



DATE: Wednesday, April 5, 2017
LOCATION: Staples Street Center
 602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX
TIME: 8:30 a.m.

BOARD OF DIRECTORS' MEETING

CURTIS ROCK (Chair)

Michael Reeves (Vice Chair) ~ Edward Martinez (Secretary)

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	C. Rock	1 min.	-----
2.	Moment of Reflection		1 min.	-----
3.	Roll Call –	C. Rock	2 min.	-----
4.	Personnel Recognition a) State Comptroller Financial Transparency Stars Award b) TTA State Roadeo	J. Cruz-Aedo	3 min.	<i>No Attachment</i>
5.	Opportunity for Public Comment	C. Rock	3 min.	<i>No Attachment</i>
6.	Update on RCAT Committee Activities	A. Bauman/ S. Montez	3 min.	<i>No Attachment</i>
7.	Update on State and Federal Legislative with Lobbyists; Tris Castenada and Larry Meyers	K. Coughlin	10 min.	Pages 1-2
8.	Discussion and Possible Action to Approve the Board of Directors' Meeting Minutes of March 1, 2017	C. Rock	2 min.	Pages 3-8
9.	CONSENT ITEMS: The following items are routine or administrative in 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 Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Enter into a Professional Services Agreement for General Legal Services	R. Saldaña	3 min.	Pages 9-10 <i>PowerPoint</i>
	b) Action to Recommend the Board to Adopt a Revised Emergency Preparedness Policy for 2017	M. Rendón	3 min.	Pages 11-12 <i>PowerPoint</i>

	c) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Issue an Invitation for Bids (IFB) for Brass Fittings & Hydraulic Hoses	R. Villarreal	3 min.	Pages 13-14 <i>PowerPoint Attachment</i>
	d) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Issue an Invitation for Bids (IFB) for Transmission Rebuilder	R. Villarreal	3 min.	Pages 15-16 <i>PowerPoint</i>
	e) Action to Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract with S & A Systems for a new Fuel Management System	R. Villarreal	3 min.	Pages 17-18 <i>PowerPoint</i>
	f) Action to Authorize the CEO or his Designee to Request Fiscal Authority for Additional Funding for Contracts 2010-SP-30 & 2016-SP-04 Tires Services	R. Villarreal	3 min.	Pages 19-20 <i>PowerPoint</i>
10.	Presentations: a. February 2017 Financial Report b. 2017 Street Improvement Allocations c. January 2017 Operations Report d. Procurement Update	R. Saldaña S. Montez G. Robinson R. Saldaña	10 min. 10 min. 5 min. 5 min.	Pages 21-23 <i>PowerPoint</i> <i>PowerPoint</i> Pages 24-34 <i>PowerPoint</i> <i>PowerPoint</i>
11.	Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a. Port Ayers Project	C. Rock	10 min.	<i>No Attachment</i>
12.	CEO's Report a. Transportation Tuesday Update	J. Cruz-Aedo	5 min.	<i>No Attachment</i>
13.	Chairman's Report	C. Rock	5 min.	<i>No Attachment</i>
14.	Adjournment	C. Rock	1 min.	-----
15.	Information Items: a. Member Inquiry – Committees Meetings held February 22, 2017 b. Member Inquiry – Board Meeting held March 1, 2017 c. RCAT Minutes– Meeting held January 19, 2017			<i>Attachments</i>

Total Estimated Time: 1 hr., 25 min.

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On **Friday, March 31, 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.



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 5, 2017

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.

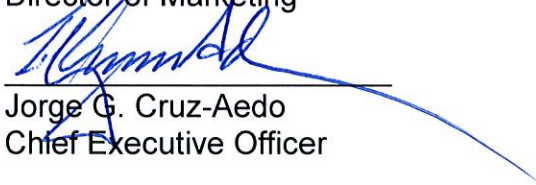
Federal – On the federal level the consultants will continue to work to ensure transit infrastructure is included in the bills that pass during the Trump administration. The consultants met with the staff and board during the APTA Legislative conference and set up meetings with the Texas delegation members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

Recommendation:

Staff requests that the the Board of Directors hear the legislative updates from the consultants.

Respectfully Submitted,

Submitted by: 
Kelly Coughlin
Director of Marketing

Approval: 
Jorge G. Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, MARCH 1, 2017**

Summary of Actions

1. Pledge of Allegiance
2. Moment of Reflection
3. Conducted Roll Call
4. Held Personnel Recognition; a. Addy Awards
5. Held Public Hearing on Quadrennial Performance Audit Report and RTA's Response
6. Action to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as per the State Transportation Code
7. Provided Opportunity for Public Comment
8. Heard Update on RCAT Committee Activities
9. Heard Update on Corpus Christi Downtown Management District; Bike Share Program and TRIZ Downtown Revitalization Initiative
10. Action to Approve Board of Directors' Meeting Minutes of February 1, 2017
11. Approve Consent Agenda Items: a) Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Telephone Service Provider for Local and Long Distance data communications; b) Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Windstorm Coverage 2017-2018; c) Authorize the Chief Executive Officer (CEO) or his Designee to Authorize and Award a Contract with Rush Truck Center (IFB) for Heavy Duty Vehicles Filters
12. 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
 - d. Port Aransas Service
 - e. January 2017 Operations Report
 - f. 2016 Annual Service Performance Report
 - g. Procurement Update
13. Heard CEO's Report; a. Board Orientation with New Board Member - Abel Alonzo
14. Heard Chairman's Report
15. Adjournment
16. Information
 - a. Member Inquiry Forms from Committee Meetings held on January 25, 2017
 - b. RCAT Meeting Minutes – February 16, 2017

The Regional Transportation Authority Board of Directors 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.

Board Members Present: Curtis Rock, Chairman; Michael Reeves, Vice Chairman; Edward Martinez, Secretary; George B. Clower; Tom Niskala; Scott Harris, A.R. 'Butch' Escobedo and Abel Alonzo.

Board Members Absent: Angie Granado, Glenn Martin and Larry Young, Sr.

Staff Present: Jorge Cruz-Aedo, CEO; Angelina Gaitan, Bryan Garner, Monica Gutierrez; Denise Jones, Anne Hinjosa, Sharon Montez, Christina Perez, Victoria Reyes, Mike Rendón, Gordon Robinson, Robert Saldaña, Rosa Villarreal, Anthony DeLaFuente, Dena Linnehan and Susan Teltschik

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Tim Payne, Nelson/Nygaard; Nova Shields, MV Transportation; Terry Sweeney, Downtown Management District; Gina Salazar and Rose Aguliar, ATU Local 1769

Call to Order & Roll Call

Mr. Curtis Rock called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance and held a moment of reflection. Mr. Edward Martinez called Roll and stated a quorum was present.

Held Personnel Recognition

Mr. Jorge Cruz-Aedo recognized the Marketing Department on receiving an Addy Award, a highly recognized award in the Marketing industry, for their work on our marketing website and as a leader in website design. The board members also congratulated the Marketing Department staff for a job well done.

Held Public Hearing on Quadrennial Performance Audit Report and RTA's Response

Mr. Rock called the Public Hearing to Order at 8:38 a.m. on the Quadrennial Performance Audit and Corpus Christi Regional Transportation Authority's (RTA) responses. Mr. Rock introduced Mr. Tim Payne with Nelson/Nygaard provided background on the Quadrennial Performance Audit FY 2013-2016 using a PowerPoint presentation and talked about why this audit is necessary, highlight the findings of the audit, how the RTA compares with transit agencies in the region, Nelson/Nygaard's recommendations, and RTA's management staff response to the recommendations. Mr. Payne summarized the Texas Transportation Code Chapter Section 451, and why RTA is governed by the code and required to have an audit every four years by an independent audit firm with experience in reviewing performance of transit agencies. He commented the process is two-fold; (1) to evaluate and report back to the agency's granting the statutory for the RTA to exist; and 2) providing information to the agency to assist in making changes for improvement of the efficiency and effectiveness of the agency's operations.

Mr. Payne commented there were no findings arising from the audit in terms of no conflicts between RTA's current practices and the state of Texas. He stated the RTA organization operates effectively and efficiently as compared to other agencies and of the industry's agency adopted standards. Using a chart, he provided data on other agencies in the area, comparisons to peer group on fixed route, operating expenses, cost per hour analysis and overall ridership. Mr. Payne explained, the peer group's annual operating expenses rose a little faster than RTA, yet our overall operating expenses have been very well controlled over a period of time with the continued expansion and working programs within the fixed route. Mr. Payne continued with how a decade ago the RTA was more expensive with operating cost per hour than the peer group, and stated that in 2015, the RTA very carefully controlled their cost per hour expenses and is now well below the average of the peer group and the lowest in the transit industry and a remarkable achievement for the agency.

Mr. Payne commented on demand response annual revenue hours and how the RTA provided more than average hours due to their large service area as compared to the peer group. He stated the RTA's total operating expense being a little higher than the peer group, yet held constant over a 3-year period while the peer group increased their overall operating costs. He commented the peer group being flat, RTA drove their cost per hour down a highly remarkable achievement not seen every day in the industry. He said the passengers per revenue hour demand response by the peer group historically underperforms compared to what the RTA has been able to do, and is beginning to level out. Mr. Payne commented the RTA continues to perform at a substantially higher level than the peer group even with the size of the service area RTA covers.

He spoke on the recommendations addressing the agency's farebox recovery ratio and average fare per passenger, and mentioned Recommendation 1 and 3 are tied together as 1 references fixed route where 3 references paratransit. Mr. Payne also commented the RTA Board of Directors continue to ask Staff to keep fares down due to the low income community who utilize the system, and the RTA average ratio continues to be the lowest for farebox recovery in the transit industry.

Mr. Payne stated Recommendation 2 would be to investigate the potential to implement strategies that focus on improving fixed route on-time performance with specific goals first, stemming further erosion of service and reliability and restoring the reliability above 90 percent. He said other recommendations would be to look into the fixed route versus the paratransit ridership to see where the differences are and

how to manage the demand, and to also focus on the fiscal years 2016, 2017, 2018 and 2019 since the next audit will be filed in 2021.

Ms. Sharon Montez commented on the Recommendations requests using a PowerPoint and highlighted for the fixed route fares, in January the agency began enforcing full fares as referenced in Recommendation 1. For the Transit Plan 20/20, she stated as part of their presentation last year, there was a completed detailed assessment of fares, and the agency continued to monitor and review fares, and have maintained current levels by design due to the RTA's low-income dependent riders as referenced in Recommendation 3. She also commented Recommendation 1 was based on fixed route, and Recommendation 3 was based on paratransit.

Ms. Montez stated Recommendation 2 implemented on-time performance strategies to improve 85 percent standard by continuing to monitor road construction in the city, meet with city on a monthly basis, work with city on bond projects that impacted 15 routes in 2015, and six routes impacted in 2016 from the city's bond projects. Ms. Montez state customer service and marketing will share more information with our riders on the delays.

Recommendation 4 examined the paratransit demand and policies and she explained the RTA began monitoring in 2016 the BLine ridership where 4 out of the 12 months had ridership declines. Ms. Montez also stated for 2017, the agency will continue to monitor and reach out to other Texas agencies to collect paratransit data. She commented more education and outreach for fixed route, travel training is being shared through school group sessions, at assisted living and senior centers.

For recommendation 5, Ms. Montez stated the RTA will prepare the 2020 Quadrennial audit with completed NTD reports for 2016 through 2019.

Mr. Abel Alonzo commented he would like to see an outreach to the Public to get this information to the Public. Ms. Montez stated as part of the state's requirement, they receive a copy of the audit.

Mr. Rock closed the Public Hearing at 9:00 a.m. on the Quadrennial Performance Audit and RTA's responses.

Action to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as per the State Transportation Code

MR. SCOTT HARRIS MADE A MOTION TO ACCEPT THE FINDINGS OF THE QUADRENNIAL PERFORMANCE AUDIT AND RTA'S RESPONSE AND APPROVE DISTRIBUTION OF THE REPORT AS PER THE STATE TRANSPORTATION CODE. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, CLOWER, AND ALONZ VOTING IN FAVOR. GRANADO, MARTIN, ESCOBEDO AND YOUNG ABSENT.

Provided Opportunity for Public Comment

None.

Heard Update on RCAT Committee Activities

Ms. Ann Bauman gave an update on the February 16, 2017 RCAT meeting and the committee met with both board members Abel Alonzo and Butch Escobedo who assured the committee they would have support from the RTA. She commented the City reported they will now have reports for emergency issues for the Deaf, the parks will be ADA compliant so children will be able to play at the grounds. She also commended Mr. Tim Payne on his comments about the RTA.

Heard Update on Corpus Christi Downtown Management District; Bike Share Program and TRIZ Downtown Revitalization Initiative

Mr. Terry Sweeney gave an update on Downtown Management District's (DMD) Bike Share Program and TRIZ Revitalization Initiative by using a PowerPoint presentation. The program is a benefit for health and fitness, tourism, economic development and Zagster, a turnkey service with annual funding from RTA, the city and DMD. We launched Zagster on August 26, 2016. Mr. Sweeney commented the turnkey service

covers hardware, setup and maintenance and market support. Using a PowerPoint, he showed details of the turnkey service from hourly to daily to monthly services, and locations of bike share stations in downtown. Mr. Sweeney also mentioned upgrades coming this Fall to the bikes, stations and locking systems. In Corpus for the first three months, median ride at 29 minutes, average monthly rental per bike was 124 versus the 2016 municipal average 49.2 he explained. He also commented current trips are at 7,300 riders after six months with 2,500 members.

Mr. Sweeney spoke about the DMD, their revitalization of downtown as a levy district to improve the area, created the Marina Arts District and who's mission is to create a successful and vibrant bay front district with a positive impact of the greater downtown working proactively with customers businesses. He mentioned the DMD have a three year strategic plan is to revitalize the downtown area, and by cleaning the area will help to increase new investments and stakeholders.

Mr. Sweeney spoke on the Tax Increment Reinvestment Zone (TIRZ) and Parking Improvement Fund (PIF) scope of service is \$330,000 for management and operations services, development and improvement services, marketing services, and public private partnership development.

Action to Approve the Board Meeting Minutes of February 1, 2017

MR. NISKALA MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS' MEETING MINUTES AS AMENDED OF FEBRUARY 1, 2017 WITH MODIFICATIONS AS MR. MICHAEL REEVES REPORTED. MR. GEORGE CLOWER SECONDED THE MOTION AS AMENDED. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, CLOWER, AND ALONZ VOTING IN FAVOR. GRANADO, MARTIN, ESCOBEDO AND YOUNG ABSENT.

Approved Consent Agenda Items: a) Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Telephone Service Provider for Local and Long Distance data communications; b) Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Windstorm Coverage 2017-2018; c) Authorize the Chief Executive Officer (CEO) or his Designee to Authorize and Award a Contract with Rush Truck Center (IFB) for Heavy Duty Vehicles Filters

MR. NISKALA MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS A THROUGH ITEM C. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. ROCK, REEVES, MARTINEZ, CLOWER, AND ALONZ VOTING IN FAVOR. GRANADO, MARTIN, ESCOBEDO AND YOUNG ABSENT.

Heard Presentations:

a) January 2017 Financial Report

Mr. Robert Saldaña reported the estimated December financials sales tax revenues came in at \$3,087, 585 we received February 10th 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 last year. 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. He commented the difference 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 departmental expenses still low at \$2.3 million versus \$2.5 million budgeted, He reported depreciation at \$708,000, a non-cash outlay financial GAAP principle accrual, and total operating expense at \$3,039,000 million. Sales tax revenue in January at \$2.3 million, investment income at \$8,600, and grants at \$30,000 versus \$150,000 budgeted. The agency has a net income loss of \$831,794 versus \$291,939 budgeted. He reported fuel prices were slightly above last year prices when we finished the year.

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.

Mr. Saldaña stated the agency's portfolio net investment income for Q4 2016 was \$24,790 and the investment return was 0.360 percent versus a benchmark yield of 0.570 percent for a six month treasury. This consists of diversified list of investments with T-Notes at 11 percent, Bank Investments at 56 percent, CDs at 21 percent and Money Market funds of 8 percent, Commercial Paper at 4 percent.

c) DBE Overview

Ms. Christina Perez provided an overview of the Disadvantaged Business Enterprise (DBE) companies under the RTA. She 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. She explained the overall DBE goal for the next three years is 16 percent, and we are required to report to FTA by December 31ST if we have met or exceeded our set goal. Ms. Perez, displayed a map outlining six agencies who currently have Certified DBE Program, and mentioned 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 we are the only transit authority certifying DBE program for the area and certify businesses even if not transit related.

She reported RTA currently has 65 certified DBE businesses we host, and in 2016 was 46, so within a year we have increased our DBEs by 19 which 12 are working on the Harbor Bridge project. Ms. Perez commented the agency provides outreach to the public to make them aware of the program and 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.

d) Port Aransas Service

Ms. Rosa Villarreal gave a report using a PowerPoint and commented on the project to pilot a ferry and bus service in the Port Aransas area. Background in 2008 a pilot program route 99 between thur and sun an 7-10 am and 2-5 pm for a year and due to poor ridership was discontinued. She commented TxDOT got involved and evaluation of preferential boarding is key by the buses taking the ferry and crossing over to the bus stop across and drop off riders to their place of employment. Time and day schedules still being researched for the Route 90 and 94.

Mr. Reeves commended our board member Mr. Glenn Martin on the initiative of bring this service back online, along with the staff and Rosa for looking into this. Mr. Alonzo commented we need to follow RTA policy and if the numbers are not there the agency should not create the service.

e) 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.

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.

f) 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. 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.

g) 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.

Heard CEO's Report

Mr. Jorge Cruz-Aedo spoke on Board Orientation will be provided to the new board member, Mr. Abel Alonzo.

Heard Chairman's Report

Mr. Curtis Rock deferred his time to other board members. After general discussion, each board member commended staff and the CEO for their hard work and their efforts to change the mindset of the community to receive a positive result, receiving the Addy Award by the Marketing Department and .

Adjournment

There being no further business, the meeting was adjourned at 10:48 a.m.

Submitted by: Dena Linnehan

Edward Martinez, Secretary



Subject: Enter into a Professional Services Agreement for General Legal Services

Background:

The Corpus Christi Regional Transportation Authority is reviewing the current contract with Wood, Boykin and Wolter (month to month basis) 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 hire 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.

Financial Impact

Previous two years the CCRTA spent \$64,000 and \$66,000 respectively for General Legal Services per year.

Committee Review

The Administration & Finance Committee reviewed and approved this item on March 22, 2017.

Recommendation

Staff requests the Board of Directors' authorize the Chief Executive Officer (CEO), or designee to enter into a professional services agreement with Wood, Boykin and Wolter in an amount not to exceed \$70,000 per year for General Legal Services.

Respectfully Submitted,

Submitted by:



Robert M. Saldaña
Managing Director of Administration

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.

Committee Review

The Administration & Finance Committee reviewed and approved this item on March 22, 2017.

Recommendation

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

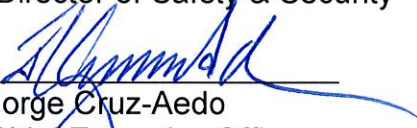
Respectfully Submitted,

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.

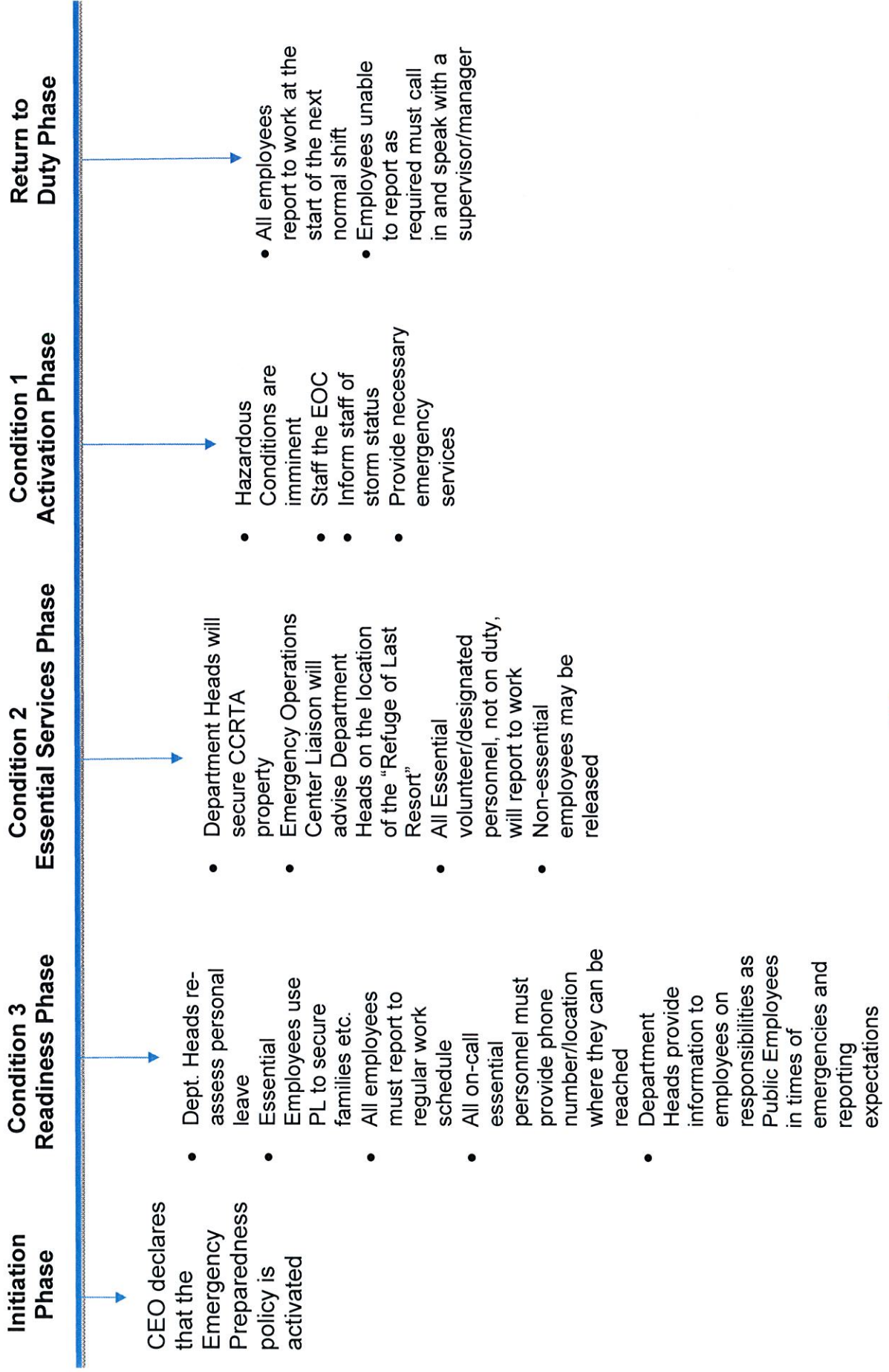
Exempt Employees (salaried):

- 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: April 5, 2017

Emergency Preparedness Phases





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 be 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 industry 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.

Committee Review

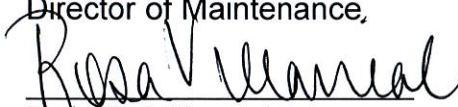
The Operations & Capital Projects Committee reviewed and approved this item on March 22, 2017.


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.

Committee Review

The Operations & Capital Projects Committee reviewed and approved this item on March 22, 2017.


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.

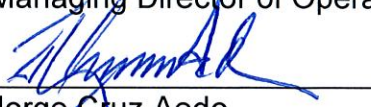
Respectfully Submitted,

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.

Committee Review

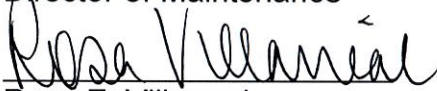
The Operations & Capital Projects Committee reviewed and approved this item on March 22, 2017.

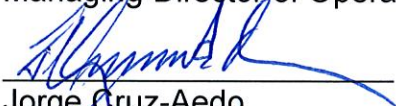
Recommendation

Staff requests 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.

Committee Review

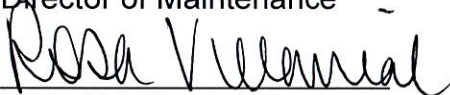
The Operations & Capital Projects Committee reviewed and approved this item on March 22, 2017.


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



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.

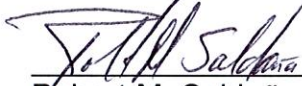

- Insurance – February reports \$381,562, which is \$115,730 (43.54%) over budget. There were more large claims posted than normal, causing some of the variance. It is difficult to budget when these claims will post, therefore there will be budget variances throughout the year. Many of the larger claims 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.

Committee Review

This item was presented to the Administration & Finance Committee on March 22, 2017.

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

Respectfully Submitted,

Submitted by:	Angelica Acevedo Accountant	Denise Jones Budget Analyst
Reviewed by:	 <hr/> Robert M. Saldaña Managing Director of Administration	
Final Approval by:	 <hr/> 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	2016	Favorable
			(Unfavorable)		(Unfavorable)
	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)



