



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Board of Directors

**DATE:** Wednesday, June 6, 2018

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> 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.	<b>Pledge of Allegiance</b>	E. Martinez	1 min.	-----
2.	<b>Roll Call</b>	D. Leyendecker	2 min.	-----
3.	<b>Opportunity for Public Comment</b>	E. Martinez	3 min.	-----
4.	<b>Personnel Recognition</b>	J. Cruz-Aedo	3 min.	-----
5.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
6.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of May 2, 2018	E. Martinez	2 min.	<b>Pages 1-5</b>
7.	<b>CONSENT ITEMS:</b> 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.	
	<b>a) Action</b> to Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group for 37 percent with a maximum guarantee of \$175,000			<b>Pages 6-7 PPT</b>
	<b>b) Action</b> to Authorize the Chief Executive Officer (CEO) or his Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700			<b>Page 8 PPT</b>
	<b>c) Action</b> to Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Awarding a Contract to United Healthcare for Long-Term Disability Insurance for \$175,740 and Short-Term Disability Insurance for \$95,477.70			<b>Pages 9-10 PPT</b>

8.	<b>Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits for \$256,000	A. Gaitan	4 min.	<b>Pages 11-12 PPT</b>
9.	<b>Discussion and Action</b> to Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies in the amount not to exceed \$318,773	J. Fehribach	4 min.	<b>Pages 13-15 PPT</b>
10.	<b>Discussion and Action</b> to Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Pilot Route 99 Port Aransas Ferry Shuttle Service	J. Fehribach	4 min.	<b>Page 16 PPT &amp; Attachment</b>
11.	<b>Presentations:</b> a) April 2018 Financial Report b) Procurement Update c) April 2018 Safety & Security Report d) April 2018 Operations Report e) Pilot Route 99 Update f) Fall 2018 Sunday Improvements and System Enhancements g) Proposed Shelter at Del Mar Southside Campus by Hansen, Inc. h) Proposed Partnership with Nueces County for Bus Stop Improvements at Hector P. Garcia Clinic	R. Saldaña R. Saldaña M. Rendón J. Fehribach J. Fehribach J. Fehribach  Eric Rivera  S. Montez	4 min. 4 min. 4 min. 4 min. 4 min. 4 min.  4 min.  4 min.	<b>Pages 17-24 PPT</b> <i>PPT</i> <i>PPT</i> <b>Pages 25-34 PPT</b> <i>PPT</i> <i>PPT</i>  <i>PPT</i>  <i>PPT</i>
12.	<b>CEO's Report</b> a) Marketing Report	J. Cruz-Aedo	5 min.	-----
13.	<b>Board Chair's Report</b>	E. Martinez	5 min.	-----
14.	<b>Discussion (in Closed Session)</b> Concerning Real Estate Matters and Possible Action Thereafter in Open Session Concerning Real Estate Matters under Section 551.072 of the Texas Open Meetings Act	E. Martinez	10 min.	-----



<b>15. Adjournment</b>	E. Martinez	1 min.	-----
<b>16. Information Items:</b> a) RCAT Meeting Minutes– April 19, 2018 b) Member Inquiry Forms: 1. Board Meeting– May 2, 2018 2. Committee Meetings– April 25, 2018			<i>Attachments</i>

**Total Estimated Time: 1 hr., 26 min.**

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On **Friday, June 1, 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.

<p style="text-align: center;"><b><u>Mission Statement</u></b></p> <p>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.</p>	<p style="text-align: center;"><b><u>Vision Statement</u></b></p> <p>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.</p>
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**REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, MAY 2, 2018**

**Summary of Actions**

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Provided Opportunity for Public Comment**
- 5. Personnel Recognition**
- 6. Heard Update on Fare Analysis**
- 7. Action to Confirm Member Re-Appointments to CCRTA's Committee on Accessible Transportation (RCAT)**
  - a) Joyce Lopez**
  - b) Richard Balli**
  - c) Sylvia Wilson**
- 8. Heard Update on RCAT Committee Activities**
- 9. Action to Approve Board of Directors Meeting Minutes of April 4, 2018**
- 10. Action to Approve Consent Agenda Items a) thru d) –**
  - a) Action to Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020**
  - b) Action to Authorize Exercising the Contract Option Year with Vets Securing America (VSA) Contract**
  - c) Action to Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract**
  - d) Action to Authorize Issuing an Invitation for Bid (IFB) for an Bus Engine Supplier Contract**
- 11. Action to Adopt a Revised 2018 Emergency Preparedness Policy**
- 12. Heard Presentations –**
  - a) March 2018 Financial Report**
  - b) Procurement Update**
  - c) March 2018 Safety & Security Report**
  - d) March 2018 Operations Report**
  - e) Route 99 Pilot Update**
- 13. Heard CEO's Report**
  - a) Fiesta de la Flor Update**
  - b) Buc Days Illuminated Night Parade Update**
- 14. Heard Chairman's Report**
- 15. Adjournment**
- 16. Information –**
  - a) RCAT Meeting Minutes – March 15, 2018**
  - b) Member Inquiry Forms:**
    - 1. Board Meeting – April 4, 2018**
    - 2. Committee Meetings – March 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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.



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

**Board Members Absent:** Patricia Dominguez

**Staff Present:** Jorge Cruz-Aedo, Chad Castleberry, David Chapa, Kelly Coughlin-Tran, Jennifer Fehribach, Bryan Garner, Dena Linnehan, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Gina Salazar, ATU-Local 1769 Union; John Valls; Lamont Taylor; Roland Barrera, Roland Barrera Insurance

**Call to Order & Roll Call**

Mr. Edward Martinez called the meeting to order at 8:30 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**

No one spoke.

**Held Personnel Recognition**

Mr. Jorge Cruz-Aedo and Board Chair Martinez provided awards to Messrs. John Valls and Ray Mancilla for the Friend of Transit in the State of Texas as recognized by the Texas Transit Association (TTA). Mr. Cruz-Aedo commented on Mr. Valls, who was a former CCRTA Board Chairman, and how he played a substantial role in the championing of the Staples Street Center and Station. Mr. Valls thanked the TTA and CCRTA, and commented on how both agencies do great things for the State of Texas as well as all of the major metros including the rural transits that are actively engaged.

Mr. Cruz-Aedo commented on Mr. Mancilla, who has provided excellent service and efforts for the agency. He said this individual was recognized as outstanding in the State of Texas for his service. Mr. Cruz-Aedo stated Mr. Mancilla has 14 years of service here at the CCRTA, promoted to Transportation Supervisor in 2008, Mr. Mancilla manages daily street operations for our services, he deals with detours, incidents, monitoring of road conditions, along with other transportation needs. Mr. Mancilla is a Navy veteran and a member of the Knights of Columbus here in Corpus Christi. Mr. Cruz-Aedo also commended Mr. Mancilla as being a critical employee who provides exquisite service here at the Agency.

**Update on Fare Analysis**

Mr. Robert Saldaña commented in March of this year, the Agency held a Board Retreat and a Staff Retreat, and at that time, there was discussion on our fares and our fare recovery rate. He said at the Staff Retreat items were discussed and a decision was made to create a timeline of events which would need to happen prior to any potential implementation.

Mr. Saldaña provided a slide showing Staff Retreat was completed on March 9, 2018; a timeline was created and completed on April 20, 2018, and the 60-day research process will end on June 19, 2018. He said on July 9, 2018, Staff's will look at options and recommendations, and also look at how this would impact Regional Transportation Authority Committee on Accessible Transportation (RCAT). Mr. Saldaña commented Staff will take the information to Committee



meeting on July 25, 2018 for approval at the August 1, 2018 Board meeting, and a 90-day marketing campaign will be put into place through November 1, 2018 with training of operators during this campaign so we may implement our recommendations beginning in January 2019.

**Action to Confirm Member Re-Appointments to CCRTA's Committee on Accessible Transportation (RCAT)**

Ms. Sharon Montez provided a background on the RCAT Committee and asked the Board to reappoint the following individuals; Ms. Joyce Lopez, Mr. Richard Balli, and Ms. Sylvia Wilson.

**MR. MICHAEL REEVES MADE A MOTION TO RE-APPOINT THE FOLLOWING MEMBERS TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT); MS. JOYCE LOPEZ, MR. RICHARD BALLI, AND MS. SYLVIA WILSON. MR. LARRY YOUNG SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Heard Update on RCAT Committee Activities**

Ms. Sharon Montez commented the RCAT meeting was held Thursday, April 19, 2018. She said the new RCAT members were introduced by the Chairman, Mr. John Longoria. Mr. Richard Balli presented a Public Service Announcement video to be shown on local stations concerning the ADA parking and issues blocking ADA parking spaces. She reported Ms. Melanie Gomez, CCRTA Eligibility Coordinator presented on No-Shows and Eligibility Committee. Ms. Montez commented the RCAT Committee will hold a Retreat at the next meeting on May 24, 2018 to review existing bylaws.

**Action to Approve Board of Directors Meeting Minutes of April 4, 2018**

**MR. REEVES MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF APRIL 4, 2018. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Heard Consent Agenda Items**

**Items a) through d) 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 d) 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 D) AS SHOWN. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Action to Adopt a Revised 2018 Emergency Preparedness Policy**

Mr. Mike Rendón provide background information that the Agency has a responsibility to provide a service to Community in an emergency whether it is before, during and after, and is essential in planning in advance. He commented this policy will define essential and non-



essential personnel and provides guidelines for responding to any type of emergency. He said the policy also has several phases from initial to activation to return to duty.

**MR. NISKALA MADE A MOTION TO ADOPT A REVISED 2018 EMERGENCY PREPAREDNESS POLICY. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT DOMINGUEZ.**

**Heard Presentations:**

**a. March 2018 Financial Report** – Mr. Saldaña reported March financials total operating revenues at \$598,568 on a budget of \$616,738, or \$18,170 under budget. After he reported on departmental expenses, depreciation, total operating expenses at \$3.0 million on a budget of \$2.9 million. He reported numbers for other income and expenses for a total Non-operating income of \$2.8 million on a budget of \$2.9, and even with \$400,877 for capital grants and \$119,116 capital expenditures still leave us with a positive asset of \$281,761. He provided a slide with a chart breakdown of expenses by function where the largest 44 percent, or \$1.2 million towards salaries and benefits, 20 percent, or \$535,176 of purchased transportation, \$429,237, or 16 percent of insurance.

Mr. Saldaña stated the year to date total operating revenues were \$890,656 on a budget of \$939,671, or \$49,015 shortfall, and said we are doing good on our sales tax revenue, although our fares are still very low. Mr. Saldaña reported on the departmental expenses and depreciation for total operating expenses at \$8.5 million on a budget of \$8.44 million. He reported numbers for other income and expenses for a total Non-operating income of \$8.1 million on a budget of \$7.3, and even with the \$207,791 for capital grants and negative \$436,429 in capital expenditures still leave us with a positive asset of \$226,778. He provided a slide with a chart breakdown of year-to-date expenses by function where the largest 45 percent, or \$3.4 million towards salaries and benefits, 19 percent, or \$1.5 million purchased transportation, \$1.0, or 14 percent of insurance.

He also provided a slide with a comparison of month to month and budget to actual of the February 2018 sales tax.

**b. Procurement Update** – Mr. Saldaña reported on three current projects; Lubricant and Fluid Supply, Digital Signage/Content Management Software and Long Term and Short Term Disability. Mr. Saldaña provided statistics for each project on the outreach, pre-proposal meeting attendance and number of proposals submitted and bids received. Mr. Saldaña slides with displayed charts for the 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 minimum annual guarantee or 37 percent of gross revenue from CCRTA.

Mr. Saldaña provided a slide with CEO signature authority contracts for Commercial Janitorial Services at \$14,030.40, Real Time Passenger Information at \$45,000; Elevator Services at \$11,532 and Solid Wastes Services at \$20,820, not to exceed these amounts. He also reported on the month-to-month contracts for Long Term Disability at \$21,550 and the Marina Rental Space at \$11,893.



- c. **March 2018 Safety & Security Report** – Mr. Rendón reported the month of March our operators drove 258,390 miles with 2 non-preventable accidents making our accident rate for the month 0.77 with year-to-date rate at 0.99 meeting the industry standard of 2.0. Using a PowerPoint slide he presented a chart with numbers and percentages for 3 public intoxications and 3 criminal arrests, 16 criminal trespass warnings issued, 639 contacts with individuals and 7 other service calls.
- d. **March 2018 Operations Report** – Mr. Gordon Robinson reported March 2018 boardings at 459,204, B-Line being 7.4 percent down for the month with year-to-date being down a little over 5 percent for all modes. He reported year-to-date also down 5 percent overall. He provided rankings on the top 10 routes with the highest and lowest weekday productivity, and also the highest wheelchair and bicycle boardings of 727 and 2,173 here at the Staples Street station. Mr. Robinson commented On-Time Performance was at 86.7 percent for the Agency met the industry standard of greater than 85 percent. He said 37 percent of our routes are on detour, or 17 of the 46 routes, and B-Line and MV Transportation had no issues and met their metrics. Mr. Robinson stated March Customer Assistance Forms (CAFs) at 43 were validated, and the Miles between Roadcalls (MBRC) met standard 10,596.
- e. **Route 99 Pilot Update** – Mr. Robinson reported on the pilot program for Route 99 in Port Aransas to begin May 25, 2018 through September 3, 2018. He mentioned this was budgeted in FY2018 operating budget. He stated the program will provide two express trips between Corpus Christi and Port Aransas, 7:00 a.m. to 6:00 p.m. with 30-minute frequencies, Monday through Friday.

#### **Heard CEO's Report**

Mr. Cruz-Aedo commented on Fiesta de la Flor being one of the agency's major community events and we transported 12,686 riders, 129 hours of service. He said we are ramping up for the Buc Days Night Parade to get Staples Street Center ready for the Buc Days Commission, various shuttles and invited the Board to come to our employee's area to watch the parade and get some food from Howard's Bar-B-Q.

#### **Heard Board Chair's Report**

Mr. Martinez commented on attending the APTA Legislative Conference in February, meeting with the legislative delegates, Federal Transportation Administration (FTA) personnel and the agency's consultants. He then deferred time over to other board members. Ms. Bauman commended the CCRTA Agency and how they agency excels from other agencies. Mr. Glenn Martin spoke on the Route 99 Pilot program for Port Aransas.

#### **Adjournment**

There being no further review of items, the meeting adjourned at 9:42 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 6, 2018

**Subject:** Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group at 37 percent with a maximum guarantee of \$175,000

**Background**

Previously the CCRTA used two services to provide the Bus and Bench Advertising revenue before 2015. Both of these contracts were separate and did not interact with one another, thus leading to different ad choice styles on both wraps and benches. In 2015, the CCRTA began contracting both of these items to vendors who could provide the services simultaneously, keeping the marketing themes united.

**Identified Need**

The CCRTA is constantly looking for new ways to expand its revenue stream so that the agency can provide quality transportation, security and customer service for our transit riders. The CCRTA uses its amenities such as buses, benches, shelters and others services to earn advertising revenue for the agency. The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

**Financial Impact**

For the three-year base of the contract the contractor must pay either one hundred and fifty thousand dollars (\$150,000) or 37% of their gross revenue to CCRTA, whichever is greater. By using the first option year, Iconic Signs must pay one hundred and seventy-five thousand dollars (\$175,000) or 37% of their gross revenue, whichever is greater.

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000

**Committee Review**

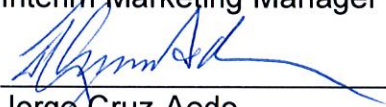
This item was reviewed and approved at the Administration & Finance Committee meeting on May 23, 2018.

**Recommendation**

Staff request the Board to Exercise the First Option Year of the 2015 Bus and Bench Advertising Contract with Iconic Sign Group.

Respectfully Submitted,

Submitted by: Chad Castleberry  
Interim Marketing Manager

Final Approval by:   
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 6, 2018

**Subject:** Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700

**Background**

The RTA has maintained Internet and Fiber data communications with Spectrum as the Internet service provider since March 2016 and the current contract expires July 2018. The data services support Internet and Fiber data communications between Bear Lane Operations Facilities and the Staples Street Center building.

**Identified Need**

The RTA's IT Department has defined the need for an Internet service provider that can meet the requirements of the authority for current and future needs. CCRTA's wide area network (WAN) system provides free public Wi-Fi to our customers, email, bus AVL tracking data and customer service support.

**Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Estimated cost for a 3-year contract will \$178,700. These funds are budgeted and will come from local funds.

**Committee Review**

This item was reviewed and approved at the Administration & Finance Committee Meeting on May 23, 2018.

**Recommendation**

Staff request Board Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with Spectrum for \$178,700.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

June 6, 2018

**Subject:** Authorize Awarding a Contract to United Healthcare 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**

An RFP went out for solicitations on long-term disability and short-term disability coverage. We received (8) proposals and (5) were considered unresponsive due to technical deficiencies in proposal response. The (3) proposals that were evaluated were United Healthcare, Ochs, Inc. and New York Life. Below is a breakdown of the evaluation summary:

<b>Firm</b>	<b>Approach &amp; Work Plan (30 Points Max)</b>	<b>Qualifications &amp; References (20 Points Max)</b>	<b>Experience (20 Points Max)</b>	<b>Price Score (30 Points Max)</b>	<b>Total Score (Maximum Points 100)</b>
United Healthcare	24.50	17.50	17.50	29.00	88.10
Ochs, Inc.	22.50	14.25	15.50	30.00	82.25
New York Life	18.25	12.25	15.25	25.00	70.94

**Financial Impact**

The total cost for this benefit is approximately \$271,217.70 based on a 2-½ year contract term. This cost is projected with a portion of approximately \$95,477.70 being paid by the employee for the voluntary premium selection of the short-term disability and the balance \$175,740.00 being paid by the CCRTA for the long-term disability insurance. These funds are budgeted within each department budgets.



**Committee Review**

This item was discussed and reviewed at the Administration & Finance Committee meeting on May 23, 2018.

**Recommendation**

Staff requests the Board of Directors authorize awarding a contract to United Healthcare for Long-Term Disability and Short-Term Disability Insurance.

Respectfully Submitted,

Reviewed by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Exercise the First Option Year with ENTRUST the Third Party Administrator for Employee Group Health, Vision & Dental Insurance Benefits

**Background**

The RTA employs approximately 243 full-time employees, all of which are provided Health, Vision and Dental coverage through a self-funded program. This self-funded health program is currently administered by Entrust, who handles all claims and benefit related questions. Below is a summary of costs to employees and covered services:

Administration Fees:

	2015	2016	2017
Transaction Fees *	\$ 76,625.00	\$ 81,212.50	\$ 86,787.50
Administration Fees	\$ 150,211.30	\$ 161,671.50	\$ 165,244.65
	\$ 226,836.30	\$ 242,884.00	\$ 252,032.15
Administration Fees PEPM **	<b>133 EE Only</b>	<b>109 EE and Dep</b>	
Medical Admin	\$ 10.00	\$ 20.00	
Dental Admin	\$ 2.00	\$ 4.00	
Compliance	\$ 8.90	\$ 8.90	
Stop Loss / Underwriting Fee	\$ 21.45	\$ 42.90	
Transaction Fee per EOB	\$ 12.50		
	<b>EE Only</b>	<b>EE and Dep</b>	<b>Total</b>
Annualized Admin Fee	\$ 67,590.60	\$ 99,146.40	\$ 166,737.00

\*Variable, based on number of EOBs

\*\*Per Employee Per Month

The services provided by ENTRUST, the Third Party Administrator consist of administering medical and pharmacy claims, utilization reviews, audits, stop loss underwriting, compliance and COBRA administration to name a few.

**Identified Need**

Exercising the first option year of this contract will ensure continuous administration of the health, vision and dental benefits. We will perform a cost analysis during this option year. It is the intent of the RTA that we will issue a Request for Proposal (RFP) for a self-funded health insurance program with a third party administrator during this option year.

**Disadvantaged Business Enterprise**



Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

**Financial Impact**

The 2019 financial impact is as follows:

- Administration Fees projected at \$170,000 based on current enrollment
- Transaction Fees projected at \$86,000 based on historical data

The financial impact is 100% budgeted within the Human Resources Department.

**Committee Review**

This item was discussed and reviewed at the Administration & Finance Committee meeting on May 23, 2018.

**Recommendation**

Staff requests the Board authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option year with Entrust the Third Party Administrator for Employee Group Health, Vision, and Dental Insurance Benefit.

Respectfully Submitted,

Reviewed by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Award a contract to Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Kapalua Marine Fuel & Lube for Lubricant & Fluid Supplies

### **Background**

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications, insuring warranties and fleet integrity. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outline by OEM specifications. Additionally, RTA fleet has a five-year warranty with an extended warranty for the new CNG Fixed Route Fleet. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

### **Identified Need**

An IFB was issued for solicitations to supply bulk lubricants and fluids. CCRTA received (9) proposals, (5) proposals were deemed unresponsive due to incomplete bid packages. The RTA maintenance team evaluated (4) proposals for (5) manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard as of Nov. 18<sup>th</sup> for units built in 2016 forward)

Reference website for OEM standards fluids Oil Registration Listing:

<http://www.allisontransmission.com/parts-service/approved-fluids/on-highway-fluids>

<http://www.cumminsinsite.com>

The lubricant and fluid IFB is structured as a three-year firm supply agreement with two (2) one-year options following Board approval.



## Proposals Received:

Project Title: Lubricant and Fluid Supply  
 Owner: CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
 Project No. - IFB No. 2018-SP-03  
 Bid Opening Date & Time: March 27, 2018 @ 3 p.m.

