



DATE: Wednesday, March 22, 2017
LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX
TIME: 8:30 a.m. Administration & Finance Committee Meeting
9:30 a.m. Operations & Capital Projects Committee Meeting

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Angie Flores-Granado ~ Butch Escobedo ~ Larry Young, Sr. ~ Abel Alonzo

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	1 min.	-----
2.	Opportunity for Public Comment	T. Niskala	3 min.	-----
3.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of February 22, 2017	T. Niskala	2 min.	Pages 1-4
4.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for General Legal Services	R. Saldaña	5 min.	Page 5
5.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Law Enforcement Services at CCRTA Properties	M. Reñdon	5 min.	Page 6 <i>PowerPoint</i>
6.	Discussion and Possible Action to Recommend the Board to Adopt a Revised Emergency Preparedness Policy for 2017	M. Reñdon	5 min.	Pages 7-8 <i>PowerPoint Attachment</i>
7.	Updates on: a. Buccaneer Days & Illuminated Night Parade b. Fiesta de la Flor	J. Cruz-Aedo	3 min.	<i>No Attachment</i>
8.	Update on State and Federal Legislative for the 2017-2018 Legislative Session	K. Coughlin	3 min.	Pages 9-10

9.	Presentations: a. February 2017 Financial Report	R. Saldaña	5 min.	Pages 11-13 <i>PowerPoint</i>
	b. 2017 Street Improvement Allocations	S. Montez	10 min.	<i>PowerPoint</i>
10.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 45 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

George B. Clower ~ Glenn Martin ~ Edward Martinez ~ Scott Harris

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	2 min.	-----
2.	Opportunity for Public Comment	M. Reeves	3 min.	-----
3.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 22, 2017	M. Reeves	3 min.	Pages 1-4
4.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Brass Fittings & Hydraulic Hoses	B. Garner	5 min.	Pages 5-6 <i>PowerPoint</i>
5.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Transmission Rebuilder	B. Garner	5 min.	Page 7 <i>PowerPoint</i>
6.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Authorize Awarding a Contract with S & A Systems for a new Fuel Management System	B. Garner	5 min.	Pages 8-9 <i>PowerPoint</i>
7.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Request Fiscal Authority for Additional Funding for Contracts 2010-SP-30 & 2016-SP-04 Tires Services	B. Garner	5 min.	Pages 10-11 <i>PowerPoint</i>
8.	Presentations: a. February 2017 Operations Report	G. Robinson	10 min.	Pages 12-22 <i>PowerPoint</i>

	b. Procurement Update	R. Saldaña	5 min.	<i>PowerPoint</i>
9.	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 45 min.

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On **Friday, March 17, 2017** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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 (361) 903-3474 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.

**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 22, 2017**

Summary of Actions

1. **Conducted Roll Call**
2. **Provided Opportunity for Public Comment**
3. **Action to Approve Administration & Finance Committee Meeting Minutes of January 25, 2017**
4. **Action to Recommend to the Board of Directors' to Authorize Issuing a Request for Proposals (RFP) for Telephone Service Provider for Local and Long Distance data communications**
5. **Action to Recommend to the Board of Directors' to Authorize Issuing a Request for Proposals (RFP) for Windstorm Coverage 2017-2018**
6. **Heard Presentations:**
 - a. **January 2017 Financial Report**
 - b. **4th Quarter 2016 Performance Reports for the Defined Benefit Plan and Trust and the Defined Contribution Plan**
 - c. **DBE Overview**
7. **Adjournment**

The Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Committee Members Present: Tom Niskala, A.R. "Butch" Escobedo, Larry Young, Sr.

Committee Members Absent: Angie Granado

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa; Sherríe Clay, Kelly Coughlin, Bryan Garner, Monica Gutierrez; Sharon Montez, Cindy O'Brien, Christina Perez, Victoria Reyes, Mike Rendoń, Robert Saldaña, Rosa Villarreal, Dena Linnehan and Susan Teltschik

Public Present: CJ Loomis, MV Transportation; Nicole Barnes, Kailo; Gina Salazar, ATU-Local 1769

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:31 a.m. and stated a quorum being present. Ms. Dena Linnehan called Roll.

Action to Approve the Administration & Finance Committee Meeting Minutes of January 25, 2017

MR. LARRY YOUNG MADE A MOTION TO APPROVE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JANUARY 25, 2017. MR. ABEL ALONZO SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, YOUNG AND ALONZO VOTING IN FAVOR. GRANADO AND ESCOBEDO ABSENT

Action to Recommend to the Board of Directors' to Authorize Issuing a Request for Proposals (RFP) for Telephone Service Provider for Local and Long Distance Data Communications

MR. YOUNG MADE A MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS' TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR TELEPHONE SERVICE PROVIDER FOR LOCAL AND LONG DISTANCE DATA COMMUNICATIONS. MR. ALONZO SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, YOUNG AND ALONZO VOTING IN FAVOR. GRANADO AND ESCOBEDO ABSENT

Action to Recommend to the Board of Directors' Authorize Issuing a Request for Proposals (RFP) for Windstorm Coverage 2017-2018

MR. YOUNG MADE A MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS' TO AUTHORIZE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR WINDSTORM COVERAGE 2017-2018. MR. ALONZO SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, YOUNG AND ALONZO VOTING IN FAVOR. GRANADO AND ESCOBEDO ABSENT

Heard Presentations:

a. January 2017 Financial Report

Mr. Robert Saldaña reported the December 2016 financials sales tax revenues we received February 10th of \$3,087,585 were 6 percent less than the estimated \$3,078,180. He said this was \$273,816 under budget, or 8.15 percent, than actual \$184,475 or 5.64 percent less than in December 2015. Total collected sales tax revenues were \$31,387,198 versus the \$36,741,402 budgeted. He reported the total 2016 collections came in at \$2.7 million, 8 percent less than anticipated for 2015. Mr. Saldaña commented the difference, however, was offset by cost savings reductions performed by each department.

As he explained, the Income Statement snapshot shows operating revenues at \$150,000, and that \$136,000 comes from fares. Mr. Saldaña reported the departmental expenses at \$2.3 million, yet budget was \$2.5 million, sales tax revenues low this year so we have taken a conservative approach to look at

January numbers once we receive in mid-March. He continued to report that depreciation was \$708,000 as opposed to \$390,067 budgeted for a total operating expense at \$3.0 million.

Mr. Jorge Cruz-Aedo reported the agency anticipated a \$300,000 shortfall as part of the agency's normal cash flow process doing business during this time, and stated from a cash flow perspective, the agency is ahead by \$831,000 due to an accounting accrual deficient by accruing \$252,000 for street improvements and \$700,000 for depreciation. Mr. Saldaña reported the investment income at \$8,600, the street improvements deficient at \$252,000, and depreciation deficient at \$700,000 for a total deficient of \$831,794 and is an accounting process, not an actual cash outlay.

Mr. Tom Niskala questioned how the agency was in actual full-time budgeted personnel and Mr. Saldaña commented the biggest deficient was the Transportation department. He also mentioned the agency is looking to hire a Financial Comptroller as they had recently left the agency, and we will also hire a Director of Finance since Ms. Cindy O'Brien is retiring. Mr. Cruz-Aedo asked Ms. O'Brien to stand and be recognized, and commented she will be retiring from the RTA on February 24, 2017. He also spoke of her history with the RTA, the years as Assistant Manager at City of Corpus, her management skills and commitment to the RTA along with the various awards the RTA has won under her leadership. The board members thanked her for her service and wished her a happy retirement.

Mr. Saldaña reported on fuel prices for CNG at \$0.78 cents, diesel at \$1.16 per gallon with unleaded at \$1.58 per gallon for 2016.

b. 4th Quarter 2016 Performance Reports for the Defined Benefit Plan and Trust and the Defined Contribution Plan

Mr. Saldaña reported on two benefit plans with the RTA and noted the agency does not contribute to Social Security. For the Defined Benefit Plan, agency contribution plan, 2016 portfolio value at \$32,596,970. He commented the agency paid out retiree benefits of \$423,196 and collected \$223,915 on investment income, and stated the plan had a quarterly return of 0.66 percent and year-to-date return of 8.01.

He explained the Defined Contribution Plan is an employee contribution plan where the employees contribute 7.51 percent since the agency does not contribute to Social Security. The plan's 2016 portfolio value was at \$8,455,002, as the agency paid out retiree benefits of \$226,000, \$98,722 in distributions, and received investment income of \$139,901. He also stated the plan had a little higher quarterly return of 1.71 percent with a year-to-date return at 7.59 percent.

c. DBE Review

Ms. Christina Perez provided an overview of the Disadvantaged Business Enterprise (DBE) companies under the RTA.

Ms. Perez explained the DBE program is to ensure nondiscrimination in the award and administration of Department of Transportation (DOT) assisted contracts, and creates a level playing field on which DBE companies may compete fairly. As she stated, the RTA receives federal funding and as part of this funding is required to administer an Federal Transit Association (FTA) Approved DBE program.

She explained the overall DBE goal for the next three years is at 16 percent, and we are required to report to the FTA by December 31ST if we have met or exceeded our set goal. Using a PowerPoint, Ms. Perez, displayed a map of Texas outlining the six agencies who currently have a Certified DBE Program, and as she mentioned the RTA certifies businesses in Aransas, Bee, Goliad, Jim Wells, Karnes, Kleberg, Live Oak, Nueces, Refugio and San Patricio counties. She mentioned any small businesses outside of the 10 county area must contact their specific DBE certified agency for their county, and that we are the only transit authority certifying DBE program for the area yet certify businesses even if they are not transit related.

She also reported the RTA currently have 65 certified DBEs business we host, and in 2016 was 46, so within a year we have increased our DBEs by 19, and 12 of the companies are working on the Harbor Bridge project. Ms. Perez commented the agency provides outreach to the public to make them aware of the program. She displayed a current list of events the DBE department is involved for 2017. Mr. Cruz-Aedo provided additional details on how the program works, how we must meet the FTA requirements, meet our DBE goal and how we certify businesses to encourage small business owners to become certified as a DBE to allow them more opportunities within the community.

Adjournment

There being no further business, the meeting was adjourned at 9:04 a.m.

Submitted by: Dena Linnehan



Subject: Issue a Request for Proposal (RFP) for General Legal Services

Background:

The Corpus Christi Regional Transportation Authority is reviewing the current contract with Wood, Boykin and Wolter to determine the future needs of the CCRTA's interest regarding General Legal Services.

The legal services scope of work includes, but is not limited to, interpretation and advice concerning Chapter 451 of the Texas Transportation Code, Federal Transit Administration Third-party Contracting Guidelines, Texas Local government code and Texas Open Meetings along with civil rights laws and regulations applicable to governmental entities under state and federal law.

Identified Need

The CCRTA hires an attorney to give advice on legal matters that arise from the operation of the transit agency and compliance matters as related to state and federal laws and regulations. Due to the special needs of the CCRTA directly related to the transportation industry, having an attorney that understands our business is very important to ensuring that the CCRTA stays within its legal boundaries in its day-to-day operations.

Disadvantaged Business Enterprise

N/A

Financial Impact

Previous contract for General Legal Services was not to exceed \$60,000 per year.

Recommendation

Staff request that the Administration Committee recommend to the Board of Directors to issue a Request for Proposals for General Legal Services.

Respectfully Submitted,

Submitted by:


Robert M. Saldana
Managing Director of Administration

Final Approval by:


Jorge Cruz-Aedo
Chief Executive Officer



Administration & Finance Committee Memo

March 22, 2017

Subject: Issue a Request for Proposals for Law Enforcement Services at CCRTA Properties

Background

Security at CCRTA properties and on-board buses has been provided through utilization of law enforcement officers for approximately thirty (30) years. The contract was managed by two law enforcement coordinators that oversaw security assignments, scheduling, and payroll of sworn officers. The activities of the law enforcement officers were covered and governed under their respective departmental rules and regulations. The current contract was awarded on March 1, 2013 as a three-year contract with two 1-year options. It provided for incremental hourly rate increases during the term of the contract. The current hourly pay rate is \$32.

