



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Board of Directors

**DATE:** Wednesday, September 5, 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 ~ Matt Woolbright**

	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>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
5.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of August 1, 2018	E. Martinez	2 min.	<b>Pages 1-6</b>
6.	<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.			
	<p><b>a) Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan &amp; Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018</p> <p><b>b) Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts</p> <p><b>c) Action</b> to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services</p> <p><b>d) Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for the Reconstruction of Port Ayers Station</p>			<p><b>Pages 7-8</b> <i>Attachment &amp; PPT</i></p> <p><b>Pages 9-10</b> <i>PPT</i></p> <p><b>Page 11-12</b> <i>PPT</i></p> <p><b>Pages 13-14</b> <i>PPT</i></p>

	<p><b>e) Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops</p> <p><b>f) Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for General Engineering/Architectural Services</p>			<p><b>Pages 15-16</b> <i>PPT</i></p> <p><b>Pages 17-18</b> <i>PPT</i></p>
<b>7. Presentations:</b>				
	<b>a) July 2018 Financial Report</b>	R. Saldaña	4 min.	<b>Pages 19-26</b> <i>PPT</i>
	<b>b) Procurement Update</b>	R. Saldaña	4 min.	<i>PPT</i>
	<b>c) 5310 Grant Funds Awarded</b>	R. Saldaña	4 min.	<b>Pages 27-28</b> <i>PPT</i>
	<b>d) July 2018 Safety &amp; Security Report</b>	M. Rendón	4 min.	<i>PPT</i>
	<b>e) July 2018 Operations Report</b>	G. Robinson	4 min.	<b>Pages 29-38</b> <i>PPT</i>
<b>8. CEO's Report</b>		J. Cruz-Aedo	5 min.	-----
<b>9. Board Chair's Report</b>		E. Martinez	5 min.	-----
<b>10. Adjournment</b>		E. Martinez	1 min.	-----
<b>11. Information Items:</b>				<i>Attachments</i>
	<b>a) RCAT Meeting &amp; Retreat Minutes– NO JULY MEETING</b>			
	<b>b) Member Inquiry Forms:</b>			
	<b>1. Board Meeting– August 1, 2018</b>			
	<b>2. Committee Meetings– July 25, 2018</b>			

**Total Estimated Time: 45 min.**

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On **Friday, August 31, 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.

<b>Mission Statement</b>	<b>Vision Statement</b>
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.

**REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, AUGUST 1, 2018**

**Summary of Actions**

- 1. Pledge of Allegiance**
- 2. Conducted Roll Call**
- 3. Adoption of Resolution for Outgoing Board Member – Mr. Larry Young, Sr.**
- 4. Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments**
- 5. Provided Opportunity for Public Comment**
- 6. Heard Update on RCAT Committee Activities**
- 7. Action to Approve Board of Directors Meeting Minutes of July 11, 2018**
- 8. Action to Approve Consent Agenda Items a) thru d) –**
  - a) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Issue an Invitation for Bids (IFB) for an Unleaded Fuel Supply**
  - b) Action to Recommend the Board Approve Amending the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a One-Year Term Agreement**
  - c) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Transportation Uniform Supplier Contract**
  - d) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Approve the Implementation of the Proposed Fall 2018 Sunday Improvements and System Enhancements**
- 9. Heard Presentations –**
  - a) June 2018 Financial Report**
  - b) Procurement Update**
  - c) June 2018 Safety & Security Report**
  - d) June 2018 Operations Report**
- 10. Heard CEO's Report**
- 11. Heard Chairman's Report**
- 12. Adjournment**
- 13. Information –**
  - a) RCAT Meeting & Retreat Minutes – June 21, 2018**
  - b) Member Inquiry Forms:**
    - 1. Board Meeting – July 11, 2018**
    - 2. Committee Meetings – June 27, 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; Dan Leyendecker, Board Secretary; George B. Clower; Scott Harris; Tom Niskala; Patricia Dominguez, Anne Bauman, Philip Skrobarczyk and Matt Woolbright

**Board Members Absent:** Michael Reeves, Board Vice Chair and Glenn Martin

**Staff Present:** Jorge Cruz-Aedo, David Chapa, Bryan Garner, Anna Hinojosa, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Robert Saldaña, and Susan Teltschik

**Public Present:** Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Doreen Harrell, KCS; Gina Salazar, ATU-Local 1769 Union; Larry Young, Sr.

**Call to Order & Roll Call**

Mr. Edward Martinez called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance. Mr. Dan Leyendecker called Roll and stated a quorum was present.

**Adoption of Resolution for Outgoing Board Member – Mr. Larry Young, Sr.**

Mr. Edward Martinez read the Resolution and pictures were taken with the Board. Mr. Young thanked everyone and commended Staff for the great work being done at the agency. He also commented on the past few years as a board member and changes made to improve safety and security at the agency and with the bus stops, facilities and community.

**Announcement of Committee Appointment by the Board Chair and Action to Confirm Committee Appointment**

Mr. Martinez made the announcement of Mr. Matt Woolbright to be appointed to the Administration & Finance Committee and asked for a motion.

**MR. TOM NISKALA MADE A MOTION CONFIRM COMMITTEE APPOINTMENT OF MR. MATT WOOLBRIGHT TO THE ADMINISTRATION & FINANCE COMMITTEE. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND MARTIN.**

**Provided Opportunity for Public Comment**

No one spoke under Public Comment.

**Heard Update on RCAT Committee Activities**

Mr. Martinez commented no RCAT meeting was held in July.

## Action to Approve Board of Directors Meeting Minutes of July 11, 2018

**MR. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JULY 11, 2018. MR. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND MARTIN.**

### 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:

- a) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Entering into an Agreement for Online Trade Settlements
- b) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Carlisle Insurance for Windstorm and Hail Coverage
- c) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Arguindegui Oil for Lubricant & Fluid Supplies of Differential/Rear Axle Fluid
- d) Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Execute a One-Year Memorandum of Agreement with Texas A&M University-Corpus Christi for Transportation Services

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

### Heard Presentations:

- a. **June 2018 Financial Report** – Mr. Saldaña reported the June financials total operating revenues at \$139,587, or \$24,123 under due to passenger fares, and is make up the shortfall in our departmental expenses at \$2.45 million on a budget of \$2.5 million giving us a savings of \$106,278. He reported depreciation was on budget at \$491,946, and total operating expense of \$2.94 million on a budget of \$3 million. Mr. Saldaña commented sales tax reported \$3.37 million on a budget of \$3 million, or \$285,896 to the good. He reported investments income at \$30,415, on a budget of \$6,490 is doing better than expected. Staples Street Center costs to run the building is net against revenue, at \$15,243 on a budget of negative \$28,317, and shown as a negative amount since we do not expect tenants to pay the whole cost of

the building. He said we have a tenant now at Port Ayers and they are paying all the expenses that for the month of June is \$3,583. Street improvement program we set aside \$317,313, and sub-recipient grants at \$2,066 we set aside for the 5310 grant funds. He reported a non-operating income of \$3.0 million. Net income before capital grants, donations and expenditures is \$271,132, and less the capital expenditures of \$219,924 and donations of \$28,063 leaves a balance of \$79,829 for the month of June.

Mr. Saldaña displayed a new sales tax collection slide with the breakdown where sales tax revenue is received from, and a slide with the expenses by function for the month of June where salaries and benefits of \$1.0 million, or 43 percent and purchased transportation of \$581,905, or 23 percent make up the highest costs. He also included a slide of the monthly breakdown of purchased transportation costs of the \$581,905 monies and where they are focused.

He commented on the year-to-date snapshot of June financials and total operating revenues came in at \$1.338 million on a budget of \$1.435 million or \$97,397 behind budget, and again due to passenger fares shortfall. Departmental expenses at \$14.7 million on a budget of \$15.0 million, or \$261,596 savings. He said depreciation is on schedule at \$2.1 million for a total operating expenses at \$16.9 on a budget of \$16.0, still a savings of \$261,596. He commented sales tax came in at \$16.99 million on a budget of \$16.05 million, or \$934,563 ahead on sales tax for the year. He commented on the grants, investment income, Staples Street Center expenses, Port Ayers and the Street Improvement program monies give us with a non-operating income of \$15.7 million. Capital grants less capital expenditures of give us a positive net change of \$307,818, and said this is a negative number due to the depreciation included of a non-cash outlay and leaves us with \$1.9 million to the good. He continued with a slide of year-to-date expenses by function, and stated salaries and benefits of \$6.7 million, or 45 percent, along with purchased transportation of \$3.1 million, or 21 percent are the largest costs for the agency. Mr. Saldaña included a slide showing the year-to-date breakdown of purchased transportation costs of the \$3.1 million on a budget of \$2.9 million.

A slide showing the month-to-month May sales tax at \$2.7 million compared to 2017 at \$2.6 million, or a \$135,078, and a 5.15 percent increase over last year. The comparison of budget to actual as we report two month in arrears, at \$2.9 million actual versus \$2.7 million budgeted, or \$184,526 less than budgeted.

- b. Procurement Update** – Mr. Saldaña reported on current projects for the Bus Engine Supply, 3 year contract and is due 08/16/18. Mr. Saldaña provided statistics on outreach, pre-proposal meeting attendance and number of proposals received. His other slides showed the four month outlook, and he commented the estimated costs for 1 year with 1 option year contract for Unleaded Fuel at \$50,000, 1 year and 9 month contract for the Bus Operator and Supervisor Uniforms at \$50,000, and 2 year with 2 option year contract for Bus and Engine Parts at \$1.2 million. Another slide requiring CEO signature authority contracts he reported on and not to exceed the

amounts shown were for exercising the 2<sup>nd</sup> year and final option for Pest Control Services at \$20,260; exercising the 1<sup>st</sup> option year Elevator Services at \$11,532; exercising the 2<sup>nd</sup> and final year option for Solid Wastes Services at \$20,820; 1 year agreement for Bus Pass ID Authorization at \$23,122; 1 year with two 1 year option agreement for the HVAC Services at \$21,500; 1 year with two 1 year option agreement for Generator Services at \$14,412, 2 year with one 1 year option agreement for Hydraulic Hoses and Fittings at \$45,459, and a 1 year contract with Benetrac at \$17,400. He also reported on the month-to-month contract for the Marina Rental Space at \$6,300.

- c. **June 2018 Safety & Security Report** – Mr. Rendón reported the month of June our operators drove 278,841 miles with 1 non-preventable accident making our accident rate for year-to-date rate at 0.78 meeting the industry standard of 2.00. PowerPoint slides were presented of charts to show the numbers and percentages for 4 public intoxication and 5 criminal arrests, 23 criminal trespass warnings issued, 601 contacts with individuals and 3 other service calls. He added a new slide to his monthly report to show quarterly percentages of law enforcement contacts made at the Staples Street Center, Rover, Southside Transfer Station, Port Ayers and Robstown stations.
- d. **June 2018 Operations Report** – Ms. Jennifer Fehribach reported June's monthly ridership and how the heat and significant weather event was challenging during the month affecting performance in many areas. She commented with these challenges, the ridership was down by 2.6 percent overall. Monthly boardings remain steady from May to June, and top 10 routes per revenue hour remained close with May at 29.6 percent and June being at 25.88 percent. The top 10 average monthly wheelchair boardings were down slightly due to the severe rains, with average 306 boardings for May and 296 boardings for June, although top 10 boardings for bicycles remained steady from May to June. She stated transportation logged in 90.1 percent in outstanding on-time performance even with several of the routes being impacted with no less than 5 detours. B-Line service also remained steady for the month, and miles between road calls (MBRC) were at 7,030.4. She said this was mostly due to the extreme heat with plastic parts failing on some of the buses. On a good note, the verified customer assistance form (CAFs) were down 20 percent from last month of 41 to 33. Three commendations received were for 2 bus operators and 1 customer service rep. Ms. Fehribach said the agency is trending down for CAFs at 33 for the past four years.

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

Mr. Cruz-Aedo commented on two items and look at September 14<sup>TH</sup> for the Board Retreat and provide us a date in September on Friday. He also commented on attending on the COMTO Conference in Baltimore, Maryland and met with Mr. Kevin Jones, the CEO of MV Transportation. One exciting item they discussed they are willing to partner with the agency on the autonomous initiative with financing the project. Autonomous technology is on the horizon and being proactive will help the agency in moving forward.

Mr. Dan Leyendecker asked about the update on closing of the East and West doors of the Staples Street Center. Mr. Rendon said we would be online in the next week. Ms. Bauman spoke on arriving early and said she has seen the security guards monitoring restrooms to make sure people are not abusing them.

**Heard Board Chair's Report**

Mr. Martinez deferred time over to other board members. All members commended Staff for doing a superb job.

**Adjournment**

There being no further review of items, the meeting adjourned at 9:41 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary





**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

September 5, 2018

**Subject:** Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018

**Background**

The actuarial valuation report is the basic source document for information that is used by the Agency to make informed decisions about the funding of pension benefits (see Attachment A). In a defined-benefit plan, the employer guarantees that the employee receives a definite amount of benefit upon retirement, regardless of the performance of the plan assets. Because it involves complex mathematical analysis using various assumptions to estimate future retirement benefits, it is necessary to outsource this service to a specialized professional. Under a professional service agreement with CCRTA, Kien Liew with PensionBenefits, Inc. has completed the Actuarial Valuation of the Agency's Employees' Defined Benefit Plan & Trust as of January 1, 2018 in compliance with the various governmental accounting and auditing standards. The report contains information that is required to complete the 2017 audit of CCRTA's financial statements.

**Executive Summary**

It is the opinion of our Actuarial Consultant "that the RTA Employees' Defined Benefits Plan & Trust is actuarially sound". The restricted net position of the plan increased by \$3.86 million which correlate with investment income and employer contributions to benefits paid. The key results are summarized as follows:

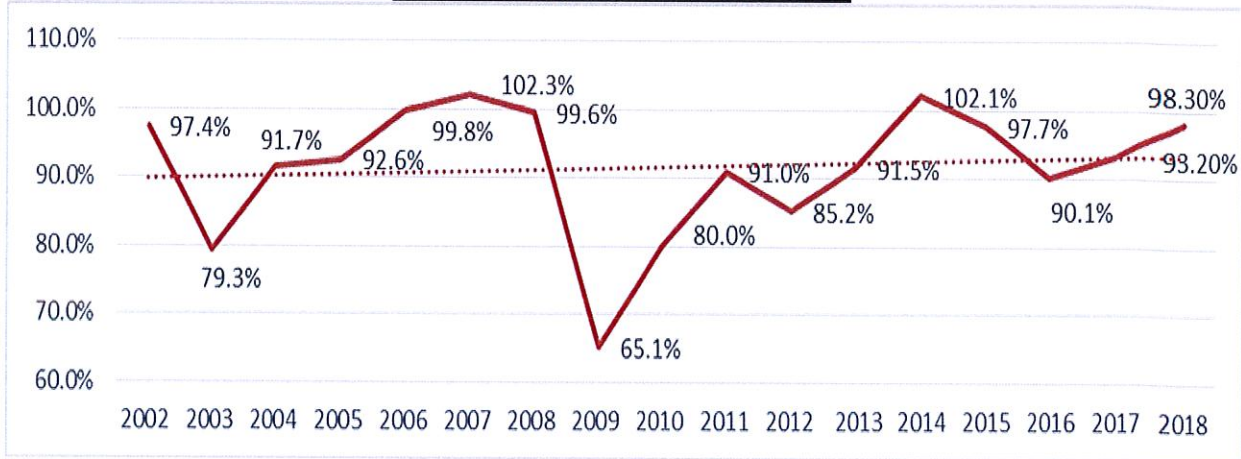
**Participants**

Participant	2018	2017	Variance
Active	240	246	-6
Deferred Vested	177	169	+8
Retirees & Beneficiaries	166	154	+12
Total	583	569	+14

**Funding Status and Contribution:**

Key Funding Components	2018	2017	Variance
Actuarial Accrued Liability (AAL)	\$ 37,069,237	\$ 34,966,314	\$ 2,102,923
Actuarial Asset Value (AAV)	\$ 36,440,324	\$ 32,583,077	\$ 3,857,247
Unfunded Actuarial Accrued Liability (UAAL)	\$ 628,913	\$2,383,237	( \$1,754,324)
Funded Ratio	98.3%	93.2%	+5.1%
Rate of Return - Expected	7.50%	7.50%	-0-
Rate of Return - Actual	13.12%	8.01%	+5.11%
Annual Contribution	\$1,191,087	\$ 1,399,307	( \$ 208,220)

**Schedule of Funding Progress**



Thirteen out of the last seventeen years reflected funding ratios of 90% or higher. In 2009 the percentage of assets available for future payments to retirees declined to 65.1%.

**Fiscal Impact**

No impact to 2018 Budget as the Annual Contribution of \$1,191,087 pertains to 2019.

**Committee Review**

This item was reviewed and approved at the Administration & Finance Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests that the Administration Committee recommend to the Board of Directors that the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018 be approved.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
for Jorge Cruz-Aedo  
Chief Executive Officer

PensionBenefits, Inc.

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**RTA Employees'  
Defined Benefit Plan & Trust**

**Actuarial Valuation Report as of January 1, 2018 for  
the Plan Year Ending December 31, 2018**

June 2018

*Prepared by:*

PensionBenefits, Inc.  
700 E. Park Blvd.  
Suite 108  
Plano, TX 75074  
972.424.2230

June 26, 2018

Ms. Sandy Roddel  
Director of Finance  
Regional Transportation Authority  
5658 Bear Lane  
Corpus Christi, TX 78405

**Re: Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018**

Dear Ms. Roddel:

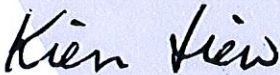
We are pleased to present our Report of the actuarial valuation of the *RTA Employees' Defined Benefit Plan & Trust* as of January 1, 2018.

In addition to the actuarial valuation results, various accounting and employee listings are also included which should help you compare this plan year with prior years.

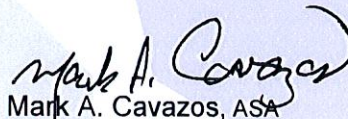
Based upon the actuarial valuation as of January 1, 2018, it is our opinion that the *RTA Employees' Defined Benefits Plan & Trust* is actuarially sound and that these results reasonably reflect the funding status and requirements of the plan. The assumptions and methods used in the actuarial valuation are reasonable and appropriate.

We would like to thank you for your assistance in providing all necessary data to complete this valuation. Please do not hesitate to let us know if you have any questions or need additional information.

Sincerely,



Kien Liew, EA, FCA, MAAA  
Senior Actuary



Mark A. Cavazos, ASA  
Manager, Pension Services

## RTA Employees' Defined Benefit Plan &amp; Trust

**EXECUTIVE HIGHLIGHTS**

1. The target long-term sustainability goal is 9.4% of compensation as discussed in Section 2.2 of the 2011 Report on Retirement Benefits.
2. 2018 Normal Cost was unchanged at 10.0% of payroll (v. 10.0% for 2017). Normal cost represents the annual cost of providing an additional year of pension benefits (2% of average compensation) for the active participants. This is the only cost each year if the plan does not have any unfunded liability.
3. The 2017 annual contribution decreased to 11.2% of payroll (v. 14.3% for 2017). The annual contribution is the sum of the Normal Cost plus the Amortization Payment of the unfunded liability.
4. The key to reduce contribution volatility is to identify the volatility risks and proactively manage these risks. These were discussed in the 2011 Report on Retirement Benefits. Long term sustainability of the pension plan relies on how the risks are managed.

While short-term volatility of investment return and other actuarial gains or losses is expected, we will continue to monitor the actuarial assumptions used and recommend appropriate adjustment when necessary.

## RTA Employees' Defined Benefit Plan &amp; Trust

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**Section 1. EXECUTIVE SUMMARY**

The key results from the actuarial valuation of the RTA Employees' Defined Benefit Plan as of January 1, 2018, may be summarized as follows:

	<b>2018</b>	<b>2017</b>
1. Participants		
a. Actives	240	246
b. Deferred Vested	177	169
c. Retirees & Beneficiaries	<u>166</u>	<u>154</u>
d. Total	583	569
2. Covered Payroll	\$10,677,430	\$9,773,977
3. Normal Cost (NC)	\$1,066,449	\$980,740
Percent of covered payroll	10.0%	10.0%
4. Present Value of Future Benefits	\$43,655,676	\$41,357,078
5. Actuarial Accrued Liability	\$37,069,237	\$34,966,314
6. Actuarial Asset Value	\$36,440,324	\$32,583,077
7. Unfunded Actuarial Accrued Liability (UAAL)	\$628,913	\$2,383,237
8. Actuarial Assets as percent of Accrued Liability	98.3%	93.2%
9. Actuarial Gains/(Losses)		
a. Due to actual experience	\$1,510,403	\$620,191
b. Due to assumption/method change	N/A	N/A
c. Due to plan amendment	N/A	N/A
d. Total	\$1,510,403	\$620,191
10. Annual Contribution Amount (assumed contribution on January 1):		
Percent of covered payroll	\$1,191,087 11.2%	\$1,399,307 14.3%
11. Investment return assumption	7.5%	7.5%
12. Salary increase assumption	3.5%	3.5%

**Section 2. INTRODUCTION**

This January 1, 2018 actuarial valuation of the RTA Employees' Defined Benefit Plan has been prepared by PensionBenefits, Inc. The primary purpose of the valuation is to value the liabilities of the plan as of January 1, 2018, determine the RTA's contribution, and to provide certain disclosure information.

Section 1 provides a summary of the valuation results. Section 3 shows the development of the annual contribution amount. Assets are discussed in Section 4. Section 5 contains an analysis of the actuarial gains and losses during the past year.

Government Accounting Standards Board Statement (GASB) Nos. 67 and 68 information in the report is discussed in Section 6. Section 7 summarizes our findings.

Section 8 summarizes the plan provisions and actuarial assumptions used in the valuation. Sections 9 and 10 list census data and benefits.



**Section 3. ANNUAL CONTRIBUTION AMOUNT**

The annual contribution amount is the normal cost plus the amortization of the unfunded actuarial liability as a level dollar amount over 15 years from January 1, 2009 (6 years remain). This is the same approach as used in the prior year.

The normal cost and actuarial accrued liability are developed based on the entry-age-normal (EAN) actuarial cost method.

**Section 3.1** Development of Annual Contribution Amount

**Section 3.1 DEVELOPMENT OF ANNUAL CONTRIBUTION AMOUNT**

1.	Normal Cost (NC)		\$	1,066,449
2.	Amortization Amount			124,638
	a. Unfunded Accrued Liability (UAAL)	\$	628,913	
	b. Number of years remaining on 15-year amortization starting 1/1/2009			6
	c. Amortization factor		5.0459	
	d. Amortization amount (a / c)		124,638	
3.	Annual Contribution Amount at 1/1/2018 (1 + 2)		\$	1,191,087*

\* Contribution payable on January 1, 2018. All amounts outstanding shall accrue interest at a rate of 7.5% per annum until paid.

**Section 4. PLAN ASSETS**

An analysis of the change in the Plan assets since the prior valuation and an estimate of the yield on assets for the Plan are included in section 4.1.

**Section 4.1** Change in Assets

**Section 4.2** Description of Assets

**Section 4.1: CHANGE IN ASSETS**

	<b>Market Value</b>
1. Plan assets as of January 1, 2017	\$ 32,583,077
2. Employer contributions	1,383,969
3. Benefit payments made	1,833,510
4. Expenses paid from trust	102,228
5. Investment return	<u>4,409,016</u>
6. Plan assets as of December 31, 2017 [1 + 2 – 3 – 4 + 5]	\$ 36,440,324
7. Dollar-weighted rate of return <sup>1</sup>	
a. Average invested assets:	\$ 32,818,299
b. Actual rate of return: [(5 – 4) / 7a]	13.12%
8. Actuarial asset gain (loss)	
a. Expected rate of return	7.50%
b. Expected net investment return: [7a × 8a]	\$ 2,461,372
c. Actual net investment return: [5 – 4]	\$ 4,306,788
d. Actuarial asset gain (loss): [8c – 8b]	\$ 1,845,416

<sup>1</sup> This may differ from the time-weighted rate of return. Development of investment return follows Pension Review Board procedure.

**Section 4.2: DESCRIPTION OF ASSETS**

	<b>Market Value</b>
1. Cash and Cash Equivalents	\$ 1,106,130
2. Equities	19,647,099
3. Fixed Income	
a. Corporate Obligations	13,478,768
b. Government Obligations	0
2. Real Estate	1,271,005
2. Other Investments	<u>936,131</u>
4. Trust Asset Balance at 12/31/2017	\$ 36,439,133
5. Accrued Income	1,191
6. Contribution Receivable	<u>0</u>
7. Total Assets at 12/31/2017	\$ 36,440,324

**Section 5: ACTUARIAL GAINS AND LOSSES**

An important part of the changes in unfunded actuarial accrued liability from year to year is due to the impact of actuarial gains and losses of the Plan.

**Section 5.1:** Unfunded Actuarial Accrued Liability

**Section 5.2:** Actuarial Gain or Loss as of December 31, 2017

**Section 5.3:** Schedule of Funding Progress

**Section 5.4:** Projection of Estimated Benefit Payments

**Section 5.1: UNFUNDED ACTUARIAL ACCRUED LIABILITY**

	January 1, 2018	January 1, 2017
<b>Actuarial Accrued Liability</b>		
1. Active participants	\$ 15,340,356	\$ 13,793,481
2. Deferred vested participants	4,009,372	4,332,631
3. Retirees & Beneficiaries	<u>17,719,509</u>	<u>16,840,202</u>
4. Total	\$ 37,069,237	\$ 34,966,314
<b>Actuarial Asset Value</b>		
5. AAV	\$ 36,440,324	\$ 32,583,077
<b>Unfunded Actuarial Accrued Liability</b>		
6. UAAL (4 – 5)	\$ 628,913	\$ 2,383,237

**Section 5.2: ACTUARIAL GAIN / (LOSS) AS OF DECEMBER 31, 2017****Calculation of Total Actuarial Gain / (Loss)**

1.	Unfunded actuarial accrued liability (UAAL) as of 1/1/2017	\$	2,383,237
2.	Normal cost as of January 1, 2017		980,740
3.	Actual contributions for 2017		(1,383,969)
4.	Interest at rate of 7.5% for year ending 12/31/2017		
	a. On UAAL		178,743
	b. On normal cost		73,556
	c. On contributions		<u>(92,991)</u>
	d. Total		159,308
5.	Expected UAAL (1 + 2 + 3 + 4d)		2,139,316
6.	Actual UAAL		628,913
7.	Actuarial gain/(loss) for the year (5 – 6)	\$	1,510,403

**Source of Gains / (Losses)**

8.	Due to experience during the year		
	a. Asset experience		1,845,416
	b. Liability experience		(335,013)
9.	Due to actuarial assumption change		N/A
10.	Due to plan amendment		N/A
11.	Adjustment due to overfunding		N/A
12.	Total gain/(loss) for the year (8a + 8b + 9 + 10 + 11)	\$	1,510,403



**Section 5.3: SCHEDULE OF FUNDING PROGRESS**

Plan Year Beginning January 1	Net Assets Available for Benefits	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Percent Funded
2000	\$10,886,734	\$13,579,715	\$2,692,981	80.2%
2001	10,665,029	12,095,483	1,430,454	88.2%
2002	10,176,468	10,448,503	272,035	97.4%
2003	9,495,065	11,978,973	2,483,908	79.3%
2004	11,453,426	12,488,748	1,035,322	91.7%
2005	12,996,121	14,027,843	1,031,722	92.6%
2006	15,047,251	15,076,504	29,253	99.8%
2007	17,064,846	16,686,030	0	102.3%
2008	18,514,359	18,587,028	72,669	99.6%
2009	13,297,998	20,416,886	7,118,888	65.1%
2010	17,913,932	22,390,777	4,476,845	80.0%
2011	21,547,889	23,682,639	2,134,740	91.0%
2012	21,791,159	25,576,425	3,785,266	85.2%
2013	25,566,845	27,944,142	2,377,297	91.5%
2014	29,617,120	29,016,953	0	102.1%
2015	31,162,434	31,895,409	732,975	97.7%
2016	30,210,461	33,530,870	3,320,409	90.1%
2017	32,583,077	34,966,314	2,383,237	93.2%
2018	36,440,324	37,069,237	628,913	98.3%

**Section 5.4: PROJECTION OF ESTIMATED BENEFIT PAYMENTS**

Year	Estimated Benefit Payments
2018	\$2,062,000
2019	2,192,000
2020	2,276,000
2021	2,458,000
2022	2,552,000
2023	2,739,000
2024	2,924,000
2025	3,017,000
2026	3,261,000
2027	3,344,000
2028	3,444,000
2029	3,600,000
2030	3,646,000
2031	3,703,000
2032	3,708,000
2033	3,727,000
2034	3,872,000
2035	3,941,000
2036	4,197,000
2037	4,147,000
2038	4,130,000
2039	4,205,000
2040	4,257,000
2041	4,376,000
2042	4,469,000
2043	4,459,000
2044	4,389,000
2045	4,418,000
2046	4,492,000
2047	4,620,000

**Section 6: GASB Nos. 67 AND 68 DISCLOSURE**

The Governmental Accounting Standards Board (GASB) has issued statement No. 67 which provides the manner in which the actuarial condition of a public sector retirement plan is to be disclosed. GASB Statement No. 68 governs retirement plan reporting for public sector employers.

Assets used for GASB No. 67 disclosure are based on the actuarial value which is also equal to market value for the RTA Employees' Defined Benefit Trust. Plan liabilities are based on entry age normal cost funding method as required by GASB No. 67.

**Section 6.1** Schedule changes in the net pension liability and related ratios

**Section 6.2** Schedule of contributions

**Section 6.3** Calculation of discount rate

**Section 6.4** Sensitivity of net pension liability to changes in discount rate

**Section 6.5** Changes in net pension liability

**Section 6.6** Deferred outflows of resources and deferred inflows of resources

**Section 6.7** Notes to required supplementary information

**Section 6.1: SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS**  
(as required by GASB No. 67)

	<u>2017</u>	<u>2016</u>
<b>Total pension liability</b>		
Service cost	\$980,740	\$941,470
Interest	2,620,680	2,521,413
Changes of benefit terms	-	-
Differences between expected and actual experience	335,013	(465,534)
Changes of assumptions	-	-
Benefit payments	<u>(1,832,510)</u>	<u>(1,561,905)</u>
<b>Net change in total pension liability</b>	<u>\$2,102,923</u>	<u>\$1,435,444</u>
<b>Total pension liability – beginning</b>	<u>34,966,314</u>	<u>33,530,870</u>
<b>Total pension liability – ending (a)</b>	<u><u>\$37,069,237</u></u>	<u><u>\$34,966,314</u></u>
<b>Plan fiduciary net position</b>		
Contributions – employer	\$1,383,969	\$1,503,736
Contributions – employee	-	-
Net investment income	4,409,016	2,523,595
Benefit payments	(1,833,510)	(1,561,905)
Administrative expense	(102,228)	(92,810)
Other	-	-
<b>Net change in plan fiduciary net position</b>	<u>\$3,857,247</u>	<u>\$2,372,616</u>
<b>Plan fiduciary net position – beginning</b>	<u>32,583,077</u>	<u>30,210,461</u>
<b>Plan fiduciary net position – ending (b)</b>	<u><u>\$36,440,324</u></u>	<u><u>\$35,583,077</u></u>
<b>Net pension liability – ending (a) – (b)</b>	<u><u>\$628,913</u></u>	<u><u>\$2,383,237</u></u>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	98.30%	93.18%
<b>Covered-employee payroll</b>	\$10,677,430	\$9,773,977
<b>Net pension liability as a percentage of covered-employee payroll</b>	5.89%	24.38%

**Section 6.2: SCHEDULE OF CONTRIBUTIONS**  
**(as required by GASB No. 67)**

	<b>2017</b>	<b>2016</b>	<b>2015</b>
Actuarially determined contribution	\$1,399,307	\$1,468,804	\$983,696
Contributions in relation to the actuarially determined contribution	<u>1,383,969</u>	<u>\$1,503,736</u>	<u>\$985,175</u>
Contribution deficiency (excess)	<u>\$15,338</u>	<u>(\$34,932)</u>	<u>(\$1,479)</u>
Covered-employee payroll	\$9,773,977	\$9,178,411	\$8,818,232
Contributions as a percentage of covered-employee payroll	14.16%	16.38%	11.17%

**Section 6.3: CALCULATION OF THE DISCOUNT RATE  
(as required by GASB No. 67)**

Pursuant to Paragraph 43, an alternate analysis is performed to compare the plan's net fiduciary position to projected benefit payments.

1. The Normal Cost represents the annual cost of benefit payments arising from future service increases for active employees.
2. The Unfunded Actuarial Accrued Liability represents the accumulated deficiency of the total cost of benefit payments which have already been earned over the current assets held by the plan's trust.
3. RTA's contribution policy is to make an annual payment equal to the Normal Cost plus the amortization payment of the Unfunded Actuarial Accrued Liability. The amortization payment is calculated as a level dollar amount over a period of 15 years from January 1, 2009.
4. A review of actual contributions over the past five years shows that RTA has made sufficient contributions to meet its funding policy.

On the basis of the above, the projected cash flows will be sufficient to provide the benefit payments to the plan participants. Thus, the Discount Rate is equal to the long-term expected rate of return of 7.5%.

**Section 6.4: SENSITIVITY OF NET PENSION LIABILITY TO CHANGES IN DISCOUNT RATE**  
**(as required by GASB No. 67)**

The following presents the net pension liability, calculated using the discount rate of 7.5%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Net pension liability	\$4,915,965	\$628,913	(\$2,985,694)

**Section 6.5: CHANGES IN NET PENSION LIABILITY**  
**(as required by GASB No. 68)**

	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a) – (b)</b>
<b>Balances at 12/31/2016</b>	<u>\$34,966,314</u>	<u>\$32,583,077</u>	<u>\$2,383,237</u>
<b>Changes for the year:</b>			
Service cost	\$980,740		\$980,740
Interest	2,620,680		2,620,680
Differences between expected and actual experience	335,013		335,013
Changes in benefit terms	-		-
Contributions – employer		1,383,969	(1,383,969)
Contributions – employee		-	-
Net investment income		4,409,016	(4,409,016)
Benefit payments	(1,833,510)	(1,833,510)	-
Administrative expense		(102,228)	102,228
Other changes	-	-	-
<b>Net changes</b>	<u>2,102,923</u>	<u>3,857,247</u>	<u>(1,754,324)</u>
<b>Balances as of 12/31/2017</b>	<u>\$37,069,237</u>	<u>\$36,440,324</u>	<u>\$628,913</u>



**Section 6.6: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES**  
(as required by GASB No. 68)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$335,013	\$479,172
Changes of assumptions	-	-
Changes in benefit terms	-	-
Net difference between projected and actual earnings on pension plan investments	<u>1,955,290</u>	<u>2,145,618</u>
<b>Total</b>	<u><u>\$2,290,303</u></u>	<u><u>\$2,624,790</u></u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended 12/31	Outflows	Inflows	Net
2018	\$783,383	\$620,418	\$162,965
2019	783,384	620,416	162,968
2020	639,782	555,404	84,378
2021	83,754	439,024	(355,270)
2022	-	389,528	(389,528)
Thereafter	-	-	-

**Section 6.7: NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	January 1
Actuarial cost method	Entry Age Normal
Amortization method	Level dollar amount over 15 years from January 1, 2009
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	7.5%
Projected salary increases	3.5%
Average remaining service lifetime	4 years

**Section 7. SUMMARY AND CLOSING COMMENTS**

It is our opinion that the results of this valuation provide a reasonable reflection of the funding status of the Plan and that the RTA Employees' Defined Benefit Plan & Trust is actuarially sound provided RTA contribute the annual contribution amount to the trust.

**Section 8. PLAN SPECIFICATIONS**

Type of Entity: Local Government

**Plan Provisions**

Effective Date: July 21, 1986

Employee: Any person, excluding independent contractors, receiving remuneration for personal services rendered to the Employer.

Employer: Corpus Christi Regional Transportation Authority

Plan Year: January 1 to December 31.

Participation: Commencement of full-time employment or reemployment.

Employee Contributions: None required or permitted.

Compensation: W-2 wages paid during a calendar year and any employee salary reduction under Code §125, §457 or §414(h).

Average Compensation: Three year average of Compensation.

Accrued Benefit: 2% of average monthly compensation multiplied by total years of service. Service prior to 7/21/1986 is excluded.

Normal Form: Joint and 50% survivor annuity for married participants. Single life annuity for single participants.

Actuarial Equivalence:

Interest: 7.0%

Mortality: 1984 Unisex Mortality Table

Lump Sum Payments:

Interest: 7.0%

Mortality: 1984 Unisex Mortality Table

Normal Retirement:

Eligibility: First of month after attaining age 62.

Benefit: Accrued Benefit.

Early Retirement:

Eligibility: First of the month after attaining age 55 and completion of 10 years of service.

Benefit: Accrued Benefit reduced 5% per each year commencement precedes Normal Retirement Date.

Special Early Retirement:

Eligibility: As of December 31, 2014, between ages 55 and 62, and completion of 10 years of service. Employee must elect Special Early Retirement by January 31, 2015.

Benefit: Accrued Benefit payable beginning February 1, 2015.

Special Early Retirement:

Eligibility: As of December 31, 2012, between ages 55 and 62, and completion of 10 years of service. Employee must elect Special Early Retirement by February 28, 2013.

Benefit: Accrued Benefit payable beginning March 1, 2013.

Death Benefits:

Eligibility: Death after completion of three years of service.

Benefit: Qualified Pre-retirement Survivors Annuity.

Termination benefit:

Vesting percent: According to the following schedule:

Years of service	Vested percent
Under 3	0%
3	20%
4	40%
5	60%
6	80%
7+	100%

Benefit: Accrued benefit multiplied by the Vested Percent.

Cost-of-living adjustment:

Eligibility: Participants receiving monthly retirement benefits at January 1, 2016

Benefit: Five percent (5%) for those whose benefits began as of January 1, 2005, and  
Two percent (2%) for those whose benefits began

between January 1, 2010 and January 1, 2005.

**Actuarial Funding Method**

Valuation Date: First day of the Plan Year.

Actuarial Cost Method: The Individual Entry Age Normal Method based on a level percent of compensation.

Actuarial Value of Assets: Market value.

**Actuarial Assumptions**

Mortality: RP 2000 Mortality Table

Expected Retirement Age: All participants were assumed to retire at age 62.

Withdrawal Rate: Turnover Table 5.

Disability Rate: None assumed.

Investment Rate of Return: 7.5% annually.

Salary Increase Rate: 3.5% per year.

**Section 9. DEMOGRAPHIC DATA**

Section 9.1 provides a demographic summary of the census data. Section 9.2 provides a reconciliation of the demographic information from the prior year to the current year. Section 9.3 provides the detailed census data used in the valuation.

**Section 9.1** Summary of Census data

**Section 9.2** Data reconciliation

**Section 9.3** Census data

**Section 9.1: SUMMARY OF CENSUS DATA**

## 1. Summary of Inactive Participants

January 1, 2018

	<u>Number</u>	<u>Average</u>	
		<u>Age</u>	<u>Annual Benefit</u>
Receiving Benefits	166	68.0	\$10,721
Deferred Benefits	<u>177</u>	51.0	\$4,172
Total	343	59.2	\$7,341

January 1, 2017

	<u>Number</u>	<u>Average</u>	
		<u>Age</u>	<u>Annual Benefit</u>
Receiving Benefits	154	67.1	\$10,760
Deferred Benefits	<u>169</u>	51.2	\$4,750
Total	323	58.8	\$7,616

## 2. Summary of Active Participants

January 1, 2018

	<u>Number</u>	<u>Age</u>	<u>Average</u>	
			<u>Service</u>	<u>Salary</u>
Continuing	207	49.4	8.9	\$48,080
New	<u>33</u>	44.3	0.9	\$21,964
Total	240	48.7	7.8	\$44,489

January 1, 2017

	<u>Number</u>	<u>Age</u>	<u>Average</u>	
			<u>Service</u>	<u>Salary</u>
Continuing	193	48.6	8.8	\$45,313
New	<u>53</u>	46.3	1.3	\$19,408
Total	246	48.1	7.2	\$39,732



**Section 9.2: DATA RECONCILIATION**

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

	<u>Active Participants</u>	<u>Inactive Participants</u>		<u>Total</u>
		<u>Deferred Benefits</u>	<u>Receiving Benefits</u>	
Count as of 1/1/2017	246	169	154	569
Retirements	(4)	(8)	12	0
Disability Retirements	0	0	0	0
Deaths	0	0	(1)	(1)
Nonvested Terminations	(19)	0	0	(19)
Vested Terminations	(16)	16	0	0
Rehires	2	(1)	(1)	0
Cashouts	0	0	0	0
Survivors	0	0	1	1
Alternate Payees	0	0	1	1
Expiration of Benefits	0	0	0	0
New Entrants	31	1*	0	32
Data Adjustments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Count as of 1/1/2018	240	177	166	583

\* Raul Garza, Jr. became participants in 2017 and later terminated in 2017 with vested benefits.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September 5, 2018

**Subject:** Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts

**Background**

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts. An Invitation for Bid (IFB) process is used to secure over 1,900 individual line items to include parts for; instrumentation, vehicle body, chassis, drive train, electrical, engine/motor system, and accessories. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. The alternative of paying out-of-contract prices will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts procurements.

**Identified Need**

Bus and Engine Parts contracts will ensure product availability meets parts demands and encourages competitive pricing, securing firm and discounted costing. The contracts will include parts for multiple categories: Chassis; Transmission; Suspension; Electrical; Body; External and Internal Engine Parts; Air Conditioning; Air Systems; Brakes; Wheel-chair/Ramp; Glass.

**Financial Impact**

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2018-FY2019 operating budget.

**Committee Review**

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
for Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services

**Background**

The RTA vanpool program is a resource for businesses and community groups to access carpooling services through the CCRTA and is a cost-effective public transit option. Commuters travel together in high capacity vehicles between their homes or a designated location to a common work destination. The goal of the vanpool program is to reduce traffic congestion, improve air quality, and provide a cost-effective travel alternative for commuters.

Vanpool participants lease vehicles from Enterprise Holdings, LLC, operating under RideShare by Enterprise. The RTA subsidizes a participants' lease at 50 percent of the monthly cost if travelling wholly within the service area or 25 percent if travelling outside the service area. Currently, the vanpool program includes 3 vanpool vans for Naval Air Station Kingsville employees, 2 vans for Port Royal employees, and 1 van for Bechtel employees.

**Identified Need**

The current contract with Enterprise Holdings, LLC was awarded on March 31, 2014, as a three (3) year base contract with two (2) one-year options. On February 7, 2018, the Board of Directors approved an extension period under the First Option Year to expire October 31, 2018. As the contractor, RideShare, continues to rapidly expand our vanpool program with demonstrated outreach activities and new branding, staff is seeking authorization to exercise the remainder of the Second Option Year effective November 1, 2018 through March 31, 2019.

In December 2018, staff will seek Board approval to issue a Request for Proposals (RFP) to execute a new contract for this program. The RFP will be structured as a three (3) year base contract with two (2) one-year options.

**Disadvantaged Business Enterprise**

Not applicable.

**Financial Impact**

Financial impact will depend on demand for vanpools and other factors specific to the vanpool operations. Funding to support this program is included in the Fiscal Year 2018 operating budget.

**Committee Review**

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to exercise the remainder of the Second Option Year for Vanpool Services.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Jennifer Fehribach  
Managing Director of Operations

Final Approval by:   
for Jorge Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September 5, 2018

**Subject:** Request for Qualifications (RFQ) for Architectural and Engineering Services for Port/Ayers Station

### Background

The Port/Ayers Station was built in the early 1990's. The station has had a few maintenance upgrades over the years, but it is now time to reconstruct/redesign the station to meet the current safety goals, as well as, the Federal Transit Administration's State of Good Repair top rating of a five (5).

### Identified Need

The station is now nearly 25 years old and needs reconstruction due to its age and its design. The needs are listed below:

- The line of sight at the station, from one end to the other is not an optimum design. Due to the many support columns, at the station, there are numerous areas that cannot be seen by law enforcement at the station. The new design would reflect a sleeker, more open platform design, like the Staples Street Station design.
- Due to changes/expansion of transit services, over the years, more buses park at the station and the last bay on Ayers Street, does not allow for the bus to pull completely off the road.
- The station sits in between two major arterial roadways, Ayers and Port, and would serve the riders and the public in a safer manner, if it was relocated, off the major arterials.
- The single unisex restroom is not adequate to support the increased number of bus operators since its original construction. Also, the air condition unit in the small space is outdated.
- The station's deterioration, due to its age, is visible in different places throughout the station.
- The station's lighting was not designed with the energy efficient lighting that is in existence today.

### Analysis

The evaluation panel for the review of the design service proposals will consist of CCRTA staff and Del Mar College staff.

**Financial Impact**

This design fee for the project is estimated at 7.75% of the construction cost, as per our procurement guidelines. Separately any "Additional Services" are estimated at 2.3% of construction.

**Committee Review**

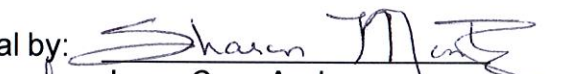

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for Architectural and Engineering Services for the Port/Ayers Station.

Respectfully Submitted,

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

Final Approval by:   
  
Jorge Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September, 2018

**Subject:** Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops

### **Background**

Del Mar College Board of Regents articulated the need for a Southside presence at their Spring Retreat in 2012. In May of 2015, the Board issued a Resolution on the Southside Presence Plan.

### **Identified Need**

According to Del Mar College's enrollment data for the fall of 2015, 42% of current Del Mar College students live south of SPID. According to an article on Del Mar's website, since 2013, 3,477 new Southside residential building permits were issued.

In addition, to the above-mentioned information, the website "areavibes", states the population density, per square mile on the Southside is 3,861, for Corpus Christi it is 1,833 and for Texas it is 97, supporting the population growth on the Southside. The Southside of Corpus Christi is growing at a faster rate than other sections of Corpus Christi.

Del Mar College has created a new program to enhance the student enrollment opportunities/numbers. Del Mar College is in a collaborative, co-enrollment partnership (Viking Islander Program (VIP)) between Texas A & M University-Corpus Christi. The VIP program provides a guarantee of full admission to TAMU-CC for students successfully completing the program requirements.

VIP students benefit from enrollment at both institutions; students enjoy the university experience afforded by Texas A&M-Corpus Christi, while enjoying the smaller classroom environments and costs of Del Mar College.

The CCRTA has developed conceptual drawings as a basis for the design of two bus stops at the Del Mar College – South Campus. Del Mar College has offered to supply the land for the construction of the bus stops.

### **Analysis**

The evaluation panel for the review of the design service proposals will consist of CCRTA staff and Del Mar College staff.



**Financial Impact**

This design fee for the project is estimated at 7.75% of the construction cost, as per our procurement guidelines. Separately any "Additional Services" are estimated at 2.3% of construction.

**Committee Review**

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops.

Respectfully Submitted,

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

Final Approval by:   
for  Jorge Cruz-Aedo  
Chief Executive Officer



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

September 5, 2018

**Subject:** Request for Qualifications (RFQ) for General Engineering/Architectural (A/E) Services

**Background**

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, as well as environmental services.

Recent uses of engineering/architectural services under this contract include:

- Conceptual designs for Port/Ayers Transfer Station,
- Conceptual designs for Del Mar College – South Campus,
- Environmental assessments for Kleberg Bank Property,
- Storm water quarterly monitoring and support with Texas Commission on Environmental Quality inspections.

**Identified Need**

The purpose of having an engineering/architect of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked
- Assists with the design of “shovel ready projects” in anticipation of additional grant funding

There has been a significant advantage in using a multidisciplinary firm. A firm that has diversified engineering/architectural services equates to the RTA having only to contact one company for many different engineering services. This type of contract saves the RTA staff time that would otherwise have to be spent looking for numerous companies to provide the various disciplines required on certain projects.

The structure of the term of the contract will be a fixed three (3)-year contract with two (2) one (1) year options. The options years will come back to the Board for approval providing the services have been responsive and satisfactory.

**Financial Impact**

The annual cost estimate is \$150,000. The total cost estimate for the fixed first three years would be \$450,000. The services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range from 8% to 12%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

**Committee Review**

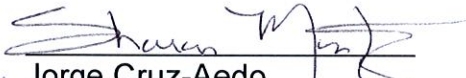

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on August 22, 2018.

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for General Engineering/Architectural Services for a fixed three (3) year term with two (2), one (1) year options.

Respectfully Submitted,

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

Final Approval by:   
for   
Jorge Cruz-Aedo  
Chief Executive Officer



**Subject:** July 2018 Financial Report

**SUMMARY:** For the month of July, the actual operating departmental expenses of \$2,516,092 came in less than budget expectations by \$154. Total operating expenses came in at \$2,882,627 and include a depreciation expense of \$366,535. Net assets decreased by \$68,862.

Year-to-date, the Agency maintained a year-to-date positive variance of \$17,233 from the results of operations. This was primarily attributed to the costs savings from department expenses totaling \$133,970. Costs savings from several departments continue to help maintain a positive variance when comparing actual to budget and have served as an offset to the higher expenses from purchase transportation services and employee benefits.

As of July, we were 58.3% into the Annual Operating Budget of \$29,769,619 or \$17,355,688, while budget expectations were estimated at \$17,517,412. Year-to-date operating expenses of \$17,383,442 exceeded budget expectations by \$133,970, but fell short of the budget benchmark of \$17,355,688 by \$27,754.

Meanwhile, revenues did not meet expectations. Revenues for July totaling \$3,106,452 fell short of budget expectations by \$418,634 while YTD revenues of \$22,206,197 posted \$160,173 less than anticipated. The shortfall in revenue is due to operating revenues and federal grant revenues that came in less than expected. The shortfall from these two revenue sources is offset by gains in sales tax revenue and investment income of \$695,865 and \$147,188, respectively. Year-to-date sales tax revenue totaled \$19,302,099 against budget expectations of \$18,606,235 and Investment income totaled \$193,049 against a budget of \$45,862.

The overall impact from the year-to-date variances posted a decrease in the net assets of \$602,523 for the seven months ending July 31, 2018. This includes the depreciation expense of \$2,565,745.

**UNAUDITED FUND BALANCE AS OF JULY 31, 2018:**

Net Invested in Capital Assets	\$ 63,843,380
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	7,442,405
Assigned for Capital Reserve	1,482,245
Assigned for Local Share of CIP	2,832,337
Assigned for Health Care Costs Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	2,940,168
Unassigned	<u>12,629,010</u>
	\$ 95,890,848

**FAREBOX RECOVERY RATIO**

Description	7/31/2018	Year to Date
Fare Revenue	\$ 138,108	\$ 949,174
Operating Expenses*	2,516,092	17,383,442
FRR	5.49%	5.46%

\*Excluding Depreciation

**REVENUES**

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

Revenue Source	7/1/2018	%	YTD	%
Passenger Service	\$ 138,108	3.72%	\$ 949,174	4.27%
Bus Advertising	\$ 10,679	0.32%	\$ 77,441	0.35%
Other Revenue	\$ 329	0.08%	\$ 461,059	2.08%
Sales Tax Revenue	\$ 2,875,048	92.81%	\$ 19,302,099	86.92%
Grants Operating	\$ -	0.06%	\$ 573,498	2.58%
Grants Capital	\$ -	0.83%	\$ 364,261	1.64%
Investment Income	\$ 39,364	0.90%	\$ 193,049	0.87%
SSC lease income	\$ 39,342	1.18%	\$ 260,532	1.17%
Port Ayers lease income	\$ 3,583	0.11%	\$ 25,083	0.11%
Total Revenue	<u>\$ 3,106,452</u>	<u>100.00%</u>	<u>\$ 22,206,197</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 Growth

2018 Customer Spending Period	Date Received	2018 Payment Allocation	2017 Same Period	\$ Increase	% Growth
January	9-Mar-18	\$ 2,534,818	\$ 2,299,340	\$ 235,478	10.24%
February	13-Apr-18	\$ 2,536,544	\$ 2,293,420	\$ 243,124	10.60%
May	11-May-18	\$ 3,199,962	\$ 2,968,716	\$ 231,246	7.79%
April	8-Jun-18	\$ 2,584,842	\$ 2,468,113	\$ 116,729	4.73%
May	13-Jul-18	\$ 2,758,195	\$ 2,623,117	\$ 135,078	5.15%
June	9-Aug-18	\$ 2,812,691	\$ 3,121,817	\$ (309,126)	-9.90%
July*	14-Sep-18	\$ 2,875,048	\$ 2,579,517	\$ 295,531	11.46%
		<b>\$ 19,302,100</b>	<b>\$ 18,354,040</b>	<b>\$ 948,060</b>	<b>5.17%</b>

\*Estimated

## Sales Tax Revenue Comparison to Budget

2018 Customer Spending Period	Date Received	2018 Actual	2018 Budget	\$ Increase	Actual vs Budget
January	9-Mar-18	\$ 2,534,818	\$ 2,233,911	\$ 300,907	13.47%
February	13-Apr-18	\$ 2,536,544	\$ 2,254,023	\$ 282,521	12.53%
May	11-May-18	\$ 3,199,962	\$ 3,097,321	\$ 102,641	3.31%
April	8-Jun-18	\$ 2,584,842	\$ 2,437,717	\$ 147,125	6.04%
May	13-Jul-18	\$ 2,758,195	\$ 2,942,721	\$ (184,526)	-6.27%
June	9-Aug-18	\$ 2,812,691	\$ 3,091,421	\$ (278,730)	-9.02%
July*	14-Sep-18	\$ 2,875,048	\$ 2,549,121	\$ 325,927	12.79%
		<b>\$ 19,302,100</b>	<b>\$ 18,606,235</b>	<b>\$ 695,865</b>	<b>3.74%</b>

\*Estimated

## Operating Revenues

For the month of July, operating revenues totaled \$149,116 compared to a budget of \$168,506. Of these amounts, Passenger Service was \$138,108 vs. \$145,176 in 2017 – a decrease of \$7,068 and \$10,542 (7.1%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$11,008 vs. \$19,856 budgeted for a net shortfall of \$8,848.

## EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are over budget by \$10,641, or 0.4%. The fare recovery ratio for July 2018 (total passenger fares divided by departmental operating expenses) is 5.49%, and 5.46% for the year to date.

- Salaries & Benefits – July reflects \$1,123,724, which is 4.72% (\$55,647) under budgeted amounts.
- Services – July reflects \$244,183, which is 11.12% (\$30,563) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.

- Materials and Supplies – July reports \$202,961 which is 21.06% (\$54,149) under budgeted amounts. This variance is a timing issue related to the receipt of invoices.
- Utilities – July reports \$50,586, which is 24.13% (\$16,089) under budgeted amounts.
- Insurance – July reports \$352,948, which is \$79,217 (28.94%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – July reports \$574,129, which is \$94,626 (19.73%) 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 – July reports \$24,564 which is \$10,921 (30.78%) 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 July 31, 2018 & July 31, 2017

	Current Month			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	\$ 138,108	148,650	(10,542)	145,176	(7,068)
Bus advertising	10,679	13,713	(3,034)	10,252	427
Other operating revenues	329	6,142	(5,813)	4,987	(4,658)
Total Operating Revenues	149,116	168,506	(19,390)	160,415	(11,299)
Operating Expenses:					
Transportation	559,179	583,731	24,552	481,515	(77,664)
Customer Programs	30,639	30,728	90	25,592	(5,047)
Purchased Transportation	574,129	479,503	(94,625)	499,166	(74,963)
Service Development	31,440	31,675	235	27,704	(3,736)
MIS	85,318	85,734	416	87,768	2,450
Vehicle Maintenance	353,055	418,946	65,892	421,588	68,533
Facilities Maintenance	122,108	143,966	21,858	174,133	52,025
Contracts and Procurements	15,947	12,292	(3,655)	11,621	(4,326)
CEO's Office	36,911	48,622	11,710	41,212	4,301
Finance and Accounting	36,612	51,125	14,513	32,971	(3,641)
Materials Management	12,937	14,713	1,775	14,340	1,403
Human Resources	476,955	392,520	(84,436)	586,724	109,769
General Administration	43,094	52,035	8,942	32,591	(10,503)
Capital Project Management	10,303	17,317	7,014	16,465	6,162
Marketing & Communications	19,097	44,230	25,133	44,574	25,477
Safety & Security	108,368	108,802	434	80,604	(27,764)
Total Departmental Expenses	2,516,092	2,515,938	(154)	2,578,568	62,476
Depreciation	366,535	366,535	0	708,333	341,798
Total Operating Expenses	2,882,627	2,882,473	(154)	3,286,901	404,274
Operating Income (Loss)	(2,733,511)	(2,713,967)	(19,544)	(3,126,486)	392,975
Other Income (Expense)					
Sales Tax Revenue	2,875,048	2,549,121	325,927	2,860,886	14,162
Federal, state and local grant assistance	-	754,994	(754,994)	63,297	(63,297)
Investment Income	39,364	6,706	32,657	4,816	34,548
Gain (Loss) on Disposition of Property	-	7,575	(7,575)	-	-
SSC Expenses	(57,003)	(67,516)	10,513	(68,146)	11,143
SSC Lease Income	39,342	38,185	1,157	29,866	9,476
Port Ayers Cost Center	3,583	(4,167)	7,750	-	3,583
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	-	(22,662)	22,662	(10,510)	10,510
Street Improvements Program for CCRTA Region Entities	(235,685)	(223,858)	(11,827)	(252,608)	16,923
Non-Operating Income (Loss)	2,664,649	3,038,378	(373,729)	2,627,601	37,048
Change in Net Assets	\$ (68,862)	324,411	(393,273)	(498,885)	430,023



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

	<b>Unaudited July 31 2018</b>	<b>Unaudited December 31 2017</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 21,383,858	\$ 20,728,310
Investments	5,068,567	5,025,996
Receivables:		
Sales and Use Taxes	5,687,739	5,753,658
Accrued Interest	28,382	20,473
Federal Government	244,119	1,663,575
Other	52,996	180,223
Inventories	612,690	550,134
Prepaid Expenses	1,146,175	362,729
<b>Total Current Assets</b>	<u>34,224,526</u>	<u>34,285,098</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	1,632,328	1,611,302
Capital Assets:		
Land	5,431,969	5,381,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,477,608	23,407,608
Other Improvements	5,372,159	5,442,159
Vehicles and Equipment	56,685,879	56,807,561
Construction in Progress	3,401,856	3,407,006
Current Year Additions	830,633	-
Total Capital Assets	<u>148,815,783</u>	<u>148,061,982</u>
Less: Accumulated Depreciation	<u>(63,541,101)</u>	<u>(61,977,502)</u>
Net Capital Assets	<u>85,274,682</u>	<u>86,084,480</u>
<b>Total Non-Current Assets</b>	<u>86,907,010</u>	<u>87,695,782</u>
<b>TOTAL ASSETS</b>	<u>121,131,536</u>	<u>121,980,880</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	3,535,332	3,411,606
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>124,666,868</u></u>	<u><u>125,392,486</u></u>

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

	Unaudited July 31 2018	Unaudited December 31 2017
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	891,910	2,854,439
Contractors Retainage Payable	8,041	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	3,461,506	3,068,313
Other Accrued Liabilities	694,287	690,537
<b>Total Current Liabilities</b>	<u>5,985,652</u>	<u>7,543,197</u>
<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>	<u>22,195,204</u>	<u>22,195,204</u>
<b>TOTAL LIABLILITES</b>	<u><b>28,180,857</b></u>	<u><b>29,738,401</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	595,164	479,174
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u><u><b>28,776,021</b></u></u>	<u><u><b>30,217,575</b></u></u>
<b>Net Position:</b>		
Net Invested in Capital Assets	63,843,380	66,264,480
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,436,166	27,299,129
<b>TOTAL NET POSITION</b>	<u><u><b>\$ 95,890,848</b></u></u>	<u><u><b>\$ 95,174,911</b></u></u>

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

	<u>7/31/2018</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 115,132
Cash Received from Bus Advertising and Other Ancillary	67,373
Cash Payments to Suppliers for Goods and Services	(1,639,063)
Cash Payments to Employees for Services	(650,956)
Cash Payments for Employee Benefits	(343,733)
Net Cash Used for Operating Activities	<u>(2,451,246)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,758,195
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,758,195</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	-
Net Cash Provided by Capital and Related Financing Activities	<u>-</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	31,399
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>31,399</u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>338,348</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), July 1, 2018</b>	<b>22,677,839</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), July 31, 2018</b>	<b>\$ <u><u>23,016,187</u></u></b>



**CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY**

Board of Directors Meeting Memo

September 5, 2018

**Subject:** Awarded Section 5310 Federal Grant Funds

**Background**

The CCRTA is the designated recipient of federal grant funds for the transportation management area (TMA) and is responsible for financing and directly providing public transportation. Some of the federal grant funds apportioned to the CCRTA, available for financing public transportation, include Section 5310, which provides transportation services for seniors and people with disabilities.

As defined by the Federal Transit Administration (FTA), the CCRTA is required to conduct a competitive selection process to identify eligible sub-recipients and award these federal grants to proposers who have projects readily available to meet the goals of the program.

**Identified Need**

On April 17, 2018, the CCRTA issued a Call for Projects for Section 5310 funds. The table below illustrates the four proposals received from the Coastal Bend Center for Independent Living (CBCIL), and Rural Economic Assistance League (REAL) and their proposed projects.

<b>Section 5310</b>							
<b>Federal Funds Available \$887,641</b>							
		<b>Project Type</b>	<b>Project Description</b>	<b>Total Project Budget</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Local Share Source</b>
1	CBCIL	Capital	Mobility Mgmt.	\$209,369	\$167,497	\$41,874	TDC
2	CBCIL	Capital	Purchase of Service	\$127,500	\$102,000	\$25,500	TDC
3	REAL	Capital	Mobility Mgmt.	\$136,790	\$109,432	\$27,358	TDC
4	REAL	Capital	ITS Software	\$298,364	\$238,691	\$59,673	TDC
<b>Total</b>				<b>\$772,023</b>	<b>\$617,620</b>	<b>\$154,405</b>	

The applications were evaluated on Project Needs, Project Planning and Implementation, Project Budget, Program Effectiveness and Evaluation and Organizational Preparedness. The proposals were reviewed by the evaluation committee based on these criteria.

Following the evaluation process, the committee awarded the following sub-recipients and their prescribed projects:

		<b>Project Type</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Local Share Source</b>
1	CBCIL	Capital	Mobility Mgmt.	\$209,369	\$167,497	\$41,874	TDC
2	CBCIL	Capital	Purchase of Service	\$127,500	\$102,000	\$25,500	TDC
3	REAL	Capital	Mobility Mgmt.	\$136,790	\$109,432	\$27,358	TDC
4	REAL	Capital	ITS Software	\$298,364	\$238,691	\$59,673	TDC
<b>Total</b>				<b>\$772,023</b>	<b>\$617,620</b>	<b>\$154,405</b>	

*\*TDC = Transportation Development Credit are a federal transportation funding tool used to meet federal funding matching requirements.*

The award allocates \$617,620 of the Section 5310 federal funds available and was able to fund both CBCIL and REAL's two projects each in its entirety. This allocation was based on ranking from the evaluation process. The remaining Federal amount is \$270,021.

**Project(s) Selected**

Staff has reviewed the evaluation committee's awards and affirms the committee's decision to provide funding for the above mentioned projects, whose total Federal share is \$617,620.

Respectfully Submitted,

Submitted by: Christina A. Perez  
DBE/EEO Compliance Officer

Reviewed by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
for Jorge Cruz-Aedo  
Chief Executive Officer



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

September 5, 2018

## Subject: Operations Report for July 2018

The system-wide monthly operations performance report for July 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.

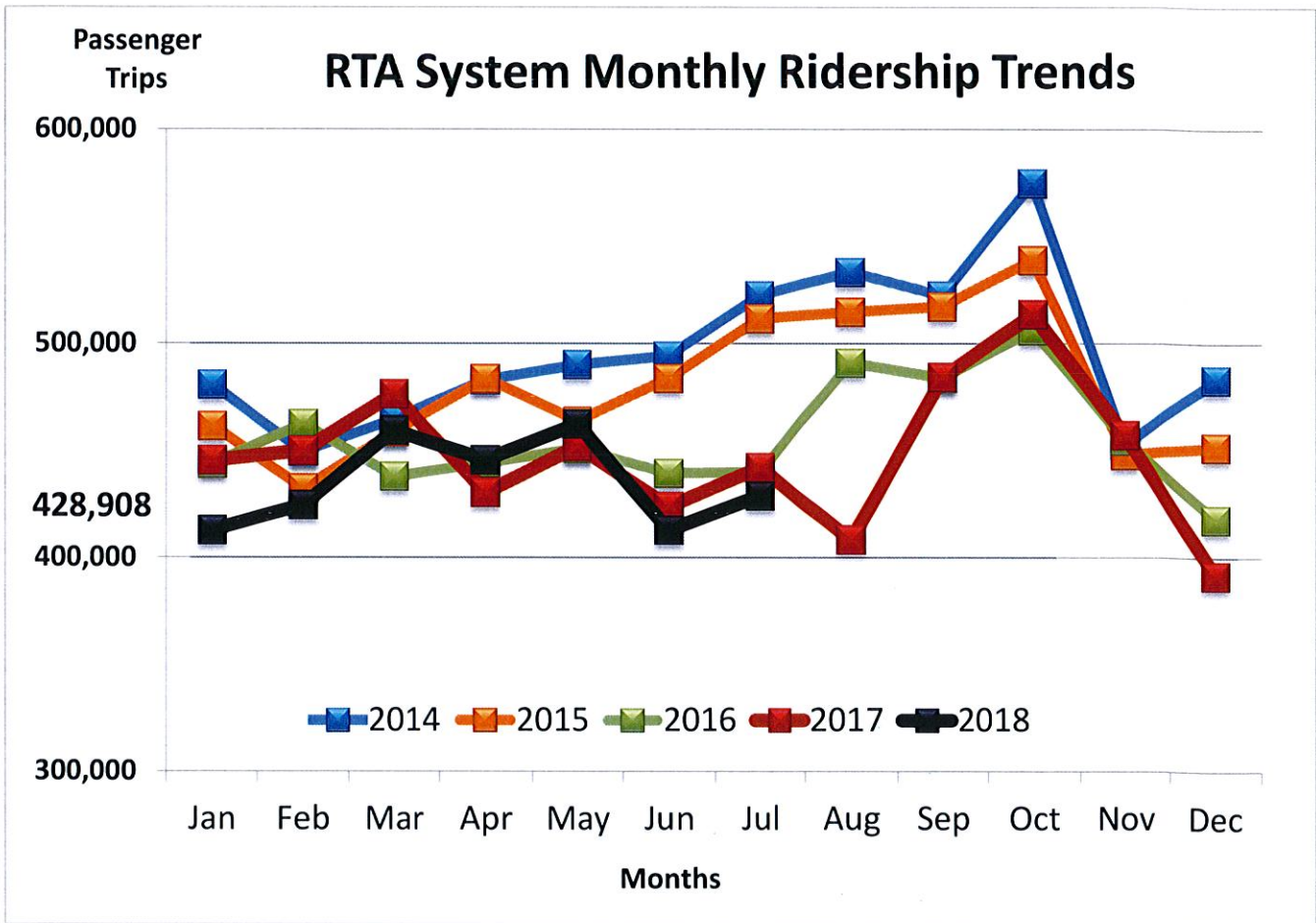


**1. System-wide Ridership and Service Performance Results**

Boardings for all services in July 2018 totaled 428,908. This represents a 3.0% decrease as compared to 442,002 boardings in July 2017 or 13,094 fewer boardings this month.

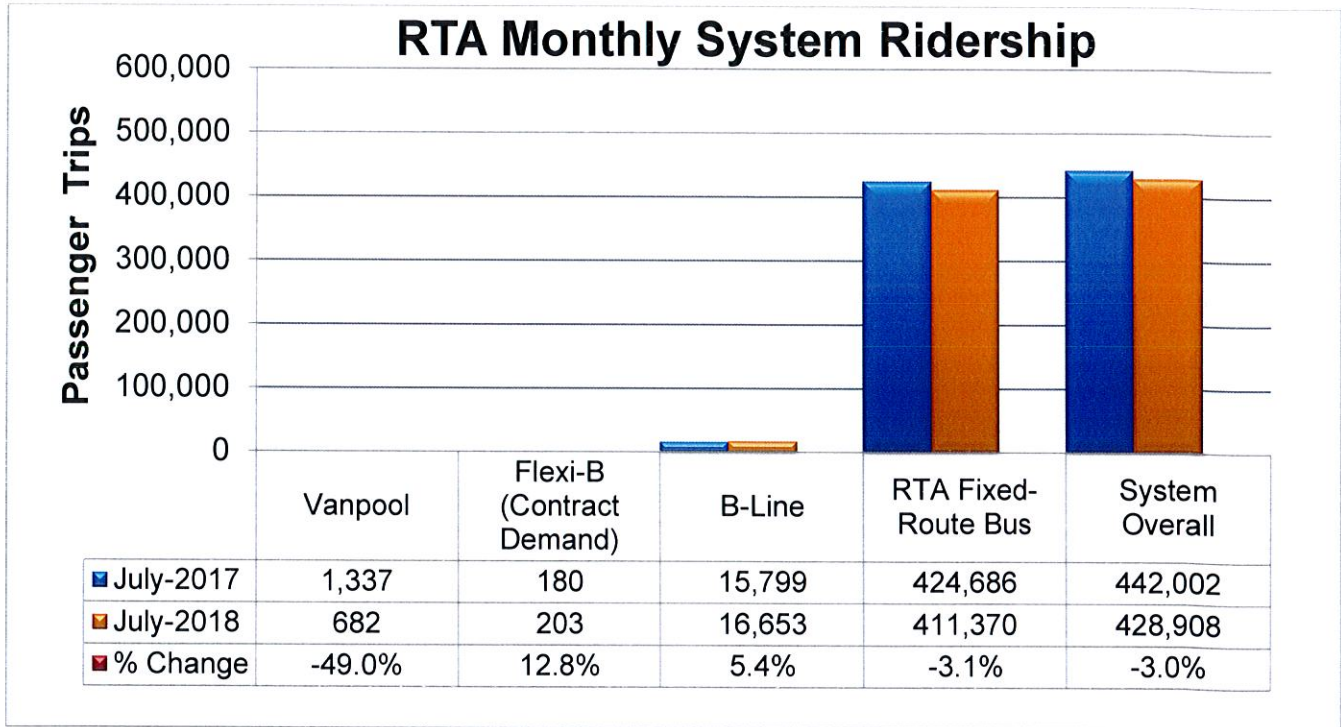
July 2018	July 2017	Variance
22 Weekdays	21 Weekdays	+1
4 Saturdays	5 Saturdays	-1
5 Sundays	5 Sundays	-
31 Days	31 Days	-

Average retail gas prices for unleaded fuel was approximately \$2.56 per gallon this month compared to about \$1.97 per gallon in July 2017<sup>1</sup>. Rainfall this July was above normal at 3.83 inches within the CCRTA service area as compared to 1.39 inches in July 2017.<sup>2</sup>

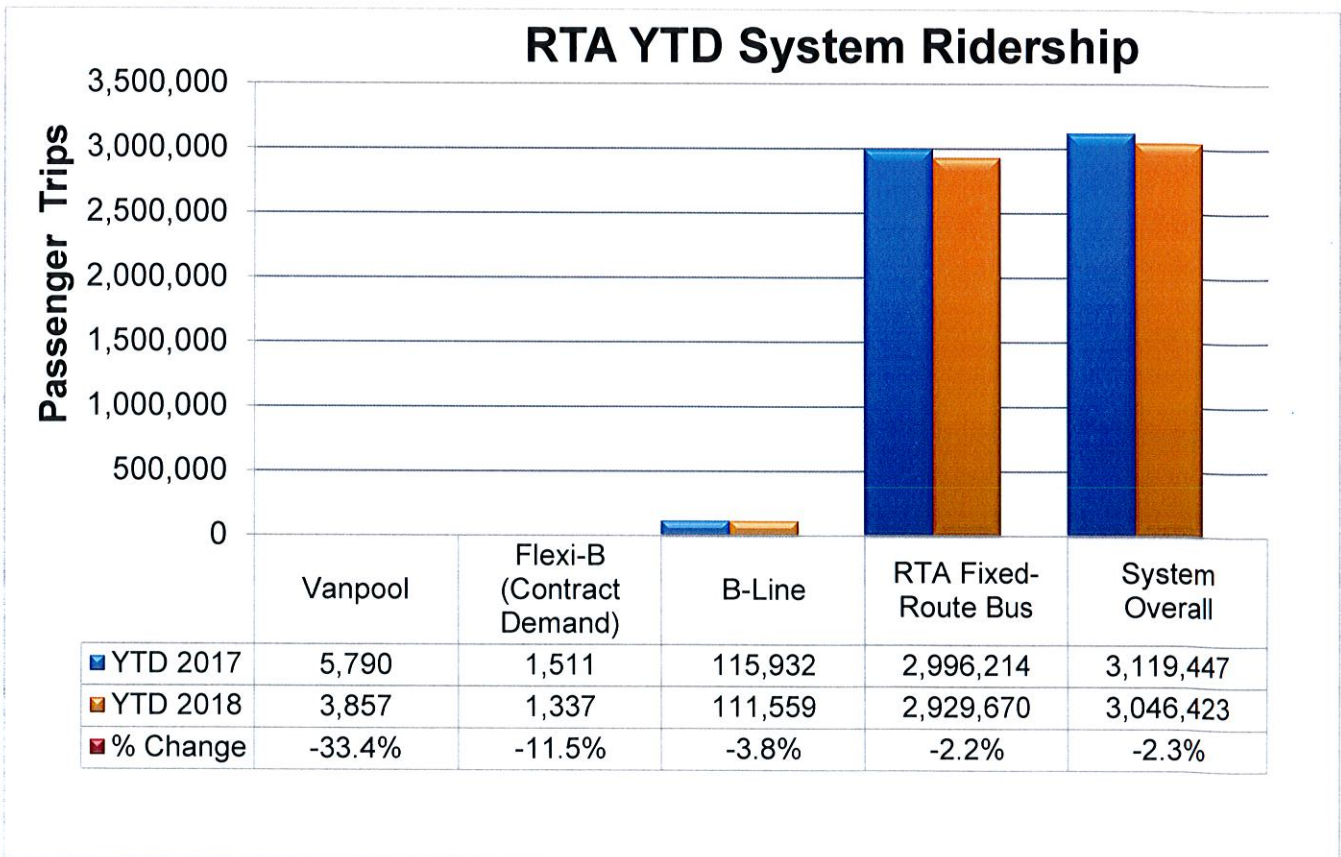


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.  
 2. <https://www.weather.gov> › Corpus Christi, TX

The chart below shows monthly ridership results for all services. CCRTA recorded 13,094 fewer boardings for a decrease of -3.0% this month as compared to July 2017.

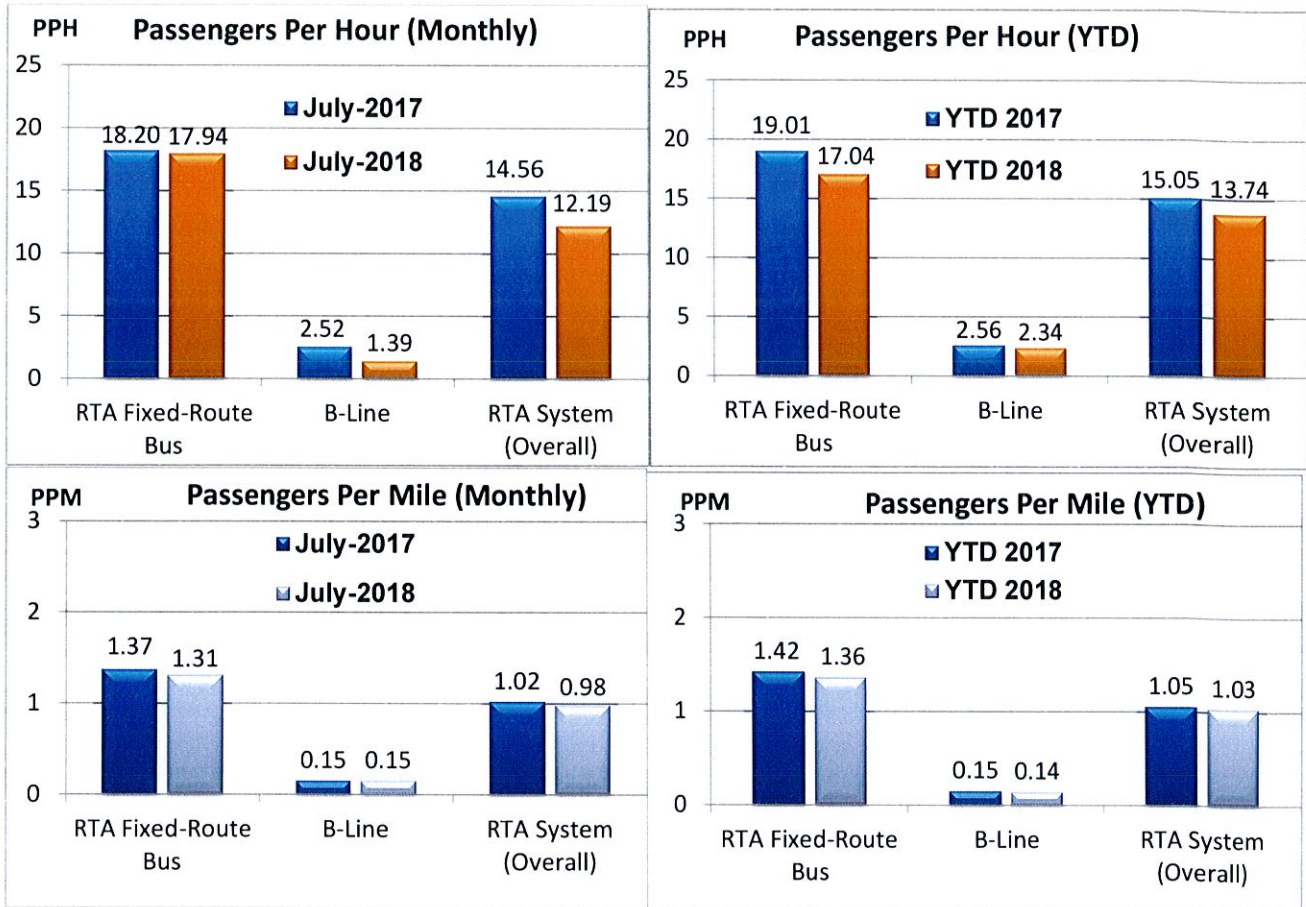


The chart below shows YTD ridership results for all services. CCRTA recorded 73,024 fewer boardings for a YTD decrease of -2.3% in 2018 as compared to the same period in 2017.





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



The following table shows on-time performance of RTA operated fixed route services.

Schedule Adherence	Standard	May-18	Jun-18	Jul-18	3-Month Average
Early Departure	<1%	0.0%	0.0%	0.4%	0.1%
Departures within 0-5 minutes	>85%	88.6%	90.1%	88.0%	88.9%
Monthly Wheelchair Boardings	No standard	4,805	4,382	4,635	4,607
Monthly Bicycle Boardings	No standard	8,373	8,169	7,739	8,094
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 on-time performance:**

- On Detour • **South Alameda St.** (Ayers-Louisiana) a (1) year project-(Phase 1 Complete)
  - Routes 5, 5s, 15s, 19, 29, & 29s (Phase 1 Complete)
- On Detour • **Ayers St.** (Santa Fe-Alameda): Work has begun a (1) year project. (Phase 1 Complete)
  - Routes 15s & 19
- On Detour • **Corona Dr.** (Flynn-Everhart): Began March 2018 a (14) month project. (Phase 1 Complete)
  - Route 17
- On Detour • **Carroll Ln.** (Houston-McArdle): Began September 28, 2017 a (1) year project. (Phase 1 Complete)
  - Route 17
- On Detour • **Chaparral St.** (Schatzel-Taylor): Began November 6, 2017 a (1) year project.
  - Routes 76, 76s & 78 on detour. (Phase 3 in progress)
- On Detour • **Comanche St. Overpass:** Began October 16, 2017 a (9) month project-on track and ahead of schedule)
  - Routes 21 & 21s
- On Detour • **Gollihar Rd.** (Staples-Kostoryz): All (3) phases to be completed mid-2019. (Phase 1 nearing completion)
  - Routes 32, 37 & 37s
- On Detour • **Old Robstown Rd.** (Leopard-Agnes-Hwy 44): Began March 2018: (19) month project.
  - Route 12
- No Detour • **South Staples St** (Alameda-Morgan): Phase 1 (North half) complete
  - Routes 5s, 17, 29 & 29s
- No Detour • **South Staples St** (Brawner Parkway-Kostoryz): Began 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. The improper stripping is being corrected this month.
  - Route 19

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

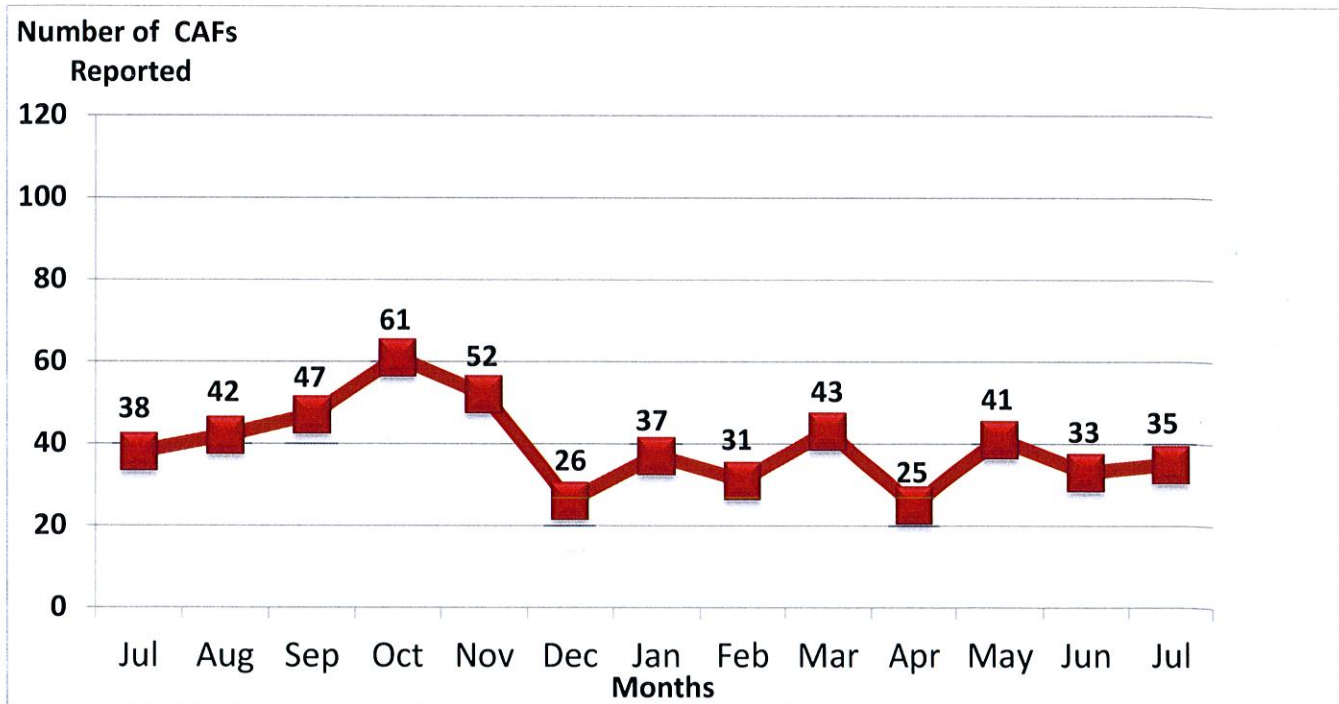
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- Productivity: **2.59** 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: **11,680** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,720** ambulatory; **4,813** wheelchair boardings

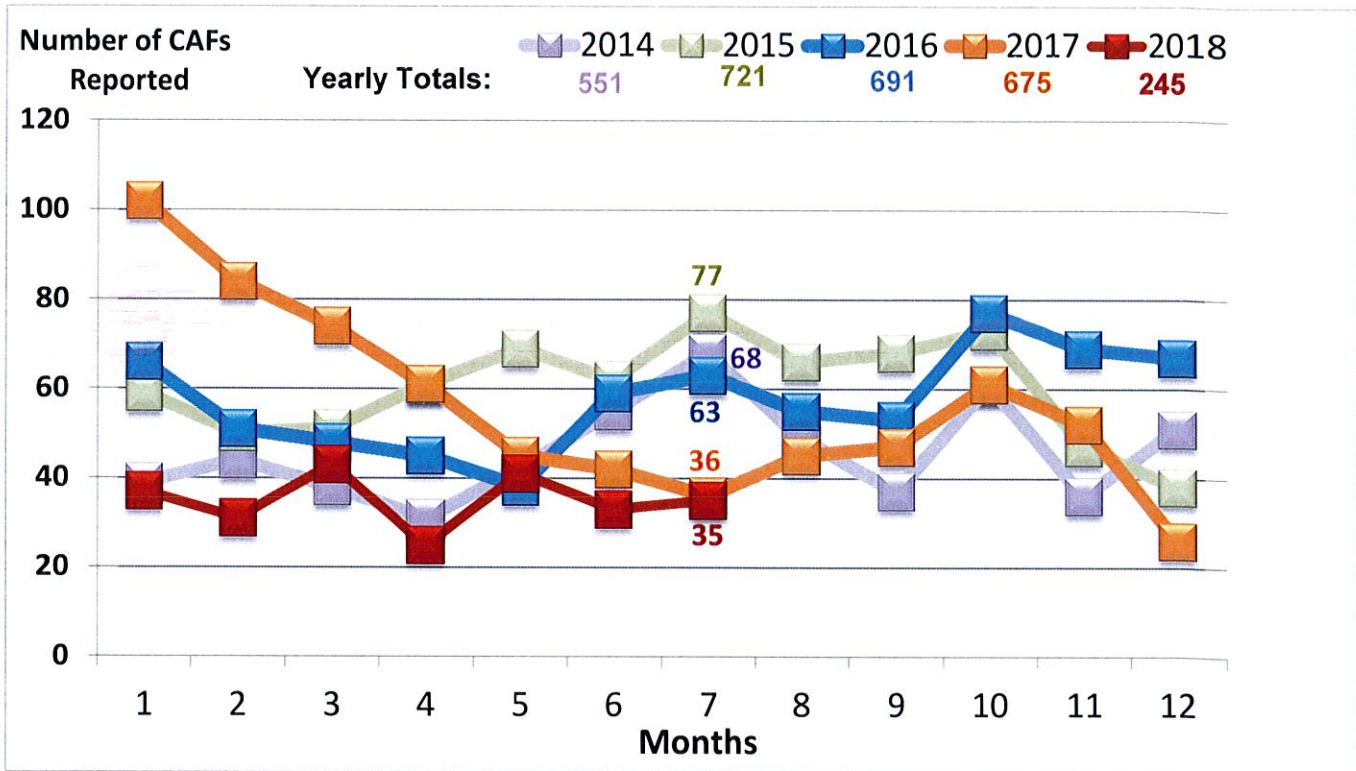
Metric	Standard	May-18	Jun-18	Jul-18	(3) Month-Ave.
Passengers per Hour	2.50	2.64	2.65	2.59	2.63
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	10,430	7,030	11,680	9,713
Monthly Wheelchair Boardings	No standard	4,736	4,460	4,813	4,670

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

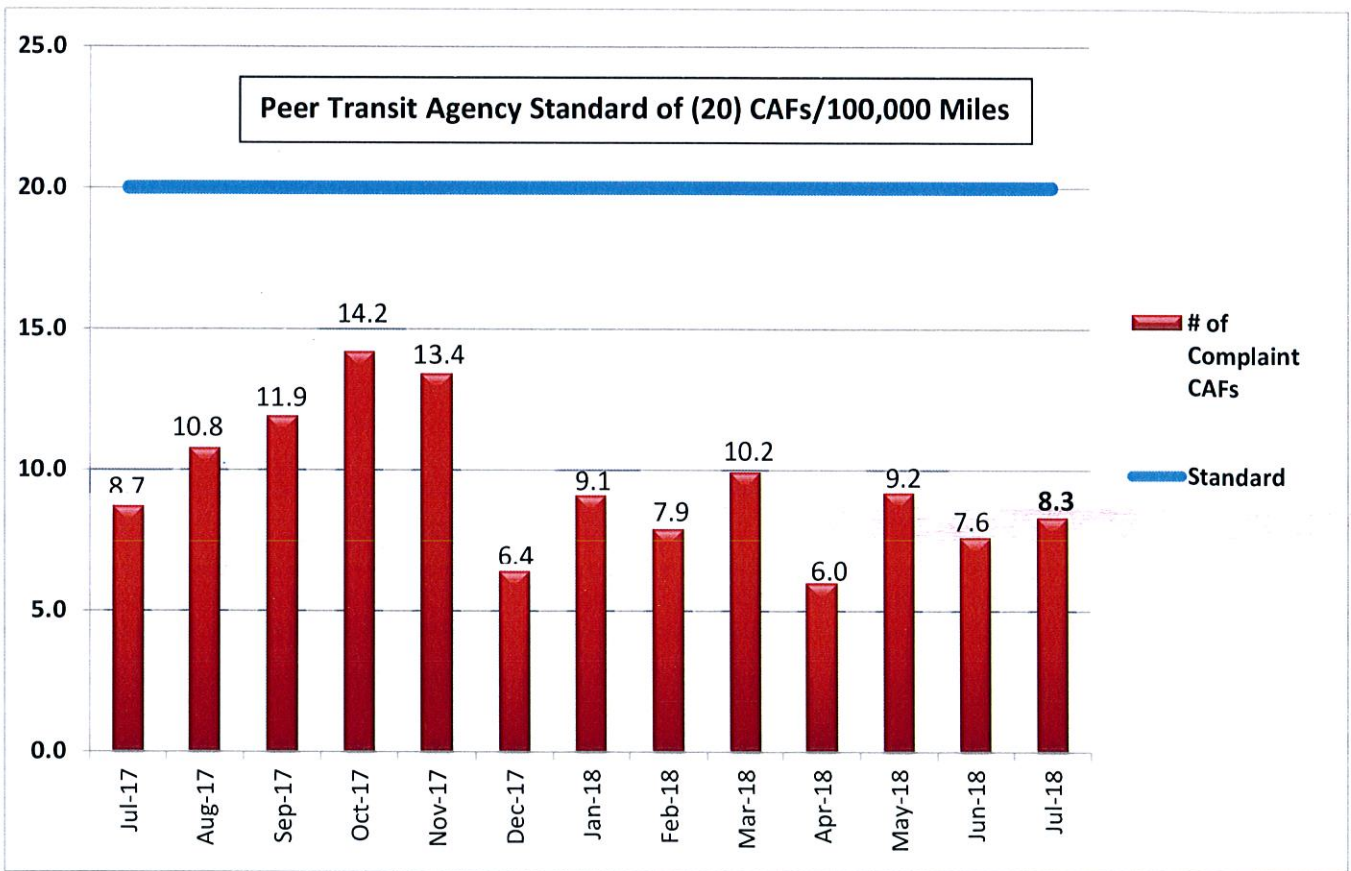
For July 2018, Customer Service received and processed 93 Customer Assistance Forms (CAF's) of which 35 or 37% were verified as valid. This represents an increase from the 33 verified CAF's in June 2018. Of the 93 CAFs processed in July, 7 were commendations.



### 3a. CAF Reports: Historical Trends



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



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

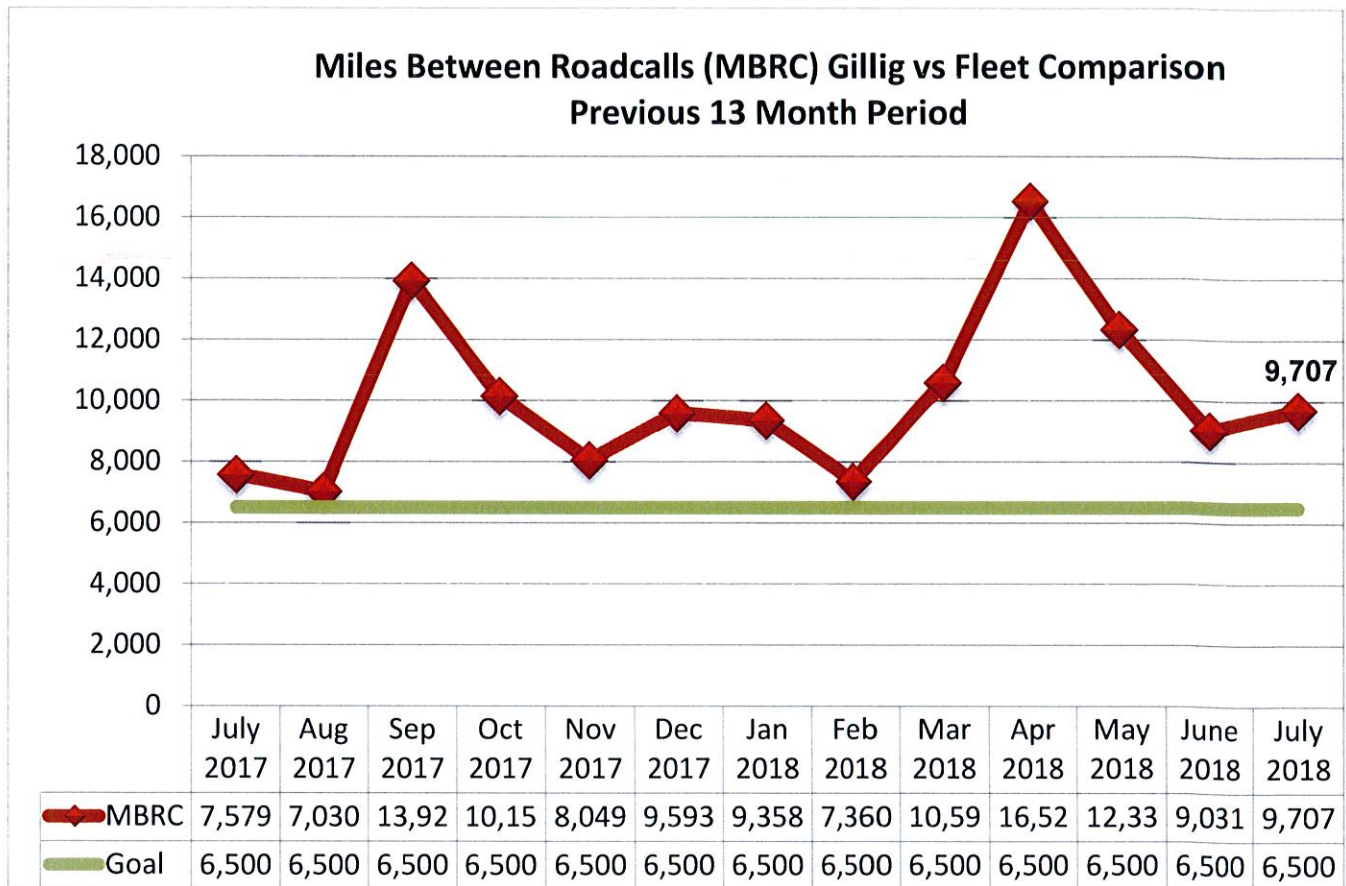
CAF Category	RTA	B-Line	MV	Totals
	Fixed Route	ADA Paratransit	Fixed Route	
Service Stop Issues	15	0	9	24
Driving Issues	4	1	1	6
Customer Services	8	1	3	12
Late/Early – No Show	2	8	4	14
Fare/Transfer Dispute	1	0	1	2
Dispute Drop-off/Pickup	0	4	2	6
Tie Down Issues	0	0	0	0
B-line Call Lines	0	2	0	2
Policy	3	0	0	3
Safety and Security	4	2	0	6
Facility Maintenance	5	0	0	5
Service Development	4	0	0	4
Transportation (Other)	2	0	0	2
<b>Sub-totals</b>	<b>48</b>	<b>18</b>	<b>20</b>	<b>86</b>
Commendations	6	1	0	7

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

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	3	#30 Westside/Health Clinic	0
#4 Flour Bluff Mini B	3	#32 Southside Mini-B	2
#5 Alameda	0	#32s Southside/Malls Sunday	0
#5x Alameda Express	0	#34 Robstown North Circulator	2
#5s Alameda (Sunday)	0	#35 Robstown South Circulator	0
#6 Santa Fe/Malls	0	#37 Crosstown/TAMUCC	3
#8s Flour Bluff/Malls	0	#50 Calallen/NAS Ex (P&R)	0
#12 Saxet Oak Park	8	#51 Gregory/NAS Ex (P&R)	0
#15 Kostoryz	0	#53 Robstown/NAS Ex (P&R)	0
#15s Ayers/Molina	0	#54 Gregory/Downtown Express	0
#16 Morgan	1	#56 Flour Bluff/Downtown Ex.	0
#17 Carroll/Southside	4	#63 The Wave	2
#19 Ayers	2	#65 Padre Island Connection	4
#19G Greenwood	0	#76 Harbor Bridge Shuttle	0
#19M McArdle	1	#76s Harbor Bridge Shuttle (Sun)	0
#21 Arboleda	2	#78 North Beach Shuttle	0
#23 Molina	6	#90 Flexi-B Port Aransas	0
#25 Gollihar/Greenwood	0	#94 Port Aransas Shuttle	0
#26 Airline/Lipes	0	#99 Ferry Shuttle	1
#27 Northwest	3	B-Line (Para-transit) Services	18
#27x Northwest (Express)	0	Safety and Security	4
#28 Leopard /Omaha	1	Facility Maintenance	5
#29 Staples	4	Service Development	4
#29F Staples/Flour Bluff	1	Transportation (Other)	2
#29SS Staples/Spohn South	0		
#29s Staples (Sunday)	0	<b>TOTAL CAF'S</b>	<b>86</b>

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

For July 2018, 9,707 miles between road calls (MBRC) were recorded as compared to 7,579 MBRC in July 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.

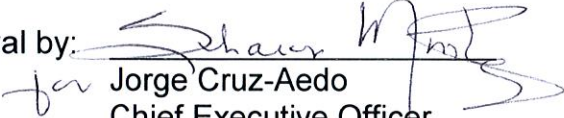
Respectfully Submitted,

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:   
for Jorge Cruz-Aedo  
Chief Executive Officer

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked if the Capital Expenditures were unplanned, or if it's typical to not have a Budget on this expenditure.	Mr. Saldana stated the Agency is waiting on the Federal Government to approve the grants.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In a follow up question in reference to the June 2018 Financial Report Presentation and the Capital Expenditures, Mr. Woolbright asked for clarification if the Agency fronted the monies.	Mr. Saldana answered in the affirmative.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked for clarification on the Staples Street Center being deeper in the red this year as compared to last year with the occupancy rate higher this year.	Mr. Saldana stated last year Staples Street Center wasn't fully occupied but this year the Staples Street Center is fully occupied. The revenue comes in and offsets the expense, so it's less of a negative amount this year. Basically that's the Agency's cost to occupy the building.	8/1/2018
8/1/2018 Board	9.a.	Dan Leyendecker	In reference to the June 2018 Financial Report Presentation, Mr. Leyendecker asked for clarification on the Unassigned Fund Balances since it went down from \$13 million to \$12.7 million this year, asking where it was spent.	Mr. Saldana stated it's the difference in timing of paying the bills and producing the financial statement, along with the timing of receiving the sales tax revenue.	8/1/2018
8/1/2018 Board	9.a.	Dan Leyendecker	In a follow up question in reference to the June 2018 Financial Report Presentation and the Unassigned Fund Balances, Mr. Leyendecker asked what's the normal range.	Mr. Saldana stated the Agency normally receives between \$2.5 million to \$3 million in sales tax, and near the end of the year the Agency receives a little more in sales tax, so you'll see a better spread.	8/1/2018
8/1/2018 Board	9.a.	Dan Leyendecker	In an additional follow up question in reference to the June 2018 Financial Report Presentation and the Unassigned Fund Balances, Mr. Leyendecker asked for the 12 month trend.	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked for clarification on the balance is building, but is dependent on the unknowns, healthcare and pension.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked for clarification on the Purchased Transportation Monthly Breakdown, specifically the Fixed Route-MV, asking why, if it's more cost efficient, why it's such a big miss on the budget.	Mr. Saldana stated at the beginning of 2018, there were only a few routes being covered by MV. After further analysis throughout the year, the Agency added additional routes. Conversely there's a savings in the maintenance and transportation budgets.	8/1/2018



## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
8/1/2018 Board	9.a.	Dan Leyendecker	In reference to the June 2018 Financial Report Presentation, Mr. Leyendecker asked for clarification on the Purchased Transportation Monthly Breakdown, specifically the Tram Service, the Route 99, how is it such a big miss on the budget.	Mr. Saldana stated the Agency had uncertainty after Hurricane Harvey last year and the effect it would have on the Route 99. The Agency had to stop the service early last year and implementing the seasonal service this year wasn't a for sure thing.	8/1/2018
8/1/2018 Board	9.a.	Tom Niskala	In reference to the June 2018 Financial Report Presentation, Mr. Niskala asked besides the City of Corpus Christi, who else is the subrecipient grant agreement with.	Mr. Saldana stated the Agency has four different projects, CBCIL (Coastal Bend Center for Independent Living) is one.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked what line item represent the fares.	Mr. Saldana stated the fares are included in the Operating Revenue on the top line.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked for clarification on the Purchased Transportation Report Year to Date, specifically Texas A&M Shuttle, asking if the \$152,455 is net, and the cost is higher.	Mr. Saldana stated these figures are not net, just the full cost. The revenue will come back in on the contract side.	8/1/2018
8/1/2018 Board	9.a.	Matt Woolbright	In reference to the June 2018 Financial Report Presentation, Mr. Woolbright asked for clarification on the Purchased Transportation Report Year to Date, asking if there is a provision in the contract saying you have this much wiggle room in the budget.	Mr. Saldana stated the Agency negotiates hourly wages and fixed overhead. There are pre-negotiated items in the contracts and there may be ranges in the contracts.	8/1/2018
8/1/2018 Board	9.a.	Dan Leyendecker	In reference to the June 2018 Financial Report Presentation, Mr. Leyendecker asked for clarification on Total Departmental Expenses, comparing this year to last year, the \$2.5 million increase, wanting to know why the large increase.	Mr. Saldana stated the increase is due to raises in salaries, healthcare and pensions. But the Agency is below budget year to date on Departmental Expenses.	8/1/2018

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
8/1/2018 Board	9.b.	Dan Leyendecker	In reference to the Procurement Update, Mr. Leyendecker asked if the Agency could add in an CPI adjustment to the long term contract negotiation to increase the number of bidders.	Mr. Saidana stated the Agency negotiates contracts on one to three base years with option years. During the option years the contract can be renegotiated, and the Agency doesn't have to exercise the option year.	8/1/2018
8/1/2018 Board	9.c.	Anne Bauman	In reference to the June 2018 Safety and Security Report, Ms. Bauman asked what are the main security issues at the Southside Transfer Station.	Mr. Rendon stated many of the contacts are for drivers that enter the station which is for buses only.	8/1/2018
8/1/2018 Board	9.c.	Matt Woolbright	In reference to the June 2018 Safety and Security Report, Mr. Woolbright asked how many people work in Security.	Mr. Rendon stated Staples Street Station has an officer on the platform for 18 hours a day, with peak times overlapping two officers. The Agency also has an officer inside the Staples Street Center building. The Southside Station and Port Ayers Station have an officer twelve hours a day, longer on weekends, until 10:00PM. The Robstown Station only has an officer Wednesday through Saturday, due to the low ridership and low contacts.	8/1/2018
8/1/2018 Board	9.d.	George Clower	In reference to the June 2018 Operations Report, Mr. Clower asked for clarification on the solution for the failing products, asking what are the options.	Ms. Fehribach stated plastic radiators are \$1,100 whereas the metal radiators are \$2,200. As the Agency goes into the next bus build, reviewing the consumption of the failing products will be important.	8/1/2018
8/1/2018 Board	9.d.	Dan Leyendecker	In reference to the June 2018 Operations Report, Mr. Leyendecker suggested looking at historical records when the buses used to have metal radiators, to see the life of the metal radiators versus the plastic radiators life cycle.	Ms. Fehribach stated she will look into the records to see how far back she can research the failing parts. Presently the Agency has software programs that will track the failing parts going forward.	8/1/2018
8/1/2018 Board	9.d.	Tom Niskala	In reference to the June 2018 Operations Report, Mr. Niskala asked for confirmation that the air conditioning units are failing on the cutaway buses more than the bigger buses.	Ms. Fehribach stated there are many failures with the air conditioning units on both buses, and there are supply shortages on parts.	8/1/2018

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/25/2018 Admin	5.	Tom Niskala	In reference to the 2nd Quarter Investment Report, Mr. Niskala asked for clarification that the TexPool PrimeFund is liquid without maturity dates.	Mr. Saldana answered in the affirmative, stating the Agency can pull the monies out at anytime.	7/25/2018
7/25/2018 Admin	5.	Tom Niskala	In a follow up question in reference to the 2nd Quarter Investment Report, Mr. Niskala asked for clarification that the TexPool Fund is what the Agency uses for operating expenses, such as payroll.	Mr. Saldana answered in the affirmative.	7/25/2018
7/25/2018 Admin	5.	Matt Woolbright	In reference to the 2nd Quarter Investment Report, Mr. Woolbright asked for clarification as to why the rate of 1.7% is below the 2.1%.	Mr. Saldana answered the TexPool Prime rate is annualized.	7/25/2018

## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/25/2018 Ops	4.	Mike Reeves	In reference to the IFB for Unleaded Fuel Supply, Mr. Reeves asked if a two year contract would be the best plan to lock in pricing based on historical information.	Ms. Fehribach stated gas prices are volatile at the present time. The Agency wouldn't be prudent to lock in a price for \$2.35 a gallon and the price drops to \$2.00.	7/25/2018
7/25/2018 Ops	4.	Dan Leyendecker	In reference to the IFB for Unleaded Fuel Supply, Mr. Leyendecker asked if there was an opportunity to convert the engines to CNG.	Ms. Fehribach stated the heat from the CNG engines is so intense that the cost of maintenance and engine replacement is higher.	7/25/2018
7/25/2018 Ops	4.	Matt Woolbright	In reference to the IFB for Unleaded Fuel Supply, Mr. Woolbright asked for an explanation on the reason the cost of fuel almost quadruped from 2019 to 2020.	Ms. Fehribach stated the current van fleet is almost entirely CNG engines which will be transitioned to unleaded.	7/25/2018
7/25/2018 Ops	6.	Mike Reeves	In reference to the IFB for a Transportation Uniform Supplier Contract, Mr. Reeves asked if going with a three year contract, the pricing is lower with the lengthier contract.	Mr. Majchszak answered in the affirmative but also stated the Agency is looking to have some continuity in the look of the uniform, stating that when changing contractors, the colors vary.	7/25/2018
7/25/2018 Ops	6.	Mike Reeves	In reference to the IFB for Transportation Uniform Supplier Contract, Mr. Reeves asked how many sets of uniforms are given to the operator when hired.	Mr. Majchszak stated five shirts, five pants and a windbreaker.	7/25/2018