



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Board of Directors

DATE: Wednesday, January 2, 2019
TIME: 8:30 a.m.
LOCATION: Staples Street Center
 602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

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

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

Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Safety Briefing	M. Rendón	2 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	-----
5.	Opportunity for Public Comment	E. Martinez	3 min.	-----
6.	Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	E. Martinez	3 min.	Page 1
7.	Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Ms. Christa Rasche	S. Montez	3 min.	Page 1
8.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of December 5, 2018	E. Martinez	2 min.	Pages 1-11
9.	Discussion and Possible Action to Approve the Meeting Minutes of October 24, 2018: a) Administration & Finance Committee b) Operations & Capital Projects Committee	E. Martinez	2 min.	Pages 1-3 Pages 1-4
10.	Discussion and Possible Action to Approve the Retreat Minutes of: a) Board Retreat – March 3, 2018 b) Board Retreat – September 21, 2018	E. Martinez	2 min.	Pages 1-6 Pages 1-6
11.	Discussion and Possible Action to Approve the Budget Workshop Minutes of: a) Budget Workshop #1 – July 25, 2018 b) Budget Workshop #2 – October 3, 2018 c) Budget Workshop #3 – October 24, 2018	E. Martinez	2 min.	Pages 1-3 Pages 1-7 Pages 1-6
12.	Presentation – Key Assumptions and Retirement Enhancements	R. Saldaña & Ken Liew Pension Benefits	5 min.	<i>PPT</i>

13.	Discussion and Possible Action to Adopt a Resolution to Designate Certain Persons to Sign Checks	R. Saldaña	3 min.	Page 1 Attachment A Exhibit A
14.	Presentations: a) November 2018 Financial Report b) Procurement Update c) Safety & Security Report – November 2018 d) November 2018 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	Pages 1-9 PPT PPT PPT Pages 1-10 PPT
15.	Marketing Campaign Presentation by MDR	R.Patrick & Stephen Rybak	8 min.	PPT
16.	CEO's Report	J. Cruz-Aedo	5 min.	-----
17.	Board Chair's Report	E. Martinez	5 min.	-----
18.	Adjournment	E. Martinez	1 min.	-----
19.	Information Items: a) RCAT Meeting Minutes–November 15, 2018 b) Member Inquiry Forms: 1. Board Meeting–December 5, 2018 2. Committee Meetings–No Meetings on November 28, 2018			Attachments

Total Estimated Time: 1 hr.

~~*~*~*~*~*

On **Friday, December 28, 2018** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

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



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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

January 2, 2019

Subject: Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments

Background

The Authority has two standing Committees; the Administration & Finance Committee and the Operations & Capital Projects Committee. Committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority.

Identified Need

Section 3.07 of the Bylaws states that "The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees."

Recommendation

The Board Chair will recommend Board Members, with the respective chairs, to participate in the designated Committees as shown on the attached.

Respectfully Submitted,

Submitted by: s /s Edward Martinez
Edward Martinez
Board of Directors Chairman



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Confirm the Appointment of Ms. Christa Rasche by the Chief Executive Officer (CEO) to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

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

At this time, the RCAT Chairman has recommended Ms. Christa Rasche for an appointment to RCAT to fill a vacancy.

In order to continue the selection process, the RTA Board of Directors must take action to confirm this appointment.

Recommendation

The CEO requests the Board of Directors confirm the appointment of Ms. Christa Rasche to fill an RCAT vacancy.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, DECEMBER 5, 2018**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Conducted Roll Call**
- 3. Provided Opportunity for Public Comment**
- 4. Heard Update on RCAT Committee Activities**
- 5. Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Dr. Debra Stanley**
- 6. Action to Approve Board of Directors Meeting Minutes of November 7, 2018**
- 7. Heard Presentation by Downtown Management District (DMD) on Bike Share Program**
- 8. Heard Presentation by Patterson & Associates on 3RD Quarter Investment Report**
- 9. Heard Presentation by Wells Fargo on 3RD Quarter Defined Benefits Plan & Defined Contributions Trust Reports**
- 10. Action to Award and Execute a Contract for Depository Banking Services with Frost Bank**
- 11. Action to Authorize Entering into a Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School**
- 12. Heard Briefing on Transit Asset Management (TAM) Plan**
- 13. Heard Presentations –**
 - a) October 2018 Financial Report**
 - b) Procurement Update**
 - c) October 2018 Safety & Security Report**
 - d) October 2018 Operations Report**
- 14. Heard CEO's Report – Year in Review**
- 15. Heard Chairman's Report**
- 16. Adjournment**
- 17. Information–**
 - a) RCAT Meeting & Retreat Minutes– October 18, 2018**
 - b) Member Inquiry Forms:**
 - 1. Board Meeting– November 7, 2018**
 - 2. Committee Meetings– October 24, 2018**

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

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

Board Members Absent: Glenn Martin

Staff Present: Jorge Cruz-Aedo, David Chapa, Jennifer Fehribach, Monica Jasso, Anna Hinojosa, Monica Jasso, Denise Jones, Dena Linnehan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Sandra Roddel, Robert Saldaña, Jeremy Sirio and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Roland Barrera, Barrera Insurance (ENTRUST); Casandra Lorentson and Doreen Harrell, KCS Public Relations; Lisa Keckler, Wells Fargo Retirement; David Meserre, Patterson & Associates; Tim Acosta, Caller-Times; Alyssa Barrera, DMD.

Call to Order & Roll Call

Mr. Edward Martinez called the meeting to order at 8:31 a.m., and held the Pledge of Allegiance. Mr. Dan Leyendecker called Roll and stated a quorum was present.

Provided Opportunity for Public Comment

No one spoke under public comment.

Heard Update on RCAT Committee Activities

Ms. Montez reported on the recent RCAT meeting held on November 15, 2018. They discussed the 3RD Quarter Unsung Hero Award as there were 2 individuals awarded; Messrs. Kurt Beuhman and Willis Massey was awarded unanimously. She said a rider commended Mr. Beuhman for assisting her when she rode the B-Line in July after experiencing a mechanical issue that left the vehicle with no air conditioning. She said he did everything possible to keep her cool and was so thoughtful, and Mr. Massey picked up the lady and took her to her destination and she was very happy with our customer service we provided.

Ms. Montez continued to say that Mr. Balli reported at the committee reports, the ADA citation count for the total year-to-date for 2017 was 1,975 violations, and for 2018 already from January through October, he reported 3,415. She said all these violations are for disabled parking, blocking the architecture and sidewalks. Ms. Montez commented for the No-Shows Eligibility Committee, there was no meeting, and said they discussed the new Route Evaluation form for RCAT members to utilize in order to go out and ride routes and said the final version will go before the Committee in January with to the Board for approval in February. Ms. Montez stated on her liaison report, she informed them on the demolition of the Six Points Transfer Station, the agency awarded the MV Transportation contract for two option years, and discussed the 2019 service levels for the bus routes. She said the next RCAT meeting will be held on Thursday, January 17, 2019.

Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Dr. Debra Stanley

Ms. Montez provided background information and how applicants must submit a letter of interest to our CEO. The applicants are presented to the RCAT Committee and the RCAT Chair will make a recommendation to the CEO, then the Board of Directors Chairman will confirm the appointment for a two-year term, except for the RCAT Chair who serves at the pleasure of the CCRTA Board. She said members can be appointed up to 4 consecutive terms, and after serving 8 years with 1 year of absence, may reapply.

MR. MICHAEL REEVES MADE A MOTION TO CONFIRM NEW MEMBER APPOINTMENT TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) TO DR. DEBRA STANLEY. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

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

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

Heard Presentation by Downtown Management District (DMD) on Bike Share Program

Mr. Jorge Cruz-Aedo introduced Ms. Alyssa Barrera, the Executive Director of the DMD and commented the agency has completed 2 years in the program at \$33,000 per year. Mr. Cruz-Aedo has not released the funds for the last year and invited Ms. Barrera to come make a presentation to the Board to see if the agency will continue in the program for the 3RD year.

Ms. Barrera thanked the agency for this opportunity and provided an overview about the bike share program along with background on the Downtown Management District (DMD) to promote and improve the district for the community. Ms. Barrera talked about 3-Year Strategic Plan accomplishments from 2014 through 2017 when the bike share program was launched during this time. She stated for the Annual Service Plan for 2018 there are 60 'to-do' items to complete and commented on the highlights of the FY2018 'to-do' items.

Ms. Barrera commented on the Zagster Bike Share Program to review best practices, goals of health & fitness, tourism, economic development and last mile when they launched the program 3 year pilot program in 2016. She said the program is very easy to use with your phone. She said the program is managed by DMD and receives their funding for the program from the CCRTA, TIRZ #3, Parking Fund, and

Cosmopolitan. She said there are 44 bikes in the system and are ridden at least one time per day, users are 5,184 at the beginning of the program and is now ranging 5,786. The first hour is free, and then an hourly rate is charged at \$3 per hour with monthly membership at \$15, annual membership at \$75.

The Board asked a few questions on funding, usage and Mr. Philip Skrobarczyk asked (inaudible), and Mr. Niskala commented the program has been good for the CCRTA and that he would make a motion if any action is to be taken. Mr. Edward Martinez, our Board Chair commented there is no action to be taken at this time. Mr. Cruz-Aedo commented he will release payment by end of this year for the 3RD year, if he does not hear from the Board members to not participate in the 3RD year. Messrs. Cruz-Aedo and Martinez commented we will bring it to the board meeting in January 2019 for action, as Mr. John Bell, the agency's legal consultant commented there is no Board action required for this item.

Heard Presentation by Patterson & Associates on 3RD Quarter Investment Report

Mr. David Meserre with Patterson & Associates introduced himself and presented the quarterly investment report in Ms. Linda Patterson's absence. He provided a brief overview of slides on the volatility for the month of factors such as mid-term elections, faltering Brexit discussion, the European economy slow-down and issues in Syria, Korea and China, just to name a few. He said with the economic data received monthly, on the domestic forefront, the housing market has backed down slightly, oil pricing is down, business investments slowing, unemployment low and wages increase for a mixed forecast of data. He said the Feds are watching the rates to see where they will go in 2019.

Mr. Meserre talked about the yield curve and how you would expect an upward move, yet when the Feds raise interest rates, you are on the short end of the curve and with the foreign influences and situations, we are trending towards a flattening curve. He commented on the agency's market value increased almost by \$1.4 million from quarter to quarter, and when you factor in all assets, investments, revenue and expenses it will make the market value of the portfolio fluctuate. Mr. Meserre said our average quarterly yield has been increasing nicely and the earnings for the quarter are up. He said the portfolio for the quarter earned \$119,921, with our year-to-date earnings at \$273,663 from investments. Portfolio's beginning balance on July 1, 2018 at \$28,132,347, up by \$1.469 million which includes investments income of \$4.0 million and interest income of \$120,000, less banking expenditures of \$2.7 million leave the portfolio with an increase for the 3RD quarter of \$1.469 million.

He continued with an allocation analysis of investment pools, bank certificate of deposits (CDs), along with a maturity analysis of how liquid the portfolio is currently. He said the maturities are slightly low due to several close to maturing. Using a chart, he showed a benchmark review from December 2017, March 2018, and June 2018 to

September 2018 and how well the T-bills, WAM and total earnings from \$32,723, to \$119,921, respectively.

Heard Presentation by Wells Fargo on 3RD Quarter Defined Benefits & Defined Contributions Trust Reports

Ms. Lisa Keckler introduced herself and Wells Fargo and discussed how they handle our Defined Benefits and Defined Contributions Plans. Several slides were presented with beginning and ending balances, historical cash flow, investment policy summary, asset allocation and comparative performances. She commented and agreed with Patterson & Associates presentation to the volatility in the current market. Ms. Keckler stated she would talking about the pension plan (Defined Benefit Plan & Trust) and said it has held steady with the net contributions year by year. She said it pays out more retirees, or has negative net contributions as a very mature pension plan due to the large number of retirees. As the discretionary investment manager, the plan is managed per the Investment Policy Statement developed by the CCRTA, and if the agency wants us to make any changes, the CCRTA would need to change the policy for us to make any changes in how we invest the agency's investment monies.

Ms. Keckler displayed a slide showing the agency's asset allocations by categories of equities, fixed income, real assets and allowances and cash and cash equivalents. She said collective investment trusts are those shown with a 'slash' behind the wording 'Wells Fargo', are a unique vehicle available for retirement investment plans and are managed by the name of the company after the slash and not by Wells Fargo. A comparative performance chart was shown to show the difference of the indices, and has been rocky period for actively managed funds, especially in large cap and international. She commented the agency's funded status is one of the most important numbers and continues to be extremely well funded, and as of September 30, 2018, the agency is at 98 percent with fluctuations over the past 12 months between 100 and 98 percent.

Ms. Keckler continued with the Defined Contribution Plan and said there are similar slides in performance per the economic data as discussed for the Defined Benefit Plan & Trust (pension) Plan. She provided some background information and stated this is a participant directed plan where the employee makes the decision on funds available, as selected by CCRTA for them to invest in. Wells Fargo only provides investment monitoring of this fund menu as we are not a discretionary manager for these. She said we can answer any questions by the participants if they need help, and can make changes to this fund menu selected by the CCRTA with instructions they receive from the CCRTA.

Another slide was presented with the agency's performance grades and market values and two funds were noted Wells Fargo presented as alternatives to the investment committee and would be happy to make changes with CCRTA's instruction to make them. She said they feel this is an area needing attention in the coming months. Ms. Keckler presented a slide of letter grades which are a compilation of performance over a one, three and five year periods. She also commented there are a couple of 'C'

category funds in the small cap that have recently improved and are now classified as a 'B' letter grade fund. Still the international fund, Wells Fargo would like to see it become one of the alternatives they presented replaced. She said in looking at the expense ratio, they see good comparison to average expense ratios.

Heard Stakeholders Presentation

Mr. Jorge Cruz-Aedo presented to the Board a PowerPoint presentation to get in front of the Agency's Stakeholders with our message. He stated since our last retreat, we have refined this presentation. He said we plan to give to the Small Cities Committee of Mayors first, and will be the same presentation the CEO, Board Members or Staff would present to any of our stakeholders or communities about the CCRTA. He said it will have our mission and vision along with our board members and past chair, a video on the vanpool, fiscal year review as it currently has 2017 fiscal year in review yet would be updated for 2018. He said it will also include transparency, transit benefits, safety & security environment, service facts to show square miles and communities we are present in, routes, vanpool and B-line paratransit services. Where we are heading with FleetForward and how we can benefit the communities with fare review, enhanced services, route updates and new technology and amenities. He commented we are responding to our communities' needs with Sunday Service expansion, modifying our bus stops and enhancing the system to keep up to date with change and make riding the system more enjoyable. He continued with looking into the future with scooters and autonomous vehicles, efficient transit services, improve communication with electronic signage and ADA requirements.

Action to Adopt a Resolution which approves the Investment Policy and designates Ms. Sandy Roddel, Director of Finance, and Mr. Robert Saldaña, Managing Director of Administration as Investment Officers

Mr. Meserre commented on the Investment Policy as a part of the Public Funds Investment Act (PFI Act) and is authorized annually by the Board and covers all of the agency's different funds including sales tax revenues. He said the important factor is to make sure the agency's monies are secure. Mr. Meserre stated for the policy, we want to show the preservation and safety of principal, liquidity, diversification and focus on the yield for cash flow of monies in/out and monies invested are from. He discussed the investment strategies of operating funds, debt service funds, debt service reserve funds and capital projects or capital project funds. He stated Ms. Sandy Roddel is doing a great job with getting the agency involved with a pool in order to get additional funds received on the agency's investment returns. He presented a slide of various investment funds the agency could invest in, and another chart of diversification level maximum of investments from 20 percent through 80 percent. Mr. Meserre also provided information on internal controls they follow for the agency's investments, and a list of the agency's approved broker and dealers which he commented the more you have the more diversity that is available in your portfolio.

MR. TOM NISKALA MADE A MOTION TO ADOPT A RESOLUTION WHICH APPROVES THE INVESTMENT POLICY AND DESIGNATES MS. SANDY RODDEL, DIRECTOR OF FINANCE, AND MR. ROBERT SALDAÑA, MANAGING DIRECTOR OF ADMINISTRATION AS INVESTMENT OFFICERS.

MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

Action to Award and Execute a Contract for Depository Banking Services with Frost Bank

Mr. Saldaña provided a timeline on the Request for Proposal (RFP) for this contract for our bank depository services and a scope of work of depository services. He stated the RFP was issued October 3RD, evaluation on November 19TH, Board Approval December 5TH with Contract Award on December 12TH. The evaluation and scoring were performed with distinct weightings and critical evaluation elements and Frost Bank came in at 95 points, or 7 points higher than Wells Fargo. He commented this contract is based on a 3 year period with one two-year option.

MR. MATT WOOLBRIGHT MADE A MOTION TO AWARD AND EXECUTE A CONTRACT FOR DEPOSITORY BANKING SERVICES WITH FROST BANK. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

Action to Authorize Entering into a Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School

Ms. Montez commented on a background and construction currently being done at the Veterans Memorial High School Bus Stop Improvement Project with CCISD. This included the bus stop turn-in, shelter & amenities, site work concrete infrastructure, landscaping and irrigation, and the A/E services. She said CCISD is combining the Cunningham Middle School and South Park Middle School next to the current South Park Middle School campus, as Cunningham is to be permanently closed. Ms. Montez presented several slides with both current layout of the school and the proposed improvements for the school. She said the new campus is being constructed next to the existing campus and their enrollment is estimated at 481 and the Hispanic/Latinx demographic is around 91 percent. The cost of the MOA is estimated at \$350,000.

After numerous comments and questions by the Board members, the Board Chair asked for a vote. Mr. John Bell, legal consultant for the agency, commented this item is for the MOA between CCISD and CCRTA for work as described and would not exceed \$350,000. A motion and a second were made and the vote passed by all members.

MR. REEVES MADE A MOTION TO AUTHORIZE ENTERING INTO A MEMORANDUM OF AGREEMENT (MOA) WITH CORPUSCHRISTI

INDEPENDENT SCHOOL DISTRICT (CCISD) FOR THE DESIGN AND CONSTRUCTION OF TWO (2) NEW BUS STOPS AND ONE (1) BUS TURN-IN AT SOUTH PARK MIDDLE SCHOOL. MS. DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTIN.

Briefing on the Transit Asset Management (TAM) Plan

Ms. Montez gave a briefing and presentation on the TAM Plan. She provided background of the plan which is a living, single source of information to help better manage an agency's assets to deliver target service through the core TAM Plan elements and was developed to the FTA. Ms. Montez said the Introduction section of the plan includes a TAM Vision that states it aids the CCRTA in achieving and maintaining a state of good repair of all public transportation assets. There is an asset portfolio summary that includes equipment \$50,000 or greater, non-revenue vehicles, rolling stock/buses, facilities, and for agencies with rail, include an infrastructure. She commented there is an asset inventory detail listing of all TAM assets with specific detail as it relates to the specific asset. Ms. Montez said the plan also provides condition of the asset with a detail on the condition to include historical information. The plan includes management approach to identify how the agency reaches their CIP decision, how we move forward with our investments within our capital program and look at risk management. She continued with how we look at strategies of maintenance, overhaul, disposal, and acquisition and renewal of assets. She will be presenting this item to the MPO Policy Group as we are required to share our plans with MPO.

Heard Presentations –

a) October 2018 Financial Report

Mr. Robert Saldaña reported on the October total operating revenues of \$209,420, or \$40,914 to the good. Departmental expenses at \$2.56 million on a budget of \$2.48, or \$74,929 deficient. He reported depreciation was flat at \$366,535 with total operating expense at \$2.93 million on a budget of \$2.85 million less operating expenses gives us \$2.7 million, or \$34,015 ahead of last year. Sales tax revenue came in at \$2.95 million on a budget of \$2.83 million, or \$119,287. Due to projects starting late in the year, no funds received we would normally be at \$1.3 million in grant monies received. Investment income came in at \$43,347 on a \$6,706 budget from the better return on our TexPool income.

He commented the Staples Street Center expenses for September at a net income of \$1,381. Port Ayers is all revenue at \$3,583 right now, no sub-recipient grants issued for the month, and we put aside \$235,685 on street improvement program, with \$39,258 back to the general fund. Mr. Saldaña presented slides of charts showing where the monies go for the month with majority towards salaries and benefits at 41 percent at \$1.05 million, and purchased transportation at 22 percent at \$570,210, and excludes depreciation, debt service and street improvement expenses.

He continued with year-to-date operating revenues of \$2.108 million on a budget of \$2.105 million. Departmental expenses had a savings of \$15,773, depreciation expense at \$24.94 million on a budget of \$24.92, and total operating income at \$26.5 million on a budget of \$26.4 million, or \$12,753 savings. Year-to-date sales tax revenue at \$28.09 million on a budget of \$26.8 million, giving us a \$1.2 million ahead of budget, and federal grants of \$584,655 behind the budget of \$4.4 million, project expenses have not been incurred as we have not started any projects. Investment income at \$316,920 on a \$65,764 budget due to doing better on our returns from the Texpool interest income. He said the agency's cost for Staples Street Center net costs at \$170,784, Port Ayers costs at 35,830, and have paid \$37,837 issued towards sub-recipient grants, including the \$2.35 million set aside for our Street Improvement program.

Mr. Saldaña reported our operating income is at \$26 million on a budget of \$27.99 million mainly due to not receiving the grant monies, and our year-to-date change in assets is a negative \$466,047. He also displayed a chart to show where the monies go with majority towards salaries and benefits at 44 percent at \$11.18 million, and purchased transportation at 21 percent at \$5.41 million. This excludes depreciation, debt service and street improvement expenses for the year. Mr. Saldaña commented the next slide on the September sales tax comparison from 2017 to 2018, or received \$2.98, or down by \$225,195 at a negative 7.02 percent less than 2017. He said our budget comparison from 2017 to 2018 at \$2.98 was also down by \$79,833 or negative 2.61 percent. He ended with a chart showing the sales tax volatility.

b) Procurement Update

Mr. Robert Saldaña reported on 3 current procurements for Electrical Bus Engine Parts, Bus Brake System Parts and Financial Auditing Services. Mr. Saldaña provided statistics for each project on the outreach, pre-proposal meeting attendance and number of proposals submitted and bids received. He presented a slide on items over \$50,000 four month outlook for CNG Fueling Station Maintenance to exercise the option year one.

Mr. Saldaña provided a slide with CEO signature authority contracts for Maintenance Uniform Rental Service at \$45,459.22; DRI AVL Software at \$45,676; FleetNet Software at \$26,820; Pre-Employment Background Screening based upon services completed; Monitor Security & Fire System at \$2,700; Labor and Employment Law Services at \$5,400 and Labor and Employment Law Services at \$19,600 with all not to exceed these amounts. He also reported on the month-to-month contract for the Marina Rental Space at \$6,300.

c) October 2018 Safety & Security Report

Mr. Miguel Rendón reported for the month of October our operators drove 303,000 miles with 6 accidents; 2 preventable and 4 non-preventable, our year-to-date accident rate is 1.06 and met the industry standard of 2.00. He said 2017 was

1.50 at this same time or one-third less than prior year. A PowerPoint slide displayed showed 584 contacts with individuals; 23 percent of quality of life, 20.21 percent loitering; unauthorized vehicles at 10.96 percent; unauthorized use of shelters at 5.65 percent. He continued with 3.77 percent for criminal trespass warnings issued; 0.17 percent of individuals arrested for public intoxication and 0.17 percent of criminal trespass arrests.

Mr. Rendón also provided an update of the East and West doors at Staples Street Center and access panel installed and motors on the doors as well and going on line in 2 weeks, installation of card readers for 2nd and 3rd floor restrooms, Security Officers continue to patrol the facility. He said upcoming fire drill preparation to inform tenants and employees to listen and follow the evacuation plan to muster points, along with the campaign of 'If you See Something, Say Something'.

d) October 2018 Operations Report

Mr. Gordon Robinson reported October's monthly ridership down at 512,412 boardings, or 1,662 fewer rides as compared to October 2017. Ridership for Fixed Route was also down overall by 0.2 percent, and B-Line just over 0.4 percent. Year-to-date system overall ridership in comparison to 2017 at 1.0 percent down basically due to the constant rain and cooler than average temperatures during the month. Productivity at 21,719 boardings on Route 60 and Port Aransas Flexi-B at 115 boardings. wheelchair boardings on Route 29 Staples at 786, and Route 29/Staples bicycle boardings at 2,136. There were 8 detours out of 32 on fixed routes, Miles Between Road Calls at 10,129. Confirmed and verified number of CAFs are down from last month at 61 to 41 for October. He said our CAFs w/o commendations were outstanding at 9.1 verified and our lowest in over 2 years.

Heard CEO's Report & Presentation on Year in Review

Mr. Cruz-Aedo provided a presentation on the past year. This included the 2018-19 Board Priorities; fare recovery, facilities, innovations, workforce development, public image and transparency and water transportation. Service facts were shown again with details, fare recovery details, and Port Ayers and Del Mar facilities, innovations to target younger demographics and ridership and to have better relationships with our shareholders. He continued with the 2018 accomplishments and 2019 objectives and goals for retention, compensation and training in workforce development; public image with brand awareness, outreach and the agency's community involvement; transparency in every area of the agency by focusing on improving customer service through open communications, cultivate integrity into all aspects of our culture, operations and services.

Mr. Cruz-Aedo commented on the recent APTA Leadership Summit and Governance Workshop in Washington, D.C. He said in addition to the conference sessions, our federal consultant set up various meetings outside of the conference with FTA, TxDot, Senators, and other transit agencies. It was a great opportunity for the board members who were in attendance to network with their peers and learn more about the transit industry and our federal counterparts.

Heard Chairman's Report

Mr. Martinez thanked staff for all their hard work. He then deferred time over to other board members. Mr. Skrobarczyk commended staff and CEO, Ms. Bauman wished everyone a Happy Holidays and said Staff and CEO are the unsung heroes of the agency. Mr. Clower wished everyone Happy Holidays, thanked the staff for their hard work, Mr. Leyendecker commented same and fast learning curve, Mr. Niskala also thanked everyone, Mr. Harris also commended staff. Mr. Woolbright commented on the good job everyone is doing and thanked those in the audience for attending. .

Adjournment

There being no further review of items, the meeting adjourned at 11:01 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary

**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 24, 2018**

Summary of Actions

1. **Conducted Roll Call**
2. **Provided Opportunity for Public Comment**
3. **Action to Approve Administration & Finance Committee Meeting Minutes of August 22, 2018**
4. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2019 Board and Committee Meetings Calendar**
5. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to Provide Insurance for the Following Lines of Coverage for FY 2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance**
6. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Acceptance of the Federal Management Oversight (FMO) Review**
7. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetics Inc.**
8. **Adjournment**

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

Committee Members Present: Tom Niskala, Committee Chairman; Patricia Dominguez, Philip Skorbarczyk and Matt Woolbright

Committee Members Absent: Scott Harris.

Staff Present: Jorge Cruz-Aedo, CEO; Shannon Dial, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Monica Jasso, Dena Linnehan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, Jeremy Sirio and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:30 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Opportunity for Public Comment

No one spoke under Public Comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of August 22, 2018

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF AUGUST 22, 2018. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. NISKLA, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Adopt the 2019 Board and Committee Meetings Calendar

MS. DOMINGUEZ MADE A MOTION TO ADOPT THE 2019 BOARD AND COMMITTEE MEETINGS CALENDAR. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. NISKLA, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Action to Approve The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to Provide Insurance for the Following Lines of Coverage for FY 2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

Mr. Mike Rendón commented the CCRTA is self-insured through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP). The Agency joined the Liability Property Fund in 1990, and also joined the Worker's Compensation Fund in 2009. He said participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments, and for FY2019, we will receive a 17.5% decrease in our premium from last year by \$87,614. Mr. Rendón provided a slide with the coverages and contributions, limits of liabilities, deductibles and the variances from 2018 to 2019. The savings is primarily due to less casualty losses in the past.

MR. WOOLBRIGHT MADE A MOTION TO APPROVE THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TMLIRP) TO PROVIDE INSURANCE FOR THE FOLLOWING LINES OF COVERAGE FOR FY 2018: AUTO LIABILITY INSURANCE, AUTO CATASTROPHE INSURANCE, PROPERTY INSURANCE, GENERAL LIABILITY INSURANCE, ERRORS & OMISSIONS INSURANCE, LAW ENFORCEMENT LIABILITY AND WORKERS' COMPENSATION INSURANCE. MS. DOMINGUEZ SECONDED THE MOTION. NISKLA, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Action to Authorize Acceptance of the Federal Management Oversight (FMO) Review

Mr. Robert Saldaña commented on the FMO review and said there were 7 findings. He stated the findings deficiencies are being addressed and the Agency is adhering to the completion deadlines. A chart was displayed with each finding, their outcome and due date to complete. He also commented even with the findings, the Agency is relatively good shape compared to prior reviews.

MR. SKROBARCZYK MADE A MOTION TO AUTHORIZE ACCEPTANCE OF THE FEDERAL MANAGEMENT OVERSIGHT (FMO) REVIEW. MR. WOOLBRIGHT SECONDED THE MOTION. NISKLA, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Action to Award the Electronic Bus Passes Supplier Contract to Electronic Data Magnetism Inc.

Ms. Sharon Montez gave a background on this item and stated the agency purchased in February 2008, an electronic fare box collection system called GenFare. She said this system uses specialized encoded bus passes to help provide a collection of data and reports, and over 2 million coded and non-coded paper stock transfers are being used onboard the buses per year. Ms. Montez provided a slide with a list of passes currently used by the agency's GFI system. She said bids were issued September 7, 2018 as we advertised in the Corpus Christi *Caller Times*, B2G Now System, and *Mass Transit Magazine* with bids being due on October 12, 2018. The Invitation for Bid (IFB) is for a 3 year base contract with 2 one-year options, and 3 companies were contacted. Staff is recommending the IFB be issued to EDMI due to their history of supplying the agency passes and their performance is satisfactory. She said annual cost is \$51,700 for a three-year price of \$155,100 and budgeted in the FY2019 operating the budget at an increase of less than 1 percent.

MR. SKROBARCZYK MADE A MOTION TO AWARD THE ELECTRONIC BUS PASSES SUPPLIER CONTRACT TO ELECTRONIC DATA MAGNETISM INC. MR. WOOLBRIGHT SECONDED THE MOTION. NISKLA, DOMINGUEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Adjournment

There being no further review of items, the meeting ended at 8:53 a.m.

Submitted by: Dena Linnehan

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 24, 2018**

Summary of Actions

1. **Conducted Roll Call**
2. **Provided Opportunity for Public Comment**
3. **Action to Approve Operations & Capital Projects Committee Meeting Minutes of August 22, 2018**
4. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Transportation Uniform Supplier Contract to Cintas**
5. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Unleaded Fuel Supplier Contract to James River Petroleum**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the 2019 Holidays Service Levels**
8. **Adjournment**

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

Committee Members Present: Michael Reeves, Committee Chair; Dan Leyendecker, George Clower, Glenn Martin and Anne Bauman

Committee Members Absent: None

Staff Present: Jorge Cruz-Aedo, CEO; Shannon Dial, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Monica Jasso, Dena Linnehan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, Jeremy Sirio and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Call to Order & Roll Call

Mr. Mike Reeves called the meeting to order at 8:58 a.m., called roll and Ms. Dena Linnehan stated we have a quorum.

Opportunity for Public Comment

Ms. Gina Salazar, President of ATU-Local Union 1769 spoke on item no. 7, the Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the 2019 Holidays Service Levels, and asked it to be tabled regarding the Friday before the holiday.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of August 22, 2018

MR. DAN LEYENDECKER MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF AUGUST 22, 2018. MR. GEORGE CLOWER SECONDED THE MOTION. REEVES, CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Transportation Uniform Supplier Contract to Cintas

Ms. Jennifer Fehribach provided background information on this item. She said the uniform will provided a professional and consistent appearance of the Transportation staff, and that there are 142 full-time and 6 part-time operators, and 19 administration employees. Ms. Fehribach said the current uniform contract will expire December 31, 2018. She continue to note the contract is based on three years and not to exceed \$54,280 annually, capped at \$295 stipend on actual usage for full-time employees, \$147.50 for part-time employees, and is locally funded in the annual operating budget. She said staff is requesting we award to Cintas.

MR. GLENN MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD THE TRANSPORTATION UNIFORM SUPPLIER CONTRACT TO CINTAS. MS. ANNE BAUMAN SECONDED THE MOTION. REEVES, CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Unleaded Fuel Supplier Contract to James River Petroleum

Ms. Fehribach provided background information and the agency has a contract supplier for the fleet of the agency to include relief and supervisor vehicles, in addition to our paratransit and fixed route buses. She said pricing is subject to OPIS, a third party provider at wholesale pricing. The agency's need for unleaded fuel is projected to increase from 60,993 estimated gallons in 2019 to 231,768 gallons in 2020, annually. This will also be based on our fleet optimization, Fall service improvements and protect current CNG vans to unleaded fuel.

Ms. Fehribach commented on the criteria the agency used in the proposal process to include the ASTM volatility specification of D4814 and applicable state specifications. There were 6 proposals received and all deemed responsive, with James River Petroleum being the lowest bid received and Staff's recommendation. Ms. Fehribach stated this contract is locally funded and based upon consumption in the annual operating budget. She said estimated cost for year 1 is \$125,645.58, year 2 is \$477,442.08, for a two-year base contract total of \$603,087.66.

MR. LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD THE UNLEADED FUEL SUPPLIER CONTRACT TO JAMES RIVER PETROLEUM. MR. CLOWER SECONDED THE MOTION. REEVES, CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc. for Paratransit and Small Bus Operations

Ms. Fehribach provided a background on the destination service provided for paratransit service, fixed route and flex services. She provided details on MV Transportation's administration and operational services currently provided to the Agency. This is for the two year extension estimated cost at \$12,733,148.28 and will expire December 31, 2018. Ms. Fehribach commented this is a 5-year base contract funded locally and included in the annual operating budget.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE TWO-YEAR EXTENSION OF THE 2013 CONTRACT WITH MV TRANSPORTATION, INC. FOR PARATRANSIT AND SMALL BUS OPERATIONS. MS. BAUMAN SECONDED THE MOTION. REEVES, CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the 2019 Holidays Service Levels

Mr. Gordon Robinson described the annual services level schedule the agency follows. He displayed a chart with the 2019 holiday service levels and asked for the Board to adopt. General comments from board members and staff regarding the Friday holiday before Easter were discussed in detail, and Mr. Cruz-Aedo recommended the Board move forward with this item.

MR. LEYENDECKER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT THE 2019 HOLIDAYS SERVICE LEVELS. MR. MARTIN SECONDED THE MOTION. REEVES, CLOWER, MARTIN,

**LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION
CARRIED. ABSENT NONE**

Adjournment

There being no further review of items, the meeting ended at 9:29 a.m.

Submitted by: Dena Linnehan

**REGIONAL TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING MINUTES
FRIDAY, MARCH 2, 2018**

Summary of Actions

- 1. Heard Presentations**
- 2. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning CEO Board Goals and Measures**
- 3. Adjournment**

The Board Retreat for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Friday, March 2, 2018 at the CCRTA Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas.

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

Board Members Absent: None.

Staff Members Present: Kelly Coughlin, Jennifer Fehribach, Angelina Gaitan, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: Dr. Richard Lewis and Joanne Ford-Robertson, RoundTop Consulting; John Bell, Wood, Boykin, Wolter, P.C., Gina Salazar, ATU-Local 1769; Jeff Pollack, MPO; Ray Hernandez, Iconic Signs

Welcome

Mr. Curtis Rock, Board Chair; called the workshop meeting to order at 8:30 a.m., and he stated, Mr. Jorge Cruz-Aedo would facilitate the meeting. Mr. Cruz-Aedo thanked the attendees and commented the meeting will be relaxed and informal. He asked the members to please interject during the retreat with any suggestions and/or comments on the presentations to provide us some guidance, and he hoped this would be a very informative and helpful meeting to assist the members.

Mr. Lewis provided an overview on the items for discussion during this board retreat meeting and welcomes questions from all members.

Heard Presentations:

1. CCRTA Strategic Plan

a. System Design and Modes

b. Equipment Requirements

Ms. Jennifer Fehribach provided background information on a rider, Mr. Sanchez who is a longtime customer who uses our services to reach an adult daycare, and regularly brings hand knit pins to our agents.

She reported on the different service modes on fixed route, demand response taxi, paratransit and vanpool services. Mr. Harris asked if the vanpool service is governed by the Nueces County where our service base is located. She explained as long as one leg of travel comes into our service base, the program can still be offered to them, yet at a lower subsidy. .

Ms. Fehribach commented on the Demand Taxi service and have identified need for 1st mile/last mile. She said this type of service is commonly associated with Uber or Lyft, and pairs passengers with a driver and their personal non-commercial vehicle. She also commented on the Transit Plan 20/20 conducted in 2015, stated we are working on expansion of our Sunday service, and in conjunction with the plan, a customer survey was conducted with a public outreach program to find out what the rider's interest are..

Ms. Fehribach commented DR Taxi (Demand Response) is by nature a TNC, or Transportation Network Company. She said the difference is eliminating concerns associated with a non-commercial operator and vehicle, inadequate insurance coverages, background checks, mandated DOT drug and alcohol requirements along with the lack of accessible vehicles which cause equity concerns. She commented the next two services require a partnership with the city; Managed Transit Lanes, or an operational strategy; or TSP (Transit Signal Priority), or system modifying traffic signal timing. Ms. Fehribach provided additional information regarding each of these services along with a handout for the members on shared mobility service models. Ms. Fehribach commented on the recent inquiries of our vehicles by weight class through Fleet Optimization. Mr. Cruz-Aedo commented on the slide by weight class will allow us to manage a leaner, more efficient fleet.

There was some general discussion on size of vehicles, retirement of buses, ridership, and the ridership being down on Fixed Route and not meeting the customer's need. Ms. Patricia Dominguez commented on the partnership between Del Mar and TAMUCC and getting a bus for students on a shorter schedule instead of a bus ride that currently takes 1 hour between the campuses. Mr. Harris said having a bus service that focuses on a specialized area like health, academia and industrial areas of the community. We want to be that first mile/last mile service as commented by Mr. Cruz-Aedo.

Mr. Mike Reeves asked where are the logistics needed, and how we can put it into action. Dr. Lewis reiterated the short range service plans of flex routes and fleet optimization and innovative services.

c. Facilities Requirements

Ms. Sharon Montez reported on shelter expansion and replacement program through 2024, proposed developments of new stations/super stops on the Westside and Southside of Corpus Christi. Ms. Montez also provided slides to reflect the future expansion for the Staples Street Station, the Port/Ayers Station redevelopment although the grant application award had not yet been announced. She said the agency is projected to reach 100% compliant by 2022 and estimated ADA compliancy now at 61 percent, with estimated construction costs of \$4,885,120.

d. Staffing Plans

Ms. Angelina Gaitan provided statistics of 20 bus operators, 1 marketing position, 1 IT administration position, 1 facility maintenance coordinator, and 1 garage service technician of current open recruitments. She explained their current practices by posting on the CCRTA website, TWC, Del Mar College and CCTAMU websites. Other practices include advertising in local newspaper, Monster.com, nationally with transit agencies like APTA, Mass Transit and Transit Talent. Ms. Gaitan said they hold job fairs at the Bear Lane facility and regularly attend local job fairs through Kiii, CCHRMA, Red White & You, and at TWC. Also, in February 2018, we attend a Mega Career Fair in San Antonio, and reach out to high school students as they are close to graduating from the local schools.

Ms. Gaitan stated the agency focus on development of supervisors and our staff, creating succession planning, investing in leadership, workers compensation and policy and procedures training. She commented we recognize and award our employees and help to promote a positive morale to build a better organization. Other areas to retain employees is developing competitive compensation plan that compares our peers, research and by reviewing our option to develop a better enhanced retirement plan. She continued with research the employment lifecycle to cultivate our employees, build morale and acknowledgement, convey information to employees, enhanced pay, retirement & health benefits and accomplish goals.

Ms. Dominguez wanted to know the competitiveness on the operators' positions and Ms. Gaitan explained in detail from the application to hired. She said we are gathering data on increasing the operator compensation, and a disadvantage of those who are start young with the agency is no social security is offered, so we are looking for options for our employees.

e. Safety & Security

Mr. Mike Rendón reported on the objectives to promote a proactive security program, have police officers patrol all areas of the station platform. Mr. Rendón

reported on the objectives to improve visibility, promote the K9 detail and presence of uniform and plain clothes police officers, security personnel riding the buses, hot spot patrols and to expand on our stats report and risk assessment. He said the objective for the law enforcement support and public outreach, has 27 officers currently doing our patrol detail. The Security Coordinator creates the police work schedule and post orders, working with our new law enforcement officer, Mr. Tommy Cabello, monitors the security detail and a rover. Mr. Rendón commented the work schedule for security personnel is from 6:00 a.m. to midnight to aid in our safety concerns of our riders. He said we need to educate our customers and has created the community slogan, "You See Something, Say Something", and report the matter to the police officers.

He continued with a safety management system (SMS) manual to include safety policy, safety risk management, safety assurance and safety promotion and APTA and FTA have collaborated this SMS Manual. The Security Program Plan includes the security and emergency preparedness in all aspects of the agency, purpose to help maintain the system security program, maximizing safety and security for all passengers, employees, citizens, in addition to vehicles, equipment and facilities.

Need a risk management contract. Mr. Cruz-Aedo stated that FTA has a requirement that the agency have a plan in place. Mr. Harris would like to see the agency market the safety and security in place on our buses to let the community know.

f. ADA Plan

Ms. Montez provided FTA/ADA/DOT guidelines and how the CCRTA goes above and beyond their requirements. She displayed slides of charts with the FTA regulation and the corresponding CCRTA practice. Ms. Montez commented on the forward progress of CCRTA adoption on July 6, 2011 of the Accessibility Policy which call for the agency to provide full participation and quality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, and for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access. This is posted on the CCRTA website and is issued as a part of every major procurement bid package. She stated all of the CCRTA major facilities are ADA compliant and inspected by Texas Department of Licensing and Regulation and passed the ADA inspection.

Ms. Montez also stated the Staples Street Center went above and beyond code requirements with three (3) additional van accessible parking spaces above the five (5) minimum required, has a barrier-free paved access around the entire perimeter of the building, and all three main entries into the building are accessible, although only one is required.

g. Fare Recovery

Mr. Robert Saldaña commented today's presentation would review our project goals, fare options, discuss impacts on riders, operations, and the agency. He

said the agency is looking to accomplish how to cover our bond obligations with short-term and long-term goals to increase fare recovery ratio to 8 percent and 12 percent, respectively. We need to simplify our structure, maintain affordability by minimizing impact to ridership and consider other possible fare options.

Mr. Saldaña stated the CCRTA still has the lowest fare in the transit industry at \$0.75 per fare in comparison to other transit agencies, and our year-over-year rate from 2015 through 2017 has gone down from 0.47 percent to negative 2.21 percent, respectively. He gave several options; Option 1 is to eliminate free transfers with a projected savings at \$27,000; Option 2 is to eliminate reduced off-peak fare by modifying the off peak time for a savings of \$49,811.70; and Option 3 would eliminate transfers and reduced off-peak fare In year 1 and stagger fare increase over 5 years, or a savings total of \$497,355.87. Options 1 and 2 are internally while Option 3 would require notifying Local Government Fare Approval Committee that will consist of 5 City Council members, 3 County Commissioners, 3 Mayors, with implementation would take place at least 60 days, or on the next round of service enhancements. Mr. Saldaña said the potential total of added revenue estimate would be \$2.1 million and a fare box recovery ratio of 7.13 percent than the 5.4 percent we current receive.

h. Board Discussion and Policy Direction

Mr. Jorge Cruz-Aedo displayed several slides with each of the current Board Adopted policies and each were discussed.

2. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning CEO Board Goals and Measures

Mr. Martinez called for a discussion (in closed session) and possible action thereafter in open session concerning CEO board goals and measures at 11:30 a.m. Dr. Richard Lewis, Mr. John Bell and the board members went into session. No action taken.

3. Board of Directors Policies

a. Review

Mr. John Bell went over each of the current board policies and commented on each one separately. Mr. Martinez would like to modify the policy on alcoholic beverages to be included when the CCRTA hosts an event at their facilities, and he commented on the Community Events policy to increase the budget to become more involved in the community.

Mr. Bell continued on describing each of the policies and the Naming of Shelters, Stations and Other Facilities which states none of their properties, facilities are named after anything or one. He spoke on several other of the policies which some are annually updated.

b. Recommendations

4. Board Role & Responsibilities

Dr. Lewis provided information on a planning session of the board of director-Chief Executive officer make policy decisions and board supervises the CEO's performance. He said the CEO hires, recruits and supervises the agency's staff and is the chief advisor to the board of directors.

Dr. Lewis displayed several roles and responsibilities the Board of Directors, CEO and Staff and how they balance between one another. He commented that you do not want your board to lose their passion, nor the staff to lose their passion either. He continued with the various parts of a strategic initiatives, plan and identifying goals. These involve vision creation, mission statement development, strategic goal development and the action steps to create. Dr. Lewis also commented on good governance includes being efficient, accountable, transparent, responsive, consensus oriented, participatory, inclusive and following rule of law.

5. Board of Directors Ethics Training

Mr. Bell provided a synopsis on each of the 15 separate code of ethics items from the policy last revised on January 6, 2010.

Adjournment

There being no further review of items, the meeting adjourned at 2:18 p.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary

**REGIONAL TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING MINUTES
FRIDAY, SEPTEMBER 21, 2018**

Summary of Actions

- 1. Heard Presentations**
- 2. Adjournment**

The Board Retreat for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Friday, September 21, 2018 at the CCRTA Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas.

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

Board Members Absent: None.

Staff Members Present: Jorge Cruz-Aedo, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: John Bell, Wood, Boykin, Wolter, P.C., Gina Salazar, Myra Garcia and Luis Vega, ATU-Local 1769; Tommy Cabello, CCPD

Welcome

Mr. Edward Martinez, Board Chair; called the retreat meeting to order at 8:32 a.m.

Heard Presentations:

1. Program Updates

1) Legislative Program

a. Federal Legislative Agenda

Mr. Jorge Cruz-Aedo commented he would present the Federal Legislative item as Mr. Larry Meyers was unable to make the meeting due to a family emergency. Mr. Cruz-Aedo commented on the question currently in Washington is on funding; where will it come from and how will some of the original programs that help the agency be funded, and on how they will be addressed so that funding streams will be secured. He mentioned the Board members who will attend the upcoming APTA Leadership Conference in D.C. in November will have an opportunity to attend several off-site legislative meeting with constituents, FTA, TxDot and a few other meetings our consultant is scheduling.

Mr. Cruz-Aedo continued with the presentation, and said it covers four key items the agency is concerned with; 1) FY19 Proposed Budget released in February, 2) FY19 Appropriations, 3) Trump Administration, and 4) Key Issues for Transit. He said the funding levels are in essence the same level, with changes to some programs carried forward in the new budget. He mentioned, one key issue the agency is monitoring regularly, is the Highway Trust Fund (HTF) as it was not addressed in the new budget, and for the future of the CCRTA, this funding needs to be secured.

He said there are some disparities as the FTA is requesting \$14 billion, compared to the request of \$140.7 million in 2018, and as compared to the \$2.5 billion request at the current Trump administration is requesting. These millions, billions must be reconciled before we move forward legislatively in Washington, D.C. Mr. Cruz-Aedo also said Congress has taken no action on the infrastructure plan, and it is in limbo at this time as not date has been set. Slides were shown with the alternative funding sources for the HTF and the current key issues for transit in Washington.

b. State Legislative Agenda

Mr. Cruz-Aedo introduced Mr. Tris Castaneda, the agency's State Legislative consultant. Mr. Castaneda provided some background and fundamental information and a general overview. He commented their company has been working with the CCRTA since 2010, and continue to partnership with developing the CCRTA expertise with effective engagement by Board, Staff and Local Delegation. He said the agency's transparency has been recognized by the State's Comptroller's office. Mr. Castaneda stated the Texas Legislature is a biannual with sessions starting the second Tuesday in January of every odd-numbered year, with the next session beginning on January 8, 2019. He said this coming year's session will be different since the Speaker of The House decided not to run.

Mr. Castaneda said to assist in managing and prioritizing limited resources, Longbow & Associates propose to organize the CCRTA's program into three program categories; 1) initiatives, 2) endorsements, and 3) preservation of transit authority/duties or defense. He displayed a slide with details of all three categories and discussed how each would be specific to the agency's impact, involvement critical to success, or failure to measure, endorsement where the agency is not the primary advocate, yet work collectively with other transit parties, and the defensive issues where the agency uses its governmental and community to oppose adverse legislation, amendments or appropriation decisions. He also spoke on a few possible initiatives, possible endorsements and the preservation of the agency. Mr. Castaneda pointed out several steps Longbow will take to continue the substantive engagement in the legislative and regulatory process, actively participate in targeted meetings, briefings and discussion concerning the CCRTA interests as well as for transits in general, identify opportunities to nurture existing and creating legislative relationships.

He said they will also actively monitor and be pro-active on interim studies of interest and targeted rulemakings, work to identify issues in conjunction with other larger urban transit entities. A slide was displayed of dates for interim and session delegation and leadership meetings with the CCRTA leadership. These include a date for a Corpus Christi delegation dinner in October 2018, a date in November 2018 to seek adoption of the CCRTA final legislative program, a date in early February at the Capitol to Identify CCRTA as Large Urban Transit Day, shortly after State Legislative committee assignments are made, and to identify an Austin delegation dinner opportunity in March after the filing deadline.

2) Stakeholder Presentation

Mr. Cruz-Aedo commented the Board would like the agency to schedule meetings with our stakeholders; City of Corpus Christi, County Administration and Commissioners Court personnel, Small Cities Committee of Mayors group. He said this presentation was drafted to show what we would like to present to let them know more about the CCRTA, mission and vision, our staff, facilities and operations, Board member, and wanted to present to the Board for their review with any suggestions or comments. Mr. Cruz-Aedo presented several slides to include a video of himself about the CCRTA, pictures of each Board member, Legal Counsel and CEO and our Board Advisory member.

Mr. Cruz-Aedo began to present to our Board how he would address the stakeholders and opened with a Thank You, then went into the Fiscal Year in Review with details and numbers of prior year and current year. He talked about the agency's transparency, receiving an award for transparency, benefits of transit of the economic and personal opportunity, safety and environment. Some CCRTA service facts as of September 10, 2018 were shown on a few slides, and he introduced the FleetForward campaign. In this campaign, he mentioned where the agency is headed and how we will get there to include a fare review, enhanced services, route updates along with new technologies and amenities. Mr. Cruz-Aedo said the agency is responding to the communities' needs by the new Sunday Service Expansion which was a part of the Transit Plan 2020. There will be improvements throughout the system and a modification of 32 bus routes, bus stop transitions by reallocating some resources, and more direct transit services of customer amenities for an improved rider experience.

He continued with showing our major capital projects; Del Mar South Campus bus stations, Port/Ayers Station upgrades and reconstruction, and ADA Bus Stop Infrastructure improvements and their costs. The 2020 Plan includes the Express Mode, Flex Mode and Traditional route options to benefit a wider range of options for riders. He said some of these diverse options will be for Flex Service, Express Service, Vanpool Program and the First Mile/Last Mile Services, or on demand service. He commented the fare structure review will be to adjust the agency's fare structure over the next 6 to 12 month after conducting years of research and gathering public input. He points out in a slide the agency's stats to show we are

17 percent below peer agencies in farebox recovery and the agency raised fares once, and adjusted the fare structure twice in its 31 years of operation. Compared to the national average, the CCRTA has a critically low 5 percent fare recovery versus most transit agencies percentages between 25 to 35.

3) Employee Vacancies and Recruitment

Ms. Angelina Gaitan reported there are currently a total of 235 employees at the agency with a breakdown of 27 percent being in Administration, 63 percent in Operations, and the remaining 10 percent in Administration within the Operations group. These are the trainers, road monitors, supervisors and dispatchers in Operations. She said open recruitments for 27 bus operator positions and 3 vehicle maintenance technicians, have been posted and we are currently accepting applications and in the interview phase of recruitment. She commented there are 6 additional job positions available, and have been posted, in the interview phase, or job offer phase. Two of these 6 positions are currently in development of the position's job description; construction tech and quality assurance tech.

Ms. Gaitan displayed a slide with current strategies indicating the current practices of recruitment of posting on CCRTA's website and others like TWC, Del Mar College, TAMU-CC and vocational trade schools, newspapers, other transit publications and organization, job fairs and local social media outlets. She said the HR department also host in-house job fairs including attendance at job fairs outside of our area.

4) Pension Plan Options

Mr. Robert Saldaña gave background information on the agency's Pension Plan and presented options regarding the plan. He commented key assumptions are that the agency's current interest rate of return is 7.5 percent, is calculated based on the Mortality Table that shows ages people live, and a baseline benefit formula of 2 percent for every year worked, and the average of the last three years worked. The agency's average 10-year rate of return is 6.8 percent as shown in slides showing the history of expected and actual interest rate of returns, costs and variances over the past ten years. He said an issue is not hiring of employees to work at the agency, but retaining our employee tenure. Mr. Cruz-Aedo also commented on employees do not pay into Social Security, and for those who have been here a very long time will not have Social Security like some that started later in the agency, and did pay into Social Security. He said we want to make our benefit plan beneficial to all employees to retain them for a long time.

Mr. Saldaña commented options to include an increase from 2.0 percent to 2.5 percent to the benefit plan, a one-time Cost of Living Adjustment (COLA) of 2.5 percent for all retirees on record as of January 1, 2019, and to give an early retirement window without a penalty as currently our employees may retire at age 55 with 10 years of service without a penalty. He said we also want to look at outside of the plan for retirees to give an annual increase equal to the Social

Security COLA not to exceed 2.5 percent, and would be contingent on availability of funds. Mr. Saldaña commented a combination of options will require cost recalculations to reflect the compounded cost effect of the combination of options. A slide was displayed showing the agency's current costs and the options costs. If we do nothing to the plan, the normal costs to pay participants for another additional year, and there are two factors to consider in our annual normal costs; Actuarial Asset Value (AAV), and the Unfunded Actuarial Accrued Liability (UAAL) costs which make up the \$1.1 million in normal costs. Mr. Saldaña stated the agency recommends the 2.5 percent benefit increase and the one-time 2.5 percent COLA to retirees, or a \$717,913 increase per year in contribution to the Pension Plan for 2019. Additional slides were shown of the agency's 10-year contribution amounts of normal costs, amortized UAAL, and our annual, plan funding and funding progression from 2009 through 2017.

5) Fare Review Status Report

Mr. Robert Saldaña presented a timeline to implement a bus fare increase. A chart showing the dates in 2018 and 2019 of items to include the Staff Retreat in March 2018, Research in April 2018, Early Analysis in April 2019 through committees and Board Approvals in May 2019 and training of operators to implementation in June 2019.

6) Safety & Security Plan

Mr. Miquel Rendón commented his presentation would cover 5 areas for safety concerns at the agency; 1) Providing a Safe Environment, 2) Security Police Coverage, 3) Law Enforcement Support Services, 4) Staples Street Center Security, and 5) Collision Report. Using multiple slides, Mr. Rendón discussed each area in detail. He commented to have a proactive safety culture, the agency will provide safety to our customers, employees and the Public by working in partnership with CCPD. He said we work closely with the DEA and their canine unit to inspect Greyhound buses, along with the Border Patrol on Greyhound's arriving and departing buses. Mr. Rendón stated there is police coverage at all CCRTA facilities with rovers and security personnel riding on buses. He continued with the responsibilities of law enforcement officers who address medical emergencies, enforce the CCRTA policies, also prohibit and alcohol drinking on properties and deter any criminal activities. A schedule was shown on a slide for the Staples Street Center security service and the '*If You See Something, Say Something*' campaign. Mr. Rendón also mentioned the Accident Review Board (ARB) determines any preventable or non-preventable accidents for the agency and is made up of 2 bus operators, 1 mechanic, 1 road monitor and 1 administrator. DOT testing is required if a CCRTA operator is a contributing factor, a person is transported to the hospital, or if a vehicle is towed from the scene. He said there is a 3-6 day waiting period before the operator may return to work, and will be retrained up to 8 hours once they return.

Mr. Rendón introduced Officer Tommy Cabello, Sr. CCPD Officer. He thanked the Board members for the opportunity to attend the Board Retreat and was available

to answer any law enforcement and security questions regarding the CCRTA. He stated that he was here to do the right thing. He said he wanted to make sure the officers working at the CCRTA locations were doing the right thing, and by training them to be more proactive at our sites and not just sitting in their patrol vehicles monitoring. He commented officers are now walking the stations, patrolling the parking lots, buildings, surroundings and taking a new visible and secure approach for security and safety of the agency. He said by working alongside Mr. Rendón, they are making sure the CCRTA works with each individual jurisdiction and that both side meets their specific policies and procedures, and within the limits of the law. Mr. Cruz-Aedo also commented the officers have taken the mandatory training required to be under Officer Cabello's team that supports the CCRTA.

Ms. Gina Salazar, President of ATU-Local 1769 Union spoke about honoring an officer last year, and will again for this year honor Officer Eli Thumus who works out of the South Side Station, has provided safety for the Operators and customers by being present and involved with day to day operations.

7) System Improvements and Innovation

Ms. Jennifer Fehribach reported on this item with slides showing where the agency has been, where they are now, and where we will be headed with FleetForward. Ms. Fehribach said for where we have been is our hybrid system to include a quasi-grid matrix where the routes run by a series of spokes and connect to a series of hubs, like a wagon-wheel image. She said the traditional grid network utilizes major cross streets at intersections, and at times may duplicate stops which may gridlock our ability to be frequent. A slide with a map showed the highlighted areas of duplication of our service, and a slide showing what steps we have already taken to reflect the agency is listening to the Public and making steps for Fall Service improvements, improved transfer connections and more frequency of routes in our service areas.

Ms. Fehribach commented the new FleetForward includes flex routes, a fixed system reformation, and a demand-response First Mile/Last Mile service. Several slides were shown of maps highlighting these new improvements. She also stated this new system redesign will include smarter routing, smarter scheduling on a high frequency grid, and provided information on how the agency will implement this redesign.

8) Bus Stop Improvement and Maintenance Program

Ms. Sharon Montez reported on this item and briefly covered on the ADA regulations and ADA Bus Stop Concrete Infrastructure. She mentioned the 1990 ADA regulated enforceable accessibility standards for new construction and alterations to places of public accommodation to include bus stops. She said there are four basic principles to accomplish ADA accessibility at bus stops. A slide with dimensions regarding concrete structures was displayed. Ms. Montez stated the agency currently has 1,338 bus stops with 6 percent being compliant as of 2008, and our current compliance is 62 percent, and current construction model for a

CCRTA bus stop when right-of-way is sufficient, is 10 feet by 30 feet. She said for the 510 bus stops remaining to be improved with ADA enhancements, have a total ridership of less than 15 riders. Ms. Montez stated future stops will have a 5 foot by 8 foot ADA minimum, instead of the 10 foot by 30 foot concrete pad, although the sidewalk and curb ramp installation/renovation would still be improved. This service model is still being reviewed as it could lead to bus stop removal or relocation. She said that federally fund transit agencies are required to have Service Standards to quantify route frequency and any enhancements and showed the different style; bus stop with shelters must have 30 daily boardings, and bus stop with benches must have at least 15 daily boardings. A slide was shown with the various styles of bus stops the agency currently provides to the community in our service area and how many of each as per our CCRTA Service Standards and Guidelines.

9) Customer Service

Ms. Sharon Montez commented this presentation will cover the initiatives we are doing both internally and externally. For the administrative division we have Disadvantaged Business Enterprises (DBE) and Grants; we have updated how to apply for DBE/ACDBE Certification on our website including partnering with the Procurement Technical Assistant Center (PTAC) at Del Mar College. She said the application process for our Grants program for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is updated to make it easier for community partners to apply for grants. She commented new digital display monitors at the transfer stations including new camera system at the stations has been installed under our IT division. Procurement has created a form for Pre-Bid Meetings, and now publish in all Federal funded, and select solicitations in *Transit Talent Magazine*. Ms. Montez said our Finance division is currently maintaining policies and procedures, improving communications between departments and doing research on the Genfare Point of Sale system. Human Resources (HR) division personnel is focused on hiring the right candidates, recognizing our customers, working with United Way, and working to provide various events to celebrate our employees with retirement, holiday, health and wellness, and recognition.

She continued with the Operations division side of Customer Service and stated in our Service Development department, they have held outreach for the 2018 Fall Service Improvements, education on the Vanpool Program, exhibited at the TAMU-CC Community Fair, and posted on various social media and station signage at our stations. Ms. Montez explained how Dr. Lewis' training sessions have helped staff with additional customer service areas within the Transportation division to include instructors being prepared of new training on ADA sensitivity awareness. She also mentioned the Operators are attending quarterly meetings for de-escalation training and techniques.

Maintenance division is also working towards campaigns for bus cleanliness and PMI checks for air conditioning on buses to improve air flow and operational performance. Our B-Line Contract Services training is with drivers and staff to help

reduce CAFs, including manager outreach to user groups on a quarterly basis to meet the riders. Ms. Montez commented Marketing is creating videos to educate riders on our services, continue with additional outreach in the community, Facebook LIVE to share our news along with surveys through Survey Monkey. Also, she reported the Safety and Security division's continued law enforcement support service for both riders and operators, security at the customer service desk to include de-escalation classes for customer staff to attend. Customer Service has been visiting schools to create student photo IDs, and working additional hours so that parents may get IDs from the service center desk. Ms. Montez said Facilities Maintenance is providing pressure washing at various stations to maintain cleanliness including custodial services at all stations on a weekly basis.

Ms. Montez commented on the Capital Projects division where they continue with the ADA bus stop improvements, working with Del Mar College to construct bus stops at Del Mar South Campus, as well as applying for Federal funds on the Port/Ayers Station renovation. She said Eligibility and Travel Training division has continued to work on their outreach to senior centers, assisted living centers and schools for travel training opportunities.

2. Board Policies Review and Recommendations

Mr. Cruz-Aedo provided slides with each Board Adopted Policy to show dates of adoption, amendment, revision or approval. He discussed each policy and asked for any comments from the Board members for further discussion, or to revise or amend. General comments by Board members are to revisit a few policies for updates and review.

3. Review of 2018 Board Priorities and CEO Action Plan

Mr. Cruz-Aedo provided background information where the Board met earlier during the year and set a few priorities for themselves and developed a CEO Action Plan. Mr. Cruz-Aedo discussed each of the 6 priorities; Fare Recovery, Facilities, Innovations, Budget, Staff Development and Public Image and Transparency.

4. Review and Develop Board Priorities for 2019

Mr. Cruz-Aedo and the Board members created new priorities for 2019; Fare Recovery, Facilities to include Port/Ayers & Del Mar to focus on S&S, Innovations to target younger riders, Workforce Development, Public Image and Transparency and Water Transportation.

5. Board Ethics

Mr. John Bell provided a synopsis on each of the 15 separate code of ethics items from the policy last revised on January 6, 2010.

Adjournment

There being no further review of items, the meeting adjourned at 2:11 p.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary

**REGIONAL TRANSPORTATION AUTHORITY
BUDGET WORKSHOP #1
MEETING MINUTES
WEDNESDAY, JULY 25, 2018**

Summary of Actions

- 1. Heard 2019 Budget Workshop #1**
 - a. Strategic Planning Framework**
 - b. 2018 Budget Priorities Update**
 - c. Regional Economic Trends**
 - d. Preliminary Assumptions and Budget Impact**
 - e. Budget Process**
 - f. Preliminary 5-yr Financial Plan**

The Budget Workshop #1 for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, July 25, 2018 at the CCRTA Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas.

Board Members Present: Edward Martinez, Tom Niskala, Patricia Dominguez, Philip Skorbarczyk, Michael Reeves, Dan Leyendecker, George Clower and Anne Bauman

Board Members Absent: Scott Harris and Glenn Martin

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Mr. Edward Martinez called the workshop to order at 8:57 a.m.

Heard Budget Workshop #1

Mr. Robert Saldaña commented this will be the first of three scheduled budget workshops, and provided dates of August 22, 2018 for Budget Workshop #2, and September 26, 2018 for Budget Workshop #3. He said if the 2019 Budget is in line, we will submit to the CEO and then Board, post hearing notice to the public for adoption in December. We can hold an additional workshop if needed, although the final adoption deadline would be at the December Board meeting on December 5, 2018. He said today we will be discussing the Strategic Planning Framework, 2018 Budget Priorities Update, Regional Economic Trends, Preliminary Assumptions and Budget Impact, Budget Process and Preliminary 5-Yr Financial Plan. Mr. Saldaña also provided the topics for discussion at the remaining workshops.

Mr. Saldaña read the agency's Mission and Vision statements as a part of the Strategic Planning Framework. He said for the 2018 Budget Priorities Update, we decided they would be our public image, customer service, safety and security, procurement and transparency of the agency and will carry over to the 2019 budget when putting it together. Mr. Saldaña pointed out if any changes need to be considered, we will make those in the 2019 budget. He also commented for the Regional Economic Trends, we will look at the economic growth and the employment growth in Corpus Christi of 0.9 percent, May's unemployment rate of 4.9 percent, median home prices up 9.9 percent at \$193,500, he said the sales tax collection from 2017 to 2018 came was a 14.0 percent increase.

For the Preliminary Assumptions and Budget Impact, sales tax forecast for the FY2018 is \$34.2 million, or 5.13 percent increase from FY2017. He commented for the FY2019, the increase from prior year is only up by 3 percent, or \$35.2 million. Mr. Saldaña also stated the operating revenues are slightly elevated as a result from a proposed 2 percent increase in the agency's current ridership. On the flipside assumption of expenses, we are projecting a COLA of 2.5 percent and 1-3 percent merit increases, retirees increase will be from 2.0 to 2.5 percent, no new positions will be required and the agency will continue our street maintenance funding at current levels. Mr. Saldaña commented for Service Facts there is an Express, and Fixed Routes along with Demand Response Taxi and Shuttle, Paratransit and our Vanpool services. He said we around 1,387 bus stops, 5 transfer stations and 3 Park 'N Ride locations.

Mr. Saldaña provided comments on the 5-Yr Service Plan and in 2018 we are looking to expand our Sunday Service Levels, improved the system's efficiency and to develop and implement a Flex Route Pilot Service for the city of Port Aransas. Come 2019, the agency plans are to initiate and complete the new FleetForward system re-design. He said additional items in 2020 will be to implement Phase 1 of the FleetForward re-design of express services to improve travel time and the flex routes that service the outlying zones in low demand areas. Mr. Saldaña continued with the implementation of additional phases in the FleetForward System Re-design to include Del Mar's South Campus, fleet optimization actions during 2021 through 2023.

Mr. Saldaña provided a snapshot slide of the 2018 budget. He said the agency budgeted \$43.7 million in revenues, and expenditures at \$39.7 million. The year-to-date for first six months in June came in at \$18.4 million in expenses and \$16.2 in revenues, and carry-forward will range at about \$40 million in revenues for 2018, and \$37 million in expenses. Mr. Saldaña talked about the Budget Process where we start in March with a Staff Retreat to discuss budget priorities for the upcoming year. He said in April through June, the executive team meet to put together a strategic plan and draft budget based on these priorities and request of funds from the departments. By July, departments begin entering budget information into a module and a Budget Workshop is held. He stated the Directors hold a series of meetings to gather additional information and develop any amendments, and Budget Workshop #2 is normally held at that point. He said by September, our CEO will approve the DRAFT Budget and Budget Workshop #3 is held and has the departmental budgets in it. We then submit the budget to the Board for possible action, and if approved, post a Public Hearing Notice, and hold any future workshops as deemed

necessary. In November we hold the Public Hearing and submit the Final Budget Proposed, and if any additional workshops are required, we schedule them. Mr. Saldaña said by December, once the Board adopts the budget to go into effect in January of the upcoming year, and then we file the GFOA application as it is due 90 days after the adoption date.

Mr. Saldaña displayed a chart showing the source of funds for the 5-Year projection, and provided amounts and details of the various line items. Operating revenues in 2018 at \$2.4 million, non-operating total revenues at \$35 million, and our total grant revenue at \$4 million. He discussed each year in detail and said we are projecting for each year a 2 percent increase from 2018 through 2022.

Adjournment

There being no further review of items, the workshop meeting ended at 9:32 am.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary

**REGIONAL TRANSPORTATION AUTHORITY
BUDGET WORKSHOP #2
MEETING MINUTES
WEDNESDAY, OCTOBER 3, 2018**

Summary of Actions

1. Heard 2019 Budget Workshop #2

Transit Operations

- 01 – Transportation**
- 02 – Customer Programs**
- 03 – Purchased Transportation**
- 04 – Service Development**
- 11 – Vehicle Maintenance**
- 21 – Facility Management**
- 43 – Materials**

Administrative Support

- 07 – MIS**
- 40 – Procurement**
- 41 – CEO**
- 42 – Finance & Accounting**
- 44 – Human Resources**
- 45 – Administration**
- 49 – Infrastructure Programs**
- 50 – Marketing & Communications**
- 52 – Security**

The Budget Workshop #2 for the Regional Transportation Authority Board of Directors met at 8:30 a.m. on Wednesday, October 3, 2018 at the CCRTA Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas.

Board Members Present: Tom Niskala, Scott Harris, Patricia Dominguez, Philip Skorbarczyk, Matt Woolbright, Glenn Martin, Michael Reeves, Dan Leyendecker, George Clower and Anne Bauman

Board Members Absent: Edward Martinez

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Mr. Edward Martinez called the workshop to order at 9:57 a.m.

Heard Budget Workshop #2

Mr. Robert Saldaña commented on Budget Workshop #1 which was held on July 25, 2018, where we went over revenue projections, some assumptions and economic trends. He said that Budget Workshop #2 will be the meat of our budget, as it is for each department. Using a PowerPoint slide with charts, he provided dates for remaining workshops, should they be needed, as we hope to have the budget approved by the November Board meeting where we may submit for adoption in December.

Mr. Saldaña commented Budget Workshop #3 will cover budgets for Depreciation, Debt Service, Staples Street Center, Port Ayers Cost center, Revenue, Capital, Final 5-Year Service Plan, Final 5-Year CIP and Final 5-Yr Financial Plan with an overview at the end. He said the budget is separated into two categories; Transit Operations and Administrative Support. A slide was shown of the Organization Chart for the Agency, and Mr. Cruz-Aedo commented he has 6 direct reports; 3 Managing Directors and are Managing Director of Administration, Managing Director of Operations and Managing Director of Capital Projects and Customer Service. He also commented he has 3 Directors who report directly to him; Director of Safety & Security; Director of Human Resources and the Director of Marketing.

Mr. Saldaña provided a snapshot of the departments and said the budget for 2018 was at \$29.8 million, and propose for 2019, \$32.8 million, or a 10 percent increase. He said once we look at it, \$1.7 million is for pension and healthcare increases, there is an enhanced shelter program for about \$300,000 added in 2019, addition of 2 extra security guards at \$114,000 in Department 77 which makes up a little over \$1.2 million in enhancements to the budget. Mr. Saldaña commented all department's budgets increased by 2.5 percent COLA, or \$255,849, and a potential for a 3 percent Merit increase, or \$313,846 for a total to the overall budget by \$569,695. He commented when you look at Salaries, it includes Medicare, life insurance disabilities and the COLA and Merit percentages. He said the proposed \$32 million budget for the agency, is to run the Fixed Route and Paratransit services, and for the agency to maintain our operations of 140 plus buses and support vehicles.

Mr. Saldaña reported this budget is separated into two separate categories; the operational side of Transit Operations which is everything required to keep the buses on the road, and the Administration Support, Human Resources, Marketing and Safety & Security. He then said each Managing Director would come forward to present their budgets with the Transit Operations category first.

Transit Operations

Department 01 – Transportation

Ms. Fehribach reported salaries and benefits covers the 147 bus operators, 3 part-time bus operator, a Director of Transportation, 5 Dispatchers, Managing Director of Operations, receptionist, 6 road monitors, 3 training instructors and 3 training supervisors for a total of 170 employees in the department, and the agency operates 244,381 annual service hours. She said 2019 they have budgeted for 8 fewer operators due to transferring 3 fixed routes over to MV Transportation.

She stated materials and supplies line item includes funds for not only uniforms, but office supplies, printing of defect cards, we had a slight decrease in multiple items in these categories with the primary factor being due to a reallocation of funds used for Roadeo events. She said funds were moved to the salary and benefits line item, into the incentive awards which is a best practice as part of the agency's CAFR and to line up with the NTD. Ms. Fehribach commented on the utilities which has the road monitors tablets budgeted so they are able to access and report daily function on-site when they are in the field.

She commented for miscellaneous other line item includes bus interior advertising, training and funding for an IP based time clock. The FTEs will remain 170, yet factor in the reduction of 8 operators as MV Transportation will the routes those 8 were serving leaving our FTE at 162. Ms. Fehribach commented the total proposed budgeted amount for Transportation for 2019 is \$7,111,538, or 2.68 percent increase from 2018.

Department 03 – Purchased Transportation

Mr. Fehribach continued with purchased transportation and said this is a complicated line item as it contains contract MV Transportation, 2 taxi demand contracts, vanpool, 2 university contracts, Port Aransas, and moved 866 service hours to this item since MV Transportation has picked up those 3 fixed routes mentioned above. In addition, we had an increase with moving some REAL services over to MV. She said with the Fall service changes, MV has taken over 18,454 additional service hours on routes 12, 15 and 56. This budget increased 12.35 percent from \$5.75 million in 2018 to a proposed \$6.46 million in 2019, or \$710,403.

Department 04 – Service Development

Ms. Fehribach commented this department develop all of our short and long range plans for design and implementation of our service. She said they are responsible for service scheduling, service route outreach for our community, oversee the agency's Title 6 program, and assist with service contracts for vanpool, universities and MV, and assist with the NTD reporting. Proposed budgeted for 2019 is \$437,883, or a 5 percent increase from 2018.

Department 11 – Vehicle Maintenance

Mr. Fehribach commented this line item includes OT, uniforms, longevity and incentives. This department includes 10 garage technicians, 1 Director of Maintenance, 1 assistant to Director, 1 garage supervisor, 3 mechanical supervisors, 1 mechanical aide, a system technician and 19 vehicle maintenance technicians and will remain at 37 for 2019, yet remain short by 3. She said the increase in the line item services is due to 2 new contracts for fluids and one for tires approved this year, and is now reported correctly per the NTD with other line items decreasing, accordingly. Ms. Fehribach commented the materials and supplies is the bulk for this department to keep the buses and vehicles maintained in good working order. The department's proposed budget for 2019 is \$4.84 million and decreased by 1.57 percent from 2018 due cooler Spring weather and using less electricity which has been trending low for 2018.

Department 43 – Materials Management

Mr. Fehribach commented this department has 3 employees who handle parts for the agency's vehicles. She said they maintain all parts inventory and dispatch parts to all maintenance personnel, and strive to maintain we only keep what is necessary in our maintenance facility. Ms. Fehribach commented this budget increased by 10.9 percent from \$122,958 in 2018 to \$136,364. She commented the budgeted increase allows for these 3 employees to potentially receive the full 5.5 COLA and merit increase, and the materials and supplies line item reduction in uniforms to match usage also helped to offset this increase.

Department 02 – Customer Program

Ms. Montez commented Customer Service (CS) makes up 1.8 percent of the overall budget. She said there is 1 Customer Service Supervisor, 1 CS Advocate and 1 Mobility Coordinator, 1 Eligibility Coordinator, 3 full-time customer service representatives and 1 part-time representative. Ms. Montez commented the 2019 proposed budget is 4.09 percent less, or \$386,696 for a savings of \$16,488. She said salaries and benefits line item have the COLA and merit built in along with overtime, Medicare, life insurance, disability insurance and tuition reimbursement. The services line item increase is for an interpreter for sign language at meetings. Ms. Montez continued with materials and supplies line item that with ridership dips and better managing of our fares, we are printing fewer passes and have fewer transfers trending. The bus pass currently out for bid estimate could change as we stated the agency is in a fare review process.

Department 21 – Facility Management

Ms. Montez said within this department, there are 15 positions and is 9.65 percent of overall budget. She stated the 2018 budget was \$1.759 million, and this department is proposing \$2.069 million for 2019, or \$310,071 increase. Services increase of \$22,000 will aid us in creating contracts for better pricing so we are not issuing purchase orders and where we may have them readily available to incorporate the contract amount; generator, electrical, overhead doors, clean energy are just a few of the items. For the materials and supplies, Ms. Montez commented the largest increase in this department is for the additional \$300,000 added for the shelter refurbishment program. She commented our goal is to refurbish all 200 shelters by the end of next year, and will ask the board later in the year to issue an Invitation for Bids (IFB) for refurbishment services. She said the plan is to get this approved in March and after the budget has been approved, ideally, we would divide this project over nine months so we can refurbish 22 shelters a month. She mentioned the lower trends in water and electricity which have been \$30,000 below budget, we feel safe with reducing the utilities line item by \$10,000.

Administrative Support

Department 07 – MIS

Mr. Saldaña commented the previous \$21,453,136 million of Transit Operations is 65.34 percent of the budget with the Administrative Support being \$11,371,580, or the other 34.86 percent of the agency's budget. He gave the remaining administrative departments that make up this portion of the budget and commented each Director will present their separate budgets. The largest portion of this category is under Human Resources at \$6,209,568 as it holds all department's benefits, pension and healthcare.

Mr. Saldaña commented on the MIS Department which is proposed to be a 9.68 percent increase, or \$83,124 increase over 2018. He said the department had an employee who left last year, so we are budgeting for the position the full 12 months in 2019. Services line item increase of \$57,107, or 24 percent and covers our IT networking system for software programs. He said a 22 percent increase on this line item is for a three year agreement of our software renewal of Genfare, and also includes a mandatory IT audit we perform every 3 years, an agreement with Alpine that manages our monitors, an anti-

virus software program, Trapeze software, our IBR and our firewall support system. He commented we have a savings in both materials and supplies as well as utilities for 8.8 percent and 3.53 percent, respectively. He commented the increase in other line item from \$2,000 in 2018 to \$9,160, or \$7,160 increase is mainly due to the turn-over and lack of training in some programs, so we want to get our team of 6 in the department properly trained.

Department 40 – Procurement

Mr. Saldaña commented for the Procurement department is proposed to have a 5.38 percent from \$209,704 in 2018 to \$220,988 for 2019, or \$11,284. He said the FTE will be a total of 3 employees; 1 Director, 1 Jr. Buyer and 1 Procurement Administrator. He said the largest increase is in the other line item at 28.80 percent to allow for additional training necessary for the group.

Department 41 – CEO

Mr. Cruz-Aedo stated the CEO budget increased by 13.52 percent from \$624,149 to \$708,526, or \$84,377. The services line item increase of \$8,563 is for the annualized amount of the renewed legislative contracts over last year. He commented for materials and supplies, a slight increase of \$1,294. He also commented on the other line item increase of 30.94 percent, or \$67,065. He said our Board Chair requested the CEO to increase the funds allocated for the Board members to travel by \$1,000 per member and to increase our community services funds by \$20,000. Mr. Cruz-Aedo commented to further discuss this budget when the Board Chair is present and asked to delay once the Chair is able to comment.

Department 42 – Finance & Accounting

Mr. Saldaña commented the proposed budget \$573,744, and a \$83,231 increase, or 16.97 percent. This is based on a 6.5 FTEs for 1 accountant, 1 accounts payable, 1 comptroller, 1 Director of Finance, 1 payroll coordinator and 2 part-time money room counters at 1.5 FTEs. He said the biggest increase in addition to the 5.5 percent increase in salaries, is mainly due to our tuition reimbursement as we will possibly have 2 employees utilize in 2019. He commented the services line item of a \$32,650 increase for our audit services, CAFR. He continued to say it includes professional service agreements for bond disclosures, defined benefit plans, courier service, and a financial advisor, along with our banking and credit card services. Mr. Saldaña stated the other line item increased \$5,373 and includes GFOA conferences, additional training of staff and cost increases to maintain our certifications.

Department 45 – Administration

Mr. Saldaña commented on the 7 FTEs for this department that include a DBE Compliance Officer, 1 Budget Analyst, 1 DBE Coordinator, 1 potential grant writer that will be a decrease of \$11,281 in salaries and benefits since we are defunding this position again in 2019. This department also employees 1 Managing Director of Administration and 1 Sr. Administrative person, and we propose an increase of \$3,719 or .62 percent from 2018 at \$598,879, to \$602,598. For 2019, an increase of services is the transfer from HR to Dept. 45 for our consulting services with Ken Lieu. Also, Department 45 pays

for all paper used at the agency and office supplies. We have added more training for the Managing Director.

Department 44 – Human Resources

Ms. Angelina Gaitan commented the department handles all personnel matters and also includes pension for all employees. She said there are 3 FTEs to include the Director, 1 HR analyst, 1 HR analyst and 2 part-time interns who are paid out through a grant we receive, and the COLA and merit increases are factored into this line item. Ms. Gaitan said the pension line item will increase by \$483,467, or 33.91 percent and includes the potential improvement to the Plan from 2.0 to 2.5 percent for all retirees. She spoke on the unemployment benefit, disability insurance, actuarial amounts which had slight increases to the 2019 budget. Services line item increased by 10.66 percent due to consulting contracts, employee exams, background checks and pre-employment screenings and CDL renewals. The department's budget in 2018 of \$4.661 million is proposed to increase by \$1.548 million, or 33.22 percent to a proposed 2019 budget of \$6.209 million as detailed above.

Department 49 – Infrastructure Programs Capital Projects

Ms. Montez commented this department's 2018 budget at \$195,405 will decrease by \$25,278, to \$170,127, or down at 12.94 percent. The decrease is in the salaries and benefits line item due to reclassifying a vacant position into a field inspector position giving us a savings. She said this also will help offset the quality tech position under Department 21 Facility Management.

Department 50 – Marketing & Communications

Mr. Cruz-Aedo helped in putting this department's proposed budget based on the currently level of activity, and is proposed to increase by \$21,343, or 3.80 percent from \$561,857 in 2018 to \$583,200 in 2019. The FTEs will remain at 3 employees of 1 Director of Marketing, 1 Production Coordinator and 1 Ambassador of Marketing. The line in materials and supplies increase of \$56,355 is based on the addition of a camera and a line share of maintenance of bus wraps, offset by a significant increase in our advertising. He said the other line item has enhanced marketing programs for outreach, and advertisements as we fund the new campaigns for the service changes coming up in 2019.

Department 52 – Security

Mr. Rendón commented the FTEs will remain at 2 employees, a Director of Safety & Security and 1 Safety Coordinator. This department provides safety and security of all transfer stations, buses, bus routes assisted by the rovers, and at Bear Lane Operations and Staples Street Center facilities. He proposes a 7.78 percent increase from \$1.262 million in 2018 to \$1.361 million, or \$98,198 change. The increase in services line item is for the law enforcement services contract started in January for the first year, and now the second year includes a \$2 per hour increase for 2019. He said the materials and supplies includes the purchases in 2018, and will be at a \$2,000 decrease, and utilities line item decreased by \$3,300 as they were transferred to the Bear Lane facility costs. Mr. Rendón stated for the insurance line item, the agency has been working with TML

who recommend a tenure of 10 years and the agency requested a survey from them which they valued Staples Street at \$15.5 million although we insured it for \$29.5 million in 2018. He said with the help of Roland Barrera for this task, he told us TML would pay out 150 percent of the value of the building and Mr. Barrera advised us to go with their TML estimated value. Mr. Rendón commented we should receive a re-rate number in November and he will provide it to the Board at the November Committees meetings.

Mr. Saldana provided an overview and stated on each department's 2018 budget versus the proposed 2019 budget of their percentages and amount of change. Revenue side will be shown in November and will be presented with the projection. He said the total proposed budget for 2019 is \$32,824,716 million with a change of \$3.055 million from 2018 budget of \$29,769,629, or 10.26 percent increase.

Mr. Reeves adjourned the Budget Workshop #2 meeting at 11:19 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary

**REGIONAL TRANSPORTATION AUTHORITY
BUDGET WORKSHOP #3
MEETING MINUTES
WEDNESDAY, OCTOBER 24, 2018**

Summary of Actions

1. **Heard 2019 Budget Workshop #3**
 - a) **Depreciation**
 - b) **Debt Service**
 - c) **5 Year CIP**
 - d) **5 Year Financial Plan**
 - e) **Sub-Recipient Agreements Budget**
 - f) **Street Maintenance Allocation**
 - g) **Staples Street Center Budget**
 - h) **Port Ayers Cost Center**
 - i) **Special Projects Budget**

The Budget Workshop #3 for the Regional Transportation Authority Board of Directors met at 9:30 a.m. on Wednesday, October 24, 2018 at the CCRTA Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas.

Board Members Present: Edward Martinez, Tom Niskala, Patricia Dominguez, Philip Skorbarczyk, Matt Woolbright, Glenn Martin, Michael Reeves, Dan Leyendecker, George Clower and Anne Bauman

Board Members Absent: Scott Harris

Staff Present: Jorge Cruz-Aedo, CEO; Shannon Dial, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Monica Jasso, Dena Linnehan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, Jeremy Sirio and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Mr. Michael Reeves called the workshop to order at 9:29 a.m.

Heard Budget Workshop #3

Mr. Robert Saldaña provided a background on workshops #1 and #2, and commented workshop #3 will cover Depreciation, Debt Service, Final 5-Year CIP, Final 5-Year Financial Plan along with the budgets for Sub-Recipient Agreements, Street Maintenance Allocation and Special Projects Budget, and Staples Street Center and Port Ayers Cost Center. He also said we have posted a Public Hearing Notice for a meeting to be held on Wednesday, November 7, 2018 at the November Board Meeting for the Public's comments, and would also like to submit the FY2019 CCRTA Budget for approval.

He commented on several of our service facts to include 37 services; 5 express routes, 29 fixed routes, 2 demand response vehicles, taxi services, and 1 demand response shuttle. Mr. Saldaña also commented on the B-Line Paratransit service, vanpool, and stated the agency covers 841 square miles in 9 communities. There are 5.4 million passenger trips, 1,338 bus stops, 4 transfer stations, 3 park 'n ride locations, and our fleet consists of 70 fixed route vehicles during peak time and total fixed route of 93 vehicles. He said the total of B-Line vehicles is 34 buses. The total annual hours system-wide are 372,104 with total annual service miles at a little over 5.96 million. He continued with annual operating expenses are at \$30.99 million, passenger fare revenue is \$1.69 million with an annual farebox recover of 5.5 percent. Several charts were displayed with budget details by each category.

Depreciation

Mr. Saldaña stated we currently depreciate 100 percent of any locally funded project, and 20 percent our Federal portion of any CIP project we have. For 2019, we are projecting \$4.28 million, or \$110,714 less than 2018, or a 2.5 percent change for assets.

Debt Service

Mr. Saldaña commented on November 20, 2013, the CCRTA issued revenue bonds totaling \$22 million with maturity dates through December 1, 2038. These bonds were to finance the construction of the Staples Street Center, and \$11.5 million were non-taxable leaving the remaining \$10.5 million as taxable. Two payments are issued per year; interest only of \$500,000 due May 1ST, and principal and interest due December 1ST at \$1 million, so for 2019, we are budgeting \$1.6 million same as 2018.

2019 Capital Improvement Projects (CIP)

He commented the agency is proposing about \$5.4 million in projects for 2019, with \$2.2 million of those projects federally funded and the remaining \$3.2 million funded locally. A chart of line items for the 2019 CIP was presented and Mr. Saldaña provided details for each with the proposed budget amounts to include amounts from federal and local funds. In the chart a few of the line items are for vehicles and fleet replacements, IT email, office, computer and server equipment to replace or update, fencing repair at Bear Lane, maintenance equipment to keep buses in good working order, and a few construction type items for school projects. A few highlights are the RFP to be sent out next year, will be for 16 paratransit buses needing replacement to smaller buses at lower volume/paratransit routes, at a cost of \$1.8 million, including the replacement of the Port Aransas fleet at \$85,000. A few others are for bus shelter, bus stop and bus turn-out construction at Cunningham and South Park Middle School at \$350,000; Del Mar South Campus bus shelter amenities at \$209,588; demolition of MV building at \$60,996; Dismis Charities land purchase at \$750,000; and Port Ayers renovation project at \$897,064. He commented the proposed 2019 CIP budget is for \$5.37 million with \$2.18 million federally funded, and \$3.18 from local funds.

Mr. Reeves mentioned to Mr. Saldaña this was the time for the other board members to vet questions and comments to Staff before taking to the Board for approval. Mr. Saldaña commented any item \$50,000 or more will come back to the Board for

approvals, and said any item with more than one year of life and is \$5,000 or more in value is considered a capital item. General discussions between Board members, CEO and Staff in length were addressed and summarized below.

Ms. Anne Bauman asked about the electric charging unit at Staples Street Center if it would be available to the Public. Mr. Saldaña commented this item was being discussed internally and the agency is researching all details, requirements and any fees to operate for public use.

Mr. Dan Leyendecker asked if consulting fees in the Port Ayers Renovation project are counted as CIP, and where the ongoing fees, those the agency receives annually from the consulting community, and are these counted as CIP. Mr. Saldaña commented these are for the 2019 budget. Ms. Montez said some of these fees are imbedded in her projects, some go through the Operating budget, and said majority will have the A/E portion bid out, so there are no assets for 2019 on the list of line items in this CIP.

5-Yr Capital Improvement Projects (CIP)

2019 CIP

Mr. Saldaña continued with a chart with line items proposed for 2020, and provided details of the larger assets with the proposed budget amounts including federal and local funding. He said for 2020, there are 23 Arboc style cut-away vehicles to be replaced at \$5.8 million; \$4.8 federally funding and \$862,472 from local funds. There are 7 supervisor vans to be replaced at \$45,000 each, or \$315,000; \$267,750 federally funded, 47,250 local funds. He said our current vehicles are lower floor and we experience issues with them during heavy rains or flooding. Mr. Saldaña stated the parking lot at Bear Lane has several repairs to be done, so we are proposing for 2020 some concrete replacement at \$875,000. Mr. Leyendecker asked if previous discussions mentioned using federal funds for this item. Mr. Saldaña commented we could potentially use some 5307 or 5339 monies, and once we start discussing 2020-2023, we will decide on a yearly budget, how we will use these monies since some are for buses and vans, or will we put monies aside for these purchases, or use federal grant funding. He also commented on the chart, it shows some federal amounts we know we will be using, while others will be decided on closer to the specific projects.

He said for our DBE percentage we receive is for bus stop improvements to include curb cuts, shelters, bus stop improvements and propose \$1 million; \$800,000 federal funds and \$200,000 local funds for 2020. Mr. Saldaña stated we are at 62 percent compliant with our bus stop improvement program of our 1,338 bus stops. Another line item at \$2.4 million with \$1.9 million from federal funds and \$486,557 locally is for the construction of a bus stop at Del Mar South Campus and we will look for competitive grants for this project. He said there are replacement of hybrid SUV vehicles, local backup server software, Microsoft Office software and replacement proposed for 2020. The Port Ayers Renovation project is projected

to cost \$5 million, and will look at competitive grant for this for an 80/20 split; \$3.9 million federally and \$1 million locally. Mr. Saldaña said the 2020 CIP budget is estimated at \$16.2 million and \$12.3 million coming from federal grant monies and \$3.91 million from our local funds.

2021 CIP

Mr. Saldaña continued with 2021 CIP budget provided details on the highlights for this year with \$1 million in bus stop improvements; \$800,000 federal funds and \$200,000 local. Bus stop amenities are projected to be \$848,377, Carroll High School projected to be \$371,315; City Radio Tower replacement at \$217,502. The projected budget for 2021 is at \$2.7 million and \$1.5 million from federal monies and \$565,000 locally.

2022 CIP

Mr. Saldaña commented the line items begin to get smaller the further out projected. For 2022, the agency is budgeting \$862,645 for bus stop shelter amenities, and \$690,116 will come from federal monies and \$172,529 local funds. He said the largest item projected in 2022 will be for the West Side Station near Del Mar West Campus at \$5.1 million, of that, \$4.08 million are from federal grant monies and \$1.02 million locally. He said so for 2022, our budget is projected to be \$6.06 million; \$4.77 million federally and \$1.29 million locally.

2023 CIP

Again for 2023, bus stop shelter amenities are projected at \$877,222 and the others are operational items needed to include IT switches and server replacements. The total budgeted amount of \$1 million with \$701,778 federally funded and \$286,816 locally funded.

Mr. Cruz-Aedo commended Mr. Saldaña and Staff for providing us a very good 5-Year CIP. He said two factors to consider, are to ensure the agency continues to have local funds as unobligated reserve to do our projects, and to keep FTA of the agency's needs for continued FTA funding with our CIP to demonstrate our needs and that we have a plan.

5-Year Financial Plan

Mr. Saldaña display a chart of the 5-Year Financial Plan which shows how the agency is able to fund all their projects. He said a few assumptions of the plan is for sales tax revenue at 78 percent of our total funding and is dependent upon the given year which we assume will grow 1 to 2 percent per year. Another assumption is that our Fare Box revenue will grow at least 1 percent per year, other income grow at 3 percent per year. He said the biggest driver will be our CIP and how much monies will be required. He provided the breakdown of the \$2.5 million needed in revenue for 2019, non-operating revenue of \$35.9 million and grant revenue of \$6.5 million. Total revenues for 2019 is projected at \$45 million.

He commented we are projected expenses to grow about 8 percent, and total operating and non-operating expenses at \$34 million, capital program expenses at \$5.4 million, Staples Street Center expenses at \$875,153, total debt services at \$2.3 million giving a total of \$43 million in expenses for 2019. He said total revenue in 2019 is budgeted at \$2.6 million excluding depreciation.

Sub-recipient Grant Agreements

Mr. Saldaña said in September we approved \$745,864 sub-recipient grants for 2 separate companies each with 2 projects and is the pass-thru 5310 federal monies we receive.

Street Maintenance Program

He commented this program budget-wise, is from January through December, however, when we collect and reimburse cities back goes from August to July in accordance with the agreement with the cities. He said 2018 on the books from August 2016 through July 2017 sales tax revenue was \$31.4 million, and we will give to the cities \$2.8 million, or 9.00 percent. For 2019, we propose from August 2017 through July 2018, sales tax revenue of \$33.5 million and a \$3 million allocation, or 8.97 percent. Mr. Saldaña displayed a chart of allocation balances for the cities with audited amount as of 12/31/2017, plus the 2018 allocation amounts, less payments/pending showing the balance per city as of 10/04/2018 where we owe \$3.46 million to the cities.

Staples Street Center

Mr. Saldaña provided a chart summarizing the 2018 budget and the proposed 2019 budget. He gave a breakdown of the categories and amounts for 2019 and said the services line item is the largest increase of \$148,043 as the agency is adding 2 additional security guards. He commented when you see higher increases on your budget, generally we cut back in other line items to help offset the increases. Some of those for this budget will be in materials and supplies by \$9,350, utilities by \$22,500 due to renegotiating our gas and electric for the building, and \$500 in savings as there will be no leases or rentals. Mr. Saldaña did say the insurance line item will increase by \$23,223, and the 2019 proposed budget change of 22.51 percent, or \$181,208 has our proposed amount at \$986,323. There are 5.70 FTEs to include 3 custodians, 1 maintenance technician, part-time receptionist and 1 senior administrative assistant.

Port Ayers Cost Center

Mr. Saldaña started with the \$302,640 change for services line item for this budget as these monies are for the demolition of the station shown on the CIP. He said no monies for 2019 in materials and supplies so this line item decreases by \$50,000, utilities also increased by \$16,800 and insurance by \$25,000, and will be a factor when we begin to tear down the building. The monies will be reduced once the current tenant leaves at the end of February per the contract, and then the agency begins this project. Mr. Cruz-Aedo commented the agency purchased the building 'as-is' and that it has beautiful oak paneling, 1980's style solid wood bank furniture in excellent condition, tilework, safety deposit boxes and a vault the agency is looking into the possibility of repurposing to recover some of the demolition costs.

Department 83 – Special Projects

Mr. Saldaña commented this is a new department created for special projects, and for 2019, we have budgeted \$545,000 to cover a comp study at \$45,000, compensation at \$300,000 to cover various positions in the salary and benefits dependent upon what the comp study recommends, and \$200,000 for any unanticipated projects the Board may come to us for at any time.

Mr. Gordon Robinson reported on the innovative service options and provided several slides and details of the new diverse options for the riders. He spoke on the Flex Service, Express Service, the Vanpool Program and our On-Demand Service that offers riders access to bus routes within the first or last mile of their location. He went over the years from 2019 through 2023 to inform the Board the status of these service options to include new developments, expansion of the van pool program and monitoring B-Line ridership levels, and to implement Phase 1 and Phase 2 of the fixed route reformation.

Adjournment

There being no further review of items, the workshop meeting ended at 10:17 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Memo

January 2, 2019

Subject: Adoption of Resolution Designating Certain Persons to Sign Checks

Background

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

Identified Need

In order to establish the new bank accounts with the Frost Bank, it is necessary to identify those individuals with check signing authorization so that the appropriate documents can be processed. Internal controls related to disbursements require dual signatures, and any two of the designated individuals will have the delegated authority to sign checks on behalf of the Agency. For this reason, a resolution is needed to effectuate the process. The resolution and signature page are attached.

Disadvantaged Business Enterprises (DBE)

Since this is a required procedure associate with a service procurement there is no DBE goal.

Financial Impact

There are no costs associated with this action.

Board Priority

Financial Transparency and as part of the legal banking requirements for establishing the bank accounts with the Agency's new Depository Bank.

Recommendation

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority



Resolution

Designation of Persons to Sign Checks

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

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

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

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

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

DULY PASSED AND ADOPTED this 2ND day of January, 2019.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Dan S. Leyendecker
Board Secretary

By: _____
Edward Martinez
Board Chair

Exhibit "A"

REGIONAL TRANSPORTATION AUTHORITY

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

Edward Martinez, Board Chair

Michael Reeves, Board Vice-Chair

Dan S. Leyendecker, Board Secretary

Jorge G. Cruz-Aedo, Chief Executive Officer

Robert Saldaña, Managing Director of Administration

Sharon Montez, Managing Director of Capital Projects
and Customer Services

EXECUTED this 2ND day of January 2019.

Dan S. Leyendecker



Subject: November 2018 Financial Report

SUMMARY: For the month of November, the actual operating departmental expenses of \$2,398,986 came in lower than budget expectations by \$145,568. Total operating expenses, which include a depreciation expense of \$366,535, came in at \$2,765,521. The month ended with a decrease in net assets of \$991,474, which was due to the bond payment of \$1,090,354. The bond payment includes \$575,000 in principle and \$514,953.75 in interest.

Year-to-date, the Agency maintained a negative variance of \$65,303 from the results of operations. The variance is attributed to operated revenues missing budget expectations by \$12,328. The \$52,975 negative balance from operations is due to the forecasting challenges of rising health care costs. These challenges occurred in the latter part of 2017 stemming from the increase in claim settlements.

As of November, we were 91.6% or (\$27,268,971) into the Annual Operating Budget of \$29,769,619, while budget expectations were estimated at \$27,398,378. The \$129,407 variance between the two estimates is due to the timing of the expenses. The approach taken when calculating the \$27,268,971, divides the expenses equally over the 12-month period. Budget expectations are based on the timing of the expenses since some of the expenses may be paid less frequently than the normal monthly cycle; for example quarterly or annually.

Meanwhile, revenues from all sources totaled \$3,173,947 in November. Year-to-date revenues of \$34,518,276 posted \$2,207,149 less than anticipated. Federal Grant Revenue missed budget expectations by \$3,968,387. The shortfall is due to the fiscal characteristics of the federal funding, which greatly influences the time management of our capital projects. Revenues from other sources, specifically from sales tax and investment income provided sufficient increases to offset the shortfall from federal grant revenues. Year-to-date sales tax revenue totaled \$30,858,433 against budget expectations of \$29,403,067, and investment income totaled \$358,962 against a budget of \$72,254.

The overall impact from the year-to-date variances posted a decrease in the net assets of \$1,738,562 for the 11 months ending November 30, 2018. This includes the depreciation expense of \$4,031,885.

UNAUDITED FUND BALANCE AS OF NOVEMBER 30, 2018:

Net Invested in Capital Assets	\$ 62,521,951
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>13,030,743</u>
	\$ 94,971,151

FAREBOX RECOVERY RATIO

Description	11/30/2018	Year to Date
Fare Revenue	\$ 135,515	\$ 1,540,366
Operating Expenses*	2,398,986	27,451,353
FRR	5.65%	5.61%

*Excluding Depreciation

REVENUES

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

Revenue Source	Nov-18	%	YTD	%
Passenger Service	\$ 135,515	4.27%	\$ 1,540,366	4.46%
Bus Advertising	\$ 13,155	0.41%	\$ 129,445	0.38%
Other Revenue	\$ -	0.00%	\$ 587,318	1.70%
Sales Tax Revenue	\$ 2,939,720	92.62%	\$ 30,858,433	89.40%
Grants Operating	\$ -	0.00%	\$ 584,655	1.69%
Grants Capital	\$ -	0.00%	\$ -	0.00%
Investment Income	\$ 42,042	1.32%	\$ 358,962	1.04%
SSC lease income	\$ 39,932	1.26%	\$ 419,684	1.22%
Port Ayers lease income	\$ 3,583	0.11%	\$ 39,413	0.11%
Total Revenue	<u>\$ 3,173,947</u>	<u>100.00%</u>	<u>\$ 34,518,276</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	\$ 2,897,307	\$ 2,579,517	\$ 317,790	12.32%
August	12-Oct-18	\$ 2,834,233	\$ 2,394,859	\$ 439,374	18.35%
September	9-Nov-18	\$ 2,981,496	\$ 3,206,691	\$ (225,195)	-7.02%
October	14-Dec-18	\$ 2,778,625	\$ 2,861,109	\$ (82,484)	-2.88%
November*	11-Jan-19	\$ 2,939,720	\$ 2,570,724	\$ 368,996	14.35%
		\$ 30,858,433	\$ 29,387,422	\$ 1,471,010	5.01%

*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	\$ 2,897,307	\$ 2,549,121	\$ 348,186	13.66%
August	12-Oct-18	\$ 2,834,233	\$ 2,364,463	\$ 469,771	19.87%
September	9-Nov-18	\$ 2,981,496	\$ 3,061,329	\$ (79,833)	-2.61%
October	14-Dec-18	\$ 2,778,625	\$ 2,830,713	\$ (52,088)	-1.84%
November*	11-Jan-19	\$ 2,939,720	\$ 2,540,328	\$ 399,392	15.72%
		\$ 30,858,433	\$ 29,403,067	\$ 1,455,365	4.95%

*Estimated

Operating Revenues

For the month of November, operating revenues of \$148,670 fell short of budget projections by \$15,347. The negative variance is primarily due to shortfalls in passenger services, bus advertising, and other operating revenues. Passenger service revenue was short of the budget by \$11,964, and decreased by \$6,932 compared to 2017. The decrease is a timing issue as the prior month of October experienced greater sales of buses passes in 2018 compared to October 2017. Meanwhile, other operating revenues were zero for the month. These revenues are sporadic and lead to a timing variance.

EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are under budget by \$152,077, or 5.80%. The fare recovery ratio for November 2018 (total passenger fares divided by departmental operating expenses) is 5.65%, and 5.61% for the year to date.

- Salaries & Benefits – November reflects \$1,152,976, which is 0.40% (\$4,599) under budgeted amounts.
- Services – November reflects \$264,590, which is 4.02% (\$11,079) over budgeted amounts.
- Materials and Supplies – November reports \$210,350 which is 26.61% (\$76,260) under budgeted amounts.
- Utilities – November reports \$47,820, which is 2.61% (\$1,284) under budgeted amounts.
- Insurance – November reports \$231,405, of which \$193,589.19 is from health care costs, and \$ 37,816 from property and liability insurance costs. The total costs came in \$29,496 or (11.31%) under budgeted amounts. The positive variance comes as a result of the receipt of stop-loss reimbursements totaling \$41,141 during the month.
- Purchased Transportation – November reports \$542,386, which is \$62,883 (13.11%) 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 – November reports \$20,206 which is \$14,985 (42.58%) 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 November 30, 2018 & November 30, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 135,515	143,855	(8,340)	142,447	(6,932)
Bus advertising	13,155	13,713	(558)	12,176	979
Other operating revenues	-	6,449	(6,449)	678	(678)
Total Operating Revenues	148,670	164,017	(15,347)	155,301	(6,631)
Operating Expenses:					
Transportation	567,489	571,081	3,592	628,715	61,226
Customer Programs	30,498	57,721	27,223	29,851	(647)
Purchased Transportation	542,386	479,503	(62,883)	430,626	(111,760)
Service Development	33,722	33,734	12	34,992	1,270
MIS	70,903	71,866	963	85,610	14,707
Vehicle Maintenance	362,773	418,649	55,876	390,094	27,321
Facilities Maintenance	123,968	143,246	19,278	142,424	18,456
Contracts and Procurements	19,077	20,625	1,548	15,778	(3,299)
CEO's Office	32,256	49,484	17,228	45,748	13,492
Finance and Accounting	39,775	48,265	8,490	33,609	(6,166)
Materials Management	13,649	14,141	492	14,875	1,226
Human Resources	348,838	385,103	36,265	453,171	104,333
General Administration	43,292	45,180	1,888	40,653	(2,639)
Capital Project Management	34,728	35,294	566	17,326	(17,402)
Marketing & Communications	37,063	44,055	6,992	58,483	21,420
Safety & Security	98,569	126,607	28,038	97,289	(1,280)
Total Departmental Expenses	2,398,986	2,544,554	145,568	2,519,244	120,258
Depreciation	366,535	366,535	-	708,333	341,798
Total Operating Expenses	2,765,521	2,911,089	145,568	3,227,577	462,056
Operating Income (Loss)	(2,616,851)	(2,747,073)	130,222	(3,072,276)	455,425
Other Income (Expense)					
Sales Tax Revenue	2,939,720	2,540,328	399,392	2,750,231	189,489
Federal, state and local grant assistance	-	149,661	(149,661)	535,183	(535,183)
Investment Income	42,042	6,490	35,552	11,944	30,098
Gain (Loss) on Disposition of Property	-	-	-	36,118	(36,118)
SSC Expenses	(70,347)	(76,855)	6,508	(71,357)	1,010
SSC Lease Income	39,932	38,185	1,747	33,908	6,024
Port Ayers Cost Center	3,583	(4,167)	7,750	-	3,583
Debt Service	(1,090,354)	(1,090,354)	-	(1,089,413)	(941)
Subrecipient Grant Agreements	(3,514)	(22,662)	19,148	(8,726)	5,212
Street Improvements Program for CCRTA Region Entities	(235,685)	(235,685)	-	(252,623)	16,938
Non-Operating Income (Loss)	1,625,377	1,304,941	320,436	1,945,265	(319,888)
Change in Net Assets	\$ (991,474)	(1,442,132)	450,658	(1,127,011)	135,537

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended November 30, 2018 & November 30, 2017

	Year to Date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 1,540,366	1,601,585	(61,219)	1,565,910	(25,544)
Bus advertising	129,445	150,848	(21,403)	134,837	(5,392)
Other operating revenues	587,318	517,025	70,293	628,061	(40,743)
Total Operating Revenues	2,257,129	2,269,458	(12,329)	2,328,808	(71,679)
Operating Expenses:					
Transportation	6,237,083	6,401,665	164,582	6,492,750	255,667
Customer Programs	322,112	372,163	50,051	323,387	1,275
Purchased Transportation	5,956,632	5,274,536	(682,096)	5,125,221	(831,411)
Service Development	372,740	393,632	20,892	334,703	(38,037)
MIS	729,251	773,476	44,225	776,996	47,745
Vehicle Maintenance	4,111,246	4,536,728	425,482	4,329,122	217,876
Facilities Maintenance	1,538,160	1,622,564	84,404	1,594,846	56,686
Contracts and Procurements	184,618	193,261	8,643	131,194	(53,424)
CEO's Office	505,109	577,512	72,403	589,879	84,770
Finance and Accounting	458,633	469,980	11,347	407,601	(51,032)
Materials Management	134,077	112,120	(21,957)	158,964	24,887
Human Resources	4,925,729	4,276,257	(649,472)	5,150,575	224,846
General Administration	462,317	542,849	80,532	404,698	(57,619)
Capital Project Management	164,498	181,760	17,262	191,805	27,307
Marketing & Communications	339,501	512,689	173,188	563,343	223,842
Safety & Security	1,009,647	1,157,187	147,540	1,102,288	92,641
Total Departmental Expenses	27,451,353	27,398,378	(52,975)	27,677,372	226,019
Depreciation	4,031,885	4,031,885	-	7,791,663	3,759,778
Total Operating Expenses	31,483,238	31,430,263	(52,975)	35,469,035	3,985,797
Operating Income (Loss)	(29,226,109)	(29,160,805)	(65,304)	(33,140,227)	3,914,118
Other Income (Expense)					
Sales Tax Revenue	30,858,433	29,403,067	1,455,366	29,404,090	1,454,343
Federal, state and local grant assistance	584,655	4,553,039	(3,968,384)	4,412,474	(3,827,819)
Investment Income	358,962	72,254	286,708	68,750	290,212
Gain (Loss) on Disposition of Property	-	7,575	(7,575)	36,118	(36,118)
SSC Expenses	(621,476)	(748,210)	126,734	(558,181)	(63,295)
SSC Lease Income	419,684	420,031	(347)	308,181	111,503
Port Ayers Cost Center	39,413	(45,833)	85,246	-	39,413
Debt Service	(1,518,236)	(1,518,236)	0	(1,514,815)	(3,421)
Subrecipient Grant Agreements	(41,351)	(249,283)	207,932	(96,278)	54,927
Street Improvements Program for CCRTA Region Entities	(2,592,537)	(2,592,537)	(0)	(2,778,853)	186,316
Non-Operating Income (Loss)	27,487,547	29,301,867	(1,814,320)	29,281,486	(1,793,939)
Change in Net Assets	\$ (1,738,562)	141,063	(1,879,625)	(3,858,741)	2,120,179

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

	Unaudited November 30 2018	Audited December 31 2017
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,208,941	\$ 20,728,310
Investments	5,101,881	5,025,996
Receivables:		
Sales and Use Taxes	5,718,345	5,753,658
Accrued Interest	26,581	20,473
Federal Government	210,909	1,663,575
Other	203,775	180,223
Inventories	643,872	550,134
Prepaid Expenses	500,580	362,729
Total Current Assets	<u>33,614,884</u>	<u>34,285,098</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,644,794	1,611,302
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,407,608	23,407,608
Other Improvements	5,442,159	5,442,159
Vehicles and Equipment	56,807,562	56,807,561
Construction in Progress	3,401,856	3,407,006
Current Year Additions	1,182,822	-
Total Capital Assets	<u>149,239,655</u>	<u>148,061,982</u>
Less: Accumulated Depreciation	<u>(65,861,402)</u>	<u>(61,977,502)</u>
Net Capital Assets	<u>83,378,253</u>	<u>86,084,480</u>
Total Non-Current Assets	<u>85,023,047</u>	<u>87,695,782</u>
TOTAL ASSETS	<u>118,637,931</u>	<u>121,980,880</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	3,411,606	3,411,606
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>122,049,537</u></u>	<u><u>125,392,486</u></u>

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

	Unaudited November 30 2018	Audited December 31 2017
	<u> </u>	<u> </u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	381,424	2,854,439
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,863,203	3,068,313
Other Accrued Liabilities	1,003,897	690,537
Total Current Liabilities	<u>4,603,432</u>	<u>7,543,197</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,245,000	19,245,000
Compensated Absences	195,210	195,210
Net Pension Liability	2,383,237	2,383,237
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>22,195,204</u>	<u>22,195,204</u>
TOTAL LIABLILITES	<u>26,798,636</u>	<u>29,738,401</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	479,174	479,174
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>27,277,810</u>	<u>30,217,575</u>
Net Position:		
Net Invested in Capital Assets	62,521,951	66,264,480
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,638,474	27,299,129
TOTAL NET POSITION	<u>\$ 94,771,727</u>	<u>\$ 95,174,911</u>

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

	<u>11/30/2018</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 244,890
Cash Received from Bus Advertising and Other Ancillary	77,068
Cash Payments to Suppliers for Goods and Services	(282,282)
Cash Payments to Employees for Services	(1,044,124)
Cash Payments for Employee Benefits	(254,513)
Net Cash Used for Operating Activities	<u>(1,258,961)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,981,496
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(7,028)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,974,468</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	-
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	(575,000)
Interest and Fiscal Charges	(515,354)
Purchase and Construction of Capital Assets	(280)
Net Cash Provided by Capital and Related Financing Activities	<u>(1,090,634)</u>
Cash Flows from Investing Activities:	
Investment Income	34,773
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>34,773</u>
Net Increase in Cash and Cash Equivalents	659,646
Cash and Cash Equivalents (Including Restricted Accounts), November 1, 2018	22,194,089
Cash and Cash Equivalents (Including Restricted Accounts), November 30, 2018	\$ <u>22,853,735</u>

RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, November 15, 2018

Advisory Committee Members Present: John Longoria, Richard Balli, Joyce Lopez, Donnie Contreras and Randall Chisamore

Advisory Committee Members Absent: Tammye Salinas, Celia Mendez and Rhonda Alvarez

Board Members Present:

Staff Present: Susan Teltschik, Sharon Montez, Melanie Gomez

MV Present:

Employee Representative(s) Present:

Call to Order: Mr. John Longoria called the meeting to order at 12:09 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: None

Action to Approve Meeting Minutes of October 18, 2018: approved as presented.

MR. CONTRERAS MADE A MOTION TO ADOPT THE RCAT MINUTES OF OCTOBER 18, 2018 AS PRESENTED; MR. BALLI SECONDED THE MOTION. LOPEZ, CHISAMORE AND LONGORIA VOTING FOR. SALINAS, MENDEZ AND ALVAREZ WERE ABSENT.

Discussion of 3rd Quarter Unsung Hero Award:

Kurt Beuhman & Willis Massey were unanimously chosen to be the 3rd Quarter Unsung Heroes. A customer stated in July she was on the Bline when it experienced mechanical problems and there was no A/C.

Mr. Beuhman did everything he could to make sure she was cool. She stated he was very thoughtful. Mr. Massey came to take the customer to her destination.

Committee Reports:

Committee for Persons with Disabilities (CFPWD) Update:

Mr. Balli informed the committee of the ADA citation count. The total year to date citations for 2017 were 1,975. For 2018, from January through October there are already 3,415 citations, disabled parking, blocking the architecture and blocking the sidewalks.

September No-Show/Eligibility Appeals

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

Eligibility Appeals:

None scheduled for November.

Discussion of Route Evaluation Form:

Mr. John Longoria discussed the draft of the Route Evaluation Form to be used for feedback to the Board of Directors. Mr. Longoria stated the highlighted items will be consolidated into one question giving more space on the form for handwritten comments. Ms. Sharon Montez informed the committee of the additional questions that were sent in to be included on the form and stated how they will be included on the form. Plans are to have the form approved in the January RCAT Meeting so the form can be sent to the February Board for final approval along with the necessary changes to the Bylaws.

RCAT Liaison's Report:

Ms. Sharon Montez presented the Demolition of the Six Points Transfer Station. Ms. Montez explained the process the Agency went through to get approval for the demolition. Ms. Montez explained the demolition process and stated the estimated completion date is the end of December 2018.

Ms. Sharon Montez stated the MV Paratransit service contract 2-year option was approved by the Board for the new term to begin in January a total of \$12 million, \$6 million per year.

Ms. Sharon Montez advised the committee of the 2019 Proposed Holiday and Service Levels for the CCRTA.

Chairperson's Report:

Mr. John Longoria shared the upcoming meeting dates with the committee.

Informational Items:

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

Mr. John Longoria adjourned the meeting at 12:35 p.m. The next meeting will be held on Thursday, January 17, 2019.

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/5/2018 Board	4.	Edward Martinez	In reference to the Update on RCAT Activities, Mr. Martinez asked if there were any vacancies on the committee.	Ms. Montez stated there was one vacancy left on the committee but an application has been received and should be brought to the January Board for approval.	12/5/2018
12/5/2018 Board	10.	Scott Harris	In reference to the Stakeholders Presentation, Mr. Harris asked for clarification on the economic data information "Every \$1 invested in public transportation generates \$4 in economic returns" asking if this information is transit as a whole or specific to the region.	Mr. Cruz-Aedo stated the information came from APTA (American Public Transportation Association) and is transit as a whole.	12/5/2018
12/5/2018 Board	10.	Scott Harris	In reference to the Stakeholders Presentation, Mr. Harris asked if it is worth doing an economic impact study how the Agency effects our specific region.	Mr. Saldana stated an economic impact study was completed within the past few months. Mr. Cruz-Aedo stated the Agency would revisit that information.	12/5/2018
12/5/2018 Board	13.	Michael Reeves	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Reeves asked if the smart shelter will have plug-in outlets similar to the ones at Veterans Memorial High School.	Ms. Montez answered in the affirmative and stated there will be USB ports.	12/5/2018
12/5/2018 Board	13.	Anne Bauman	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Ms. Bauman asked how many bus stops have the plasma screens, and asked the purpose of the plasma screen.	Ms. Montez stated the Agency is just starting these new prototype pilot models and currently none of the bus stops have a plasma screen which offer real time information.	12/5/2018

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/5/2018 Board	13.	Anne Bauman	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Ms. Bauman asked for clarification on the security measures for the plasma screens and the solar panels.	Ms. Montez stated the Agency will enclose the plasma screens to protect them from the elements and vandalism. Ms. Montez also stated several of the Agency's bus stops have solar panels and none have been damaged or stolen.	12/5/2018
12/5/2018 Board	13.	Tom Niskala	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Niskala asked for clarification on the standards for bus stops in terms of boardings, requesting the threshold.	Ms. Montez stated the Agency standard for boardings for a shelter is 30, but when the bus stop is near trip generator, near senior center	12/5/2018
12/5/2018 Board	13.	Tom Niskala	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Niskala asked for clarification on standards for school districts and asked if they are willing to provide financial support	Ms. Montez stated she and Mr. Cruz-Aedo met with Dr. Hernandez, Superintendent of the CCISD to enhance the partnership, and they did discuss funding in the future.	12/5/2018
12/5/2018 Board	13.	Edward Martinez	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Martinez asked for clarification on the role of the Agency's oversight on the project.	Ms. Montez stated the architect of record works closely with her, they will be in constant communication. The Agency will be at the jobsite on a regular basis to monitor the construction. The Agency's engineer of record will also be involved. The Agency will insure the ADA component is followed.	12/5/2018

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
12/5/2018 Board	13.	George Clower	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Clower asked for clarification on the safety of the riders, asking if the Agency was going to have waypoints or signage directing the riders to use the crosswalks and asking if the Agency has had talks with the City of Corpus Christi about relocating crosswalks.	Ms. Montez stated the Agency has not yet spoken with the City of Corpus Christi but will speak with them in the future.	12/5/2018
12/5/2018 Board	13.	Matt Woolbright	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Woolbright asked for clarification on bus stops 917 & 916 on McArdle, asking if they are going to continue to operate.	Ms. Montez stated at this time the Agency is still in the process of evaluating the bus stops.	12/5/2018
12/5/2018 Board	13.	Matt Woolbright	In reference to the Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School, Mr. Woolbright asked for clarification on the money to be used on this project, asking if this local money.	Ms. Montez answered in the affirmative.	12/5/2018

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/18/2018			ADMINISTRATIVE AND FINANCE COMMITTEE MEETINGS CANCELLED		

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/28/2018			<p align="center">OPERATIONS AND CAPITAL PROJECTS COMMITTEE MEETINGS CANCELLED</p>		