Item No.	Proposers	Date/Time Received	Received by Initials	Price Schedule (Appendix A)	Certification Form (Appendix B)	Certification and Statement of Qualifications (Appendix C)	Disclosure of Interests Certification (Appendix D)	Accessibility Policy (Appendix E)	References (Appendix F)	Request for Information (Appendix G)	Bid Submission Checklist (Appendix H)	Addendum No. 1	Specification Information & Material Safety Data Sheet	Comments
1	Oil Patch Petroleum	03/26/18 8:40AM	SA	X	X	X	X	X	X	X	X	X	X	
2	Arguendui Oil Co.	03/27/18 9:20AM	SA	X	X	X	X	X	X	X	X	X	X	
3	Sun Coast Resources	03/27/18 9:39AM	SA	NSRP	X		X	X	X	X	X			Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
4	C. C. Freightliner	03/27/18 10:07AM	SA	NSRP	X	X	X	X	X	X	X	X	X	Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
5	French Ellison	03/27/18 11:01AM	SA	NSRP	X	X	X	X	X	X	X	X	X	Did not submit Price Schedule on Revised Price Schedule in Addendum No. 1
6	Kapalua Marine Fuels & Lubes	03/27/18 11:17AM	SA	X	X	X	X	X	X	X	NR	X	X	Did not submit Bid Submission Checklist
7	Arnold Oil Company (Main Bid)	03/27/18 1:47PM	SA	X	X	X	X	X	X	X	X	X	X	
8	Arnold Oil Company (Alternate Bid)	03/27/18 1:47PM	SA	X	X	X	X	X	X	X	X	X	X	
9	HJDJ American Lube Supply, Inc.	03/27/18 1:51PM	SA	X	X	X	X	X	NR	X	X	NR	X	Did not submit any references or acknowledge Addendum No. 1

NR NON-RESPONSIVE  
 NSRP NOT SUBMITTED ON REVISED PRICE SCHEDULE IN ADDENDUM NO. 1

## Recommendation for Award:

Item No.	Item Description	Estimated Three Year Base Usage / Gallons	Unit Cost	Three Year Base Cost	Manufacturer & Product	Recommended Awarded Vendors
1	<b>MOTOR OIL DIESEL:</b> usage in all Seasons above 14°F - 15W-40 • Must meet API Category CK-4 • Cummins specified lubricants <u>only</u> o Non-approved lubricants will void the Cummins warranty or damage to the engine • Oil must meet or exceed CES 20086 o Note: not all CK-4 oils meet the CES 20086 standard	6,000	\$6.58	\$39,480.00	Citgo Citgard 600 SAE 15W 40 CK-4	Oil Patch Petroleum
2	<b>MOTOR OIL CNG:</b> usage all Seasons above 10° F - 15W-40 • Natural gas engine oil • Use Cummins specified lubricants <u>only</u> • Oil must meet or exceed CES 20085 o Non-approved lubricants may cause engine damage	12,600	\$7.40	\$93,240.00	Citgo Citgard CNG/LNG 15W 40	Oil Patch Petroleum
3	<b>ANTIFREEZE:</b> • Coolant must meet ASTM4985 criteria • Coolant must meet ASTM D-6210/D-6211 specifications and Cummins Engineering Standard 14603 requirements o Do not mix types: Ethylene Glycol, 50% concentration, Propylene Glycol, 50% concentration • 15 gal / 57 L (dry fill, including hoses, heater coils, transmission cooler, etc.)	9,000	\$7.06	\$63,540	Cummins Filtration Antifreeze ES: EG Premix 50/50	French Ellison
4	<b>TRANSMISSION FLUID: (ALLISON B400R TRANSMISSION)</b> • Transmission fluid required to meet Allison TES 295 or TES 389 specification • Requires 30.8 qt. / 29.1 L initial dry fill (hoses, transmission cooler, etc.) • 16.8 qt. / 15.9 L refill	3,570	\$31.29	\$111,705.30	Shell Spirax A295	Oil Patch Petroleum
5	<b>FRONT WHEEL BEARING GREASE:</b> • High Pressure Lithium grease NLGI Grade 2 - Failex EP Continuous Load (ASTM D-3233) • Failure load in lbs. 4325	1,152	\$2.96	\$3,409.92	Purus Alletor HD Red #2	Arnold Oil Company (Alt. Bid)
6	<b>DIFFERENTIAL/REAR AXLE FLUID:</b> • 85W140 API GL-5 • SAE J2360 Meritor specification • 076-A. (22 qt. / 20.8 L)	2,700	\$2.74	\$7,398.00	Mobil Mobil Lube 85W 140 Gear Oil	Kapalua Marine Fuels & Lubes
<b>Three Year Base Costing</b>				<b>\$318,773.22</b>		

## Disadvantaged Business Enterprise

Staff will monitor DBE and collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Total amount of expenditures will be determined by actual usage. Local funds are budgeted not to exceed \$318,773.22.

**Committee Review**

This item was presented at the Operations & Capital Projects Committee meeting held on May 23, 2018.

**Recommendation**

Staff requests the Board authorize the Chief Executive Officer (CEO) or Designee to award a contract for Lubricant and Fluid supplies to the following vendors:

1. Oil Patch Petroleum,
2. French Ellison,
3. Arnold Oil Company, and
4. Kapalua Marine Fuel & Lube

Respectfully Submitted,

Submitted by: Bryan J. Garner  
Director of Maintenance

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 6, 2018

**Subject:** Execute a Memorandum of Agreement with MV Contract Transportation, Inc. for Pilot Route 99 Port Aransas Ferry Shuttle Service

**Background**

The Pilot Route 99 Port Aransas Ferry Shuttle is an improved pilot service that will operate between May 25, 2018 and September 3, 2018. The service will primarily operate in the City of Port Aransas, seven days per week, between 6:20 a.m. and 6:45 p.m. with two express trips, morning and evening, from the Staples Street Center Transfer Station to capture a wider employment base.

**Identified Need**

MV Contract Transportation, Inc. personnel will operate, provide and maintain two vehicles for this service. A Memorandum of Agreement with MV Contract Transportation, Inc. is necessary to meet daily operational requirements.

**Financial Impact**

The budget for the Pilot Route 99 service is \$145,000 as included in the Fiscal Year 2018 Operating Budget.

**Committee Review**

This item was presented at the Operations & Capital Projects Committee meeting held on May 23, 2018.

**Recommendation**

Staff is requesting the Board of Directors authorize the Chief Executive Officer or Designee to Execute a Memorandum of Agreement with MV Contract Transportation, Inc.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this “**Agreement**”), dated as of May 23, 2018 (the “**Effective Date**”), is by and between the Corpus Christi Regional Transportation Authority (“**Agency**”), and MV Contract Transportation, Inc. (“**Contractor**”). Agency and Contractor are individually a “**Party**” and collectively the “**Parties**.”

### RECITALS

WHEREAS, the Parties have entered into that certain Paratransit and Small Bus Operations Contract, dated as of January 6, 2014, pursuant to which Contractor provides transportation services for Agency (the “**Primary Agreement**”); and

WHEREAS, the Agency is in need of certain additional transportation services not covered by the Primary Agreement; and

WHEREAS, Agency desires to engage Contractor to provide, and Contractor desires to provide, those additional transportation services in accordance with the terms and conditions set forth herein.

### AGREEMENT

NOW THEREFORE, in consideration of the premises and the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall commence on May 25, 2018, and shall continue September 3, 2018. The Parties may extend the term upon mutual agreement.

2. Services. Subject to the terms of this Agreement, the Agency hereby engages the Contractor, and the Contractor agrees to perform, the services (the “**Services**”) as more fully detailed below:

2.1 Vehicles. Contractor shall provide the following vehicles for the Services:

VEHICLE (YR/MAKE/MODEL)	VIN
Ford E350 StarTrans Bus	1FDEE3FL1DDA15496
Ford E350 StarTrans Bus	1FDEE3FL6DDA15509

2.2 Route: 99 Pilot route to express from Staples Street Station in Corpus Christi to Port Aransas Ferry. Route will circulate with two buses in a 30-minute frequency around the township of Port Aransas. Buses will express back to Staples Street Station in Corpus Christi in the early evening. Service will run 7 days a week, approximately 25 vehicle hours each day.



2.3 Maintenance. Contractor shall provide all maintenance and repairs required for the vehicles.

2.4 Drivers. Contractor will provide drivers and other personnel required to operate the Services. All drivers must meet all qualification standards of the Primary Agreement.

2.5 Estimated Hours. The Parties estimate that Contractor will provide the Services for approximately 175 Vehicle Hours per week.

3. Rates. In exchange for the Services, Agency shall compensate Contractor as follows:

3.1 Vehicle Rate. Agency shall pay Contractor a monthly fee in the amount of \$2,880.00 per month (prorated for partial months), plus a one-time delivery/pick-up fee in the amount of \$2,400.00. These rates shall cover both vehicles provided for the Services.

3.2 Hourly Rate. Agency shall pay Contractor at the rate of \$44.30 per Vehicle Hour. Vehicle Hours shall be measured gate to gate, meaning from the time the vehicle departs from Contractor's facility/vehicle storage area until the time the vehicle returns to Contractor's facility/storage area.

3.3 Relief Route. The Parties acknowledge and agree that Contractor will bill Agency one relief route per day. The relief route shall not exceed 2 Vehicle Hours per day.

4. Invoicing; Payment Terms. Contractor shall invoice Agency on a monthly basis for all Services provided during the prior month in accordance with the provisions of the Primary Agreement. Agency shall pay all invoices in accordance with the payment terms of the Primary Agreement.

5. Miscellaneous.

5.1 Primary Agreement. Except to the extent explicitly provided herein, this Agreement is subject to all of the terms and provisions of the Primary Agreement. In the event of any conflict between the terms of this Agreement and the Primary Agreement, the terms of this Agreement shall control.

5.2 Subject to Board Approval. Contractor acknowledges that expenditures may not exceed \$50,000.00 prior to the Agency obtaining approval from its Board of Directors for this Agreement on or about June 6, 2018. In the event that such approval is not obtained, this Agreement may be terminated by the Agency after four (4) weeks of operations in order to avoid exceeding such limit.

5.3 Counterparts and Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same Agreement. Any signature delivered by facsimile or other electronic transmission shall be deemed to be an original signature.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the Effective Date.

**AGENCY:**

Corpus Christi Regional Transportation Authority

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACTOR:**

MV Contract Transportation, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





**Subject:** April 2018 Financial Report

**SUMMARY:** The Authority posted an increase in net assets of \$30,649 for the month of April 2018 which is primarily due to the increase in Sales Tax Revenue and Investment income. Sales tax exceeded budget predictions by \$229,758 as economic indicators signal a positive momentum in our area. Also, exceeding budget predictions is the investment income from Texpool accounts which posted a favorable variance of \$21,709. TTD also remains positive with an increase in net assets of \$299,161.

At the end of April, actual overall departmental expenses came in lower than predicted by \$201,269. This positive spending variance is reflected in the YTD reporting with actual expenses coming in lower than budget by \$66,776.

As of April we were 33.33% into the Annual Budget of \$29,769,619 or \$9,922,214. Total Department expenses came in at 33.03% or \$9,833,023 representing a favorable variance of \$89,191

**UNAUDITED FUND BALANCE:** The total fund balance as of April 30, 2018 is \$96,842,584. The components of the fund balance are listed below and represent the resources of the Agency at this point in time.

Net Invested in Capital Assets	\$ 64,665,879
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	6,424,405
Assigned for Capital Reserve	1,482,245
Assigned for Local Share of CIP	2,832,337
Assigned for Health Care Cost Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	2,940,168
Unassigned	<u>13,776,248</u>
Total	\$ 96,842,584

**REVENUES:** The revenue composition for the month of April is presented below for additional information and is consistent with projected expectations.

<b>Revenue Source</b>	<b>Apr-18</b>	<b>%</b>
Passenger Service	\$ 140,923	4.87%
Bus Advertising	\$ 10,653	0.37%
Other Revenue	\$ 135	0.00%
Sales Tax Revenue	\$ 2,667,475	92.26%
Grants Operating	\$ -	0.00%
Grants Capital	\$ -	0.00%
Investment Income	\$ 28,199	0.98%
SSC lease income	\$ 40,373	1.40%
Port Ayers lease income	\$ 3,583	0.12%
<b>Total Revenue</b>	<b>\$ 2,891,341</b>	<b>100.00%</b>

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 May

The sales tax allocation received in May for \$3,199,961.95 represents consumer spending in March. The allocation in comparison to the same period last year is higher by \$231,245.56 or 7.79%.

The allocation for the month of March exceeds the monthly budget by \$261,641.31 or 8.90%.

- 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%.

- Operating Revenues – For the month of April, operating revenues totaled \$151,712 compared to a budget of \$163,711. Of these amounts, Passenger Service was \$140,923 vs. \$147,283 in 2017 – a decrease of \$6,360 and \$2,932 (2.0%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$10,788 vs. \$19,856 budgeted for a net shortfall of \$9,067.



**EXPENSES:** Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are under budget by \$230,239, or 9.1%.

- Salaries & Benefits – April reflects \$1,091,219, which is 2.72% (\$30,554) under budgeted amounts.
- Services – April reflects \$173,791, which is 42.66% (\$129,299) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Materials and Supplies – April reports \$122,064 which is 54.70% (\$147,419) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Utilities – April reports \$46,046.70, which is 29.13% (\$18,927) under budgeted amounts.
- Insurance – April reports \$337,586, which is \$73,855 (28%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – April reports \$514,921, which is \$35,418 (7.39%) 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 – April reports \$23,936 which is \$17,481 (42.21%) under budgeted amounts.

**FAREBOX RECOVERY RATIO:** The ratio of fares to operating costs is 5.6% with YTD passenger revenues of \$546,810 and operating expenses at \$9,833,023.

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 April 30, 2018 & April 30, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
<b>Operating Revenues:</b>					
Passenger service	\$ 140,923	143,855	(2,932)	147,283	(6,360)
Bus advertising	10,653	13,713	(3,060)	12,358	(1,705)
Other operating revenues	135	6,142	(6,007)	42,406	(42,271)
<b>Total Operating Revenues</b>	<b>151,712</b>	<b>163,711</b>	<b>(11,999)</b>	<b>202,047</b>	<b>(50,335)</b>
<b>Operating Expenses:</b>					
Transportation	547,105	565,767	18,662	579,101	31,996
Customer Programs	22,975	30,865	7,890	28,599	5,624
Purchased Transportation	514,921	479,503	(35,418)	425,598	(89,323)
Service Development	34,947	25,226	(9,722)	26,157	(8,790)
MIS	42,414	87,185	44,771	47,422	5,008
Vehicle Maintenance	283,381	400,157	116,776	440,310	156,929
Facilities Maintenance	102,542	149,697	47,155	175,526	72,984
Contracts and Procurements	14,975	12,242	(2,732)	14,006	(969)
CEO's Office	36,531	48,557	12,027	35,787	(744)
Finance and Accounting	38,396	38,321	(74)	19,590	(18,806)
Materials Management	11,963	14,103	2,140	13,738	1,775
Human Resources	454,776	392,513	(62,264)	371,036	(83,740)
General Administration	42,743	67,285	24,543	59,761	17,018
Capital Project Management	9,974	15,370	5,396	16,590	6,616
Marketing & Communications	29,797	50,505	20,708	53,024	23,227
Safety & Security	84,342	95,754	11,412	66,214	(18,128)
<b>Total Departmental Expenses</b>	<b>2,271,782</b>	<b>2,473,051</b>	<b>201,269</b>	<b>2,372,459</b>	<b>100,677</b>
Depreciation	332,928	332,928	-	708,333	375,405
<b>Total Operating Expenses</b>	<b>2,604,710</b>	<b>2,805,979</b>	<b>201,269</b>	<b>3,080,792</b>	<b>476,082</b>
<b>Operating Income (Loss)</b>	<b>(2,452,998)</b>	<b>(2,642,268)</b>	<b>189,270</b>	<b>(2,878,745)</b>	<b>425,747</b>
<b>Other Income (Expense)</b>					
Sales Tax Revenue	2,667,475	2,437,717	229,758	2,337,278	330,197
Federal, state and local grant assistance	-	123,761	(123,761)	409,635	(409,635)
Investment Income	28,199	6,490	21,709	2,093	26,106
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(37,782)	(66,752)	28,970	(41,569)	3,787
SSC Lease Income	40,373	38,185	2,188	29,612	10,761
Port Ayers Cost Center	3,583	(4,167)	7,750	-	3,583
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	-	(22,662)	22,662	-	-
Street Improvements Program for CCRTA Region Entities	(214,075)	(214,075)	-	(252,608)	38,533
<b>Non-Operating Income (Loss)</b>	<b>2,487,773</b>	<b>2,298,497</b>	<b>189,276</b>	<b>2,484,441</b>	<b>3,332</b>
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>34,775</b>	<b>(343,772)</b>	<b>378,547</b>	<b>(394,304)</b>	<b>429,079</b>
Capital Grants & Donations	-	-	-	-	-
Capital Expenditures	(4,126)	-	(4,126)	-	(4,126)
<b>Change in Net Assets</b>	<b>\$ 30,649</b>	<b>(343,772)</b>	<b>374,421</b>	<b>(394,304)</b>	<b>424,953</b>



**Corpus Christi Regional Transportation Authority**  
**Statement of Revenues and Expenditures By Cost Center (Unaudited)**  
**Months ended April 30, 2018 & April 30, 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
<b>Operating Revenues:</b>					
Passenger service	\$ 546,810	575,420	(28,610)	575,420	(28,610)
Bus advertising	45,070	54,854	(9,783)	52,684	(7,614)
Charter service	-	-	-	-	-
Other operating revenues	450,488	473,108	(22,621)	607,425	(156,938)
<b>Total Operating Revenues</b>	<b>1,042,367</b>	<b>1,103,381</b>	<b>(61,014)</b>	<b>1,235,529</b>	<b>(193,162)</b>
<b>Operating Expenses:</b>					
Transportation	2,262,148	2,345,097	82,948	2,255,867	(6,281)
Customer Programs	98,627	111,066	12,439	99,344	717
Purchased Transportation	2,021,627	1,918,013	(103,614)	1,779,296	(242,331)
Service Development	141,917	115,494	(26,422)	120,391	(21,526)
MIS	307,979	327,438	19,459	265,229	(42,750)
Vehicle Maintenance	1,431,274	1,620,981	189,707	1,784,603	353,329
Facilities Maintenance	522,189	603,368	81,179	516,570	(5,619)
Contracts and Procurements	63,681	52,819	(10,862)	38,769	(24,912)
CEO's Office	175,422	203,491	28,069	176,802	1,380
Finance and Accounting	143,697	148,618	4,922	139,297	(4,400)
Materials Management	47,903	57,860	9,956	57,957	10,054
Human Resources	1,874,384	1,545,724	(328,660)	1,734,166	(140,218)
General Administration	161,507	209,783	48,276	156,636	(4,871)
Capital Project Management	55,188	65,808	10,620	76,715	21,527
Marketing & Communications	168,848	193,260	24,412	221,733	52,885
Safety & Security	356,632	380,979	24,347	359,970	3,338
<b>Total Departmental Expenses</b>	<b>9,833,023</b>	<b>9,899,799</b>	<b>66,776</b>	<b>9,783,345</b>	<b>(49,678)</b>
Depreciation	1,353,168	1,353,168	0	2,833,332	1,480,164
<b>Total Operating Expenses</b>	<b>11,186,191</b>	<b>11,252,967</b>	<b>66,776</b>	<b>12,616,677</b>	<b>1,430,486</b>
<b>Operating Income (Loss)</b>	<b>(10,143,824)</b>	<b>(10,149,586)</b>	<b>5,762</b>	<b>(11,381,148)</b>	<b>1,237,324</b>
<b>Other Income (Expense)</b>					
Sales Tax Revenue	10,938,798	10,022,972	915,826	9,790,840	1,147,958
Federal, state and local grant assistance	564,845	688,081	(123,236)	1,335,025	(770,180)
Investment Income	93,158	25,959	67,199	23,093	70,065
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(198,373)	(267,272)	68,899	(151,321)	(47,052)
SSC Lease Income	141,541	152,739	(11,198)	92,756	48,785
Port Ayers Cost Center	14,333	(16,667)	31,000	-	14,333
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	(14,592)	(90,648)	76,056	(4,606)	(9,986)
Street Improvements Program for CCRTA Region Entities	(869,112)	(869,112)	(0)	(1,010,432)	141,320
<b>Non-Operating Income (Loss)</b>	<b>10,670,598</b>	<b>9,646,053</b>	<b>1,024,545</b>	<b>10,075,355</b>	<b>595,243</b>
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>526,775</b>	<b>(503,533)</b>	<b>1,030,308</b>	<b>(1,305,793)</b>	<b>1,832,568</b>
Capital Grants & Donations	207,791	-	207,791	-	207,791
Capital Expenditures	(435,405)	-	(435,405)	-	(435,405)
<b>Change in Net Assets</b>	<b>\$ 299,161</b>	<b>(503,533)</b>	<b>802,694</b>	<b>(1,305,793)</b>	<b>1,604,954</b>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended April 30, 2018 and year ended December 31, 2017**

	<b>Unaudited April 30 2018</b>	<b>Unaudited December 31 2017</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 17,080,008	\$ 20,207,006
Investments	5,045,241	5,025,996
Receivables:		
Sales and Use Taxes	5,867,437	5,753,658
Accrued Interest	28,125	20,473
Federal Government	204,963	1,662,847
Other	516,008	180,223
Inventories	583,351	594,584
Prepaid Expenses	1,532,533	319,896
<b>Total Current Assets</b>	<u>30,857,666</u>	<u>33,764,683</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	4,169,073	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	3,407,006	3,407,006
Current Year Additions	435,405	-
Total Capital Assets	<u>148,425,705</u>	<u>147,990,300</u>
Less: Accumulated Depreciation	<u>(62,328,524)</u>	<u>(60,975,357)</u>
Net Capital Assets	<u>86,097,181</u>	<u>87,014,943</u>
<b>Total Non-Current Assets</b>	<u>90,266,254</u>	<u>89,147,549</u>
<b>TOTAL ASSETS</b>	<u>121,123,920</u>	<u>122,912,232</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	3,535,332	3,535,332
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>124,659,252</u></u>	<u><u>126,447,564</u></u>



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position (cotinued)**  
**Month ended April 30, 2018 and year ended December 31, 2017**

	<b>Unaudited April 30 2018</b>	<b>Unaudited December 31 2017</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	486,103	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	2,680,822	2,176,850
Other Accrued Liabilities	929,467	665,399
<b>Total Current Liabilities</b>	<b>5,026,300</b>	<b>7,528,084</b>
<b>Non-Current Liabilities:</b>		
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
<b>Total Non-Current Liabilities</b>	<b>22,195,204</b>	<b>22,195,204</b>
<b>TOTAL LIABLILITES</b>	<b>27,221,504</b>	<b>29,723,288</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	595,164	595,164
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>27,816,668</b>	<b>30,318,452</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	64,665,879	65,583,641
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,565,403	28,934,169
<b>TOTAL NET POSITION</b>	<b>\$ 96,842,584</b>	<b>\$ 96,129,112</b>

Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
Month ended April 30, 2018

	<u>4/30/2018</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 109,676
Cash Received from Bus Advertising and Other Ancillary	67,461
Cash Payments to Suppliers for Goods and Services	(1,824,313)
Cash Payments to Employees for Services	(678,260)
Cash Payments for Employee Benefits	(318,293)
Net Cash Used for Operating Activities	<u>(2,643,729)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,536,544
Grants and Other Reimbursements	320,905
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,857,449</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	-
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	(4,126)
Net Cash Provided by Capital and Related Financing Activities	<u>(4,126)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	20,527
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>20,527</u>
<b>Net Increase in Cash and Cash Equivalents</b>	230,121
<b>Cash and Cash Equivalents (Including Restricted Accounts), April 1, 2018</b>	21,018,961
<b>Cash and Cash Equivalents (Including Restricted Accounts), April 30, 2018</b>	<u>\$ 21,249,082</u>





# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 6, 2018

## Subject: Operations Report for April 2018

The system-wide monthly operations performance report for April 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.

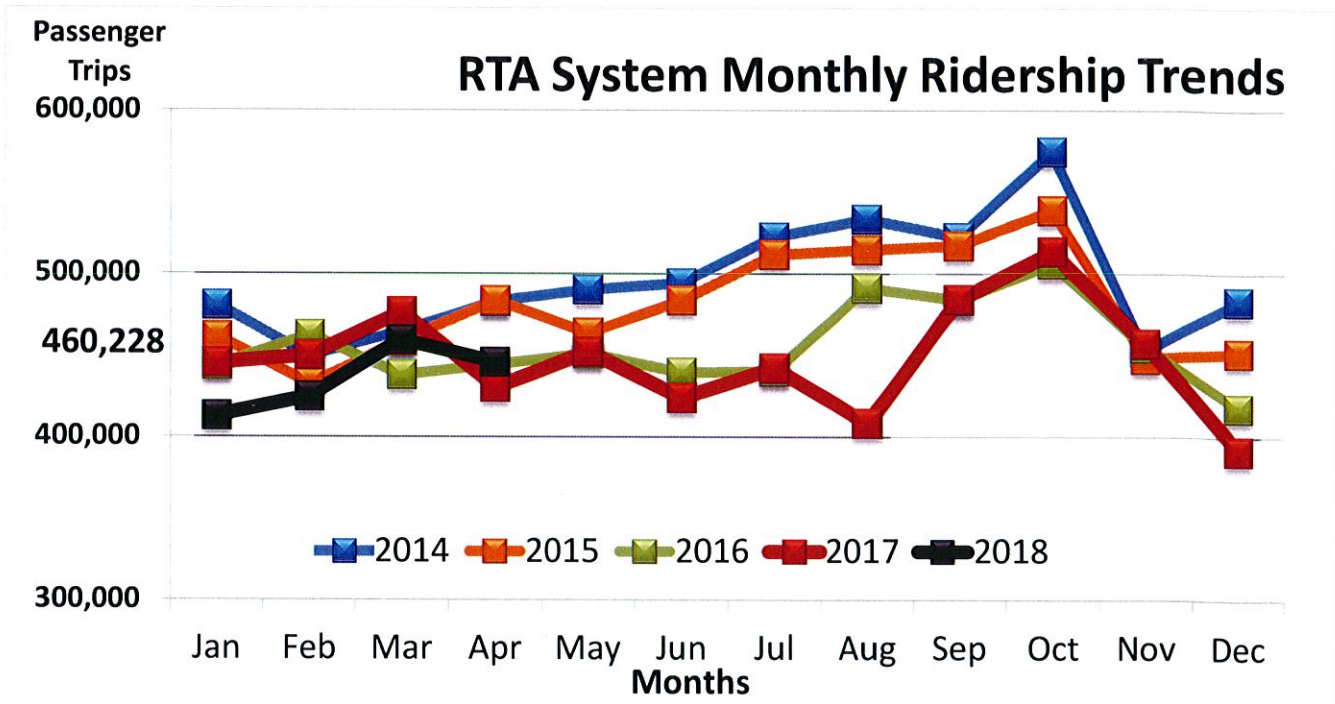


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in April 2018 totaled 445,565. This represents a 3.6% increase as compared to 430,275 boardings in April 2017 or 15,290 more boardings this month. Services operated on one more weekday and one less Saturday as compared to April 2017. Fiesta De La Flor occurred April 13-14 which recorded 12,686 boardings. No service was operated on April 1, and in April 2017, no service was operated on April 16 due to Easter Holiday.

April 2018	April 2017	Variance
21 Weekdays	20 Weekdays	+1 Weekday
4 Saturdays	5 Saturdays	-1 Saturday
4 Sundays	4 Sundays	0 Sunday
29 Days	29 Days	

Average retail gas prices for unleaded fuel was \$2.39 per gallon this month compared to \$2.15 per gallon in April 2017<sup>1</sup>. Rainfall this April was 0.25 inches as compared to 2.22 inches in April 2017.<sup>2</sup>

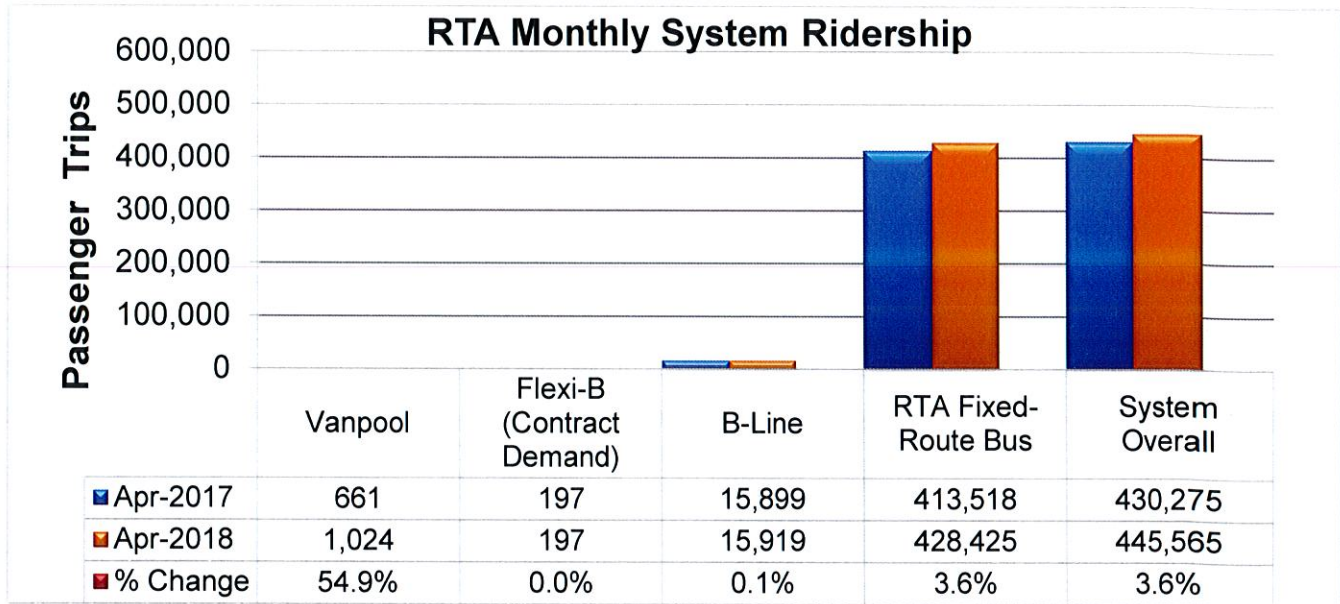


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

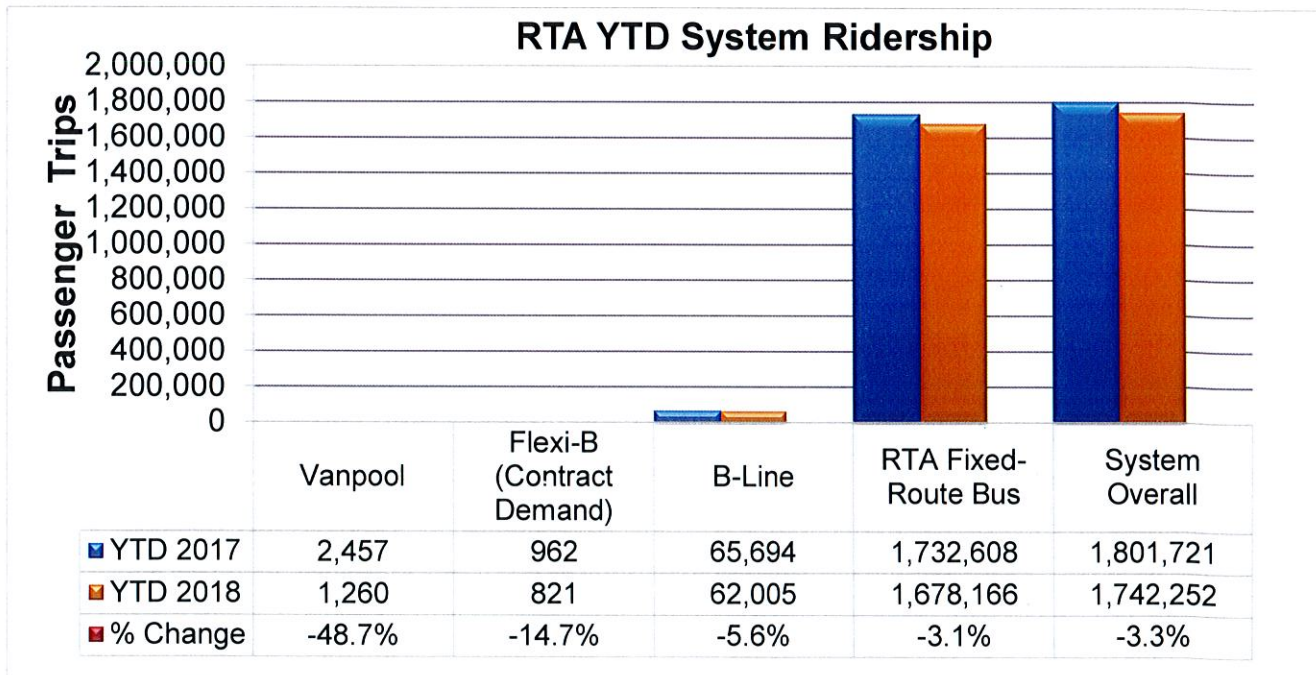
2. Weather Underground historical data at <http://www.wunderground.com>.



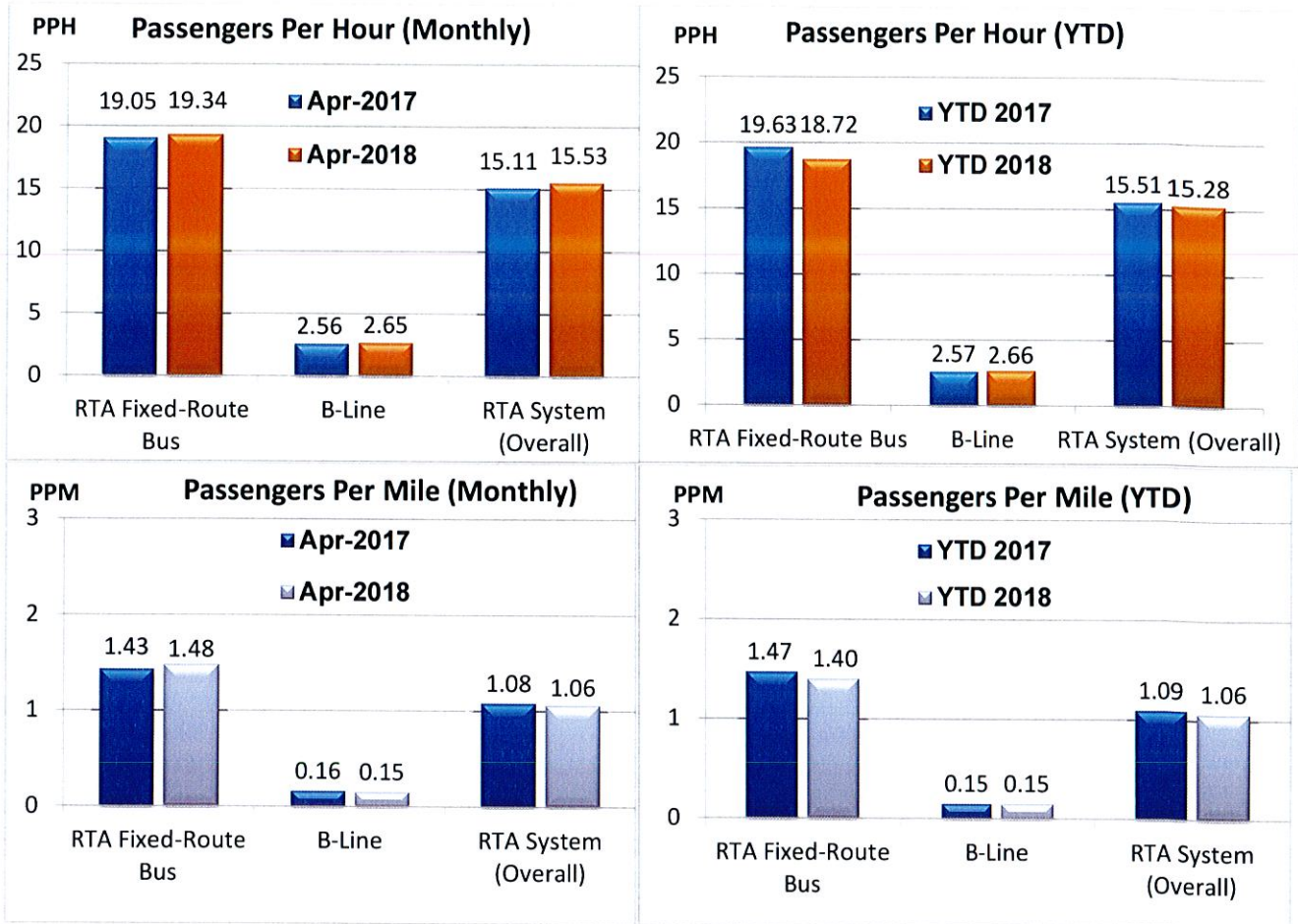
The chart below shows Monthly ridership results for all services. CCRTA has recorded 15,290 more boardings for a increase of 3.6% in 2018 as compared to the same period in 2017.



The chart below shows YTD ridership results for all services. CCRTA has recorded 59,469 fewer boardings for a YTD decrease of -3.3% in 2018 as compared to the same period in 2017.



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





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

Schedule Adherence	Standard	Feb-18	Mar-18	Apr-18	3-Month Average
Early Departure	<1%	0.6%	0.5%	0.7%	0.6%
Departures within 0-5 minutes	>85%	88.1%	86.7%	90.8%	88.5%
Monthly Wheelchair Boardings	No standard	3,535	4,655	3,870	4,020
Monthly Bicycle Boardings	No standard	7,292	7,105	8,112	7,503

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 (Phase 1 Complete)
- On Detour • **Ayers St.** (Santa Fe-Alameda): Work has begun (3) months behind schedule (1) year project. (Phase 1 Complete)
  - 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 on detour. (Phase 1 Complete)
- 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 Detour • **South Staples St** (Brawner Parkway-Kostoryz): Began late March 2018.
  - Routes 17, 29 & 29s
- On Detour • **North Staples St** (IH-37 Bridge Overpass): Began April 6, 2018.
  - Routes 12 & 12s to be completed December-2018.
- On Detour • **Lipan St.** (Carancahua St.-N. Staples St.) Resurface & Restriping project which began April 9, 2018.
  - Route 19

Currently there are 18 detoured routes out of 46 fixed routes (39%).

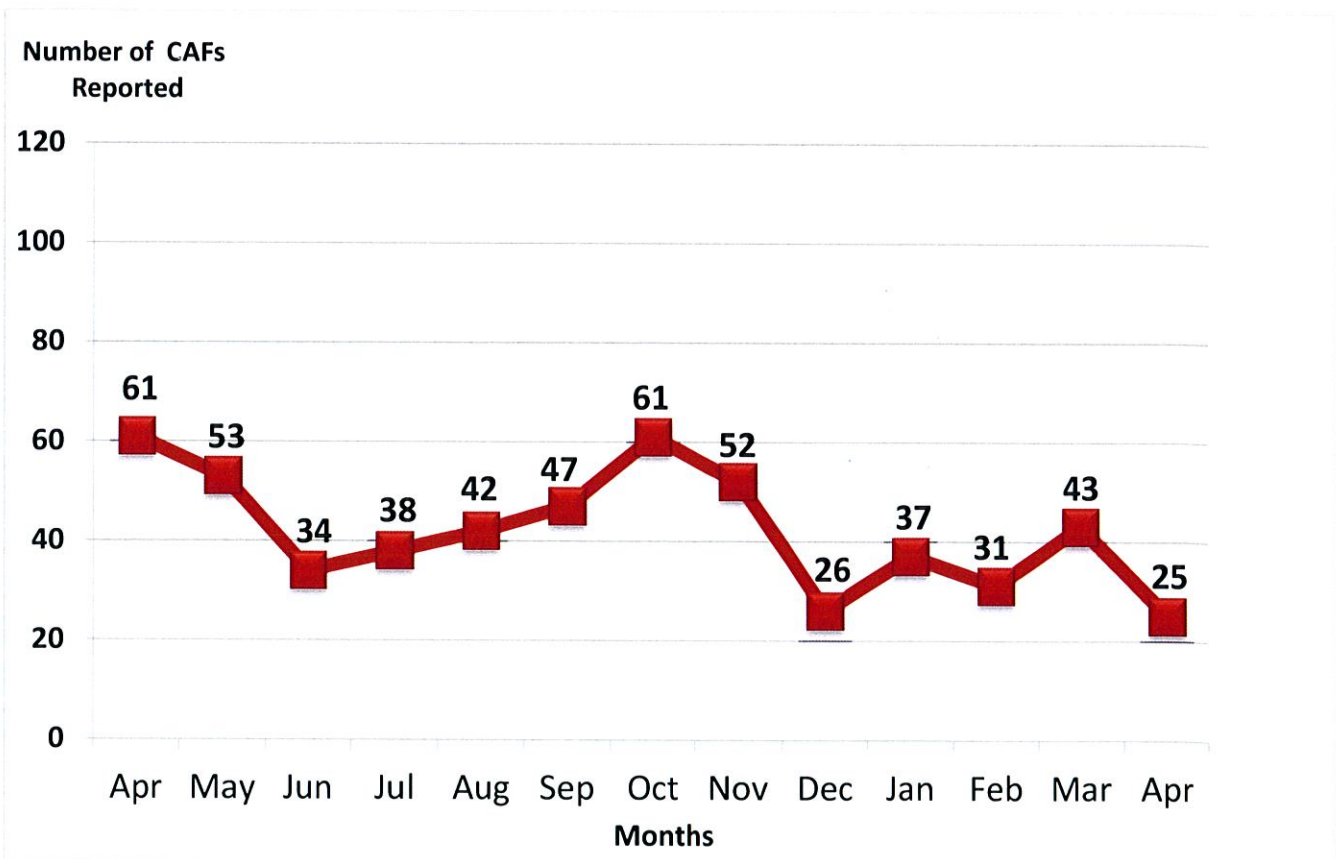
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.65** PPH did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **16,031** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **10,478** ambulatory; **4,498** wheelchair boarding's

Metric	Standard	Feb-18	Mar-18	Apr-18	(3) Month-Ave.
Passengers per Hour	2.50	2.69	2.67	2.65	2.67
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	16,437	11,869	16,031	14,779
Monthly Wheelchair Boardings	No standard	4,178	4,659	4,498	4,445

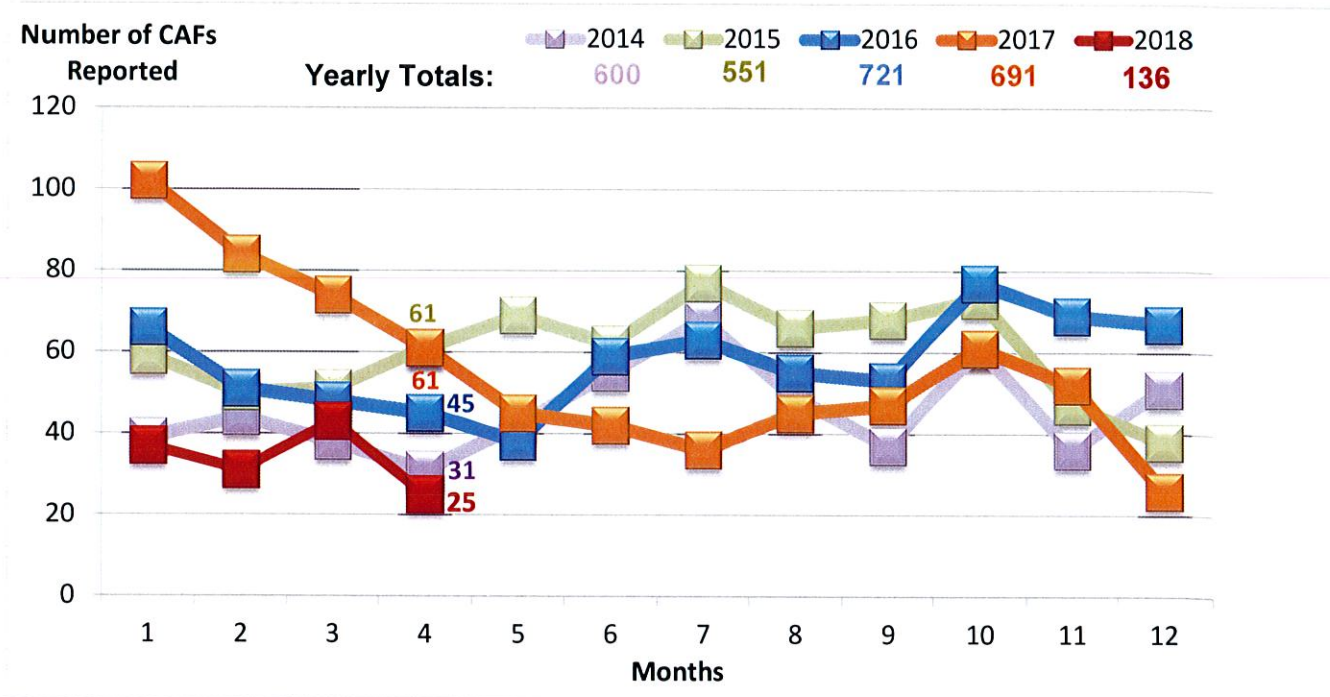
**3. Customer Programs Monthly Customer Assistance Form (CAF) Report**

For April 2018, Customer Service received and processed 47 Customer Assistance Forms (CAF's) of which 25 or 53% were verified as valid. This represents a decrease from the 43 verified CAF's in March 2018. There were four commendations for the month of April.

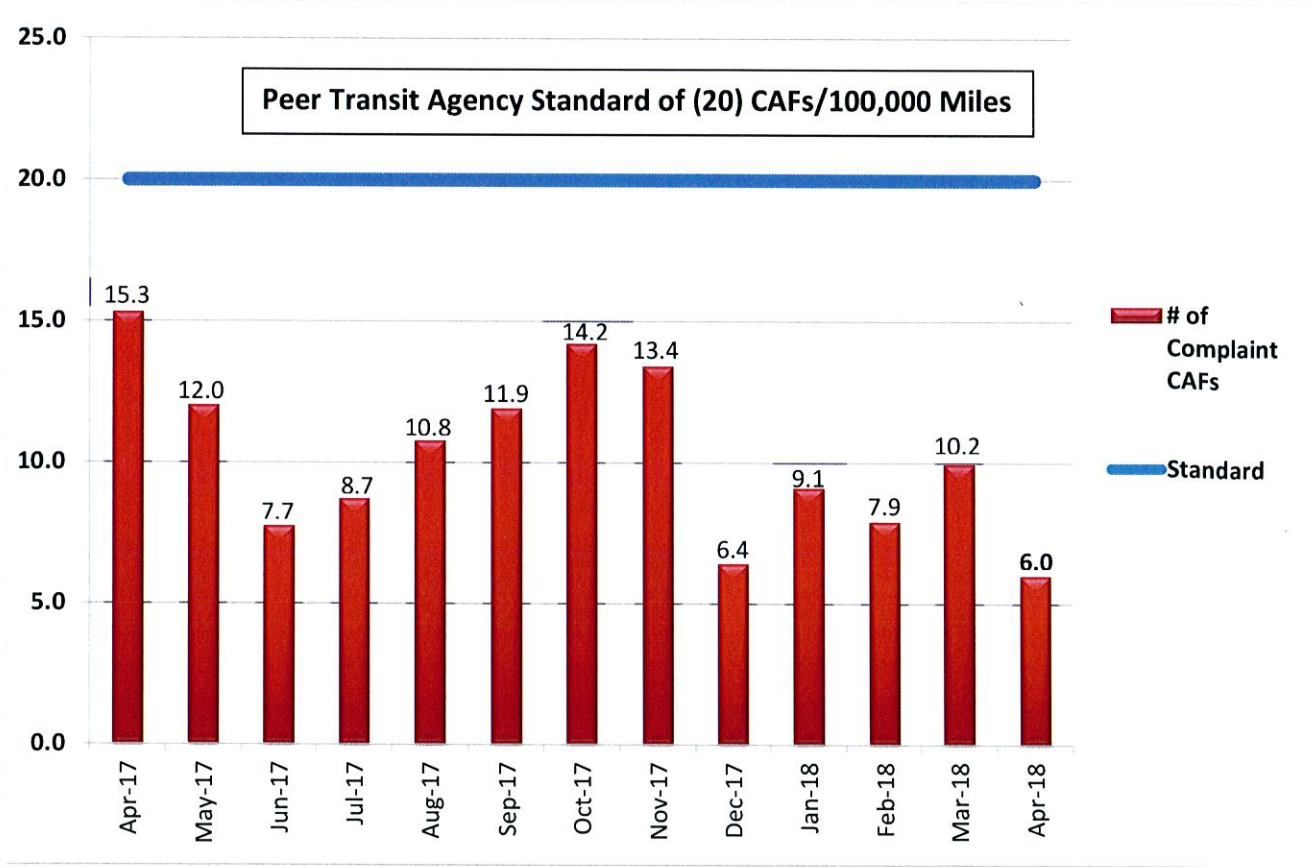




### 3a. CAF Reports: Historical Trends



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





### 3d. April 2018 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
Service Stop Issues	3	0	2	5
Driving Issues	6	1	0	7
Customer Services	10	1	1	12
Late/Early – No Show	4	1	0	5
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	2	0	2
Policy	0	0	0	0
Safety and Security	1	1	1	3
Facility Maintenance	5	0	0	5
Service Development	5	0	0	5
Purchased (REAL)	1	0	0	1
	<b>37</b>	<b>6</b>	<b>4</b>	<b>47</b>
Commendations	1	3	0	4

### 3c. Route Summary Report for April 2018

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



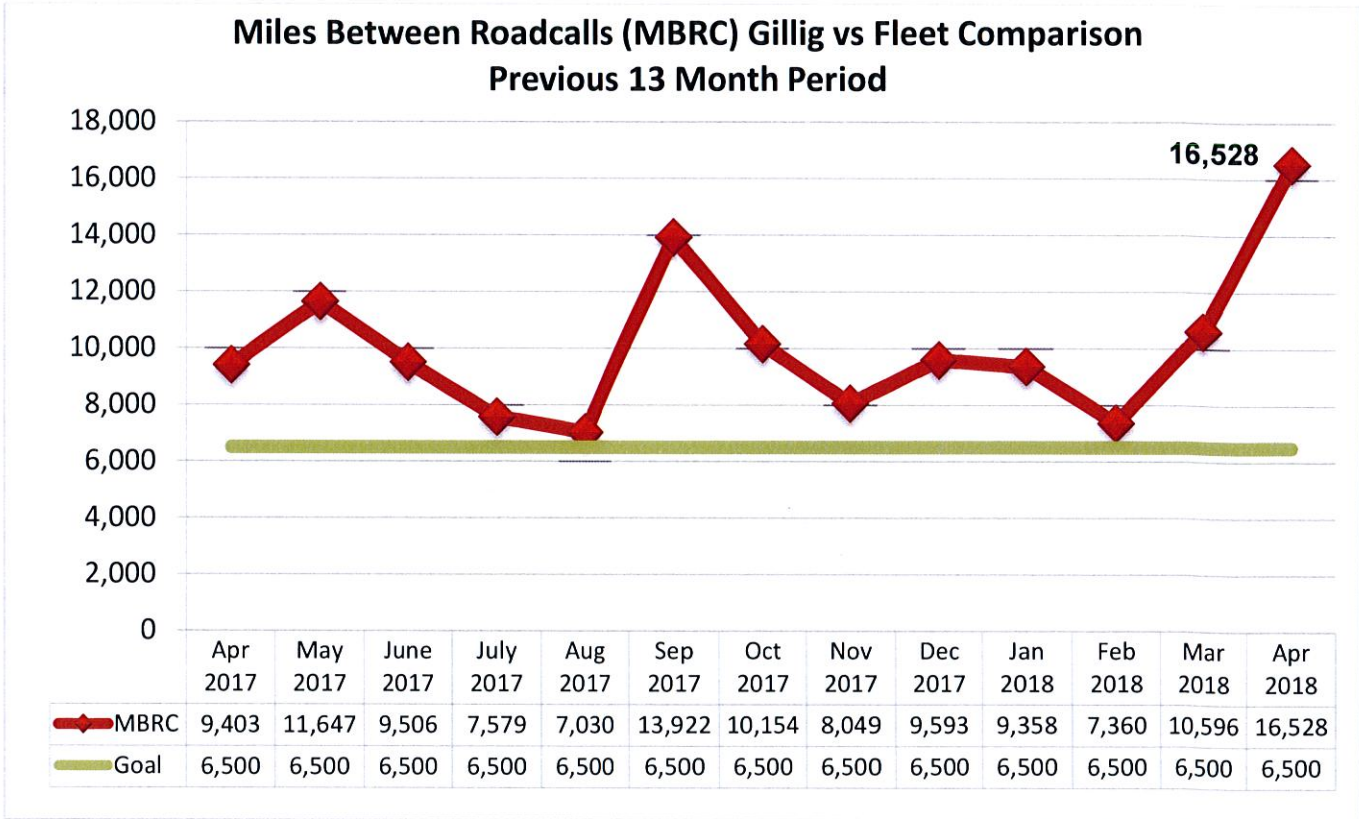
#27x Northwest (Express)	0	Service Development	5
#28 Leopard /Omaha	0	Purchased Transportation (REAL)	1
#29 Staples	2		
#29F Staples/Flour Bluff	2		
#29SS Staples/Spohn South	0		
#29s Staples (Sunday)	0		
#30 Westside/Health Clinic	0	<b>TOTAL CAF'S</b>	<b>47</b>

**Conclusion:**

During April 2018, RTA received 47 CAF's regarding RTA Fixed-Route Service, B-Line and Purchased Transportation. In addition there were four (4) commendations reported this April. There were 2 issues relating to a bus stop closure not included with total CAF numbers.

**4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report**

For April 2018, 16,528 miles between road calls (MBRC) were recorded as compared to 9,403 MBRC in April 2017. 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.

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, April 19, 2018**

---

**Advisory Committee Members Present:** John Longoria, Richard Balli, Donnie Contreras, Joyce Lopez, Tammye Salinas, Sylvia Wilson, Rhonda Alvarez, Randall Chisamore, Alonzo Cuellar and Celia Mendez

**Advisory Committee Members Absent:** none

**Board Member Present:** Anne Bauman

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

**MV Present:** Janessa Cano

**Employee Representative(s) Present:** none

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**Call to Order:** Mr. John Longoria called the meeting to order at 12:00 p.m. Mr. Longoria introduced the new members, Rhonda Alvarez, Randall Chisamore, Alonzo Cuellar and Celia Mendez. The present members introduced themselves to the newest members. Ms. Susan Teltschik called the roll and determined that a quorum was present.

**Public Comment:** none

**Action to Approve Minutes of March 15, 2018:** approved as presented.

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

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

Mr. Richard Balli informed the committee that the CFPWD met at a senior center, and not at City Hall their usual meeting place, in order to inform the community about the CFPWD and getting the community involved with the

CFPWD. The CFPWD meets on a monthly basis but will meet at different senior centers on a quarterly basis.

Ms. Sylvia Wilson stated the Corpus Christi Human Relations Committee (CCHRC) is to create a community of well-being without discrimination. The CCHRC is currently in discussion with the housing community in the Hillcrest and Washington-Coles neighborhoods. Many of the residents still need to be relocated to make way for the new Harbor Bridge.

Mr. Richard Balli presented a Public Service Announcement (PSA) to be shown on the local stations concerning ADA parking and the blocking the architecture of an ADA parking place.

### **Committee Reports:**

**No-Show/Eligibility Appeals Committee:** Melanie Gomez presented to the committee information on one of the two RCAT sub-committees, the No-Show/Eligibility Appeals Committee. Ms. Gomez explained the member structure of the No-Show/Eligibility Appeals Committee, when the committee members meet, the process the rider goes through and the process committee members go through to determine the outcome of the no-show or eligibility appeal. Ms. Gomez then invited the new members to the No-Show/Eligibility Appeals Committee to learn more about the process.

### **February No-Show/Eligibility Appeals:**

The No-Show/Eligibility Appeals Committee met on Tuesday, April 17, 2018 for no show appeals. Members present were Donnie Contreras, Joyce Lopez and Richard Balli. Staff members present were Melanie Gomez and Janessa Cano (MV). There were 4 appeals submitted in April. Two appellants were present to appeal a 7-day proposed service suspension. One proposed service suspension was dismissed due to extenuating circumstances. One proposed service suspension was dismissed, since after further review, it was determined that one no show was in error. One appellant submitted a letter to appeal a 7-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances. One appellant submitted a letter to appeal a 30-day proposed service suspension. The proposed service suspension was determined conditional, to and from dialysis only. There were 32 warning notices issued in March, 11 seven day proposed service suspensions and 10 thirty day proposed service suspensions.



**Eligibility Appeals:**

None scheduled this month.

**Demonstration of Differing Types of Wheelchairs and Safety Issues:**

Mr. Balli demonstrated to the committee members the proper way to secure a wheelchair and explained the different types of wheelchairs. Ms. Montez explained the Agency is in the process of training the drivers with a video on 12 different types of wheelchairs acquired through a vendor.

**RCAT Liaison's Report:**

Ms. Sharon Montez welcomed the new members and presented the purpose of the RCAT committee as stated in the RCAT By-Laws. Ms. Montez also explained the structure of the RCAT Committee members and explained the absenteeism policy.

Ms. Montez gave the committee a brief overview of the Agency, when the Agency was founded, the structure of the board of directors, the mission statement and the vision statement. Ms. Montez also informed the committee the Agency has four Transfer Stations, three Park and Rides, 45 Fixed Routes, seven Vanpools, two Flexible services in Port Aransas, 82 buses, 34 Paratransit buses, 248 employees and 93 employees with MV Transportation that provides contracted paratransit services. The Agency's member entities are Agua Dulce, Bishop, Corpus Christi, Driscoll, Gregory, Nueces County, Port Aransas, Robstown and San Patricio.

Ms. Montez briefed the RCAT Committee on the 2017 numbers, Fixed Route Passenger Trips 2017 – 5,146,466 (2% decrease over 2016), B-Line Passenger Trips – 192,905 (3.9% decrease over 2016), 2017 12 Month Average Wheelchairs (Fixed Route) – 5,155, 2017 YTD Average Wheelchairs (BLine) – 4,395.

Ms. Montez explained the Agency's Service Standards including the government requirement to have Service Standards to quantify route frequency and transit enhancements, the structures and amenities required.

Ms. Montez then explained the purpose of the Customer Assistance Forms (CAF), to provide the public an avenue to document concerns/complaints, compliments, suggestions and questions. Ms. Montez also explained the

CAFs are a quality assurance tool directed to relevant management and supervisory staff for further investigation. Upon the conclusion of the investigation, the customer is given a written response within ten working days. CAFs also provide the Agency with information regarding educational and training needs. They also assist the Service Development Department in identifying problems around existing service and identifies underserved areas. CAF's also serve to guide policy development. The Agency tracks all CAF's, confirms them for validity and then reports the numbers and categories to the CCRTA Board of Directors on a monthly basis.

**Chairperson's Report:**

Mr. John Longoria shared upcoming meeting dates with the committee. Mr. Longoria also addressed the RCAT committee to discuss the idea of having an RCAT Committee Retreat but stated he was unavailable for the next scheduled RCAT meeting. It was determined that if a quorum of members were able to attend an RCAT meeting the week after the regular scheduled meeting, the next RCAT meeting and retreat would begin at 11:30 a.m. on Thursday May 24, 2018.

**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 1:06 p.m. The next meeting will be determined after an email is sent to each RCAT member. The meeting will most likely be held a week later than stated on the schedule, on Thursday, May 24, 2018.



## Board Member Inquiry

Agenda Item #	Member Name	Inquiry	Response	Response Date
6.	Scott Harris	In reference to the Fare Analysis Update, Mr. Harris asked where the Fare Board would fit into the timeline.	Mr. Saldana stated if the fare recommendations are above and beyond transfers and discounts and passes, the Fare Board will have to convene.	5/2/2018
6.	Scott Harris	As a follow-up question in reference to the Fare Analysis Update, Mr. Harris asked how the Fare Board would fit into the timeline, how long would the Fare Board process take.	Mr. Saldana stated the Agency would first have to get onto the Fare Board calendar after the Fare Board members are chosen from the City Council members, Nueces County Commissioners court, and Small Cities Mayors. Jorge stated there are internal processes that we can implement that do not require the Fare Board.	5/2/2018
6.	Dan Leyendecker	In reference to the Fare Analysis Update, Mr. Leyendecker asked why the agency is conducting the rider surveys twice.	Mr. Saldana stated the Agency would first survey the riders and non-riders during the research period. Then after a recommendation is made, the Agency will conduct another survey with the riders and non-riders while explaining the new fare structure.	5/2/2018
11.	Edward Martinez	In reference to the 2018 Emergency Preparedness Policy, Mr. Martinez asked if the Emergency Preparedness Policy was a new policy or an updated policy.	Mr. Rendon stated the Emergency Preparedness Policy is not a new policy but an amended policy, with changes clarifying the Essential Employees and Non-Essential Employee and pay rates while on duty.	5/2/2018
12.a.	Dan Leyendecker	In reference to the March 2018 Financial Report, Mr. Leyendecker asked if the Agency has stop-gap insurance on the self-insured health plan.	Mr. Saldana stated the Agency does have the stop-gap insurance per each claim. For example, if the claim was \$100,000 the Agency would be reimbursed \$35,000 because the stop-gap insurance is \$65,000.	5/2/2018
12.c.	Anne Bauman	In reference to the March 2018 Safety and Security Report, Ms. Bauman requested the information to be broken out for the individual stations.	Mr. Rendon stated he doesn't have the information with him but will report calls per individual station at the next meeting.	5/2/2018
12.c.	Anne Bauman	As a follow-up question in reference to the March 2018 Safety and Security Report, Ms. Bauman asked if the Port Ayers Station had the most contacts.	Mr. Rendon stated the Staples Street Station had the most contacts, mainly because of the homeless situation, followed by the Port Ayers Station and Southside Station. Robstown Station had very few contacts.	5/2/2018

## Board Member Inquiry

Agenda Item #	Member Name	Inquiry	Response	Response Date
12.c.	Philip Skrobarczyk	In reference to the March 2018 Safety and Security Report, Mr. Skrobarczyk asked if you ask someone to leave the station, is that considered a contact.	Mr. Rendon answered in the affirmative.	5/2/2018
12.c.	Edward Martinez	In reference to the March 2018 Safety and Security Report, Mr. Martinez asked if the new security company is walking the premises to insure safety and security.	Mr. Rendon answered in the affirmative, explaining the contact numbers have increased because the officers are walking the platform and engaging with the riders as an Officer Friendly. Each contact is recorded which could be giving directions, giving information on which bus to take, loitering, a medical emergency and all other "contacts."	5/2/2018
12.d.	Dan Leyendecker	In reference to the March 2018 Operations Report, Mr. Leyendecker asked to what do you attribute the downward trend in ridership.	Mr. Robinson stated the downward trend in ridership is mainly attributed to detours, lower gas prices, Hurricane Harvey recovery, and university enrollment being on a downward trend, or at least flat.	5/2/2018
12.d.	Mike Reeves	In reference to the March 2018 Operations Report, Mr. Reeves asked if the Agency is within the same downward trend in ridership percentage with other transit agencies.	Mr. Robinson stated for the 4th quarter of 2017, the Agency is within the top five in ridership for the state of Texas, all reporting a downward trend in ridership, except Houston was a little above flat.	5/2/2018
12.d.	Edward Martinez	In reference to the March 2018 Operations Report, Mr. Martinez asked if the complaints are mainly about the detours.	Mr. Robinson stated some of the complaints are about the detours, but not the majority of the complaints.	5/2/2018
12.e.	Dan Leyendecker	In reference to the Route 99 Pilot Update, Mr. Leyendecker asked if the Route 99 is leaving early enough for construction based jobs because typically these jobs begin at 7:00 a.m.	Mr. Robinson stated the schedule was chosen after reviewing ridership last year.	5/2/2018





