



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Board of Directors

DATE: Wednesday, May 2, 2018

TIME: 8:30 a.m.

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)

Anne Bauman ~ George B. Clower ~ Patricia Dominguez ~ Scott Harris

Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Larry Young

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Moment of Reflection	E. Martinez	1 min.	-----
3.	Roll Call	D. Leyendecker	2 min.	-----
4.	Opportunity for Public Comment	E. Martinez	3 min.	-----
5.	Personnel Recognition	J. Cruz-Aedo	3 min.	-----
6.	Update on Fare Analysis	J. Cruz-Aedo	5 min.	<i>PPT</i>
7.	Action to Confirm Member Re-Appointments to CCRTA's Committee on Accessible Transportation (RCAT) a) Joyce Lopez c) Sylvia Wilson b) Richard Balli	S. Montez	5 min.	Page 1
8.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
9.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of April 4, 2018	E. Martinez	2 min.	Pages 2-6
10.	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.		3 min.	
	a) Action to Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020			Page 7
	b) Action to Authorize Exercising the Contract Option Year with Vets Securing America (VSA) Contract			Page 8
	c) Action to Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract			Pages 9-10

	d) Action to Authorize Issuing an Invitation for Bid (IFB) for an Bus Engine Supplier Contract			Pages 11-12
11.	Discussion and Possible Action to Adopt a Revised 2018 Emergency Preparedness Policy	M. Rendón	4 min.	Pages 13-14 <i>PPT & Attachment A</i>
12.	Presentations:			
	a) March 2018 Financial Report	R. Saldaña	4 min.	Pages 15-21 <i>PPT</i>
	b) Procurement Update	R. Saldaña	4 min.	<i>PPT</i>
	c) March 2018 Safety & Security Report	M. Rendón	4 min.	<i>PPT</i>
	d) March 2018 Operations Report	G. Robinson	4 min.	Pages 22-24 <i>PPT</i>
	e) Route 99 Pilot Update	G. Robinson	4 min.	<i>PPT</i>
13.	CEO's Report	J. Cruz-Aedo	6 min.	-----
	a) Fiesta de la Flor Update			
	b) Buc Days Illuminated Night Parade Update			
14.	Board Chair's Report	E. Martinez	5 min.	-----
	a) APTA Legislative Conference			
15.	Adjournment	E. Martinez	1 min.	-----
16.	Information Items:			<i>Attachments</i>
	a) RCAT Meeting Minutes– March 15, 2018			
	b) Member Inquiry Forms:			
	1. Board Meeting– April 4, 2018			
	2. Committee Meetings– March 28, 2018			

Total Estimated Time: 1 hr., 8 min.

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On **Friday, April 27, 2018** 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.

Mission Statement	Vision 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.	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.



Board of Directors Meeting Memo

May 2, 2018

Subject: Re-Appointment of the following members to CCRTA's Committee on Accessible Transportation (RCAT); Richard Balli, Sylvia Wilson and Joyce Lopez

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how re-appointments are handled. If a member is eligible for re-appointment, they must submit a letter of interest to staff and the Board of Directors takes action to make the re-appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, the RCAT Committee has three current members who are interested in continuing service and are seeking an additional two-year term. They are:

- Richard Balli, appointed in 2012, seeking 4th term
- Sylvia Wilson, appointed in 2012, seeking 4th term
- Joyce Lopez, appointed in 2014, seeking 3rd term

In order to continue service on the RCAT Committee, the RTA Board of Directors must take action to re-appoint the members.

Recommendation

The RCAT Committee recommends the Board of Directors take action to re-appoint the following members to CCRTA's Committee on Accessible Transportation (RCAT); Richard Balli, Sylvia Wilson, and Joyce Lopez.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Customer Services and Capital Programs

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, APRIL 4, 2018**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Provided Opportunity for Public Comment**
- 5. Action to Appoint the Following Members to CCRTA's Committee on Accessible Transportation (RCAT) Transportation**
 - a) Rhonda Alvarez**
 - b) Alonzo Cuellar**
 - c) Randal Chisamore**
 - d) Celia Mendez**
- 6. Heard Update on RCAT Committee Activities**
- 7. Action to Approve Board of Directors Meeting Minutes of March 7, 2018**
- 8. Action to Approve Consent Agenda Items a) thru g) –**
 - a) Action to Authorize to Exercise First Option Year for Health Care Consulting Services with Roland Barrera Insurance and approve Contract Modification, from February 20, 2018 to February 20, 2019 and extend option periods for an additional two option years for Insurance Consulting Services**
 - b) Action to Authorize Awarding a Contract to The Doctor's Center for Occupational Medical Services**
 - c) Action to Issue an Invitation for Bids (IFB) for the Supply of Electronic Bus Passes**
 - d) Action to Authorize Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances**
 - e) Action to Authorize a Memorandum of Understanding with the Corpus Christi Metropolitan Planning Organization and the Texas Department of Transportation**
 - f) Action to Approve the 2018 Safety Management System (SMS) Manual**
 - g) Action to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage**
- 9. Heard Presentations –**
 - a) February 2018 Financial Report**
 - b) Procurement Update**
 - c) February 2018 Safety & Security Report**
 - d) February 2018 Operations Report**
- 10. Heard CEO's Report**
- 11. Heard Chairman's Report**
- 12. Adjournment**
- 13. Information –**
 - a) RCAT Meeting Minutes – February 15, 2018**
 - b) Member Inquiry Forms:**
 - 1. Board Meeting – March 7, 2018**

2. Committee Meetings – February 28, 2018

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

Board Members Present: Michael Reeves, Board Vice Chair;, Dan Leyendecker, Board Secretary; George B. Clower; Glenn Martin, Scott Harris, Tom Niskala, Patricia Dominguez, Anne Bauman and Philip Skrobarczyk

Board Members Absent: Edward Martinez and Larry Young

Staff Present: David Chapa, Kelly Coughlin-Tran, Jennifer Fehribach, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Gina Salazar and Luis Vega, ATU-Local 1769 Union; Norma Hernandez, Safe Journey

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 8:31 a.m., announced the Pledge of Allegiance and held a moment of reflection. Ms. Dena Linnehan called Roll and stated a quorum was present.

Provided Opportunity for Public Comment

Mr. Lamont Taylor spoke on the day as being the anniversary of Mr. Martin Luther King and how that movement started on a bus.

RCAT

Ms. Sharon Montez provided a background on the RCAT Committee and asked the Board to appoint the following individuals; Ms. Rhonda Alvarez, Messrs. Alonzo Cuellar and Randal Chisamore and Ms. Celia Mendez.

MS. ANNE BAUMAN MADE A MOTION TO APPOINT THE FOLLOWING MEMBERS TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) TRANSPORTATION; MS. RHONDA ALVAREZ, MESSRS. ALONZO CUELLAR AND RANDAL CHISAMORE AND MS. CELIA MENDEZ. MR. SCOTT HARRIS SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT MARTINEZ AND YOUNG.

Heard Update on RCAT Committee Activities

Ms. Sharon Montez commented the RCAT meeting was held February 18, 2018. She said they did not have an Unsung Hero award at the meeting. She said the next meeting is scheduled for April 19, 2018 and invited all to attend.

Action to Approve Board of Directors Meeting Minutes of March 7, 2018

MR. GLENN MARTIN MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF MARCH 7, 2018. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT MARTINEZ AND YOUNG.

Heard Consent Agenda Items

Items a) through g) 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.

Mr. Martinez asked members if there were any of the items a) through g) to be pulled for discussion, and none, he asked for a motion to approve the following items:

MR. TOM NISKALA MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH G) AS SHOWN. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT MARTINEZ AND YOUNG.

Heard Presentations:

a. February 2018 Financial Report – Mr. Saldaña reported February's total operating revenues at \$147,078 on a budget of \$154,427 giving us a \$7,349 shortfall. He said the departmental expenses at \$2.344 million on a budget of \$2.360 million, with savings of \$15,241. He said depreciation at \$309,068 actual and budgeted, giving us total operating expenses at \$2.65 million on a \$2.66 million budget, and sales tax revenues at \$2.5 million on a budget of \$2.26 million, operating grants at \$418,222 on a budget of \$103,330. Mr. Saldaña commented our investment income was at \$19,840 on a budget of \$6,057, and over the past 6 months we have seen more in our returns since going with TexPool Investments.

He stated cost to run the Staple Street Center is a negative \$14,839 on a negative budget of \$26,796 as this negative amount does not include the lease revenue. He said for the street improvement program for February is \$198,000 monies we put aside based on projected sales tax for 2018, and the \$2.5 million from the \$2.7 million from non-operating income leaves us a \$227,935 positive cash flow. He provided a slide with a chart breakdown of expenses by function where the largest 45 percent or \$1.1 million monies go towards salaries and benefits, and a low 2 percent or \$50,205 monies towards utilities.

Mr. Saldaña stated the year to date total operating expenses were \$292,088 on a budget of \$322,933, or \$30,000 shortfall. He said our sales tax revenue is our main driving point for our budget, and last January we had \$2.3 and 2018 came in at \$2.5, or \$235,478 increase over last year. Mr. Niskala commented on the Staples Street

Center in that our loss is not as great as anticipated, and with the General Land Office as a tenant soon, this loss would become a positive with their monthly lease revenue.

- b. Procurement Update** – Mr. Saldaña reported on current projects; Occupational Medical Services, Lubricant and Fluid Supply, Digital Signage/Content Management Software and Long Term and Short Term Disability. He provided the statistics for each project on outreach, pre-proposal meeting attendance and number of proposals submitted.

