



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**BOARD OF DIRECTORS'
MEETING NOTICE**

Date: Wednesday, February 4, 2015

Time: 8:30 a.m.

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

	Topic	Speaker	Est. Time	Reference
1.	Roll Call	M. Saenz	1 min.	No Attachment
2.	Personnel Recognition	S. Neeley	5 min.	No Attachment
3.	Opportunity for Public Comment	V. Chapa	6 min.	No Attachment
4.	Update on RCAT Committee Activities	M. Rendon	5 min.	No Attachment
5.	Discussion and Possible Action to Approve the Board of Directors' Minutes of January 14, 2015 and Board Planning Session Minutes of January 23, 2015	V. Chapa	3 min.	Pages 1-16
6.	The following items are of routine or administrative nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items. a) Action to Authorize Awarding a Contract to A. Ortiz Construction and Paving, Inc. for the Bear Lane Parking Lot Expansion	V. Chapa	3 min.	Pages 17-18
7.	Discussion and Possible Action to Adopt a Resolution Authorizing Participation in the Texas Term Local Government Investment Pool	C. O'Brien	8 min.	Page 19-21

	Topic	Speaker	Est. Time	Reference
8.	Discussion and Possible Action to Adopt a Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Broker/Dealers	C. O'Brien	8 min.	Page 22-35
9.	Discussion and Possible Action to Authorize a Contribution of \$805,564 to the CCRTA Defined Benefit Plan & Trust for FY2015	C. O'Brien	5 min.	Pages 36-37
10.	Discussion and Possible Action to Approve the FY2015 Program of Projects	G. Robinson	5 min.	Pages 38-39
11.	Discussion and Possible Action to Authorize: a. Approving Capital Improvements for the Staples Street Station Temporary Relocation Site; and b. Executing a Change Order to the A. Ortiz Construction & Paving, Inc. Contract	S. Montez	10 min.	Pages 40-43
12.	Presentations: a. Financial Report – December 2014 b. December 2014 Operations Report c. 2015 Service Improvements d. Procurement Update e. La Retama Park	O'Brien Robinson Robinson Laridis Montez	25 min.	Pages 44-49 Pages 50-60 No Attachment No Attachment No Attachment
13.	CEO's Report a) Texas Transit Association b) APTA CEO Conference c) Organizational Staffing Update d) Litter Campaign Film e) Staples Street Station f) Plan CC g) Arboc/Gillig Procurements	S. Neeley	6 min.	No Attachments
14.	Chair's Report a. Transit Day – February 25, 2015 b. CCRTA/MV Bus and Maintenance Roadeo c. APTA Legislative Conference d. Community Events	V. Chapa	5 min.	No Attachments
15.	Discussion (in Closed Session) Concerning Staples Street Center Leasing Matters and the CEO's Evaluation with Possible Action in Open Session on CEO's Employment Agreement	V. Chapa	35 min.	No Attachment

	Topic	Speaker	Est. Time	Reference
16.	Adjournment	V. Chapa	1 min.	No Attachment
17.	Information RCAT Minutes – November 20, 2014	---	---	Pages 61-64

Total Estimated Time: 2:10

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

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

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

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

On **Friday, January 30, 2015** this Notice was posted by **Beth Vidaurri** at the Nueces County Courthouse, 901 Leopard, Corpus Christi, Texas, the RTA Administration Offices, 5658 Bear Lane, Corpus Christi, Texas and sent to the Nueces County Clerk and San Patricio County Clerk.

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, JANUARY 14, 2015**

SUMMARY OF ACTIONS

1. Conducted Roll Call
2. Held Personnel Recognition
3. Provided Opportunity for Public Comment
4. Update on RCAT Committee Activities was not held
5. Approved the Board of Directors' Minutes of December 3, 2014
6. Authorized: a. Purchase of a 1000 kW Generator; b. Entering into an Agreement with Fuel Solutions, Inc. and Huitt-Zollars, Inc. for Reimbursement of the Existing 750 kW Generator; and c. First Amendment to the Fiscal 2015 Capital Budget
7. Authorized Entering into an Interlocal Agreement with the City of Corpus Christi for Street Reconstruction on Mestina and Artesian Streets
8. Authorized Entering into a Lease Agreement with the City of Corpus Christi for the Staples Street Station Temporary Relocation Site
9. Authorized Entering into an Interlocal Cooperation Agreement with Nueces County for Bus Stop Improvements in Bishop, Texas
10. Adopted a Resolution Designating Certain Persons to Sign Checks
11. Approved the 2015 Service Holiday Schedule
12. Authorized Award of a Contract to Petroleum Traders for Diesel Fuel Supply
13. Heard Presentations on: a. Financial Report November 2014; b. November 2014 Operations Report; c. 2015 Service Improvements Update; d. Online Bus Pass Store; e. Procurement Report – December 2014
14. Heard CEO's Report on: a. Texas Transit Association; b. FTA Region VI Staff Update; c. University Achieve Partnership; d. Goodwill Industries Community Partnership Award; e. Wings Over South Texas 2015 Air Show/ April 18-19; f. 2014 Year in Review
15. Heard Chair's Report on: a. January 15, 2015 – Community Outreach; b. Outstanding Community Leader Award; and c. January 23, 2015 – Board Planning Session

.....

The Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Regional Transportation Authority Facility located at 5658 Bear Lane, Corpus Christi, Texas.

Board Members Present: Vangie Chapa, Chair; Lamont Taylor, Vice Chair; Mary Saenz, Secretary; Tony Elizondo; Jeffrey Pollack; Mike Reeves; Curtis Rock

Board Members Absent: George Clower; Ray Hunt; Thomas Dreyer; Angie Flores Granado

Staff Present: Scott Neeley, David Chapa, Terry Klinger, William Laridis, Angelina Gaitan, Sharon Montez, Beth Vidaurri, Cindy O'Brien, Gordon Robinson, Robert Saldana, Jose Tovar, Rosa Villarreal, Carol Flowers, Walter Rives,

Public Present: John Bell, Wood, Boykin, Wolter, RTA Legal Counsel; Abel Alonzo; Reb Guthrie, Fuel Solutions, Inc.; Commissioner Joe A. Gonzalez; Rosie Aguiar, Rowland Estrada, ATU-Local 1769; Anthony DeLaFuente; Tray Bates, Bates Commercial; C.J. Loomis, MV Transportation

Call to Order

Ms. Mary Saenz called the roll and declared that a quorum was present. Ms. Vangie Chapa called the meeting to order at 8:47 a.m.

Personnel Recognition

Mr. Scott Neeley stated that at the Employee Recognition Event held on December 20, 2014 both the Corpus Christi Regional Transportation Authority (CCRTA) and MV Transportation had announced their Employee of the Year and Bus Operator of the Year.

Mr. Neeley introduced Ms. Carol Flowers, CCRTA's Employee of the Year and Mr. Walter Rives, CCRTA Bus Operator of the Year.

Mr. C.J. Loomis, General Manager for MV Transportation, announced that Ms. Carmen Hinojosa had been selected as Employee of the Year and Mr. Rudy Recio had been selected as Operator of the Year.

Mr. Robert Saldana announced that a seven-member bus operator class had graduated on December 24, 2014.

Mr. Scott Neeley introduced Mr. Eddie Castro, a CCRTA intern, assisting the Human Resources Department.

Opportunity for Public Comment

Mr. Abel Alonzo praised the work being performed by Mr. Walter Reeves and Ms. Carmen Hinojosa. He asked for sensitivity when he addressed the Board on concerns.

Ms. Vangie Chapa stated that Agenda Item 9 would be discussed at this time.

Discussion and Possible Action to Authorize Entering into an Interlocal Cooperation Agreement with Nueces County for Bus Stop Improvements in Bishop, Texas

Mr. Billy Laridis explained that Commissioner Joe A. Gonzalez has been guiding the bus stop improvement project in Bishop, Texas. Bus stops at Bishop Community Center and Amistad Park had been identified in need of ADA improvements. Nueces County is working with LNV Inc. on the design and construction of the bus stops.

Reviewing the proposed agreement, Mr. Laridis stated that CCRTA would reimburse Nueces County for the \$20,000 estimated cost associated with the ADA bus stop improvements, CCRTA would provide bus stop amenities such as shelter, bench, and trash receptacles, and ownership of the infrastructure would be maintained by CCRTA. Nueces County would maintain the locations.

Commissioner Joe A. Gonzalez expressed appreciation for the partnership and teamwork that made this project possible. He stated that the Demand Response transportation service was working well and was a great benefit for rural area residents.

Mr. Mike Reeves expressed support for bus stop improvements in the rural areas.

MR. ELIZONDO MADE A MOTION TO AUTHORIZE ENTERING INTO AN INTERLOCAL COOPERATION AGREEMENT WITH NUECES COUNTY FOR BUS STOP IMPROVEMENTS IN BISHOP, TEXAS. MR. TAYLOR SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Update on RCAT Committee Activities

Ms. Rosa Villarreal explained that the RCAT Committee had not met in December 2014. The Committee would be meeting on Thursday, January 15, 2015.

Discussion and Possible Action to Approve the Board of Directors' Minutes of December 3, 2014

MR. ROCK MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MINUTES OF DECEMBER 3, 2014. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to:

- a. Authorize the Purchase of a 1000 kW Generator**
- b. Authorize Entering into an Agreement with Fuel Solutions, Inc. and Huitt-Zollars, Inc. for Reimbursement of the Existing 750 kW Generator**
- c. Approve Proposed First Amendment to the Fiscal 2015 Capital Budget**

Ms. Sharon Montez stated that the recommended 1000 kW generator for CCRTA's CNG fueling facility would replace the 750 kW backup generator which has been determined not to be the correct size to support the 500 hp compressor. She also noted that the CNG fleet has increased which necessitates a reliable backup generator.

Reviewing the agreement, Ms. Montez said that the Fuel Solutions design team, led by Mr. Reb Guthrie, would reimburse CCRTA \$158,900 which was the original cost of the

750 kW generator. CCRTA would pay \$87,350 for the 1000 kW generator. The design team would pay for the delivery freight, removal of the existing generator, and installation of the new generator.

Referencing the request to amend FY2015 Capital Budget, Ms. Montez explained that \$246,250 was needed to pay for the new replacement generator. Upon receipt of the \$158,900 reimbursement from Fuel Solutions, Inc. the net cost to the Agency would be \$87,350.

Mr. Taylor inquired about the potential for small business participation when the generator is installed. Ms. Chapa asked that the Board be notified when the reimbursement was received.

MR. TAYLOR MADE A MOTION TO AUTHORIZE THE PURCHASE OF A 1000 KW GENERATOR; AUTHORIZE ENTERING INTO AN AGREEMENT WITH FUEL SOLUTIONS, INC. AND HUITT-ZOLLARS, INC. FOR REIMBURSEMENT OF THE EXISTING 750 KW GENERATOR; AND APPROVE THE PROPOSED FIRST AMENDMENT TO THE FISCAL 2015 CAPITAL BUDGET. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Entering into an Interlocal Agreement with the City of Corpus Christi for Street Reconstruction on Mestina and Artesian Streets

Ms. Sharon Montez stated that this item had been presented at the November Operations Committee and December Board meeting. Using a PowerPoint presentation, she explained that when the new Staples Street Station opens, the new bus circulation path would be through Artesian and Mestina streets instead of Waco Street. Therefore, reconstructing the roadways with 8 inch thick concrete was needed.