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

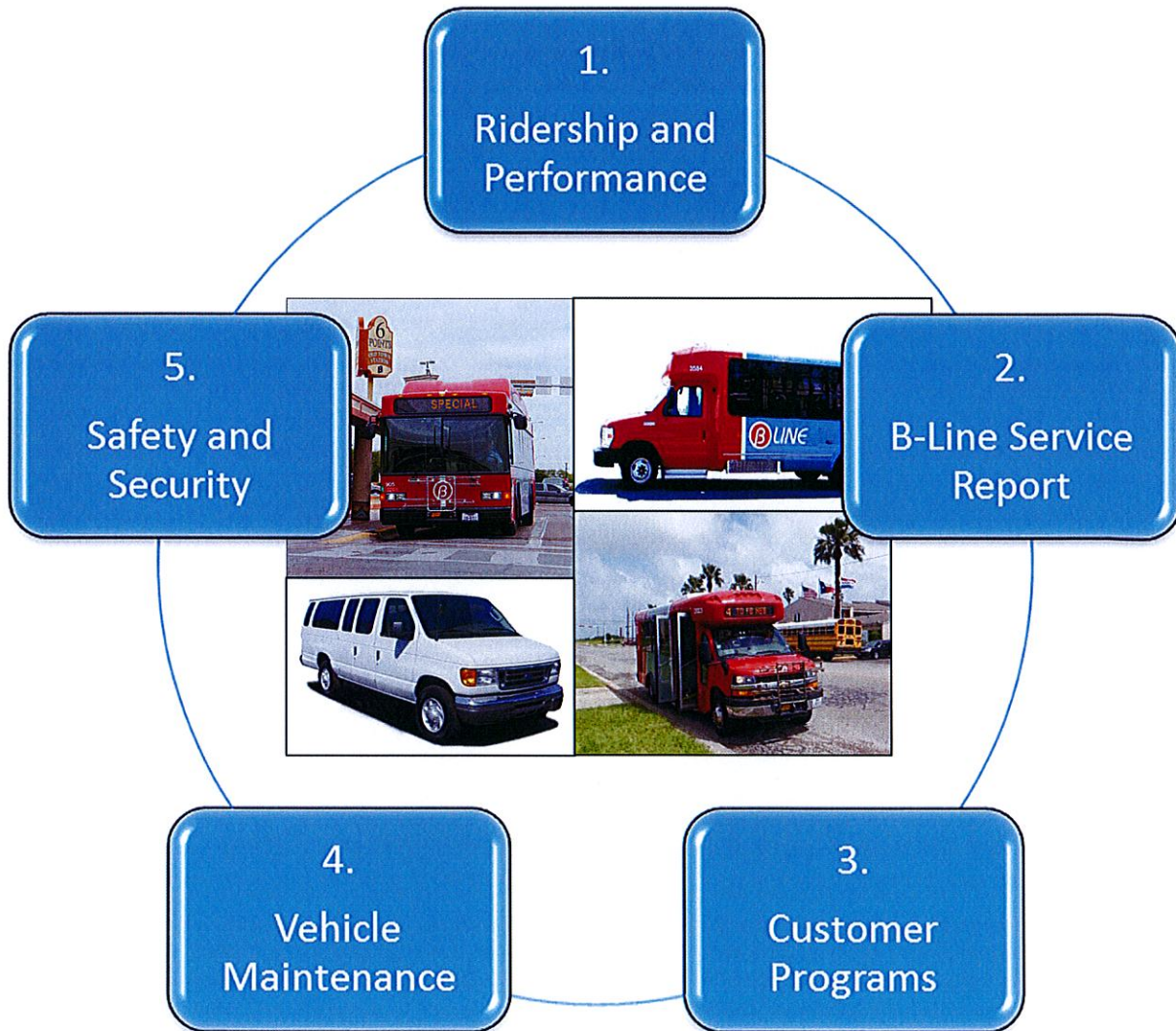
Board of Directors' Meeting

April 5, 2017

Subject: Operations Report for February 2017

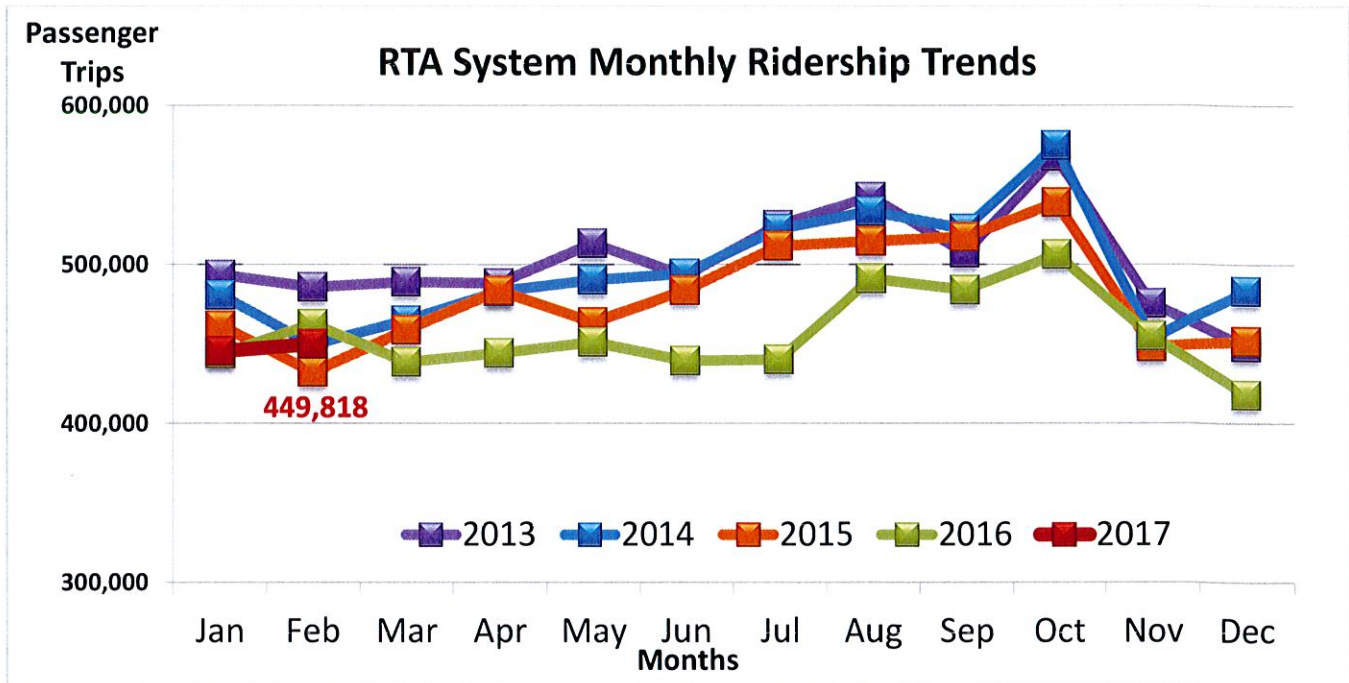
The system-wide monthly operations performance report for February 2017 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between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

Detailed results are reported within the five sections outlined below:

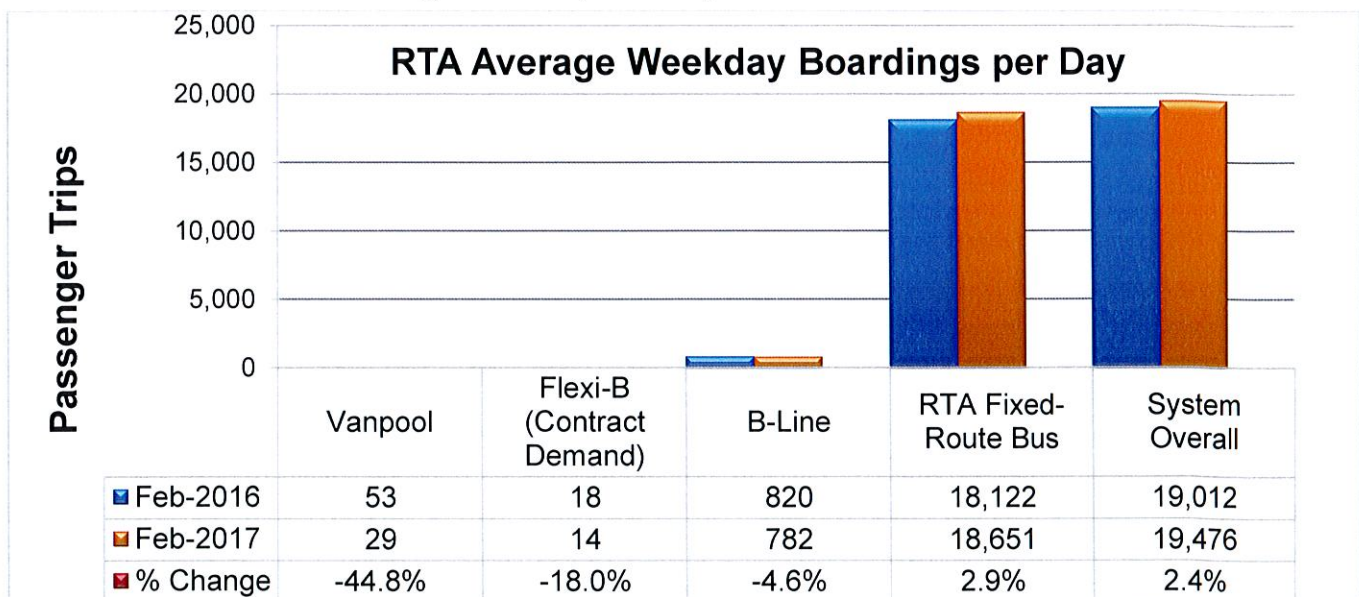


1. System-wide Ridership and Service Performance Results

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



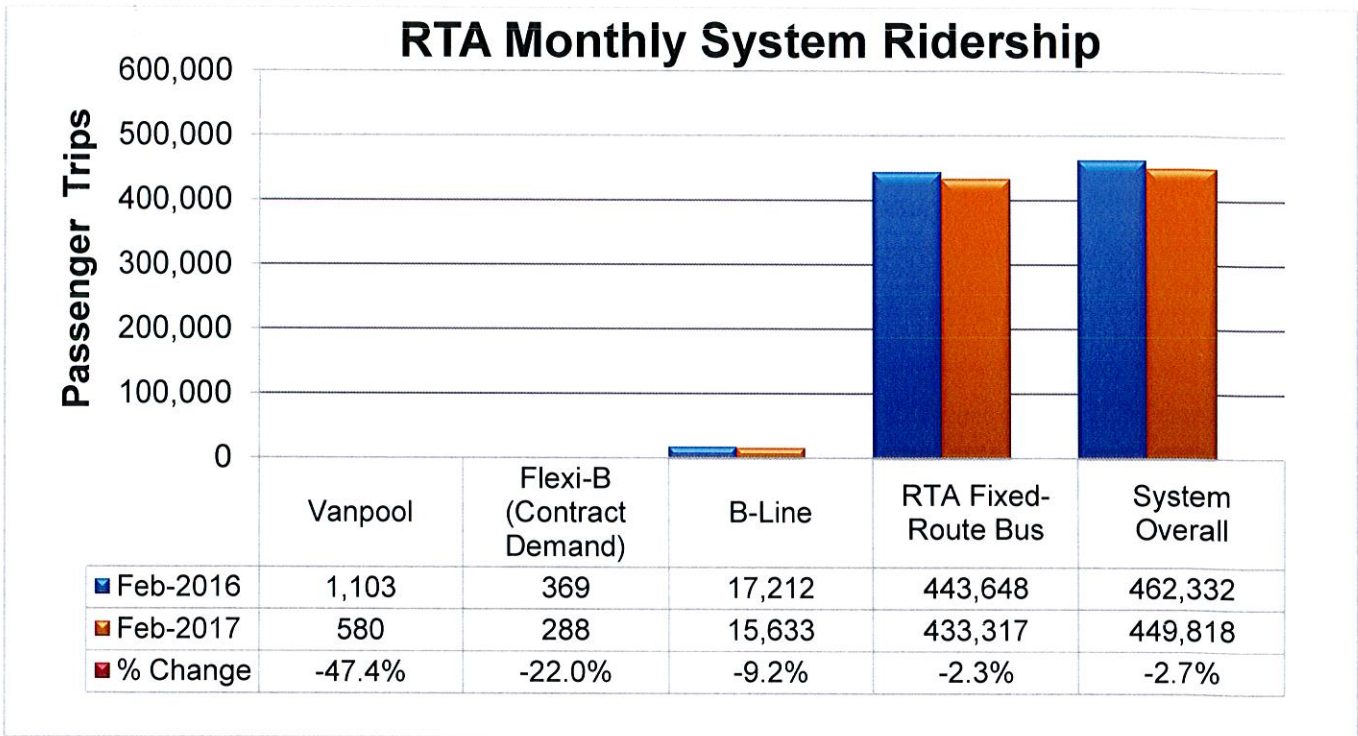
The chart below shows average weekday ridership for all services.



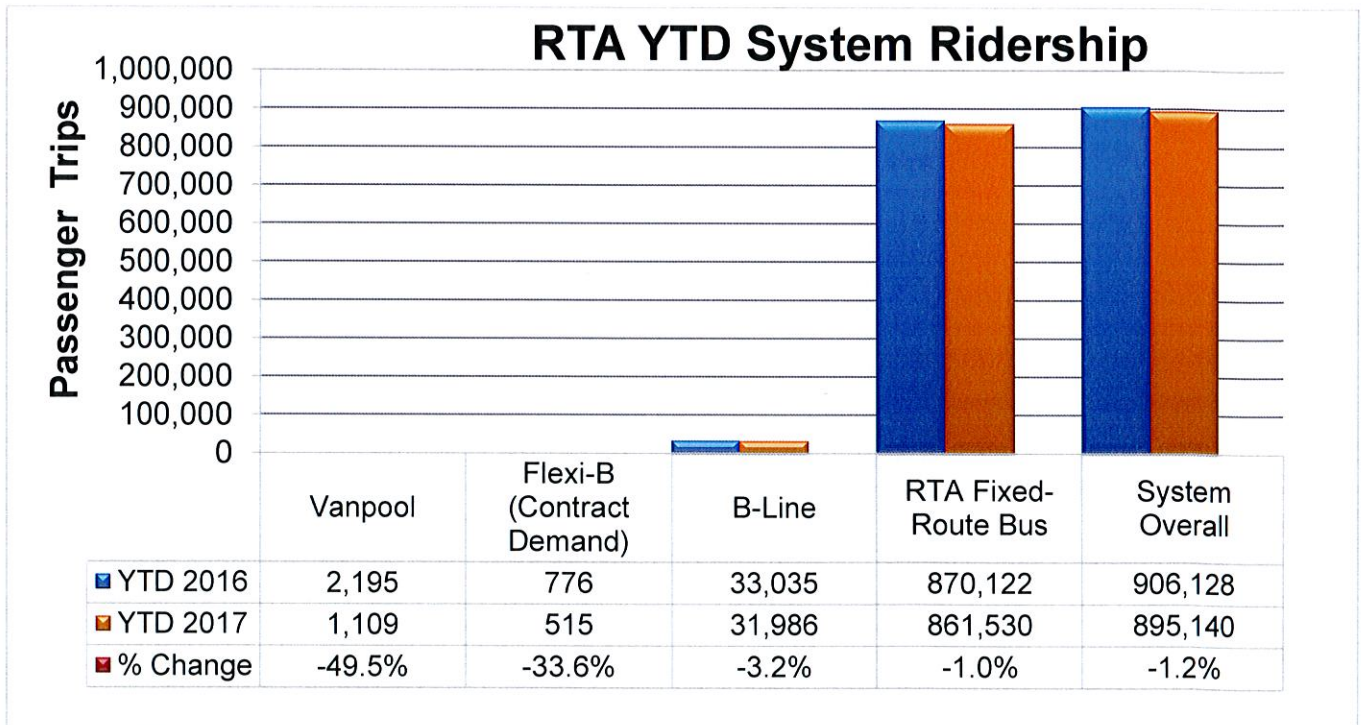
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