Mr. Saldaña reported on our four month outlook and said estimated costs for Security Services at \$170,455.40, Windstorm & Hail Insurance at \$113,100, State Legislative Consulting at \$129,000, Federal Legislative Consulting at \$129,000, and Bus & Bench Advertising at \$150,000. He also reported on the CEO's signature authority contracts; B2GNow Diviserty Management System at \$18,000; Towing Services at \$25,000; Actuarial Services at \$5,000; Antifreeze at \$16,000, Commercial Janitorial Services at \$14,030.40, Real Time Passenger Information at \$45,000; and all, not to exceed these amounts. He reported month-to-month contracts; Long Term Disability at \$21,550, Marina Rental Space at \$11,893.

- c. February 2018 Safety & Security Report** – Mr. Rendón reported for the month of February and our operators drove 262,328 miles with 2 non-preventable accidents. He said our year-to-date met the industry standard of 2.0. Using a PowerPoint slide he presented a chart with a summary of numbers and percentages for 4 public intoxications and 1 criminal arrest, 20 criminal trespass warnings issued and 8 other service calls for the month, and 554 contacts with individuals at the stations.

- d. February 2018 Operations Report** – Mr. Gordon Robinson reported February 2018 boardings at 424,523, or 5.6 percent down overall, and B-Line being 6 percent down for the month. He reported year-to-date also down 6.5 percent overall, and also commented on the vanpool having 4 new vehicles starting this month driving from Corpus to NAS/Kingsville. He provided rankings on the top 10 routes with the highest and lowest weekday productivity, and also the highest wheelchair and bicycle boardings of 479 and 1,550, Molina and Staples Street Center. Mr. Robinson commented On-Time Performance was at 88.1 percent for the Agency met the industry standard of greater than 85 percent. He said 35 percent of our routes are on detour, or 16 of the 46 routes, and B-Line and MV Transportation had no issues and met their metrics. Mr. Robinson stated February's Customer Assistance Forms (CAFs) came in at 31 were validated, and the Miles between Roadcalls (MBRC), the agency met the standard at 7,360.

Heard CEO's Report

Mr. Robert Saldaña spoke on behalf of the CEO as he is traveling. He commented on Beach to Bay, Buc Days Illuminated Night Parade coming up and our participation in these events.

Heard Board Chair's Report

Mr. Mike Reeves spoke on behalf of the Board Chair and deferred the time over to other board members. Mr. Scott Harris would like to have a briefing on the trip to Washington, D.C. from those who had attended the APTA Legislative conference. Ms. Anne Bauman thanked the staff for all they are doing and spoke on a recent bus stop signage issue. Mr. Michael Reeves provided a briefing of the Legislative meeting with the delegates while in Washington, D.C. He said they were very interested in what the CCRTA is doing and wanting to do to apply for funding that is available for various projects. He said Mr. Jorge Cruz-Aedo and Ms. Kelly Coughlin Tran will provide a formal briefing.

Adjournment

There being no further review of items, the meeting adjourned at 9:06 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Board of Directors Meeting Memo

May 2, 2018

Subject: Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020

Background

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

Identified Need

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services and with Meyers & Associates to provide federal legislative consulting services. The state legislative consulting services contract is scheduled to expire on June 6, 2018, and the federal legislative consulting services contract is scheduled to expire on June 26, 2018.

Financial Impact

The two-year option contract costs are as follows:

- State Legislative Consulting Services
 - Annually - \$66,000 per year to be apportioned in monthly payments of \$5,500.
 - Total amount of the contract for two years would be \$132,000.
- Federal Legislative Consulting Services
 - Annually - \$72,000 per year to be apportioned in monthly payments of \$6,000.
 - Total amount of the contract for two years would be \$144,000.

Committee Review

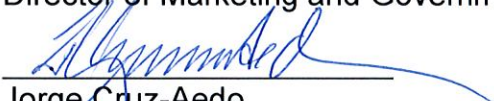
This item was reviewed and approved at the Administration & Finance Committee meeting held on April 25, 2018.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve a contract update for the State and Federal Legislative Consulting Services from June 2018 until June 2020.

Respectfully Submitted,

Reviewed by: Kelly Coughlin-Tran
Director of Marketing and Governmental Affairs

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Board of Directors Meeting Memo

May 2, 2018

Subject: Exercising the Contract Option Year with Vets Securing America (VSA) to Provide Security Guard Services at Staples Street Center and Bear Lane Facilities

Background

Currently, the CCRTA is utilizing VSA for security guard services at the Staples Street Center, Administration Building, and at the Bear Lane Facilities. On May 25, 2016 the Board approved awarding the contract to VSA for this service. There were six proposals submitted in response to the Request for Proposals issued for this solicitation. VSA received the highest overall points total. The current contract expires on June 30, 2018.

Identified Need

This service provides safety and security for customers, employees, and the general public. At the Staples Street Center 24-hour coverage is provided, 7 days per week. Weekend coverage is provided at the Bear Lane facility. In addition, they also provide special events security guard services when needed. All guards are commissioned by the Department of Public Safety.

Financial Impact

The total cost for the option year will be \$201,326.24 and is budgeted in the 2018 operating budget using local funds.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on April 25, 2018.

Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer or his designee to exercise the contract option year with Vets Securing America (VSA) for Security Guard Services at the Staples Street Center and Bear Lane Facility.

Respectfully Submitted,

Submitted by: Mike Rendón
Director of Safety and Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract

Background

Fixed route vehicles require a 500 amperage draw to meet the demands of the electrical system. The electric supply utilizes a split charging system and requires four type 31 heavy duty batteries, four (4) 12 volt cycling batteries.

On an annual basis the RTA fixed fleet expends approximately 155 to 165 batteries. Additionally, RTA is required to ensure the proper disposal of battery cores per EPA standards and regulations.

Identified Need

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. The bus battery contract will ensure product is available for meeting daily service demands.

The Bus Battery Supplier Contract IFB is structured as a three-year supply agreement with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total amount of expenditures will be determined on actual usage. Local funds are budgeted in FY2018 Operating Budget.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 25, 2018.

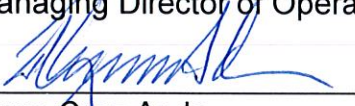
Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for a Bus Battery Supplier Contract.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract

Background

Federal State of Good Repair (SOG) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2009 and 2012 fixed route coaches have reached their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul.

Identified Need

The 2009 and 2012 fixed route coaches have reached their engine midlife in years and miles; eight (8) 2009 diesel and ten (10) 2012 CNG Gillig Low Floor units.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

The Bus Engine Contract Supplier Invitation for Bid (IFB) is structured as a three-year firm supply agreement with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2018 operating budget. The project is contingent upon the award of 5307 funding.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on April 25, 2018.


Recommendation

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for a Bus Engine Contract Supplier.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer



Subject: Adopt a Revised 2018 Emergency Preparedness Policy

Background

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

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Board Policy was last revised on April 5, 2017 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

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

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

The revised Emergency Response Board Policy (Attachment A) guides CCRTA personnel in preparing for emergencies. The 2018 Emergency Response Board Policy was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

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

Committee Review

The Administration & Finance Committee did not review this item.

Recommendation

Staff requests that the Board of Directors Adopt the 2018 Emergency Preparedness Policy.

Respectfully Submitted,

Submitted by: Mike Rendón
Director of Safety & Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

EMERGENCY PREPAREDNESS

- I. **Purpose:** The Corpus Christi Regional Transportation Authority (CCRTA) believes that by providing employees with clear expectations of their responsibilities in cases of emergencies such as Hurricanes, we can most effectively and efficiently provide service before, during and immediately after an emergency or disaster. The CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City's Emergency Management Office to provide service as required for the public before, during and as soon as safely possible after an emergency/disaster. This policy outlines the responsibilities of CCRTA employees in case of emergencies/disasters. It is not intended to conflict with the CCRTA Emergency Preparedness Plan, which is issued annually.

- II. **Application:** This Policy applies to all CCRTA employees, including part-time and temporary employees. The policy will be in effect whenever the CEO declares that the CCRTA's Emergency Preparedness policy is activated or that conditions warrant it. Emergencies/Disasters weather may refer to hurricanes; tornadoes; ice storms or other disastrous conditions.

- III. **Readiness Phase:** CCRTA-Wide Procedures - Condition 3
 - 1) Department heads will re-assess personal leave requests of employees who are on approved personal leave. Individual Department Heads will determine whether or not the leave should be cancelled. Employees, not on leave at the time of the activation of condition 3, and who have responsibilities during the emergency will have their personal leave re-scheduled. The leave may be re-scheduled at the discretion of the department head.

 - 2) Use of leave: Employees designated as essential employees, who have volunteered to work during the emergency, may, with the approval of the department head, utilize personal leave, or if exhausted, leave without pay to secure their families and property during condition 3.

 - 3) **All employees, unless leave is approved by the Department Head, must report to work as scheduled prior to an emergency event. The CCRTA will make every effort to cancel service early enough to allow employees to be able to secure themselves and their family.**

 - 4) All on call essential personnel, not utilizing the designated CCRTA Employee refuges of last resort, must provide the CCRTA with a phone number and/or location where they can be reached immediately after the emergency event, or when the Emergency Management Office announces a Return to Work Phase. This does not relieve the employee from complying with "calling in" or "reporting" to work.

 - 5) All employees who are non-essential and who are not "On Call" may upon securement and authorization by their department head evacuate if they choose to do so. **Non-essential and Employees not "on call" who evacuate should secure**

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

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

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

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

THE CEO OR HIS/HER DESIGNEE WILL –

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

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

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

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

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

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

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

VII. Responsibilities:

CEO and Department Heads:

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

Supervisor Responsibilities:

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

All CCRTA Employees Responsibilities:

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

Human Resources Responsibilities:

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

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

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

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

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

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

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

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

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

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

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

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

IX. **Waivers for Essential Positions:**

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

X. **Policy Violations:**

Employee will be held in violation of this policy by:

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

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

XI. **Pay**

Non-Exempt Employees (hourly):

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

Exempt Employees (salaried):

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

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

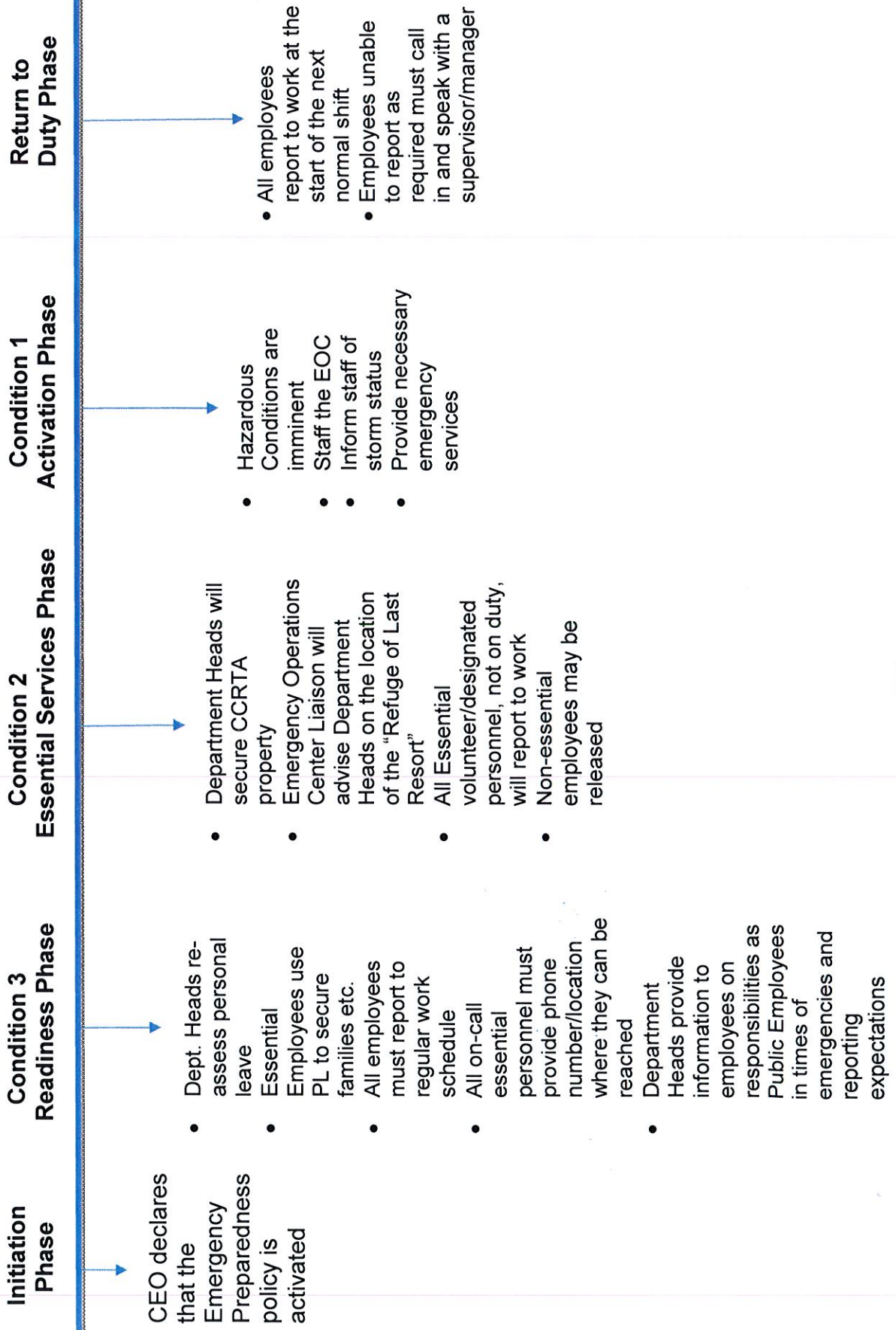
Adopted: May 30, 2000

Amended: May 6, 2015

Amended: May 4, 2016

Amended: April 5, 2017

Emergency Preparedness Phases





Subject: March 2018 Financial Report

SUMMARY: The Authority's financial results for March 2018 posted a gain of \$281,761 for the month and reflects a negative variance of \$397,385 when compared to the projected estimate of \$679,146. The variance is attributed to three sources: Sales Tax Revenue, Federal Grant Revenue and departmental expenses. Specifically, the net effect of February sales tax collections beating estimates by \$173,521; federal grant revenues posting shorter than estimated by approximately \$195,201; this variance is offset by a larger positive variance experienced in February. Meanwhile, departmental expenses related to health insurance claims and purchased transportation also comprised an unfavorable variance of \$226,596 and made for a net unfavorable variance of \$123,694 across all departmental expenses.

Department expenses came in below budget for the month and YTD. As of March we were 25% into the Annual Budget of \$29,769,619 or \$7,442,405. Total Department expenses came in at 25.88% or \$7,704,566 representing an unfavorable variance of \$262,161.

REVENUES

The revenue composition for the month of March is presented below for additional information and is consistent with projected expectations:

<u>Revenue Source</u>	<u>Mar-18</u>	<u>%</u>
Passenger Service	\$ 137,778	3.70%
Bus Advertising	\$ 12,435	0.33%
Other Revenue	\$ 448,354	12.05%
Sales Tax Revenue	\$ 2,938,321	78.95%
Grants Operating	\$ 116,129	3.12%
Grants Capital	\$ -	0.00%
Investment Income	\$ 24,729	0.66%
SSC lease income	\$ 40,193	1.08%
Port Ayers lease income	\$ 3,583	0.10%
Total Revenue	<u>\$ 3,721,522</u>	<u>100.00%</u>

Since Sales Tax Revenues is the major source of revenue for the Agency, special emphasis is given to explain variances. Because sales tax revenue lags two months

behind it is necessary to offer the following explanation to enhance the reader's understanding.

- Sales Tax Allocation – Received in April

The sales tax allocation received in April for \$2,536,543.89 represents consumer spending in February. The allocation in comparison to the same period last year is higher by \$243,124.39 or 10.60%.

The allocation for the month of February exceeds the monthly budget by \$173,520.16 or 7.34%.

- Sales Tax Allocation – Received in March

The sales tax allocation received in March for \$2,534,817.65 represents consumer spending in January. The allocation in comparison to the same period last year is higher by \$235,477.50 or 10.24%.

The allocation for the month of January exceeds the monthly budget by \$150,906.65 or 6.33%.

- Operating Revenues – For the month of March, operating revenues totaled \$598,568 compared to a budget of \$616,738. Of these amounts, Passenger Service was \$137,778 vs. \$138,264 in 2017 – a decrease of \$486 and \$10,872 (7.3%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$460,789 vs. \$468,088 budgeted for a net shortfall of \$7,299.

EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are over budget by \$104,811, or 4.11%.

- Salaries & Benefits – March reflects \$1,164,625, which is 0.90% (\$10,521) under budgeted amounts.
- Services – March reflects \$230,854, which is 0.27% (\$630) under budgeted amounts.
- Materials and Supplies – March reports \$204,921 which is 28.37% (\$81,143) under budgeted amounts.
- Utilities – March reports \$54,277, which is 24.46% (\$17,580) under budgeted amounts.
- Insurance – March reports \$429,237, which is \$165,506 (62.76%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – March reports \$535,176, which is \$55,673 (11.61%) over the budgeted amount. The variance is related to increased expenditures for

contracted fixed route service as a result of the utilization of the contractor's services for fixed route services previously fulfilled by CCRTA operators.

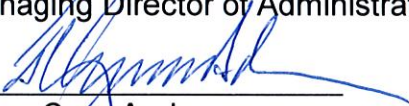
- Miscellaneous – March reports \$35,859 which is \$7,754 (17.78%) under budgeted amounts.

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 March 31, 2018 & March 31, 2017

	Year to Date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 405,887	431,565	(25,678)	424,323	(18,436)
Bus advertising	34,417	41,140	(6,723)	37,236	(2,819)
Charter service	-	-	-	-	-
Other operating revenues	450,353	466,966	(16,613)	7,806	442,547
Total Operating Revenues	890,656	939,671	(49,015)	469,365	421,291
Operating Expenses:					
Transportation	1,715,043	1,779,330	64,286	1,676,766	(38,277)
Customer Programs	75,652	80,201	4,549	70,745	(4,907)
Purchased Transportation	1,506,706	1,438,510	(68,196)	1,391,614	(115,091)
Service Development	106,970	90,269	(16,701)	94,235	(12,735)
MIS	269,719	240,253	(29,466)	217,807	(51,912)
Vehicle Maintenance	1,126,472	1,220,824	94,352	1,227,597	101,125
Facilities Maintenance	419,647	453,671	34,024	341,044	(78,604)
Contracts and Procurements	48,706	40,576	(8,130)	24,762	(23,944)
CEO's Office	138,891	154,934	16,043	141,014	2,123
Finance and Accounting	105,301	110,297	4,996	119,706	14,406
Materials Management	35,940	43,756	7,816	44,219	8,279
Human Resources	1,419,607	1,153,212	(266,396)	1,363,130	(56,478)
General Administration	118,765	142,498	23,733	96,874	(21,890)
Capital Project Management	45,214	50,438	5,224	60,124	14,910
Marketing & Communications	139,051	142,755	3,704	168,709	29,658
Safety & Security	272,290	285,225	12,935	293,756	21,466
Total Departmental Expenses	7,543,974	7,426,748	(117,227)	7,332,104	(211,870)
Depreciation	1,020,241	1,020,240	(1)	2,124,999	1,104,758
Total Operating Expenses	8,564,215	8,446,988	(117,227)	9,457,103	892,888
Operating Income (Loss)	(7,673,559)	(7,507,317)	(166,242)	(8,987,738)	1,314,179
Other Income (Expense)					
Sales Tax Revenue	8,009,682	7,585,255	424,427	7,453,562	556,120
Federal, state and local grant assistance	772,636	564,320	208,316	925,390	(152,754)
Investment Income	64,960	19,470	45,490	23,307	41,653
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(160,592)	(200,520)	(39,929)	(109,753)	(50,839)
SSC Lease Income	101,168	114,554	13,386	63,260	37,908
Port Ayers Cost Center	10,750	(12,500)	23,250	-	10,750
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	(14,592)	(67,986)	53,394	(1,045)	(13,547)
Street Improvements Program for CCRTA Region Entities	(655,037)	(655,037)	-	(757,824)	102,787
Non-Operating Income (Loss)	8,128,975	7,347,556	781,419	7,596,898	532,078
Net Income (Loss) Before Capital Grants and Donations	455,416	(159,761)	615,177	(1,390,840)	1,846,256
Capital Grants & Donations	207,791	-	207,791	-	207,791
Capital Expenditures	(436,429)	-	(436,429)	-	(436,429)
Change in Net Assets	\$ 226,778	(159,761)	386,539	(1,390,840)	1,617,618

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended March 31, 2018 and year ended December 31, 2017

	Unaudited March 31 2018	Unaudited December 31 2017
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 16,856,478	\$ 20,207,006
Investments	5,045,241	5,025,996
Receivables:		
Sales and Use Taxes	5,474,865	5,753,658
Accrued Interest	20,453	20,473
Federal Government	525,868	1,662,847
Other	525,201	180,223
Inventories	585,114	594,584
Prepaid Expenses	1,704,454	319,896
Total Current Assets	<u>30,737,673</u>	<u>33,764,683</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	4,162,482	2,132,606
Capital Assets:		
Land	5,431,969	5,431,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,477,608	23,477,608
Other Improvements	5,372,159	5,372,159
Vehicles and Equipment	56,685,879	56,685,879
Construction in Progress	3,401,856	3,407,006
Current Year Additions	317,313	-
Total Capital Assets	<u>148,302,463</u>	<u>147,990,300</u>
Less: Accumulated Depreciation	<u>(61,995,597)</u>	<u>(60,975,357)</u>
Net Capital Assets	<u>86,306,866</u>	<u>87,014,943</u>
Total Non-Current Assets	<u>90,469,349</u>	<u>89,147,549</u>
TOTAL ASSETS	<u>121,207,021</u>	<u>122,912,232</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	<u>3,535,332</u>	<u>3,535,332</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>124,742,353</u></u>	<u><u>126,447,564</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (cotinued)
Month ended March 31, 2018 and year ended December 31, 2017

	Unaudited March 31 2018	Unaudited December 31 2017
	<u>2018</u>	<u>2017</u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	1,186,990	3,755,927
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,466,747	2,176,850
Other Accrued Liabilities	902,927	665,399
Total Current Liabilities	<u>5,486,571</u>	<u>7,528,084</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,245,000	19,245,000
Compensated Absences	195,210	195,210
Net Pension Liability	2,383,237	2,383,237
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>22,195,204</u>	<u>22,195,204</u>
TOTAL LIABLILITES	<u>27,681,775</u>	<u>29,723,288</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	595,164	595,164
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>28,276,939</u>	<u>30,318,452</u>
Net Position:		
Net Invested in Capital Assets	64,875,564	65,583,641
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	29,978,548	28,934,169
TOTAL NET POSITION	<u>\$ 96,465,414</u>	<u>\$ 96,129,112</u>

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
Month ended March 31, 2018

	<u>3/31/2018</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 112,228
Cash Received from Bus Advertising and Other Ancillary	76,513
Cash Payments to Suppliers for Goods and Services	(1,599,355)
Cash Payments to Employees for Services	(679,240)
Cash Payments for Employee Benefits	<u>(318,487)</u>
Net Cash Used for Operating Activities	<u>(2,408,343)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,534,818
Grants and Other Reimbursements	445,473
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,980,291</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	210,991
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	<u>(119,116)</u>
Net Cash Provided by Capital and Related Financing Activities	<u>91,875</u>
Cash Flows from Investing Activities:	
Investment Income	17,564
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>17,564</u>
Net Increase in Cash and Cash Equivalents	681,387
Cash and Cash Equivalents (Including Restricted Accounts), March 1, 2018	20,337,574
Cash and Cash Equivalents (Including Restricted Accounts), March 31, 2018	\$ <u><u>21,018,961</u></u>



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 2, 2018

Subject: Operations Report for March 2018

The system-wide monthly operations performance report for March 2018 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 and customer service feedback.

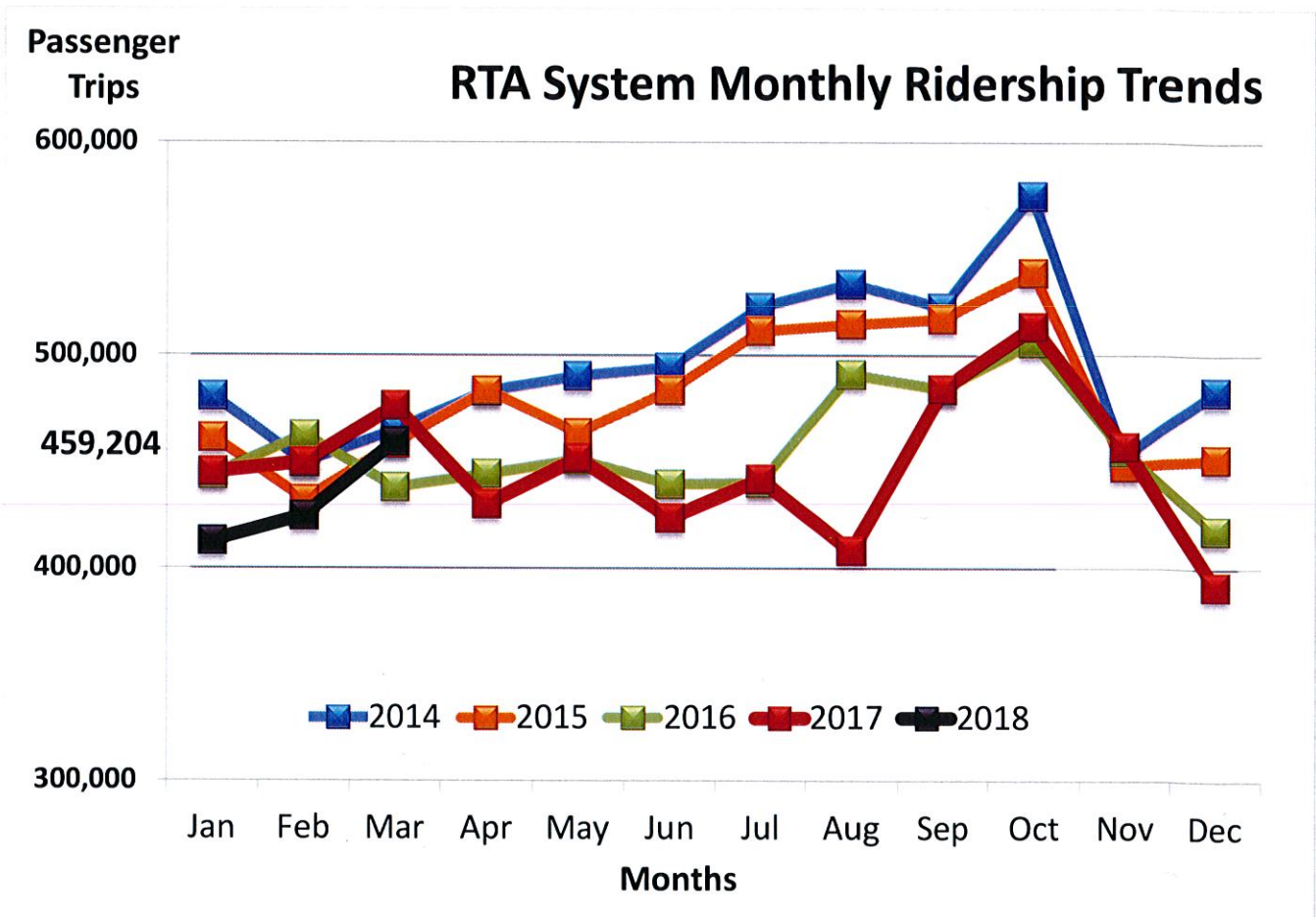


1. System-wide Ridership and Service Performance Results

Boardings for all services in March 2018 totaled 459,204. This represents a -3.6% decrease as compared to 476,306 boardings in March 2017 or 15,037 fewer boardings this month. One less weekday and one more Saturday was operated this month as compared to March 2017.

March 2018	March 2017	Variance
22 Weekdays	23 Weekdays	- 1 Weekday
5 Saturdays	4 Saturdays	+1 Saturday
4 Sundays	4 Sundays	0 Sunday
31 Days	31 Days	

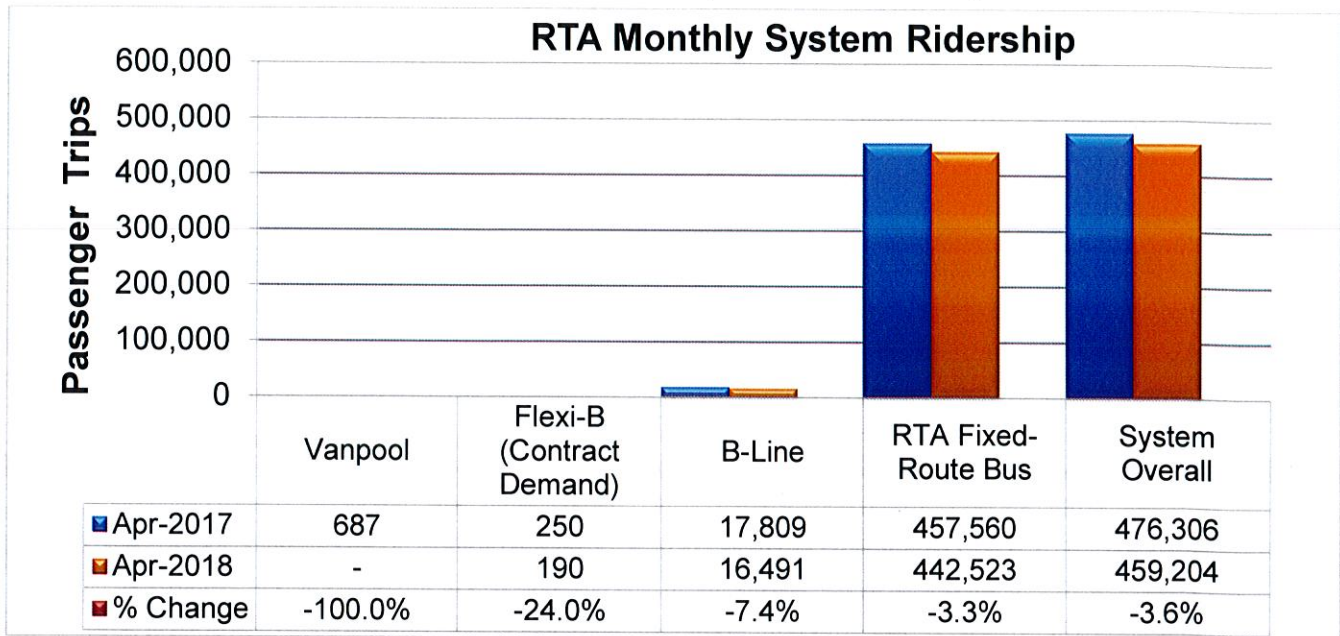
Average retail gas prices for unleaded fuel was \$2.29 per gallon this month compared to \$2.09 per gallon in March 2017¹. Rainfall this March was 2.0 inches compared to 4.99 inches in March 2017.²



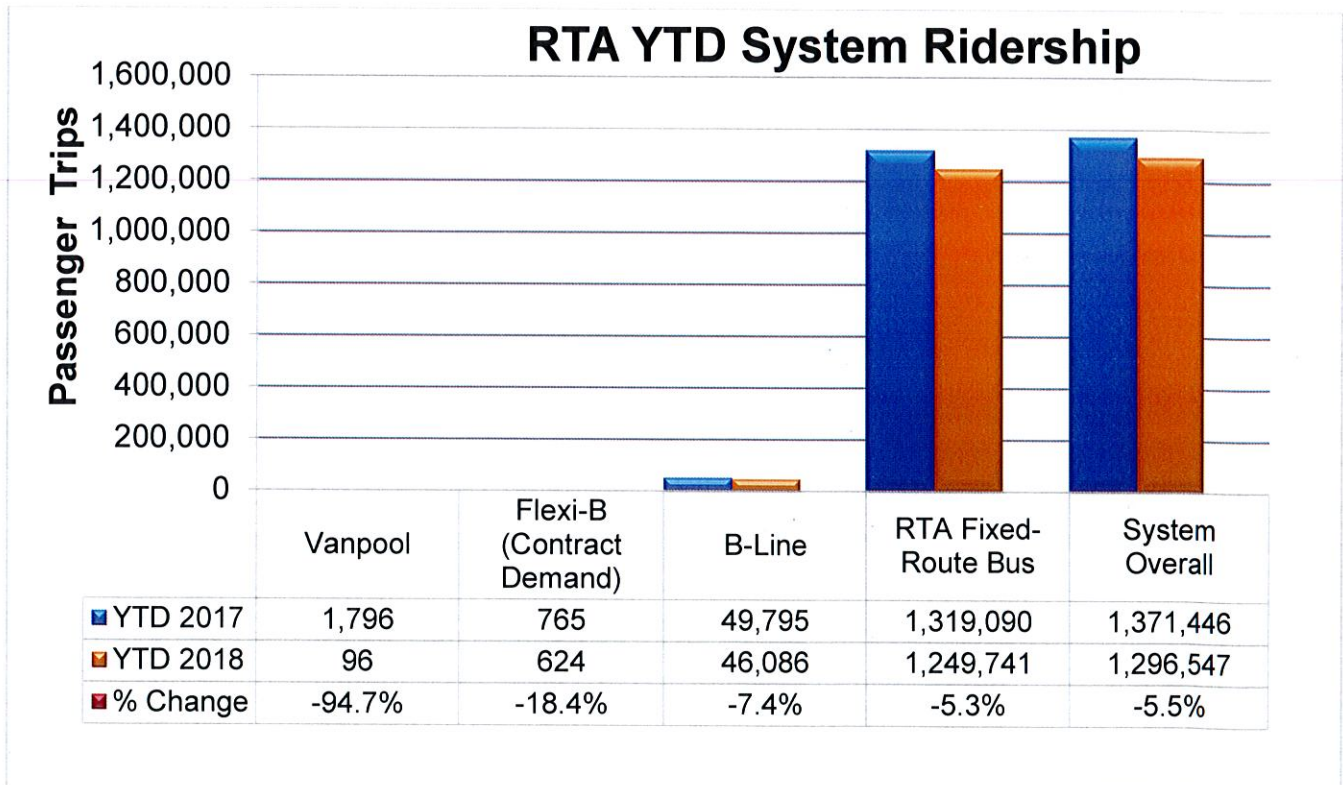
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

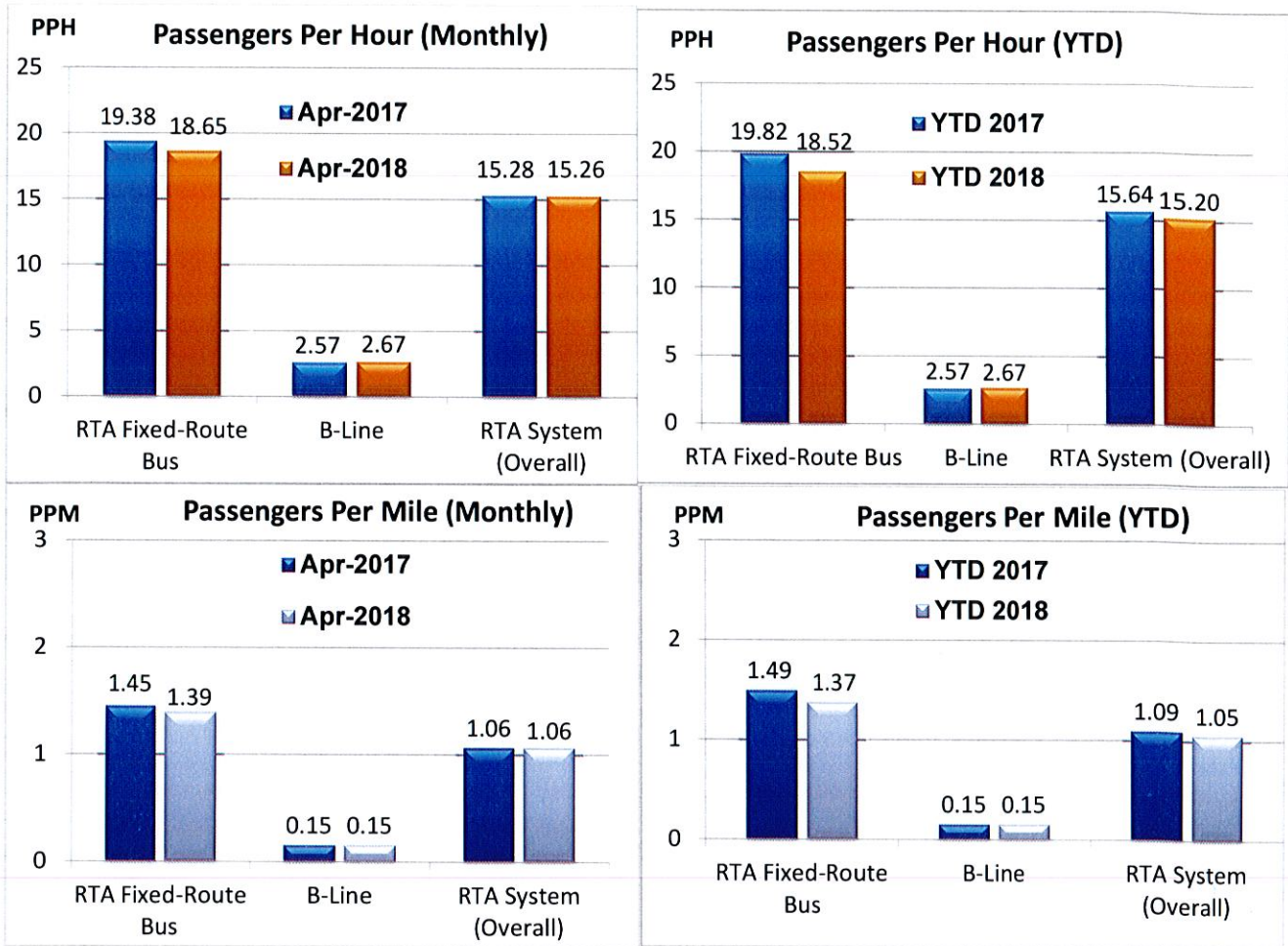
The chart below shows Monthly ridership results for all services. CCRTA recorded 15,037 fewer boardings for a decrease of -3.6% in 2018 as compared to the same period in 2017.