Reviewing the interlocal agreement, Ms. Montez informed that the City of Corpus would bid the Artesian and Mestina Street project along with their Staples Street Bond Project and replace utilities if needed. The CCRTA would reimburse the City of Corpus Christi for the reconstruction work and for the Agency's portion of the design for the work and testing fees at the end of the project.

Reviewing the timeline, Ms. Montez cited June 1, 2015 as the target date to relocate Staples Street Station; start construction on Staples Street IH37 to Lipan Street; and start construction on Artesian and Mestina Streets. The projected completion date was December 2015.

In response to Mr. Curtis Rock, Ms. Montez stated that the request for participation of Disadvantaged Business Enterprise (DBE) companies was included in the solicitation.

MR. REEVES MADE A MOTION TO AUTHORIZE ENTERING INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF CORPUS CHRISTI FOR STREET RECONSTRUCTION ON MESTINA AND ARTESIAN STREETS. MR. ROCK SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Entering into a Lease Agreement with the City of Corpus Christi for the Staples Street Station Temporary Relocation Site

Using a PowerPoint presentation, Ms. Sharon Montez reviewed the site selection process. She stated that the best location was at Leopard and Josephine, a property owned by the City of Corpus Christi. She cited that the location was close to the existing station; had a large footprint which could accommodate staging nine buses along with ample waiting space for riders; it also provided close proximity to the Customer Service Center office.

Reviewing the scope of work for the identified needed capital improvements, Ms. Montez said that CCRTA would pay for the cost of the improvements which included lighting enhancements through AEP, concrete improvements which included sidewalks and landing pads, striping and removal of striping for a total estimated cost of \$124,214. Ms. Montez cited the planned safety project which would provide better crossing areas for riders. The plan is to work with the City of Corpus Christi to retain the lights at the location after the Agency moves back into Staples Street Station.

A general discussion ensued relative to the property improvements being undertaken by CCRTA. Responding to questions posed by Board Members, Ms. Montez informed that the City of Corpus Christi would take possession of the Leopard/Josephine Street property at the end of the lease term.

Mr. Jeff Pollack informed that the area had a high transient population which currently posed security problems especially during non-business hours. With the site improvements, he anticipated an improvement in this area and urged staff to work with the City of Corpus Christi to support long-term security and safety in that area.

Discussing security at the site, Mr. Tony Elizondo asked that uniformed security be clearly visible.

Ms. Mary Saenz expressed that a meeting in December 2014 should have been held to discuss this item in more detail.

Mr. Scott Neeley informed that approval of entering into a lease agreement was needed at this time to ensure that a temporary relocation site was available by June 1, 2015. He stated that discussion on the site improvements could be held at the next Operations

Committee meeting. Mr. Pollack noted that this action would also allow time to get input from the City of Corpus Christi on the site improvements.

MS. SAENZ MADE A MOTION TO AUTHORIZE ENTERING INTO A LEASE AGREEMENT WITH THE CITY OF CORPUS CHRISTI FOR THE STAPLES STREET STATION TEMPORARY RELOCATION SITE AND TABLE DISCUSSION ON THE SITE IMPROVEMENTS TO THE OPERATIONS COMMITTEE. MR. POLLACK SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Adopt a Resolution Designating Certain Persons to Sign Checks

Ms. Cindy O'Brien said that adoption of a resolution was required annually as per Texas Government Code, Section 451.101. The resolution designated certain Board Members and staff that have signature authority for the CCRTA.

MR. REEVES MADE A MOTION TO ADOPT A RESOLUTION DESIGNATING CERTAIN PERSONS TO SIGN CHECKS. MS. SAENZ SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Approve the 2015 Service Holiday Schedule

Mr. Gordon Robinson explained that in accordance with the Board-adopted service standards this item was being brought to the Board for their approval. He explained that in 2015 service would not be provided on Easter Sunday, Thanksgiving Day, and Christmas Day. Modified service would be provided for seven identified days during the year.

Ms. Mary Saenz raised the question of providing service on Easter Sunday. There was a brief discussion on what the demand could be and if there had been any complaints from the bus operators about service not being provided on this holiday. Ms. Rosa Villarreal agreed to survey operations and maintenance personnel and evaluate the feasibility of providing service on Easter Sunday in 2016.

MR. TAYLOR MADE A MOTION TO APPROVE THE 2015 SERVICE HOLIDAY SCHEDULE. MR. POLLACK SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Discussion and Possible Action to Authorize Award of a Contract to Petroleum Traders for Diesel Fuel Supply

Mr. Jose Tovar explained that a three-year base contract was issued to Petroleum Traders in 2011 and would expire on January 31, 2015. Awarding the two-year option on the contract would ensure firm pricing and eliminate supply shortages.

In response to Mr. Lamont Taylor, Mr. Tovar said that local haulers were used to transport the fuel. Mr. Taylor asked for a report at an Operations Committee meeting identifying the companies hauling the fuel.

MR. TAYLOR MADE A MOTION TO AUTHORIZE AWARDED A CONTRACT TO PETROLEUM TRADERS FOR DIESEL FUEL SUPPLY. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

Presentations:

Financial Report November 2014

Ms. Cindy O'Brien, using a PowerPoint presentation, reported that for the month of November 2014 operating revenues were \$154,944 which was 3.6 percent less than budget; year-to-date operating revenues were \$1,884,666 which was on target with budget; and November sales tax was estimated at \$2,762,675.

Reviewing operating expenses, Ms. O'Brien noted that for the month of November 2014 the Human Resources Department was greater than budget due to continuation of large health care claims and Purchased Transportation Department was less than budget due to elimination of allocation due to the new contract. Year-to-date the Human Resources Department was over budget by \$662,926; Purchased Transportation was under budget by \$2.4 million; and Facilities Maintenance was over budget by \$300,000 due to a new bus stop maintenance contract initiated in 2014.

Reviewing expenses by category, Ms. O'Brien reported that in 2015 the pension contribution would be amortized over the year.

Reporting on sales tax collections, Ms. O'Brien stated that year-to-date collections of \$28,846,288 were 1.8 percent greater than budgeted in 2014.

Ms. O'Brien reported that for November 2014 diesel was \$2.49; CNG was \$1.04 and unleaded was \$2.16.

November 2014 Operations Report

Mr. Gordon Robinson reported that for November 2014 there had been 452,541 boardings on all services which represented a decrease of 4.8 percent compared to November 2013; monthly system ridership reflected a decrease in B-Line and RTA Fixed Route services; and year-to-date system ridership was down 2.0 percent.

Reporting on service metrics, Mr. Robinson stated that CCRTA had not met over 5 Minutes Late and over 10 Minutes Late bus on-time performance metrics. B-Line had not met On-Time Performance and Miles Between Roadcalls service metrics.

For the month of November 41 Customer Assistance Forms (CAF) had been received. Five were commendations. The service stop issues category had received the largest number of calls.

Ms. Vangie Chapa asked that the complaints that came in during the service change be monitored and reported to the Board.

Mr. Robinson reported that CCRTA had met both the miles between roadcalls and safety metrics.

2015 Service Improvements Update

Mr. Gordon Robinson noted that a detailed information page outlining the various route changes were in the meeting packet. The changes were made to improve performance.

Mr. Robinson informed that one complaint had been received relative to the route changes. A short discussion was held regarding the rider complaint. The Board asked staff to look into resolving the concern and get the rider to work at 6 a.m. to ensure that she did not lose her job.

Online Bus Pass Store

Ms. Cindy O'Brien reported that a pilot program with Corpus Christi Army Depot (CCAD) employees had been successful. She explained that purchases were made through the CCRTA web site and Customer Service Center employees mailed out the passes.

Discussion ensued regarding the manual process used to issue the passes and the need to automate this process. Mr. Scott Neeley stated that automating the process would be possible if a mobile ticketing system were implemented.

Procurement Report – December 2014

Using a powerpoint presentation, Mr. Billy Laridis provided an overview of completed procurements as well as pending procurements for the next month, three month, and six month periods. Ms. Chapa inquired if a bus book had been published. Mr. Laridis stated that he would find out.

CEO's Report

a. Texas Transit Association

Mr. Scott Neeley announced that the next Texas Transit Association (TTA) meeting would be held on January 20, 2015. The Association was gathering items to present to the Legislature which he would be reporting back to this Board.

FTA Region VI Staff Update

Mr. Scott Neeley reported that Ms. Linda Kemp, FTA Program Management Specialist, had retired.

University Achieve Partnership

Reporting on the new University Achieve Partnership Agreement with Texas A&M University–Corpus Christi (TAMU-CC), Mr. Scott Neeley stated that the agreement would allow the CCRTA to promote their service annually to University faculty, staff, and students. The agreement value was \$32,280.

Goodwill Industries Community Partnership Award

Mr. Scott Neeley stated that the CCRTA would be recognized on Thursday, January 15, 2015 by Goodwill Industries as a Community Partner of the Year. This recognition was due primarily to the travel training provided by Mr. Marshall Burns.

Wings Over South Texas 2015 Air Show/ April 18-19

Mr. Neeley reported that the Blue Angels air show would be held here in Corpus Christi on April 18-19, 2015. The Agency would be coordinating with Naval Air Station Corpus Christi to provide transportation assistance.

2014 Year in Review

Mr. Scott Neeley stated that a 2014 Year in Review book and video were available for all Board Members.

Chair's Report

a. January 15, 2015 – Community Outreach

Ms. Vangie Chapa stated that she and Mr. Neeley would be making a presentation on the goals and priorities of the Agency to the League of Women's Voters on January 15, 2015 at 11:30 a.m. at Del Mar College.

b. Outstanding Community Leader Award

Ms. Vangie Chapa reported that Mr. Scott Neeley would be recognized by LULAC Council #1 with a 2015 Outstanding Community Leadership Award on February 19, 2015.

c. January 23, 2015 – Board Planning Session

Ms. Vangie Chapa reminded that a Board Planning Session would be held at TAMU-CC on Friday, January 23, 2015 at the University Center, Anchor Ballroom.

Discussion (in Closed Session) Concerning Staples Street Center Proposed Leases and Tenants and CEO's Evaluation with Possible Action in Open Session on Leases for Nueces County, the Metropolitan Planning Organization and Greyhound, Inc.

Ms. Vangie Chapa announced that it was 10:24 a.m. and the Board was going into closed session to discuss Agenda Item No. 16 concerning Staples Street Center proposed leases and tenants and CEO's evaluation with possible action in open session

on leases for Nueces County, the Metropolitan Planning Organization and Greyhound Inc. under sections 551.072 and 551.074 of the Texas Open Meetings Act.

Ms. Chapa reconvened the meeting at 11:16 a.m.

MR. TAYLOR MADE A MOTION TO AUTHORIZE ENTERING INTO LEASE AGREEMENTS WITH NUECES COUNTY, THE METROPOLITAN PLANNING ORGANIZATION AND GREYHOUND INC. MR. ELIZONDO SECONDED THE MOTION. THE MOTION CARRIED. CHAPA, POLLACK, ROCK, ELIZONDO, TAYLOR, SAENZ, AND REEVES VOTING IN FAVOR. DREYER, GRANADO, HUNT, AND CLOWER ABSENT.

There being no further business, the meeting was adjourned at 11:17 a.m.

Submitted by: Beth Vidaurri

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' PLANNING SESSION MINUTES
FRIDAY, JANUARY 23, 2015**

SUMMARY OF ACTIONS

- 1. Presented with Session Overview and Session Objectives**
- 2. Heard a Presentation on 2015 Board Initiatives and Agency Statistics**
- 3. Discussed Board Adopted Policies**
- 4. Held Discussion on the Following Board-Identified Topics: a. 2015 Legislative Outreach Plan; b. Marketing/Social Media Website; c. Harbor Ferry Service Plan – Season, Fares, and Harbor Ferry Vessel; d. Wayfinding Program for Bus Stops; and e. Maximizing Utilization of CCRTA Property**
- 5. Summarized Next Steps**

.....

The Regional Transportation Authority Board of Directors met at 12 noon in the Texas A&M University-Corpus Christi, University Center, Anchor Ballroom, Section C, located at 6300 Ocean Drive, Corpus Christi, Texas

Board Members Present: Lamont Taylor, Vice Chair; Mary Saenz, Secretary; George Clower; Tony Elizondo; Angie Granado; Ray Hunt; Michael Reeves; Curtis Rock

Board Members Absent: Vangie Chapa, Chair; Thomas Dreyer, Jeffery Pollack

Staff Present: Scott Neeley, David Chapa, Jane Haas, Terry Klinger, William Laridis, Angelina Gaitan, Sharon Montez, Cindy O'Brien, Gordon Robinson, Rosa Villarreal

Public Present: John Bell, Legal Counsel; Rosie Aguiar, Gary Flores, Gina Salazar, ATU-Local 1769

Call to Order

Mr. Lamont Taylor stated that Chair Chapa was unable to attend and he would be chairing the meeting. He called the meeting to order at 12:15 p.m.

Session Overview and Review of Session Objectives

Mr. Scott Neeley led the group in introductions. He noted the challenge facing the Board of being able to discuss policy issues, strategic initiatives, and conduct visioning sessions. He said that he and Chair Chapa had discussed conducting planning sessions once a quarter or at the end of a regular Board meeting.

He stated that this Board Planning Session was Board led and structured to meet the Board's initiatives. He asked that Board Members provide strategic direction during the session.

Using a PowerPoint presentation, Mr. Scott Neeley reviewed the 2015 Board initiatives developed at the March 2014 Board Retreat. He reviewed the following emphasis areas and performance metrics for each area: 1. Customer service and satisfaction; 2. Efficient and effective service delivery; 3. Enhance awareness of agency in the regions; 4. Expansion of service; 5. Capital projects; 6. Safety; and 7. Board development.

Mr. Gordon Robinson, using a PowerPoint presentation, provided a snapshot of the CCRTA modes of transportation which comprise the system. The report included special movements and farebox recovery percentages. He cited fixed route service types and ridership boardings for 2014. He highlighted that Route 29, part of the Primary Transit Network (PTN), had 1,014,360 boardings and TAMU-CC services had experienced an increase in ridership. Mr. Neeley explained that boardings were unlinked passenger trips. Mr. Robinson informed that the 2014 annual service report with detailed system information was under development.

The following recommendations were formulated by the Board for consideration: a) creating an application for use on a mobile phone with Agency statistics that could be used as a quick reference by Board Members; b) "telling our story" about the benefits of service improvements and the higher ridership; c) report on off-campus student ridership; d) ask a TAMU-CC representative to participate in future planning sessions; e) report on service hour percentage and revenue service hour percentage on routes comparing CCRTA metrics to other peer agencies; f) mitigate cost for providing B-Line service by using alternate methods to provide service – the cost effectiveness of van pools was noted; g) provide data in an aggregate format instead of area specific.

Mr. Scott Neeley proposed that system comparison statistics be compiled by an outside entity. He touched on the feasibility of creating new park and ride locations and installing cameras at current and future locations. He stated that the feasibility of providing transportation to and from the Corpus Christi Airport could be a consideration.

Review of Board Adopted Policies

Mr. Lamont Taylor asked if there were any policies that Board Members would like to have reviewed. None were cited. He stated that Chair Chapa had requested that the Naming of Shelters, Stations and Other Facilities policy be reviewed.

Discussion on Board-Identified Topics

a. 2015 Legislative Outreach Plan

Mr. Billy Laridis, using a PowerPoint presentation, summarized the three

components of the legislative plan – Initiatives, Endorsements, and Preservations – that comprised the Agency’s legislative strategy for the 84th Legislative session.

Ms. Angie Granado expressed the importance of having agency representation at the legislative level.

Mr. Mike Reeves encouraged participation in the Transit Day event scheduled for February 25, 2015 sponsored by the Convention and Visitors Bureau.

Discussion ensued on maintaining the Compressed Natural Gas decal system. According to legal counsel, John Bell, CCRTA would lose the decal system if it re-fueled vehicles other than those owned by the Agency. He stated that if the direction was to allow retainage of the decal system even if non-CCRTA vehicles were fueled, two potential avenues would be to have the State Comptroller change the rulemaking or have it changed legislatively. Mr. Billy Laridis informed that there was a cost savings when using the decal system. Mr. Scott Neeley noted that if a legislative change to the law detrimentally affected the larger transit agencies, there would be opposition.

The topic of the Community Bus program was raised. Mr. Billy Laridis informed that the plan was to purchase a coach-type bus and that maintenance and operation of the bus would be contracted out. The Board had approved local funds for this project.

The following recommendations were posed by Board Members: a) privatizing the entire program from bus purchase to maintenance and operation; b) CCRTA providing the bus specifications; and c) ensuring that the bus was accessible.

b. Marketing/Social Media Website

Ms. Jane Haas, using a PowerPoint presentation, reviewed 2015 marketing priorities and the plan to parallel marketing outreach with implementation of new rider/system initiatives. Emphasis area of Customer Service and Satisfaction was being addressed through implementation of a real-time passenger system; conducting a passenger satisfaction survey; implementing mobile ticketing and a system wayfinding program; and extending hours of service at the Customer Service Center. The emphasis area of Enhancing Awareness of the agency was being promoted through various platforms such as social media, community report, and community event participation. She presented statistics for 2014. She informed that the Expansion of Service emphasis area was being promoted through college and university programs and bicycle program.

Board Members provided the following recommendations: a) to include on the bus wrap that TAMU-CC/Del Mar students ride free; b) to work with Google to identify the transit stations by name such as Staples Street Center instead of by physical address; c) to increase overall marketing, inclusive of school age children; d) to enhance rider amenities at bus stops and safety practices to make riding transit

the “cool thing to do”; e) to bring back the CCRTA mascot; f) to increase outreach to youth; g) to revamp the web site to be more user friendly and to have current rider information; h) to have a marketing representative join The Influencers group comprised of regional organizations key representatives; i) to increase the number of hyperlinks to the CCRTA web page on other web sites; j) for departments to develop measurable goals/metrics; k) enhance marketing outreach to hospitality organizations; l) to develop a program to promote/facilitate reporting maintenance or safety issues at bus stops; and m) to produce a virtual tour video of the downtown area.

Relative to the bus stop reporting suggestion, Mr. Scott Neeley stated that he would form an internal quality team to assess potential reporting mechanisms which could include development of an internal application that could be used by transit supervisors and monitored by essential personnel.

c. Harbor Ferry Service Plan – Season, Fares, and Harbor Ferry Vessel

Mr. Scott Neeley informed that the contract with HMS Global Maritime to operate the Harbor Ferry service would expire at the end of the 2015 season.

Ms. Rosa Villarreal, using a PowerPoint presentation, reviewed Harbor Ferry service data from 2008 through 2014 comparing hours provided, number of passengers, revenue collected, and expense to provide the service which was used to determine cost per passenger, revenue per passenger and subsidy to provide the service.

Ms. Villarreal informed that when the Request for Proposals for the Harbor Ferry Service was issued no proposals were received. She cited the following options: 1) make no investment; 2) invest in a vessel and crew in order to operate the service; or 3) invest in a vessel and contract out the operation. She cited the reasons why staff was recommending Option 3. The identified timeline was to issue an RFP to purchase a vessel by February 2015; have make ready and inspections for vessel operations by May 2015; and by June 2015 issue an RFP to contract for the captain, crew and operations for the 2016 season.

The first subject discussed was the fare structure. Mr. John Bell informed that since the cost to ride the Harbor Ferry is considered a fare, the fare review process would have to be followed. He explained that the first step would be for the CCRTA Board to adopt a fare structure; then present the fare structure for approval to the Fare Review Committee comprised of 5 members of the City Council; 3 members of the Nueces County Commissioners Court; and 3 mayors from the Committee of Mayors, appointed by the Mayor of Robstown. This process has been undertaken three times since inception of the agency. The last fare restructure was in 2006.

There was a general discussion on overall fare structure. Mr. Scott Neeley expressed the opinion that a fare increase to fixed route would result in a negative

impact on ridership. A fare increase for the Harbor Ferry service would not impact ridership. He stated that a review of peak and off-peak fares could be reviewed.

It was explained by Mr. Scott Neeley that to improve the waterborne transportation service, legislative action could be pursued and the service could be expanded. He noted that the original Vamonos Plan had provided for waterborne service to Port Aransas but not without financial partners.

After talking briefly about providing the Harbor Ferry service, purchasing a vessel, and needed dock improvements, Board Members identified the requisite for vocal community support in addition to letters of support for continuation of the Harbor Ferry service prior to purchasing a vessel and the benefit of being able to provide expanded service if the CCRTA owned the vessel.

d. Wayfinding Program for Bus Stops

Mr. Scott Neeley informed that incorporating some different wayfinding signs onto the current bus stop signs was being considered. Some benefits of using this type of signage were that it shows riders what is along the route; it helps to diffuse the fear of riding the bus; and it helps riders orient themselves at their location. The enhanced wayfinding bus stop signs would be placed at specific locations.

e. Maximizing Utilization of CCRTA Property

Mr. Scott Neely stated that the objective was get Board direction on the disposition of surplus property currently owned by the Agency and approval for expending funds for property development or disposition. He said that some options were to hold onto the properties; dispose of the properties by selling or auctioning them; or to re-purpose the properties.

Ms. Sharon Montez informed that one surplus property was located adjacent to the Southside Transit Station and was acquired on April 10, 2000. It was about four acres of land and was landlocked. It had been purchased with Federal Funds and the Federal Government requires a report on the plans for the property.

Referencing the second surplus property, Ms. Montez stated that the property was located adjacent to the 5658 Bear Lane site and was acquired on May 27, 2008. It was about 4.395 acres.

The third property, as identified by Ms. Montez, was located on Leopard Street across from the new Staples Street Center facility. It was acquired on October 18, 2012. She stated that the location was being considered for overflow parking for the new center.

Property disposition received considerable discussion. Recommendations were to consider contacting King Square regarding the Southside Transit Station surplus land; retain the Leopard Street property as future use was likely; and consider re-purposing the Bear Lane property potentially as a CNG fueling location.

Next Steps

Mr. Neeley summarized that Board recommendations would be incorporated into the staff work plan; mini quarterly meetings, about one hour long, would be embedded as part of a regular Board meeting agenda.

There being no further business, Mr. Taylor closed the meeting at 4:08 p.m.

Submitted by Beth Vidaurri



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Director's Memo

February 4, 2015

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.

Bid Tabulations

Name	Price
A. Ortiz Construction & Paving, Inc.	\$273,794.50
Grace Paving and Construction, Inc.	\$277,716.23
Mo-Con Services, Inc.	\$278,847.53
MHB Construction	\$352,086.25
Progressive Structures, Inc.	\$361,345.84
Alman	\$363,976.12

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.

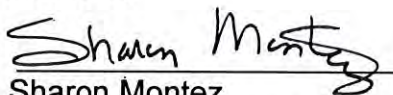
Committee Review

The Operations Committee reviewed this item at the January 28, 2015 meeting and recommended approval.

Recommendation

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: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

February 4, 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 will be as sound as possible.

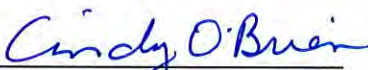
Administration Committee Review

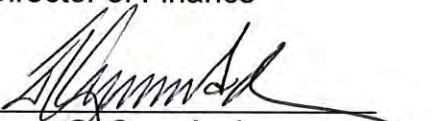
The Administration Committee was presented this item on January 28, 2015. There was not a quorum, therefore no action was taken.

Recommendation

Staff recommends that the Board of Directors 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

Mary Saenz
Board Secretary

By: _____
Evangelina Chapa
Board Chair



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

February 4, 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 per share.
- 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.

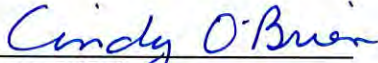
Administration Committee Review


This item was presented to the Administration Committee on January 28, 2015. There was not a quorum therefore no action was taken.


Recommendation

Staff recommends the Board of Directors 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

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY
INVESTMENTS**

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:

	<u>Max. % of Portfolio</u>
US Treasury Obligations	80%
US Agencies/Instrumentalities	80%
State Government Obligations	45%
Local Government Obligations	45%
Certificates of Deposit (Depository)	50%
Brokered Certificates of Deposit	30%
Repurchase Agreements	50%
Flex in CIP Funds	100%
Local Government Investment Pools	80%
Money Market Funds	100%
Limited to 80% in any one fund (not to exceed 10% of the value of the fund)	
Commercial Paper	35%
Limited to 5% from any one issuer	
Bankers Acceptances	20%

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 FIRREA¹. 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

**Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT A**

Authorized Investment Advisor

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



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

February 4, 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 x 2% x 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 1st 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.

	<u>2013</u>	<u>2014</u>	<u>2015</u>
Normal Cost	\$ 686,237	\$ 695,517	\$
UAAL Payment	302,297	0	
Interest	2,031	2,826	
Required Contribution	990,565	698,343	805,564
Excess Contributions	289,765	480,155	
Net Contribution	\$ 1,280,330	\$ 1,178,498	\$ 805,564

Administration Committee

This item was presented to the Administration Committee on January 28, 2015. There was not a quorum therefore no action was taken.

Recommendation

Staff recommends that the Board of Directors authorize staff to make a contribution of \$805,564 to the 2015 Defined Benefit Plan & Trust.

Respectfully Submitted,

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

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

Approval: Scott Neeley
Scott Neeley
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors' Memo

February 4, 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.

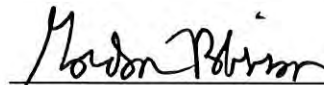
Committee Review

The Administration Committee met on January 28, 2015. Committee members received a presentation on this item.

Recommendation

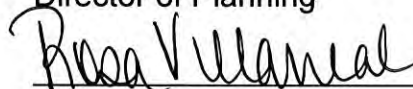
Staff recommends that the Board of Directors' approve the FY2015 Program of Projects.

Submitted by:



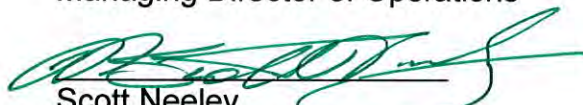
Gordon Robinson
Director of Planning

Reviewed by:



Rosa Villarreal
Managing Director of Operations

Approval:



Scott Neeley
Chief Executive Officer

ATTACHMENT A

FY2015 PROGRAM OF PROJECTS

	Section	Description	Federal Amount	Local Share	Total
1	5307	Fleet Replacements - (15) Fixed-Route Buses	\$ 6,480,000	\$ 1,620,000	\$ 8,100,000
2	5307	ADA Complementary Paratransit Service	\$ 488,000	\$ 122,000	\$ 610,000
3	5307	Preventative Maintenance	\$ 1,110,000	\$ 277,500	\$ 1,387,500
4	5307	ADA Bus Stop Improvements	\$ 1,000,000	\$ 250,000	\$ 1,250,000
5	5310	Seniors and Individuals with Disabilities	\$ 335,069	\$ 83,767	\$ 418,836
6	5316	Job Access: Route Frequency Improvements	\$ 240,000	\$ 60,000	\$ 300,000
7	5317	New Freedom: Flexible Route Service	\$ 100,000	\$ 25,000	\$ 125,000
		Total	\$ 9,753,069	\$ 2,438,267	\$ 12,191,336



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 purposed 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 – six poles with two fixtures per pole along with the addition of two more fixtures that are meant to support the addition of cameras
- 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.

The existing budget of \$92,060.50 contains a \$15,000 allowance for lights and any additional security type enhancements. This allowance will still be enough to support the added security enhancements. See Exhibit A for the layout of the improvements.

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 utilize 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. This 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.

Committee Review

The Operations Committee reviewed this item at the January 28, 2015 meeting and recommended approval with the addition of security cameras at the temporary site for the Staples Street Station.

Recommendation

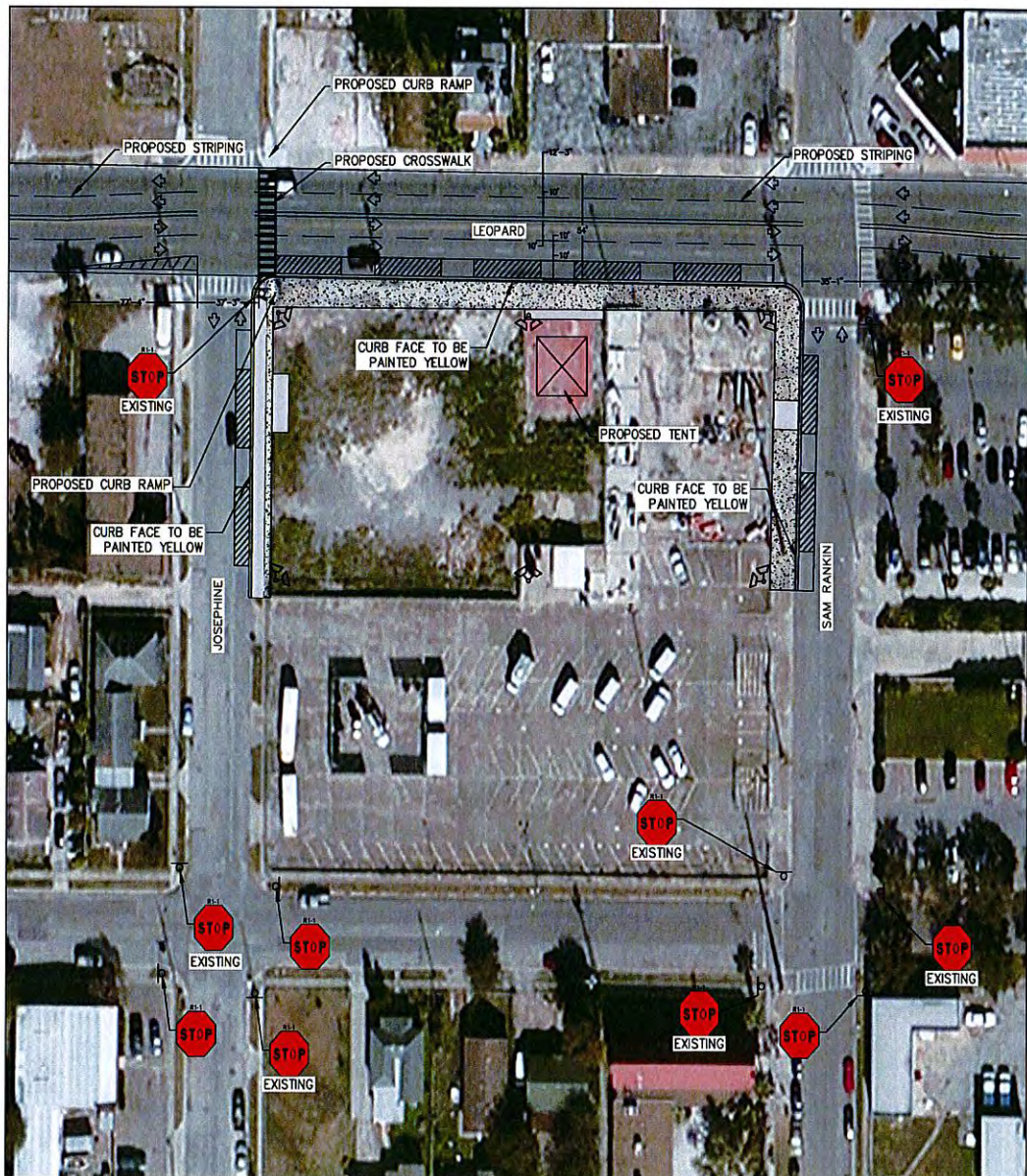
The Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the capital improvements for the Staples Street Station temporary relocation site and a change order to A. Ortiz Construction and Paving, Inc., existing contract for \$77,060.50.

Respectfully Submitted,

Submitted by: 
Sharon Montez
Managing Director of Capital Programs

Approval: 
Scott Neeley
Chief Executive Officer

EXHIBIT A





CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

February 4, 2015

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.

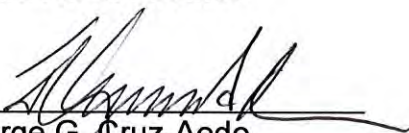
Administration Committee

This item was presented to the Administration Committee on January 28, 2015.

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

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

Corpus Christi Regional Transportation Authority
 Comparative Statements of Net Position (Unaudited)
 At December 31, 2014 & November 30, 2014 & December 31, 2013

	<u>December 31, 2014</u>	<u>November 30, 2014</u>	<u>December 31, 2013</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 27,484,446	24,495,797	31,437,302
Investments	27,742,080	29,703,125	17,627,606
Receivables			
Sales taxes	6,251,925	5,454,767	6,195,562
Accrued interest receivable	104,604	112,070	67,240
Due from federal/state Government	4	4	10,011
Other	77,803	44,855	65,204
Inventories	609,033	629,643	625,817
Prepaid Expenses	1,702,098	1,730,356	136,480
Net Pension Asset	452,465	452,465	452,465
Total Current Assets	<u>64,424,458</u>	<u>62,623,082</u>	<u>56,617,687</u>
Capital Assets:			
Land and Construction in progress	9,938,236	9,787,105	14,522,774
Other capital assets, net of depreciation	35,099,701	35,593,868	33,111,008
Total Capital Assets	<u>45,037,937</u>	<u>45,380,973</u>	<u>47,633,782</u>
Total Assets	<u>109,462,395</u>	<u>108,536,624</u>	<u>104,251,469</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	694,858	614,944	825,844
Accrued compensated absences	225,748	225,748	175,493
Bonds Payable	575,000	575,000	575,000
Distributions to regional entities payable	3,399,150	498,823	3,222,897
Other accrued liabilities	516,365	575,894	486,250
Total current liabilities	<u>5,411,121</u>	<u>2,490,409</u>	<u>5,285,484</u>
Non-Current Liabilities:			
Accrued compensated absences	91,093	91,093	76,467
Bonds Payable	21,450,000	21,450,000	21,425,000
Other Post Employment Benefits	487,164	487,164	531,047
	<u>22,028,257</u>	<u>22,028,257</u>	<u>22,032,514</u>
Total Liabilities	<u>27,439,378</u>	<u>24,518,666</u>	<u>27,317,998</u>
NET POSITION			
Net Investment in Capital Assets	45,037,937	45,380,973	47,703,519
Restricted for debt service	1,611,302	1,611,302	1,611,302
Restricted for pension plan obligation	452,465	452,465	452,465
Unrestricted	34,921,314	36,040,650	27,235,923
Total Net Position	<u>\$ 82,023,017</u>	<u>83,485,389</u>	<u>77,003,209</u>

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended December 31, 2014 & December 31, 2013

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable)	2013	Favorable (Unfavorable)
			Variance		Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 150,719	148,812	1,907	135,529	15,190
Bus advertising	3,333	5,837	(2,504)	3,334	(1)
Charter service	-	-	-	-	-
Other operating revenues	2,613	6,125	(3,512)	7,866	(5,253)
Total Operating Revenues	156,665	160,774	(4,109)	146,729	9,936
Operating Expenses:					
Transportation	518,515	503,683	(14,832)	428,777	(89,738)
Customer Programs	11,305	14,828	3,523	9,690	(1,615)
Purchased Transportation	446,262	688,370	242,108	556,975	110,713
Service Development	14,690	26,153	11,463	21,578	6,888
MIS	26,961	39,859	12,898	43,774	16,813
Vehicle Maintenance	521,225	488,727	(32,498)	457,217	(64,008)
Facilities Maintenance	136,081	82,211	(53,870)	140,230	4,149
Contracts and Procurements	20,382	20,156	(226)	19,489	(893)
CEO's Office	44,340	52,099	7,759	68,341	24,001
Finance and Accounting	27,204	35,381	8,177	28,975	1,771
Materials Management	12,570	10,810	(1,760)	15,124	2,554
Human Resources	285,392	191,482	(93,910)	144,932	(140,460)
General Administration	23,191	36,104	12,913	24,858	1,667
Capital Project Management	13,356	14,305	949	21,335	7,979
Marketing & Communications	41,124	44,110	2,986	37,655	(3,469)
Safety & Security	75,823	75,487	(336)	44,610	(31,213)
Staples Street Center	-	10,107	10,107	-	-
Total Departmental Expenses	2,218,421	2,333,872	115,451	2,617,057	398,636
Depreciation	494,167	494,163	(4)	495,438	1,271
Total Operating Expenses	2,712,588	2,828,035	115,447	3,112,495	399,907
Operating Income (Loss)	(2,555,923)	(2,667,261)	111,338	(2,965,766)	409,843
Other Income (Expense)					
Sales Tax Revenue	3,837,241	3,737,047	100,194	3,162,871	674,370
Federal, state and local grant assistance	171,113	190,522	(19,409)	179,168	(8,055)
Investment Income	11,516	5,500	6,016	4,960	6,556
Gain (Loss) on Disposition of Property	(25,992)	-	(25,992)	-	(25,992)
Interest Expense on Bonds	(1,033,678)	-	(1,033,678)	-	(1,033,678)
Street Improvements Program for CCRTA Region Entities	(2,900,327)	(2,592,353)	(307,974)	(2,415,084)	(485,243)
Net Income (Loss) Before Capital Grants and Donations	(2,496,050)	(1,326,545)	(1,169,505)	(2,033,851)	(462,199)
Capital Grants & Donations	-	-	-	1,091,075	(1,091,075)
Change in Net Assets	\$ (2,496,050)	(1,326,545)	(1,169,505)	(942,776)	(1,553,274)

Corpus Christi Regional Transportation Authority
Statement of Revenues And Expenditures By Cost Center (Unaudited)
Year-to-date December 31, 2014 & December 31, 2013

	Year-to-date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2013	Favorable (Unfavorable) Comparison
			A vs B		A vs C
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,844,844	1,885,722	(40,878)	1,750,324	94,520
Bus advertising	101,515	70,000	31,515	48,762	52,753
Charter service	-	-	-	158	(158)
Other operating revenues	94,972	73,500	21,472	75,876	19,096
Total Operating Revenues	2,041,331	2,029,222	12,109	1,875,120	166,211
Operating Expenses:					
Transportation	6,257,862	6,071,496	(186,366)	5,061,323	(1,196,539)
Customer Programs	219,212	262,867	43,655	177,141	(42,071)
Purchased Transportation	6,346,106	8,977,307	2,631,201	7,601,912	1,255,806
Service Development	216,025	321,080	105,055	240,712	24,687
MIS	464,365	502,719	38,354	342,032	(122,333)
Vehicle Maintenance	5,902,921	5,919,782	16,861	5,059,553	(843,368)
Facilities Maintenance	1,371,925	1,016,010	(355,915)	1,124,765	(247,160)
Contracts and Procurements	213,826	271,557	57,731	177,559	(36,267)
CEO's Office	551,165	665,872	114,707	600,800	49,635
Finance and Accounting	422,599	421,836	(763)	384,886	(37,713)
Materials Management	125,183	128,215	3,032	128,447	3,264
Human Resources	4,162,360	3,405,524	(756,836)	2,615,447	(1,546,913)
General Administration	275,008	360,351	85,343	328,003	52,995
Capital Project Management	179,112	178,733	(379)	198,806	19,694
Marketing & Communications	455,686	638,193	182,507	344,408	(111,278)
Safety & Security	973,567	911,778	(61,789)	441,459	(532,108)
Staples Street Center	-	121,284	121,284	-	-
Total Departmental Expenses	28,136,922	30,174,604	2,037,682	25,380,750	(2,756,172)
Depreciation	5,930,004	5,930,000	(4)	5,945,255	15,251
Total Operating Expenses	34,066,926	36,104,604	2,037,678	31,326,005	(2,740,921)
Operating Income (Loss)	(32,025,595)	(34,075,382)	2,049,787	(29,450,885)	(2,574,710)
Other Income (Expense)					
Sales Tax Revenue	35,098,210	34,885,754	212,456	32,258,826	2,839,384
Federal, state and local grant assistance	4,230,286	2,286,209	1,944,077	1,416,959	2,813,327
Investment Income	106,880	66,000	40,880	62,160	44,720
Gain (Loss) on Disposition of Property	46,519	-	46,519	225	46,294
Interest Expense on Bonds	(1,033,678)	-	(1,033,678)	-	(1,033,678)
Street Improvements Program for CCRTA Region Entities	(2,900,327)	(2,770,903)	(129,424)	(2,593,634)	(306,693)
Net Income (Loss) Before Capital Grants and Donations	3,522,295	391,678	3,130,617	1,693,651	1,828,644
Capital Grants & Donations	-	-	-	2,025,996	(2,025,996)
Change in Net Assets	\$ 3,522,295	391,678	3,130,617	3,719,647	(197,352)



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Meeting

February 4, 2015

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:

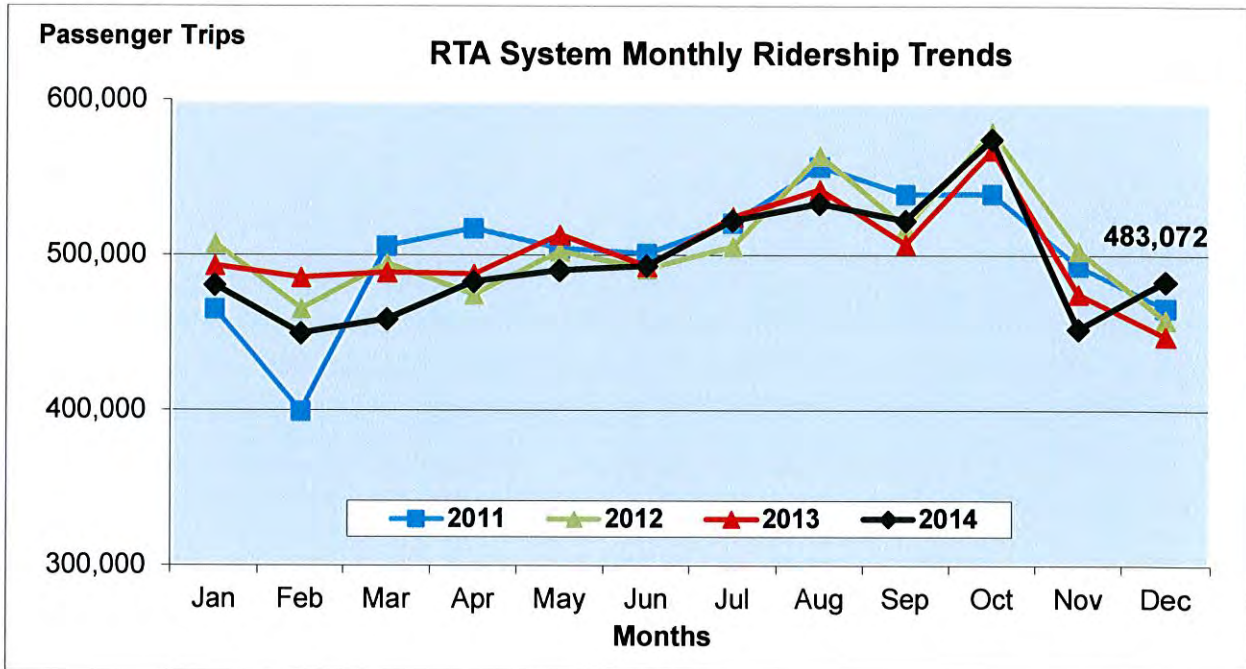
1. System-wide Ridership and Service Performance Results
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics
3. Customer Programs Monthly Customer Assistance Form (CAF) Report
4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report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



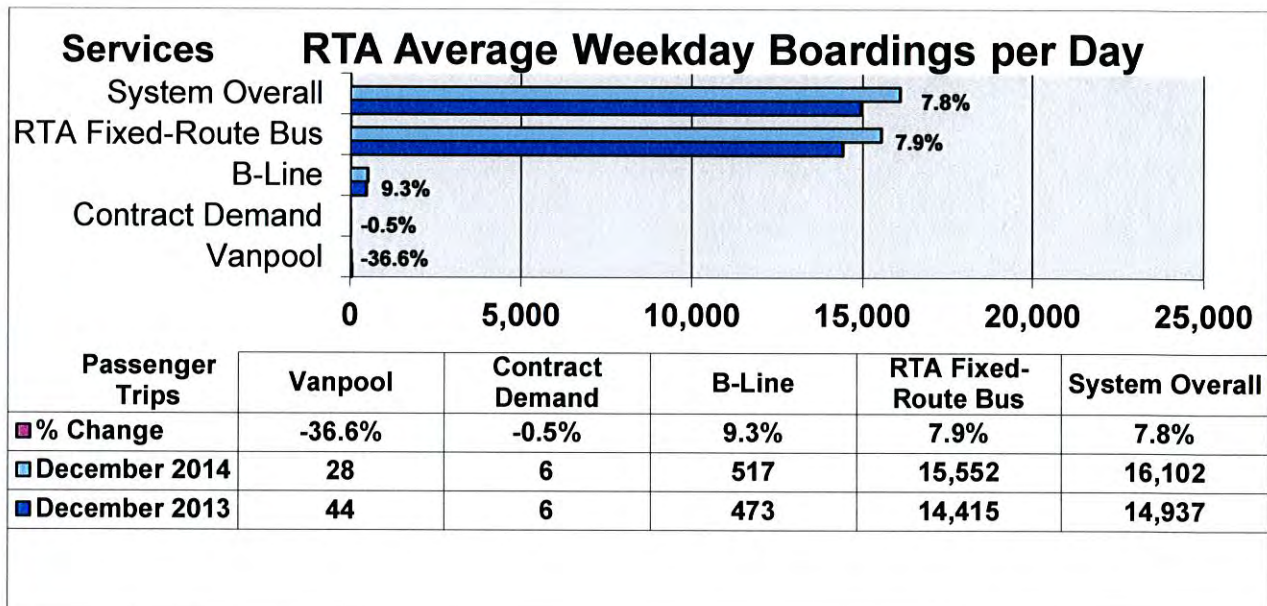
1. System-wide Ridership and Service Performance Results

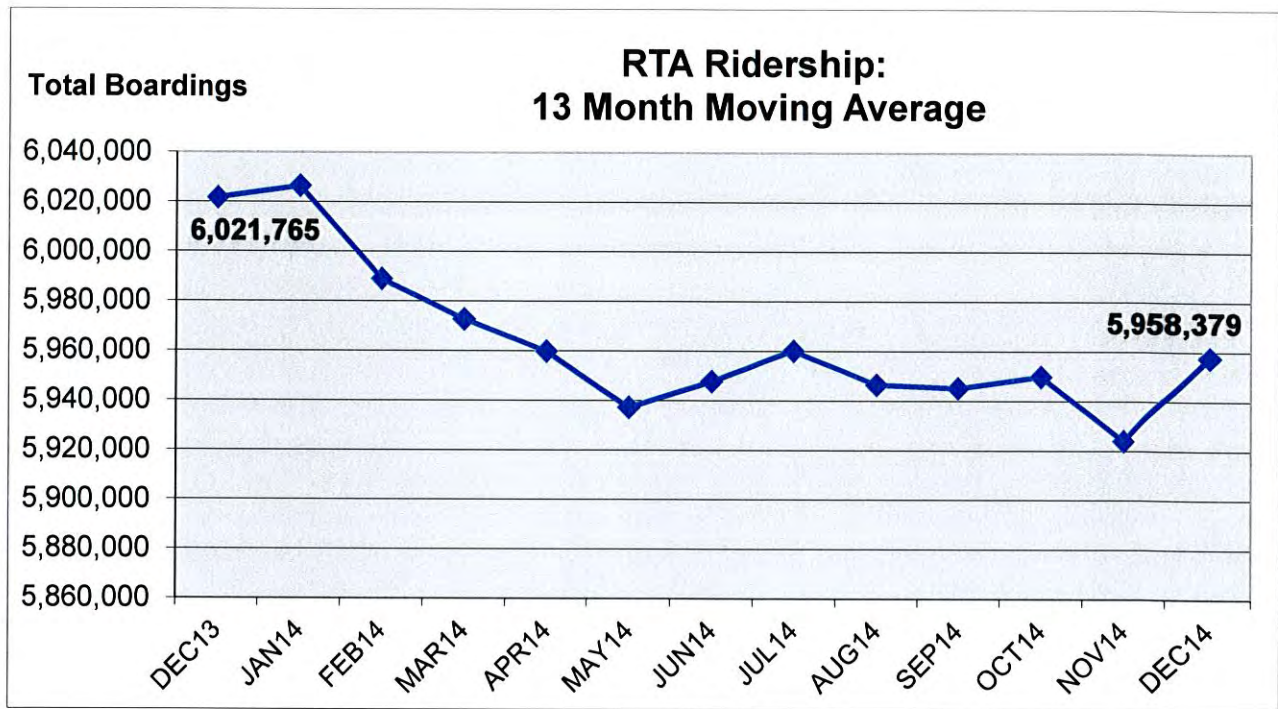
Boardings for all services in December 2014 totaled 483,072. This represents a 7.8% increase as compared to a total of 448,124 boardings in December 2013 or 34,948 more riders this December.

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

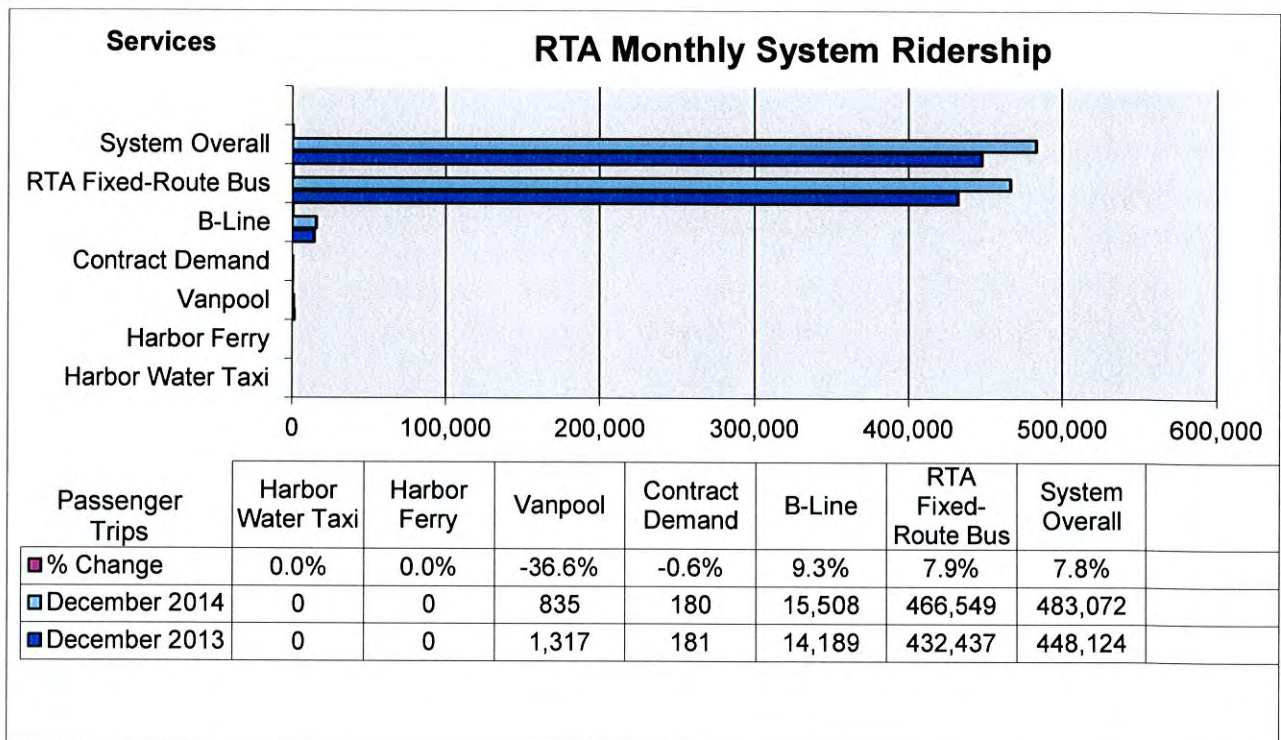


The chart below shows average weekday ridership for all services. The RTA recorded an average of 16,102 boardings per weekday in December 2014 as compared to 14,937 in December 2013. This is a difference of 7.8% more riders per day.

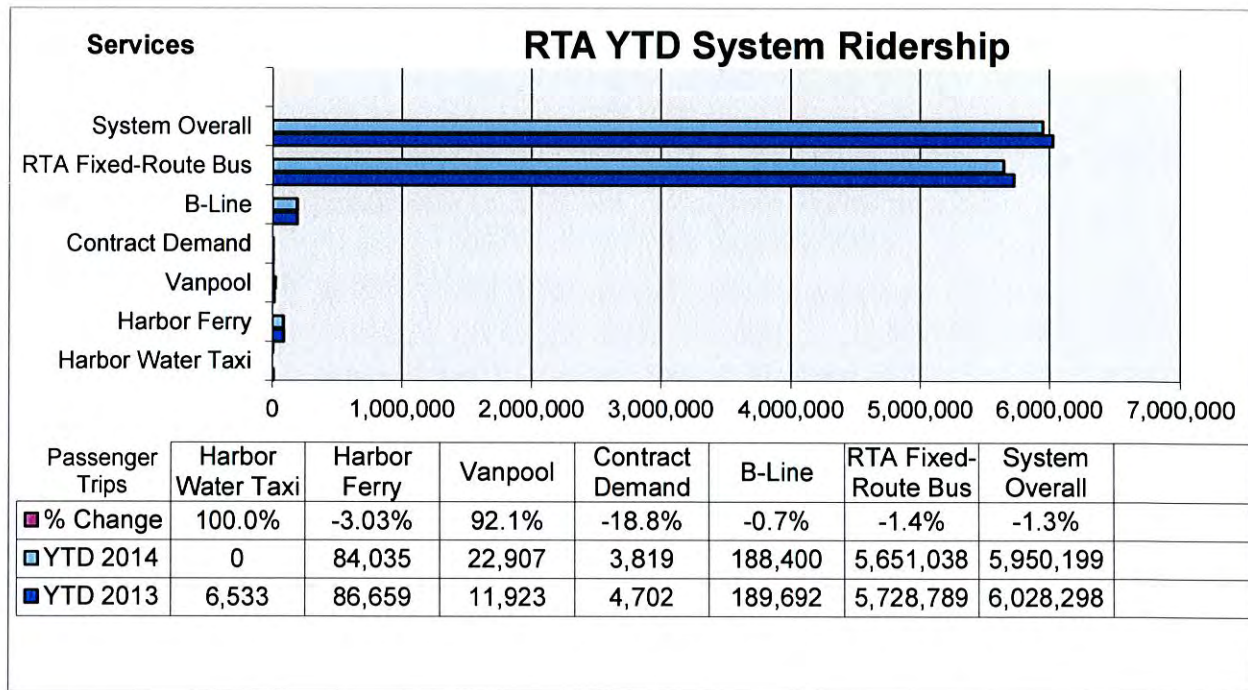




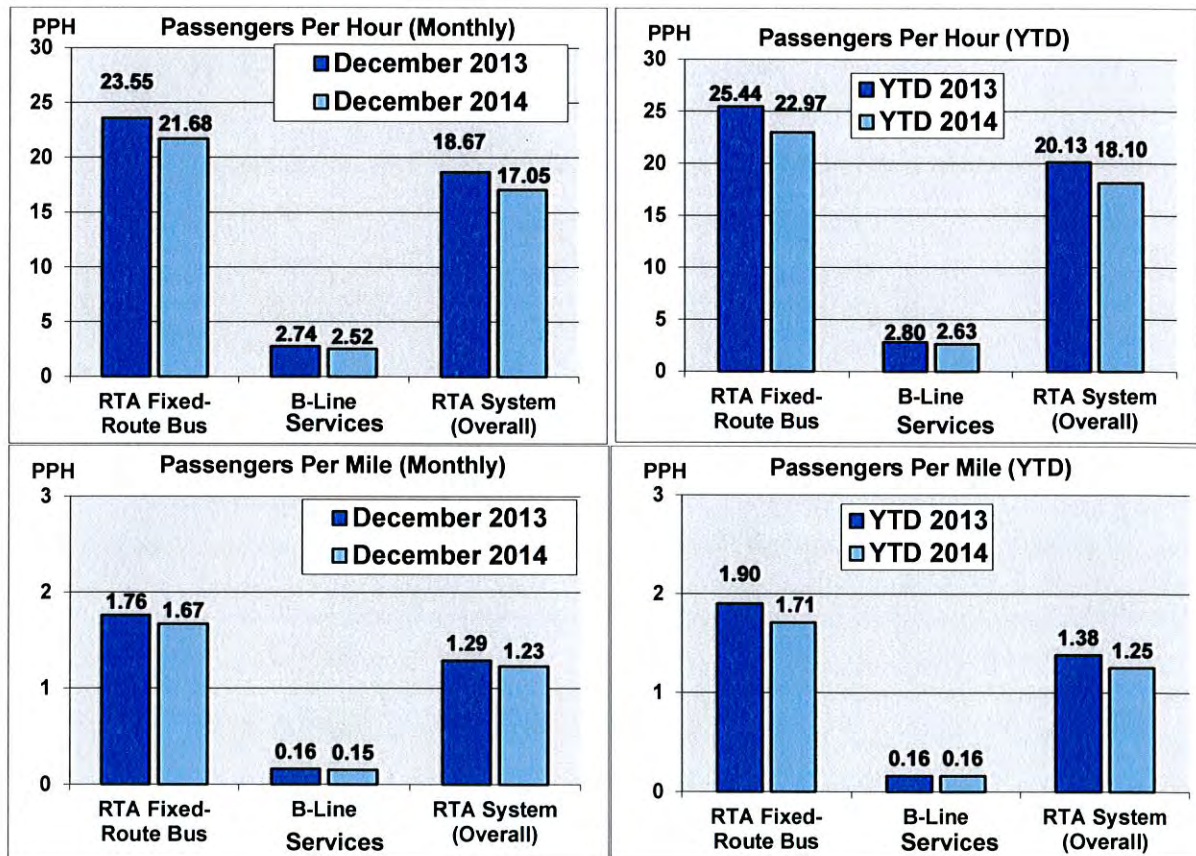
The chart below shows monthly ridership results for all services.

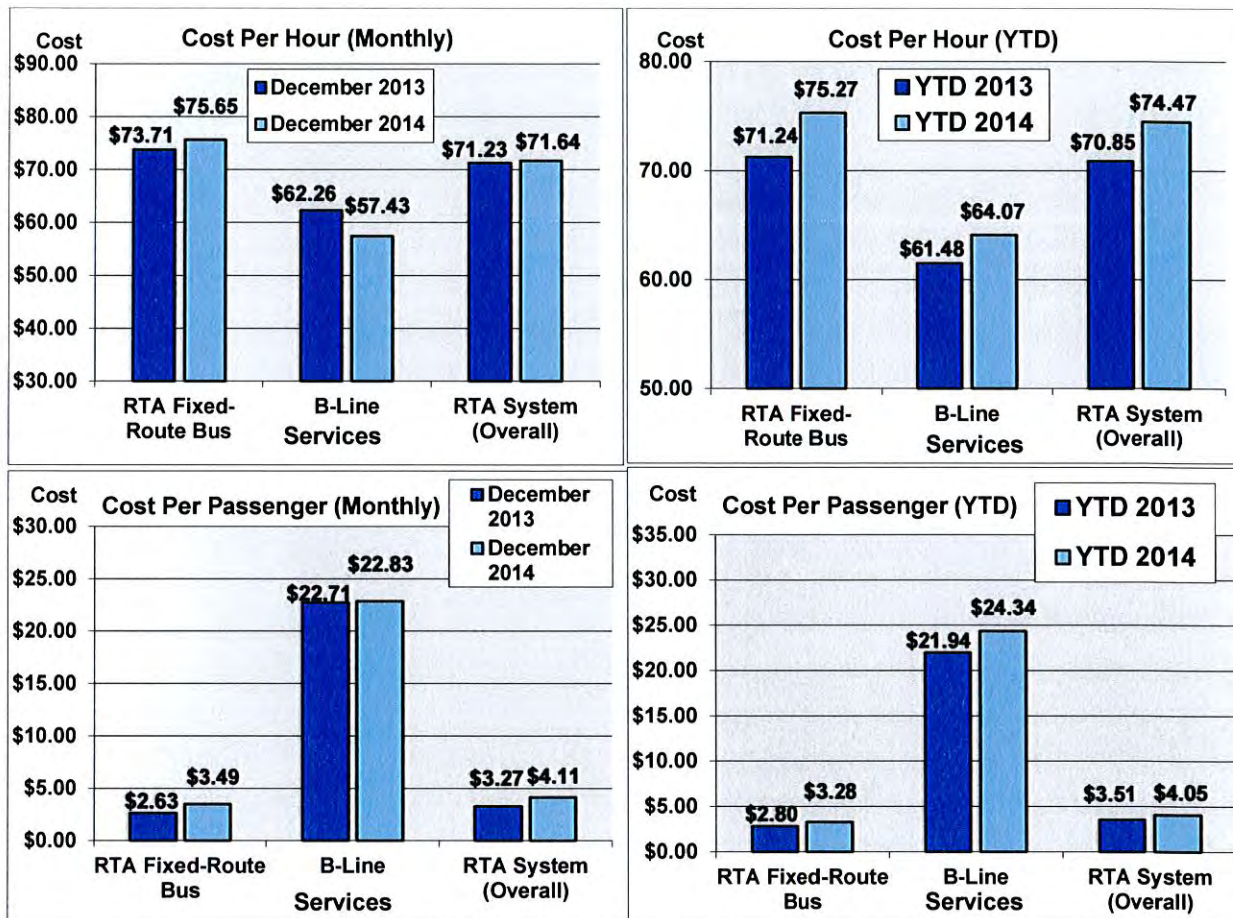


The chart below shows YTD ridership results for all services. The RTA recorded 78,099 less boardings in 2014 as compared to the same period in 2013.



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.

Schedule Adherence	Standard	Oct-14	Nov-14	Dec-14	YTD Average
Early Departure	<1%	1.9%	0.0%	0.4%	1.0%
Over 3 minutes Late	<20%	29.1%	17.8%	11.0%	16.0%
Over 5 minutes Late	<5%	15.8%	7.7%	6.7%	7.5%
Over 10 minutes Late	<1%	5.2%	3.6%	1.4%	2.5%
Monthly Wheelchair Boardings	No standard	5,811	3,938	4,871	4,809
Monthly Bicycle Boardings	No standard	8,981	6,650	6,248	6,788

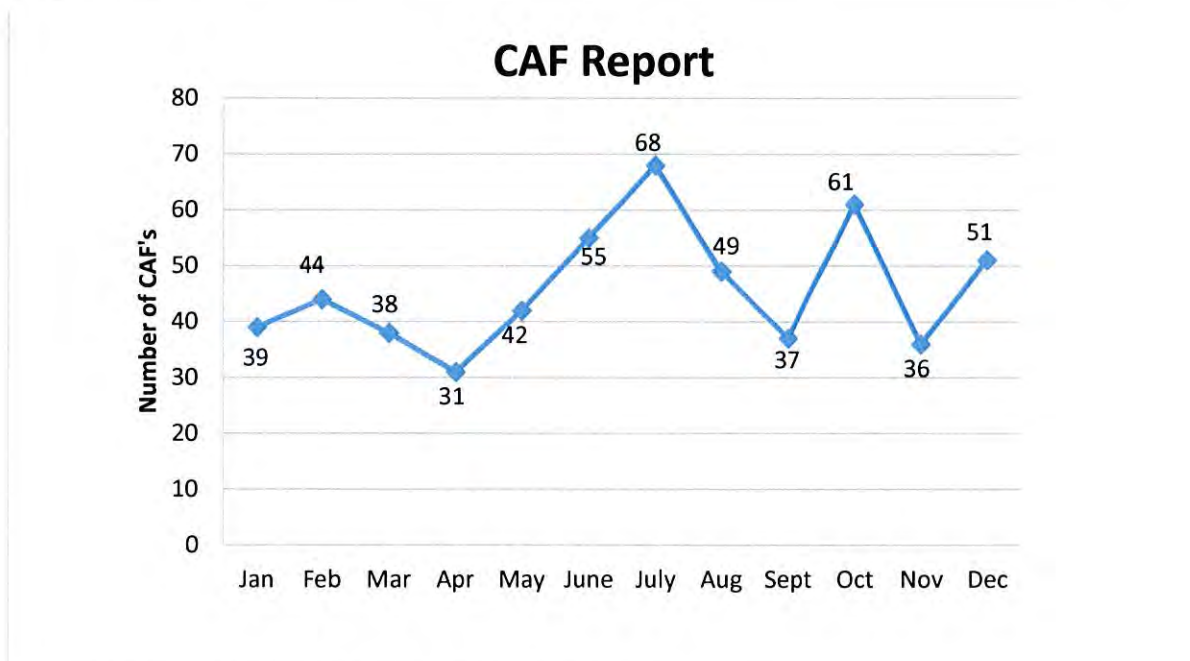
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- 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

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

3. Customer Programs Monthly Customer Assistance Form (CAF) Report

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

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

December 2014 CAF Breakdown by Service Type:

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

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.