Identified Need

This service provides safety and security for customers, employees, and the general public during regular hours of operation at all CCRTA properties. A contract with a law enforcement organization is solicited with all insurance and administrator functions performed by contractor.

Financial Impact

The estimated budget impact for the base cost for the first year is \$629,000. It provides for 19,658 hours of coverage at \$32 per hour. This will be a three-year contract with one 2-year option.

Recommendation

Staff requests that the Administration and Finance Committee recommend the Board of Directors authorize the Chief Executive Officer or designee to issue a Request for Proposals for Law Enforcement Services at CCRTA properties.


Respectfully Submitted,

Submitted by:



Miguel Rendón
Director of Safety and Security

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



Subject: Adopt a Revised Emergency Preparedness Policy for 2017

Background

It is the responsibility of the Corpus Christi Regional Transportation Authority (CCRTA) to take measures to safeguard passengers, personnel, and the general public, and also to protect transportation vehicles and facilities. As a public employer, the CCRTA assists before, during and immediately after an emergency situation.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Board Policy was last revised on May 6, 2016 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to this community. Transportation services are needed even more when there are community disasters such as hurricanes, flooding, tornadoes, ice storms, hazardous spills or other disastrous conditions.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The attached revised Emergency Response Board Policy guides CCRTA personnel in preparing for emergencies. The 2017 Emergency Response Board Policy was modified to update position titles, to clarify employee roles, and was expanded to include other types of emergency situations.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors Adopt a Revised Emergency Response Board Policy for 2017.

Respectfully Submitted,

Submitted by:



Mike Rendón
Director of Safety & Security

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY

EMERGENCY PREPAREDNESS

- I. **Purpose:** The Corpus Christi Regional Transportation Authority (CCRTA) believes that by providing employees with clear expectations of their responsibilities in cases of emergencies such as Hurricanes, we can most effectively and efficiently provide service before, during and immediately after an emergency or disaster. The CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City's Emergency Management Office to provide service as required for the public before, during and as soon as safely possible after an emergency/disaster. This policy outlines the responsibilities of CCRTA employees in case of emergencies/disasters. It is not intended to conflict with the CCRTA Emergency Preparedness Plan, which is issued annually.
- II. **Application:** This Policy applies to all CCRTA employees, including part-time and temporary employees. The policy will be in effect whenever the CEO declares that the CCRTA's Emergency Preparedness policy is activated or that conditions warrant it. Emergencies/Disasters weather may refer to hurricanes; tornadoes; ice storms or other disastrous conditions.
- III. **Readiness Phase:** CCRTA-Wide Procedures - Condition 3
 - 1) Department heads will re-assess personal leave requests of employees who are on approved personal leave. Individual Department Heads will determine whether or not the leave should be cancelled. Employees, not on leave at the time of the activation of condition 3, and who have responsibilities during the emergency will have their personal leave re-scheduled. The leave may be re-scheduled at the discretion of the department head.
 - 2) Use of leave: Employees designated as essential employees, who have volunteered to work during the emergency, may, with the approval of the department head, utilize personal leave, or if exhausted, leave without pay to secure their families and property during condition 3.
 - 3) **All employees, unless leave is approved by the Department Head, must report to work as scheduled prior to an emergency event. The CCRTA will make every effort to cancel service early enough to allow employees to be able to secure themselves and their family.**
 - 4) All on call essential personnel, not utilizing the designated CCRTA Employee refuges of last resort, must provide the CCRTA with a phone number and/or location where they can be reached immediately after the emergency event, or when the Emergency Management Office announces a Return to Work Phase. This does not relieve the employee from complying with "calling in" or "reporting" to work.
 - 5) All employees who are non-essential and who are not "On Call" may upon securement and authorization by their department head evacuate if they choose to do so. **Non-essential and Employees not "on call" who evacuate should secure**

personal leave prior to evacuating as they may not be able to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO/City's Emergency Management Office. Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the return to duty phase by the CEO/Office of Emergency Management. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call the designated numbers as outlined in the Hurricane Plan, if in doubt of their report status.**

IV. **Essential Services Phase** – Condition 2

- 1) As stated in the Emergency Preparedness Plan, in cases of severe weather CCRTA property will be protected and all department heads will be responsible for the security and protection of CCRTA property within their immediate areas of responsibilities. In addition department heads may be directed by the CEO to assist in any other areas deemed necessary for the protection of CCRTA property.
- 2) At the beginning of Condition 2 the CCRTA's Emergency Operations Center (EOC) Liaison will advise all department heads of the location of the "Refuge of Last Resort" for use by Essential and "Volunteer" personnel and their dependents.
- 3) All essential volunteer/designated personnel, not on duty, will report to work upon the announcement of Condition 2, unless advised otherwise by the Department Head or the CEO. Essential Employees must advise the Department Head/or designee of the phone number and/or location where they can be reached, if not required to report to work during the emergency event. Non-Essential personnel may be released at this time, and are required to report back to duty as outlined in the return to duty phase below.

- V. **Activation** Condition 1 – Hazardous Conditions Are Imminent – This condition will be used to signify occurrence of a major emergency is imminent. Events such as hurricane strike, **landfall predicted in 12 hours or less,** tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

THE CEO OR HIS/HER DESIGNEE WILL –

- 1) Staff the EOC with a designee and inform CCRTA staff of storm status and provide emergency services as necessary.
- 2) Oversee any final preparations if weather conditions permit.
- 3) Ensure the safety of employees, equipment and community is needed.

Only extreme emergency activities should occur during this period of time.

- VI. **Return to Duty Phase:** Each employee will meet their responsibility as an CCRTA team member by reporting to work with other CCRTA employees to assist in restoring normal service to the community.

Following the announcement of the Return to Duty Phase, employees holding non-essential positions and employees on call who evacuated, who remained in local “refuges of last resort”, or who sheltered in place in homes, will report to work at the start of the next normal shift unless otherwise directed by their Department Head to call in or report sooner.

Employees who cannot report at the start of the next normal shift must call in and speak with the supervisor/manager at or before the time the employee’s shift is scheduled to begin. Bus operators must comply with the regular department guidelines. Prior approval of leave does not remove the obligation to call in.

Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.

The following toll free number may be used to call and determine whether or not a return to duty phase has been announced by the CEO/City Emergency Management Office – 1-888-903-3555 (if the return to duty phase has been announced for the City Employees – the re361turn to duty phase is also applicable to CCRTA employees).

VII. Responsibilities:

CEO and Department Heads:

- 1) CEO: It is the shared responsibilities of the CEO and Department Heads to communicate the implementation of the Emergency Preparedness Policy to all CCRTA employees.
- 2) Each Department Head is responsible for identifying the positions, which are required to work during the emergency event. Such list will be included in the Emergency Preparedness Plan on June 1 of each year.
- 3) Department Heads will ensure that a meeting is held with their employees prior to June 1, of each year to discuss and ensure understanding of the CCRTA’s Emergency Preparedness Policy.
- 4) Each Department head will maintain a list of all positions designated as “Essential” and “Essential on Call individuals” in essential positions. Such list will include the names, phone numbers, and locations of personal shelter. A copy of this list and the volunteer list will be provided to Human Resources at the beginning of Condition 2.
- 5) Each Department Head will maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 6) Department heads will ensure that all applicants interviewed within their departments are provided with information regarding their responsibilities as Public Employees in times of Emergencies.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisor may initiate disciplinary action, with the concurrence of the department head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "essential" or "non-essential."
- 3) Supervisors, in conjunction with department heads, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees Responsibilities:

- 1) Each CCRTA employee is responsible for knowing his/her responsibilities under this Policy. **Compliance is mandatory.**
- 2) Each employee is responsible for complying with waiver request forms, procedures and deadlines as outlined in Section VI of this Policy.
- 3) Each employee is responsible for reporting in to their Department Head, or designee, as directed under the Return to Duty Phase of this Policy.
- 4) Employees, who do not have a telephone, will be required to check in with their department head by phone or in person on their own initiative within a reasonable time period upon knowledge that the Return to Duty Phase has been announced.

Human Resources Responsibilities:

- 1) Human Resources will provide general information about this Policy upon hiring and will obtain the initial acknowledgement form. It will provide general assistance to the CEO and Department heads. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

VIII. **Affected Employees:** All employees will be classified into one of four categories: Positions may be classified as Essential, Essential On Call, On Call Non-essential, Non-essential. **It is noted that all positions are required to meet their regular work scheduled prior to the storm. Unless advised otherwise by the Department Head, all employees must assist the CCRTA with securing CCRTA property. Failure to report to work prior and immediately after the Storm may result in disciplinary action up to and including termination.**

- 1) Essential Positions: THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE PREPARATION STAGE, DURING THE EMERGENCY EVENT AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER.

Chief Executive Officer
Managing Director of Administration
Managing Director of Operations (OEM Alternate)
Managing Director of Customer Services
Director of Transportation
Interim Director of Marketing
Director of Safety and Security (OEM Representative)
Director of Maintenance
Assistant Director of Maintenance
Customer Advocate (OEM Representative)
Director of Planning
Director of IT
Dispatchers
Bus Operators
Vehicle Mechanics
Facilities Maintenance Supervisor
Maintenance Technician II
Management and Budget Administrator
Customer Service Supervisor
Customer Service Representatives
Transportation Supervisors
IT Systems Coordinator

- 2) Essential On Call Positions: Must be available to work during an emergency event and to return to duty following the announcement of Return to Duty by the CCRTA/Office of Emergency Management. It is the responsibility of the employee to call the CCRTA/Designated number if they are in doubt as to whether or not the return to work phase has been announced:

Transportation Supervisors
Mechanic Supervisors
Garage Service Supervisor*
Bus Operator*
Road Operations Monitors*
Vehicle Mechanics*
Garage Service Technicians*
Mechanic Assistants*
Communication & Production Specialist*
Director of Human Resources
Maintenance Technician II*
IT Systems Technician
Maintenance Technician I*
Facilities Maintenance Technician II*
Parts Clerks*
Vehicle Electronics Technician
Program Manager

**Designated number will be classified as essential based on Operational needs. While the position has been designated as Essential On-call, the CCRTA will solicit a minimum number of volunteer bus operators to be available to work during the emergency event. The number will be determined annually based on service needs. In instances where an insufficient number of volunteers are recruited, selections will be made based on seniority of individuals in revenue service (least to most).*

- 3) On Call Non-Essential Positions: Must report to duty immediately before the emergency event and immediately following the announcement of Return to Duty by the CCRTA/City Emergency Management Office. It is the responsibility of the employee to call the CCRTA/Designated number if they are in doubt as to whether or not the return to work phase has been announced.

Executive Administrative Assistant
Receptionist
Director of Finance
Senior Administrative Assistants
IT Systems Technician
Senior Transit Planner
Safety Coordinator
DBE/EEO Compliance Officer
Facilities Maintenance Technician I*

- 4) Non-Essential Positions: Employees will be held in violation of the policy if he/she does not return to scheduled work at the next scheduled shift after the CEO/City Emergency Management Office has announced the return to work phase. Employees who evacuate must obtain approved leave from their department head prior to evacuating to ensure they are not held in violation if they are unable to report. All employees that cannot report must call in. The following positions are designated as Non-essential:

Comptroller
Accounts Payable Specialist
Accounts Payable & Inventory Control Specialist
Payroll Coordinator
Budget Analyst
Data Technician
Human Resource Analyst
Human Resource Technician
Eligibility Coordinator
Mobility Coordinator
Buyer
Contracts Assistant
DBE Coordinator
Outreach Coordinator
Custodian II
Revenue Counters
Administrative Clerk
Intern

The CCRTA reserves the right to amend the designation of positions based on the operational needs of the CCRTA.

IX. Waivers for Essential Positions:

- 1) **Employee Responsibilities:** Employees who have personal circumstances, which affect their ability to work during any phase of an emergency event; must file an annual Waiver Request. The request must be filed by June 15, 2016. An employee denied the approval of a Waiver may appeal through the CCRTA's grievance process.
- 2) **Review of Requests:** Waiver Requests will be reviewed by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within 3 working days of department approval/non approval. Such forms will be maintained by the Human Resources department and filed in the employees file at the end of hurricane season. Human Resources will review all forms that are not approved.
- 3) **Waiver Considerations:** Department heads will consider the following factors in approving Waiver Requests:
 - a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
 - b) Does the employee suffer from a chronic, serious health problem, does he/she have a physical disability or does he/she have primary responsibilities for a family member under similar circumstances?
 - c) Does the employee have a spouse who also works for the CCRTA in an essential position; do they have children under the age of 18; or children who have physical disabilities?
 - d) Is the employee married to a spouse who is employed by the City of Corpus Christi, a hospital, or other governmental entity in an essential position and have children under the age of 18; or children who have physical disabilities?
- 4) **Documentation:** The CCRTA reserves the right to request/confirm documentation regarding the validity of the request. Failure to submit such documentation will result in denial of the request. Appeal rights will not be applicable.

X. Policy Violations:

Employee will be held in violation of this policy by:

- 1) Refusing to perform assigned duties required by this Policy, or go obey any order or direction made or given by a supervisor;
- 2) Failing to report for duty as directed during any applicable phase of this Policy;
- 3) Failing to abide by Department rules and regulations;
- 4) Failing to administer this policy;

- 5) Failing to acknowledge receipt of this policy. Failing to acknowledge receipt does not constitute a waiver of adherence to this policy. It does constitute non-compliance with the Policy provisions.

XI. **Pay**

Non-Exempt Employees (hourly):

- 1) All actual hours worked directly related to emergency events covered under this policy will be compensated at the overtime rate of one and one-half of the employees base hourly rate. This compensation for the purpose of this policy excludes additional overtime premiums. The department head may choose to pay the overtime in the form of compensatory time. However such decision will be made and communicated in writing to the employee prior to the overtime being worked.
- 2) Non-exempt employees who are required to report to work in an emergency situation such as hurricanes; tornadoes, flood, chemical accidents and other emergencies that constitute a threat to the City, shall be paid:
- 3) A minimum of three (3) hours at the regular rate of pay, or the regular number of actual hours worked, whichever is greater.

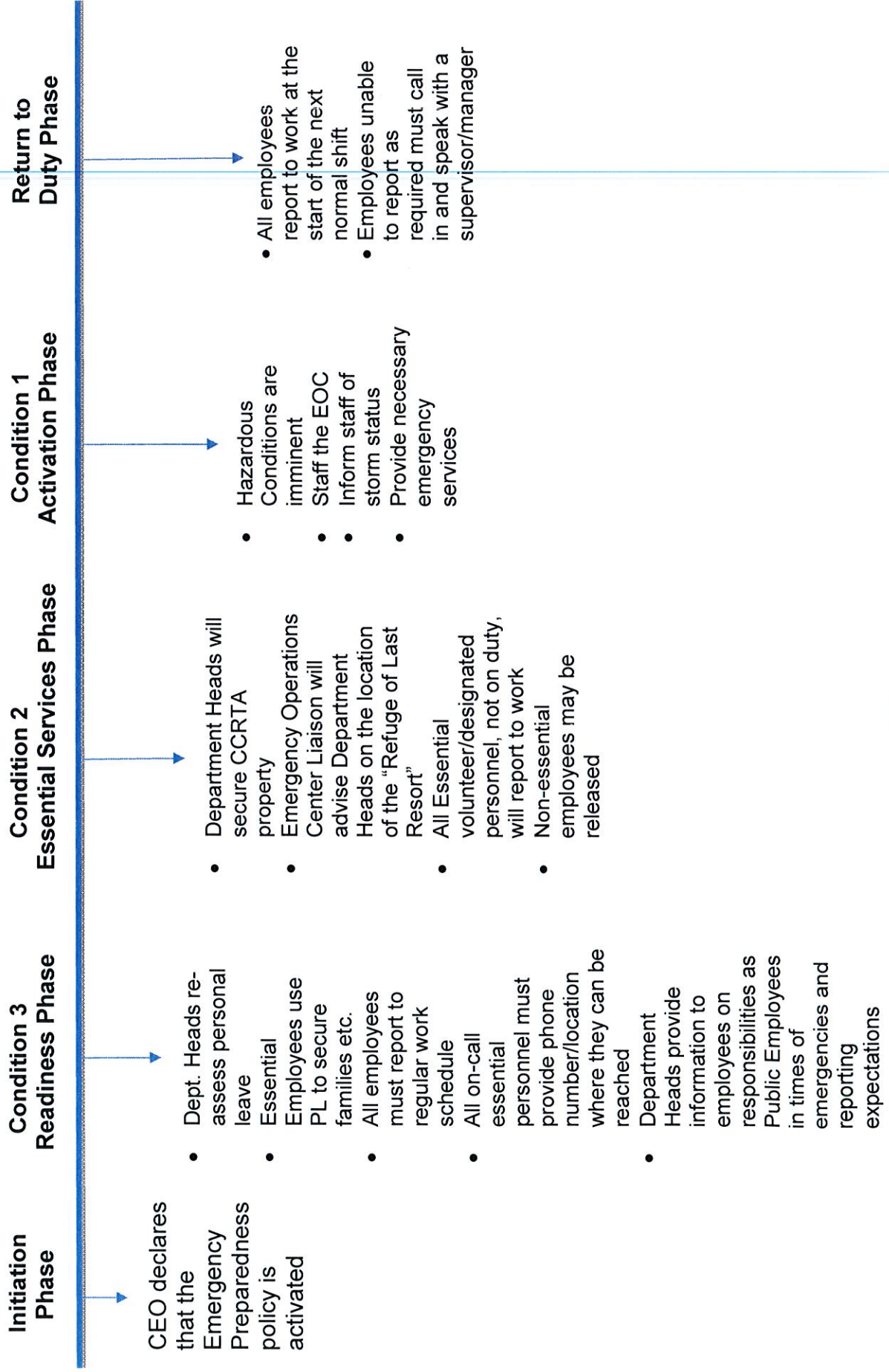
Exempt Employees (salaried):

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours in a 7-day period shall be eligible for half-time compensatory time for each hour actually worked over 40 hours. Compensatory time earned must be approved by the Department Head and must be scheduled for use within 60 days of the date the Return to Duty Phase is announced.
- 2) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

This Policy is not intended to conflict with any State, Federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000
Amended: May 6, 2015
Amended: May 4, 2016
Amended: _____

Emergency Preparedness Phases





Subject: State and Federal Legislative Updates for the 2017-2018 Legislative Session

Background:

CCRTA contracts for State and Federal Legislative consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

This legislative session has been fraught with new turnover after the election of President Donald Trump. Our legislative consultants have worked hard to ensure that the Corpus Christi Regional Transportation Authority has been well represented to our delegates. We know from experience that each election cycle and legislative session brings new challenges and opportunities, some of which are controllable or foreseeable, while other events and conditions are outside of our control or occur unexpectedly.

Identified Need:

While the FAST Act gave aid to many transit agencies, the CCRTA still has needs and goals which went unmet. The CCRTA established its legislative agenda which focuses more on defensive measures for this legislative session. The main focus has been ensuring that the appropriations has been shared with agencies that meet our interests and that groups pass bills that would benefit agencies like the CCRTA.

Program Overview

Building on the organizational system utilized effectively over the last several sessions, it would seem appropriate to develop an initial set of potential legislative issues based on previously filed legislation, anticipated policy changes based on interim charges, as well as taking into account local, federal and CCRTA interests.

State — On the state level have worked to ensure that the appropriations were kept fair to the respective transit authorities. Our consultants, CEO, Board Chairman, and Marketing team will meet with State Comptroller, Glenn Hegar to open the lines of communication and thank his staff for their work in helping the CCRTA win the State Comptroller's Finance Star Award.

Federal – On the federal level the consultants will continue to work to ensure transit infrastructure is included in the bills that pass during the Trump administration. The consultants met with the staff and board during the APTA Legislative conference and set up meetings with the Texas delegation members and staff.


Recommendation:

Staff requests that the Administration & Finance Committee recommend the Board of Directors hear the legislative updates from the consultants.

Respectfully Submitted,

Submitted by:

for



Kelly Coughlin
Director of Marketing

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



Subject: February 2017 Financial Report

NOTICE: The Authority's December 31, 2016 year-end audit is underway, with a projected completion date of June 30, 2017. Since the year-end audit adjustments, which affect the balance sheet, have not been finalized, the financial report for February 28, 2017 will only include the Income Statements.

SUMMARY: The Authority's net financial performance for the month of February falls short of budgeted amounts by \$808,009. The monthly variance is attributed to sales tax falling short of budgeted amounts by \$563,580, timing of Federal grant assistance drawdowns by \$342,659 and \$229,625 in operating costs exceeding budgeted amounts. Please note that the first few months of the year often have variances due to timing of receipt of invoices.

REVENUES

- **Sales Tax** – February sales tax has been estimated at \$2,276,967, which is under February 2016 actual collections by \$249,628.

UPDATE – SALES TAX COLLECTIONS FOR JANUARY 2017 SALES OF \$2,299,340 WAS RECEIVED ON MARCH 10, 2017.

- **Operating Revenues** – For the month of February, Passenger Service was \$150,256 vs. \$150,688 in 2016 – a decrease of \$432 (0.29%), and \$49,856 (25%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$52,488 vs. \$82,370 budgeted for a net decrease of \$29,882. These shortfalls are generally due to timing of receipts.

EXPENSES

Over all, monthly departmental expenses are under budget by \$226,017, or 8.8%. The majority of the variances are due to timing of receipt of invoices. Following are comments relating to the specific expense categories.

- **Salaries & Benefits** – February reflects \$967,501, which is 14.88% (\$169,095) under budgeted amounts.
- **Services** – February reflects \$262,583, which is 6.69% (\$18,824) under budget. The main variance is related to timing of receipt of invoicing professional services and security services.
- **Materials and Supplies** – February reports \$271,122, which is 11.75% (\$28,500) over budget mainly due to timing of receipts.


- Insurance – February reports \$381,562, which is \$115,730 (43.54%) over budget. There were more large claims posted than normal, causing some of the variance. It is difficult to budget when these claims will post, therefore there will be budget variances throughout the year. Many of the larger claims will have stop loss reimbursements, which will be applied against the expenses.
- Purchased Transportation – February reports \$418,755 which is \$60,745 (12.67%) under budget. This variance is mainly due to timing differences.
- Miscellaneous – February reports \$33,043 which is \$3,989 (10.77%) under budget. The variance is primarily due to the timing differences.

Please refer to the following page for the detailed financial statement.

Respectfully Submitted,

Submitted by: Angelica Acevedo Denise Jones
 Accountant Budget Analyst

Reviewed by: 
 Robert M. Saldaña
 Managing Director of Administration

Final Approval by: 
 Jorge Cruz-Aedo
 Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended February 28, 2017 & February 28, 2016

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2016	Favorable (Unfavorable) Comparison
			A vs B		A vs C
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 150,256	200,112	(49,856)	150,688	(432)
Bus advertising	5,298	10,303	(5,005)	7,226	(1,928)
Charter service	-	-	-	-	-
Other operating revenues	47,190	72,067	(24,877)	43,922	3,268
Total Operating Revenues	202,744	282,482	(79,738)	201,836	908
Operating Expenses:					
Transportation	444,587	577,154	132,567	519,769	75,182
Customer Programs	26,726	37,422	10,696	14,590	(12,136)
Purchased Transportation	423,746	479,503	55,757	460,431	36,685
Service Development	41,546	35,451	(6,095)	41,055	(491)
MIS	48,964	71,556	22,592	57,188	8,224
Vehicle Maintenance	391,621	410,521	18,900	400,734	9,113
Facilities Maintenance	123,450	146,688	23,238	137,797	14,347
Contracts and Procurements	7,513	14,618	7,105	10,499	2,986
CEO's Office	57,223	52,159	(5,064)	32,936	(24,287)
Finance and Accounting	55,203	40,876	(14,327)	35,492	(19,711)
Materials Management	16,217	13,785	(2,432)	9,984	(6,233)
Human Resources	505,560	390,717	(114,843)	296,427	(209,133)
General Administration	32,988	50,410	17,422	20,558	(12,430)
Capital Project Management	20,005	16,284	(3,721)	13,681	(6,324)
Marketing & Communications	65,076	46,821	(18,255)	38,849	(26,227)
Safety & Security	85,155	105,244	20,089	104,245	19,090
Staples Street Center	49,537	74,286	24,749	-	(49,537)
Total Departmental Expenses	2,395,117	2,563,497	168,380	2,194,235	582,587
Depreciation	708,333	390,067	(318,266)	663,747	(44,586)
Total Operating Expenses	3,103,450	2,953,563	(149,887)	2,857,982	538,001
Operating Income (Loss)	(2,900,706)	(2,671,081)	(229,625)	(2,656,146)	538,909
Other Income (Expense)					
Sales Tax Revenue	2,276,967	2,840,547	(563,580)	2,572,098	(295,131)
Federal, state and local grant assistance	-	186,666	(186,666)	262,147	(262,147)
Investment Income	6,913	8,166	(1,253)	8,953	(2,040)
Street Improvements Program for CCRTA Region Entities	(252,608)	(229,083)	(23,525)	-	(252,608)
Net Income (Loss) Before Capital Grants and Donations	(869,434)	(61,424)	(808,009)	187,052	(1,056,486)
Capital Grants & Donations	-	-	-	-	-
Change in Net Assets	\$ (869,434)	(61,424)	(808,009)	187,052	(1,056,486)

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 22, 2017**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of January 25, 2017**
- 4. Action to Recommend to the Board of Directors' Authorize and Award a Contract with Rush Truck Center (IFB) for Heavy Duty Vehicles Filters**
- 5. Heard Presentations:**
 - a. Port Aransas Service**
 - b. January 2017 Operations Report**
 - c. 2016 Annual Service Performance Report**
 - d. Procurement Update**
- 6. Adjournment**

The Regional Transportation Authority Operations & Capital Projects Committee met at 9:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Committee Members Present: Michael Reeves, George B. Clower, Glenn Martin and Scott Harris

Committee Members Absent: Edward Martinez

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa; Sherríe Clay, Kelly Coughlin, Bryan Garner, Monica Gutierrez; Sharon Montez, Cindy O'Brien, Christina Perez, Victoria Reyes, Mike Rendoñ, Robert Saldaña, Rosa Villarreal, Dena Linnehan and Susan Teltschik

Public Present: CJ Loomis, MV Transportation; Nicole Barnes, Kailo; Gina Salazar, ATU-Local 1769

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 9:30 a.m. Ms. Dena Linnehan called Roll and stated a quorum being present.

Action to Approve the Operations & Capital Projects Committee Minutes of January 25, 2017

MR. GLENN MARTIN MADE A MOTION TO APPROVE OPERATIONS & CAPITAL PROJECTS COMMITTEE MINUTES OF JANUARY 25, 2017. MR. SCOTT HARRIS SECONDED THE MOTION. THE MOTION

CARRIED. REEVES, CLOWER, MARTIN AND HARRIS VOTING IN FAVOR. MARTINEZ ABSENT

Action to Recommend to the Board of Directors' to Authorize and Award a Contract with Rush Truck Center (IFB) for Heavy Duty Vehicles Filters.

MR. HARRIS MADE A MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS' AUTHORIZE AND AWARD A CONTRACT WITH RUSH TRUCK CENTER (IFB) FOR HEAVY DUTY VEHICLES FILTERS. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN AND HARRIS VOTING IN FAVOR. MARTINEZ ABSENT

Heard Presentations:

a. Port Aransas Service

Ms. Villarreal gave an update on Port Aransas service for 2017. She spoke on Route 99, the prior service in Port Aransas with some background details. She commented that in 2008, Route 99 was created as a pilot-seasonal ferry-service program for riders who work there, yet do not live there, to use in order to get to and from work on the island. The service operated for over a year and was discontinued due to low ridership, the limited hours, limited schedule Thursdays to Sundays, and the riders had to walk a distance on the Aransas Pass side. Ms. Villarreal commened that Mr. Glenn Martin reached out to the RTA as part of the Port Aransas business stakeholders, the Mayor and City Manager to find out if a ferry service could be operated again on the island to assist the businesses' employees.

Using a PowerPoint, Ms. Villarreal provided a new concept for the program utilizing existing Routes 90 and 94 where employees would park on the same side of the ferry service, receive preferential boarding that would take the employees across the ferry to their designations, and then return the process from the island back across to the ferry landing where they park. She also stated the RTA is developing service plan options with city officials for Routes 90 and 94 to incorporate them by using their existing resources. Mr. Alonzo commented he would like the service to be successful, Ms. Villarreal commented the program would be a pilot program and monitor to make sure the ridership is warranted.

b. January 2017 Operations Report

Mr. Gordon Robinson reported on operations for January 2017 being up from last year by a 1% increase in ridership even with one less Saturday. He stated the ridership by mode for both fixed route and B-line showed increases overall. Using a PowerPoint, Mr. Robinson commented on highest and lowest boardings for the top 10 and bottom 10 routes, with Staples Street location highest for both wheelchairs and bicycles. He also commented there are 4 major bond projects still underway.

He reported B-line still meeting the industry standard of 2.50 and averaging around 2.53 passengers per hour.

Mr. Robinson stated Customer Assistance Forms (CAFs) from December to January at 109; 7 accommodations; 56 transportation and 20 unidentifiable, mainly due as part of the change in service improvements. He also commented 38 were inaccurate after researching videos against the complaint information. Mr. Robinson reported on miles between roadcalls (MBRC) at 10,211, and safety and security for the month of January had 6 accidents; 3 non-preventable and 3 preventable for our rate a little over the 2.0 standard at 2.05.

Mr. Cruz-Aedo commented on the large number of CAFs, daily miles covered and ridership numbers, that from a perspective outlook the agency operates efficiently. After general discussion, management and certified staff are responsible for the training of operators and personnel to make sure they are knowledgeable and aware of their equipment and materials as required by the agency and state laws to operate and be certified as such.

c. 2016 Annual Service Performance Report

Mr. Gordon Robinson reported on the 2016 performance data points of 44 fixed routes, 1,425 bus stops, 120 revenue vehicles, 196 fixed route and B-line operators, and 51 vehicle maintenance personnel. He commented the system-wide ridership finished the year little below the recent past, and the potential factors impacting ridership levels of no longer operating the Harbor Ferry service, historically low gas prices, general workforce down and the city had seven major bond projects in 2016. Mr. Robinson commented overall systemwide boardings down by 5.1 percent, bicycle boardings continue to grow to 100,587. Staples Street continues to have the highest ridership. He commented highest boardings productivity rates are Route 23 at Molina with 29 riders per hour/day, and Flexi-B and Port Aransas the lowest at 1.5 to 1.9 riders per hour/day. Fixed route ridership on Saturdays continue to mirror our robust Monday to Friday services, yet the Sunday services ridership fell with Leopard being the highest decline. Mr. Robinson reported the average weekday fixed route boardings being down a small percentage from 2015, and the agency is working to move a few Saturday hours to Sunday in order to make the ridership more robust and improve ridership.

He provided some facts of the earliest trip at 4:40 a.m. at the Robstown station, and latest boarding at Staples St. at 11:12 p.m., the weekday daily span is a little over 18 hours on Route 29, highest frequency is Route 19 and 29 with 129 to 133 trips each weekday, highest average boardings Route 27, 19 and 29 with boardings from 1,951 to 3,094, and highest growth is Route 65 and 60 that were at 79 from 44 in 2015, and 249 from 154 in 2015, respectively. He also reported bus stop amenities are greater than 30 daily boardings, benches being greater than 15, pole/sign at less than 15 boardings daily.

d. Procurement Update

Mr. Robert Saldaña provided an update on four projects currently under review for an invitation for bid (IFB) at \$93,922 for heavy duty filters, a request for proposal (RFP) at \$350,000 for fuel management system, an IFB at \$1.5 million for low emission diesel fuel system and one-time purchase at \$570,741 for support vehicles.

He commented there are two items for our 4 month outlook of a one-year contract IFB at \$1.5 million for ADA bus stop improvements, phase VI to be reviewed in April, and a one-year contract for our windstorm and hail policy at \$121,122.51. Mr. Saldaña also provided a report on items requiring the CEO's signature authority of six one-year agreements for employee benefit tracking software, healthcare consulting, monitoring security and fire system, vanpool services, Time Warner Metro Fiber and media production.

Adjournment

There being no further business, the meeting was adjourned at 10:20 a.m.

Submitted by: Dena Linnehan



Subject: Authorize Issuing an Invitation for Bids (IFB) for Brass Fittings and Hydraulic Hoses

Background:

The RTA purchases the majority of Brass Fittings and Hydraulic Hoses needed to maintain the fixed route buses utilizing an Invitation for Bid (IFB) process. The Brass Fittings & Heavy Duty Hoses bid represents over 200 line items of fittings & Hydraulic Hoses. The vendors will be asked to submit bids for individual Fittings & Hoses with estimated usage based on historical usage from the rolling twelve-month period. The Brass Fittings & Heavy Duty Hoses IFB will advertised as a two-year base contract, with a one-year option.

Brass Fittings and Hydraulic Hoses were specified to meet minimum requirements as outlined in the OEM's vehicle service manuals. The majority of RTA fixed-route buses utilize Aeroquip (hose & fittings) Couplings, Intertraco, Parker, Ryco, and Weatherhead (brass). These manufacturers must be used to meet all standards as to which the coach has been designed. PSI & Burst ratings must be kept to industries standard to meet all state, federal, DOT rules & regulations.

Identified Need:

The RTA utilizes OEM Brass Fittings and Hydraulic Hoses to ensure the state of good repair for the fleet. In addition, following this process clearly demonstrates to the original OEM manufacturers that we are meeting DOT rules & regulations. We strive to maintain the fleet to the highest of standards. Over the course of twelve months we replace or repair over 4,500 total items of Brass Fittings & Hydraulic Hoses per year to keep the fleet in compliance.

Disadvantaged Business Enterprise:

Staff will work to identify areas for DBE opportunity.

Financial Impact:

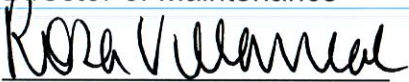
This is a firm price supply agreement for Brass Fittings and Hydraulic Hoses. Total amount of expenditures will be determined on actual usage. Funds are budgeted in FY2017 budget.

Recommendation:

Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize issuing an Invitation for Bids for brass fittings and hydraulic hoses.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bids (IFB) for Transmission Rebuilds

Background:

The RTA is in need of a supplier to furnish rebuilt Allison Transmissions to keep the fleet in a state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now over 6.5 years old, this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. This contract will be specified to meet or exceed "original equipment manufacturer" (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this agreement, however, it is advantageous to lock in supply contract pricing. The alternative of paying out-of-contract prices will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts procurements.

Identified Need:

This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands for our riding public. This Supply Agreement will be a two-year base and one (1) one-year option.

Financial Impact:


Total amount of usage will determine actual expenditures. Funds have been budgeted in FY2017 Operating Budget, local funds.

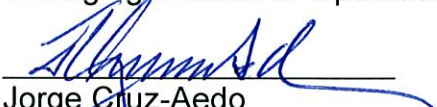
Recommendation:

Staff requests that the Operations Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue an Invitation for Bids (IFB) for Transmission Rebuilders.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Awarding a Contract to S & A Systems for a Fuel Management System

Background:

The RTA is in need of replacing the current fuel management system. Currently, the RTA utilizes the system to dispense diesel, unleaded and compressed natural gas fuels. The current automated fuel tracking system was installed in 1997. Maintenance costs for the upkeep of the current fuel management system have increased over the past several years.

