



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

## AGENDA MEETING NOTICE

**DATE:** Wednesday, October 4, 2017  
**LOCATION:** Staples Street Center  
 602 North Staples Street, 2<sup>ND</sup> 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.	<b>Pledge of Allegiance</b>	C. Rock	1 min.	-----
2.	<b>Moment of Reflection</b>	C. Rock	1 min.	-----
3.	<b>Roll Call</b>	C. Rock	2 min.	-----
4.	<b>Reading of Mission &amp; Vision Statements</b>	C. Rock	4 min.	-----
5.	<b>Adoption</b> of Resolutions for Outgoing Board of Director Members: a) A.R. 'Butch' Escobedo b) Angelica Flores-Granado	C. Rock	10 min.	-----
6.	<b>Administer</b> the Oath of Office Appointments to the CCRTA Board of Directors: a) County of Nueces – Dan S. Leyendecker b) City of Corpus Christi – Patricia Dominguez	C. Rock/J. Bell	10 min.	-----
7.	<b>Opportunity for Public Comment</b>	C. Rock	3 min.	<i>No Attachment</i>
8.	<b>Update on RCAT Committee Activities</b>	A. Bauman	3 min.	<i>No Attachment</i>
9.	<b>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.</b>			
	a) <b>Action</b> to Issue a Request for Proposal (RFP) for Life Insurance and Accidental Death and Dismemberment (AD&D)	A. Gaitan	2 min.	Page 1 <i>PowerPoint</i>
	b) <b>Action</b> to Issue a Request for Proposal (RFP) for Occupational Medical Services	A. Gaitan	2 min.	Page 2-3 <i>PowerPoint</i>
	c) <b>Action</b> to Issue a Request for Proposal (RFP) for Long-Term Disability (LTD) and Short-Term Disability (STD) Insurance	A. Gaitan	2 min.	Pages 4-5 <i>PowerPoint</i>
	d) <b>Action</b> to Adopt a Resolution Designating Certain Individuals the Authority to Sign Checks	R. Saldaña	2 min.	Page 6 <i>Attachments Exhibit A</i>

	<p><b>e) Action</b> to Adopt a Resolution Approving the Investment Policy, Designation of Investment Officers, Designation of Investment Advisor and List of Approved Brokers/Dealers</p> <p><b>f) Action</b> to Authorize Staff to Enter into a New Investment Relationship with TexPool Investment Pools Participation Agreement, Completion of Documents Required to Open Investment Accounts, and Designate Authorized Representatives to Conduct Business Transactions on Behalf of the Agency</p>	R. Saldaña	2 min.	Pages 7-8 <i>Attachments</i>
		R. Saldaña	2 min.	Pages 9-10 <i>Attachments</i>
10.	<b>Discussion and Possible Action</b> to Approve the Request for Proposal (RFP) for the Law Enforcement Services Contract	M. Rendón	2 min.	Pages 11-12 <i>PowerPoint Attachment</i>
11.	<b>Presentations:</b>			
	a) August 2017 Financial Report	R. Saldaña	3 min.	Pages 13-19 <i>PowerPoint</i>
	b) Procurement Update	R. Saldaña	3 min.	<i>PowerPoint</i>
	c) August 2017 Operations Report	G. Robinson		Pages 20-31 <i>PowerPoint</i>
12.	<b>Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning Evaluation of CEO</b>	C. Rock	10 min.	<i>No Attachment</i>
13.	<b>CEO's Report</b>	J. Cruz-Aedo	5 min.	<i>No Attachment</i>
14.	<b>Chairman's Report</b>	C. Rock	5 min.	<i>No Attachment</i>
15.	<b>Adjournment</b>	C. Rock	1 min.	-----
16.	<b>Information Items:</b>			<i>Attachments</i>
	a) RCAT Minutes – August 21, 2017			
	b) Member Inquiry Forms:			
	o Committees Meeting – August 23, 2017			
	o Special Board Meeting - August 23, 2017			
	o Board Meeting – September 6, 2017			

**Total Estimated Time: 1 hr. 15 min.**

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On **Friday, September 29, 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.

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**Mission Statement**

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.



**Vision Statement**

Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

October 4, 2017

**Subject:** Issue a Request for Proposal (RFP) for Life Insurance and Accidental Death and Dismemberment

**Background**

The authority provides group life term and accidental death and dismemberment (AD&D) coverage at no cost to the employees. Employees are provided with coverage in both areas that is equal to two times their annual base pay to a maximum of \$100,000. In addition, employees may voluntarily purchase \$25,000 life coverage for their spouse and/or \$10,000 for each eligible dependent at a monthly cost of \$2.00 and up to an additional \$100,000 (in \$5,000 increments) in supplemental life coverage. The current contract is set to expire on December 31, 2017.

**Identified Need**

The Group Life Insurance was awarded to Minnesota Life in February of 2012 for a three year base contract with two (2) one year options. The authority has identified the need for our employees to have life insurance options available to them when unexpected incidents occur. The authority has been pleased with the services that Minnesota Life has offered to our Human Resources department and our employees.

**Financial Impact**

The cost of having Life Insurance available for our employees on an annual basis is estimated to be approximately \$76,345. This cost is split with a portion of about \$30,093 being paid by the employee for additional voluntary products and the remaining \$46,252 paid by the CCRTA. These monies are 100% budgeted within individual operating department budgets.

**Committee Review**

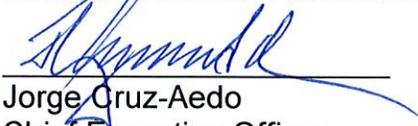
This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

**Recommendation**

Staff request the Administration Committee recommend the Board of Directors authorize the issuing a Request for Proposal (RFP) for Life Insurance and Accidental Death and Dismemberment.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

October 4, 2017

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**Subject:** Issue a Request for Proposal (RFP) for Occupational Medical Services

### **Background**

The RTA provides medical occupational services as noted below, through The Doctor's Center. The current contract is set to expire on March 31, 2018 and we are out of option years. The services currently provided include, but is not limited to:

- Post Job Offer Physicals
- DOT and Non-DOT Physicals
- Return to Work Medical Examinations
- Medical Services for Work Related Injuries
- Periodic Physicals
- Drug & Alcohol Screens
- Employee Health Education

### **Identified Need**

This contract was initially awarded in April of 2013. The Doctor's Center has proven their ability to provide the necessary compliance with the FTA's regulations and has provided a satisfactory level of service to the RTA and its employees through acceptable patient to doctor ratio.

At this time, the RTA is considering options that will be able to provide a more cost effective means for the agency, and providing our employees with more enhanced updated testing procedures.

### **Financial Impact**

The cost of utilizing having the Occupational Medical Services on an annual basis is estimated to be approximately \$32,000. These funds are budgeted in the Human Resources Department.

### **Committee Review**

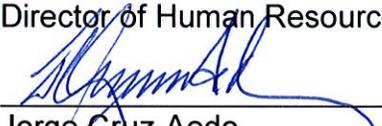
This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

### **Recommendation**

Staff request the Administration Committee recommend the Board of Directors authorize the issuing a Request for Proposal (RFP) for Occupational Medical Services.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

October 4, 2017

**Subject:** Issue a Request for Proposal (RFP) for Long-Term Disability and Short-Term Disability Insurance

### **Background**

The Authority provides long-term disability insurance to full time employees who have been employed for one (1) year. The Authority pays for the premium cost. The current program provides coverage with a 90-day elimination period and benefits equal to 66.67% of an employee's base wages. The policy provides income protection to employees for total and permanent disabilities, as well as for occupational disabilities and mental and nervous related disabilities.

The Authority also offers short-term disability insurance to active employees working a minimum of 32 hours per week and the employee is responsible for the premium cost. The current plan provides coverage with a 14-day elimination period and the benefits equal to 60.00% of an employee's base wages. The policy provides income protection to employees for a benefit period of 11 weeks, for partial, total and permanent disabilities.

### **Identified Need**

The current contract for the long-term disability is through Jefferson Pilot/Lincoln Financial and expires February 1, 2018 and we are out of option years. The current contract for the short-term disability is through UNUM and expires January 31, 2013 and we are out of option years. We intended to consolidate these two contracts into one and solicit this as one RFP.

### **Financial Impact**

The total annual amount for these benefit are approximately \$104,820.00. This cost is split with a portion of about \$38,367 being paid by the employee for the voluntary premium selection of the short-term disability and the remaining \$66,453 paid by the CCRTA for the long-term disability insurance. These monies are budgeted out of individual department operating budgets.

### **Committee Review**

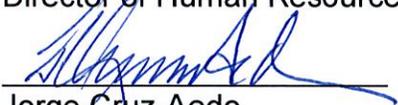
This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

### **Recommendation**

Staff requests that the Administration Committee recommend the Board of Directors authorize issuing a Request for Proposals (RFP) for Long-Term Disability and Short-Term Disability Insurance.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

October 4, 2017

**Subject:** Adoption of a Resolution Designating Certain Individuals the Authority to Sign Checks

**Background**

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

**Identified Need**

As per policy an annual Board Resolution is needed to designate those with signature authority. The resolution and signature page are attached.

**Financial Impact**

There are no additional costs associated with this action.

**Committee Review**

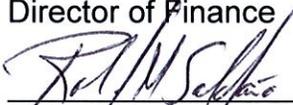
This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

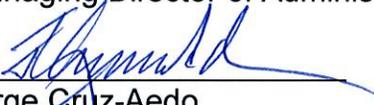
**Recommendation**

Staff recommends to the Board of Directors to Adopt a Resolution (attached) designating the listed individuals as having authority to sign checks and other demands for money on behalf of the Authority.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by:   
Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

**Corpus Christi  
Regional Transportation Authority**



**Resolution  
Designation of Persons to Sign Checks**

**WHEREAS**, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

**WHEREAS**, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

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

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, and Managing Director of Administration. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

**DULY PASSED AND ADOPTED** this 4th day of October, 2017.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

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Edward Martinez  
Board Secretary

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Curtis Rock  
Board Chair

Exhibit A

**REGIONAL TRANSPORTATION AUTHORITY**

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

\_\_\_\_\_  
Curtis Rock, Board Chair

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Michael Reeves, Board Vice-Chair

\_\_\_\_\_  
Edward Martinez, Board Secretary

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Jorge G. Cruz-Aedo, Chief Executive Officer

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Robert Saldaña, Managing Director of Administration

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Sharon Montez, Managing Director of Capital Projects  
and Customer Services

**EXECUTED this 4<sup>th</sup> day of October, 2017.**

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Edward Martinez, Board Secretary



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

October 4, 2017

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

### **Background**

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

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

This policy was last approved by Resolution on February 1, 2017 by the Board of Directors. The new proposed Resolution for adoption is included as part of this document.

The Investment Policy defines the parameters in which funds are to be managed to ensure that the investment strategies exercised are effective and to the best interest of the CCRTA.

Because the investing environment is driven by complex regulatory and Market forces, CCRTA has continued to opt for a professionally managed investment portfolio through the services of an Investment Advisor. Patterson & Associates, a SEC-registered Investment Advisor, is currently serving the Authority under a 2-year agreement which expires on December 7, 2018.

### **Modifications to the Investment Policy**

The proposed modifications are a result of the changes made by the legislature earlier this year to the Public Funds Investment Act:

- Broker/Dealers are no longer required to certify to your policy. CCRTA will continue to send each broker/dealer a copy of the policy so that they will continue to transact on behalf of CCRTA according to investment guidelines but they are no longer required to certify to it.
- Pools and Investment Advisers are the only entities required to certify to the policy.

- Pools and Money Market Funds which strive to maintain a \$1 NAV now have to be in compliance with all requirements in SEC Rule 2a-7.

The body of the policy has not been changed. However, Garcia Hamilton & Associates is being removed as an authorized Broker/Dealer.

Attached is a copy of the Investment Policy, which includes a listing of Authorized Brokers/Dealers, for the Board's consideration and action. Legal counsel has reviewed and approved this policy.

**Committee Review**

This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

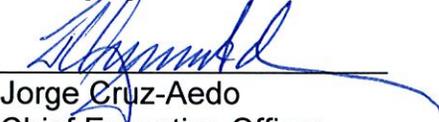
**Recommendation**

Staff requests that the Administration Committee recommend to the Board of Directors to adopt a Resolution which approves the Investment Policy and designates Sandy Roddel, Director of Finance, and Robert Saldana, Managing Director of Administration as Investment Officers.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by:   
Robert M. Saldana  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

# Corpus Christi Regional Transportation Authority



## Resolution

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

**WHEREAS**, the Corpus Christi Regional Transportation Authority most recently adopted an Investment Policy on February 1, 2017 in accordance with Texas Government Code Chapter 2256, the Public Funds Investment Act; and

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

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

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

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

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

**RESOLVED**, that the designation of the Director of Finance, Sandy Roddel, and the Managing Director of Administration, Robert Saldana, as the Investment Officers under the Investment Policy is hereby ratified and confirmed.

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

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

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on October 4, 2017.

**DULY PASSED AND ADOPTED** this 4<sup>TH</sup> day of October, 2017.

**ATTEST:**

**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

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Jorge Cruz-Aedo  
Chief Executive Officer

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Curtis Rock  
Chairman of the Board

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD POLICY**

**INVESTMENTS**

**POLICY STATEMENT**

**Section 1. Statement.**

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

**Section 2. Scope of Policy.**

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

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

**Section 3. Policy Objectives.**

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

- (a) Preservation and Safety of Principal. Safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether resulting from security default or erosion of market value.
- (b) Liquidity. The investment portfolio will retain sufficient liquidity to enable the CCRTA to meet all operating requirements which can be reasonably anticipated. Cash flow analysis will be utilized to continuously monitor cash flow changes and guide investment decisions.
- (c) Diversification. The CCRTA will diversify its investments in an effort to avoid incurring unreasonable or avoidable risks regarding specific security types or individual financial institutions. Diversification will include diversification by maturity and market sector and will include the use of a number of institutions and brokers for diversification, competition, and market coverage. Diversification serves to reduce market and interest rate risk. Asset allocation shall reflect an emphasis on high credit quality governmental investments.

- (d) Yield. The investment portfolio shall be designed with the objective of attaining a reasonable market yield, taking into account risk constraints and cash flow needs of the portfolio. CCRTA will not make investments for the purpose of trading or speculation as its dominant criteria. However, CCRTA intends to pursue active portfolio management techniques while working within the guidelines of the Policy in order to enhance total returns.

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

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

## **PROCEDURES**

### **Section 4. Investment Strategy.**

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

- (a) The investment strategy for operating funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities which will complement each other in a laddered maturity structure permitting some extension for yield enhancement.
- (b) The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.
- (c) The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high credit quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities.
- (d) The investment strategy for capital projects or capital project funds will have as its primary objective assurance that anticipated cash flows are matched for adequate liquidity. The stated final maturity dates of securities held may not exceed the estimated project completion date.

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

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



## **Section 5. Standard of Prudence.**

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

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

- (a) The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment, and
- (b) Whether the investment decision was consistent with the written Investment Policy of the CCRTA.

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

## **Section 6. Delegation of Authority and Responsibilities.**

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

### **(a) The Board of Directors**

The Board's responsibilities include:

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

### **(b) Investment Officer(s)**

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

- The Investment Officers are responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management.
- The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy.