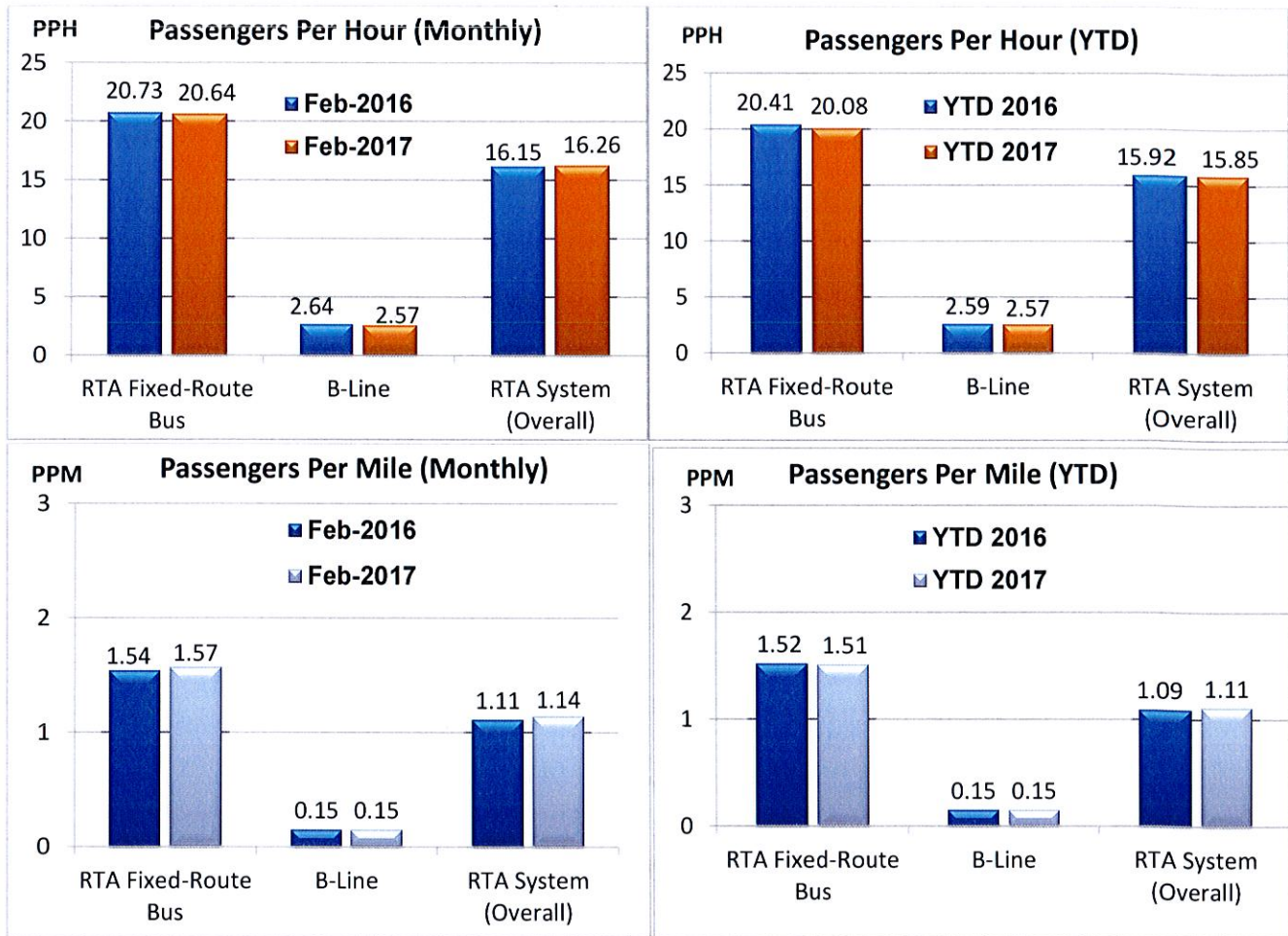
The chart below shows monthly ridership results for all services.



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 not 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

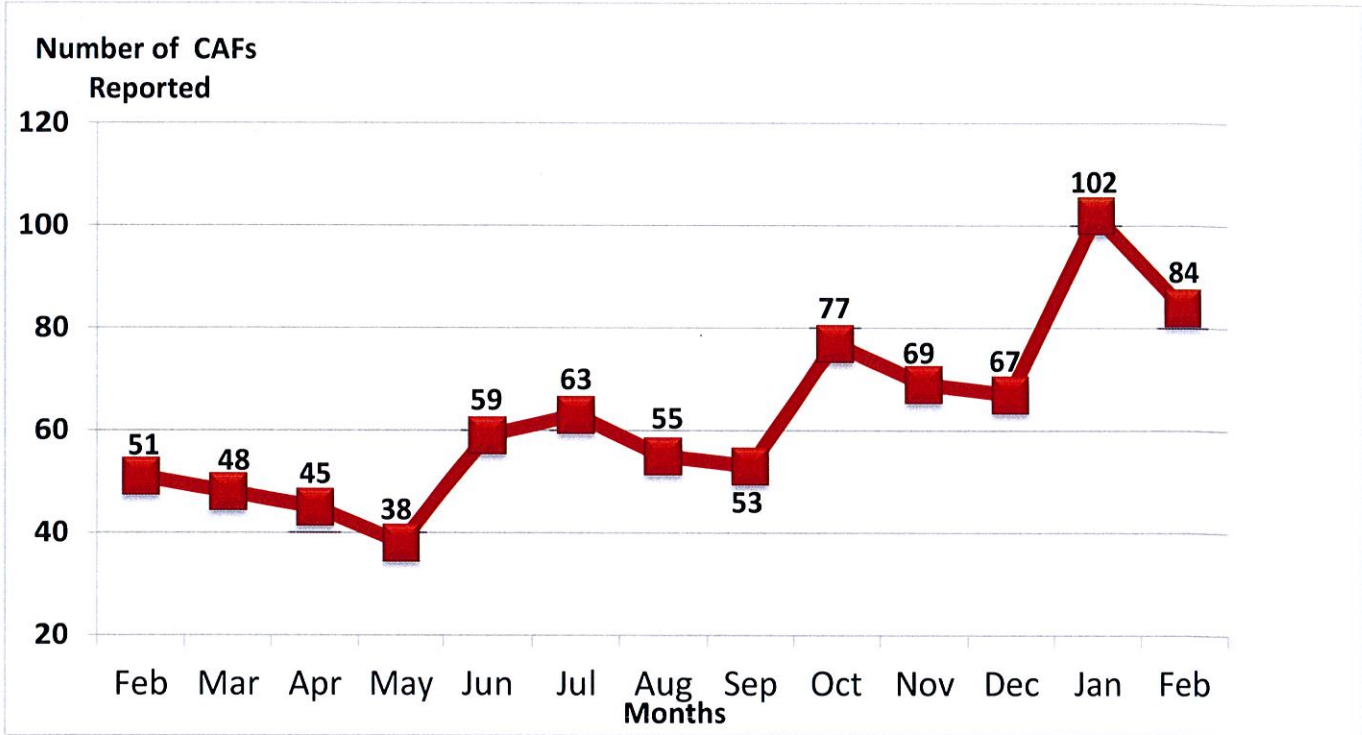
Metric	Standard	Dec-16	Jan-17	Feb-17	YTD Average
Passengers per Hour	2.50	2.47	2.57	2.57	2.54
On-time Performance	96%	97.9%	97.0%	95.7%	96.9%
In Vehicle Time	95.0%	99.3%	99.0%	99.1%	99.1%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	20,005	31,953	24,541	25,500
Monthly Wheelchair 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.

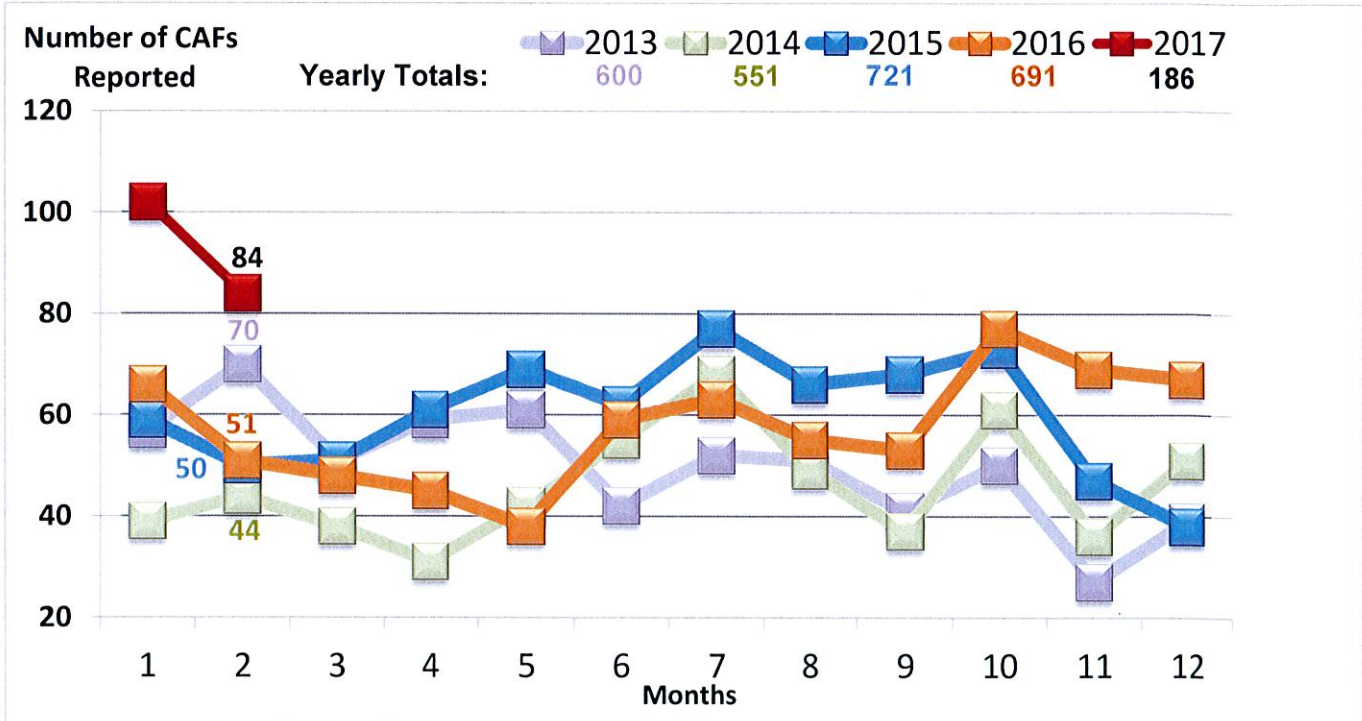
YTD 2017 ridership was 31,986 representing a 3.2% decrease over 2016 ridership statistics.

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

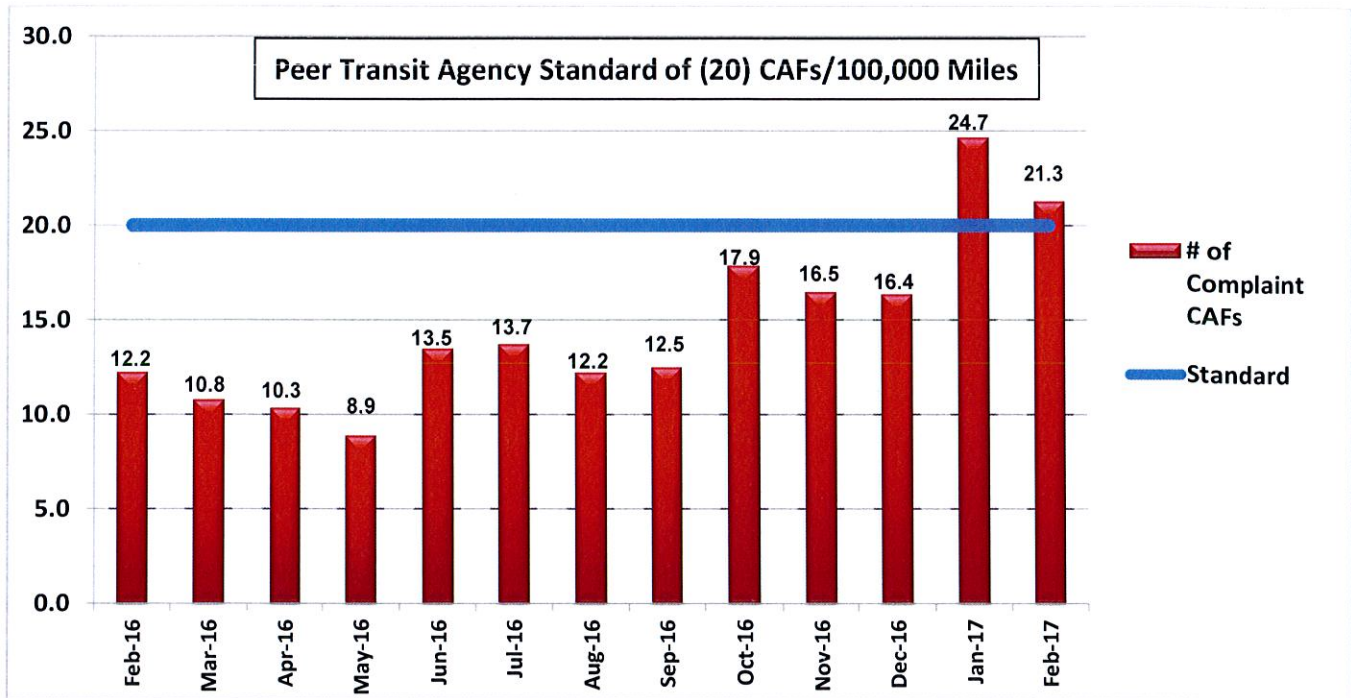
For February 2017, there were 84 reported CAF's (excludes commendations) which represents a decrease from 102 reported CAF's overall in January 2017. The statistics for February represents an 18% decrease, 84 CAF's vs 102 CAF's compared to the month of January 2017. There were 2 Commendations for the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

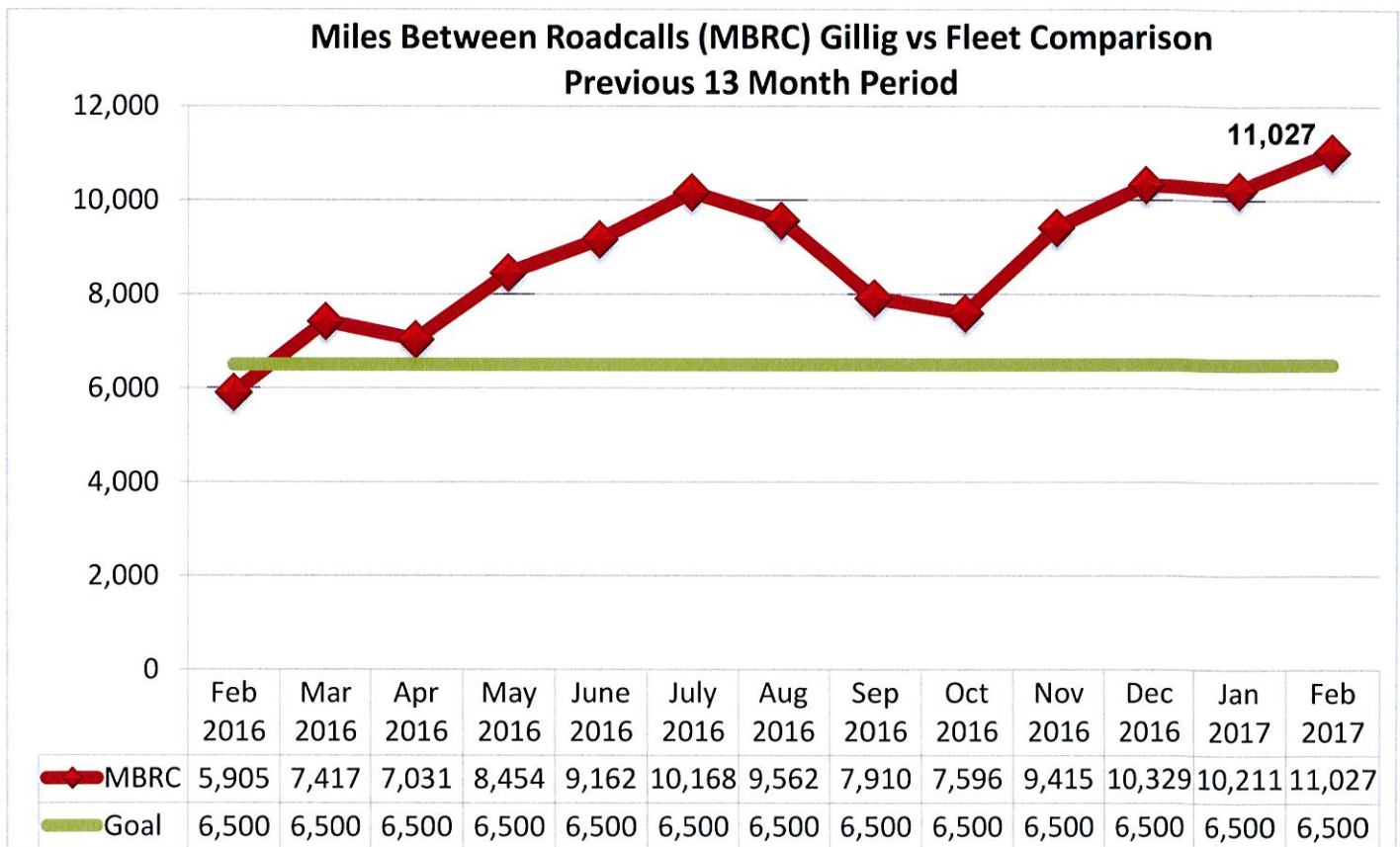
CCRTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, and letter or in person.

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

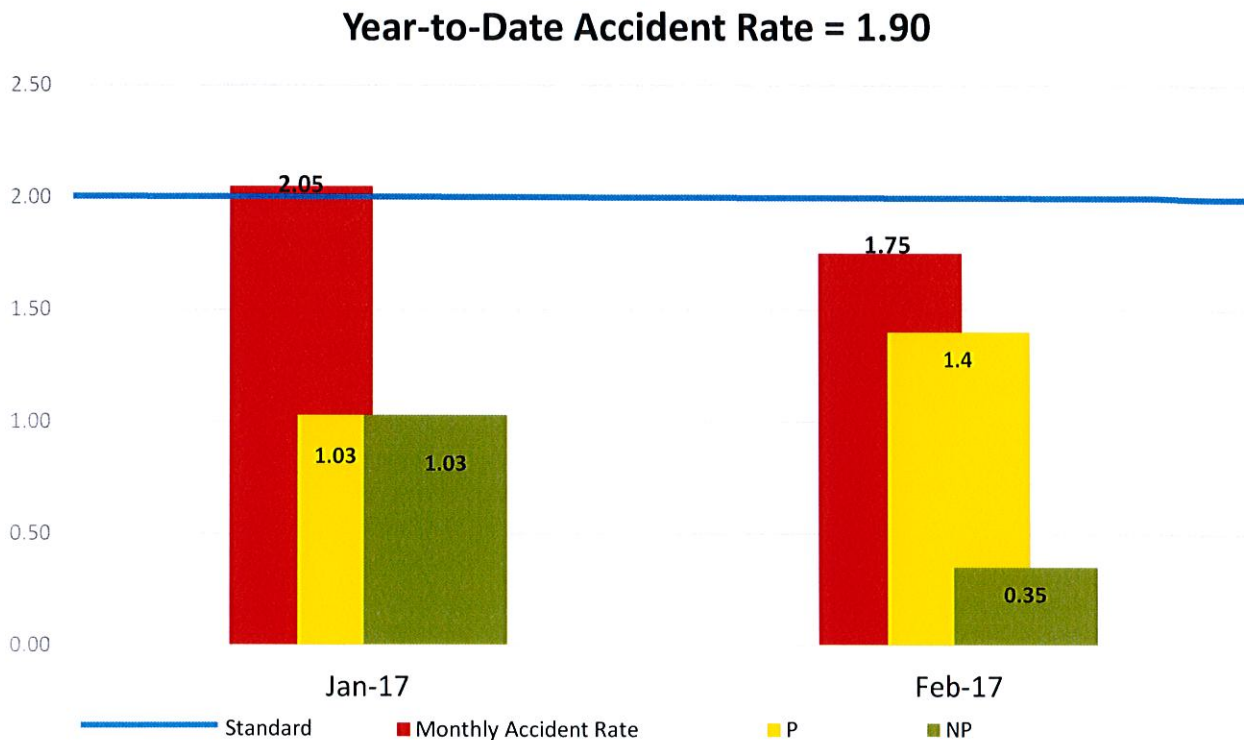
are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service.