Identified Need:

The RTA issued an RFP for replacing the automated fuel tracking system. The proposal was issued on January 24, 2017 with sealed proposals due to the RTA before 3:00 PM (CST) on Wednesday February 15, 2017. Two responsive bidders submitted proposals and were reviewed by staff. A summary of scoring is shown below:

Summary Scores						
Firms	Ability and Approach (25 Points Max.)	Personnel and Equipment (25 Points Max.)	Experience (20 Points Max.)	Technical Score Maximum Points 70	Price Score (30 Points Max.)	Totals Score Maximum Points 100
S & A SYSTEMS, INC.	24.20	22.00	20.00	66.20	21	87.33
TRAK ENGINEERING, INC.	17.20	17.60	15.60	50.40	30	80.40

Bid Tabulation of Fuel Management System Proposals Received			
Vendor	Base bid	Add Alternate	Total
TRAK	\$234,375.83	\$43,744.51	\$278,120.34
S&A	\$286,965.00	\$45,852.00	\$332,817.00

A comprehensive review was conducted by 5 members of staff within the following areas: Facilities Maintenance, IT, Vehicle Maintenance & Procurement. These departments will be utilizing this system & supporting the project once a contractor is established.

A review of the proposals from both firms was conducted by the team. The review revealed inconsistencies with one proposal which caused them to score much lower on

the technical side. In addition to this, the firm offered no product support, no on site conference for start-up of services, and they proposed using CCRTA staff to perform tasks which were specified as contractor responsibilities within the scope of services. They also only offered a one year warranty when the scope of services called for a 3 year standard warranty. Only two other agency's listed as references in the proposal. For all of these reasons, this firm was rated 16 points lower on their technical score and even though they had the lower bid, they still had a lower score overall. Staff is proceeding with awarding to the highest scoring proposal.

Financial Impact:

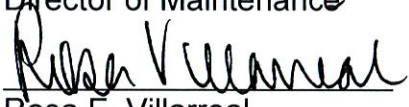
Total amount of expenditures will be \$332,817.00. Funds are budgeted in FY2017 Capital Budget.


Recommendation:

Staff request the Operations Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to award a contract to S & A Systems for a new Fuel Management System.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Request Fiscal Authority for Additional Funding for Contracts 2010-SP-30 & 2016-SP-04 Tires Services

Background:

For over 20 years the RTA has utilized a contractor for tire leasing and services. RTA staff has analyzed performing these duties internally; however, the high implementation cost, need for additional staff, and the liability of scrap tire disposal are not cost effective or advantageous for the RTA operation.

The tires are leased based on actual miles driven per tire size, provided monthly by the RTA. Leased tires are a transit application and will have a minimum operating tread depth of 4/32nds for the front and 3/32nds for the rear, DOT requirement. A tire service worker is provided to mount and dismount tires from buses, repair damaged tires, maintain proper inflation, identify tire related problems, conduct monthly inventory of tires, and document all tire transactions on a daily basis.

Review of the current and previous contracts for this service found issues that have affected the financial cost of the contracts. Both the previous contract (2010-SP-30) with Goodyear & current (2016-SP-04) Bridgestone contract are impacted. Some of the contributing factors for the increased costs include:

- Retirement of the fleet which occurred in FY 2016
- Tire Run-out costing which would occur in both 2016 & 2017 & beyond if contract was awarded to another vendor or supplier (which did occur in late 2016). Funding for 2010-SP-30 contract was not projected for contract close out.
- Damaged tires beyond repair, in which CCRTA would be responsible for cost of replacement due to major construction projects occurring within the service area (17 projects 2016)
- Additional miles driven on the fleet from ongoing construction detours for fixed route services, an increase of 14 percent in overall mileage for the year (additional 448,000 miles X 6 tire positions)

Identified Need:

The Operations team is requesting fiscal authority to allow for additional funding for contract 2010-SP-30 in order to close out the contract expenses which will occur over the 18 to 24 months for tire run-out (Tread wear). In addition, added cost will also be needed to the current 2016-SP-04 contract for monthly tire services, additional service miles, & damaged tires (road hazards).

Disadvantaged Business Enterprise:

N/A for this request

Financial Impact:

Staff conducted a comprehensive review on both current & past tire services contracts for financial impact on the current & future budgets. Funds were not budgeted in FY2016 or FY2017 budget. We are requesting funds for contract 2010-SP-30 contract for a total amount of \$334,949.11. In addition we are also requesting under the current contract 2016-SP-04 an additional increase of \$391,689.67 over the next 3 years for the contracted of services.

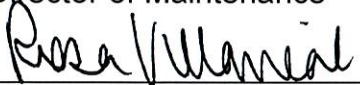
Funding will be made available from within department 11 (Maintenance) 2017 budget amounts for the financial impact of this occurrence for this contracted service provider. The current contract will be budgeted for during future budget cycle reviews.


Recommendation:

Staff requests the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize the increased funding for Tire Services Contracts to resolve the over expenditures due to fleet retirement, damaged tires, and additional miles driven in FY 2016 and FY 2017.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

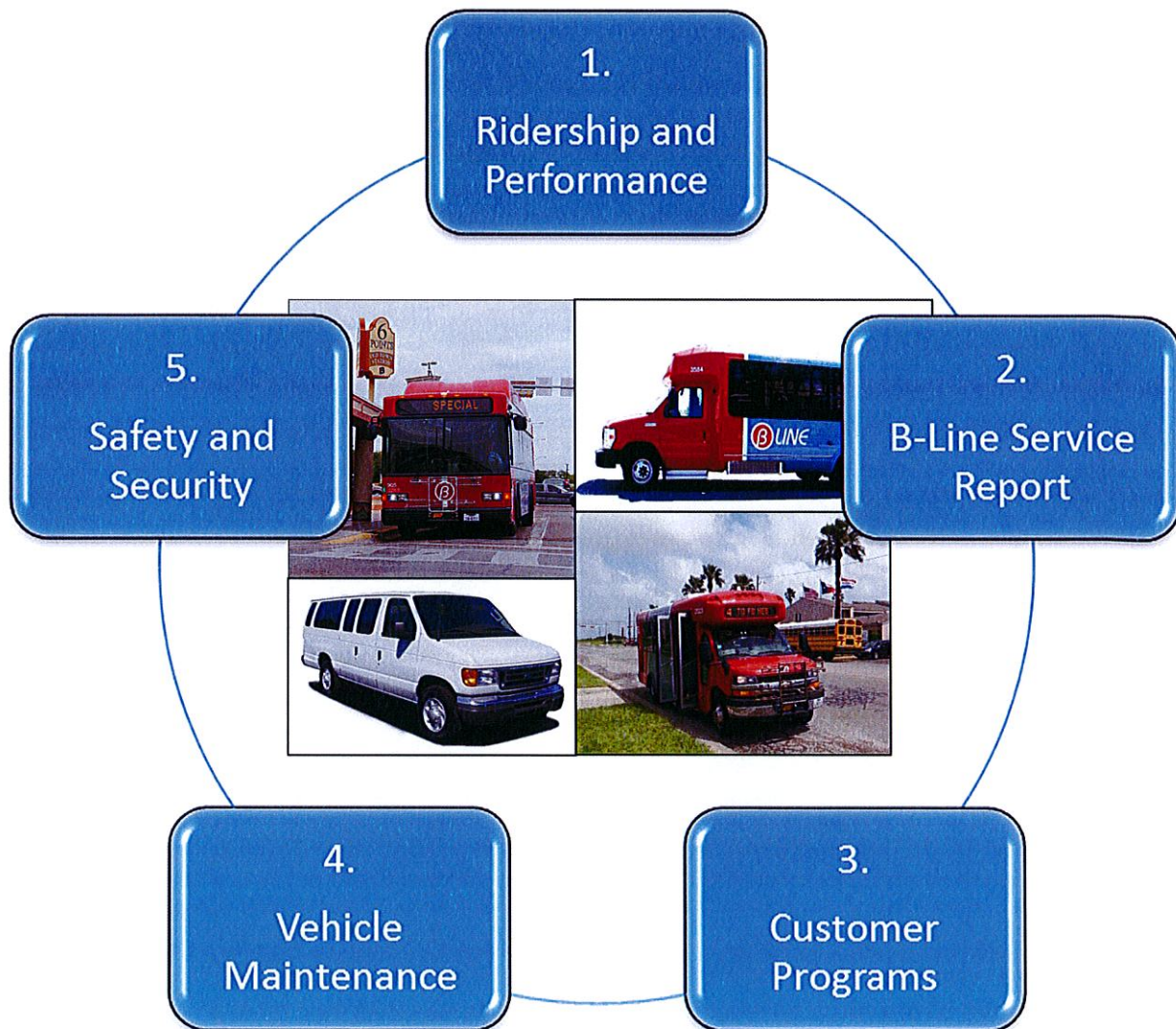
Operations & Capital Projects Committee Meeting

March 22, 2017

Subject: Operations Report for February 2017

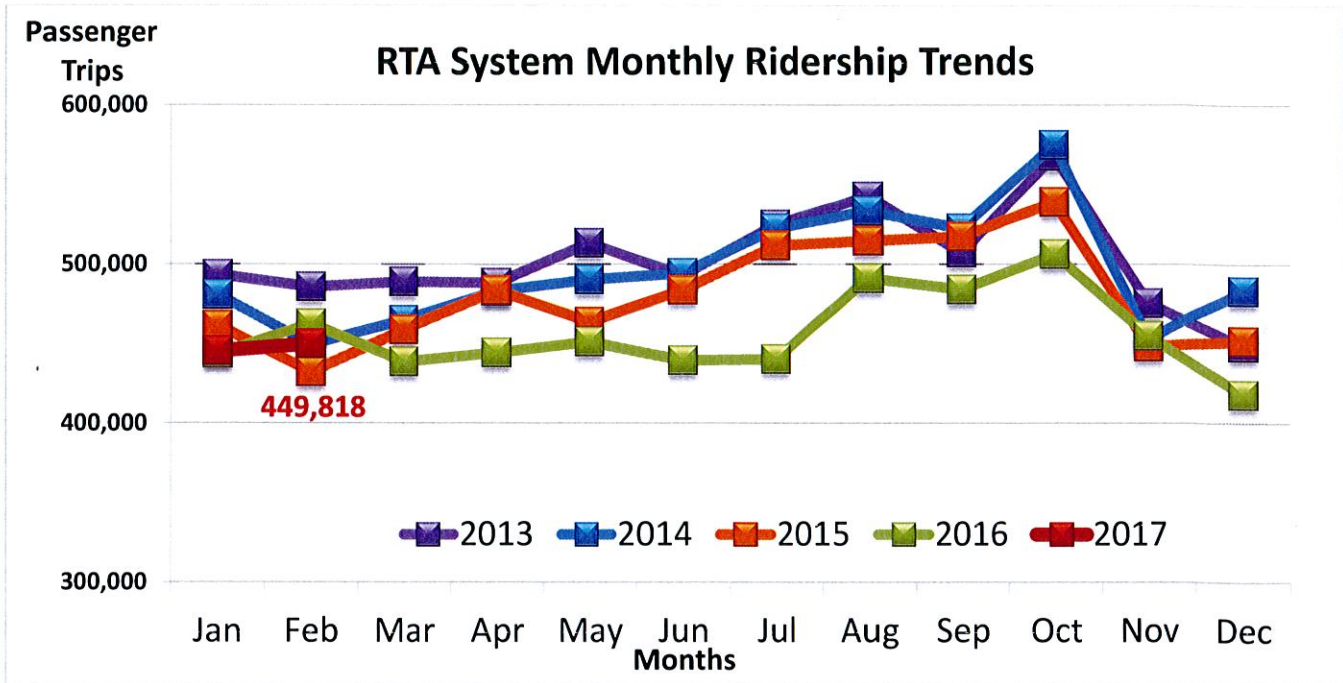
The system-wide monthly operations performance report for February 2017 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary.

