</strong></td>
</tr>
<tr>
<td>Commendations</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
</tbody>
</table>

24
Conclusion:

During December 2014, RTA received 51 CAF’s/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; eleven (11) of the 62 reported CAF’s (December) were commendations.

There were a total of 45 CAF’s/Commendations received regarding RTA Service representing 90.3% of total customer contacts: 3 for Safety & Security, 6 for Facilities Maintenance, 3 for Vehicle Maintenance, 1 Service Development and 32 for Transportation.

A total of 5 CAF’s/Commendations were reported regarding B-Line service representing 8.1% of the total customer contacts.

A total of 1 CAF’s/Commendations were reported regarding Contracted Fixed Route representing 1.6% of the total customer contacts.

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

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

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

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

CAF’s play an important role as a quality assurance tool to identify issues regarding service; they also inform RTA regarding education and training needs. CAF’s assist Service Development in identifying problems around existing service and identifying underserved areas. CAF’s also serves to guide policy development.
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For the month of December 2014, 6,595 miles between road calls (MBRC) were recorded as compared to 7,197 MBRC in December 2013. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of RTA vehicles. The following graph shows the previous 13 month period.

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

MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls: Type I and Type II. A Type I road-call is a major mechanical failure that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service.
5. Safety/Security Department Report

SAFETY SUMMARY

For the month of December 2014, we had 7 vehicle collisions (2 preventable), 31 customer related incidents and drove a total of 290,735 miles. The total collision rate for the month was at 2.40 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 December 2014, 1,415 hours of security coverage was used for all areas of RTA Operations. Officers arrested five individuals for public intoxication, issued twelve criminal trespass warnings, and cited zero individuals for loitering.
Respectfully Submitted,

Submitted by: Wesley Vardeman
Senior Transit Planner

Submitted by: Keith Korenek
Director of Safety and Security

Submitted by: Robert Saldaña
Director of Transportation

Submitted by: Jose A. Tovar
Director of Maintenance

Reviewed by: Gordon Robinson
Director of Planning

Reviewed by: Rosa E. Villarreal
Managing Director of Operations

Approved by: Scott Neeley
Chief Executive Officer