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.



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.

Committee Review

This item was presented to the Operations & Capital Projects Committee on March 22, 2017.

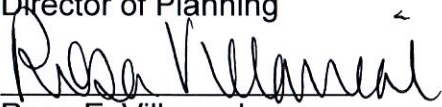
Respectfully Submitted,


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

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/22/2017 Admin	4.	Abel Alonzo	In reference to the Request for Proposal for the Telephone Service Provider, Mr. Alonzo asked what the RTA is doing to encourage minority business owners to do business with the RTA.	Mr. Saldana explained the RTA has a DBE (Disadvantaged Business Enterprise) presentation later in the meeting which will describe more specifics in better detail.	2/22/2017
2/22/2017 Admin	5.	Tom Niskala	In reference to the Request for Proposal for Windstorm Insurance, Mr. Niskala asked who we previously had the windstorm insurance with and what was their reason for not extending coverage.	Mr. Cruz-Aedo replied we had coverage through the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) and they are no longer providing coverage in this area, along the Gulf Coast.	2/22/2017
2/22/2017 Admin	5.	Tom Niskala	In reference to the Request for Proposal for Windstorm Insurance, Mr. Niskala asked if the RTA is eligible for coverage under the Risk Pool.	Mr. Cruz-Aedo replied the RTA is eligible for all other coverages with the TMLIRP and the RTA will not exclude the TMLIRP from the Request for Proposal.	2/22/2017
2/22/2017 Admin	5.	Tom Niskala	In reference to the Request for Proposal for Windstorm Insurance, Mr. Niskala asked if the RTA would consider requesting a proposal for more than one year of coverage.	Mr. Cruz-Aedo replied there is time to request a proposal for more than one year, the RTA has time to test the market to see what coverage is available.	2/22/2017
2/22/2017 Admin	6.a.	Tom Niskala	In reference to the January 2017 Financial Report, Mr. Niskala asked how many Full Time Equivalents does the RTA use for budget purposes.	Mr. Saldana replied the RTA is hiring for Transportation, we are 20-25 employees short, and three positions in Finance; Grants, Comptroller and the Director of Finance. The RTA currently has 250 employees.	2/22/2017 3/22/2017
2/22/2017 Admin	6.c.	Tom Niskala	Is PTAC still located at Del Mar College?	Ms. Perez replied, yes PTAC (Procurement Technical Assistance Center) is located at Del Mar College.	2/22/2017
2/22/2017 Admin	6.c.	Abel Alonzo	In reference to the DBE presentation, Mr. Alonzo asked if the 65 businesses that the RTA certified are already doing business with the RTA and the Harbor Bridge Project?	Ms. Perez replied the 65 businesses are not all presently doing business with the RTA, but they are certified to do business with the RTA and all other governmental transportation companies in the entire state of Texas.	2/22/2017

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/22/2017 Admin	6.c.	Scott Harris	In reference to the DBE presentation, Mr. Harris asked for a list of the 65 DBE businesses currently approved by the RTA.	<p>Ms. Perez said the full list is on the RTA Website. Texas Unified Certification Program (TUCP) DBE and TxDOT SBE Directory</p> <p>Go to CCRTA.org</p> <p>Click on News-Opportunities</p> <p>Click on DBE-Certifications</p> <p>Scroll down to the bottom of the page</p> <p>Click on: Texas UCP Directory</p> <p>https://txdot.txdotcms.com/FrontEnd/VendorSearchPublic.asp</p> <p>To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.</p>	2/22/2017 3/22/2017
2/22/2017 Admin	6.c.	Scott Harris	In reference to the DBE presentation, Mr. Harris asked who approves the DBE business, who makes the decision?	<p>Ms. Perez replied the information for the application is collected and reviewed by Laura Yaunk. Ms. Perez and Ms. Yaunk then have an onsite review with the applicant, sometimes including a review of a current business project. Ms. Perez reviews the entire package again and approves or denies the application. Mr. Cruz-Aedo explained the process is dictated by the Department of Transportation regulations and Ms. Perez, as the DBE officer, is granted the authority in the regulations.</p>	2/22/2017
2/22/2017 Admin	6.c.	Larry Young	Mr. Young asked what is the Flatiron and Dragados (names that are listed several times on the DBE Outreach calendar)?	<p>Flatiron and Dragados are the Primes for the TxDOT Harbor Bridge project, two different companies who together formed an Limited Liability Corporation</p> <p>Flatiron/Dragados LLC</p> <p>500 N. Shoreline, Ste. 500</p> <p>Corpus Christi, TX 78401</p> <p>(361) 288-2900</p> <p>(361) 288-2900 (fax)</p> <p>http://www.harborbridgeproject.com</p>	2/22/2017 3/22/2017

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/22/2017 Ops	5.a.	Abel Alonzo	In reference to the Port Aransas Service presentation, Mr. Alonzo asked for an explanation of "preferential boarding."	Ms. Villarreal explained preferential boarding on the ferry to and from Port Aransas only means the RTA vehicle would have a special driving lane to the ferry to board and not have to wait in the normal traffic lane.	2/22/2017
2/22/2017 Ops	5.a.	Abel Alonzo	In reference to the Port Aransas Service presentation, Mr. Alonzo asked how the RTA would protect their riders from the elements while waiting to ride the Port Aransas ferry.	Ms. Villarreal explained with preferential boarding on the ferry the riders would be in the comfort of the RTA vehicle and not walking to, and standing on the ferry in the elements.	2/22/2017
2/22/2017 Ops	5.a.	Scott Harris	In reference to the Port Aransas Service presentation, Mr. Harris asked if the RTA is going to have a shuttle to the ferry? How do the riders get to the parking lot on the Aransas Pass side of the ferry?	The parking lot on the Aransas Pass side is Port Aransas property . There is a designated lane, approximately two miles, to the parking lot.	2/22/2017
2/22/2017 Ops	5.a.	Scott Harris	In reference to the Port Aransas Service presentation, Mr. Harris asked if the Port Aransas service considered as part of the recent service improvements just implemented in early 2017?	Yes, the plan that gave us the recommendations for service improvements said there is a need to provide more service to Port Aransas; more efficient service, and a shuttle for the workers especially during the peak visitor season.	2/22/2017
2/22/2017 Ops	5.b.	Mike Reeves	In reference to the January 2017 Operations Report, Mr. Reeves asked if the "invalid" Customer Service CAFs reported were invalid because the concern called in could not be proven after reviewing the video.	Mr. Robinson affirmed the CAFs were negated as invalid after reviewing video.	2/22/2017

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/22/2017 Ops	5.b.	Mike Reeves	In reference to the January 2017 Operations Report, Mr. Reeves asked Mr. Robinson to confirm that the RTA has certified driver trainers.	Mr. Robinson affirmed that our driver trainers are certified. Ms. Villarreal also affirmed that the certified trainers were once drivers who have been promoted to trainer, and the training program the RTA uses is put together specifically for transit operations by the NTI and TSI.	2/22/2017
2/22/2017 Ops	5.d.	Scott Harris	In reference to the Procurement Update, the General Legal Services with Wood, Boykin & Wolter for \$60,000 is month to month, Mr. Harris asked if the RTA is going to request an RFP for this month to month contract?	Mr. Saldana replied this contract was approved by a previous board and a previous CEO, in 2014. Mr. Cruz-Aedo reminded the board that the General Counsel reports to the Board of Directors, and it is up to the Board to continue or cancel the month to month contract.	2/22/2017

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
03/01/17 Board	12.c.	Curtis Rock	In reference to the DBE presentation, Mr. Rock stated the RTA currently has 65 DBEs in South Texas and asked how this compares, since it seems there would be more than just 65 DBEs, because there are many minority owned businesses.	Ms. Perez replied the RTA is involved in outreach programs, networking, and contacting non-profit agencies to let businesses know the RTA is the agency that certifies businesses. Contacting these businesses now is crucial, the process can take 90-120 days. Mr. Cruz-Aedo stated the RTA DBE certification program is not just to do business with the RTA, but to do business all transportation related federal programs in the state of Texas and nationally.	3/1/2017
03/01/17 Board		Eddie Martinez	In reference to the DBE presentation, Mr. Martinez asked if the 16% goal was for FTA awarded programs.	Ms. Perez stated the 16% is our overall goal for the fiscal year October 1st through September 30th when we award contracts that are funded with federal funds. Mr. Cruz-Aedo stated monies we receive from the federal government are primarily used for bus acquisitions, and the 16% is met on a national level. We continue to meet the 16% goal on a local level for ADA bus stop and amenity improvements.	3/1/2017
03/01/17 Board	12.c.	Scott Harris	In reference to the DBE presentation, Mr. Harris asked for a list of the 65 DBE businesses currently approved by the RTA and would like the link sent to the board members.	Ms. Perez said the full list is on the RTA Website. Texas Unified Certification Program (TUCP) DBE and TxDOT SBE Directory Go to CCRTA.org Click on News-Opportunities Click on DBE-Certifications Scroll down to the bottom of the page Click on: Texas UCP Directory https://txdot.txdotcms.com/FrontEnd/VendorSearchPublic.asp	3/1/2017 4/5/2017
				To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.	

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
03/01/17 Board	12.c.	Scott Harris	In reference to the DBE presentation, Mr. Harris wants to know how many DBAs the RTA is doing business with, out of the 65 certified DBEs. What percentage of the 65 DBEs?	Ms. Perez replied many of the firms the RTA does business with are on local contracts. Mr. Cruz-Aedo mentioned these are local funds for DBEs that work on our ADA bus stop amenities and we work with a handful of other DBEs.	3/1/2017
03/01/17 Board	12.c.	Curtis Rock	In reference to the DBE presentation, Mr. Rock asked what agencies require a DBE certification. Do we partner with these agencies?	Mr. Cruz-Aedo replied most of the DBEs the RTA has certified do business with TxDOT and the FAA at the Corpus Christi International Airport. Yes, the RTA does partner with the City of Corpus Christi and the Corpus Christi International Airport. The Harbor Bridge Project has a 9% DBE goal and 9% of one billion dollars is \$90,000,000.00	3/1/2017 4/5/2017
03/01/17 Board	12.d.	Abel Alonzo	In reference to the Port Aransas Service presentation, Mr. Alonzo asked the fare for the service.	Ms. Villarreal replied the fare will be 25 cents as per the inter-local agreement with the city of Port Aransas.	3/1/2017
03/01/17 Board	12.d.	Abel Alonzo	In reference to the Port Aransas Service presentation, Mr. Alonzo asked what is the number of ridership the RTA is expecting.	Ms. Villarreal replied the RTA is still gathering that data.	3/1/2017
03/01/17 Board	12.d.	Tom Niskala	In reference to the Port Aransas Service presentation, Mr. Niskala asked if the service would be provided from Memorial Day until Labor Day.	Ms. Villarreal replied yes, that is the peak season the service is needed.	3/1/2017
03/01/17 Board	12.e.	Curtis Rock	In reference to the January 2017 Operations Report and the reporting of the CAFs, Mr. Rock asked if riders are complaining about the fares now that the RTA is enforcing the collection of fares.	Mr. Robinson replied yes, nothing negative but the collection of fares is causing a lot of chatter.	3/1/2017

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
03/01/17 Board	12.e.	Tom Niskala	In reference to the January 2017 Operations Report and the reporting of the CAFs, Mr. Niskala asked if the RTA believed the trend with the CAFs will continue to be high.	Mr. Cruz-Aedo replied as long as there are detours and disruption of our normal routine areas and the collection of full fare it will cause the chatter. But based on the hours and the number of riders we carry the numbers are actually very low overall.	3/1/2017
03/01/17 Board	12.f.	Butch Escobedo	In reference to the 2016 Annual Services Performance Report, Mr. Escobedo asked if the RTA was planning on building more shelters.	Mr. Cruz-Aedo stated as part of the RTA Service Plan we have service standards that dictate how and where shelters are placed. Mr. Robinson is getting ready to present that information.	3/1/2017
03/01/17 Board	12.f.	George Clower	In reference to the 2016 Annual Services Performance Report and the highest growth of ridership on Routes 60 and 65, Mr. Clower asked if the RTA is expecting a rise in ridership on Route 60, the Texas A&M Corpus Christi University Islander Shuttle, due to the building of the new Momentum Village. And a follow up question, does the RTA plan on retaining just the one bus stop.	Mr. Robinson stated the RTA does expect the ridership to continue to grow even though the plans show an internal walkway between the Momentum Village and other apartment complexes and the University. The RTA does not plan on adding more stops because Route 60 and 65 both service the University.	3/1/2017
03/01/17 Board	12.g.	Butch Escobedo	In reference to the Procurement Update, Mr. Escobedo asked if the healthcare consulting went out for bid.	Mr. Saldana explained since the healthcare agreement is a professional services agreement and since it's under the CEO signatory authority of \$50,000.00. The RTA saves the costs in printing fees, administration fees and all other costs associated with an RFP.	3/1/2017
03/01/17 Board	12.g.	Curtis Rock	In reference to the Procurement Update and Mr. Escobedo asking if the healthcare consulting went out for bid, as a follow up Mr. Rock asked if the healthcare consulting would go out for bid at some point.	Mr. Saldana explained if the RTA would request a multi-year contract and that multi-year contract would go over the \$50,000.00 it would go to an RFP.	3/1/2017

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
03/01/17 Board	12.g.	Butch Escobedo	In reference to the Procurement Update Mr. Escobedo asked when the last time the healthcare consulting went out for bid.	Mr. Saldana replied it's been a couple of years, in a typical contract the RTA requests a 3 year contract with one or two years options. The RTA requested an RFQ and received a Statement of Qualifications in August of 2013. The RTA just signed an option in January 2017.	3/1/2017 4/5/2017

**RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, January 19, 2017**

Advisory Committee Members Present: Anne Bauman, Joyce Lopez, Robert Box, Jose Chapa, Donnie Contreras and Tammye Salinas

Advisory Committee Members Absent: Sylvia Wilson and Richard Balli

Board Members Present: Abel Alonzo

Staff Present: Sharon Montez, Susan Teltschik and Melanie Gomez

MV Present: CJ Loomis

Employee Representative(s): Gina Salazar

Call to Order: Ms. Anne Bauman called the meeting to order at 12:02 p.m. Ms. Melanie Gomez called the roll and determined that a quorum was present.

Opportunity for Public Comment

None

Action to Approve Minutes of November 17, 2016 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF NOVEMBER 17, 2016 AS PRESENTED; MR. CHAPA SECONDED THE MOTION. BAUMAN, LOPEZ, AND SALINAS VOTING FOR. WILSON AND BALLI WERE ABSENT. CONTRERAS ARRIVED LATE.

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

Ms. Sylvia Wilson and Mr. Richard Balli did not attend the meeting, therefore there was no update given.

Discussion and Recommendation of 3rd Quarter Unsung Hero Award

Ms. Anne Bauman had committee members review the commendations for the 3rd quarter. There was discussion regarding one particular commendation. The committee was unanimous in their decision to nominate Jocelyn Tate, a bus operator for MV Transportation. The committee will present her with a certificate at the next RCAT meeting.

U.S. Access Board Update for Buses and Vans

Ms. Sharon Montez updated the committee on the final rule published to the Federal Register on December 14, 2016 updating sections of the accessibility guidelines by decreasing the maximum slope for vehicle ramps and improving communication access by requiring automated stop and route announcements that are visual as well as audible for entities that operate 100 or more buses. CCRTA already has the announcements in place on its buses even though less than 100 buses are in operation. The Access Board has adopted the rule and made it final, effective January 13, 2017, but the Department of Transportation has to revise their accessibility standards in order for the ruling to be enforced.

Committee Reports

No-Show/Eligibility Appeals

The No-Show/Eligibility Appeals Committee met on Tuesday, January 17, 2017 for no show appeals. Members present were Jose Chapa, Robert Box and Joyce Lopez. Staff members present were Melanie Gomez and Janessa Cano (MV). There were fourteen appeals scheduled in January. Two appellants were present to appeal a 7-day proposed service suspension. Both proposed service suspensions were dismissed contingent upon the appellants attending a B-Line orientation. Four appellants were present to appeal a 30-day proposed service suspension. One proposed service suspension was dismissed contingent upon the appellant attending a B-Line orientation. Three proposed service suspensions were dismissed due to extenuating circumstances and no prior history. Five appellants provided a letter to appeal a 7-day proposed service suspension. All five service suspensions were dismissed due to extenuating circumstances and no prior history. Three appellants provided a letter to appeal a 30-day proposed service suspension. Two proposed service suspensions were dismissed due to extenuating circumstances and no prior history. One proposed service suspension was dismissed contingent upon the appellant attending a B-Line orientation. There was 1

warning notice issued in December, 15 seven day proposed service suspensions and 25 thirty day proposed service suspensions.

RCAT Liaison's Report

Ms. Sharon Montez addressed the issue of meeting frequency. Meeting dates are set, and the only reason the committee will not meet monthly is if there are no ADA related items to discuss. She advised that seven additional paratransit vehicles have been ordered. Those vehicles will have grab bars in the wheelchair securement areas. CCRTA is looking into retrofitting the existing vehicles with grab bars. Mr. Jose Chapa discussed the issue on the trolley buses with the seat in the wheelchair securement area falling over onto the passenger during turns. Ms. Montez advised that she will enter this issue into the CAF system. Ms. Montez provided an update on the 2017 service improvements. Those service changes are effective January 23, 2017. There will be 73 bus stops removed and 34 new bus stops added. Ms. Montez also discussed Phase VII of the bus stop ADA Improvement Plan and advised that the 34 new bus stops are included in that plan. She reported that CCRTA is currently working on Phase VI in which 125 stops are being improved, which will bring the ADA compliancy up to approximately 60%. Ms. Montez reported that Staples Street Center is now 100% leased. She advised that improvements will be done to the vacant lot across the street from the parking area and constructing a parking lot of 45 spaces with fencing, lighting and cameras. Ms. Montez advised that CCRTA reviewed the ADA compliance in the East parking lot with the city, the city's legal counsel, CCRTA's legal counsel, and the architects. There were no compliance issues. There are 128 parking spaces and 6 ADA spaces which is one more space than what is needed to be compliant. Ms. Montez also advised that the new parking area across the street will also have ADA parking spaces.

Chairperson's Report

Ms. Anne Bauman shared upcoming meeting dates with the committee and advised that Mr. Richard Balli is doing well and appreciates everyone's thoughts and prayers.

Informational Items

Ms. Bauman advised that these items were made available to the committee members in their packets.

Request for Agenda Items

Mr. Donnie Contreras requested that newly appointed Board member, Abel Alonzo, attend the next two RCAT meetings and present to the committee, and the community, the foundation of the RCAT committee. Ms. Joyce Lopez requested that the committee members be shown the video of Marshall Burns that recently aired on television.

Other Business: Ms. Bauman adjourned the meeting at 12:53 p.m. The next meeting will be held on Thursday, February 16, 2017.