Detailed results are reported within the five sections outlined below:

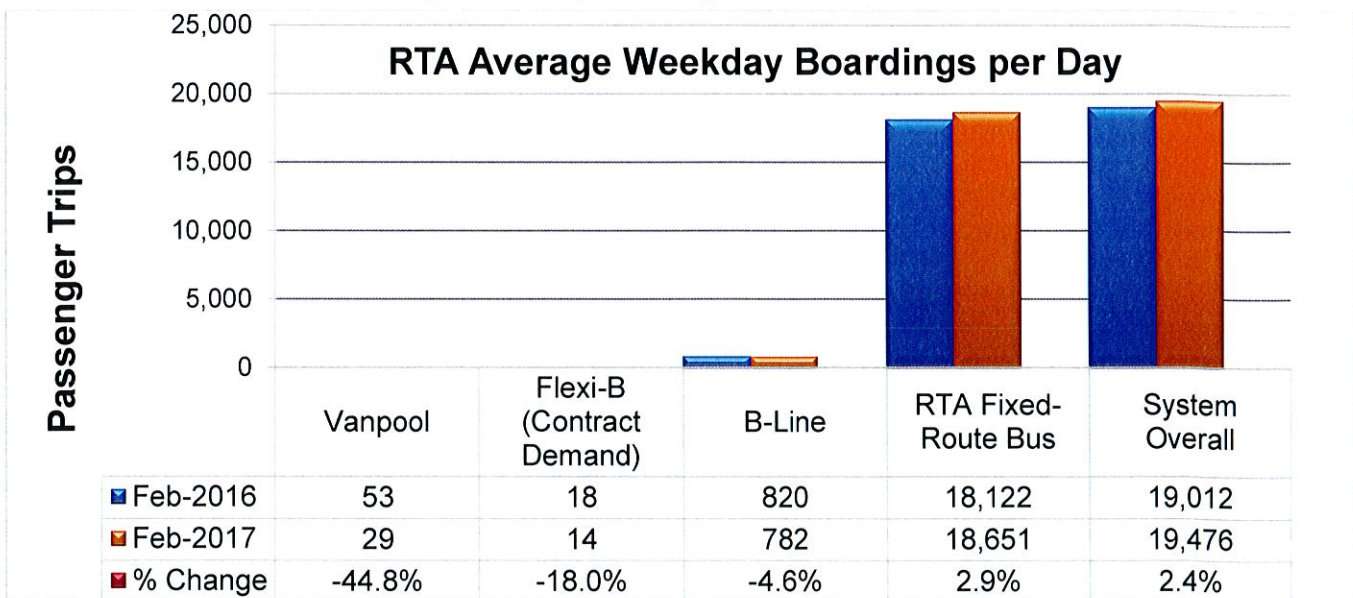


1. System-wide Ridership and Service Performance Results

Boardings for all services in February 2017 totaled 449,818. This represents a 2.7% decrease as compared to 462,332 boardings in February 2016 or 12,514 less boardings this February. This month contained 20 weekdays, 4 Saturdays, and 4 Sundays. In February 2016, there was one more weekday at 21, 4 Saturdays, and 4 Sundays. In regards to retail gasoline prices, unleaded fuel cost about \$2.02 per gallon compared to \$1.55 per gallon in February 2016¹. Approximately 2.6 inches of rain, was recorded this month as compared to 0.2 inches in February 2016.²



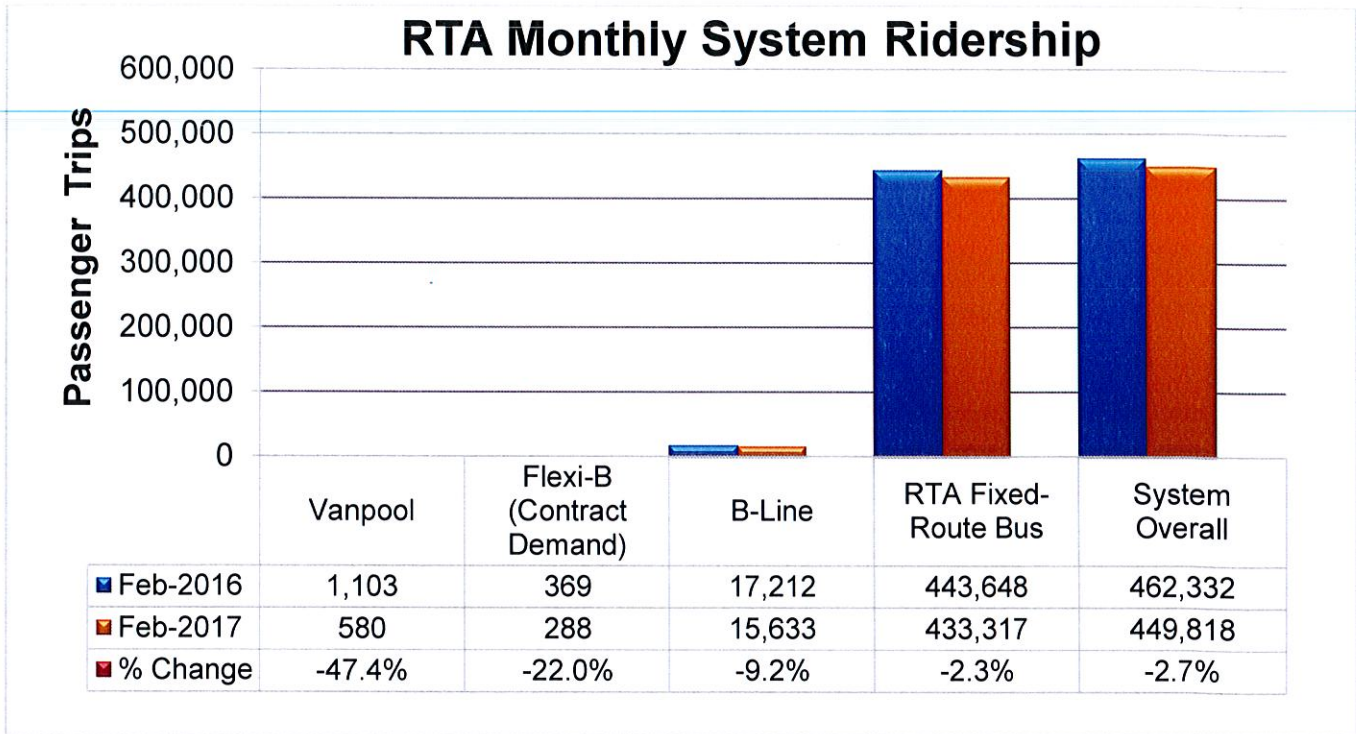
The chart below shows average weekday ridership for all services.



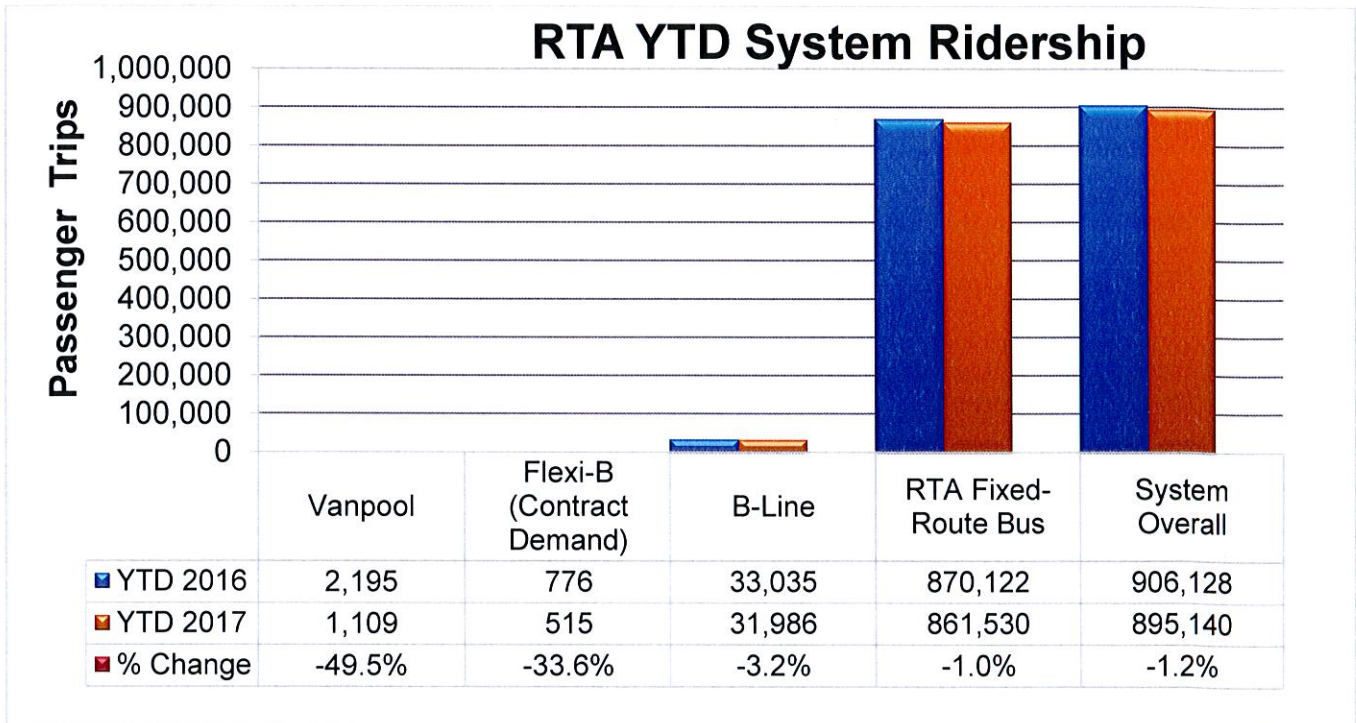
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. Weather Underground historical data at <http://www.wunderground.com>.

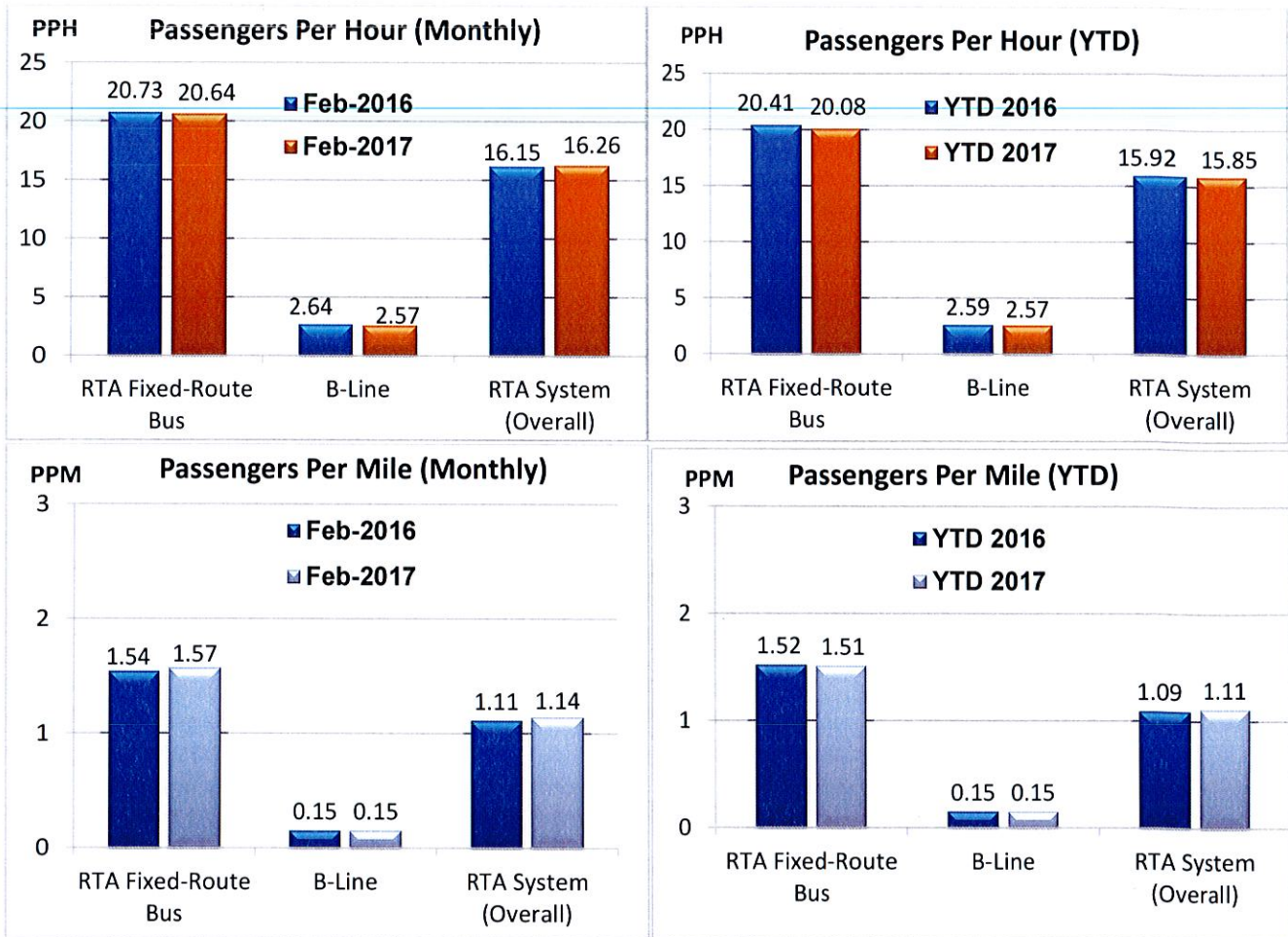
The chart below shows monthly ridership results for all services.