The chart below shows YTD ridership results for all services. CCRTA recorded 69,349 fewer boardings for an YTD decrease of -5.3% in 2018 as compared to the same period in 2017.



The following charts report system-wide productivity for the month of March 2018 vs. March 2017 and YTD figures.



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

Schedule Adherence	Standard	Jan-18	Feb-18	Mar-18	3-Month Average
Early Departure	<1%	0.6%	0.6%	0.5%	0.6%
Departures within 0-5 minutes	>85%	87.3%	88.1%	86.7%	87.4%
Monthly Wheelchair Boardings	No standard	3,892	3,535	4,655	4,027
Monthly Bicycle Boardings	No standard	7,411	7,292	7,105	7,269

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 impact or will impact on-time performance:

- On Detour • **South Alameda St.** (Ayers-Louisiana): Began June 2, 2017: (1) year project.
 - Routes 5, 5s, 15s, 19, 29, & 29s
- On Detour • **Ayers St.** (Santa Fe-Alameda): Work has begun (3) months behind schedule (1) year project.
 - Routes 15s & 19
- On Detour • **Corona Dr.** (Flynn-Everhart): (4) months behind schedule, was to begin Nov. 6, 2017: now a (14) month project.
 - Route 17
- On Detour • **Carroll Ln.** (Houston-McArdle): Began September 28, 2017: (1) year project.
 - Route 17
- On Detour • **Chaparral St.** (Schatzel-Taylor): Began November 6, 2017: (1) year project.
 - Routes 76, 76s & 78 bond project detour.
- On Detour • **Comanche St. Overpass:** Began October 16, 2017: (9) month project.
 - Routes 21 & 21s
- On Detour • **Gollihar Rd.** (Staples-Kostoryz): All (3) phases to be completed mid-2019.
 - Routes 32, 37 & 37s
- On Detour • **Old Robstown Rd.** (Leopard-Agnes-Hwy 44): (4) months behind schedule, was to begin September 6, 2017 now a (19) month project.
 - Route 12
- No Detour • **South Staples St** (Alameda-Morgan): Began mid-November 2017.
 - Routes 5s, 17, 29 & 29s (No Service in construction zone)
- No Detour • **South Staples St** (Brawner Parkway-Kostoryz): Began late March 2018.
 - Routes 17, 29 & 29s (No Service in construction zone)
- On Detour • **North Staples St** (IH-37 Bridge Overpass): Began April 6, 2018.
 - Routes 12 & 12s to be completed December-2018.

Currently, there are 17 detoured routes out of 46 fixed routes (37%).

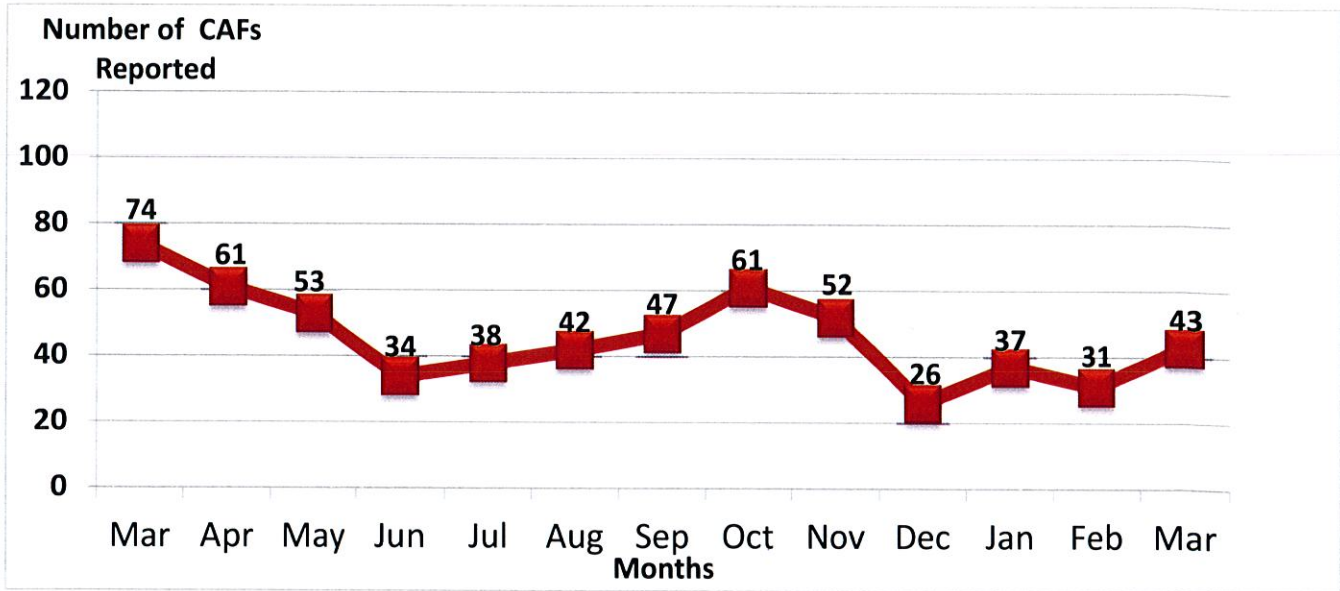
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- **Productivity:** 2.67 PPH did meet the contract standard of 2.50 PPH.
- **In Vehicle Time:** 98.1% did exceed the contract standard of 95%.
- **Denials:** 0 denials or 0.0% did meet contract standard of 0.0%.
- **Miles between Road Calls:** 11,869 did not exceed the contract standard of 12,250 miles.
- **Ridership Statistics:** 10,845 ambulatory; 4,659 wheelchair boarding's

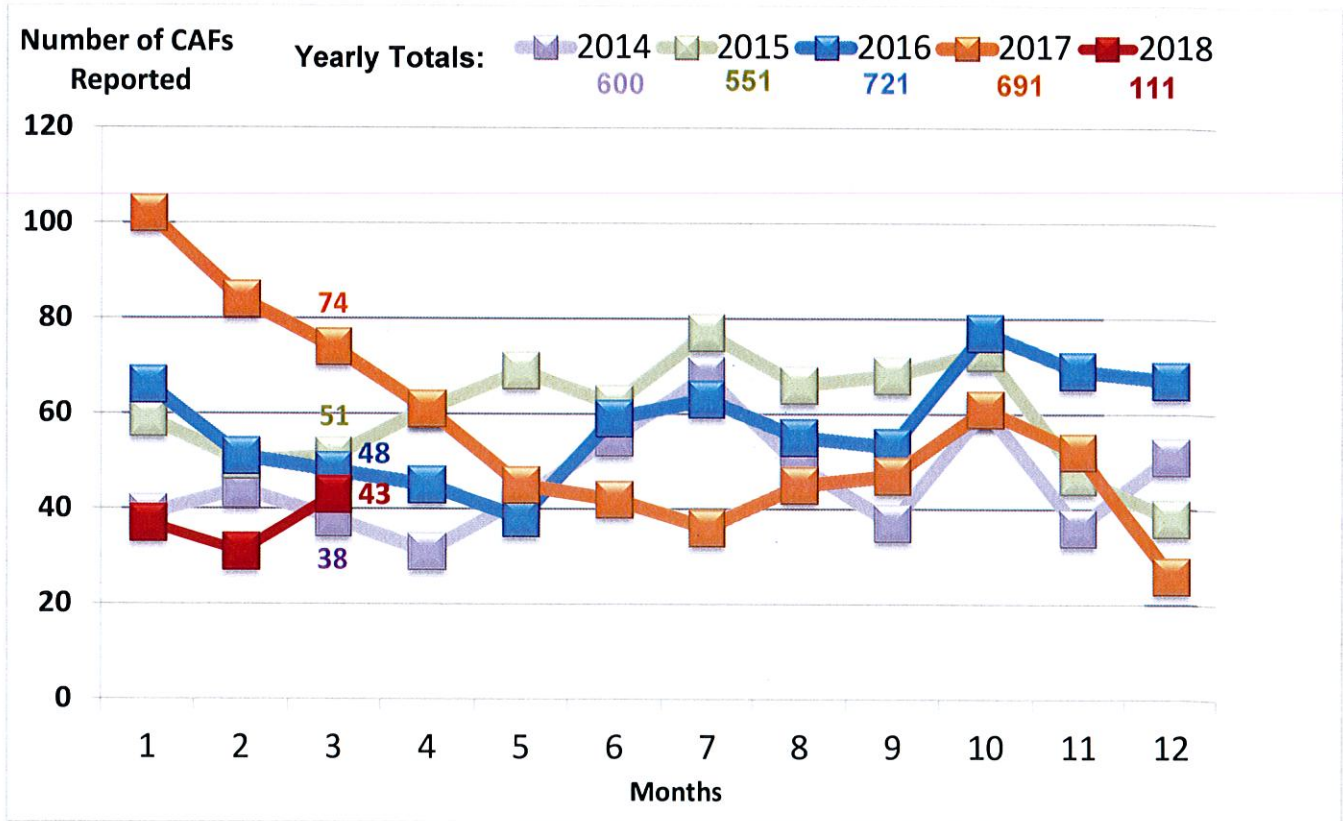
Metric	Standard	Dec-17	Jan-18	Feb-18	Mar-18	(3) Month-Ave.
Passengers per Hour	2.50	2.54	2.63	2.69	2.67	2.66
In Vehicle Time	95.0%	98.8%	99.1%	97.9%	98.1%	98.4%
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	14,325	17,236	16,437	11,869	15,181
Monthly Wheelchair Boardings	No standard	3,947	4,180	4,178	4,659	4,339

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

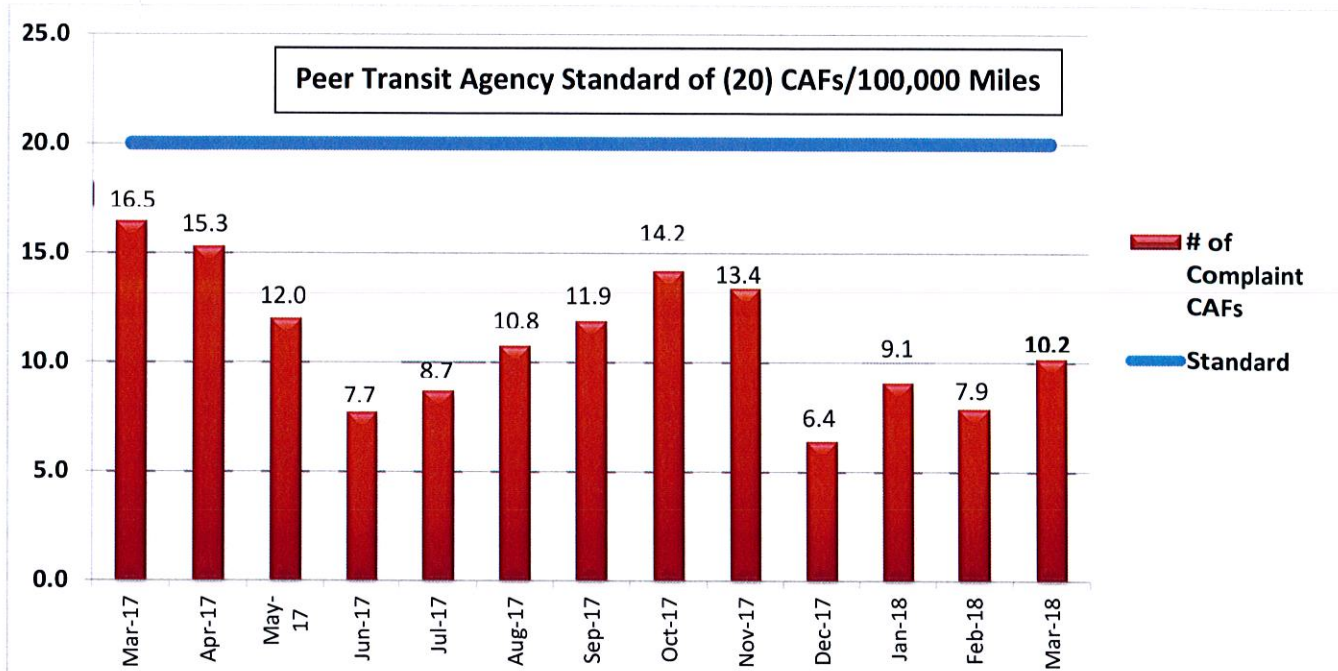
For March 2018, Customer Service received and processed 79 Customer Assistance Forms (CAF's) of which 43 or 54% were verified as valid. This represents an increase from the 31 verified CAF's in February 2018. There were 4 Commendations for the month of March.



3a. CAF Reports: Historical Trends



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



3d. March 2018 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
Service Stop Issues	13	1	7	22
Driving Issues	3	2	2	7
Customer Services	17	1	1	19
Late/Early – No Show	1	5	0	6
Fare/Transfer Dispute	2	0	0	2
Dispute Drop-off/Pickup	0	2	0	2
Tie Down Issues	1	0	0	1
B-line Call Lines	0	0	0	0
Policy	2	0	0	2
Safety and Security	5	0	0	5
Facility Maintenance	6	0	0	6
Service Development	2	0	0	2
IT Department	1	0	0	1
Transportation (Other)	1	0	0	1
MV Fixed Route (Other)	1	0	1	2
Purchased Transportation	1	0	0	1
	56	11	11	79
Commendations	3	0	1	4

3c. Route Summary Report for March 2018

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	0	#32 Southside Mini-B	1
#4 Flour Bluff Mini B	0	#32s Southside/Malls Sunday	0
#5 Alameda	0	#34 Robstown North Circulator	0
#5x Alameda Express	1	#35 Robstown South Circulator	2
#5s Alameda (Sunday)	0	#37 Crosstown/TAMUCC	3
#6 Santa Fe/Malls	2	#50 Calallen/NAS Ex (P&R)	0
#8s Flour Bluff/Malls	0	#51 Gregory/NAS Ex (P&R)	0
#12 Saxet Oak Park	6	#53 Robstown/NAS Ex (P&R)	0
#15 Kostoryz	0	#54 Gregory/Downtown Express	0
#15s Ayers/Molina	0	#56 Flour Bluff/Downtown Ex.	0
#16 Morgan	1	#63 The Wave	0
#17 Carroll/Southside	3	#65 Padre Island Connection	2
#19 Ayers	1	#76 Harbor Bridge Shuttle	1
#19G Greenwood	1	#76s Harbor Bridge Shuttle (Sun)	0
#19M McArdle	0	#78 North Beach Shuttle	1
#21 Arboleda	1	#90 Flexi-B Port Aransas	1
#23 Molina	6	#94 Port Aransas Shuttle	0
#25 Gollihar/Greenwood	2	B-Line (Para-transit) Services	11
#26 Airline/Lipes	0	Safety and Security	5
#27 Northwest	6	Facility Maintenance	6
#27x Northwest (Express)	1	Service Development	2
#28 Leopard /Omaha	0	IT Department	1
#29 Staples	1	Transportation (Other)	1
#29F Staples/Flour Bluff	6	MV Fixed Route (Other)	1
#29SS Staples/Spohn South	2		
#29s Staples (Sunday)	0		
#30 Westside/Health Clinic	1	TOTAL CAF'S	79

Conclusion:

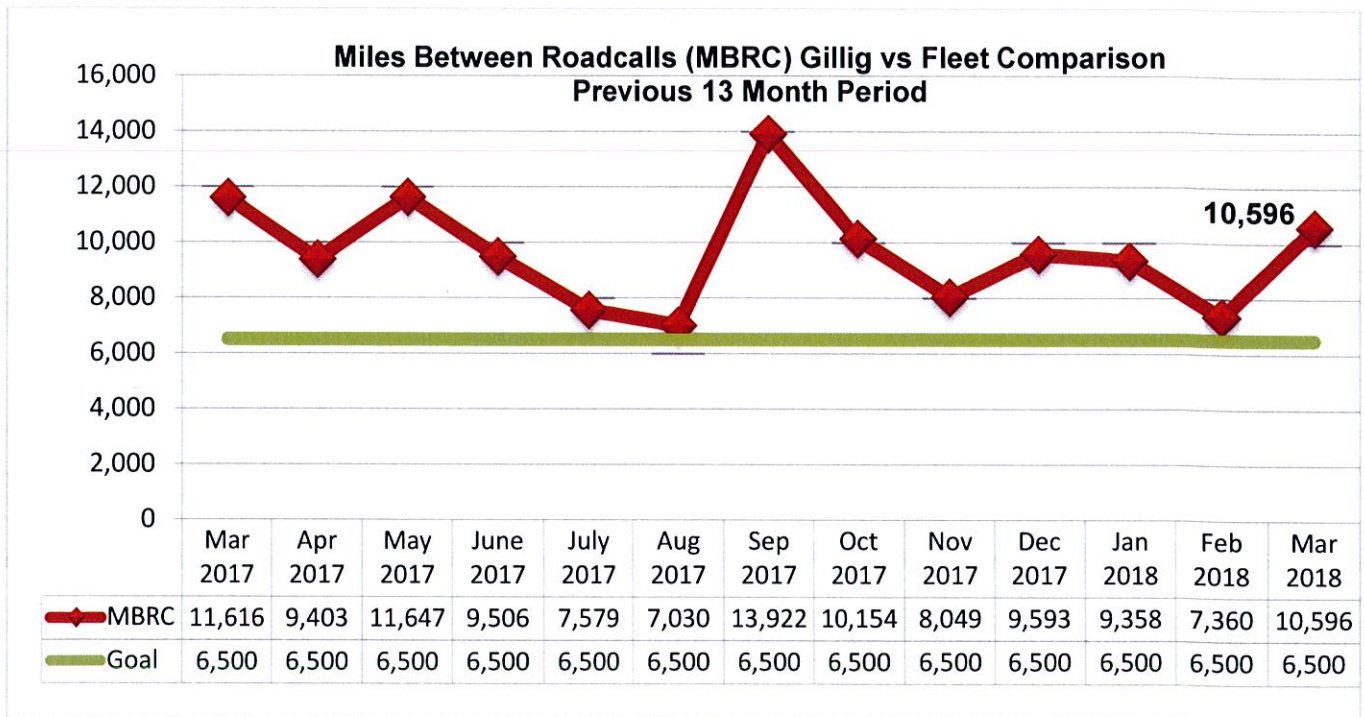
During March 2018, RTA received 79 CAF's regarding RTA Fixed-Route Service, B-Line and Purchased Transportation. In addition there were four (4) commendations reported this March.

There were no issues relating to a bus stop closure 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

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For March 2018, 10,596 miles between road calls (MBRC) were recorded as compared to 11,616 MBRC in March 2017. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

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, March 15, 2018**

Advisory Committee Members Present: John Longoria, Richard Balli, Donnie Contreras, Joyce Lopez, Tammye Salinas

Advisory Committee Members Absent: Sylvia Wilson

Board Member Present: none

Staff Present: Susan Teltschik, Sharon Montez, Melanie Gomez, Monica Jasso

MV Present: Kyle Klicka, Janessa Cano

Employee Representative(s) Present: Gina Salazar

Call to Order: Mr. John Longoria called the meeting to order at 12:06 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: Ms. Gina Salazar and Mr. Richard Balli addressed the RCAT Committee.

Action to Approve Minutes of February 15, 2018 was approved as presented.

MS. SALINAS MADE A MOTION TO ADOPT THE RCAT MINUTES OF FEBRUARY 15, 2018 AS PRESENTED; MR. BALLI SECONDED THE MOTION. CONTRERAS AND LOPEZ VOTING FOR.

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

Mr. Richard Balli updated the committee on ADA citations for the months of January 2018 and February 2018: In January, there were 60 citations issued for disabled parking, 6 citations issued for blocking architecture and 185 citations issued for blocking sidewalks; In February, there were 62 citations issued for disabled parking, 2 citations issued for blocking architecture and

253 citations issued for blocking sidewalks. ADA citations total 568 for the year of 2018.

The CFPWD has a PSA to distribute in English and Spanish on Facebook and all local television stations. The PSA will be presented to the RCAT committee in April.

The Texas Governor's Committee on People With Disabilities (GCPD) will conduct the following webinars on accessible parking:

- Accessible Parking and Disabled Parking Placard Abuse (3/19)
- Accessible Parking: Enforcement (3/20)

The CFPWD participated in the Life After Graduation, Who's Got Your Back Seminar on March 1st. The CCRTA was represented as a vendor. The seminar was well attended with over 400 students, parents and teachers. April 7th will be the Spring Games for Special Olympics at the Four Bluff stadium.

The CFPWD will host a Q&A session at the Greenwood Senior Center to promote the committee within the community.

March 24th the Corpus Christi Police Department Bomb Squad will host Eggstravaganza Egg Hunt for sight impaired children and their siblings.

In May, the Deaf and Hard of Hearing Center (DHHC) will be recognized at City Hall. The DHHC will also host a run on May 24th.

The Engineering subcommittee of the CFPWD had its quarterly meeting and prioritized five areas for curb ramp and sidewalks including the crosswalk at Houston and Ramsey Streets.

Mr. Richard Balli spoke for Ms. Sylvia Wilson who was absent stating the Corpus Christi Human Relations Committee (CCHRC) had nothing to report.

Committee Reports:

February No-Show/Eligibility Appeals:

The No-Show/Eligibility Appeals Committee was scheduled to meet on Tuesday, March 13, 2018 for no show appeals. They did not meet.

There were no appeals submitted in March.

There were no warning notices issued in February, no seven day proposed service suspensions and no thirty day proposed service suspensions.

Eligibility Appeals:

None scheduled this month.

Recommendation of new RCAT Members:

Ms. Sharon Montez introduced the prospective RCAT committee members with a short bio. Rhonda Alvarez, Randall Chisamore, Alonzo Cuellar and Celia Mendez. These four new members will be presented to the Board of Directors on April 4, 2018 for confirmation.

RCAT Liaison's Report:

Ms. Sharon Montez shared a report presented to the Board of Directors at their Retreat in March, ADA Above & Beyond. Ms. Montez displayed a chart comparing FTA/ADA/DOT Guidelines to Corpus Christi Regional Transit Authority's practice outlining how the Agency goes beyond the requirements set for ADA standards. The CCRTA not only exceeds the standard ADA requirements on the buses, BLine paratransit, bus stops and the transfer stations, the Agency went beyond code requirements when building Staples Street Center.

Ms. Melanie Gomez, Eligibility Coordinator, presented the 2017 Eligibility Metrics comparing the changes between the years of 2016 and 2017.

Ms. Sharon Montez presented the 2017 Customer Service Metrics comparing 2016 and 2017 Pass Sales.

Ms. Sharon Montez shared the 2017 Annual Service Performance Report presented to the Board of Directors on March 7, 2018 outlining the transit services we provide with 117 RTA bus operators and 87 MV bus operators. The RTA had 5,373,427 passenger trips in 2017 compared to 5,472,342 passenger trips in 2016, a decline of 1.8. Factors that impacted ridership included two weather events Hurricane Harvey in August and snow in December, and road construction impacting 39% of the bus services.

Chairperson's Report:

Mr. John Longoria, Chairperson, shared upcoming meeting dates with the committee. Mr. Longoria also addressed the RCAT committee and introduced the idea of having an RCAT Committee Retreat after the new members are confirmed by the Board of Directors.

Informational Items:

Mr. John Longoria advised that these items were made available to the committee members in their packets.

Request for Agenda Items:

None

Other Business:

Mr. John Longoria adjourned the meeting at 12:57 p.m. The next meeting will be held on Thursday, April 19, 2018.

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/4/2018 Board	9.a.	Tom Niskala	In reference to the February 2018 Financial Update, Mr. Niskala questioned the loss reported for Staples Street Center and asked if GLO (General Land Office) had moved into their suite.	Mr. Saldana stated the General Land Office (GLO) had not yet moved into their suite. Ms. Montez stated GLO had a delay in their furniture and should be moving in within the next 30/60 days.	4/4/2018
4/4/2018 Board	9.a.	Tom Niskala	As a follow-up question in reference to the February 2018 Financial Update, Mr. Niskala asked if the loss reported at Staples Street Center would be eliminated once GLO moved into their suite.	Ms. Montez stated the Finance Department calculates the rental income for Staples Street Center and once the revenue is received from GLO, there would be a recalculation of the budgeted amount which would be reflected in next months financial reporting. Mr. Saldana stated the expense amount for Staples Street Center also includes this Agency's portion of expense, all the expenses to run the building.	4/4/2018
4/4/2018 Board	9.b.	Dan Leyendecker	In reference to the Procurement Update, Mr. Leyendecker asked if the amount "Not to Exceed" for TransLoc and the Towing Services is for the total of the three years, or for each year.	Mr. Saldana stated for TransLoc the \$45,000 is for the three year period, \$15,000 per year. The towing service \$25,000 for three years, but the towing service is dependent on how many times towed but "not to exceed" the \$25,000.	4/4/2018
4/4/2018 Board	9.d.	Scott Harris	In reference to the February 2018 Operations Report, Mr. Harris stated Route 12 Hillcrest/Baldwin to DelMar used to have one of the highest number of boardings and now Route 12 is not on the Top 10 list for Highest Boardings. Mr. Harris questioned if the Agency was missing riders because of the change to the more efficient buses.	Mr. Robinson stated there are other factors involved such as the Harbor Bridge Project closures and the detour off of Old Brownsville Road for street construction. But Mr. Robinson stated the Planning Department is aware of the downward trend in boardings and they are watching for any other factors.	4/4/2018

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/4/2018 Board	9.d.	Dan Leyendecker	In reference to the February 2018 Operations Report, Mr. Leyendecker asked Mr. Robinson to speak to the downward trend of the CAFs (Customer Assistance Forms).	Mr. Robinson stated prior to February 2017, when a CAF was received it was not validated, the Agency only audited several CAFs per month for validity. After February 2017, all CAFs are being audited for validity by checking video and audio. The validity of a CAF does not negate the response to the customer for the information requested in the CAF.	4/4/2018 5/2/2018

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/28/2018 Admin	4.	Tom Niskala	In reference to the Contract to The Doctor's Center for Occupational Medical Services, Mr. Niskala stated FTA requires the Agency to have monthly random drug testing on all safety-sensitive employees and asked if it is still the policy of this Agency to have all employees tested on a random basis.	Ms. Gaitan responded in the affirmative. The Agency performs monthly random drug testing on safety-sensitive and nonsafety-sensitive employees, all employees.	3/28/2018
3/28/2018 Admin	5.	Tom Niskala	In reference to Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances, Mr. Niskala asked for verification that the Certifications and Assurances become a part of the contract documents or bid documents for our suppliers.	Mr. Saldana answered in the affirmative, stating that the Agency goes through each of the 21 categories when a procurement is processed to make sure which ones apply to the contract, and a clause is added to the contract.	3/28/2018
3/28/2018 Admin	6.	Tom Niskala	In reference to Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances, Mr. Niskala asked if the Agency has similar assurances for locally funded procurements.	Mr. Saldana answered there is not, the Agency goes to Chapter 451 for local funds. Chapter 451 is very vague for local funding, but the Agency is in the process of updating the Procurement Manual and this will be addressed, but the Agency always goes above and beyond Chapter 451.	3/28/2018
3/28/2018 Admin	8.	Tom Niskala	In reference to Approval of the 2018 Safety Management System (SMS) Manual, Mr. Niskala asked for verification that the SMS manual is self-initiated by the Agency and not yet required by the FTA.	Mr. Cruz-Aedo responded in the affirmative, but as Mr. Rendon stated in his presentation, we are trying to get ahead of the requirement.	3/28/2018

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/28/2018 Ops			NO MEETING SCHEDULED FOR OPERATIONS & CAPITAL PROJECTS COMMITTEE		3/28/2018