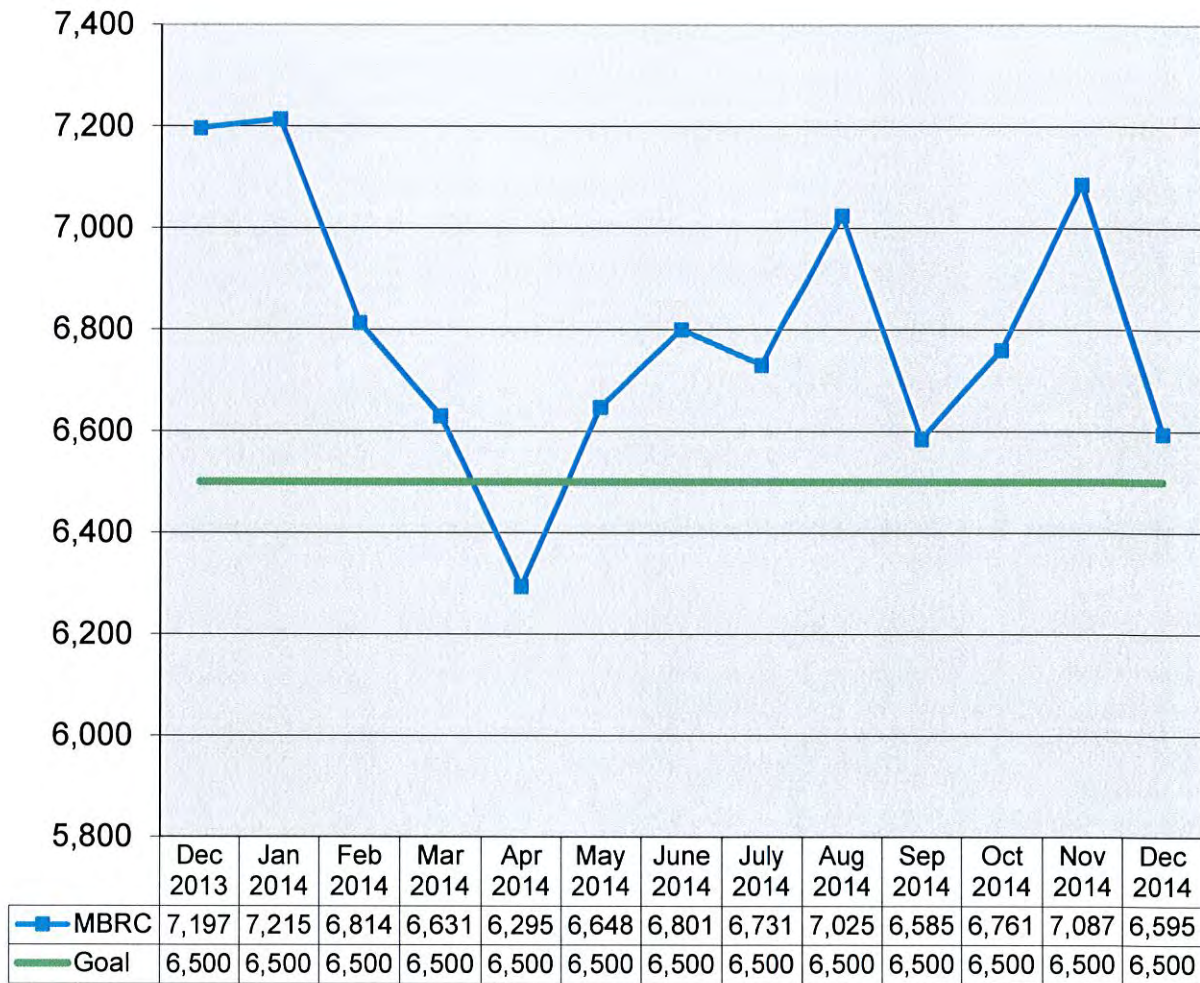
CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days.

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.

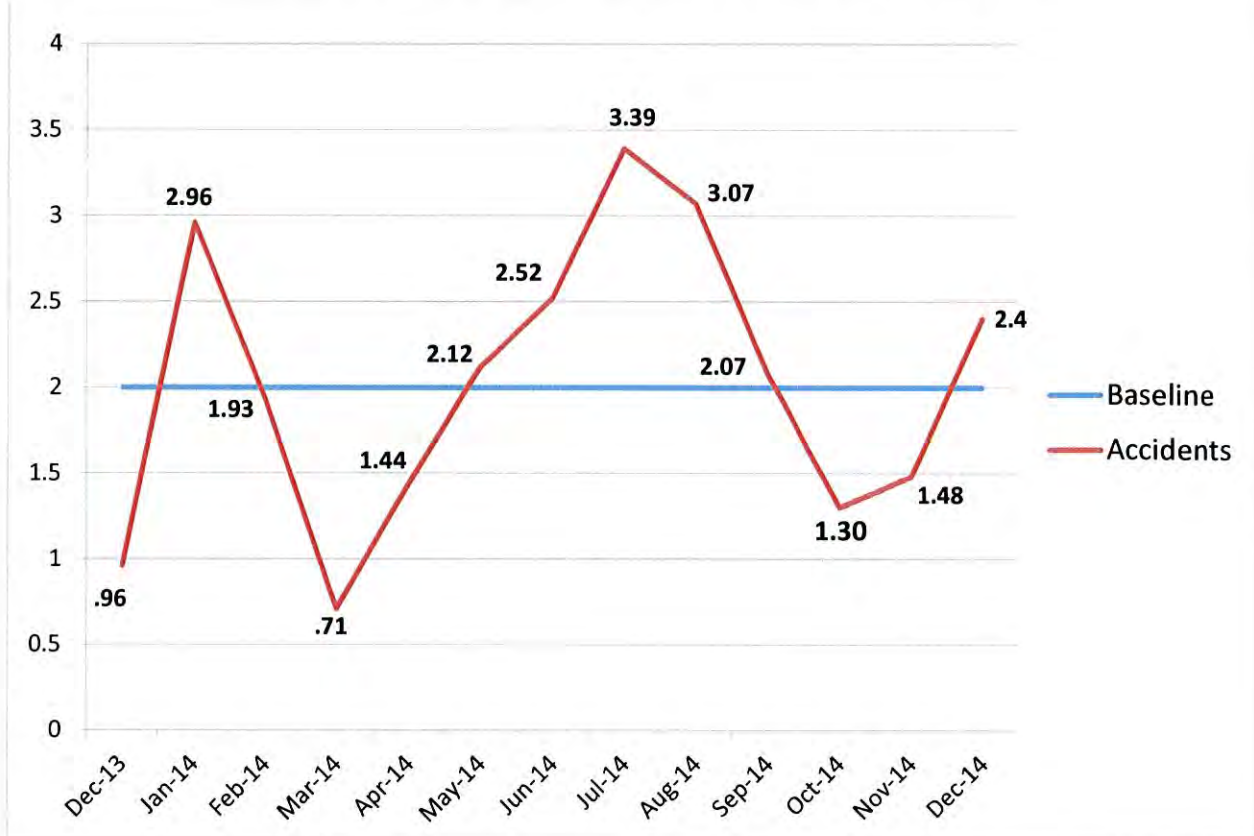
5. Safety/Security Department Report

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.

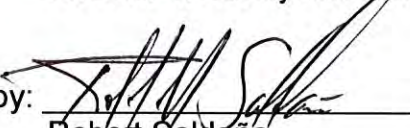
Committee Review

The Operations Committee met on January 28, 2015. Committee members received a presentation on this item.

Respectfully Submitted,

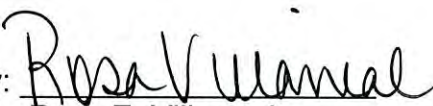
Submitted by: 
Wesley Vardeman
Senior Transit Planner

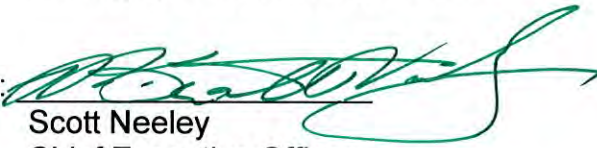
Submitted by: 
Keith Korenek
Director of Safety and Security

Submitted by: 
Robert Saldaña
Director of Transportation

Submitted by: 
José A. Tovar
Director of Maintenance

Reviewed by: 
Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Approved by: 
Scott Neeley
Chief Executive Officer

**RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, November 20, 2014**

Advisory Committee Members Present: Mike Rendon, Robert Box, Tammye Salinas, David Ramos, John Lee, and Richard Balli

Advisory Committee Members Absent: Joyce Lopez, Sylvia Wilson and Yvette Silva-Cantu

Board Members Present: None

Staff Present: Rosa Villarreal, Keith Korenek, Gordon Robinson, and Shannon Tabor

Employee Representative(s): None

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

Opportunity for Public Comment

Mr. Jose Chapa addressed the committee. He asked the committee about placing a bus stop next to his apartment building off Chaparral. Mr. Chapa indicated there are several disabled individuals in his complex and the bus stop is too far from the complex. Ms. Rosa Villarreal stated she would meet with him after the meeting.

Action to Approve Minutes of October 9, 2014 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF OCTOBER 9, 2014 AS PRESENTED; MR. RAMOS SECONDED THE MOTION. RENDON, LEE, BALLI, AND SALINAS VOTING FOR. LOPEZ, WILSON AND SILVA-CANTU WERE ABSENT.

Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update

No update.

Update on Safety and Security at Transfer Stations

Mr. Keith Korenek gave a brief presentation to the committee. Mr. Korenek advised the committee that CCRTA currently has roughly 27 CCPD officers on staff at this time. Mr. Korenek shared information with the committee regarding the 2010 FBI Data. He also discussed safety and security concerns at each of the transfer stations. Mr. Korenek stated that all cameras and DVR's are operational and recording at the stations. Mr. Rendon asked how many stations were currently secure at this time and Mr. Korenek indicated there are 4 stations currently secured at this time. Mr. Korenek advised the committee that a RFP was approved for transfer stations monthly cleaning. Mr. Korenek discussed the security hours and incidents per month pertaining to CTW's, loitering and public intoxication.

Service Improvements for 2015

Mr. Gordon Robinson gave a presentation to the committee to discuss service improvements for 2015. Mr. Robinson discussed 14 different fixed routes and the changes being made for improvement. Some of the routes included 12, 16, 17, 19, 21, 23, 25, 26, 27, 29, 3 and 76. Mr. Robinson discussed the improvements with connectivity to routes 19 and 29. Mr. Robinson also stated there will be better connections between routes.

Discussion and Possible Action to Recommend Appointment(s) for RCAT Vacancies

Mr. Rendon suggested that an e-blast would be sent out to extend the RCAT vacancy to those who may be interested in applying. After discussion, Mr. Rendon asked for a motion to table this agenda item until the next meeting.

MR. BOX MADE A MOTION TO TABLE THE AGENDA ITEM UNTIL JANUARY; MS. SALINAS SECONDED THE MOTION. RENDON, LEE, BALLI, AND RAMOS. WILSON, LOPEZ AND SILVA-CANTU WERE ABSENT

The RCAT vacancy has been reposted with a closing date of December 29, 2014.

Discussion and Nomination of 3rd Quarter Unsung Hero Award

The committee reviewed the 3rd Quarter Unsung Hero Award report. After discussion and review, the committee was unanimous in selecting CCRTA operators Mr. Larry Wyatt and Ms. Cheryl Alegria and MV operator Christina Herrera as the 3rd Quarter Unsung Hero Award recipients. These awards will be presented at the RCAT meeting in January.

Committee Reports

No-Show/Eligibility Appeals

The No-Show/Eligibility Appeals Committee met on Tuesday, November 18, 2014. Members present were Robert Box, John Lee and Richard Balli. Staff members present were Melanie Gomez and Janessa Cano-Trevino (MV). There were 8 appeals scheduled in November. Two appellants were present to appeal a 7-day proposed service suspension. Both service suspensions were dismissed, contingent upon the appellants attending a B-Line Orientation. Three appellants were present to appeal a 30-day proposed service suspension. One service suspension was dismissed due to extenuating circumstances. One service suspension was dismissed, contingent upon the appellant attending a B-Line Orientation. One service suspension was determined Conditional, for medical appointments only. One appellant provided a letter to appeal a 30-day proposed service suspension. The service suspension was dismissed due to extenuating circumstances. Two appellants did not attend. One 7-day and one 30-day proposed service suspension were enforced in accordance to policy. There were 39 warning notices issued in October, 18 seven day proposed service suspensions and 21 thirty day proposed service suspensions. The next meeting is scheduled for December 16, 2014.

Chairman's Report

Ms. Villarreal shared information with the committee regarding her pre-production trip and some changes being made to the paratransit vehicles. Ms. Villarreal stated that the changes addressed were those concerns conveyed by the committee. Mr. Rendon read the announcements to the committee.

Informational Items

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

Request for Agenda Items

None requested.

Other Business: It was moved and seconded that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 1:23 p.m. The next meeting will be held on Thursday, January 15, 2015.