- The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls and documentation to regulate the activities of subordinate officials and staff.
- The Investment Officers shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.
- No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and established procedures.
- The Investment Officers shall be knowledgeable of laws concerning the investment of public funds, current investment practices and investment risks and opportunities as required by the Act (2256.008). The Investment Officer shall obtain ten (10) hours of training within twelve months of assuming the position and in each two year period that begins on the first day of the CCRTA's fiscal year and consists of the two consecutive fiscal years after that. The training may be obtained from:
  - Government Finance Officers Association
  - Government Finance Officers Association of Texas
  - Government Treasurers Organization of Texas
  - Association of Public Treasurers of the US & Canada
  - Texas Municipal League
  - University of North Texas Center for Public Management
  - Patterson & Associates

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

- The Investment Officers shall be bonded employees.
- This Policy and its adopting resolution authorize the Investment Officers to engage in investment transactions on behalf of CCRTA. The persons so authorized are authorized to approve electronic transfers used in the process of investing.
- If the Investment Officers have a personal business relationship with a business organization offering to engage in an investment transaction with the CCRTA, that individual shall file a statement disclosing that personal business interest in accordance with the Act
- The Investment Officers shall develop and maintain a cash flow analysis to determine available balances and project cash flow needs for the prudent investment of CCRTA funds and the creation of adequate liquidity buffers.
- The Investment Officers shall maintain current and accurate documentation on all investment transactions and holdings.
- The Investment Officers shall ensure adequate security and independent safekeeping for all securities owned by or pledged to CCRTA.
- The Investment Officers shall ensure that all certification and other requirements placed on financial counter-parties are observed.
- The Investment Officers shall monitor the credit ratings of all investments requiring ratings no less than monthly. Ratings may be obtained from the rating agencies, Bloomberg, the Wall Street Journal or other recognized financial reporting entities. Should the investments lose the required ratings, the Investment Officers shall inform the CEO of the loss of the ratings and options for the liquidation of the investments consistent with this policy.

Rated investments include:

- Obligations of States (other than Texas) and their agencies and subdivisions; banker's acceptances, commercial paper, money market mutual funds and investment pools.
- The Investment Officers shall monitor the status and ownership of all banks issuing brokered CDs owned by the CCRTA based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officers shall immediately liquidate any brokered CD which places the CCRTA above the FDIC insurance level.

## **Section 7. Authorized Investments.**

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

- Obligations of the United States, its agencies, and instrumentalities with a stated maturity not to exceed three years and excluding mortgage backed securities.
- Direct obligations of the State of Texas or its agencies and instrumentalities with a stated maturity not to exceed two years.
- Obligations, the principal and interest of which are unconditionally guaranteed, insured, or backed by, the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities including the Federal Deposit Insurance Corporation and with a stated maturity not to exceed three years, and excluding mortgage backed securities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies not to exceed three years to maturity.
- Fully insured or collateralized depository certificates of deposit from any bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed two years to stated maturity, to include certificates of deposit purchased through the CDARS program with a Texas bank;
- FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the CCRTA's safekeeping agent, not to exceed two years to maturity.
- Fully collateralized repurchase agreements and reverse repurchase agreements as defined by the Act, with defined termination dates, and placed through a primary government securities dealer with a stated maturity not to exceed six months. Flex repurchase agreements used for capital projects may extend beyond three years as determined by the bond expenditure plan.
- Bankers' acceptances as defined by the Act with a stated maturity not to exceed three months.
- Commercial paper rated A1/P1 or equivalent by at least two nationally recognized rating agencies with a stated maturity not to exceed three months.
- AAA-rated, local government investment pools in Texas striving to maintain a \$1 net asset value per share **and in compliance with SEC Rule 2a-7.**
- SEC registered money market mutual funds as defined by the Act **and in compliance with SEC Rule 2a-7.**
- Interest bearing accounts of banks in Texas with FDIC coverage or collateralized in accordance with this Policy.

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

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

**(c) Delivery versus Payment.** All security transactions, including collateral for repurchase agreements, shall be conducted on a delivery versus payment (DVP) basis. The CCRTA's custodian shall release funds only after it has received the purchased security into safekeeping. The custodian must be independent from the broker/dealer. The DVP basis shall be contractually established.

To ensure delivery versus payment settlement no securities will be purchased through a subsidiary of CCRTA's banking services bank.

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

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

## **Section 8. Financial Counter-Parties.**

### **(a) Designation of Depository**

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

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

### **(b) Investment Management Firm**

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

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

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

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

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

- Audited financial statements or other acceptable evidence of financial stability
- SEC annual ADV certification and Central Depository Registration (CRD) number.

The investment advisor is responsible for making investments and carrying out its contractual duties in full compliance with this policy and the Public Funds Investment Act.

**(c) Security Brokers/Dealers**

Investments may be made with or through the following institutions:

- Federally insured banks
- Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York also known as “primary government securities dealers,” or
- Secondary institutional brokers/dealers registered with the SEC and registered with Financial Industry Regulatory Authority (FINRA).

The Investment Officer(s) shall maintain a list of not less than three authorized broker/dealers to assure competitive bidding. The Investment Officer(s) shall require that all financial institutions and broker/dealers desiring to transact business with the CCRTA must supply certain documents including:

- Current year audited financial statements or other acceptable evidence of financial stability
- Financial Industry Regulatory Authority (FINRA) certification and the FINRA Central Depository Registration (CRD) number.
- Proof of Texas State Securities registration.

A list of authorized brokers/dealers will be prepared by the Investment Officer(s) and reviewed and adopted at least annually by the Board. **Each authorized broker/dealer will receive a copy of the current investment policy.**

**(d) Policy Review Certification**

**CCRTA must provide a copy of its current Investment Policy to the investment management advisor and also to each pool in which the CCRTA participates in.** The qualified representative of said business organization shall execute a written certification in a form acceptable to the CCRTA substantially to the effect that the business organization has:

- Received, and thoroughly reviewed this Policy and
- Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions that are not authorized by this Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entire portfolio or requires subjective investment standards.

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

**Section 9. Collateralization and Safekeeping.**

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

Authorized collateral for repurchase agreements which is owned by the CCRTA includes only:

- A combination of cash and securities of the United States or its agencies and instrumentalities. The CCRTA does not accept letters of credit as collateral.

Authorized collateral for time and demand deposits which is pledged to the CCRTA includes only:

- Federal Deposit Insurance Corporation (“FDIC”) insurance,
- Obligations of the United States or its agencies and instrumentalities, including mortgage backed securities which pass the bank test.
- Direct obligations of the State of Texas or its agencies, or

- Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or their respective agencies and instrumentalities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies.

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

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

Financial institutions serving as CCRTA depositories will be required to sign a depository agreement with the CCRTA and the independent safekeeping agent and in compliance with FIRREA<sup>1</sup>. The agreement shall define the collateral and CCRTA rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, which includes:

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

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

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

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

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

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<sup>1</sup>Financial Institutions Resource and Recovery Enforcement Act which governs the actions of the FDIC on default.

## **Section 10. Reporting.**

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

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

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

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

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

## **Section 11. Annual Policy Adoption.**

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

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

**Authorized Investment Advisor**

Patterson & Associates  
Austin, Texas



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

**Authorized List of Brokers/Dealers**

- Bank of America/Merrill Lynch
- Frost Bank Capital Markets
- International FC Stone
- Mizuho Securities
- Morgan Stanley Securities
- Mutual Securities
- Piper Jaffray
- RBC Capital Markets
- SAMCO Capital Markets
- Stifel Nicolaus
- Wells Fargo Securities (money market funds only)



**Subject:** Authorize Staff to Enter into a New Investment Relationship with TexPool Investment Pools Participation Agreement, Completion of Documents Required to Open Investment Accounts, and Designate Authorized Representatives to Conduct Business Transactions on Behalf of the Agency

**Background**

The Investment Policy of the CCRTA, in accordance with the Public Investment Act section of Chapter 2256 of the Texas Government Code, allows for the participation in governmental investment pooled funds as part of the Authority's overall investment strategy. Governmental Investments Pools have a history of prudent management by utilizing safe investment strategies with competitive yields.

TexPool is the oldest and largest local government investment pool in Texas achieving the highest S&P rating of "AAAm". There are two types of investing accounts: TexPool and TexPool Prime and both are qualified platforms within the Authority's portfolio and portfolio composition. Daily performance yields for the last 9 months have averaged at 1.02 and 1.2587 respectively. No minimum balances are required.

**Identified Need**

In reviewing the existing banking and investment arrangements it was discovered that CCRTA can achieve greater portfolio diversification and improve returns by participating in TexPool and TexPool Prime.

**Financial Impact**

There are no additional costs associated with this action.

**Committee Review**

This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

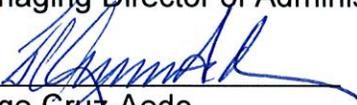
**Recommendation**

Staff requests that the Administration & Finance Committee recommend to the Board of Directors to establish a new investment relationship with TexPool by entering into a TexPool Investment Pools Participation Agreement and completing all the documents required to open investment accounts, and designating authorized representatives to conduct business transactions on behalf of CCRTA.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by:   
Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



# TexPool Investment Pools Participation Agreement

## Preamble

This participation agreement (the "Agreement") is made and entered into by and between the Comptroller of Public Accounts (the "Comptroller"), acting through the Texas Treasury Safekeeping Trust Company (the "Trust Company"), Trustee of the Texas Local Government Investment Pool (TexPool) and TexPool Prime, (collectively the "TexPool Investment Pools"), and Corpus Christi Regional Transportation Authority (the "Participant").

**WHEREAS**, the Interlocal Cooperation Act, TEX GOV'T CODE ANN, ch. 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256 (the "Acts") provide for the creation of a public funds investment pool to which any local government or state agency may delegate, by contract, the authority to hold legal title as custodian and to make investments purchased with local funds;

**WHEREAS**, the Trust Company is a special purpose trust company authorized pursuant to TEX. GOV'T CODE ANN. § 404.103 to receive, transfer and disburse money and securities belonging to state agencies and local political subdivisions of the state and for which the Comptroller is the sole officer, director and shareholder;

**WHEREAS**, TexPool and TexPool Prime are public funds investment pools, which funds are invested in certain eligible investments as more fully described hereafter;

**WHEREAS**, the Participant has determined that it is authorized to invest in a public funds investment pool created under the Acts and to enter into this Agreement;

**WHEREAS**, the Participant acknowledges that the Trust Company is not responsible for independently verifying the Participant's authority to invest under the Acts or to enter this Agreement;

**WHEREAS**, the Participant acknowledges that the performance of TexPool Investment Pools is not guaranteed by the State of Texas, the Comptroller, or the Trust Company and that there is no secondary source of payment for the TexPool Investment Pools; and

**WHEREAS**, in an effort to ensure the continued availability of an investment pool as a vehicle for investment of local government funds and simultaneously provide for enhancement in services and potential decreases in management and administrative fees, Participant and Trust Company desire to provide in this Agreement that the Trust Company may obtain private professional investment management and related services.

**NOW THEREFORE**, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

## Article I: Definitions

**"Account"** shall mean any account or accounts, established by the Participant in TexPool Investment Pools in accordance with this Agreement and the Operating Procedures (as defined herein), which Account represents an undivided beneficial ownership in TexPool Investment Pools.

**"Authorized Investments"** shall mean those investments which are authorized by the Investment Act (as herein defined) for investment of public funds.

**"Authorized Representative(s) of the Participant"** shall mean any individual who is authorized to execute documents and take such other necessary actions under this Agreement as evidenced by the duly enacted Resolution of the Participant.

**"Authorized Representative(s) of the Trust Company"** shall mean any employee of the Comptroller or Trust Company who is designated in writing by the Comptroller or the Trust Company's Chief Executive Officer to act as the authorized Trust Company representative for purposes of this Agreement and shall include employees of any private entity performing the obligations of the Comptroller under this Agreement.

**"Board"** shall mean the advisory board provided for in the Investment Act (as defined below).

**"Investment Act"** shall mean the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256, as amended from time to time.

**"Investment Policy"** shall mean the written TexPool Investment Pools Investment Policies, as amended from time to time, relating to the investment and management of funds in TexPool Investment Pools as established by the Trust Company consistent with the Investment Act.

**"Letter of Instruction"** shall mean a written authorization and direction to the Trust Company signed by an Authorized Representative of the Participant.

**"Operating Procedures"** shall mean the written procedures established by the Trust Company describing the management and operation of TexPool Investment Pools, and providing for the establishment of, deposits to and withdrawals from the Accounts, as amended from time to time.

**"Participant"** shall mean any entity authorized by the Acts to participate in a public funds investment pool that has executed this Agreement pursuant to a Resolution.

**"Resolution"** shall mean the resolution adopted by the governing body of a local governmental entity authorizing the entity's participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant.

## Article II: General Administration

### Section 2.01. TexPool Investment Pools Defined.

- (a) TexPool Investment Pools are public funds investment pools created pursuant to the Acts.
- (b) Subject to Section 6.10, the Trust Company agrees to manage the Participant's Account(s) in accordance with the Investment Act and the Investment Policy.

### Section 2.02. Board.

- (a) The Board is composed of members appointed pursuant to the requirements of the Investment Act.
- (b) The Board shall advise the Trust Company on the Investment Policy and on various other matters affecting TexPool Investment Pools, and shall approve fee increases.

### Section 2.03. General Administration.

- (a) The Trust Company shall establish and maintain the Investment Policy specifically identifying the Authorized Investments consistent with the Investment Act and the general policy and investment goals for TexPool Investment Pools.
- (b) The Trust Company shall establish and maintain the Operating Procedures, describing the management and operation of TexPool Investment Pools and providing for procedures to be followed for the establishment of, deposits to, and withdrawals from the Accounts and such other matters as are necessary to carry out the intent of this Agreement.
- (c) The Trust Company shall have the power to take any action necessary to carry out the purposes of this Agreement, subject to applicable law and the terms of this Agreement.

**Section 2.04. Ownership Interest.** Each Participant shall own an undivided beneficial interest in the assets of TexPool Investment Pools in an amount proportional to the total amount of such Participant's Accounts relative to the total amount of all Participants' Accounts in TexPool Investment Pools, computed on a daily basis.

**Section 2.05. Independent Audit.** TexPool Investment Pools are subject to annual review by an independent auditor consistent with Ch. 2256, TEX GOV'T CODE ANN. In addition, reviews of TexPool Investment Pools may be conducted by the State Auditor's Office and the Comptroller's office. The Trust Company may obtain such legal, accounting, financial or other professional services as it deems necessary or appropriate to assist TexPool Investment Pools in meeting its goals and objectives.

**Section 2.06. Liability.** Any liability of the Comptroller, the Comptroller's office, the Trust Company, representatives or agents of the Trust Company, any Comptroller employee, Trust Company or any member of the Board for any loss, damage or claim, including losses from investments and transfers, to the Participant shall be limited to the full extent allowed by applicable laws. The Trust Company's responsibilities hereunder are limited to the management and investment of TexPool Investment Pools and the providing of reports and information herein required.

## Article III: Participant Requirement

**Section 3.01. The Participation Agreement.** The Participant must execute this Agreement and provide a Resolution authorizing participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant and any other documents as are required under, and substantially in the form prescribed by, the Operating Procedures before depositing any funds into TexPool Investment Pools. The Participant must provide an updated Resolution designating Authorized Representatives within 5 business days of the departure of any Authorized Representative of the Participant.

### Section 3.02. Operating Procedures

- (a) The Participant acknowledges receipt of a copy of the Operating Procedures. The Operating Procedures describe in detail the procedures required for the establishment of accounts, deposits to and withdrawals from TexPool Investment Pools, and related information.
- (b) The Operating Procedures may be modified by the Trust Company as appropriate to remain consistent with established banking practices and capabilities and when such modification is deemed necessary to improve the operation of TexPool Investment Pools.
- (c) The Participant hereby concurs with and agrees to abide by the Operating Procedures.

## Article IV: Investments

**Section 4.01. Investments.** All monies held in TexPool Investment Pools shall be invested and reinvested by the Trust Company or Authorized Representatives of the Trust Company only in Authorized Investments in accordance with the Agreement, the Investment Policy and the Investment Act. Participant hereby concurs with any such investment so made by the Trust Company. Available funds of TexPool Investment Pools that are uninvested may be held at the Trust Company's account at the Federal Reserve Bank of Dallas, or any designated custodian account, or with a custodian selected by the Trust Company. All investment assets and collateral will be in the possession of the Trust Company and held in its book-entry safekeeping account at the Federal Reserve Bank, any designated custodian account, or with a custodian selected by the Trust Company.

**Section 4.02. Failed Investment Transaction.** In the extraordinary event that a purchase of securities results in a failed settlement, any resulting uninvested funds shall remain in the Trust Company's Federal Bank of Dallas account, any designated custodian account or with a custodian selected by the Trust Company. If an alternative investment can be secured after the failure of the trade to settle, TexPool Investment Pools will receive all the income earnings, including but not limited to, any compensation from the purchaser failing in the trade and the interest income from the alternative investment.

**Section 4.03. Investment Earnings and Losses Allocation.** All interest earnings in TexPool Investment Pools will be valued daily and credited to the Participant's Accounts monthly, on a pro rata allocation basis. All losses, if any, resulting from the investment of monies in TexPool shall also be allocated on a pro rata allocation basis. All earnings and losses will be allocated to the Participant's Accounts in accordance with generally accepted accounting procedures.

**Section 4.04. Commingling of Accounts.** Participant agrees that monies deposited in TexPool and TexPool Prime, may be commingled with all other monies held in TexPool and TexPool Prime, respectively for purposes of common investment and operational efficiency. However, each Participant will have separate Accounts on the books and records of TexPool Investment Pools, as further provided for in the Operating Procedures.

**Article V: Fees, Expenses and Reports**

**Section 5.01. Fees and Expenses.** The Participant agrees to pay the amount set forth in the fee schedule. Participant agrees that all fees shall be directly and automatically assessed and charged against the Participant's Accounts. The basic service fee shall be calculated as a reduction in the daily income earned, thus only the net income shall be credited to the Participant's Account. Fees for special services shall be charged to each Participant's account as they are incurred or performed. A schedule of fees shall be provided to the Participant annually. Each Participant will be notified thirty (30) days prior to the effective date of any change in the fee schedule.

**Section 5.02. Reports.** A monthly statement will be mailed to the Participant within the first five (5) business days of the succeeding month. The monthly statement shall include a detailed listing of the balance in the Participant's Accounts as of the date of the statement; all account activity, including deposits and withdrawals; the daily and monthly yield information; and any special fees and expenses charged. Additionally, copies of the Participant's reports in physical or computer form will be maintained for a minimum of three prior fiscal years. All records shall be available for inspection at all reasonable hours of the business day and under reasonable conditions.

**Section 5.03. Confidentiality.** The Trust Company and any private entity acting on behalf of the Trust Company for purposes of this Agreement will maintain the confidentiality of the Participant's Accounts, subject to the Public Information Act, TEX GOV'T CODE ANN. ch. 552, as amended.

**Article VI: Miscellaneous**

**Section 6.01. Notices.** Any notices, Letters of Instructions or other information required or permitted to be given hereunder shall be submitted in writing and shall be deemed duly given when deposited in the U.S. mail postage prepaid or successfully transmitted via facsimile addressed to the parties as follows:

To the **Participant**:

Corpus Christi Regional Transportation Authority

Participant

602 N. Staples

Address

Corpus Christi, TX 78401

City, State, Zip

3 6 1 2 8 9 2 7 1 2      3 6 1 8 8 3 1 9 8 3

Telephone

Fax

To **Trust Company** with respect to contractual matters or disputes under this Agreement:

Texas Treasury Safekeeping Trust Company  
Attn: TexPool Investment Pools  
Rusk State Office Building  
208 East 10th Street  
Austin, TX 78701  
Telephone: (512) 463-3716  
FAX No.: (512) 463-0823

To **TexPool Investment Pools** with respect to operational matters, including enrollment documents; changes to Authorized Representatives; Bank Information Sheets; initiation of deposits or withdrawals of funds; changes to addresses; audit confirmation requests; and account inquiry:

TexPool Participant Services  
C/O Federated Investors Inc.  
1001 Texas Ave., Suite 1400  
Houston, TX 77002  
Telephone: 1-866-839-7665 (1-866-TEX-POOL)  
FAX No.: 1-866-839-3291 (1-866-TEX-FAX1)

The Participant and the Trust Company agree to notify the other of any change affecting this information and agree that unless and until so notified, the other party shall be entitled to rely on the last information provided.

**Section 6.02. Taxpayer Identification Number.** The Participant's taxpayer identification number assigned by the Internal Revenue Service is: 74-2390259. The Participant hereby agrees to notify the Trust Company of any change affecting this Taxpayer Identification number and agrees that unless and until so notifies, the Trust Company shall be entitled to rely on same in providing any and all reports or other information necessary or required by the Federal tax laws as amended from time to time.

**Section 6.03. Severability.** If any provision of this Agreement shall be held or deemed to be in fact illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.

**Section 6.04. Execution of Counterparts.** This Agreement may be simultaneously executed in several separate counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**Section 6.05. Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute under this Agreement shall be in Travis County, Texas.

**Article VI: Miscellaneous (continued)**

**Section 6.06. Captions.** The captions or headings in this Agreement are for convenience only and in no way defined, limit or describe the scope or intent of any provisions, articles or sections of this Agreement.

**Section 6.07. Amendments.**

- (a) The Trust Company shall advise the Participant in writing of any amendments to this Agreement no less than 45 days prior to the effective date of such amendment. The Participant may ratify the proposed amendment of this Agreement by letter to the Trust Company. If the Participant elects not to ratify the amendment, the Participant may terminate this Agreement in accordance with Section 6.08. In the event the Participant fails to respond in writing to a notice of amendment prior to the effective date of such amendment, this Agreement shall be deemed amended.
- (b) The Trust Company may periodically revise the Operating Procedures from time to time as it deems necessary for the efficient operation of TexPool Investment Pools. The Participant will be bound by any amendment to the Operating Procedures with respect to any transaction occurring subsequent to the time such amendment takes effect, provided, however, that no such amendment shall affect the Participant's right to cease to be a Participant.

**Section 6.08. Termination.** This Agreement may be terminated by either party hereto, with or without cause, by tendering 30 days prior written notice in the manner set forth in Section 6.01 hereof.

**Section 6.09. Term.** Unless terminated in accordance with Section 6.08, this Agreement shall be automatically renewed on each anniversary date hereof.

**Section 6.10. Assignment.** The Trust Company may enter into an agreement with a third party investment manager to perform its obligations and service under this Agreement, provided that such third party investment manager shall manage TexPool Investment Pools according to the Investment Act, Investment Policy and in a manner consistent with that directed by the Trust Company. The Trust Company also shall have the right to assign its rights and obligations under the Agreement to a third party investment manager if the Trust Company determines that such assignment is in the best interest of the State and Participants. In the event a successor pool to TexPool or TexPool Prime is deemed by the Trust Company to be in the best interest of the State and the Participant, the Trust Company may take any action it deems necessary to assign its rights and benefits under any third party agreements and transfer the assets from TexPool Investment Pools to any successor pool.

In **Witness Whereof**, the parties hereto have caused this Agreement to be executed as of the dates set forth below, and the Agreement shall be effective as of the latest such date.

**PARTICIPANT:**

\_\_\_\_\_  
Signature  
Curtis Rock  
\_\_\_\_\_  
Printed Name  
Chair, CCRTA Board of Directors  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**TEXAS TREASURY SAFEKEEPING TRUST COMPANY  
COMPTROLLER OF PUBLIC ACCOUNTS**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**CERTIFICATE OF INCUMBENCY:**

The preceding signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Agreement.

**IN WITNESS WHEREOF**, I have duly executed this certificate as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature  
Eddie Martinez  
\_\_\_\_\_  
Printed Name  
Secretary, CCRTA Board of Directors  
\_\_\_\_\_  
Title



# Bank Information Sheet

0 8 2 3 2 0 1 7

Effective Date\*

Please complete this form to add new banking instructions, or to change or delete existing banking instructions.

\*Required Fields

## 1. Participant Information

Corpus Christi Regional Transportation Authority  
Participant Name\*

602 N. Staples Street Address\*      Corpus Christi City\*      TX State\*      7 8 4 0 1 Zip Code\*

602 N. Staples Mailing Address\*      Corpus Christi City\*      TX State\*      7 8 4 0 1 Zip Code\*

Nueces County\*      mroddel@ccrta.org Email

Marie Sandra Roddel Primary Representative\*      3 6 1 9 0 3 3 4 7 0 Phone Number\*      3 6 1 8 8 3 1 9 8 3 Fax Number\*

## 2. Instructions

0 0 0 0 1 Location Number\*      Account Number      Corpus Christi Regional Transportation Authority Account Name\*

449 TexPool       590 TexPool Prime

Please check all that apply.

Add New Account       Add New Banking Instructions       Change Banking Instructions       Delete Banking Instructions

Wire and ACH\*       Wire Only       ACH Only\*       Primary

Primary       Primary       Primary

## 3. Bank Information

Wells Fargo Bank, NA Bank Name\*      615 N Upper Broadway St Bank Address\*

Corpus Christi City\*      7 8 4 0 1 Texas Zip Code\*      Nueces County\*

5 8 0 8 0 0 3 9 3 Bank ABA Number\*      9 2 2 6 6 3 1 6 8 8 Bank Account Number\*

Main Account Bank Account Name\*      Orlando Saenz - (281) 652-4029 Bank Contact

Credit Information

Correspondent Bank Information (if applicable)

Correspondent Bank Name/City      Correspondent Bank ABA Number

Correspondent Bank Account Name      Correspondent Bank Account Number







# Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

**WHEREAS,** Corpus Christi Regional Transportation Authority

("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

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

**WHEREAS,** the Texas Local Government Investment Pools ("TexPool/TexPool Prime"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

## Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.	<input type="text"/>	<input type="text" value="3 6 1 2 8 9 2 7 1 2"/>
	Signature	Telephone Number
	<input type="text" value="Jorge Cruz-Aedo"/>	<input type="text" value="3 6 1 8 8 3 1 9 8 3"/>
	Printed Name	Fax Number
	<input type="text" value="Chief Executive Officer"/>	<input type="text" value="jcruz-aedo@ccrta.org"/>
	Title	Email
2.	<input type="text"/>	<input type="text" value="3 6 1 9 0 3 3 4 9 0"/>
	Signature	Telephone Number
	<input type="text" value="Robert M. Saldaña"/>	<input type="text" value="3 6 1 8 8 3 1 9 8 3"/>
	Printed Name	Fax Number
	<input type="text" value="Managing Director of Administration"/>	<input type="text" value="rsaldana@ccrta.org"/>
	Title	Email
3.	<input type="text"/>	<input type="text" value="3 6 1 9 0 3 3 4 7 0"/>
	Signature	Telephone Number
	<input type="text" value="Marie Sandra Roddel"/>	<input type="text" value="3 6 1 8 8 3 1 9 8 3"/>
	Printed Name	Fax Number
	<input type="text" value="Director of Finance"/>	<input type="text" value="mroddel@ccrta.org"/>
	Title	Email
4.	<input type="text"/>	<input type="text" value="3 6 1 9 0 3 3 5 4 6"/>
	Signature	Telephone Number
	<input type="text" value="Daniel Benavidez"/>	<input type="text" value="3 6 1 8 8 3 1 9 8 3"/>
	Printed Name	Fax Number
	<input type="text" value="Comptroller"/>	<input type="text" value="dbenavidez@ccrta.org"/>
	Title	Email

**Authorized Representatives of the Participant (continued)**

5.  Telephone Number  
Signature  
 Telephone Number  
 Fax Number  
 Fax Number  
 Title  
 Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Marie Sandra Roddel  
Printed Name

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.  3 6 1 9 0 3 3 4 8 0  
Printed Name Telephone Number  
 Accountant 3 6 1 8 8 3 1 9 8 3  
Title Fax Number

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 23 Day of August, 2017.

**Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Corpus Christi Regional Transportation Authority  
Name of Participant

**SIGNED:**

Signature  
 Curtis Rock  
Printed Name  
 Chair, CCRTA Board of Directors  
Title

**ATTEST:**

Signature  
 Eddie Martinez  
Printed Name  
 Secretary, CCRTA Board of Directors  
Title



**Subject:** Authorize Awarding a Contract to Off Duty Services for Law Enforcement Services at CCRTA Properties

**Background**

Request for issuance of a Request for Proposals for Law Enforcement Services was approved by the Board on May 3, 2017. At the April 26, 2017 Administration and Finance Committee it was requested that the Board be presented with the scope of work for the Law Enforcement Services RFP prior to issuance. At the June 7, 2017 Board meeting the scope of work was reviewed and approved. The RFP was issued on June 12, 2017. The contract term is for three (3) years with one (1) two-year option. Bid Opening was held on Thursday, August 31, 2017. Four proposals were received.

**Identified Need**

This service provides safety and security for customers, employees, and the general public during regular hours of operation at all CCRTA properties.

Law enforcement services provided by other transit authorities such as Capitol Metro, San Antonio VIA, Laredo Transit, El Paso Transit, and Brownsville Metro were surveyed. Capital Metro is the only transit authority whose security service is similar to the one previously used at CCRTA. They contract out with the Austin Police Department to provide security for their agency. The other transit agencies utilize security guard services.

The charts below summarize the evaluation results:

SUMMARY SCORES							
Firms	Approach & Work Plan	Qualification & References	Experience	Training	Technical Score	Price Score	Total Score
	(20 Pts. Max)	(15 Pts. Max)	(15 Pts. Max.)	(20 Pts. Max.)	(70 Pts. Max.)	(30 Pts. Max)	(100 Pts. Max.)
<b>Off Duty Services</b>	17.80	14.40	12.60	15.80	60.60	27.37	87.97
<b>Premier Protection &amp; Investigation</b>	14.00	12.60	13.60	9.80	50.00	27.60	77.60
<b>Tommy Cabello</b>	9.40	7.00	7.80	10.00	34.20	30.00	64.20
<b>Safety Security Service</b>	6.40	6.40	7.00	7.40	27.20	29.63	56.83

<b>BID TABULATION</b>			
<b>Firms</b>	<b>Three (3) Year Base Bid</b>	<b>Administration Fee</b>	<b>Bid Total</b>
<b>Off Duty Services</b>	\$2,004,350	\$401,277.70	\$2,405,627.70
<b>Premier Protection &amp; Investigation</b>	\$1,985,940	\$364,159.00	\$2,350,099.00
<b>Tommy Cabello</b>	\$1,975,470	\$219,307.50	\$2,194,777.50
<b>Safety Security Service</b>	\$2,024,880	\$197,500.00	\$2,222,380.00

Note: Price difference between best value and lowest cost is \$210,849.50

A comprehensive review of the proposals received was conducted by five CCRTA staff members from Operations, Administration, Capital Projects, and Safety and Security departments. The team's overall determination for the firm that would provide the best value for the Authority was to award the contract to Off Duty Services. The following are some of the added values included in the Off Duty Services proposal: 1) enhanced coverage during or after a natural disaster, when local police resources are strained, by providing armed, off-duty law enforcement from other non-affected cities. During a natural disaster local law enforcement personnel must report to their respective law enforcement agencies; 2) providing general liability insurance and Workers' Compensation coverage for all of the police officers; thereby minimizing the Authority's exposure to liability; 3) administering the full payroll process; and 4) utilizing GPS technology on a mobile app, Officer TRAK, to provide accountability for time worked.

### **Financial Impact**

The annual cost will be \$801,875.66. The total cost for the three (3) year contract will be \$2,405,627.70.

### **Committee Review**

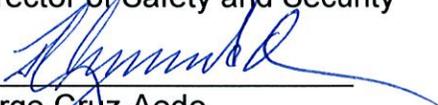
This item was reviewed and approved at the Operations & Capital Projects Committee Meeting on September 27, 2017, upon contingency to provide the Board members additional documentation. At the request of the Committee and Board members, attached please find questions asked along with responses.

### **Recommendation**

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to award a contract to Off Duty Services for Law Enforcement Services at all CCRTA properties.

Respectfully Submitted,

Submitted by: Mike Rendon  
Director of Safety and Security

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

# ATTACHMENT

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.		Discussion and Possible Action to Approve the Request for Proposal (RFP) for the Law Enforcement Services Contract	Four Proposals were Received and Evaluated from Off Duty Services (ODS) 87.97; Premier Protection & Investigation (Premier) 77.60; Tommy Cabello 64.20; Safety Security Service 56.83	
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young stated we talked about liability doing police work versus other work, and asked "is that defined anywhere?"	Mr. Cruz-Aedo explained to Mr. Young that the CCRTA is requesting specific liability insurance and workman's comp insurance for non-law enforcement activities for the law enforcement officers.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked "so there will be some coverage for non-law enforcement?"	Mr. Cruz-Aedo said correct, based on this proposal. Some of the others do not have the insurance so the CCRTA would have to go out and obtain the insurance at a greater cost just to have the coverage.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked if there was anything in the contracts as to where these officers were coming from.	Mr. Cruz-Aedo explained the CCRTA doesn't specify that they would be from any particular agency, but that they be licensed by the state of Texas. Mr. Saldana explained that this is a performance based contract, and in a performance based contract we do not tell the company how to do their job.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked was SWAT training included in the RFP, along with escalation training.	Mr. Rendon stated that SWAT training was included in the scope of the RFP and de-escalation training and ADA training was preferred.	9/27/2017
9/27/2017 Ops	4.	George Clower	In reference to the RFP for the Law Enforcement Services Contract, Mr. Clower asked if these companies were security companies	Mr. Rendon explained these companies are security companies but they hire licensed law enforcement officers.	9/27/2017

# ATTACHMENT

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.	Abel Alonzo	In reference to the RFP for the Law Enforcement Services Contract, Mr. Clower asked if they have a spot to fill and they don't have a police officer to fill the position (if the scheduled officer calls out), who would they send, would they send a security guard.	Mr. Rendon explained they have to use an off duty law enforcement officer.	9/27/2017
9/27/2017 Ops	4.	Abel Alonzo	In reference to the RFP for the Law Enforcement Services Contract, Mr. Alonzo asked if this was the lowest bid.	Mr. Rendon said no, it was the highest proposal.	9/27/2017
9/27/2017 Ops	4.	Abel Alonzo	In reference to the RFP for the Law Enforcement Services Contract, Mr. Alonzo asked if this was a unanimous decision (by the persons involved in the RFP decision making process)	Mr. Rendon said yes, it was a unanimous decision.	9/27/2017
9/27/2017 Ops	4.	Edward Martinez	In reference to the RFP for the Law Enforcement Services Contract, Mr. Martinez asked if all these companies were local companies, are they currently working in this area.	Mr. Rendon said no, ODS and Premier are from the Houston area and the other two are local. All firms will employ local law enforcement officers.	9/27/2017
9/27/2017 Ops	4.	Edward Martinez	In reference to the RFP for the Law Enforcement Services Contract, Mr. Martinez stated that folks from out of town really do not know our culture down here and asked if we were recommending Premier.	Mr. Rendon said no, ODS. Current officers would likely continue to serve the CCRTA.	9/27/2017
9/27/2017 Ops	4.	Edward Martinez	In reference to the RFP for the Law Enforcement Services Contract, Mr. Martinez asked if they all perform the same duties why we were not going with the low bid.	Mr. Cruz-Aedo explained with the low bidder we would have to continue doing their payroll, this company would do their own payroll; they bring the CCRTA the added value of having the officers clock in and clock out and it is GPS based so we would know they are here, the others would sign in on a paper schedule and you would trust that they were there; And as we found out during Harvey, the law enforcement departments call in their officers and we had zero officers, this company has the ability to bring other officers in. That added value is one of the reasons we're bringing you this contract.	9/27/2017

# ATTACHMENT

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.	Edward Martinez	In reference to the RFP for the Law Enforcement Services Contract, Mr. Martinez asked how much it would cost the RTA to process the payroll.	Mr. Cruz-Aedo explained we are doing payroll for the officers now. Rendon stated the cost is slightly over \$8,000.00 a year.	9/27/2017
9/27/2017 Ops	4.	Curtis Rock	In reference to the RFP for the Law Enforcement Services Contract, Mr. Rock asked how many of the four applicants have experience with an RTA.	Mr. Rendon said only Premier Security & Investigation has experience with Houston Metro. Mr. Cabello has experience with the CCRTA and has worked at all the stations, he's been with the CCRTA for approximately 6 to 7 years. Mr. Cruz-Aedo explained Mr. Cabello is a regular on our schedule. All firms would use existing law enforcement officers. All are familiar with the CCRTA.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked, looking at the criteria for training, is that judging the company or the staff of officers.	Mr. Rendon stated both, how the companies train their officers and for the individual how much training he's had; he submitted over 40 training certificates from SWAT to ADA to traffic investigation to narcotic task force.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked for experience, give me an example of what that means. As a follow-up question, Mr. Young asked why we rated the person who worked at the CCRTA lower than the other companies since he worked at the CCRTA.	Mr. Rendon stated for experience, we looked at metro transit work, or what type of work they've done, some did refinery work, pipeline work, traffic control, and public road work, and that they hire officers with experience. Mr. Saldana answered the follow-up question by stating the CCRTA rated the overall companies' experience with Premier and ODS, and they're contingency plans, which is why they rated higher in experience than the bottom two, they scored low because we could only rate their personal experience, there was no mention of how they were going to train anyone in the field. One firm only listed the coordinator's training, not staff as requested in the RFP, thus the low score.	9/27/2017



# ATTACHMENT

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.	Curtis Rock	In reference to the RFP for the Law Enforcement Services Contract, Mr. Rock asked if the CCRTA knows what officers the companies are going to use.	Mr. Saldana stated the company is not going to hire until they're awarded the contract. The levels of experience are based on the other contracts they were awarded and what the RFP requested SWAT training, de-escalation and dealing with ADA issues. All firms plan on employing existing officers and from local agencies.	9/27/2017
9/27/2017 Ops	4.	Mike Reeves	In reference to the RFP for the Law Enforcement Services Contract, Mr. Reeves asked out of all the companies that submitted a proposal, do they know our clientele? Do they know our ridership? Do they know their names, what their needs are? Do they know how to handle situations? Can a company that is not local bring in officers as needed that know our ridership, know their needs?	All firms plan on employing existing and local law enforcement officers. They all know the CCRTA.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked if the CCRTA could get the information to the board prior to the board meeting next week.	Mr. Cruz-Aedo said absolutely.	9/27/2017
9/27/2017 Ops	4.	Curtis Rock	In reference to the RFP for the Law Enforcement Services Contract, Mr. Rock asked Mr. Young, when you worked as a security officer at a Whataburger or a nightclub, as far as liability, who covers you.	Mr. Young stated he has worked in law enforcement for 37 years and stated the entity that hires you as a law enforcement officer that carries your credentials is ultimately responsible for whatever it is that you do because they give you permission to do that off-duty assignment.	9/27/2017
9/27/2017 Ops	4.	Curtis Rock	In reference to the RFP for the Law Enforcement Services Contract, Mr. Rock asked if this is a law enforcement related activity, a law enforcement contract?	Mr. Saldana stated he will contact the TML, our insurance company, to get clarification on what is a non-law enforcement duty. Mr. Cruz-Aedo explained the employment attorney stated that not everything the officer does is a law enforcement related activity.	9/27/2017

# ATTACHMENT

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.	Glenn Martin	In reference to the RFP for the Law Enforcement Services Contract, Mr. Martin asked what is a non-law enforcement activity?	Mr. Cruz-Aedo stated if the officer is on a coffee break and slips on a banana peel, that would be a non-law enforcement scenario; Mr. Young stated an example for clarification, it is not illegal to drink beer or liquor on the bus but the law enforcement officer may end up engaging someone drinking beer or liquor on the bus. That's a non-law enforcement role because it's not illegal. He may engage and talk to them about it and he has no authority over it. Something might happen.	9/27/2017
9/27/2017 Ops	4.	George Clower	In reference to the RFP for the Law Enforcement Services Contract, Mr. Clower asked out of these four proposals, where would they be pulling their officers from? Would they be pulling from the CCPD, the constables office, the county, and the surrounding agencies?	Mr. Rendon stated the CCRTA currently has officers from CCPD (Corpus Christi Police Department), Constables, CCISD (Corpus Christi Independent School District) and Robstown. Mr. Saldana stated the only issue on the table is in a natural disaster, when the local officers are pulled back to their agencies, this company could pull officers from the outside the local area.	9/27/2017
9/27/2017 Ops	5.a	Tom Niskala	In reference to the August 2017 Operations Report, Mr. Niskala asked how many days did the CCRTA not have service (after Hurricane Harvey).	Mr. Robinson stated there were three days without service.	9/27/2017
9/27/2017 Ops	5.a	George Clower	In reference to the August 2017 Operations Report, Mr. Clower asked if all the buses were operational, are the windshields replaced (after Hurricane Harvey).	Mr. Robinson answered in the affirmative.	9/27/2017



**Subject:** August 2017 Financial Report

**SUMMARY:** The Authority's net financial performance for the month of August falls short of budget by \$20,689. The shortfalls can be attributed to three factors: namely:

- The emergency mobilization efforts from Hurricane Harvey that affected both operating revenues and operating expenses;
- Non-operating revenue actuals from sales tax revenues and grant assistance revenues that fell short of budget expectations; and
- The depreciation expense that continues to exceed budget because of the differences in the percentages applied in local and federal portions.

Since Sales Tax Revenue represents 92% of non-operating revenues, and 85% of total revenues, it is necessary to report the financial impact separately. The accounting accrual for the month fell short of \$77,967.

**REVENUES**

▪ Sales Tax Allocation – Received in September

The sales tax allocation received on September 11, 2017, in the amount of \$2,579,516.61 represents collections for the month of July. The July collections fell short of July 2016 by \$19,959.29 reflecting a negative growth of 0.77%. However, in comparison to the YOY (Year-over-Year, January-July) to the same period last year it was higher by \$207,905.34 or 1.31%. This positive growth in YOY is a result of the combined monthly increases from March through June.

As a reminder, allocations lag two months behind.

▪ Sales Tax Allocation – Received in August

The sales tax allocation received in August for \$3,121,816.87 represents consumer spending in June and is encouraging because it is the first month of the budget year that sales tax revenue reached the \$3 million dollar mark. The allocation in comparison to the same period last year is higher by \$190,066 or 6.5%. YOY (Year-to-Year) collections for 2017 totaled \$15,774,522 which is \$229,991.13 higher than the same period last year and represents a positive growth of 1.48%.

The allocation for the month of June exceeded the monthly budget by \$121,817, or 4.06%. However, the Year-to-Date allocations fall short of budget by \$843,078, or 5.1%.

- Sales Tax Revenue Reported in August Financials  
For clarity the actual sales tax revenue of \$2,645,533 reported in the August financials represents an accumulation of transactions that have occurred to date. The transactions include the allocation estimate that will be received in October 2017 which represents August collections, reversal to the July accrual and the recording of the actual July allocation that was received. This process is a result of the two month lag in sales tax allocations in a full accrual accounting environment.
- Operating Revenues – For the month of August, Passenger Service collected revenues of \$125,083 in August, a decrease of \$38,486 or 23.52% in comparison to August 2016 which totaled \$163,569. However, there are 6 days of lost passenger fare revenues due to Hurricane Harvey which attributes to the budget shortfall of \$75,031. A preliminary review of the passenger income during August 25 and August 31 indicates a decrease in revenues by \$17,236.07 in comparison to the same period last year.

## **EXPENSES**

Over all, monthly departmental expenses are under budget by \$136,673, or 5.2%. For the year to date, expenses are under budget by \$734,621, or 3.4%. The majority of the variances are due to timing of purchases for supplies and cost-savings from several unfilled staff positions, offset by higher health insurance costs. Following are comments relating to the specific expense categories.

- Salaries & Benefits – August reflects \$1,093,946, which is 7.96% (\$94,616) under budgeted amounts. For year to date expenses, this category is 7.15% under budget.
- Services – August reflects \$221,570, which is 21.27% (\$59,848) under budgeted amounts.
- Materials and Supplies – August reports \$283,966, which is 17.02% (\$41,292) over budgeted amounts. The main variance is related to timing of receipt of invoices for repair parts and supplies for fleet vehicles.
- Utilities – August reports \$66,081, which is 43.44% (\$50,754) under budgeted amounts.
- Insurance – August reports \$410,211, which is \$144,388 (54.32%) over budgeted amounts. The major factors of this variance are health insurance claims invoices and an adjustment to a carried property insurance premium credit.
- Purchased Transportation – August reports \$369,364 which is \$110,139 (22.97%) under budgeted amounts. The variance is related to the timing of invoices from MV Transportation.

- Miscellaneous – August reports \$33,654 which is \$6,995 (17.21%) under budgeted amounts. The variance is primarily due to the timing differences.

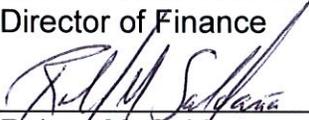
**Committee Review**

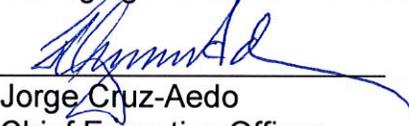
This item was reviewed and approved by the Administration and Finance Committee on September 27, 2017.

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by:   
Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

Corpus Christi Regional Transportation Authority  
Statement of Revenues and Expenditures By Cost Center (Unaudited)  
Months ended August 31, 2017 & August 31, 2016

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2016	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 125,083	200,114	(75,031)	163,569	(38,487)
Bus advertising	13,448	18,268	(4,820)	1,052	12,396
Charter service	-	-	-	-	-
Other operating revenues	1,581	33,750	(32,169)	40,771	(39,190)
Total Operating Revenues	140,111	252,132	(112,021)	205,392	(65,281)
Operating Expenses:					
Transportation	542,122	577,154	35,032	571,269	29,147
Customer Programs	58,180	37,431	(20,749)	19,958	(38,222)
Purchased Transportation	370,415	479,503	109,088	500,195	129,780
Service Development	34,452	35,451	999	113,256	78,804
MIS	71,006	71,556	550	79,007	8,001
Vehicle Maintenance	380,576	410,532	29,956	404,869	24,293
Facilities Maintenance	155,756	146,688	(9,068)	128,409	(27,347)
Contracts and Procurements	12,834	14,618	1,784	16,305	3,471
CEO's Office	49,696	52,159	2,463	44,939	(4,757)
Finance and Accounting	33,672	40,876	7,204	79,464	45,792
Materials Management	15,325	13,785	(1,540)	15,098	(227)
Human Resources	433,582	442,677	9,095	484,622	51,040
General Administration	34,304	50,410	16,106	22,778	(11,526)
Capital Project Management	16,683	16,284	(399)	15,445	(1,238)
Marketing & Communications	51,488	46,821	(4,666)	61,746	10,258
Safety & Security	177,831	105,244	(72,587)	101,891	(75,940)
Debt Service	-	-	-	-	-
Staples Street Center	40,881	74,286	33,405	49,354	8,473
Total Departmental Expenses	2,478,802	2,615,475	136,673	2,708,605	229,803
Depreciation	708,333	390,067	(318,266)	663,747	(44,586)
Total Operating Expenses	3,187,135	3,005,542	(181,593)	3,372,352	185,217
Operating Income (Loss)	(3,047,024)	(2,753,410)	(293,614)	(3,166,960)	119,936
Other Income (Expense)					
Sales Tax Revenue	2,645,533	2,723,500	(77,967)	1,756,734	888,799
Federal, state and local grant assistance	114,843	186,667	(71,824)	225,650	(110,807)
Investment Income	4,835	8,167	(3,331)	8,348	(3,513)
Gain (Loss) on Disposition of Property	-	4,583	(4,583)	17,000	(17,000)
Other Income (Expense)	30,103	30,353	(250)	-	30,103
Subrecipient Grant Agreements	-	-	-	-	-
Street Improvements Program for CCRTA Region Entities	(252,728)	(229,083)	(23,645)	-	(252,728)
Net Income (Loss) Before Capital Grants and Donations	(504,437)	(29,224)	(475,213)	(1,159,228)	654,791
Capital Grants & Donations	454,524	-	454,524	-	454,524
Change in Net Assets	\$ (49,913)	(29,224)	(20,689)	(1,159,228)	1,109,315

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended August 31, 2017 and year ended December 31, 2016**

	<b>Unaudited</b>		<b>Audited</b>
	<b>August 31</b>		<b>December 31</b>
	<b>2017</b>		<b>2016</b>
	<u>          </u>		<u>          </u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and Cash Equivalents	\$ 23,560,450	\$	15,727,428
Investments	4,070,477		9,002,510
Receivables:			
Sales and Use Taxes	5,051,621		5,439,760
Accrued Interest	15,289		54,719
Federal Government	-		406,078
Other	46,414		36,938
Inventories	702,531		610,376
Prepaid Expenses	1,068,475		280,434
<b>Total Current Assets</b>	<u>34,515,258</u>		<u>31,558,243</u>
<b>Non-Current Assets:</b>			
Restricted Cash and Cash Equivalents	1,611,302		1,728,452
Capital Assets:			
Land	3,658,054		3,658,054
Buildings	49,958,064		49,958,064
Transit Stations, Stops and Pads	25,799,089		25,799,089
Other Improvements	4,706,675		4,706,675
Vehicles and Equipment	63,604,886		63,604,886
Construction in Progress	209,190		209,190
Current Year Additions	9,412,825		-
Total Capital Assets	<u>157,348,784</u>		<u>147,935,958</u>
Less: Accumulated Depreciation	<u>(73,261,774)</u>		<u>(67,595,109)</u>
Net Capital Assets	<u>84,087,009</u>		<u>80,340,849</u>
<b>Total Non-Current Assets</b>	<u>85,698,311</u>		<u>82,069,300</u>
<b>TOTAL ASSETS</b>	<u>120,213,568</u>		<u>113,627,543</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflow related to pensions	4,550,803		4,550,803
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u>124,764,371</u>		<u>118,178,346</u>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position (continued)**  
**Month ended August 31, 2017 and year ended December 31, 2016**

	<b>Unaudited August 31 2017</b>	<b>Audited December 31 2016</b>
	<u>                    </u>	<u>                    </u>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	643,149	843,276
Contractors Retainage Payable	289,246	1,293,190
Current Portion of Long-Term Liabilities:		
Long-Term Debt	555,000	555,000
Compensated Absences	275,328	275,328
Distributions to Regional Entities Payable	3,578,733	3,329,846
Other Accrued Liabilities	546,043	625,718
<b><i>Total Current Liabilities</i></b>	<u>5,887,499</u>	<u>6,922,358</u>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,820,000	19,820,000
Compensated Absences	185,229	185,229
Net Pension Liability	3,320,409	3,320,409
Net OPEB Obligation	435,418	435,418
<b><i>Total Non-Current Liabilities</i></b>	<u>23,761,057</u>	<u>23,761,056</u>
<b>TOTAL LIABLILITES</b>	<u><b>29,648,555</b></u>	<u><b>30,683,414</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	195,034	195,034
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u><u><b>29,843,589</b></u></u>	<u><u><b>30,878,448</b></u></u>
<b>Net Position:</b>		
Net Invested in Capital Assets	63,712,010	60,082,998
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	29,597,469	25,605,598
<b>TOTAL NET POSITION</b>	<u><u><b>94,920,782</b></u></u>	<u><u><b>\$ 87,299,898</b></u></u>

See Notes to Financial Statements



**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**Month ended August 31, 2017**

	<u>8/31/2017</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 138,574
Cash Received from Bus Advertising and Other Ancillary	18,824
Cash Payments to Suppliers for Goods and Services	(1,429,632)
Cash Payments to Employees for Services	(665,955)
Cash Payments for Employee Benefits	<u>(530,670)</u>
Net Cash Used for Operating Activities	<u>(2,468,858)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,121,817
Grants and Other Reimbursements	<u>114,843</u>
Net Cash Provided by Non-Capital Financing Activities	<u>3,236,660</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	454,524
Purchase and Construction of Capital Assets	<u>(199,054)</u>
Net Cash Provided by Capital and Related Financing Activities	<u>255,470</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	2,274
Maturities and Redemptions of Investments	<u>245,000</u>
Net Cash Provided by Non-Capital Financing Activities	<u>247,274</u>
<b>Net Increase in Cash and Cash Equivalents</b>	1,270,546
<b>Cash and Cash Equivalents (Including Restricted Accounts), August 31, 2017</b>	23,901,206
<b>Cash and Cash Equivalents (Including Restricted Accounts), August 31, 2017</b>	<u>\$ 25,171,752</u>



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

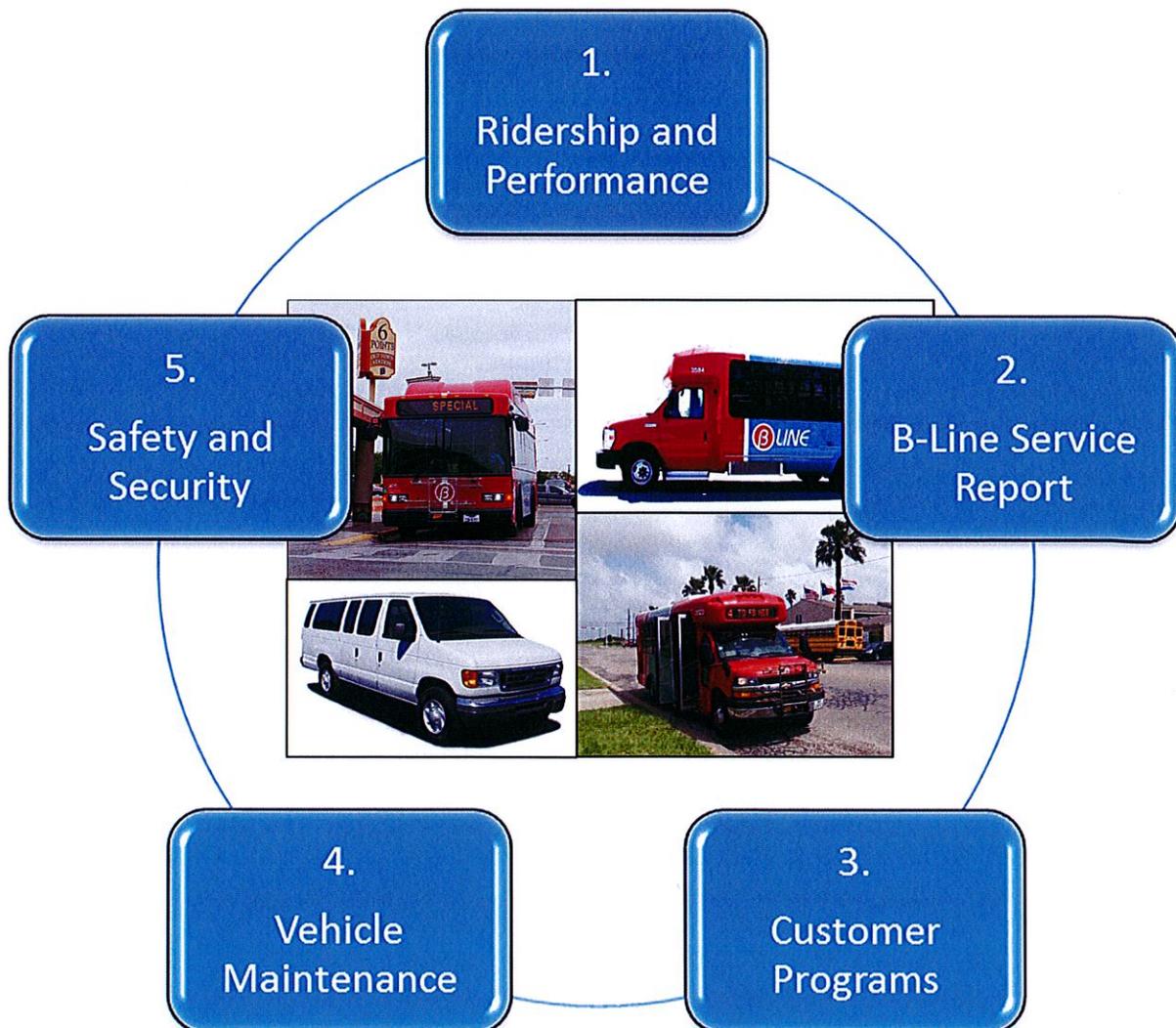
Board of Directors Meeting Memo

October 4, 2017

## Subject: Operations Report for August 2017

The system-wide monthly operations performance report for August 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:

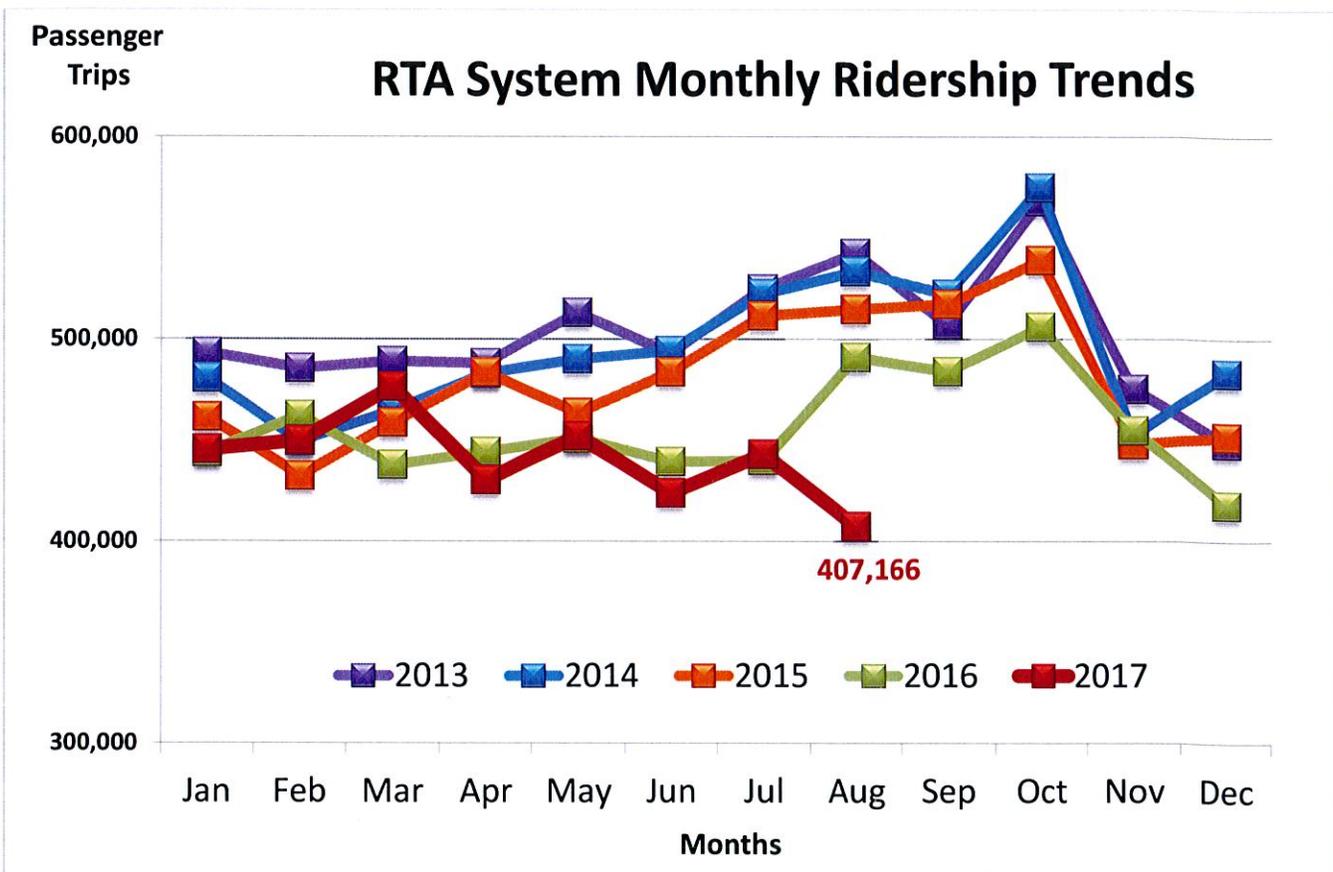


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in August 2017 totaled 407,166. This represents a 17% decrease as compared to 490,942 boardings in August 2016 or 83,776 fewer boardings this month.

Ridership decline is primarily due to Hurricane Harvey which made landfall on August 25. Services ended at 1pm on August 25. No regularly scheduled services were operated on August 26 through August 28. Limited service resumed on August 29. A ramping up of services occurred on August 30 and full service was operated on August 31 but ended at 8pm each day due to storm damage and hazards. Full service resumed beyond 8pm on September 1 except for Route 55 serving Gregory and Port Aransas services.

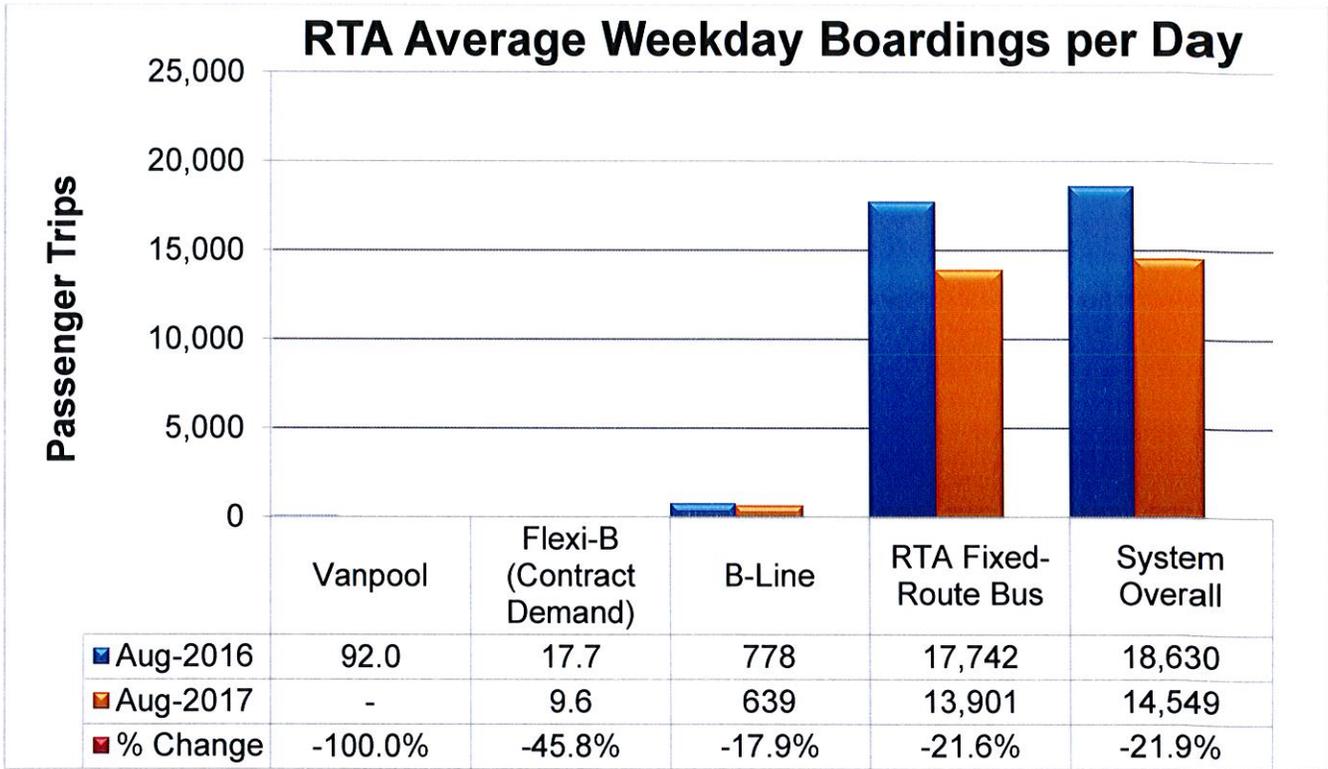
Both months contained 23 weekdays, 4 Saturdays and 4 Sundays. Retail gas prices for unleaded fuel cost about \$2.12 per gallon compared to \$1.94 per gallon in August 2016<sup>1</sup>. Rainfall amounts for this month and August 2016 were identical at 4.12 inches.<sup>2</sup>



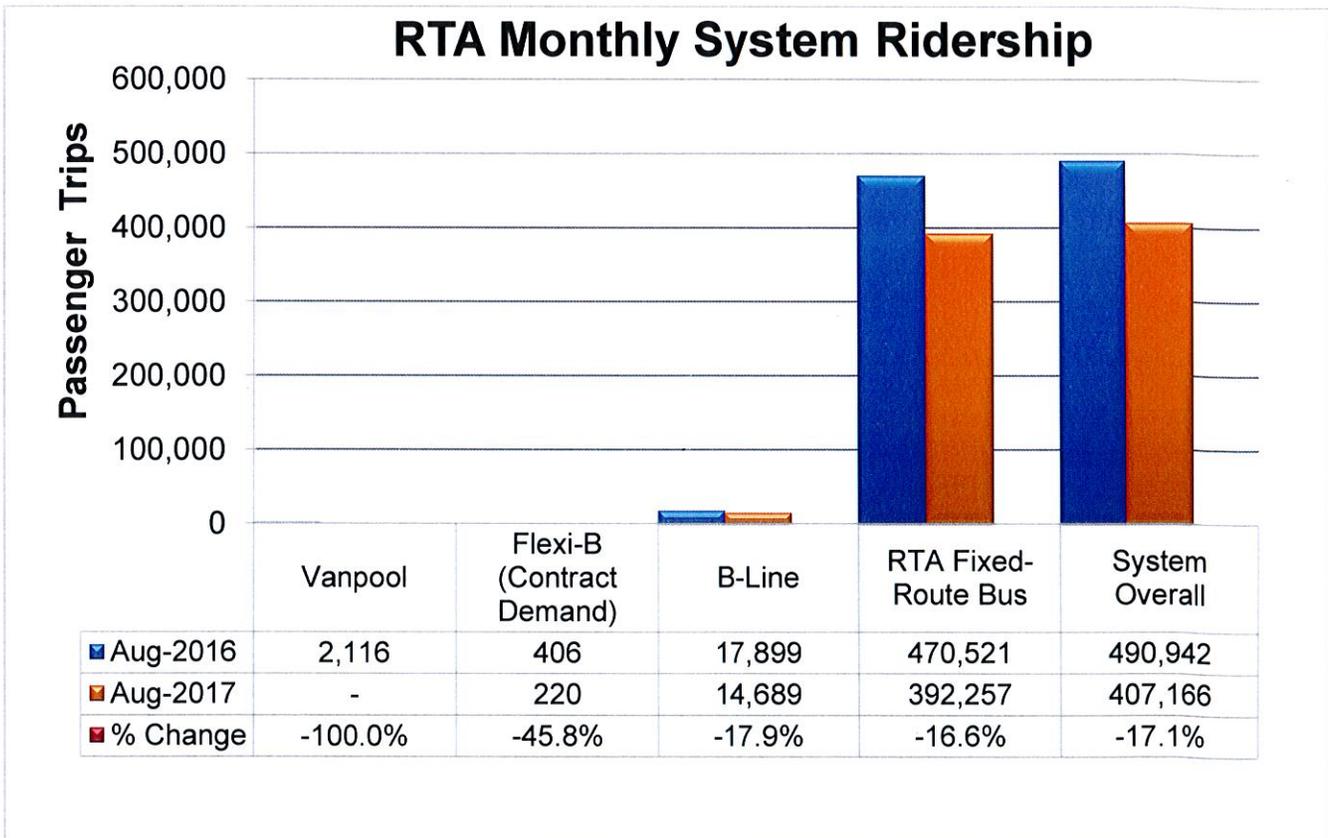
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

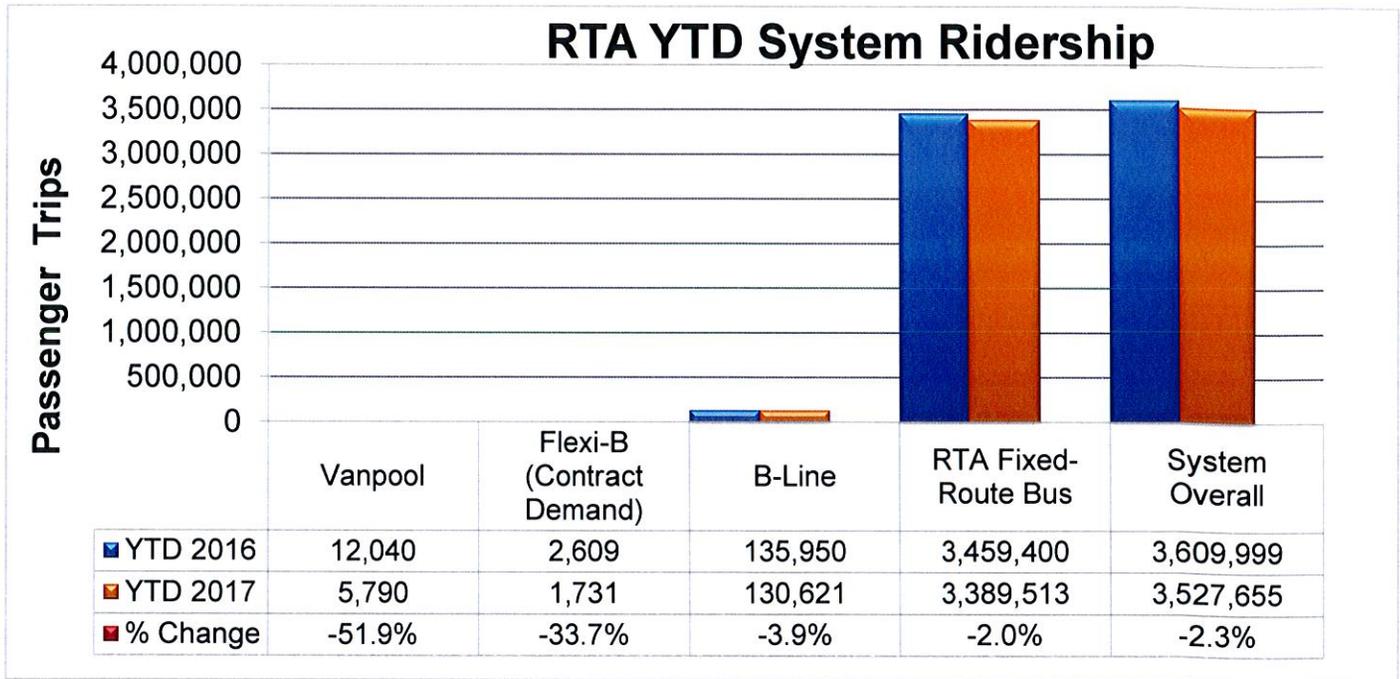
The chart below shows average weekday ridership for all services.



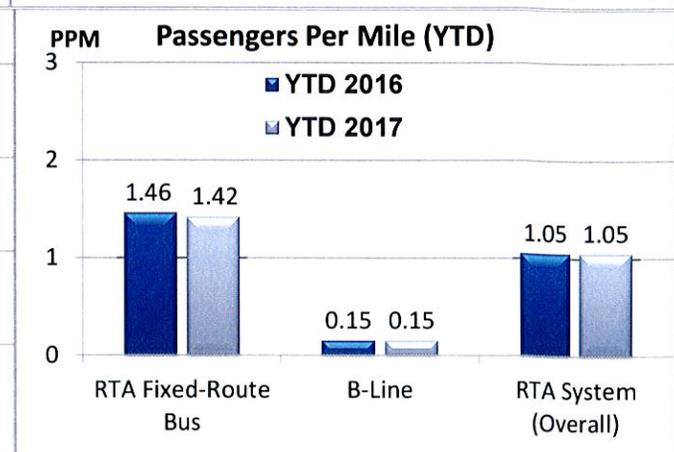
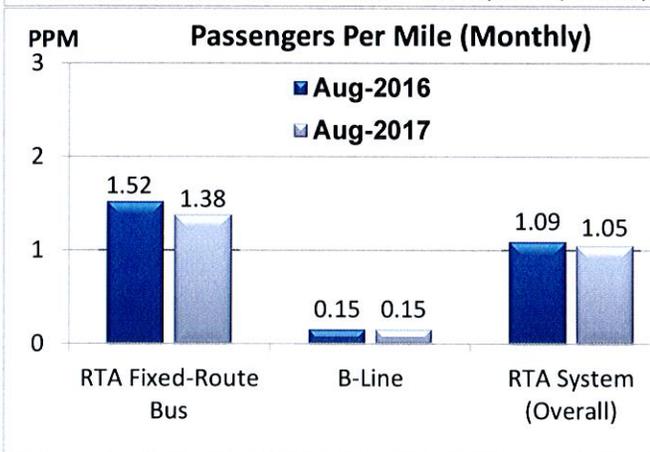
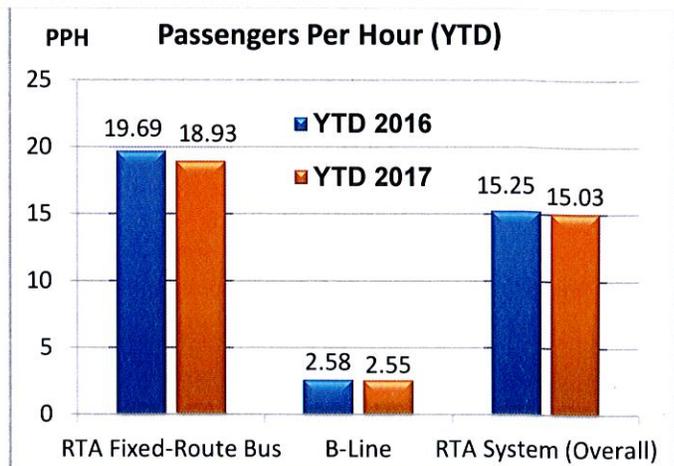
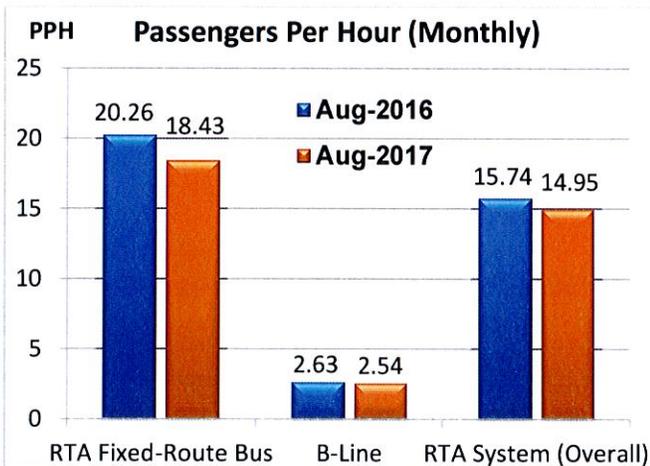
The chart below shows monthly ridership results for all services.



The chart below shows YTD ridership results for all services. CCRTA has recorded 82,344 fewer boardings for a decrease of -2.3% in 2017 as compared to the same period in 2016.



The following charts report system-wide productivity for the month of August 2017 vs. August 2016 and YTD figures.



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

Schedule Adherence	Standard	Jun-17	Jul-17	Aug-17	3-Month Average
Early Departure	<1%	1.0%	1.0%	1.0%	1.0%
Departures within 0-5 minutes	>85%	91.7%	88.0%	85.3%	88.3%
Monthly Wheelchair Boardings	No standard	5,962	6,553	5,363	5,959
Monthly Bicycle Boardings	No standard	9,169	9,401	8,090	8,887
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

**The following detours potentially impacted on-time performance:**

- **Alameda Street** (Ayers-Louisiana): To be completed Mid-2018
  - Routes 5, 5s, 15s, 19, 29, & 29s
- **Ayers Street** (Santa Fe-Alameda): To Begin November 1, 2017: (1) year project.
  - Routes 15s & 19
- **Carroll Lane** (Houston-McArdle): Began September 28, 2017: (1) year project.
  - Route 17 has already been on detour for two months for utility work.
- **Chaparral Street** (Schatzel-Taylor to Begin October 1, 2017: (1) year project.
  - Route 76 & 78 bond project detour
- **Gollihar Road** (Staples-Kostoryz): All phases to be completed Mid-2019
  - Routes 32, 37 & 37s
- **Greenwood Drive** (Horne-Gollihar): To be completed November of 2017
  - Routes 15s & 23
- **Kostoryz Road** (Brawner-Staples): To be completed mid-January 2018
  - Routes 15 & 24s
- **McArdle Road** (Whitaker-Nile): To be completed late October of 2017
  - Routes 37 & 66s
- **Old Robstown Road** (Leopard-Agnes-Hwy 44): Began August 22, 2017
  - Route 12
- **South Staples Street** (Alameda-Morgan): To Begin November 17, 2017
  - Routes 5s, 17, 29 & 29s
- **South Staples St.** (Brawner Parkway-Kostoryz): To Begin December 17, 2017
  - Routes 17, 29 & 29s
- **Williams Drive** (Staples - Airline): To be completed October of 2017
  - Routes 8s, 29 & 63

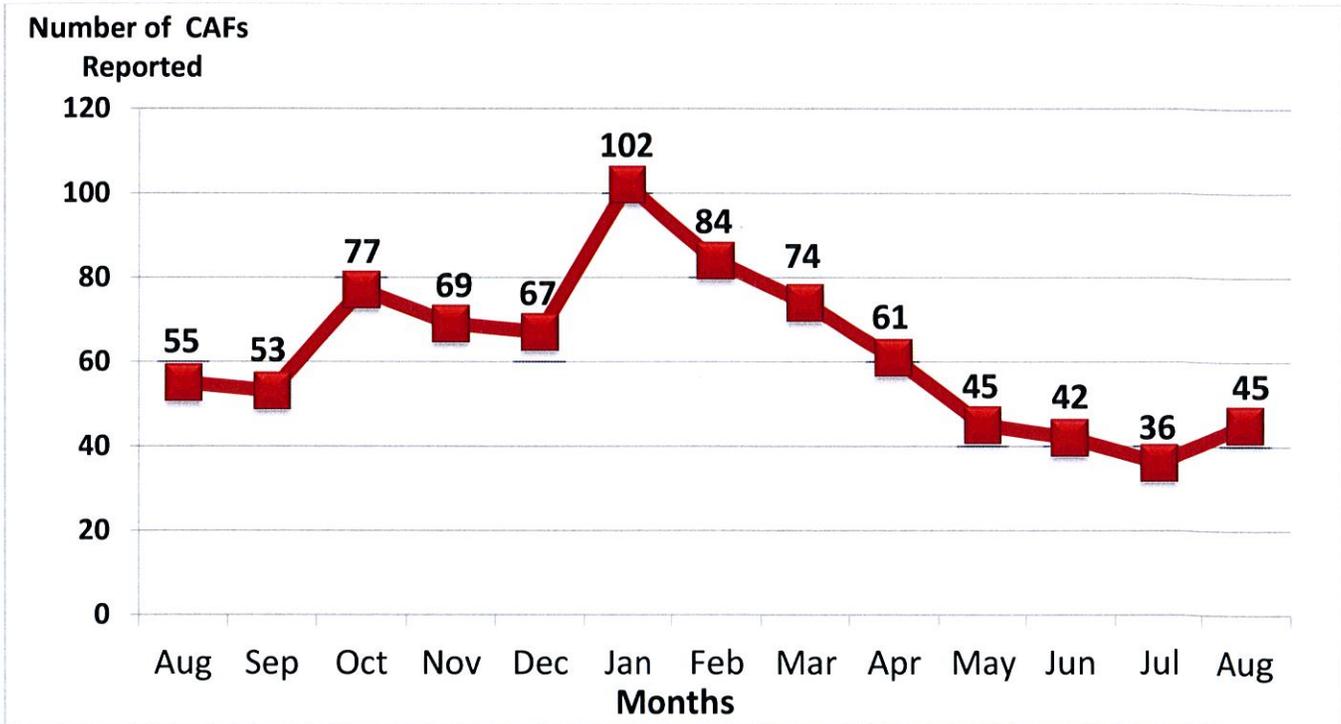
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.54** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **98.2%** did meet the contract standard of 96%.
- In Vehicle Time: **99.3%** exceeded the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **14,546.4** exceeded the contract standard of 12,250 miles.
- Ridership Statistics: **9,754** ambulatory; **3,934** wheelchair boarding's

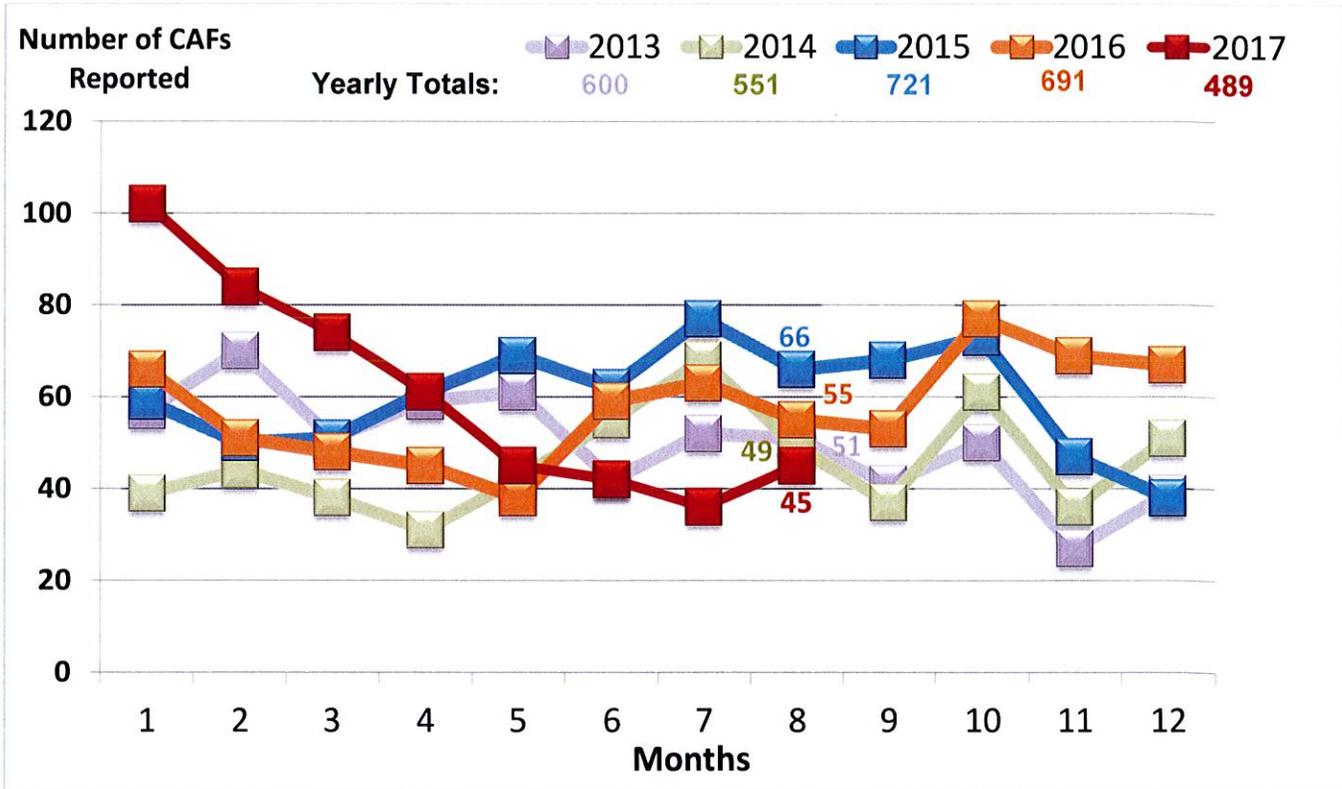
<b>Metric</b>	<b>Standard</b>	<b>Jun-17</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>3-Month Average</b>
Passengers per Hour	2.50	2.57	2.52	2.54	2.54
On-time Performance	96%	96.9%	97.6%	98.2%	97.6%
In Vehicle Time	95.0%	99.2%	99.3%	99.3%	99.3%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	44,320	17,864	14,546	25,576
Monthly Wheelchair Boardings	No standard	4,710	4,340	3,934	4,328

**Customer Programs Monthly Customer Assistance Form (CAF) Report**

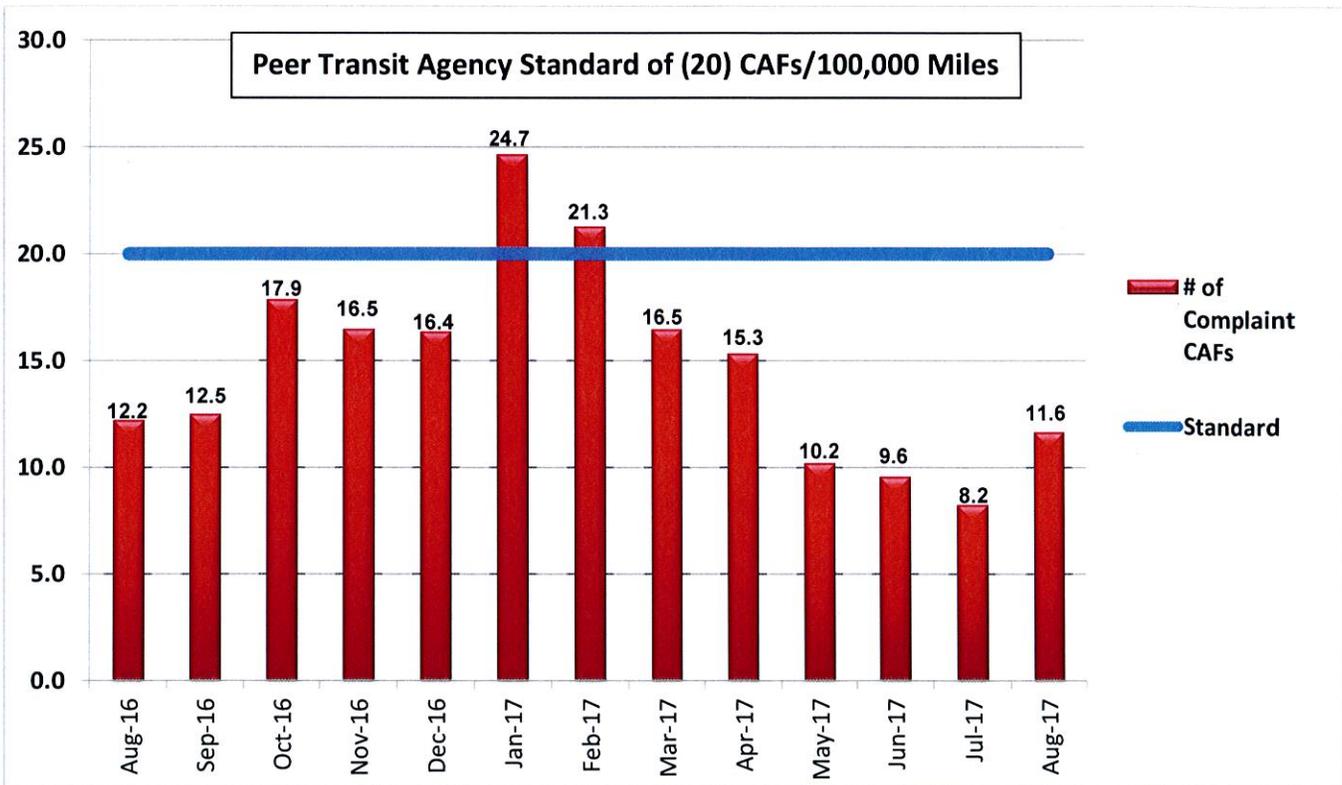
For August 2017, Customer Service processed 65 Customer Assistance Forms (CAF's) of which 45 were verified as valid. This represents an increase from the 36 verified CAF's in July 2017. There were 5 Commendations for the month of August.



**3a. CAF Reports: Historical Trends**



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





### 3c. Route Summary Report for August 2017

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	2	#29SS Spohn South	0
#4 Flour Bluff Mini B	4	#32 Southside Mini B	1
#5 Alameda	1	#34 Robstown Circulator	1
#5x Alameda Express	0	#35 Robstown South	1
#5s Alameda (Sunday)	1	#37 Crosstown	3
#6 Santa Fe/Malls	2	#51 Gregory Park & Ride	0
#12 Saxet Oak Park	0	#63 The Wave	0
#15 Kostoryz	2	#65 Padre Island Connector	0
#16 Agnes/Ruth	2	#76 Harbor Bridge Shuttle	1
#17 Carroll/Southside	1	#78 North Beach	0
#19 Ayers/Norton	0	#83 Advanced Industries	0
#19G Greenwood	1	#84 Lighthouse	0
#19M McArdle	1	#90 Flexi-B Port A	0
#21 Arboleda	0	#94 Port Aransas Shuttle	0
#23 Molina	5	B-Line (Para-transit)	3
#25 Gollihar/Greenwood	0	Facility Maintenance	7
#26 Airline/Lipes Connector	1	Service Development	1
#27 Northwest	10	Safety and Security	7
#27x Northwest (Express)	0	Vehicle Maintenance	1
#28 Leopard Omaha	0	Marketing	1
#29 Staples	2	Transportation (Other)	1
#29F Flour Bluff	2	TOTAL CAF'S	<b>65</b>

### 3d. August 2017 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	18	0	2	20
Driving Issues	3	3	1	7
Customer Services	11	0	3	14
Late/Early – No Show	2	0	1	3
Fare/Transfer Dispute	2	0	0	2
Dispute Drop-off/Pickup	0	0	0	0
Tie Down Issues	0	0	0	0
B-Line Call Lines	0	0	0	0
Facility Maintenance	7	0	0	7
Safety and Security	7	0	1	8
Service Development	1	0	0	1
Vehicle Maintenance	1	0	0	1
Marketing	1	0	0	1
Transportation (Other)	1	0	0	1
<b>Total</b>	<b>54</b>	<b>3</b>	<b>8</b>	<b>65</b>
Commendations	4	1	0	5

## **Conclusion:**

During August 2017, RTA received 65 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; Five (5) of the 70 reported CAF's (August) were commendations.

There were a total of 54 CAF's/Commendations received regarding RTA Service representing 83% of total customer contacts: 7 for Facilities Maintenance, 1 for Service Development, 7 for Safety and Security, 1 for Vehicle Maintenance, 1 for Marketing and 37 for Transportation.

A total of 3 CAF's/Commendations were reported regarding B-Line service representing 5% of the total customer contacts.

A total of 8 CAF's were reported regarding Contracted Fixed Route service representing 12% of the total customer contacts.

(There was 0 issues relating to the detours and relocation of Six Points Station not included with total CAF numbers).

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
- Discussion in supervisory meetings
- Examination of CCRTA operations policy

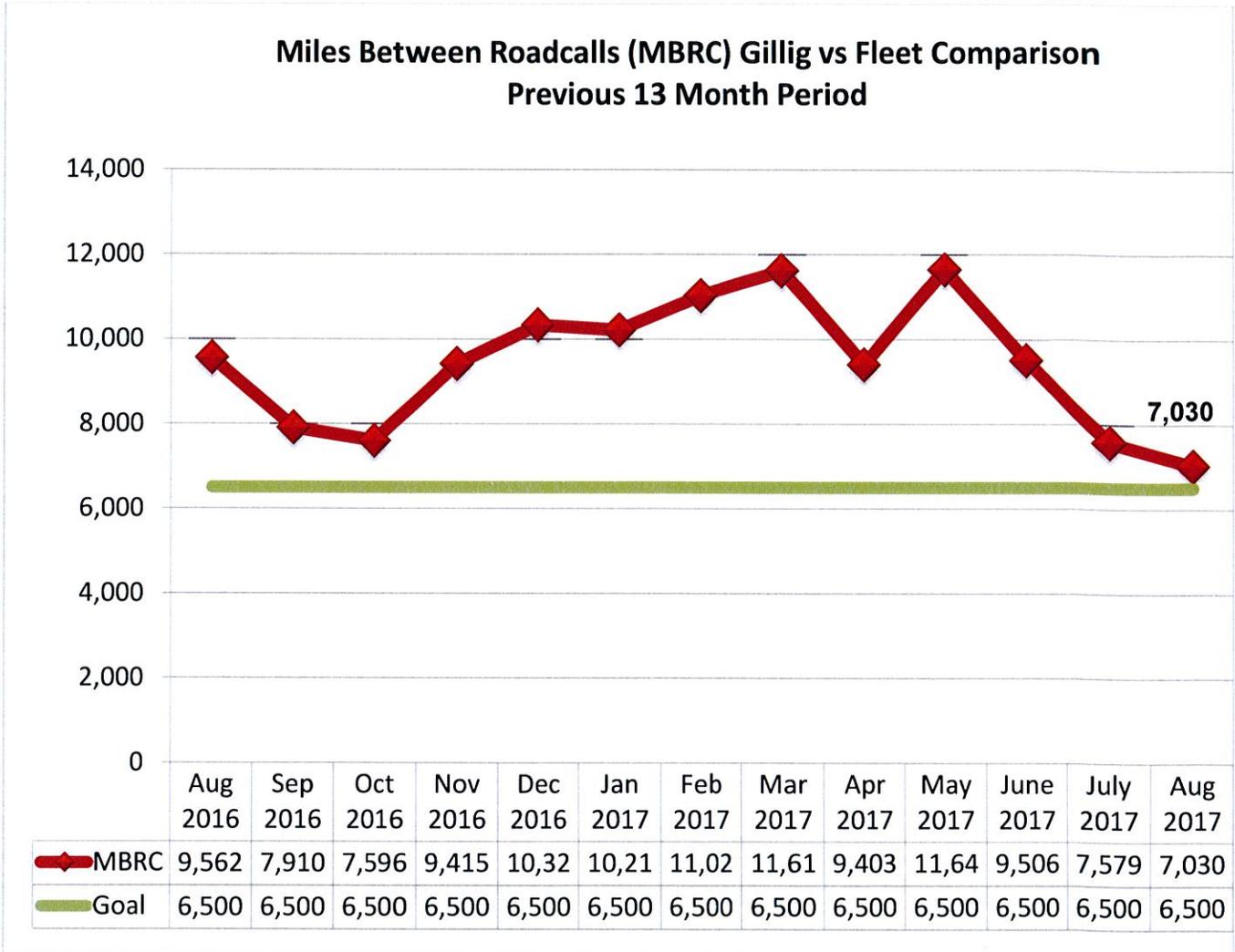
CCRTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, and letter or in person.

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.

### 3. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For August 2017, 7,030 miles between road calls (MBRC) were recorded as compared to 9,562 MBRC in August 2016. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



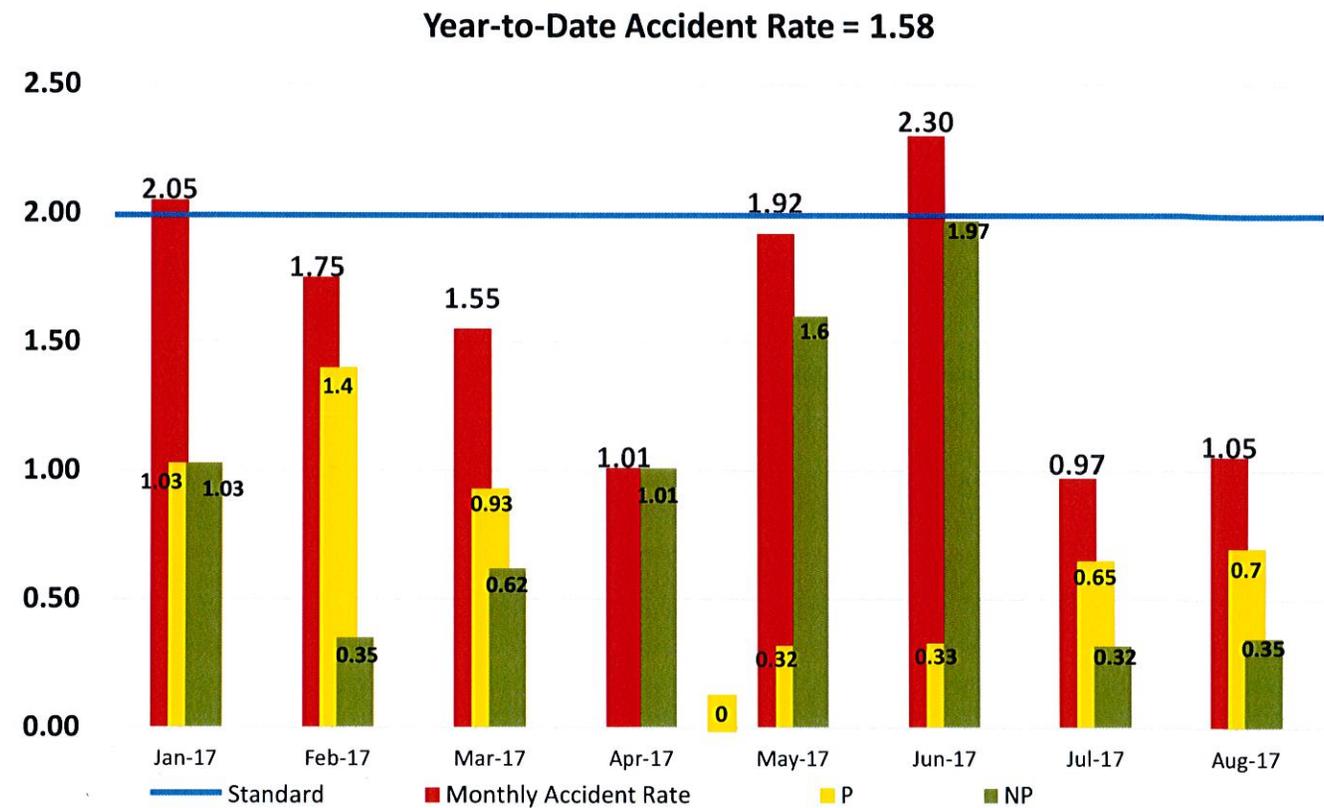
MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of 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.

#### 4. Safety/Security Department Report

##### SAFETY SUMMARY

For August 2017, there were three (3) vehicle accidents. One (1) accident was determined to be non-preventable (NP) and two (2) accidents were determined to be preventable. There were twenty (20) customer-related incidents. CCRTA operators drove a total of 284513.7 miles. The year-to-date accident rate for the month of June is 1.58 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 August 2017, there were approximately 1,400 hours of security coverage was used for all areas of CCRTA Operations. Officers arrested 1 individual for public intoxication, issued 18 criminal trespass warnings, arrested 1 individual for criminal trespassing, made 261 contacts with individuals and responded to 4 other calls for service.

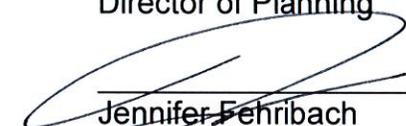
Respectfully Submitted,

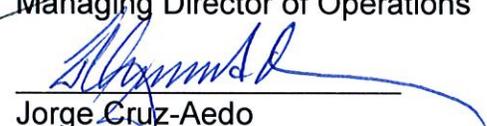
Submitted by: Wesley Vardeman  
Outreach Coordinator

Submitted by: Mike Rendon  
Director of Safety & Security

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Director of Planning

Reviewed by:   
Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

**RTA Committee on Accessible Transportation (RCAT)  
MEETING MINUTES  
Thursday, August 17, 2017**

---

**Advisory Committee Members Present:** Anne Bauman, Richard Balli, Robert Box, Donnie Contreras, Tammye Salinas, Sylvia Wilson

**Advisory Committee Members Absent:** Joyce Lopez

**Board Members Present:** none

**Staff Present:** Susan Teltschik, Melanie Gomez, Sharon Montez

**MV Present:** Benjamin Schmit, Janessa Cano

**Employee Representative(s):** Gina Salazar

---

**Call to Order:** Ms. Anne Bauman called the meeting to order at 12:01 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

**Public Comment:**

**Action to Approve Minutes of July 20, 2017** was approved as presented.

MS. WILSON MADE A MOTION TO ADOPT THE RCAT MINUTES OF JULY 20, 2017 AS PRESENTED; MR. BOX SECONDED THE MOTION. CONTRERAS, BALLI, BAUMAN, AND SALINAS VOTING FOR. LOPEZ WAS ABSENT.

**Discussion and Recommendation of 2<sup>nd</sup> Quarter Unsung Hero Award:** Ms. Anne Bauman had committee members review the commendations for the 2<sup>nd</sup> quarter Unsung Hero Award. There was discussion regarding commendations. The committee voted to nominate, Mr. Arnold Meza. The customer wanted to “commend operator for his quick thinking to prevent a collision with another vehicle. He is a great operator and driver.” The committee will present Mr. Meza with a certificate at the next RCAT meeting.

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

Mr. Richard Balli updated the committee on the Safe Return to School function. The information provided was “How to be a Good Friend” or how not to be a bully. The information was disbursed within 1 ½ hours because there were over 2,800 attendees at the function. ADA citations for the month of July: There were 55 citations issued for disabled parking, 3 citations issued for blocking architecture and 55 citations issued for blocking sidewalks. Year to date totals there have been 1,147 citations issued.

Ms. Sylvia Wilson told the committee the Corpus Christi Human Relations Committee (CCHRC) did not have a meeting because there was no quorum.

**Committee Reports:**

**No-Show/Eligibility Appeals**

Mr. Richard Balli updated the committee on the No-Show/Eligibility Appeals Committee. There were 5 appeals submitted in August. One appellant was present to appeal a 7-day proposed service suspension. The proposed service suspension was dismissed. One appellant submitted a letter to appeal a 7-day proposed service suspension. The proposed service suspensions were dismissed, contingent upon the appellant attending a B-Line orientation. Three appellants submitted a letter to appeal a 30-day proposed service suspension. One proposed service suspension was dismissed. One proposed service suspension was reduced to a 7-day service suspension. One proposed service suspension was determined conditional, to and from dialysis and medical appointments.

**RCAT Liaison’s Report:** Ms. Montez updated the committee on RCAT vacancies and what the CCRTA has been doing to receive more applications for the positions. The CCRTA has posted the Vacancy Notice in the kiosk downstairs, the Customer Service areas at Staples Street Center and Bear Lane. The website has also been updated and the vacancy has been posted on social media, including Facebook and Twitter. Mr. Balli updated the committee on the intersections of Ramsey, Houston and Brawner streets. Ms. Montez informed the committee how the CCRTA

is working with the City of Corpus Christi on plans for the intersection. The CCRTA is also looking to see if in the long range plans, the bus stop may be adjusted. Ms. Montez told the committee the new ARBOC buses are to be delivered late August or early September and are equipped with grab bars, but the retro-fit for the existing buses is not in the budget for 2018. Ms. Montez also updated the committee on the Leopard Street parking lot improvements for the land across the street from the existing parking lot. Also the CCRTA is applying for a grant to upgrade the Port Ayers Station.

**Chairperson's Report:**

Ms. Anne Bauman shared upcoming meeting dates with the committee.

**Informational Items:**

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

**Request for Agenda Items:**

**Other Business:** Ms. Anne Bauman adjourned the meeting at 12:48 p.m. The next meeting will be held on Thursday, September 21, 2017.





## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/26/2017 Ops	5.a.	Abel Alonzo	In reference to the June 2017 Operations Report, Mr. Alonzo asked the percentage of riders that travel to and from Robstown.	Mr. Robinson replied there is a way we can get that data, it's not in the information right now. Based on a daily ridership sample from August 16, 2017, the percentage of riders travelling on Route 27 Leopard (and possibly as far as Robstown but data is not detailed to this extent) is at 91% as compared to Route 28 at 9% which travels as far as Leopard and Omaha from Staples Street Station.	7/26/2017 10/4/2017
8/23/2017 Ops			NO RECORDING		

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
8/23/2016 Special Board			THERE WERE NO QUESTIONS AT THE BOARD MEETING		8/23/2017
			NO RECORDING		



# Operations Capital Projects Committee Member Inquiry

Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
9/27/2017 Ops	4.	Larry Young	Discussion and Possible Action to Approve the Request for Proposal (RFP) for the Law Enforcement Services Contract	Four Proposals were Received and Evaluated from Off Duty Services (ODS) (Premier) 77.60; Tommy Cabello 64.20; Safety Security Service 56.83	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young stated we talked about liability doing police work versus other work, and asked "is that defined anywhere?"	Mr. Cruz-Aedo explained to Mr. Young that the CCRTA is requesting specific liability insurance and workman's comp insurance for non-law enforcement activities for the law enforcement officers.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked "so there will be some coverage for non-law enforcement?"	Mr. Cruz-Aedo said correct, based on this proposal. Some of the others do not have the insurance so the CCRTA would have to go out to have the coverage.	9/27/2017
9/27/2017 Ops	4.	Larry Young	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked if there was anything in the contracts as to where these officers were coming from.	Mr. Cruz-Aedo explained the CCRTA doesn't specify that they would be from any particular agency, but that they be licensed by the state of Texas. Mr. Saldana explained that this is a performance based contract, and in a company how to do their job.	9/27/2017
9/27/2017 Ops	4.	George Clower	In reference to the RFP for the Law Enforcement Services Contract, Mr. Young asked was SWAT training included in the RFP, along with escalation training.	Mr. Rendon stated that SWAT training was included in the scope of the RFP and de-escalation training and ADA training was preferred.	9/27/2017
			In reference to the RFP for the Law Enforcement Services Contract, Mr. Clower asked if these companies were security companies	Mr. Rendon explained these companies are security companies but they hire licensed law enforcement officers.	9/27/2017