The chart below shows YTD ridership results for all services. CCRTA has recorded 10,988 fewer boardings or a decrease of 1.2% in 2017 as compared to the same period in 2016.



The following charts report system-wide productivity and other performance measurements for the month of February 2017 vs. February 2016 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services.

Schedule Adherence	Standard	Dec-16	Jan-17	Feb-17	3-Month Average
Early Departure	<1%	1.0%	0.0%	0.0%	0.3%
Departures within 0-5 minutes	>85%	88.6%	87.3%	89.0%	88.3%
Monthly Wheelchair Boardings	No standard	3,893	3,873	4,107	3,958
Monthly Bicycle Boardings	No standard	7,161	7,918	7,928	7,669
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

The following existing detours potentially impact on-time performance:

- Kostoryz Road (Brawner – Staples): To be completed December 2017
 - Routes 15, 24S
- McArdle Road (Whitaker – Nile): To be completed May 2017
 - Routes 37, 66S
- Staples Street (Morgan to I-37): To be completed August 2017
 - Routes 5S, 17, 29, 29S
- Williams Street (Staples - Airline): To be completed August 2017
 - Routes 8S, 29, 63
- Cosmopolitan Development:
 - Routes 15S, 76

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

- Productivity: **2.57** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **95.7%** did meet the contract standard of 96%.
- In Vehicle Time: **99.1%** exceeded the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **24,541.3** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **10,231** ambulatory; **4,391** wheelchair boarding's

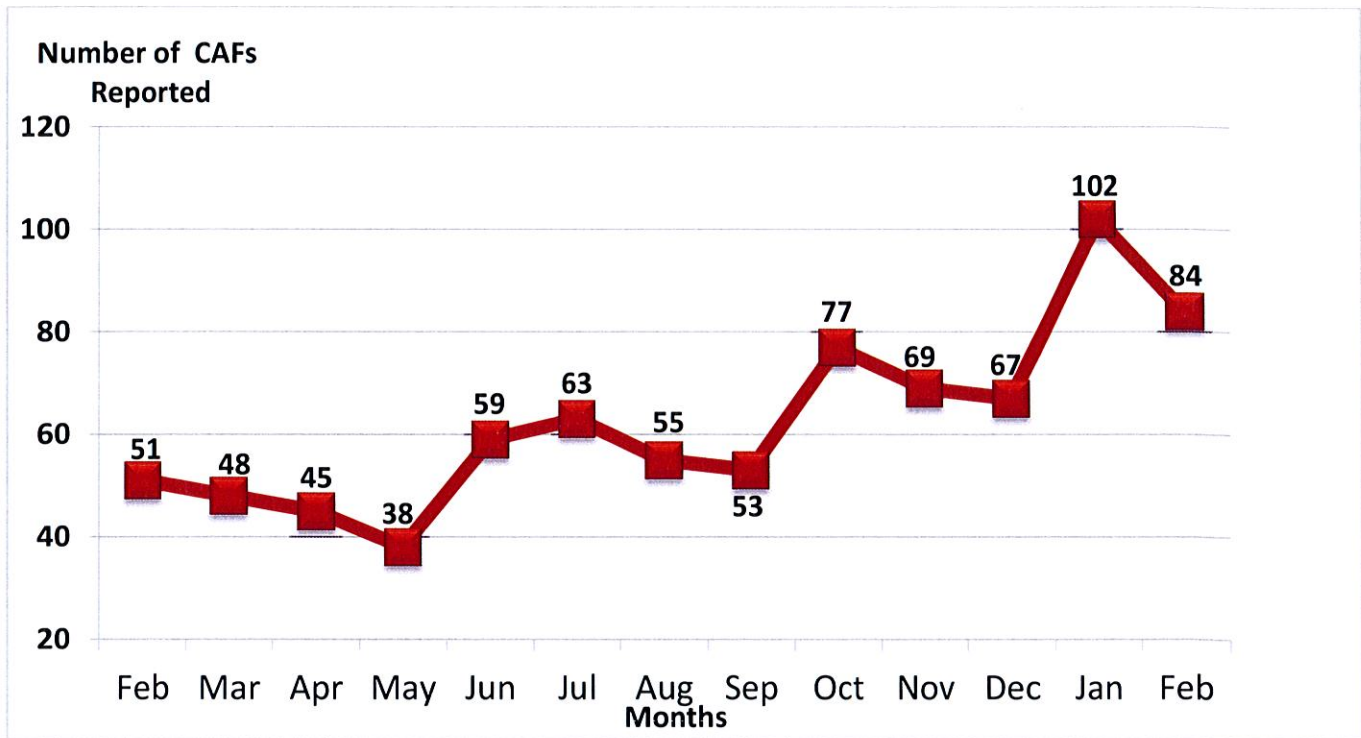
Metric	Standard	Dec-16	Jan-17	Feb-17	YTD Average
Passengers per Hour	2.50	2.47	2.57	2.57	2.54
On-time Performance	96%	97.9%	97.0%	95.7%	96.9%
In Vehicle Time	95.0%	99.3%	99.0%	99.1%	99.1%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	20,005	31,953	24,541	25,500
Monthly Wheelchair Boardings	No standard	4,328	4,611	4,391	4,443

B-Line ridership for the month of February 2017 was 15,633 compared to 17,212 for February 2016, which equates to 1,579 less trips representing a 9.2% decrease.

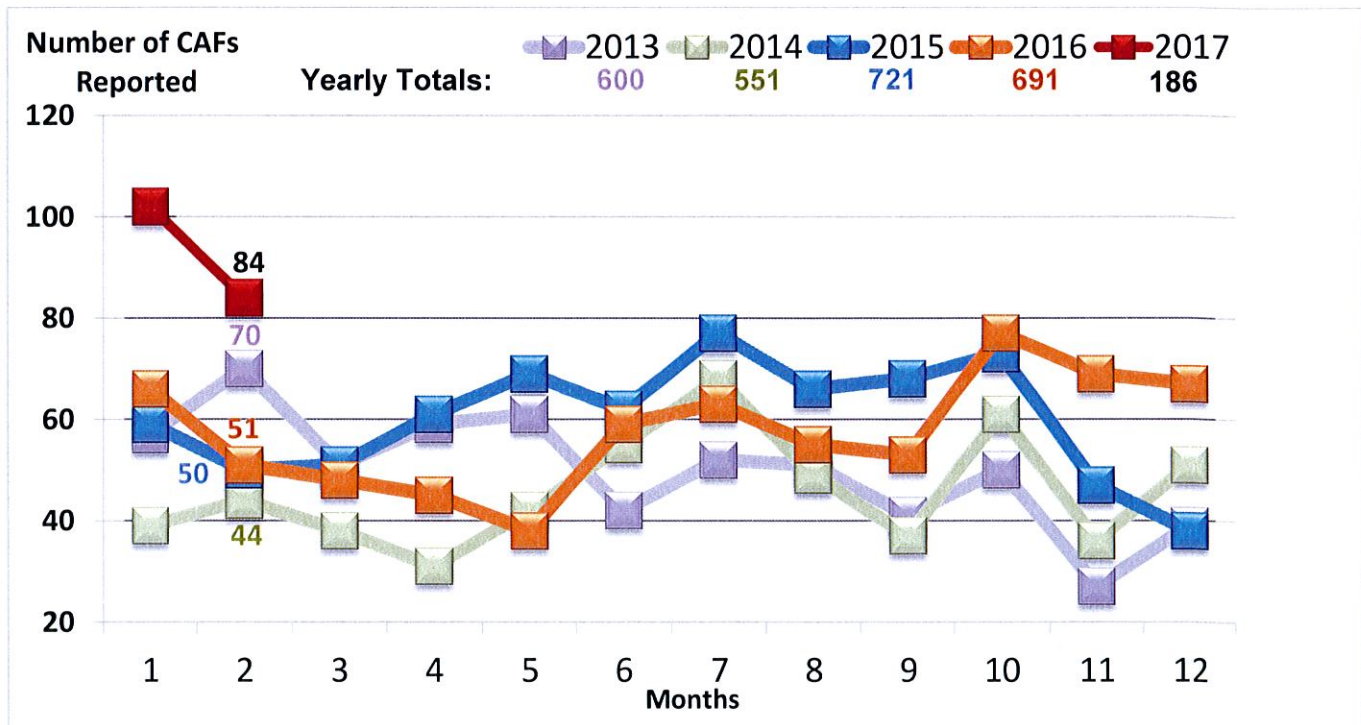
YTD 2017 ridership was 31,986 representing a 3.2% decrease over 2016 ridership statistics.

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

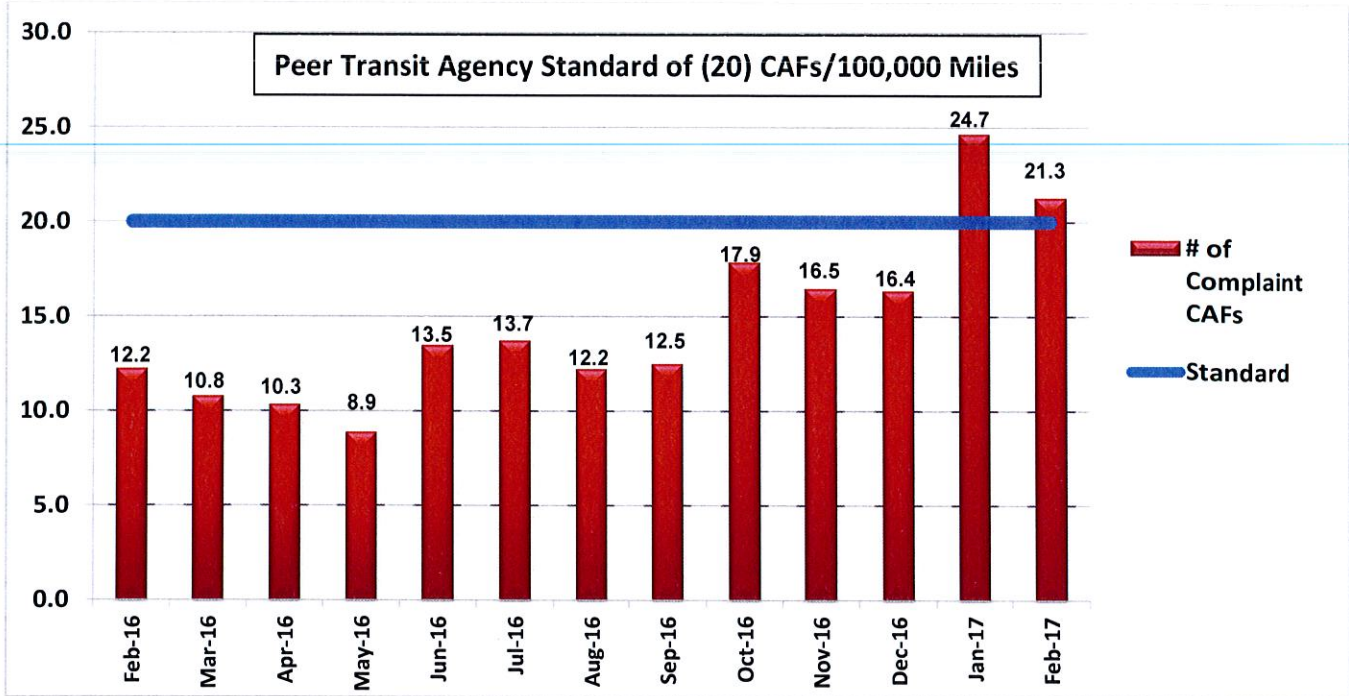
For February 2017, there were 84 reported CAF's (excludes commendations) which represents a decrease from 102 reported CAF's overall in January 2017. The statistics for February represents an 18% decrease, 84 CAF's vs 102 CAF's compared to the month of January 2017. There were 2 Commendations for the month of February.



3a. CAF Reports: Historical Trends



3b. Reported Complaint CAFs w/o Commendations & Suggestions: Historical Trend



3c. Route Summary Report for February 2017

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	2	#34 Robstown Circulator	0
#4 Flour Bluff Mini B	0	#37 Crosstown	2
#5 Alameda	1	#51 Gregory Park & Ride	0
#6 Santa Fe/Malls	1	#63 The Wave	0
#8s Flour Bluff/Malls	1	#65 Padre Island Connector	0
#12 Saxet Oak Park	0	#76 Harbor Bridge Shuttle	1
#15 Kostoryz	0	#78 North Beach	1
#16 Agnes/Ruth	1	#83 Advanced Industries	0
#17 Carroll/Southside	7	#84 Lighthouse	0
#19 Ayers/Norton	2	#94 Port Aransas Shuttle	0
#19G Greenwood	0	#95 Flexi-B Port A	0
#19M McArdle	1	B-Line (Para-transit)	9
#21 Arboleda	4	Facility Maintenance	3
#23 Molina	2	Service Development	8
#25 Gollihar/Greenwood	1	Safety and Security	5
#26 Airline/Lipes Connector	1	Vehicle Maintenance	2
#27 Northwest	10	Capital Projects	1
#27s Northwest (Sunday)	1		
#29 Staples	5		
#29F Flour Bluff	7		
#29SS Spohn South	1		
#32 Southside Mini B	4	TOTAL CAF'S	84

3d. February 2017 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	23	0	0	23
Driving Issues	6	5	0	11
Customer Services	22	4	1	27
Late/Early – No Show	3	0	1	4
Fare/Transfer Dispute	0	0	0	0
Dispute Drop-off/Pickup	0	0	0	0
Facility Maintenance	3	0	0	3
Vehicle Maintenance	2	0	0	2
Safety and Security	5	0	0	5
Service Development	8	0	0	8
Capital Projects	1	0	0	1
Total	73	9	2	84³
Commendations	1	1	0	2

Conclusion:

During February 2017, RTA received 84 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; two (2) of the 86 reported CAF's (February) were commendations.

There were a total of 73 CAF's/Commendations received regarding RTA Service representing 87% of total customer contacts: 3 for Facilities Maintenance, 8 for Service Development, 5 for Safety and Security, 2 for Vehicle Maintenance, 1 for Capital Projects and 54 for Transportation.

A total of 9 CAF's/Commendations were reported regarding B-Line service representing 11% of the total customer contacts.

A total of 2 CAF's were reported regarding Contracted Fixed Route service representing 2% of the total customer contacts.

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

- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings

³ A total of 36 CAF's are determined to be invalid or about 43% due to lack of information or incorrect reports.

- Discussion in supervisory meetings
- Examination of CCRTA operations policy

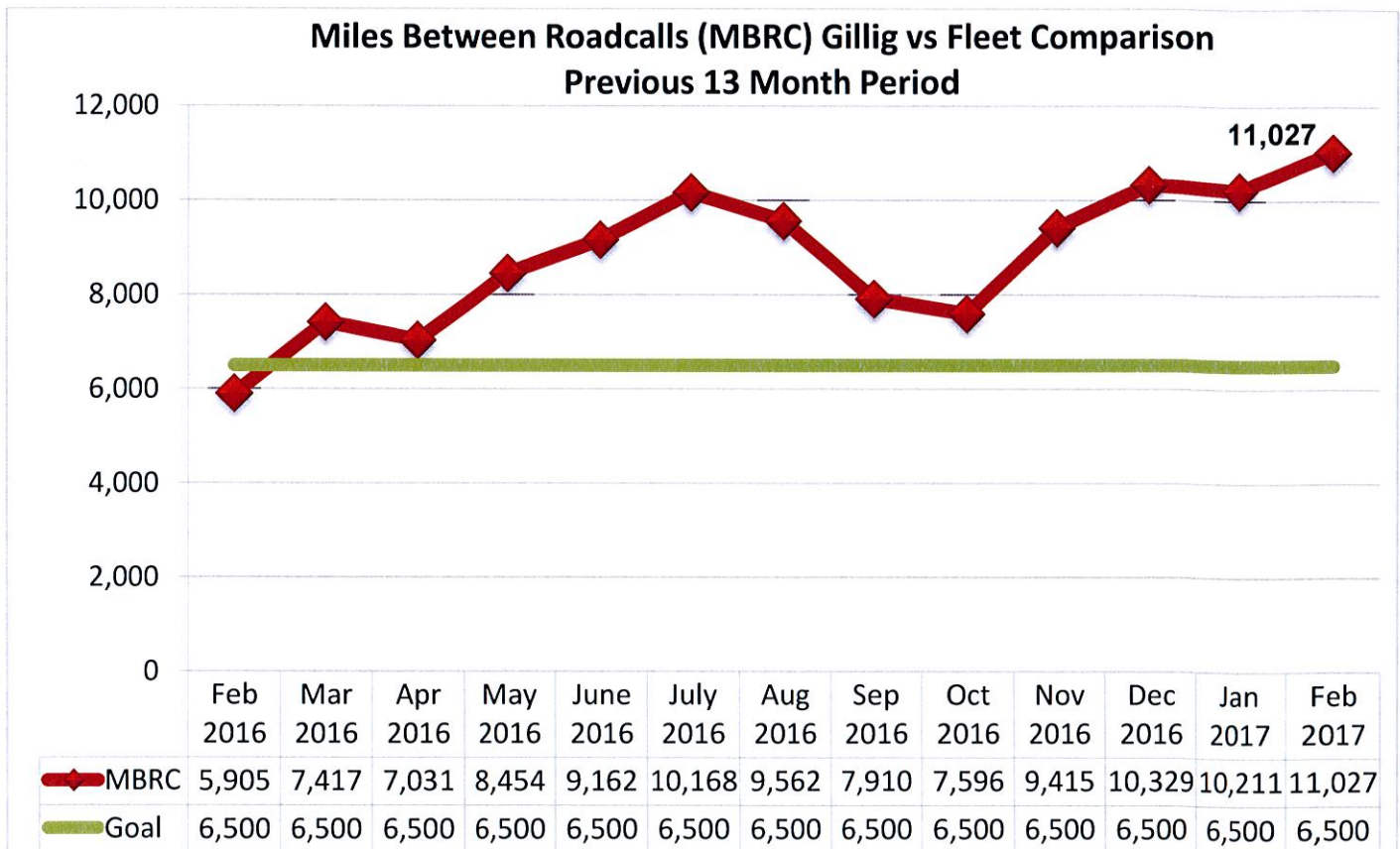
CCRTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, and letter or in person.

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 CCRTA 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 February 2017, 11,027 miles between road calls (MBRC) were recorded as compared to 5,905 MBRC in February 2016. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



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.

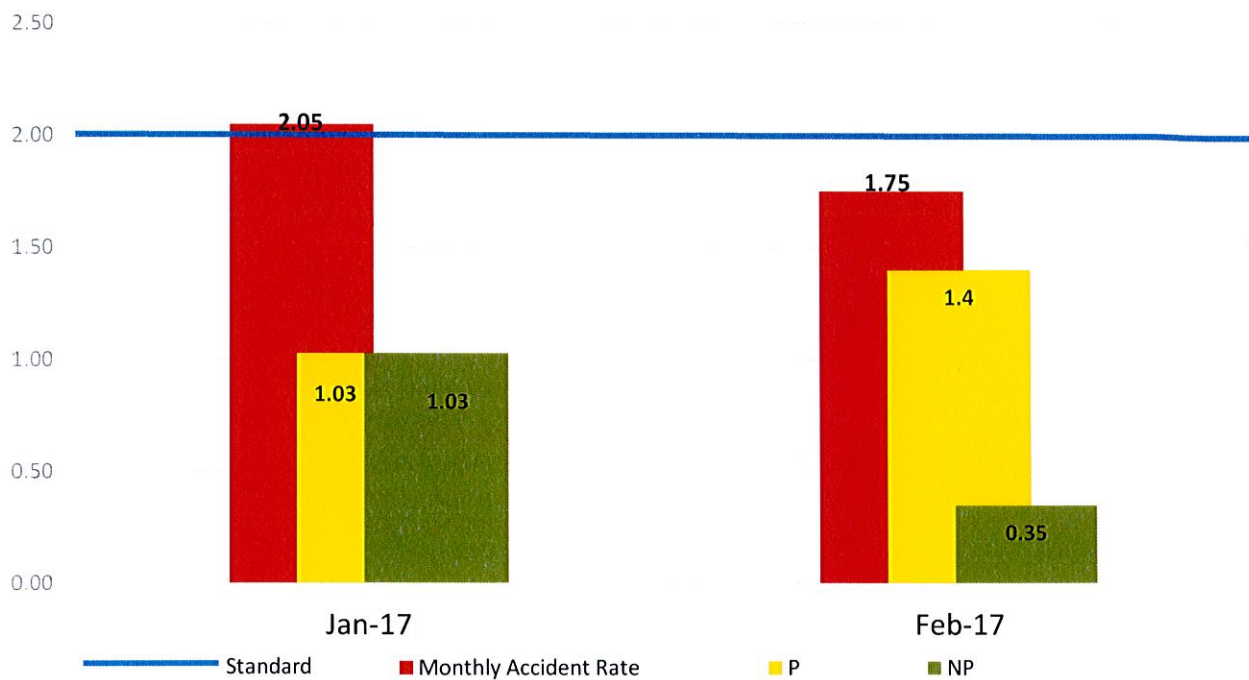
5. Safety/Security Department Report

SAFETY SUMMARY

For February 2017, there were five (5) vehicle accidents. One (1) was determined to be non-preventable (NP) and four (4) were determined to be preventable (P). There were 15 customer-related incidents. CCRTA operators drove a total of 286,045.7 miles. The year-to-date accident rate is 1.90 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

The chart below illustrates the Year-to-Date accident rate. Please keep in mind that this chart shows all vehicle accidents regardless of fault.

Year-to-Date Accident Rate = 1.90



SECURITY SUMMARY

For February 2017, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 2 individuals for public intoxication, issued 7 criminal trespass warnings, arrested 6 individuals for criminal trespassing, issued 26 disturbance warnings and responded to 4 other calls for service.

Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

Submitted by: Mike Rendon
Director of Safety & Security

Submitted by: Bryan Garner
Director of Maintenance

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: 
Rosa E. Villarreal
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer