



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, September 23, 2020

TIME: 8:30 a.m. **Administration & Finance Committee Meeting, and
Operations & Capital Projects Committee Meeting**
(estimated at 9:30 a.m., although to be held immediately
following the Administration & Finance Committee Meeting)

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

ADMINISTRATION & FINANCE COMMITTEE

PATRICIA DOMINGUEZ (Chair)

Lynn Allison ~ Glenn Martin ~ Michael Reeves ~ Eloy Salazar

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of August 26, 2020	P. Dominguez	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Dailey-Wells Communications for a Mobile Radio Feature Upgrade	R. Saldaña	3 min.	Page 4 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Staff to release a Bundled Services RFP to solicit proposals for portfolio management services for the CCRTA Defined Benefit Plan and Trust and the 403(b) Defined Contribution Plan and Trust	R. Saldaña	3 min.	Pages 5-7 PPT ATTACHMENT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for	R. Patrick	3 min.	Pages 8-9 PPT

	Proposals (RFP) for a Bus and Bench Advertising Contract for three years with one two-year option			
9.	Adjournment	P. Dominguez	1 min.	-----

Total Estimated Time: 22 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

DAN LEYENDECKER (Chair)

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	M. Rendón	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
<p><u>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</u></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrt.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Operations & Capital Finance Committee Meeting Minutes of August 26, 2020 (NO QUORUM)	D. Leyendecker	3 min.	Pages 1-2
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Maintenance Uniform Rental Services	D. Majchszak	3 min.	Pages 3-4 <i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Last Option Year with Evergreen Lawn and Landscape for Bus Stop Cleaning Services	S. Montez	3 min.	Pages 5-7 <i>PPT</i>
8.	Adjournment	D. Leyendecker	1 min.	-----

Total Estimated Time: 19 min.

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BOARD OF DIRECTORS BUDGET WORKSHOP #5

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2021 Budget Workshop #5 a. Dept. 01 – Transportation b. Dept. 03 – Purchased Transportation c. Dept. 04 – Service Development d. Dept. 11 – Vehicle Maintenance e. Dept. 43 – Materials Management	R. Saldaña	45 min.	<i>PPT</i>

Total Estimated Time: 45 min.

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On **Friday, September 18, 2020** 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.

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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 26, 2020**

Summary of Actions

1. Roll Call
2. Safety Briefing
3. Receipt of Conflict of Interest Affidavits
4. Opportunity for Public Comment
5. Action to Approve the Administration & Finance Committee Meeting Minutes of June 24, 2020.
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Adopting a Resolution for Electrical Services with the Texas Coalition for Affordable Power
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Amend the Pension Funding Policy for the Defined Benefit Plan to comply with the language required by the Pension Review Board
8. Adjournment

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

Call to Order & Roll Call

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

Board Members Present Lynn Allison, Glenn Martin and Eloy Salazar. Patricia Dominguez arrived at 8:31 a.m. Board members attended remotely.

Board Members Absent Michael Reeves.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez (remotely), Rita Patrick, Mike Rendón and Robert Saldaña.

Public Present ***DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.***

Public Comment may be provided in writing, limited to 1,000 characters, by using the **Public Comment Form** online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and **MUST** be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

No public comment received in-person or online. No public attended.



Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Administration & Finance Committee Meeting Minutes of June 24, 2020

MS. LYNN ALLISON MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JUNE 24, 2020. MR. ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, MARTIN AND SALAZAR VOTING IN FAVOR. ABSENT REEVES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Adopting a Resolution for Electrical Services with the Texas Coalition for Affordable Power

Mr. Robert Saldaña reported on the background back in 2002 when the agency joined South Texas Aggregation Project (STAP) in order combine our purchasing power with other agencies and municipalities to get better electrical pricing. He said in 2011, STAP merged with Cities Aggregation Power Project (CAPP) and formed Texas Coalition for Affordable Power (TCAP). He mentioned we are currently in a 5-year contract that will expire in 2022. Mr. Saldaña said the agency would like to enter into a Strategic Hedging Program (SHP) that will allow us to purchase one-twelfth of the annual supply every two years out. He said this will provide us the lowest market price and reduce carrying charges and risk premiums that longer contracts must charge. He said every 3 to 5 years TCAP will issue an RFP to vet 20 plus creditworthy suppliers in order to get the best pricing by purchasing 1.3B kilowatts of power annually, thus giving us the best reduced pricing per kilowatt. Mr. Saldaña stated the CCRTA uses about 5.2M kilowatts per year, and our contracted price per kWh from 2014 to 2017 was at \$0.07485. He said for 2018 to 2022 our contracted price is \$0.03649/kWh, or have cut the previous costs by half. Mr. Salazar asked several questions that Mr. Saldaña commented he will provide answers to his questions to him and the Board. Mr. Saldaña also commented pricing we currently receive is no longer based on a 5-year block pricing even though our contract is a 5-year contract. He said we are only modifying the way we purchase the power, in one month at a time blocks, two years out, instead of in 5-year blocks annually to make sure we are getting the best pricing as our contract will not expire until 2022.

MR. SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ADOPTING A RESOLUTION FOR ELECTRICAL SERVICES WITH THE TEXAS COALITION FOR AFFORDABLE POWER. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, MARTIN AND SALAZAR VOTING IN FAVOR. ABSENT REEVES.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Amend the Pension Funding Policy for the Defined Benefit Plan to comply with the language required by the Pension Review Board

Mr. Robert Saldaña reported the Texas Government Code Section 802.2011 requires now that we add a clause in our Defined Benefit Plan (DBP) to achieve 100 percent funded level ratio in our plan. He said last year in September, prior to legislature requirements, the Board approved a funding ratio for the DBP between a range from 85 to 95 percent on a year-to-year basis giving us a floor level where we are able to add funds should it fall lower than the 85 percent, we could contribute more that year to get back into a range we are comfortable with. He said with the new legislature, this will allow us to move towards the 100 percent funding over time. In 2019, the target contribution to the DBP for the reporting period was calculated to attain 100 percent funded over a 15-year period, the amortization period of the plan. He said the 85 percent is the floor level. Mr. Saldaña commented on the items the agency also considers when reviewing the funding level ratio annually to include a review of the funding level, additional contributions to improve the funded status, review the actuarial assumptions, utilize asset smoothing in actuarial value of assets, review of mortality tables, review of the amortization policy, expected rate of return or discount rate and an annual review of the plan's financial position. A slide was presented showing a chart of the historic funding ratios from 2014 through 2019 and in alignment with the implementation of the GASB Statement No. 68, as amended by the GASB Statement No. 71.

Mr. Dan Leyendecker recommended to add the verbiage of the 5-year smoothing average to the motion. After general discussion, everyone agreed to add this to the motion. Mr. Saldaña commented we will amend it with this verbiage to Amend the Pension Funding Policy for the Defined Benefit Plan to comply with the language required by the Pension Review Board to read as follows; "Amend the Pension Funding Policy for the Defined Benefit Plan to comply with the language required by the Pension Review Board and change the target funding ratio from the range of 85% to 95% to a long-term target funding ratio of 100% with an annual target funding ratio above 85%. The target funding ratio will be calculated as the Actuarial Accrued Liability divided by the Actuarial Value of Assets, which uses the 5-year smoothing method."

MR. SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AMEND THE PENSION FUNDING POLICY FOR THE DEFINED BENEFIT PLAN TO COMPLY WITH THE LANGUAGE REQUIRED BY THE PENSION REVIEW BOARD AS AMENDED IN GENERAL DISCUSSION. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. ALLISON, DOMINGUEZ, MARTIN AND SALAZAR VOTING IN FAVOR. ABSENT REEVES.

Adjournment

There being no further review of items, the meeting adjourned at 8:56 a.m.

Submitted by: Dena Linnehan



Subject: Award a contract to Dailey-Wells Communications for a Mobile Radio Feature Upgrade

Background

The CCRTA is part owner of the City of Corpus Christi Radio Communications System that provides public safety communications. This system provides the critical public safety and public service communications for the agencies throughout Nueces County and the surrounding area. RTA currently operates on this system. The current radio system is in the process of being updated to P25 compliance and RTA's mobile radios need to be upgraded to P25. Currently all RTA buses have a mobile radio.

Identified Need

The current radio agreement with the City of Corpus Christi has Dailey-Wells Communications as the primary maintenance firm. Dailey-Wells Communications is the only authorized L3 Harris Corporation Network Solutions Provider to provide system sales and service support to this system and all agencies operating on this communications system.

Financial Impact

Funds for the Mobile Radio Upgrade were identified in the MIS 2020 Capital Budget using local funds. The total cost for the Mobile Radio Upgrade is \$97,495.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Dailey-Wells Communications for a Mobile Radio Feature Upgrade.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Authorize Staff to release a Bundled Services RFP to solicit proposals for portfolio management services for the CCRTA Defined Benefit Plan and Trust and the 403(b) Defined Contribution Plan and Trust

Background

CCRTA sponsors two retirement plans for its employees both are currently administered by the Principal Financial Group (PFG): The ***RTA Employees Defined Benefit Plan and Trust (DB Plan)*** and the ***RTA Employees Defined Contribution Plan and Trust (DC Plan)***.

The ***DB Plan*** is a benefit pension plan that guarantees a specific monthly benefit upon retirement calculated on a set formula. Because CCRTA and employees do not participate in the Social Security System, the Authority maintains the DB Plan.

Unlike the Social Security System, employees do not contribute to the Plan because it is totally fund by the Authority. The only source of contributions is determined annually based on the actuarial valuations. CCRTA is responsible for making sure that there are sufficient funds in the plan to eventually payout retirement benefits even if plan investments do not perform well. As a result of this fiduciary responsibility, CCRTA has since the creation of the retirement plan outsourced the administration and custodial duties to firms specializing in this field. The DB Plan assets are maintained under a trust agreement with *The Principal Financial Group, formerly Wells Fargo Institutional Retirement & Trust Business*. Trust assets are invested in accordance with the Investment Policy Statement approved by the Board of Directors. Administration costs are paid by the plan for custodial and administrative services.

The ***DC Plan*** is a IRS code section 403(b) defined contribution plan that is a condition of employment. Employees are required to contribute 7.51% of their earnings. The overall objective is to enable eligible employees to save for retirement.

The contributions and distributions of the DC Plan are also administered and paid by the trustee, The Principal Financial Group. CCRTA is responsible for selecting an investment fund lineup in accordance with the Investment Policy Statement while employees are responsible for investing their accounts into the funds offered. Administration costs are paid by the plan for custodial, administrative and recordkeeping services.

The portfolio management services for both CCRTA sponsored retirement plans are currently being provided by *The Principal Financial Group, formerly Wells Fargo Institutional Retirement & Trust Business*. The scope of their services since 2010 have been limited to the recordkeeping, administrative, custodial and other ancillary participant functions of the retirement plans.

Management is in the opinion that the scope of services need to be extended to include Investment Advisory functions. These services would allow recommendations to management and committees on fund selection and on investments that are underperforming against their benchmark. In addition, most investment advisory services include in their core services ancillary functions such as fiduciary support and education at the committee level and participant support and training to assist them in making investment and retirement readiness decisions at no additional cost.

Attachment to this document includes details regarding each Plan

Identified Need

The Employee Retirement Income Security Act (ERISA) requires the prudent selection and monitoring of the plan's provider. While no additional guidance has been given from the DOL, it is industry best-practice to issue an RFP for administrative and advisory services every 3-5 years. During its July 28, 2020 Investment Committee Meeting, the Texas Pension Review Board noted proper operational practice is to issue an RFP every 3-5 years.

Typically, the outcome of an RFP is reduced pricing along with enhanced services. CCRTA may not see total fees reduced, given the scope is to be extended to include Investment Advisory functions, but may see reduced custodial, administrative and recordkeeping fees. However, the Advisory Services will allow the opportunity for considering recommended strategies to address underperforming investments in a responsive timeframe. Moreover, the educational enhancements that are typically available to assist participants in making investment and retirement decisions at no additional cost increase the value of services and adds to the feasibility of bundling services through a single RFP.

Financial Impact

The cost of services will be paid out of the earnings of the retirement plans.

Board Priority

This Board Priority is consistent with Transparency.

Recommendation


Staff requests the Administration & Finance Committee recommend to the Board of Directors to Authorize Staff to release a Bundled Services Request for Proposals (RFP) to solicit proposals for portfolio management services for the CCRTA Defined Benefit Plan and Trust and the 403(b) Defined Contribution Plan and Trust.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by:


Jorge G. Cruz-Aedo
Chief Executive Officer

DEFINED BENEFIT PLAN

Objective – To earn a rate of return sufficient to match or exceed the long-term growth of the Plan's liabilities through a combination of income and capital appreciation in a manner consistent with the fiduciary standards of ERISA and with sound investment practices.

All full-time employees are included in the plan. Vesting begins at three years of service with full vesting at seven years. The current vesting schedule is presented below:

Years of Service	Vested Percentage
Less than 3 years	0%
3 Years	20%
4 Years	40%
5 Years	60%
6 Years	80%
7 or More Years	100%

Normal Retirement Age	62
Early Retirement	55 with 10 years of service at reduced retirement benefits
Retirement Benefit	2% of average compensation for the final 3 consecutive years of employment
Distribution options	Different forms of annuity payment available. Lump sum payments available to those whose lump sum value is less than \$5,000

DEFINED CONTRIBUTION PLAN 403(b)

Objective – The overall objective is to enable eligible employees to save for retirement by providing tax-deferred savings plan and offering enough funds from distinct asset classes to accommodate a broad range of individual investment goals.

Condition of Employment	Contribute 7.51% of earnings – Full and PT employees
Tax Treatment of Contributions	Pre-tax
Distributions Payable	Upon termination, death, disability or normal retirement age of 62
Distribution Options	Account balance as a lump sum distribution or if distribution reason is retirement, death, or disability a monthly installment arrangement is available
Additional Contributions	Allowed up to 10%
Tax Treatment of Contributions	Taxable, not pre-tax



Subject: Issue a Request for Proposals (RFP) for a Bus and Bench Advertising Contract for three years with one two-year option

Background

The contract is a revenue stream for CCRTA. Currently, CCRTA has a contract with Iconic Sign Group LLC for advertising on:

- Bus benches
- Bus stop shelter ad space
- Inside bus advertising posters
- Outside bus advertising including wraps on both sides of buses and the back where available

The contractor is also responsible for all graffiti removal on the advertisement and general appearance of the advertisement itself.

In 2015, the CCRTA awarded Iconic Sign Group, LLC a 3-year contract with two, one-year options. Note: Due to the impact of COVID-19, CCRTA extended the contract from July 27, 2020 to December 31, 2020.

Financial Impact

2015 Iconic Sign Group Three Year Base Contract with two one-year option (see chart below).

Note: CCRTA shares 1/3 of the revenues with the City of Corpus Christi.

Percentage of Gross	Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base	37% or	\$150,000
First Option Year	37% or	\$175,000
Second Option Year (Original)	37% or	\$200,000

COVID-19 and Street Construction Amended Second Year Option

Current street construction throughout the city and COVID-19's impact on business advertising had adverse results in bus bench advertising.

2019: Reduction in Bus Bench Advertising due to city street construction

2020: Due to COVID-19 impact on advertising revenue the minimum annual guarantee was temporarily lifted with Iconic Signs submitting 37% of revenue collected through bus and bench advertising

Second Option Year (Amended)	37% or	\$180,000
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Board Priority

This item aligns with the Board Priority – Financial Transparency.

RFP Proposed Timeline

RFP Issued	October 7, 2020
Pre-Proposal Conference	October 21, 2020
RFP Submission Deadline	October 28, 2020
RFP Submission Response Deadline	November 4, 2020
Proposal Submission Deadline	November 18, 2020, 3:00 p.m.
Evaluation Team Meeting	November 25, 2020
Action Item - Presented to Board for Approval	December 2, 2020
Contract Effective Date	January 4, 2021

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to issue a Request for Proposals (RFP) for a Bus and Bench Advertising Contract for three years with one two-year option.

Respectfully Submitted,

Submitted by: Rita Patrick
Director of Marketing

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 26, 2020
NO QUORUM**

Summary of Actions

1. Roll Call
2. Safety Briefing
3. Receipt of Conflict of Interest Affidavits
4. Opportunity for Public Comment
5. Action to Approve the Operations & Capital Finance Committee Meeting Minutes of July 22, 2020
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the One (1) Year Option on the Contract to James River Petroleum for Unleaded Fuel Supply
7. Adjournment

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

Call to Order & Roll Call

Mr. Dan Leyendecker called the meeting to order at 9:00 a.m. Ms. Dena Linnehan called Roll and stated a quorum was not present. Mr. Leyendecker asked Staff to present their items, although no action would be taken as a quorum was not present.

Board Members Present Dan Leyendecker, Committee Chair, Anna Jimenez. Board members attended remotely.

Board Members Absent Anne Bauman, Philip Skrobarczyk and Matt Woolbright.

Staff Present Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez (remotely), Rita Patrick, Mike Rendón and Robert Saldaña.

Public Present

DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and **MUST** be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

No public comment received in-person or online. No public attended.



Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He said everyone should report to the Clock Tower at the Station area, and Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter. Mr. Rendon commented to not use the elevators, and if there is a shelter-in-place, we will utilize the west side stairwell area.

Action to receive Conflict of Interest Affidavits

None received.

Action to Approve the Operations & Capital Finance Committee Meeting Minutes of July 22, 2020

NO ACTION TAKEN AS QUORUM WAS NOT PRESENT.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the One (1) Year Option on the Contract to James River Petroleum for Unleaded Fuel Supply

Mr. Derrick Majchszak presented the item for review only as a quorum was not present.

NO ACTION TAKEN AS QUORUM WAS NOT PRESENT.

Adjournment

There being no further review of items, Mr. Leyendecker adjourned the meeting 9:05 a.m.

Submitted by: Dena Linnehan



Subject: Authorize Issuing an Invitation for Bids (IFB) for Maintenance Uniform Rental Services

Background

Due to the nature of the work conducted by Facilities and Vehicle Maintenance, CCRTA rents the uniforms for these employees. Each employee is provided eleven (11) sets of shirts and pants. All garments and related items are furnished, laundered, maintained, picked-up, and delivered to the CCRTA facility by the contractor on a weekly basis. The contractor also provides lockers, entrance mats, and shop towels as part of this service. Approximately sixty (60) employees consisting of Facilities Maintenance, Vehicle Maintenance, and Garage Service Technicians along with Janitorial and Materials Management staff are serviced by this contract.

Identified Need

In order to maintain a professional image, the CCRTA follows strict uniform guidelines. Uniform components require maintenance and replacement in order to ensure front line employees represent CCRTA in a professional manner.

On December 07, 2016, the Board of Directors awarded a two (2) year base contract with a two (2) year option to UniFirst. The two (2) year option ends on December 12, 2020.

Disadvantaged Business Enterprise

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

Financial Impact

The estimated annual amount of the contract is \$60,000 for Maintenance Uniform Rental Services. Total amount of expenditures will be determined on actual usage. Funds are accounted for in the annual operating budgets and the program is locally funded.

The IFB will be structured as a three (3) year base contract with a two (2) year option following Board approval.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing an Invitation for Bids (IFB) for Maintenance Uniform Rental Services.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Exercise the Last Option Year to Evergreen Lawn and Landscape for Bus Stop Cleaning Services

Background

As part of the capital improvements initiative several years ago, the Board of Directors, asked for a significant increase in the number of trash receptacles located at bus stops. Previously, there had been approximately 150 trash receptacles throughout the area. But, after the Board request and subsequent procurement, the trash receptacle count went from 150 to 860 trash receptacles. Thereby, growing the number of trash receptacles in the service area exponentially and requiring additional support resources.

Identified Need

In addition to the 860 trash receptacles, mentioned above, the RTA services 1,343 bus stops throughout our service area, with approximately 198 shelters. The CCRTA's service area is approximately 838 square miles and includes nine cities. By procuring bus stop cleaning services two goals are accomplished. The cleanliness of the stops enhances the overall public image of the CCRTA and provides a clean waiting area for our riders.

The contracted maintenance program for the bus stops includes landscaping, tree trimming around the bus stops, trash and graffiti removal. The service is provided to all stops on a weekly basis.

Analysis

The Request for Proposals (RFP) was a three-year base contract with two (2) one (1) year options. The RFP was issued on September 27, 2016 and a pre-proposal was held October 11, 2016. Four proposals were received on November 1, 2016. Evergreen had the highest technical and overall score with an 83.56 out of 100.

FIRMS	SUBTOTAL (70 Points Max.)	COST (30 Points Max.)	COST FOR FIRST THREE YEARS	TOTAL (100 Points Max.)
Evergreen Lawn and Landscape	64.50	19	\$1,123,102.51	83.56

All proposers had to meet minimum requirements listed below:

- Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
- Have a satisfactory record of past performance;
- Have necessary management and technical capability to perform,

- Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals,
- Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
- Certify that it is not on the U.S. Comptroller General's list of ineligible contractors – signing and submitting the proposal is so certifying. (NOTE: This requirement is only applicable to federally-funded contracts.)
- A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

Also, Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverages listed below having policy limits not less than the dollar amounts set forth: Commercial general liability insurance with minimum policy limits of \$1,000,000 (In the event motor vehicles will be used by Contractor to perform the services specified). Automobile liability insurance with a combined single limit of \$1,000,000.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA

Below please see the list below for the evaluation criteria and associated points:

- | | |
|---------------------------------|--------|
| • Approach and Work Plan | 25 pts |
| • Experience | 25 pts |
| • Qualifications and References | 20 pts |
| • Cost | 30 pts |

Evergreen Lawn and Landscape has over 22 years of experience with a list of clients that include La Palmera Mall, Corpus Christi Housing Authority, First Community Banks, Greenbriar Apartments, and the CCRTA.

The company has performed in a satisfactory manner over the last four years and responds in a timely manner when tasked to address a specific issue. The company interacts with the CCRTA staff in a very professional manner and meets all the requirements of the contract.

Financial Impact

The last option year price is the same as the previous four years annual pricing, at \$374,367.50.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO), or designee to exercise the last option year to Evergreen Lawn and Landscape for Bus Stop Cleaning Services in an amount not to exceed \$374,367.50.

Respectfully Submitted,

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

Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer