



# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, June 2, 2021

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

**LOCATION:** Staples Street Center – 2<sup>ND</sup> Floor Boardroom, 602 North Staples St., Corpus Christi, TX

### BOARD OF DIRECTORS OFFICERS

EDWARD MARTINEZ, Chairman  
 Michael Reeves, Vice Chairman (Adm)  
 Dan Leyendecker, Board Secretary (Ops)

### BOARD OF DIRECTORS MEMBERS

<u>Administration &amp; Finance</u>	<u>Operations &amp; Capital Projects</u>
Patricia Dominguez (Chair)	Anna Jimenez (Chair)
Lynn Allison	Gabi Canales
Dan Leyendecker	Glenn Martin
Eloy Salazar	Michael Reeves
Philip Skrobarczyk	Matt Woolbright

	TOPIC	SPEAKER	EST. TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Linnehan	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and <b>MUST</b> 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>				
6.	Award Recognition – GFOA Certificate of Achievement for Excellence in Financial Reporting Year Ending December 31, 2019	E. Martinez/ J. Cruz-Aedo	10 min.	-----
7.	Update on RCAT Committee Activities	S. Montez	5 min.	-----
8.	Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
9.	Presentation – Self-Funded Health Program	J. Cruz-Aedo/ Roland Barrera	10 min.	PPT
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of May 5, 2021	E. Martinez	3 min.	Pages 1-12

# AGENDA MEETING NOTICE

<b>11.</b>	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.	5 min.	<b>Pages 13-20</b>
	<ul style="list-style-type: none"> <li>a) <b>Action</b> to Approve Issuing a Request for Proposals (RFP) for a Management Information System (pg. 13)</li> <li>b) <b>Action</b> to Approve the Issuance of a Request for Proposals (RFP) for Kleberg Bank Building Sale, Restoration and Repurposing (pgs. 14-15)</li> <li>c) <b>Action</b> to Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service (pgs. 16-17)</li> <li>d) <b>Action</b> to Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations (pgs. 18-19)</li> <li>e) <b>Action</b> to Approve Issuing a Request for Qualifications (RFQ) for Project Management Services (pg. 20)</li> </ul>		
<b>12.</b>	<b>CCRTA's Response to COVID-19</b>	J. Cruz-Aedo	10 min. <span style="float: right;"><i>PPT</i></span>
<b>13.</b>	<b>Presentations:</b> <ul style="list-style-type: none"> <li>a) April 2021 Financial Report</li> <li>b) Procurement Update</li> <li>c) April 2021 Safety &amp; Security Report</li> <li>d) April 2021 Operations Report</li> </ul>	R. Saldaña R. Saldaña M. Rendón D. Majchszak	4 min. <b>Pages 21-31</b> <i>PPT</i> 4 min. <i>PPT</i> 4 min. <i>PPT</i> 4 min. <b>Pages 32-41</b> <i>PPT</i>
<b>14.</b>	<b>CEO Report</b>	J. Cruz-Aedo	10 min. <span style="float: right;"><i>PPT</i></span>
<b>15.</b>	<b>Board Chair Report</b>	E. Martinez	10 min. <span style="float: right;">-----</span>
<b>16.</b>	<b>Adjournment</b>	E. Martinez	1 min. <span style="float: right;">-----</span>
<b>17.</b>	<b>Information Items:</b> Member Inquiry Forms <ul style="list-style-type: none"> <li>1) Board Meeting–May 5, 2021</li> <li>2) Committees Meetings–April 28, 2021               <ul style="list-style-type: none"> <li>a) Administration &amp; Finance</li> <li>b) Operations &amp; Capital Projects</li> </ul> </li> </ul>		

**Total Estimated Time: 1 hr., 31 min.**

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On **Friday, May 28, 2021** 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 MINUTES  
WEDNESDAY, MAY 5, 2021**

**Summary of Actions**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Administered the Oath of Office Appointment to the CCRTA Board of Directors:
  - a) City of Corpus Christi – Gabi Canales
7. Announcement of Committee Appointment by the Board Chair and Action to Confirm Committee Appointment for New Board Member – Gabi Canales
8. Action to Confirm Appointments to CCRTA's Committee on Accessible Transportation (RCAT): a) Dr. Debra Stanley and b) Mr. Robert Box
9. Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects
10. Action to Approve the Board of Directors Meeting Minutes of: a) Board SPECIAL Meeting – February 10, 2021; b) Board Retreat – March 26, 2021; and Board Meeting – April 7, 2021
11. Heard Consent Items –
  - a) Action to Award a contract to Dailey-Wells Communications for Thirty-Five (35) Portable Mobile Radio Purchase (pg. 1)
  - b) Action to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR) (pg. 2)
  - c) Action to Adopt the Revised 2021 Emergency Preparedness Policy (pg. 3)
  - d) Action to Adopt the Revised 2021 Emergency Preparedness Plan (pg. 4)
  - e) Action to Award a Contract to Cummins Inc. for Heavy-Duty Vehicle Filters (pgs. 5-6)
  - f) Action to Exercise Option Year One (1) on contracts with Oil Patch Petroleum, French Ellison, Arnold Oil Company, and Arguindegui Oil Co. for Lubricant & Fluid Supplies (pgs. 7-8)
  - g) Action to Issue an Invitation for Bids (IFB) for Fasteners and Miscellaneous Shop Supplies (pg. 9)
  - h) Action to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles (pg. 10)
12. Heard CCRTA's Response to COVID-19
13. Action to Action to the Lease Renewal with the Metropolitan Planning Organization at the Staples Street Center Building
14. Heard Presentations –
  - a) March 2021 Financial Report
  - b) March Procurement Update
  - c) February & March 2021 Safety & Security Report
  - d) March 2021 Operations Report
15. Heard CEO's Report
16. Heard Chairman's Report
17. Adjournment
18. Informational Items



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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Chairman Edward Martinez called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present**

Edward Martinez, Board Chairman; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; and Directors – Lynn Allison, Gabi Canales, Patricia Dominguez, Anna Jimenez, Glenn Martin, Eloy Salazar, Philip Skrobarczyk and Matt Woolbright.

**Board Members Absent**

None.

**Staff Present**

Jorge G. Cruz-Aedo, CEO; David Chapa, Angelina Gaitan, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Christina Perez, Mike Rendón, Gordon Robinson, Robert Saldaña and Ashlee Winstead-Sherman.

**Public Present**

Messrs. Ben Schmit, MV Transportation; Rob MacDonald, MPO.

**Held Safety Briefing**

Mr. Mike Rendón provided safety information, in the event of an emergency, for the Board of Directors and guests in the audience. He commented that if there is an emergency during this meeting, all directors will exit through the kitchen door and all the staff will exit to my immediate right. All directors will report to the clock tower adjacent to the transfer station. Please do not return back to the building unless an all clear has been given. Mr. Rendón also commented do not use the elevators, and if we have to shelter in place, we will shelter in place in the west side of the building.

**Action to Receive Conflict of Interest Affidavits**

None received.

**Provided Opportunity for Public Comment**

Public Comment has been made available online to the Public on the CCRTA website at the following link: <https://www.ccrta.org/news-opportunities/agendas/>, and none were received online or in-person.

**Administered the Oath of Office Appointment to the CCRTA Board of Directors:**

**a) City of Corpus Christi – Gabi Canales**

Mr. John Bell, CCRTA's legal counsel, performed the honors and read the Oath of Office to swear-in Ms. Gabi Canales to the CCRTA Board of Directors. The Board, CEO and Staff welcomed Ms. Canales.

**Announcement of Committee Appointment by the Board Chair and Action to Confirm Committee Appointment for New Board Member – Gabi Canales**

Chairman Edward Martinez commented we have a new member, Ms. Gabi Canales, who was just sworn-in to our Board. She is replacing our previous board member, Ms. Anne Bauman. We



ask for the Board members to confirm Ms. Canales appointment to the Operations & Capital Projects Committee.

**VICE CHAIRMAN MICHAEL REEVES MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENT FOR NEW BOARD MEMBER – GABI CANALES. BOARD SECRETARY DAN LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Action to Confirm Appointments to CCRTA's Committee on Accessible Transportation (RCAT): a) Dr. Debra Stanley and b) Mr. Robert Box**

Ms. Sharon Montez provided background information on the RCAT Committee, and commented a member is originally appointed to a two-year term except for the chairperson who serves as appointed by the RTA Board. Members may be appointed for up to four consecutive two-year terms. She said that a committee member who has reached the term limit of 8 consecutive years of service may apply for membership after a one-year absence. Ms. Montez also provided some background on each member and then asked the Board to confirm the appointments to the RCAT Committee for Dr. Debra Stanley and Mr. Robert Box.

**BOARD SECRETARY LEYENDECKER MADE A MOTION TO CONFIRM APPOINTMENTS TO CCRTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT): A) DR. DEBRA STANLEY AND B) MR. ROBERT BOX. VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects**

Chairwoman Patricia Dominguez, Committee Chair for Administration & Finance commented that all of the agenda items were reviewed, discussed and passed.

Chairwoman Anna Jimenez, Committee Chair for Operations & Capital Projects commented all agenda items passed. Chairwoman Jimenez asked the Board if she could give a brief overview on the visit with Roush Clean Tech. She reported that she had an opportunity along with Mr. Jorge Cruz-Aedo and Mr. Derrick Majchszak to visit Roush in Detroit, Michigan, and said that it was a great trip. We learned a lot about alternative fuels, more specifically propane, and felt that propane is worth exploring for the CCRTA as far as the possibility of a pilot program. Chairwoman Jimenez commented some benefits of propane that we learned is, the cost effectiveness, refueling pumps run on less electricity, low cost fueling infrastructure, along with the service and warranty of Roush Clean Tech, service parts, is phenomenal and they work with some of the Fords we have purchased. She continued with the safety as far as the fuel tank, is less likely to explode on impact, stainless steel fuel lines and 96% domestic energy source. Chairwoman Jimenez also reported that this is a by-product of oil and natural gas refining, less impact on the environment, non-toxic, non-contaminant, non-carcinogenic and does not contaminate the groundwater. I believe the CCRTA definitely needs to learn more about this and explore the possible pilot program.



**Action to Approve the Board of Directors Meeting Minutes of: a) Board SPECIAL Meeting – February 10, 2021; b) Board Retreat – March 26, 2021; and c) Board Meeting – April 7, 2021**

Director Eloy Salazar commented he would like to amend the April 7, 2021 Board Meeting minutes to reflect Director Philip Skrobarczyk abstaining from Agenda Item No. 13, as Director Skrobarczyk signed an affidavit and Legal Counsel, Mr. John Bell agreed. Board Vice Chairman Reeves commented he would like to make a motion to approve all of the minutes with the exception of item c), with the changes as mentioned by Director Salazar. Chairman Martinez asked Director Allison to make a motion on the motion by Vice Chairman Reeves. Director Allison made a motion to recommend that we approve these minutes notwithstanding Director Salazar's comment on the April 7, 2021 Board Meeting minutes. Director Salazar commented he is just protecting the board member because he did abstain and he also signed the affidavit and that is not reflected in the minutes. Director Salazar also mentioned there was another on the February 10, 2021 Special Meeting Board meeting where there was one nay, and that is not reflected on the minutes. Chairman Martinez asked for an amendment on the February 10, 2021 Special Meeting minutes. Director Matt Woolbright commented the February 10, 2021 had a nay vote and the minutes indicated it was unanimous.

After general discussion on these minutes, Chairman Martinez asked Director Allison to restate her original motion. Director Allison restated her original motion and moved that the Board accept items a) through c) with amendments on items a) and c) as written. Director Salazar seconded the motion.

**DIRECTOR ALLISON MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF: A) BOARD SPECIAL MEETING – FEBRUARY 10, 2021; B) BOARD RETREAT – MARCH 26, 2021; AND C) BOARD MEETING – APRIL 7, 2021 WITH AMENDMENTS AS DISCUSSED ON ITEMS A) AND C) AS WRITTEN. DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Consent Items**

- a) Action to Award a contract to Dailey-Wells Communications for Thirty-Five (35) Portable Mobile Radio Purchase (pg. 1)
- b) Action to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR) (pg. 2)
- c) Action to Adopt the Revised 2021 Emergency Preparedness Policy (pg. 3)
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**DIRECTOR SALAZAR MADE A MOTION TO APPROVE THE CONSENT ITEMS A) THROUGH H). VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION**



**CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

#### **Heard CCRTA's Response to COVID-19**

Mr. Jorge Cruz-Aedo reported our number one concern has been the health, safety and welfare of the community, our employees and our customers, and we have done much in the form of the cleanliness programs. Mr. Cruz-Aedo commented a new program for our employees who are receiving their vaccinations, we are providing them with a \$200 vaccination incentive who show proof they have gotten their shots. He also asked that other employers offer this to encourage their employees to be vaccinated. As part of the COVID-related items, the agency continues to enforce the prevention methods to mitigate the spread of the virus. He commented we still require a mask to ride all buses and when entering all CCRTA facilities, and said this is under the FTA guidelines we must comply with the same as like airlines continue to do.

He reported that we monitor the daily activity of all our employees and ensure that we have masks being worn, we are on a 3-2 weekly work schedule where we work in office three days a week and do virtual work two days a week. He stated that we include all the high-level protocols for cleaning all our facilities which include the facilities, buses, and transfer stations, and also continue to provide masks free for anyone boarding our system. Together we can overcome, get vaccinated, we encourage everyone to do that, and our focus continues to be on vaccination and cleanliness and hygiene for all of our workforce and customers.

Vice Chairman Reeves commented just want to applaud you, Jorge, for your leadership and all your department heads and staff and all the employees that continue to put safety atop of mind and follow these guidelines. I know it has been tough to keep up with what is current and trending, but we have and, and you have done it in a good way and stay ahead of it. Thank you for that.

#### **Action to Approve the Lease Renewal with the Metropolitan Planning Organization at the Staples Street Center Building**

Ms. Sharon Montez took a moment to recognize Mr. Rob MacDonald, the Executive Director of the MPO who is in the audience. The Chairman welcomed Mr. MacDonald. Ms. Montez provide background information on the Metropolitan Planning Organization or the MPO, and that they were the first tenant of the Staples Street Center in 2016 when the building opened. Their office space is located on the 3<sup>RD</sup> floor of this building and leases approximately 2,333 rentable square feet, and is allowed up to 10 unreserved parking spaces for their employees. She said MPO has access to any conference room and facilities for their meetings upon coordination with the agency's staff.

She stated their initial term of the lease was 5 years commencing on June 1, 2016, and will expire May 31, 2021. As part of the initial lease, the tenant has the option to renew the lease for one additional term of 5 years at the fair market rental rate, and the new term will be June 1, 2021 to May 31, 2026. Ms. Montez said the monthly rent is adjusted each year to reflect a 3 percent annual increase, consistent with the increases on the existing lease. She stated the future lease revenue to be generated for the 5-year term is estimated at \$177,080. Mr. Cruz-Aedo commented that the MPO an excellent tenant here at the CCRTA, and their functions are very close and aligned with the things that we do. He said their Executive Director, a gentleman that is easy to reach and get ahold of, and we can talk in the hallways as we need to, so we would strongly recommend that we reconsider the lease and allow them to stay the additional time.



Mr. Rob MacDonald responded to Director Allison's question, that it has been a great relationship so far as Jorge said, but we are not having too many folks visiting. He said that we, like most everyone, have gone to mostly virtual, but we do come in a couple of days in the office, but our visitors, tend to want to call us or meet virtually, but we do go out and meet them too. Mr. MacDonald said that part of our public involvement process is to make ourselves available, so we are mostly virtual, but our traffic is really down to a minimum, although we expect that it will begin to pick up.

**BOARD SECRETARY LEYENDECKER MADE A MOTION TO APPROVE THE LEASE RENEWAL WITH THE METROPOLITAN PLANNING ORGANIZATION AT THE STAPLES STREET CENTER BUILDING. DIRECTOR WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Heard Presentations –**

#### **a) March 2021 Financial Report**

Mr. Robert Saldaña reported this item aligns with the Board Priority of Financial Transparency. Highlights for the month are total revenues exceed expenses by \$2M. He commented this is largely due to the 1<sup>ST</sup> draw down of the 2<sup>ND</sup> wave of the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) stimulus package, where we drew down \$2.3M of the \$6.8M that we will draw down over a 4-month period. Mr. Saldaña commented operating revenues are 98 percent of budget, a little shy of budget. He reported operating expenses are about 2 percent over budget largely due to a little higher increase in medical expenses for the month of March than what we typically see. Our income statement for the month of March, the second column in the chart displayed, he said our actual is \$5.7M in total revenues on a budget of almost \$3.6M, due to the 2<sup>ND</sup> draw down of the \$2.3M CRRSAA funds. Expenses came in at \$3.6M on a budget of \$3.66M, so we have a \$2.1M positive cash flow for the month. Mr. Saldaña reported that revenue by categories, on our revenues, we would like every category to be over 100 percent. You see the only ones that are below 100%, passenger services at about 45 percent or so over passenger lows, as passenger service fares are down about 79 percent, or \$88K. He commented other operating revenue, the \$471,000, is normally the refund that we get back from our use of our CNG, and get this towards the end of the year, so each month we have a little shortfall due to this. Director Woolbright asked for an explanation of the 79 percent, and Mr. Saldaña explained we have agreements with the university, so the contracts are in place and we get X amount of due to these ridership numbers and that artificially inflates percentagewise. Director Woolbright commented if that number were not for take or pay contracts would be effectively 45 percent, and Mr. Saldaña agreed.

Mr. Saldaña reported total revenues of \$5.7M on budget of \$3.6M, or a \$2.1M surplus positive cash flow. A slide displayed a pie chart to show where the monies go with purchased transportation at \$576K, or 19 percent, miscellaneous at \$19K, or 1 percent. He detailed the other categories supplies to keep buses running, \$170K for the month, or 6 percent. He commented we spent about \$8K on COVID related expenses, salaries at \$1M, or 3 percent, benefits, \$706K, or 24 percent, or again a little higher because of medical this month. Services at \$380K, or 13 percent, utilities \$47K, or 1 percent, and insurance \$36K at one percent.





Mr. Saldaña commented on the line item detail of expenses, and of course these are the reverse of them as we want this to be below 100 percent for the month. Salaries \$1M on a budget of \$1.1M, at 93 percent, and mentioned again for our benefits, a little high on the medical side at \$706K which is normally about \$450-460K; Services at \$379K on a budget of \$414K; materials and supplies at \$178K on a budget of \$240K; utilities \$47K on a budget of about \$61K; insurance \$36K on a budget of \$42K; purchased transportation a little over at almost \$576K on a budget of \$520K, and miscellaneous at \$19K on a budget of \$60K. Mr. Saldaña commented the purchase transportation increase was mostly driven by the low volume routes we shifted over to MV, our B-Line side and said the ridership is still low to answer Vice Chairman Reeves question. Mr. Derrick Majchszak, Managing Director of Operations commented our Director of Planning, Mr. Gordon Robinson, will talk a little more about this, and Mr. Majchszak went on to say that when we budgeted, we anticipated a different situation in COVID. He said we were going to increase the passenger count we have for paratransit as we normally have a standard of 2.5 passengers per hour, yet we relaxed that during COVID. He said you can see that MV's ridership is not as down as the fixed route side. Mr. Majchszak stated that we have had some increase in ridership, and we have not put the performance standard back into place to try to encourage social distancing on the B-Line vehicles. The trend rolling monthly for the next portion of the year, Mr. Majchszak commented we may make some shifts to put some ridership lower routes into purchased transportation so there may have been some adjustments there. He said we will need a joint discussion about things like the performance standards, social distancing standards, things like this as we see the pandemic evolve.

Director Woolbright commented if it were just a shift, services side goes down by the amount that the purchase side goes up, otherwise it would make more sense to do it, not shift it to purchase. Mr. Saldaña replied it is not a one for one dollar because fixed route, we pay a higher wage than what the paratransit side pays, so one is a CDL driver, and one is a non-CDL driver, plus the benefits package is different as well, and the purchase is less expensive overall, and more expensive on a per trip basis. Mr. Saldaña commented at some point in June or July we will come back with a budget amendment for us receiving the CARES Act, the CRRSSAA and the 3RD wave of the Recovery Act and you will see the revenue side go up. He said as soon as we decide how to spend that \$17 million on the 3<sup>RD</sup> wave we will have the capital budget adjusted. He mentioned it is more likely in July we will have a budget amendment, both on the capital and revenue side and make these adjustments at that time.

Mr. Saldaña commented on the highlights for year-to-date in March that total revenues over expenses at about \$2M, or 94 percent of budget, department expenses at about 11 percent under budget. He said net income at \$11.5M YTD on a budget of \$10M, expense is about \$9.5M on a budget of \$10.8M, hence a \$2.1M positive cash flow year-to-date-wise. Revenue projections, again \$10.3M on operating revenues, and we have additional revenues coming in from capital and grant donations, as well as a transfer-in to cover our local share of our CIP, or \$11.5M on a budget of \$10M. A pie-chart was displayed for the YTD categories where the monies go; purchased transportation 21 percent, almost \$1.1M; miscellaneous at almost \$62K, or 1 percent; other at \$493K to keep buses running, \$26,500 on COVID expenses YTD. He continued with salaries at \$3M, or 39 percent, benefits almost \$1.5M, or 19 percent; services \$860,844, or 11 percent; utilities \$153K at 2 percent; and insurance almost \$107K at 1 percent. Mr. Saldaña reported for expenses that we are at \$7.7M YTD on budget of \$8.6M, or \$1M in savings. He displayed a February 2021 Sales Tax Trend, or a 13-month representation of our sales tax, and commented



that the blue is actual, red is what we budgeted for the month, with green showing same month prior year. He explained on the February 2021 Sales Tax, especially for our new board member, Ms. Canales, that we receive two months in arrears and have not received for March as it will possibly come in next week. He said our February Sales Tax is only one that we have actuals right now, and we received about \$2.3M in 2021 and in 2020 we received about \$2.6M, or a \$259,954 difference. For February we budgeted almost \$2.7M and received \$2.3M, or \$360,369 shy of what we budgeted. Mr. Cruz-Aedo commented for Mr. Saldaña to let Ms. Canales, our new board member, know that although sales tax has gone down from the beginning of the COVID experience, our averages have been in the 10 to 15 percent reductions and not anything greater. He said the agency has been fairly blessed to have a robust economy to allow us to only slip 10 to 15 percent on sales tax. Mr. Saldaña commented well said.

**b) March Procurement Update**

Mr. Saldaña reported this item aligns with the Board Priority of Financial Transparency and there are three procurements for the month; Bus and Tire Leasing with Bridgestone America for at \$583K as the current contract will expire in 2021. He said we also have Rebuilt Transmissions at \$90K; and the Windstorm and Hail Insurance 1-year contract at about \$120K that expires in July 2021. He reported for the 3-monthly outlook; there is 1 procurement for Lubricant and Fluid Supply at \$408K to exercise the first of 2 one-year options. Under the \$50K CEO limit, we have 3 agreements; plant leasing and monthly maintenance three-contract at \$23,684; Transloc real passenger information systems at \$45,600, and Trapeze FX-MON software at \$19,932. Mr. Saldaña reported for our month-to-month contracts, we still maintain our marina rental space, not to exceed \$6,100. He commented we are at \$373K positive cash flow for February. General discussion provided information regarding the marina rental and that this is a yearly cost and not monthly, and we continue to keep the slip in the event of providing a ferry for ridership customers. This has been looked at on several occasions with subleasing the slip in the interim which fell through, so we do not want to lose the opportunity where we could provide ferry service to the community in the future with the growth of the community.

**c) February & March 2021 Safety & Security Report**

Mr. Mike Rendón reported on both the February and March reports as they did not meet in February. The February collision rate is 0.0 as we had no vehicle collisions, and March's rate is 0.95 as there were 2 collisions; both being non-preventable. He said for the rate comparison, February operators drove 155K miles and for March, they drove 209K, or combined 365K miles driven. Mr. Rendón reported for February the contacts with individuals were 517, and as a brief description for our new board member, Ms. Canales, these numbers describe the top 3 categories took 80 percent, 216 on Quality of Life, 103 for House Rules and Loitering at 96. Mr. Rendón explained he would detail the Safety & Security report during Ms. Canales' orientation in the next couple of weeks. As briefly, the quality of life is where law enforcement or security are at the platform, and they are usually giving directions to customers, as some will have law enforcement questions, and there are times when others have a medical need, and our officers will call an ambulance for them. He said the other top category, House Rules, is where officers are monitoring the platform and areas to make sure individuals are behaving and no issues are present like loud music, skateboarding, bicycles, where we will tell them not do any of these things on the platform for safety reasons. Another category, Loitering, is basically individuals not utilizing the system and just hanging out. For Unauthorized Vehicles, this is vehicles driving into our bus lanes at our various stations like Staples Street Center. He said this is more frequently at the South Side Station near the mall where drivers miss their mall



turn-in and then turn into the station's bus turn-in. He said these are the numbers and again mentioned he would go into more detail during her orientation in the next couple of weeks.

Mr. Rendón reported for March contact with individuals at 747, basically due to the recent changes in nicer weather people will begin moving around more. Again, the top 3 categories for March took about 80 percent of security contacts. He also mentioned that we do have a security guard authorized and certified to carry a weapon, and have 2 security guards at the building's station side entrance and security checkpoint before individuals enter into our building. These guards work a schedule of Monday through Friday from 7:00 a.m. to 5:00 p.m. He also commented on Director Allison's earlier question on traffic into the building at Staples Street Center that we usually only have 12 to 15 people entering as majority work remotely, and Greyhound cancelling some of their routes. Mr. Rendón commented the traffic has picked up the past few weeks as these numbers have increased to 100, and more recently to 200 at our security checkpoint entry. Our guards enforce the mask mandated rules at the platform and for our SSC building.

He reported we also have the Robstown Police Department's K-9 unit that perform inspections at our platforms and inside our buses every couple of weeks. Mr. Rendón said that we have riders exit our buses, the canine unit is walked in buses, and around our platforms to do their search. The agency also has a Rover Patrol who work several days of the week to patrol the entire system, major routes both early morning and late evening hours. He said incidents that happen while the system is moving, our security police patrol responds to those incidents. Mr. Rendón commented we respond to our community emergencies as good partners with CCPD, Sheriff and the CCISD Police Departments, and when we need some assistance, they respond to us as well. The agency has been building up these relationships for the past 5 years to promote a good partnership with these law enforcement agencies.

**d) March 2021 Operations Report**

Mr. Gordon Robinson reported for the month of March that passenger trips for the month of March just over 211K, or about a 37 percent decrease from last month. He said that March 2020 when the pandemic started hitting and ridership started changing halfway through the month, this is why the number is different than the 50 or 60 percent we had been getting. Service hours at almost 25K, and service miles just over 388K. Mr. Robinson reported ridership trends, the chart shows where we are at this point in time from last March, where you can see the decline begin. He reported that in February we lost about 4 days of service due to the Texas Freeze and this is also reflected in the chart he displayed. For the ridership by mode for the month, fixed route is down mentioned earlier by Mr. Majchszak, then B-Line and then vanpool, yet vanpool has been doing very good since April 1<sup>ST</sup>, and we are at 25 vans and above where we were last year.

Mr. Robinson commented the YTD, we are at 54 percent overall through the end of March, and being in an early May time frame, ridership is evolving, even with B-Line about 45 percent, and Fixed Route about 54 percent down. He stated that our quarterly update, cost per passenger breakdown by mode, not much change since last quarter as the modes are reflecting what we predicted they would be at this point in time. He described the cost per passenger, as the cost of operating of the services versus the total number of passengers, and he presented a chart to show the Q1 Cost per Passenger by Service Mode. For the On-Time Performance stats, we are at almost 90 percent on the large and small Fixed Route side with early departures being 0.5 percent.



Mr. Robinson reported the detours and number of routes impacted are at 14 of the 32, or 44 percent of bus routes travelled on our local street network are being impacted at this time. Another chart displayed show the routes in red that have some type of impact. He also mentioned we added the bus stops impacted, so for example, Everhart Road, for routes 32 and 17, there are 26 stops in total, and another large one is Route 6, or Ocean Drive where there are 25 stops impacted.

Mr. Cruz-Aedo commented that from the past you have heard our magic number of 1300+ bus stops we have system wide, and you will notice on this presentation, there are 144 of them closed or materially affected because of the detours that are going on in the community. He reported 10 percent is the large percentage we deal with every day out on our routes, said he wanted to comment so Ms. Canales could understand some of the issues we face on an ongoing basis. Chairman Martinez questioned when the streets open, do we return service to our bus stops promptly, or is there a lapse of time, and Messrs. Robinson and Cruz-Aedo stated it is as prompt as we can be with waiting on others or City of Corpus Christi notifications so we may return our service to those stops. Surprisingly, we do a fairly good job of getting the word out to our riders who may be affected, so they know the alternatives and options available to change their travel. Mr. Robinson also commented that this Fall, even into mid-part of this year, there are a few more routes that will be impacted by construction of an additional 28 stops.

For B-Line Performance, he reported 1.75 passengers per hour, as we allow for social distancing, miles between road calls over 13K and met the industry standard. He explained there is enough seating on our buses, even with us trying to space everyone at the 6 feet apart, to answer Director Woolbright on how these numbers tie to social distancing. Mr. Majchszak commented generally, because of the distance we cover, prior it was 2.5 and routinely met this before the pandemic. He said the numbers were 2.5 that we routinely met as we cover the rural areas of Robstown and the island, and also commented that we lowered the number to allow for social distancing and to encourage ridership to keep our riders. He stated that Board Member Bauman at a previous meeting also encouraged us to continue this. Director Woolbright questioned whether this is due to a function of space in the vehicle, or more so demand, and Mr. Majchszak commented, it is really a function of space in the vehicle, and we have encouraged not to have more than a couple of people on the vehicle as some have medical issues. Comments also stated were if a person has a mobility device, then the space is they are next to one another and we encourage one wheelchair person, and one other person, or 2 others that sitting in the back of the vehicles where they are spaced out.

Mr. Robinson continued with the Customer Assistance Form report, or CAF, that catalogs calls that are received by emails, or from customers in our Customer Service Center. He said we received 2 for the month of March compared to 9 last month. Mr. Robinson finished his presentation with Miles between road calls, on the large bus side we are at a little over 11K and this is fantastic since our standard is 6500 based on the age of the fleet and what vehicles we are operating right now.

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

Mr. Jorge G. Cruz-Aedo reported during early April, we have been working with the City of Corpus Christi, Nueces County Commissioners Court and the Small Cities Committee of Mayors (SCCM) to schedule presentations with them at their regular meetings. He said we received confirmation for May 6<sup>TH</sup> for the Nueces County Commissioners' Court meeting, however, the meeting unfortunately was canceled, so it has been rescheduled to June 9<sup>TH</sup>. For the City of Corpus



Christi, based on the City Manager, they have asked for a few weeks for them to review when they can schedule our item on a city council agenda, and expect maybe late May or early June is when we will be scheduled with the City of Corpus Christi. For the Small Cities Committee of Mayors (SCCM) presentation, it will be at the Ortiz Center on Friday, May 14<sup>TH</sup>. He reiterated the schedules and June 9<sup>TH</sup> for Nueces County, City of Corpus Christi is to be determined over the next few weeks, and the SCCM is on Friday, May 14<sup>TH</sup>. He said we will also provide this information to the Board in the weekly updates, for you to have these dates firmed up on your calendars.

Mr. Cruz-Aedo stated the CCRTA continues to provide Park 'N Ride services to the Buc Days Festival from Whataburger Field and this will continue through the Buc Days activities. He said, from this, we do have Buc Days Rodeo tickets complimented to the CCRTA for each of their rodeo shows beginning on May 6<sup>TH</sup> through May 9<sup>TH</sup>, and this we provided notice to the board members we have these tickets available and to let us know if you are interested in getting 4 tickets for which date, and will need this from all of you by the end of business today, so that if we do not use them for our Board, we can at least make them available to our employees. Mr. Cruz-Aedo commented that we have a couple of interested people he has tickets for them now, and the rest of the board members if you would like to go, let us know. Director Salazar stated he has an appointment on Thursday, so he would like to let his tickets go to the employees.

Mr. Cruz-Aedo commented on the Port Aransas Express, our service that runs through Ingleside and Aransas Pass, will begin on Friday, May 28<sup>TH</sup>, and run through until Sunday, October 3<sup>RD</sup>. He said this service aids the hourly employees who work in Port Aransas to get from this side of the channel over to them. He also commented the Port/Ayers Groundbreaking event is being held on June 18<sup>TH</sup>, and we want to make this a fun time for the Board and inviting many of our stakeholders to attend and are looking forward to have a reasonable grand event making this a special day in the transition of the Port Aransas transfer station. He reported we have also been working with KIII TV and the hurricane preparedness work they do and have done several interviews, and participated with the Evacuation Operations Center to coordinate the activities. He commented that you are all aware that our main effort during the evacuation orders are to move people from all of the service areas to the county and the city evacuation sites, which has been and is being emphasized in our communication. Mr. Cruz-Aedo finished with stating that on Friday, April 30<sup>TH</sup>, we held our Staff Retreat following the Board Retreat items, to help us identify ways to address the concerns and issues board members may have regarding the need for additional priorities and improvements. He said a lot of good information was gathered, and we will have a follow-up meeting to begin to start putting the pen and ink together to ensure that we can do all these functions within existing resources that we have. A lot has been going on and we hope to continue to do a good job for the board.

### **Heard Chairman's Report**

Chairman Martinez commented as always, I would like to open this up to the other board members for any comments. Director Jimenez commented thank you for a job well done, and lot of great presentations today, and very informational. Director Martin commented he welcomed our new board member Director Canales, and thank you staff. Director Dominguez reiterated, great job everyone, and I am very impressed with all the protocols that the staff has been doing and continue to do, and she also welcomed Ms. Canales. Board Secretary Leyendecker welcomed Director Canales and said that he looks forward to working with you. He said great job staff, fantastic. Director Woolbright also welcomed Director Canales to the team, and said, Jorge, good work on getting that lease renewal. In this climate, this is a hard thing to do to keep that revenue up, and that is great. He addressed Mr. MacDonald and commented that we are glad you will be staying for a while, and lastly, good work, staff.



Director Allison also commented she agreed with Director Woolbright, and welcomed Director Canales she is excited to have you. Director Allison also commented that the construction in the city is a headache for all of us, it is on the Southside, it is down here in the Harbor Bridge Project Zone, she enjoys seeing the buses working their way through it. She said usually coming home from work late, she sees our buses around Buc Days festival, and to see a couple of shuttles down there last night, this makes us feel like things are moving again and despite all the construction, so I appreciate these efforts the CCRTA continues to do. Director Salazar welcomed Director Canales and commented he did not receive the welcome she has as he was the only one here because of the pandemic. He said a couple of people were here, but there was hardly any audience, so Welcome, as you are getting a much bigger crowd and a lot more attention, which you deserve. Board Vice Chairman Reeves commented we did do virtual hugs when you were onboarded at that time, and welcome, we know you will do a fantastic job representing, and so glad to have you. He said once again, kudos to staff, and Jorge, the leadership, thank you for everything that you guys continue to do. Director Canales commented she looked forward to working with everyone, great job on the presentations, and that she does have a bit of a learning curve so looking forward to working with everybody, especially the support staff to get me caught up, and very excited to be here and thank everyone for the wonderful welcome.

Chairman Martinez commented that as always, I echo everyone's sentiment, welcome. He said we look forward to working alongside you, and depending on what your tenure will be here, I think you will find that you will have a love for transit, because it is a national need, and I think we need to keep echoing that remark to our legislators that transit is very important. Chairman Martinez said that you have obviously been in the political field, legislative field, so you will fit right in.

He continued speaking that we have a lot of things going on obviously in the next coming months, so Board, please put these dates in your calendars for the Groundbreaking, and the various meetings with the cities, counties, small mayors. I applaud staff for all the work you do, and coming out of the last Board Retreat, a lot of things were discussed, so I really look forward to seeing a lot of the amenities put down. He said the Marketing program has really taken off, and once we start really pushing our marketing effort, we are doing a great job socially; do some TV, etc. and I think we will probably start seeing the ridership increase because we are coming up on summer, and the weather is beautiful outside. Let's start getting folks back in the buses. Other than that, great job, everybody. Look forward to continuing to see more improvements.

### **Adjournment**

There being no further review of items, the meeting adjourned at 9:37 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 2, 2021

**Subject:** Approve Issuing a Request for Proposals (RFP) for a Management Information System

**Background**

The CCRTA's current Management Information System (MIS), Fleet Net, which is the primary software for Finance, Fleet, Human Resources and other functional areas that have been in place since 2003. Replacement of the MIS software is imperative to meet future informational needs of the organization; particularly related to cloud services and electronic reporting for the organization that will allow the capabilities for off-site operations.

**Identified Need**

The CCRTA's IT Department, working with user departments, has defined the need for a new Management Information System to help meet the requirements of the Authority. This new information system will be robust enough for current and future needs, and have the capability to provide expansion. The replacement of the MIS will address three major areas of need:

1. Real time reporting
2. Cloud system adaptability
3. User/system interfaces

**Financial Impact**

The Management Information System is budgeted under the 2021 CIP at an estimated cost of \$1,034,923. The 2021 CIP project will be funded by a 5307 grant at an 80/20 split.

**Board Priority**

The Board Priority is Innovation.

**Committee Review**

This item was discussed and approved at the Administration & Finance Committee meeting held on May 26, 2021.

**Recommendation**

Staff recommends the Board of Directors approve Issuing a Request for Proposals (RFP) for a Management Information System.

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Final Review by: Robert Saldaña  
Managing Director of Administration

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 2, 2021

**Subject:** Approve Issuing a Request for Proposals (RFP) for Kleberg Bank Building Sale, Restoration, and Repurposing

### **Background**

The former Kleberg Bank building that currently resides on the CCRTA property purchased for the future Port Ayers Transfer Station Reconstruction project, is a fifty-year-old building. During the required completion of a 106 Environmental Review Process, a consensus was reached between the Federal Transit Administration (FTA), the Texas Historical Commission (THC) and the Corpus Christi Regional Transportation Authority (CCRTA), whereby the CCRTA is to issue a Request for Proposals thereby, attempting to either sell, restore or repurpose the Kleberg Bank during a two-year period. If at the end of that two-year timeframe, no one is interested in the former Kleberg Bank building, then the CCRTA will have the right to demolish the building.

### **Identified Need**

It is Staff's intention to issue a Request for Proposals for Kleberg Bank Building Sale, Restoration and Repurposing. The proposal is intended to afford those interested in the former Kleberg Bank building an equal opportunity to negotiate and execute a sale, restoration and/or repurposing agreement for the Kleberg Bank Building with the CCRTA.

The Building includes the existing Kleberg Building and the attached motor bank facility together with the land on which the facilities are located immediately east of the new transfer ("Transfer Station") being constructed by the CCRTA. The real estate interests to be conveyed with the building shall include driveway access to S. Port Avenue and Ayers Street and pedestrian access to Transfer Station.

The proposal elements should include:

- Restoration Plan – 25 pts
- Financial Arrangements – 25 pts
- Experience in similar restorations– 20pts
- Sale Price Proposal – 30 pts

### **Board Priority**

The Board Priority for this item is Facilities.

### **Financial Impact**

To be determined at the time of the evaluation of all proposals, and will be presented to the Board of Directors for review. The estimated costs for publication is roughly \$1,000.

### **Committee Review**

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 26, 2021.

### **Recommendation**


Staff recommends Board of Directors approve Issuing a Request for Proposals (RFP) for Kleberg Bank Building, Sale Restoration and Repurposing.



Respectfully Submitted,

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

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Operations & Capital Projects Committee Meeting Memo

May 26, 2021

**Subject:** Approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service

### **Background**

CCRTA utilizes a contractor for tire leasing and service charges for the bus fleet. Tires are leased based on actual miles driven and have a minimum operating tread depth, front 4/32nds and rear 2/32nds.

A contracted Tire Technician provides a turnkey service to include; conduct monthly inventory, document all tire transactions, mount and dismount tires, repair damaged tires, ensure proper tire pressure, and identify/mitigate tire related concerns. In addition, the contractor is responsible for the disposal of scrap tires in accordance with all state and federal laws.

CCRTA staff analyzed performing services in-house. However, the high capital investment and implementation cost, additional staffing and liability of scrap tire disposal, were deemed not to be cost effective.

### **Identified Need**

The current contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service will expire in August of 2021.

The turnkey service ensures a specialized technician, trained on current and new advances, will maintain the fleet's tires to industry standards; tire wear, alignment, repair or replacement due to road hazards, tire installs and demounting processes.

The Bus Tire and Leasing Services contract is structured with a three (3) year base and two (2) one-year options following Board approval.

### **Disadvantaged Business Enterprise**

For this procurement the DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

### **Financial Impact**

Two bids were received and Bridgestone Americas Tire Operations, LLC is the low bidder. The projected cost for the three (3) year base contract is \$444,619.93. Expenditures will be determined by actual usage. Funds will be accounted for within the Board approved operating budgets for each year.

BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC							
TIRE SIZE	TIRE RATE (YEAR 1)	TIRE RATE (YEAR 2)	TIRE RATE (YEAR 3)	AVERAGE LEASE RATE		EST. TIRE MILES (3 YEARS)	ESTIMATED CONTRACT LEASE
315/80R22.5	\$0.004766	\$0.004862	\$0.004958	\$0.004862	X	53,310,114	= \$259,193.77
	YEAR 1	YEAR 2	YEAR 3	AVERAGE CHARGE			EST. TOTAL SERV. CHARGE
MONTHLY SERVICE CHARGE	\$4,950.08	\$5,148.09	\$5,354.01	\$5,150.73	X	36 Months	= \$185,426.16
THREE YEAR BASE, ESTIMATED TOTAL COST							\$444,619.93

GOODYEAR TIRE AND RUBBER COMPANY							
TIRE SIZE	TIRE RATE (YEAR 1)	TIRE RATE (YEAR 2)	TIRE RATE (YEAR 3)	AVERAGE LEASE RATE		EST. TIRE MILES (3 YEARS)	ESTIMATED CONTRACT LEASE
315/80R22.5	\$0.006142	\$0.006264	\$0.006452	\$0.006286	X	53,310,114	= \$335,107.38
	YEAR 1	YEAR 2	YEAR 3	AVERAGE CHARGE			EST. TOTAL SERV. CHARGE
MONTHLY SERVICE CHARGE	\$6,770	\$7,040	\$7,322	\$7,044	X	36 Months	= \$253,584.00
THREE YEAR BASE, ESTIMATED TOTAL COST							\$588,691.38

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency.

**Committee Review**

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 26, 2021.

**Recommendation**

Staff recommends the Board of Directors approve Awarding a contract to Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing Service.

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 2, 2021

**Subject:** Approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations

**Background**

Currently, the CCRTA contracts with MV Transportation, Inc. to operate paratransit, select fixed-routes, flexible, and our autonomous services. Paratransit service (B-Line) is an origin-to-destination transportation service that the CCRTA is required to provide for riders determined eligible using the Americans with Disabilities Act (ADA) guidelines. In 2019 (pre-COVID), paratransit passenger trips totaled 209,023 and in 2020 (COVID) totaled 128,029.

In addition to transportation services, MV Transportation, Inc. also provides administrative and support staff, Information Technology infrastructure, operator training, safety training, and maintains the fleet of 57 cutaway style vehicles and 45 support vehicles according to manufacturer specifications.

**Identified Need**

The current Paratransit and Small Bus Operations contract with MV Transportation, Inc. expires on December 31, 2021. A new contract is needed to ensure continuity of the CCRTA's transportation services. The RFP will be structured with a five (5) year base contract with one two (2) year option.

Included in the RFP will be several enhancements over our current contract such as: minimum wage standards, cost of living adjustments each year, equivalent benefits and cost of benefits for all employees, interactive voice response (IVR) phone system, and a mobile scheduling app for smartphones.

Below is the proposed project timeline:

Issue Request for Proposals	June 09, 2021
Pre-Proposal Meeting	June 23, 2021
Requests for Information (RFI) Due	June 30, 2021
Responses to RFI's Due	July 07, 2021
RFP Submission Deadline	July 21, 2021
Staff Recommendation to the Board	September 01, 2021
Contract Award	September 08, 2021
Contract Effective Date	January 01, 2022

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement, but staff will collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Paratransit and Small Bus Operations funds are accounted for in the Board approved annual Purchased Transportation budgets. Total costs of the base contract will be determined by: service provider rates on the contract awarded by the Board, Board approved annual budgets representing the level of service provided to the community, and paratransit ridership demand.

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency.

**Committee Review**

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 26, 2021.

**Recommendation**

Staff recommends the Board of Directors approve Issuing a Request for Proposals (RFP) for Paratransit and Small Bus Operations.

Submitted by:           Derrick Majchszak  
                                  Managing Director of Operations

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

June 2, 2021

**Subject:** Approve Issuing a Request for Qualifications (RFQ) for Project Management Services for Various Projects

**Background**

As part of the Federal Transit Administration’s Competitive Grant Award package, to the Corpus Christi Regional Transportation Authority (CCRTA), two of the projects, Port Ayers Transfer Station Reconstruction and Del Mar College – Southside Bus Stops, has Project Management Oversight Services included as part of the overall project budget. Typically, any CCRTA, federal construction project with a budget over 1 million dollars, the CCRTA will budget for Project Management Services.

When the FTA conducts their Triennial Review of the CCRTA’s procurement and management practices, the FTA will request all project management oversight documentation for the federal projects they select to audit/review. Consequently, with the hiring of a Project Management Firm for larger CCRTA projects, it allows for an independent project monitoring process, separate from the Architectural Design Team and CCRTA Staff.

**Identified Need**

The CCRTA Staff’s intent is to release a Request for Qualifications for Project Management Services, for Port Ayers Transfer Station Reconstruction Project and Del Mar College – Southside Campus Bus Stops. The CCRTA Staff believes that these professional services would provide requisite oversight—resulting in reduced costs, and improved coordination with a more aggressive implementation schedule. Both of the above-mentioned projects will be tracking parallel timeframes and the additional support will only strengthen the RTA project team already in place, and will provide an additional layer of project tracking to be provided to FTA.

The term of the contract would be for two (2) years with a (1) year option if needed.

**Financial Impact**

The funding for these services is included as part of the FTA’s Competitive Grant Award package to CCRTA. The services are budgeted at 2.5% of the overall construction costs. The estimated Project Management Services cost for the Del Mar – Bus Stops projects is \$31,730.02, and for the Port Ayers Transfer Station Reconstruction project the estimate is \$128,580.69.

**Committee Review**

This item was discussed and approved at the Operations & Capital Projects Committee meeting held on May 26, 2021.

**Recommendation**

Staff recommend the Board of Directors approve Issuing a Request for Qualifications (RFQ) for Project Management Services for Various Projects.

Respectfully Submitted,

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

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



**SUMMARY: Results from all Activities Compared to Budget**

**Total Revenues** reported for the month of **April** totaled **\$4,443,407** of which **\$4,141,500** is income from the **Operating Budget** and **\$22,736** is grant income from the **Capital Budget**. In addition to the revenues recognized, there is a transfer-in of **\$279,171** which is not considered a revenue source but an inflow from reserves which is in accordance with the approved budget. The revenues from the **Operating Budget** reached **97.36%** of the **\$2,685,596** budget expectation, generating **\$70,912** less than forecasted. Please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on June 11, 2021. Out of the seven (7) sources included in this revenue category, 55.45% of total revenue came from the sales tax revenue estimate as indicated in the below:

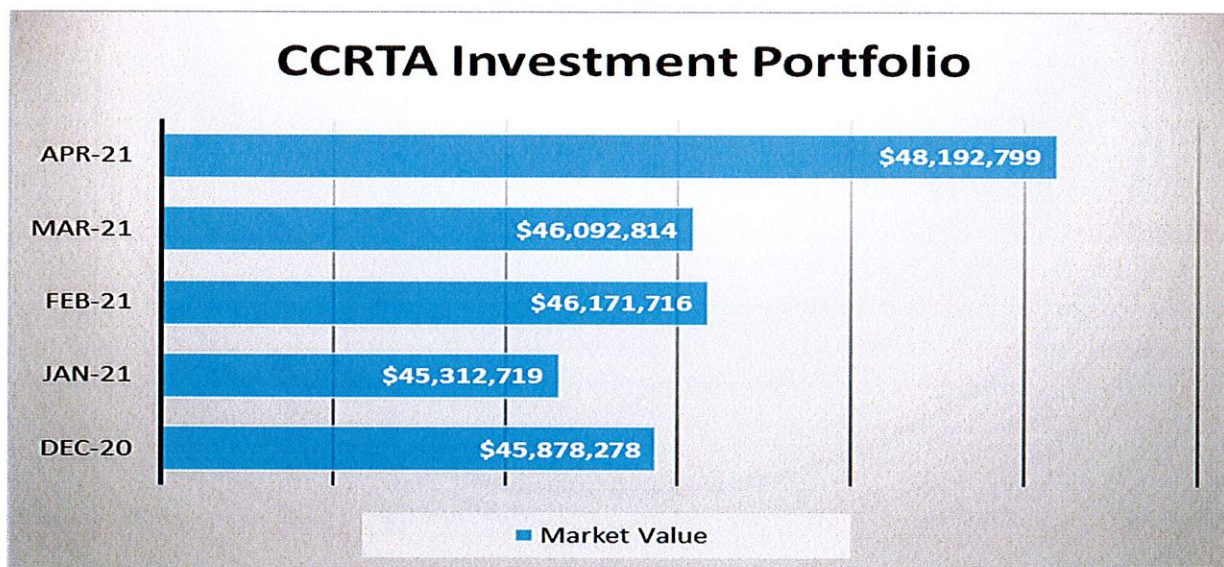
Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	2,463,919	59.49%
2	Passenger Service	96,400	2.33%
3	SSC Lease Income	41,127	0.99%
4	Bus Advertising	10,056	0.24%
5	Investment Income	2,964	0.07%
6	Grant Assistance Revenue	1,526,816	36.87%
7	Other Revenue	218	0.01%
	<b>Total (excluding capital &amp; transfer-in)</b>	<b>\$ 4,141,500</b>	<b>100.00%</b>

The remaining revenue sources recorded fare revenues at **86.16%**, while bus and bench advertising reached **89.44%** of the **baseline expectation**. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data.

April reflects the second drawdown of \$1,522,615 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). The CCRTA apportionment of CRRSAA funds totaled \$6,857,205 at 100% federal share. CCRTA chose to use the grant for operating expenses incurred from January 1, 2021. The second drawdown totaling \$1,522,615 reflects expenses incurred between March 16, 2021 and April 30, 2021, and includes costs related to staff wages and Medicare match, as well as life and disability insurance expenses. Grant funds are expected to be depleted by end of July. The grant balance is currently at \$3,063,374.

Date	Description	Draw Down #	Amount	Balance
4/8/2021	Grant Award			\$6,857,205
4/20/2021	January 1-March 15 Eligible Expenses	1	\$ 2,271,216	\$ 4,585,989
5/26/2021	March 16 - April 30 Eligible Expenses	2	1,522,615	3,063,374

The **Investment Portfolio** closed the month of April 2021 with a Market Value of **\$48,192,799**, an increase of **\$2,099,985** from the end of March 2021 and an increase of **\$2,314,522** from December 2020.



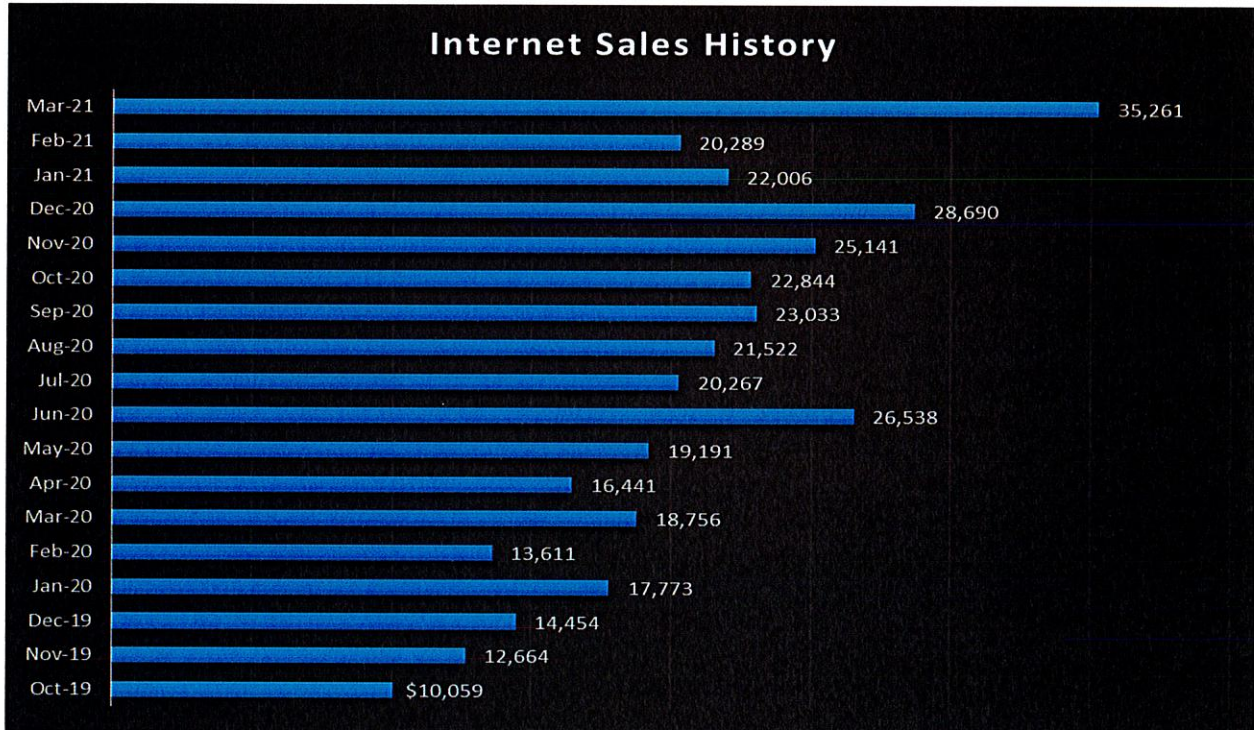
The fluctuations to the market value are not only driven by interest rates but also the amount of cash required during the month to meet the obligations as they become due while maintaining the \$2 Million minimum compensating bank balance. This investment portfolio represents the assets from all operations including reserves and does not include any assets from pension plans.

The **Sales tax** allocation is estimated at **\$2,463,919** and represents the amount equal to the same period in 2020 to remain conservative. The estimate is necessary since allocations lag two months behind and will not be received until June 2021.

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (actual)	\$ 2,497,985	\$ 2,532,147	\$ (34,162)	-1.35%
February (actual)	2,333,543	2,593,497	(259,954)	-10.02%
March (actual)	3,774,978	2,856,393	918,585	32.16%
April (estimate)	2,463,919	2,463,919	0	0.00%
May (estimate)	-	-	0	0.00%
June (estimate)	-	-	0	0.00%
July (estimate)	-	-	0	0.00%
August (estimate)	-	-	0	0.00%
September (estimate)	-	-	0	0.00%
October (estimate)	-	-	0	0.00%
November (estimate)	-	-	0	0.00%
December (estimate)	-	-	0	0.00%
	<b>\$ 11,070,426</b>	<b>\$ 10,445,955</b>	<b>\$ 624,471</b>	<b>5.98%</b>



The **Sales Tax revenue payment of \$3,774,978 for March 2021** was received May 14, 2021, and exceeded the baseline estimate by \$918,585. The payment included the allocation from internet sales of \$35,261, an increase of 73.79% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$368,539**. Retailers started collecting sales tax on internet sales October 1, 2019.



The sales tax revenue over the last five years' averages to **76.80%** of total income. In 2019 Sales Tax Revenue represented 88% of total revenues. Sales tax typically represents the largest component of CCRTA's total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play.

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for April 2021:

#### Operating Revenue – April 2021 – Revenue Composition

Revenue Source	April 2021	%	YTD	%
Passenger Service	\$ 96,400	2.31%	\$ 339,855	2.15%
Bus Advertising	10,056	0.24%	53,012	0.34%
Other Revenue	218	0.01%	2,345	0.01%
Sales Tax Revenue	2,463,919	59.17%	11,070,426	70.08%
Grants - Operating	1,526,816	36.66%	3,805,218	24.09%
Grants - Capital	22,736	0.55%	348,290	2.20%
Investment Income	2,964	0.07%	13,764	0.09%
SSC Lease Income	41,127	0.99%	163,878	1.04%
<b>Total Revenue</b>	<b>\$ 4,164,236</b>	<b>100.00%</b>	<b>\$ 15,796,782</b>	<b>100.00%</b>

## April 2021 Revenue – Operating and Capital Funding and Transfer-In

	04/2021				
	2021 Adopted Budget	April 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 96,400	\$ 111,889	7.18%	86.16%
Bus advertising	134,921	10,056	11,243	7.45%	89.44%
Other operating revenues	471,647	218	39,304	0.05%	0.55%
Sales Tax Revenue	35,119,095	2,463,919	2,463,919	7.02%	100.00%
Federal, state and local grant assistance	849,694	1,526,816	70,808	179.69%	2156.28%
Investment Income	223,195	2,964	18,600	1.33%	15.94%
Staples Street Center leases	487,686	41,127	40,641	8.43%	101.20%
<b>Total Operating Revenues</b>	<b>38,628,906</b>	<b>4,141,500</b>	<b>2,756,404</b>	<b>10.72%</b>	<b>150.25%</b>
Capital Grants & Donations	9,715,577	22,736	22,736	0.23%	100.00%
Transfers-In	3,350,055	279,171	279,171	8.33%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 51,694,538</b>	<b>\$ 4,443,407</b>	<b>\$ 3,058,311</b>	<b>8.60%</b>	<b>145.29%</b>

## 2021 Year to Date Revenue – Operating and Capital Funding and Transfer-In

	04/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 339,855	\$ 447,556	25.31%	75.94%
Bus advertising	134,921	53,012	44,974	39.29%	117.87%
Other operating revenues	471,647	2,345	157,216	0.50%	1.49%
Sales Tax Revenue	35,119,095	11,070,426	10,445,955	31.52%	105.98%
Federal, state and local grant assistance	849,694	3,805,218	283,231	447.83%	1343.50%
Investment Income	223,195	13,764	74,398	6.17%	18.50%
Staples Street Center leases	487,686	163,873	162,562	33.60%	100.81%
<b>Total Operating Revenues</b>	<b>38,628,906</b>	<b>15,448,493</b>	<b>11,615,892</b>	<b>39.99%</b>	<b>132.99%</b>
Capital Grants & Donations	9,715,577	348,290	348,290	3.58%	100.00%
Transfers-In	3,350,055	1,116,685	1,116,685	33.33%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 51,694,538</b>	<b>\$ 16,913,468</b>	<b>\$ 13,080,867</b>	<b>32.72%</b>	<b>129.30%</b>

## April 2021 Expenses

The results of all expenditure activities, including capital are presented below. The total activities compared well against the baseline. Timing of expenditures such as Debt Service (paid in May and November), and purchases of capital contribute to the anticipated variance between the outcome of operations and the baseline.

## April 2021 Total Expenses & Capital Expenditures

	04/2021				
	2021 Adopted Budget	April 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 34,934,094	\$ 2,501,902	\$ 2,911,174	7.16%	85.94%
Debt Service	1,408,431	268,816	117,369	19.09%	229.03%
Street Improvements	3,083,652	256,971	256,971	8.33%	100.00%
Subrecipient Grant Agreements	49,694	4,201	4,141	8.45%	101.44%
<b>Total Operating Expenses</b>	<b>39,475,871</b>	<b>3,031,889</b>	<b>3,289,656</b>	<b>7.68%</b>	<b>92.16%</b>
Grant Eligible Costs	9,715,577	22,736	22,736	0.23%	100.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 51,694,538</b>	<b>\$ 3,263,216</b>	<b>\$ 3,520,983</b>	<b>6.31%</b>	<b>92.68%</b>

## 2021 Year to Date Total Expenses & Capital Expenditures

	04/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 34,934,094	\$ 10,263,944	\$ 11,644,698	29.38%	88.14%
Debt Service	1,408,431	268,816	469,477	19.09%	57.26%
Street Improvements	3,083,652	1,027,884	1,027,884	33.33%	100.00%
Subrecipient Grant Agreements	49,694	29,886	16,565	60.14%	180.42%
<b>Total Operating Expenses</b>	<b>39,475,871</b>	<b>11,590,530</b>	<b>13,158,624</b>	<b>29.36%</b>	<b>88.08%</b>
Grant Eligible Costs	9,715,577	348,290	348,290	3.58%	100.00%
Depreciation Expenses	2,503,090	834,363	834,363	33.33%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 51,694,538</b>	<b>\$ 12,773,183</b>	<b>\$ 14,341,277</b>	<b>24.71%</b>	<b>89.07%</b>

## EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass through activities (Sub-recipients).

Accordingly, for the month of April 2021, total departmental operating expenses realized an unfavorable variance against the monthly budget as well as the baseline expectation.

### April 2021 Departmental Expenses

	04/2021				
	2021 Adopted Budget	April 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expense Object Category</b>					
Salaries	\$ 13,269,291	\$ 1,003,048	\$ 1,105,774	7.56%	90.71%
Benefits	5,589,770	322,667	465,814	5.77%	69.27%
Services	4,970,013	337,290	414,168	6.79%	81.44%
Materials & Supplies	2,891,002	170,161	240,917	5.89%	70.63%
Utilities	736,149	46,486	61,346	6.31%	75.78%
Insurance	506,332	35,619	42,194	7.03%	84.42%
Purchased Transportation	6,243,888	555,011	520,324	8.89%	106.67%
Miscellaneous	727,648	31,619	60,637	4.35%	52.15%
<b>Total Departmental Operating Expenses</b>	<b>\$ 34,934,094</b>	<b>\$ 2,501,902</b>	<b>\$ 2,911,174</b>	<b>7.16%</b>	<b>85.94%</b>

### 2021 Year to Date Departmental Expenses

	04/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expense Object Category</b>					
Salaries	\$ 13,269,291	\$ 3,986,894	\$ 4,423,097	30.05%	90.14%
Benefits	5,589,770	1,793,578	1,863,257	32.09%	96.26%
Services	4,970,013	1,198,710	1,656,671	24.12%	72.36%
Materials & Supplies	2,891,002	709,097	963,667	24.53%	73.58%
Utilities	736,149	197,909	245,383	26.88%	80.65%
Insurance	506,332	142,475	168,777	28.14%	84.42%
Purchased Transportation	6,243,888	2,141,338	2,081,296	34.29%	102.88%
Miscellaneous	727,648	93,943	242,549	12.91%	38.73%
<b>Total Departmental Operating Expenses</b>	<b>\$ 34,934,094</b>	<b>\$ 10,263,944</b>	<b>\$ 11,644,697</b>	<b>29.38%</b>	<b>88.14%</b>

Total departmental operating expenses are within 14 percentage points of the baseline expectation for year-to-date budget 2021, with monthly expenses to-date representing 85.94% of the annual budget.

For April 2021, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$1,003,048**, and was within 10% of the baseline expectation. The **Services, Materials & Supplies, Utilities**, and **Insurance** categories all performed favorably against the baseline expectation. The **Purchased Transportation** category exceeded the baseline expectation, as costs of contracted services were higher in the month of April.

Meanwhile, the **Benefits** category was well below the baseline expectation with a total of \$322,667 due to a stop-loss reimbursement. The 2021 trend for healthcare claims is provided below and presents the fluctuating expenses incurred by the Authority's self-insurance plan.

### 2021 Self-Insurance Claims, Medical & Vision and Dental

Month	Medical & Vision	Dental	Total
January	\$ 259,169	\$ 4,247	\$ 263,417
February	\$ 148,139	\$ 4,930	\$ 153,070
March	\$ 518,677	\$ 10,748	\$ 529,425
April	\$ 219,433	\$ 3,868	\$ 223,301
	<b>\$ 1,145,418</b>	<b>\$ 23,795</b>	<b>\$ 1,169,212</b>

### Fare Recovery Ratio

Description	4/30/2021	Year to Date
Fare Revenue	\$ 96,400	\$ 339,855
Operating Expenses*	2,416,783	9,973,057
Fare Recovery Ratio	3.99%	3.41%
*Excluding Depreciation		

Note: Same period last year (April) the FRR was 2.86%

### NET POSITION

The Total Net Position at the end of the month was **\$93,406,058**, an increase of \$3,494,660 from December 2020 which closed at **\$89,911,398**. The Total Net Position is made up of two (2) components: Net Investment in Capital Assets, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$93,406,058**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$43,325,606**, but only **\$28,335,363** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$14,990,243**.

To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 35% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF APRIL 30, 2021:**

<b><u>FUND BALANCE</u></b>	
Net Invested in Capital Assets	\$ 50,080,452
Unrestricted	<u>43,325,606</u>
<b>TOTAL FUND BALANCE</b>	<b><u>93,406,058</u></b>
<b><u>RESERVES</u></b>	
Net Invested in Capital Assets	50,080,452
Designated for Debt Service	-
Designated for Operating Reserve	8,989,674
Designated for Capital Reserve	4,721,676
Designated for Local Share of CIP	264,809
Designated for Employee Benefits Reserve	1,014,084
Unrestricted	<u>28,335,363</u>
<b>TOTAL INVESTED IN CAPITAL &amp; RESERVES</b>	<b><u>\$ 93,406,058</u></b>

Please refer to the following pages for the detailed financial statements.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended April 2021

OPERATING BUDGET	04/2021				
	2021 Adopted Budget	April 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 96,400	\$ 111,889	7.18%	86.16%
Bus advertising	134,921	10,056	11,243	7.45%	89.44%
Other operating revenues	471,647	218	39,304	0.05%	0.55%
Sales Tax Revenue	35,119,095	2,463,919	2,463,919	7.02%	100.00%
Federal, state and local grant assistance	849,694	1,526,816	70,808	179.69%	2156.28%
Investment Income	223,195	2,964	18,600	1.33%	15.94%
Staples Street Center leases	487,686	41,127	40,641	8.43%	101.20%
<b>Total Revenues</b>	<b>38,628,906</b>	<b>4,141,500</b>	<b>2,756,404</b>	<b>10.72%</b>	<b>150.25%</b>
<b>Expenses</b>					
Transportation	9,981,604	660,721	831,800	6.62%	79.43%
Customer Programs	519,249	33,284	43,271	6.41%	76.92%
Purchased Transportation	6,243,888	555,313	520,324	8.89%	106.72%
Service Development	577,315	41,392	48,110	7.17%	86.04%
MIS	1,369,447	84,608	114,121	6.18%	74.14%
Vehicle Maintenance	5,784,405	388,370	482,034	6.71%	80.57%
Facilities Maintenance	3,041,861	175,455	253,488	5.77%	69.22%
Contracts and Procurements	332,805	26,619	27,734	8.00%	95.98%
CEO's Office	1,036,502	77,588	86,375	7.49%	89.83%
Finance and Accounting	817,140	75,432	68,095	9.23%	110.77%
Materials Management	197,259	16,061	16,438	8.14%	97.71%
Human Resources	750,276	49,420	62,523	6.59%	79.04%
General Administration	565,974	30,905	47,164	5.46%	65.52%
Capital Project Management	287,597	25,695	23,966	8.93%	107.21%
Marketing & Communications	674,737	34,066	56,228	5.05%	60.59%
Safety & Security	1,545,127	141,854	128,761	9.18%	110.17%
Staples Street Center	1,008,909	84,928	84,076	8.42%	101.01%
Port Ayers Cost Center	-	191	-	0.00%	0.00%
Debt Service	1,408,431	268,816	117,369	19.09%	229.03%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	4,201	4,141	8.45%	101.44%
Street Improvements Program for CCRTA Region Entities	3,083,652	256,971	256,971	8.33%	100.00%
<b>Total Expenses</b>	<b>39,475,871</b>	<b>3,031,889</b>	<b>3,289,656</b>	<b>7.68%</b>	<b>92.16%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>1,109,611</b>	<b>(533,252)</b>		
<b>CIP BUDGET</b>					
	2021 Adopted Budget	April 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Transfer In	\$ 3,350,055	279,171	279,171	8.33%	100.00%
Grant Revenue	9,715,577	22,736	22,736	0.23%	0.00%
<b>Total Funding Sources</b>	<b>13,065,632</b>	<b>301,907</b>	<b>301,907</b>	<b>2.31%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	22,736	22,736	0.23%	0.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
<b>Total Expenditures</b>	<b>12,218,667</b>	<b>231,327</b>	<b>231,327</b>	<b>1.89%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>846,965</b>	<b>70,580</b>	<b>70,580</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>1,109,611</b>	<b>(533,252)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>846,965</b>	<b>70,580</b>	<b>70,580</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>1,180,191</b>	<b>(462,672)</b>		

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended April 2021

OPERATING BUDGET	04/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 3	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 339,855	\$ 447,556	25.31%	75.94%
Bus advertising	134,921	53,012	44,974	39.29%	117.87%
Other operating revenues	471,647	2,345	157,216	0.50%	1.49%
Sales Tax Revenue	35,119,095	11,070,426	10,445,955	31.52%	105.98%
Federal, state and local grant assistance	849,694	3,805,218	283,231	447.83%	1343.50%
Investment Income	223,195	13,764	74,398	6.17%	18.50%
Staples Street Center leases	487,686	163,873	162,562	33.60%	100.81%
<b>Total Revenues</b>	<b>38,628,906</b>	<b>15,448,493</b>	<b>11,615,892</b>	<b>39.99%</b>	<b>132.99%</b>
<b>Expenses</b>					
Transportation	9,981,604	2,901,897	3,327,201	29.07%	87.22%
Customer Programs	519,249	150,031	173,083	28.89%	86.68%
Purchased Transportation	6,243,888	2,143,479	2,081,296	34.33%	102.99%
Service Development	577,315	170,534	192,438	29.54%	88.62%
MIS	1,369,447	394,525	456,482	28.81%	86.43%
Vehicle Maintenance	5,784,405	1,687,429	1,928,135	29.17%	87.52%
Facilities Maintenance	3,041,861	777,006	1,013,954	25.54%	76.63%
Contracts and Procurements	332,805	107,620	110,935	32.34%	97.01%
CEO's Office	1,036,502	294,679	345,501	28.43%	85.29%
Finance and Accounting	817,140	253,357	272,380	31.01%	93.02%
Materials Management	197,259	67,919	65,753	34.43%	103.29%
Human Resources	750,276	204,134	250,092	27.21%	81.62%
General Administration	565,974	148,806	188,658	26.29%	78.88%
Capital Project Management	287,597	99,746	95,866	34.68%	104.05%
Marketing & Communications	674,737	145,340	224,912	21.54%	64.62%
Safety & Security	1,545,127	426,555	515,042	27.61%	82.82%
Staples Street Center	1,008,909	290,082	336,303	28.75%	86.26%
Port Ayers Cost Center	-	805	-	0.00%	0.00%
Debt Service	1,408,431	268,816	469,477	19.09%	57.26%
Special Projects	200,000	-	66,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	29,886	16,565	60.14%	180.42%
Street Improvements Program for CCRTA Region Entities	3,083,652	1,027,884	1,027,884	33.33%	100.00%
<b>Total Expenses</b>	<b>39,475,871</b>	<b>11,590,530</b>	<b>13,158,624</b>	<b>29.36%</b>	<b>88.08%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>3,857,963</b>	<b>(1,542,732)</b>		
<b>CIP BUDGET</b>					
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 3	B / A	C vs B
<b>Funding Sources</b>					
Transfer In	\$ 3,350,055	1,116,685	1,116,685	33.33%	100.00%
Grant Revenue	9,715,577	348,290	348,290	3.58%	0.00%
<b>Total Funding Sources</b>	<b>13,065,632</b>	<b>1,464,975</b>	<b>1,464,975</b>	<b>11.21%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	348,290	348,290	3.58%	0.00%
Depreciation Expenses	2,503,090	834,363	834,363	33.33%	100.00%
<b>Total Expenditures</b>	<b>12,218,667</b>	<b>1,182,653</b>	<b>1,182,653</b>	<b>9.68%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>846,965</b>	<b>282,323</b>	<b>282,323</b>	<b>33.33%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>3,857,963</b>	<b>(1,542,732)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>846,965</b>	<b>282,323</b>	<b>282,323</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>4,140,285</b>	<b>(1,260,410)</b>		

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended April 30, 2021, and year ended December 31, 2020**

	Unaudited April 30 2021	Unaudited December 31 2020
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 47,882,744	\$ 45,627,726
Receivables:		
Sales and Use Taxes	6,306,921	5,944,715
Accrued Interest	-	-
Federal Government	1,526,816	187,266
Other	164,506	549,605
Inventories	1,000,493	1,123,501
Prepaid Expenses	1,677,556	454,705
<b>Total Current Assets</b>	<b>58,559,035</b>	<b>53,887,517</b>
<b>Non-Current Assets:</b>		
<b>Capital Assets:</b>		
Land	4,847,445	4,847,445
Buildings	53,744,210	53,744,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,898,430	62,898,430
Construction in Progress	894,724	894,724
Current Year Additions	1,010,527	(0)
<b>Total Capital Assets</b>	<b>153,330,284</b>	<b>152,319,757</b>
Less: Accumulated Depreciation	(87,104,123)	(86,269,760)
<b>Net Capital Assets</b>	<b>66,226,160</b>	<b>66,049,997</b>
<b>Total Non-Current Assets</b>	<b>66,226,160</b>	<b>66,049,997</b>
<b>TOTAL ASSETS</b>	<b>124,785,195</b>	<b>119,937,515</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	2,274,783	2,274,783
Deferred outflow related to OPEB	13,413	13,413
Deferred outflow on extinguishment of debt	3,304,292	3,304,292
<b>Total Deferred Outflows</b>	<b>5,592,488</b>	<b>5,592,488</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>130,377,682</b>	<b>125,530,002</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	1,224,622	608,570
Current Portion of Long-Term Liabilities:		
Long-Term Debt	870,000	870,000
Compensated Absences	346,771	346,771
Sales Tax Audit Funds Due	218,992	328,488
Distributions to Regional Entities Payable	7,574,847	6,546,963
Other Accrued Liabilities	732,520	913,939
<b>Total Current Liabilities</b>	<b>10,967,751</b>	<b>9,614,731</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,580,000	18,580,000
Compensated Absences	352,583	352,583
Sales Tax Audit Funds Due	821,234	821,234
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
<b>Total Non-Current Liabilities</b>	<b>21,336,900</b>	<b>21,336,900</b>
<b>TOTAL LIABILITIES</b>	<b>32,304,652</b>	<b>30,951,631</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	4,666,972	4,666,972
Deferred inflow related to OPEB	39,401	39,401
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>36,971,625</b>	<b>35,618,604</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	50,080,452	49,904,289
Unrestricted	43,325,606	40,007,109
<b>TOTAL NET POSITION</b>	<b>\$ 93,406,058</b>	<b>\$ 89,911,398</b>



**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
For the month ended April 30, 2021**

	<u>4/30/2021</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 60,736
Cash Received from Bus Advertising and Other Ancillary	51,355
Cash Payments to Suppliers for Goods and Services	(1,375,362)
Cash Payments to Employees for Services	(1,087,504)
Cash Payments for Employee Benefits	(74,371)
<b>Net Cash Used for Operating Activities</b>	<u><b>(2,425,147)</b></u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,306,169
Grants and Other Reimbursements	2,296,611
Distributions to Subrecipient Programs	(4,201)
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<u><b>4,598,579</b></u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	319,520
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(481,934)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<u><b>(162,414)</b></u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	2,964
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<u><b>2,964</b></u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>2,013,983</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), April 1, 2021</b>	<b>45,868,761</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), April 30, 2021</b>	<b>\$ <u><u>47,882,744</u></u></b>

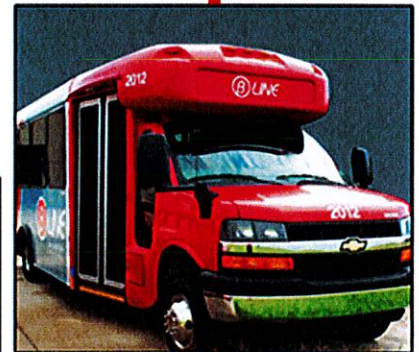


**Subject:** April 2021 Operations Report

The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.

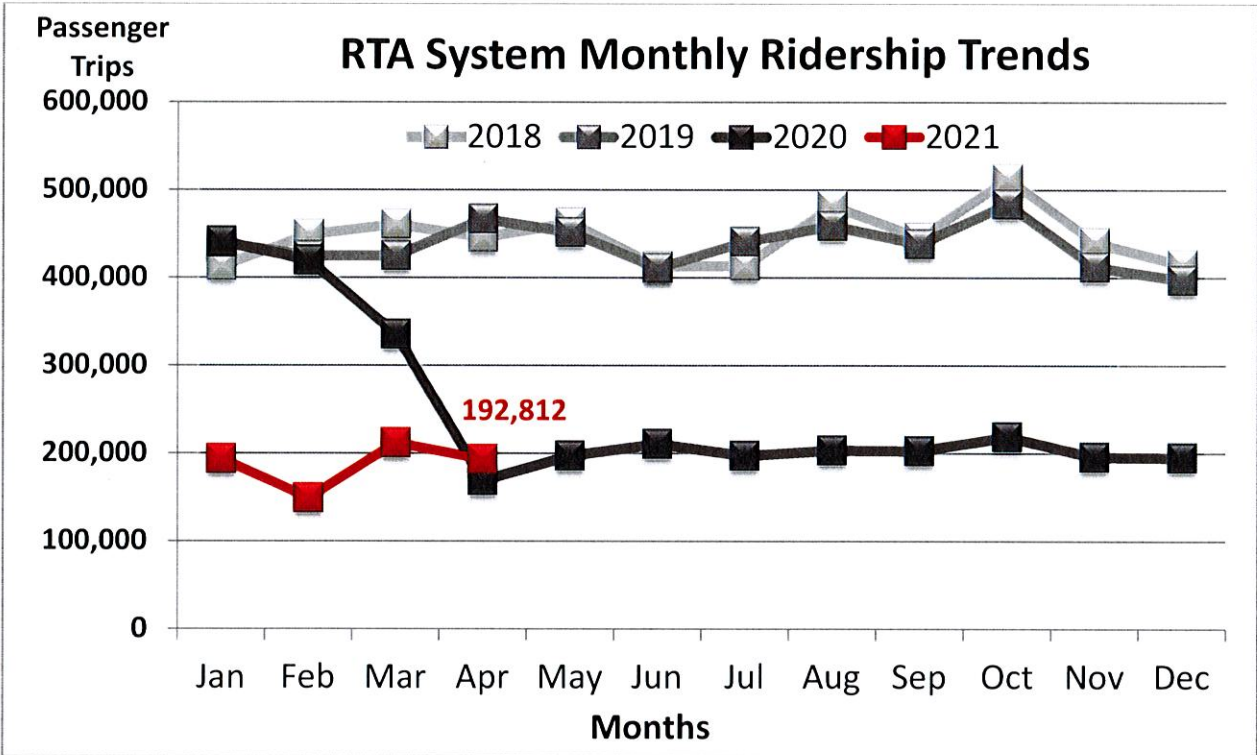


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**System-wide Ridership and Service Performance Results**

April 2021 system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 192,812 which represents an increase of 14.2% as compared to 168,776 passenger trips in April 2020 or 24,036 more trips this month. In comparison to the pre-COVID-19 period in April 2019 with 466,796 passenger trips, 192,812 passenger trips represents a decrease of 59%.

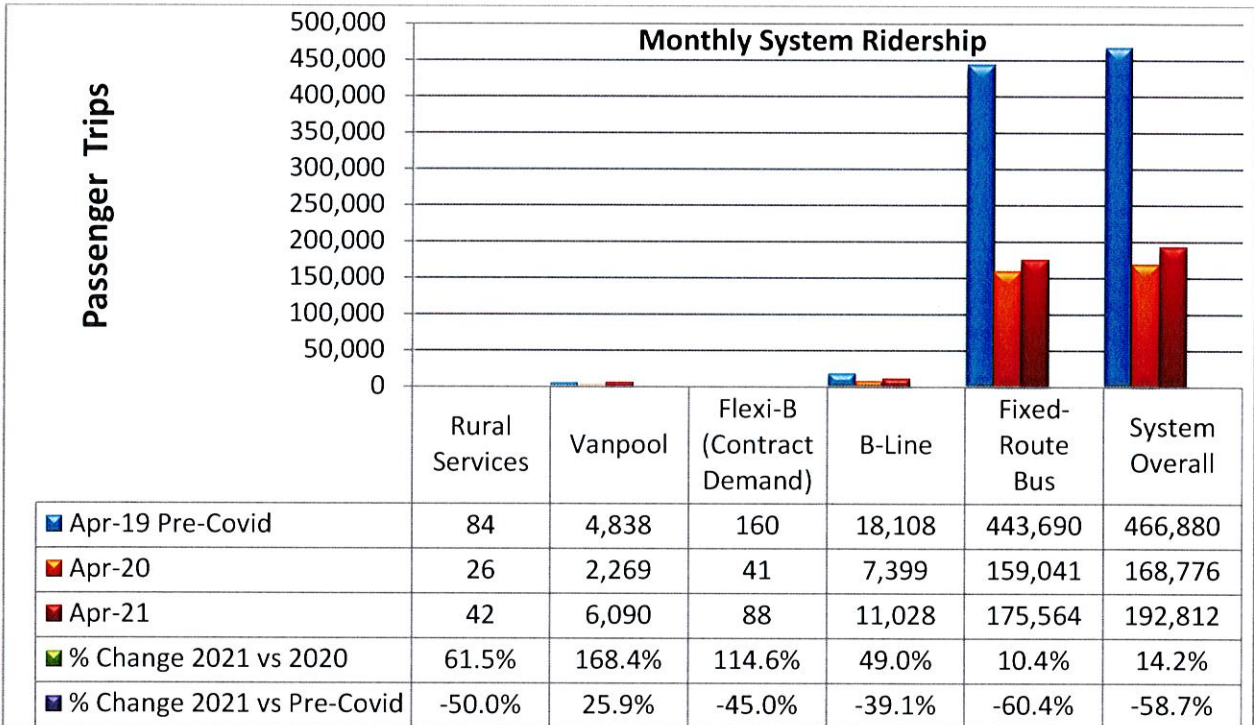


April 2020	April 2021	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
3 Sundays	3 Sundays	-
1 Easter Holiday	1 Easter Holiday	-
30 Days	30 Days	-

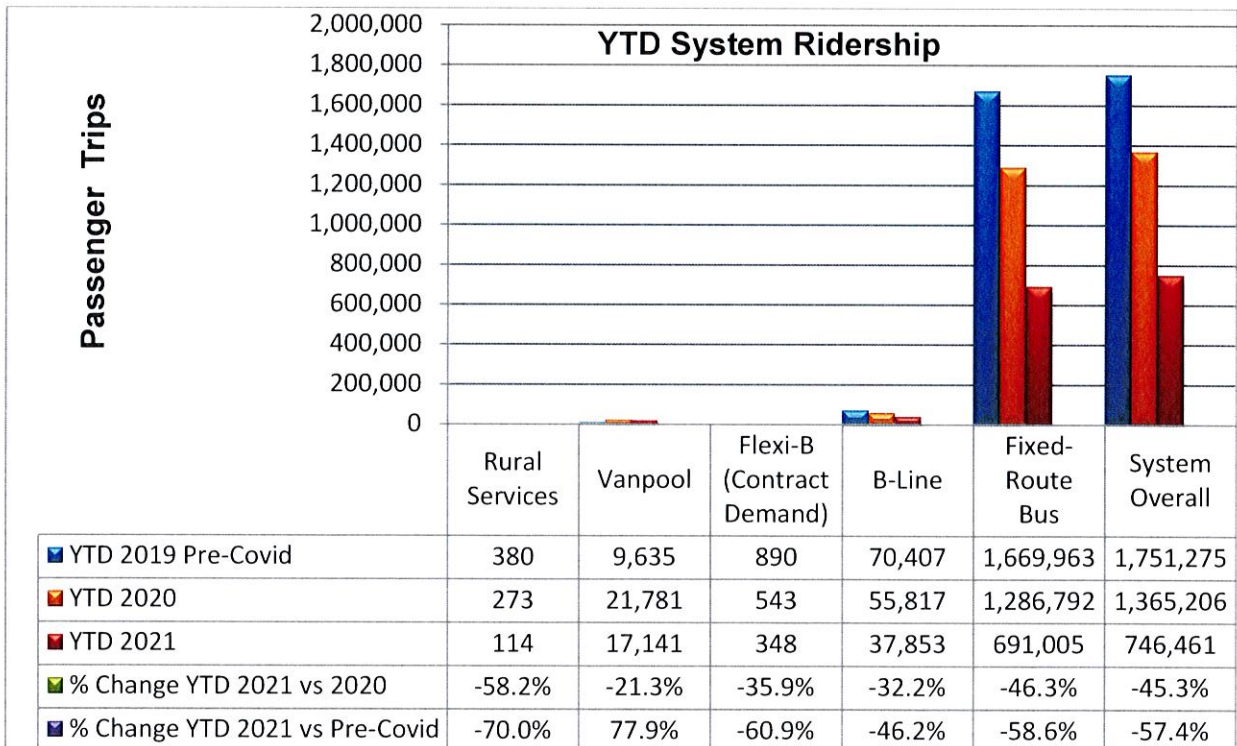
In April 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.49 per gallon compared to about \$1.65 per gallon in April 2020<sup>1</sup>. April rainfall was above normal at 2.3 inches as compared to April's total of 0.9 inches last year. Historically, the average rainfall in April is 1.83 inches.<sup>2</sup> The average high temperature of 82 degrees was close to the 81 degree average.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>.  
 2. <https://www.weather.gov/crp/monthlyrainfall>

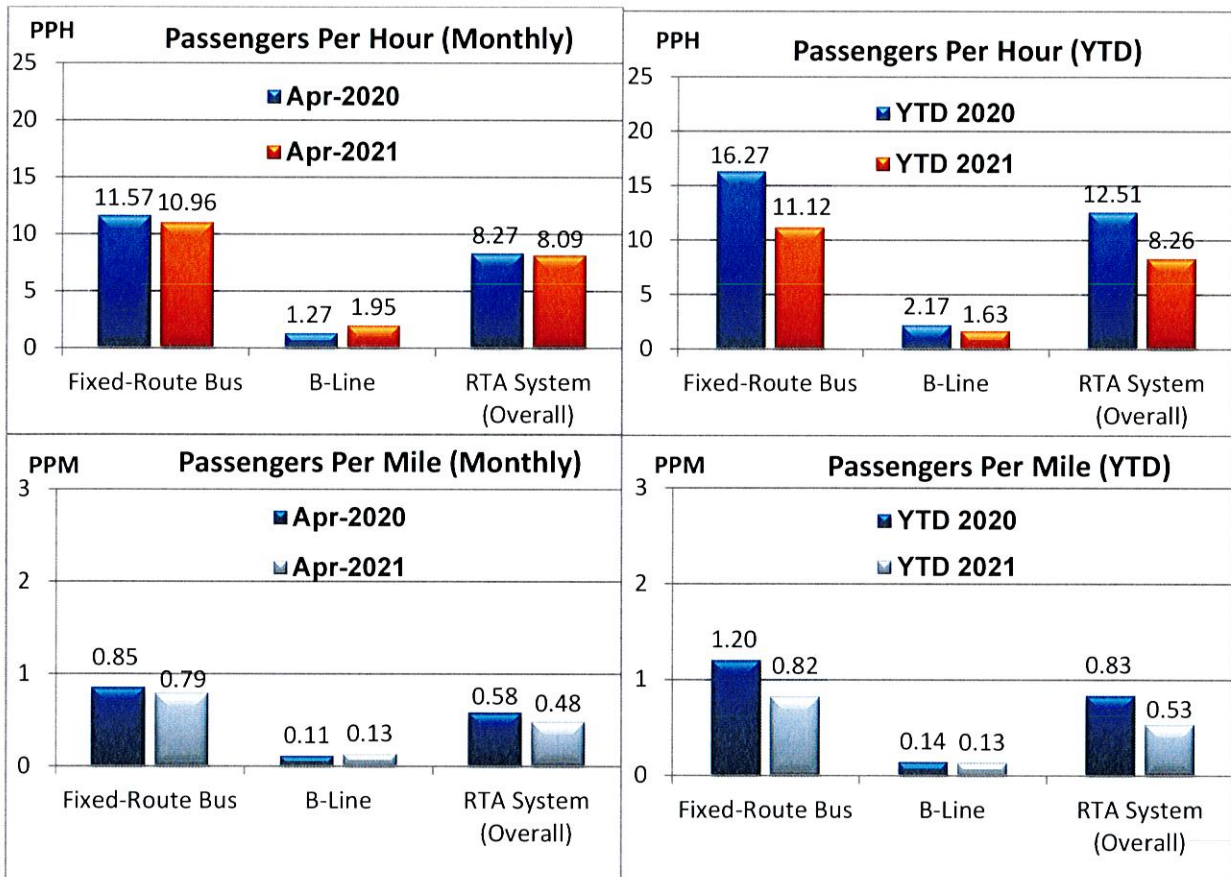
The chart below shows monthly ridership results for all services. CCRTA recorded 24,036 more passenger trips for an increase of 14.2% as compared to April 2020. As compared to April 2019 Pre-Covid, passenger trips decreased 58.7%.



The chart below shows YTD ridership results for all services. CCRTA has recorded 618,745 fewer passenger trips for a YTD decrease of -45.3% in 2021 as compared to 2020. As compared to YTD 2019 Pre-Covid, passenger trips decreased 57.4%.



The following charts report system-wide productivity for the month of April 2021 vs. April 2020 and YTD figures.



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

Schedule Adherence	Standard	Jan-21	Feb-21	Mar-21	Apr-21	4-Month Average
Early Departure	<1%	0.5%	0.7%	0.5%	0.0%	0.4%
Departures within 0-5 minutes	>85%	94.4%	92.7%	89.6%	93.2%	92.5%
Monthly Wheelchair Boardings	No standard	2,376	1,823	2,705	2,411	2,329
Monthly Bicycle Boardings	No standard	4,477	2,898	4,486	4,144	4,001

The following construction projects potentially impact current or future on-time performance:

On Detour	<ul style="list-style-type: none"> <li>• <b>North Beach-U.S.181 realignment</b> (Harbor Bridge reconstruction): Began April 2019               <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78 (<b>2 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Winnebago &amp; Lake St.</b>-(Harbor Bridge reconstruction): Began August 2020               <ul style="list-style-type: none"> <li>➤ Route 12 (<b>10 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Crosstown-Ocean)-<u>Project is nearing completion in late May to early June 2021</u> <ul style="list-style-type: none"> <li>➤ Route 23 (<b>11 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St. TxDOT Project</b> (Mexico to Doss St.) (24) month project: To be complete late 2021               <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 (<b>2 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Rd.</b> (Holly Rd-SPID)-<u>Project is also nearing completion in late May to early June 2021</u> <ul style="list-style-type: none"> <li>➤ Route 32 (<b>6 stops impacted</b>)</li> <li>➤ Route 17 (<b>17 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Rd.</b> (SPID-McArdle-Staples): Project on hold and maybe expanded.               <ul style="list-style-type: none"> <li>➤ Routes 32 &amp; 37 (<b>7 stops will be impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Ayers St.</b> (SPID-Gollihar) (28) month project: Began January 2020               <ul style="list-style-type: none"> <li>➤ Route 19 (<b>7 stops impacted</b>)</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project: Begin March 2021               <ul style="list-style-type: none"> <li>➤ Route 29 (<b>8 Stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Laguna Shores Rd.</b> (SPID-Wyndale) (14) month, Began October 26, 2020 with anticipated completion in October 2022               <ul style="list-style-type: none"> <li>➤ Routes 3 &amp; 4 (<b>14 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Nueces Bay to Palm) (14) month project: Began April 2021 with anticipated completion in late-2022               <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 (<b>3 stops impacted</b>)</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Crosstown to Palm) (14) month project: To begin late-2021 with anticipated completion in early-2023               <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 (<b>9 stops will be impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Airline Rd.</b> (SPID-McArdle) (7) month project: Began January 2021               <ul style="list-style-type: none"> <li>➤ Routes 26 &amp; 65 (<b>2 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Ocean Dr. Resurfacing</b> (Robert Dr.-Ennis Joslin) (5) month project: Began March-2021               <ul style="list-style-type: none"> <li>➤ Route 6 (<b>25 stops impacted</b>)</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Six Points (Ayers St. @ 10<sup>th</sup> St.)</b> (7) month project: To begin April-2021               <ul style="list-style-type: none"> <li>➤ Routes 5 &amp; 17 (<b>1 stop impacted so far</b>)</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>McArdle Rd.</b> (Carroll-Kostoryz) (6) month project: To begin early-2022               <ul style="list-style-type: none"> <li>➤ Route 19 (<b>7 stops will be impacted</b>)</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Gollihar Rd.</b> (Greenwood-Crosstown) In design. To begin early-2022               <ul style="list-style-type: none"> <li>➤ Routes 23 &amp; 25 (<b>11 stops will be impacted</b>)</li> </ul> </li> </ul>

In April 2021, there were 15 detoured routes or 47% out of 32 fixed route services travelling on the local streets. Detoured bus route services include: 3, 4, 5, 6, 12, 17, 19, 23, 26, 27, 28, 32, 65, 76 & 78.

**144** is the total number of bus stops impacted or closed in April 2021.

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

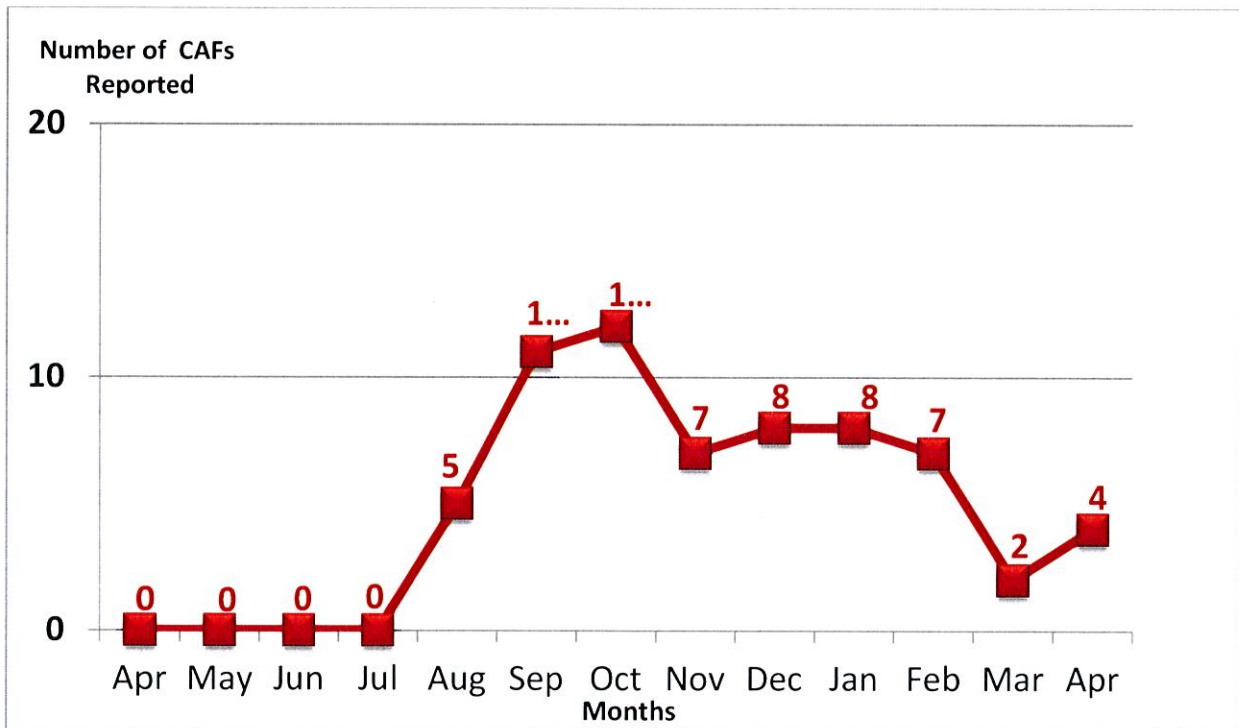
In April 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **1.95** Passengers Per Hour (PPH) did not meet the temporarily waived contract standard of 2.50 PPH to promote social distancing.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **11,678** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **7,247** ambulatory boardings; **3,008** wheelchair boardings

Metric	Standard	Jan-21	Feb-21	Mar-21	Apr-21	(4) Month-Ave.
Passengers per Hour	2.50	1.66	1.66	1.75	1.95	1.76
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	20,411	10,876	13,529	11,678	14,123
Monthly Wheelchair Boardings	No standard	2,123	1,848	2,954	3,008	2,483

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

For April 2021, Customer Service received and processed 4 Customer Assistance Forms (CAF's) all were verified as valid. The 4 CAFs include 1 commendation.



**Route Summary Report for April 2021:**

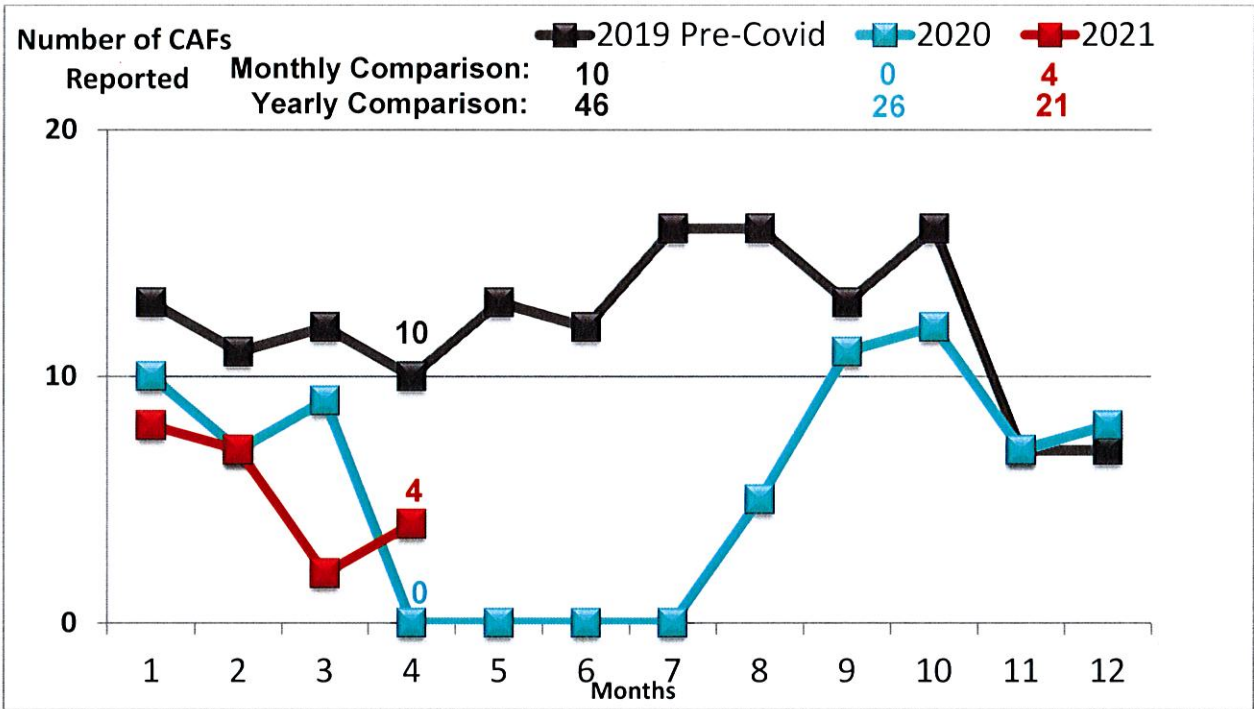
<b>Route</b>	<b># of CAFs</b>	<b>Route</b>	<b># of CAFs</b>
#3 NAS Shuttle		#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	
#19 Ayers	1	#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest		B-Line (Paratransit) Services	1
#27x Northwest (Express)		Safety/Transportation	2
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		<b>TOTAL CAF's</b>	<b>4</b>



**April 2021 CAF Breakdown by Service Type:**

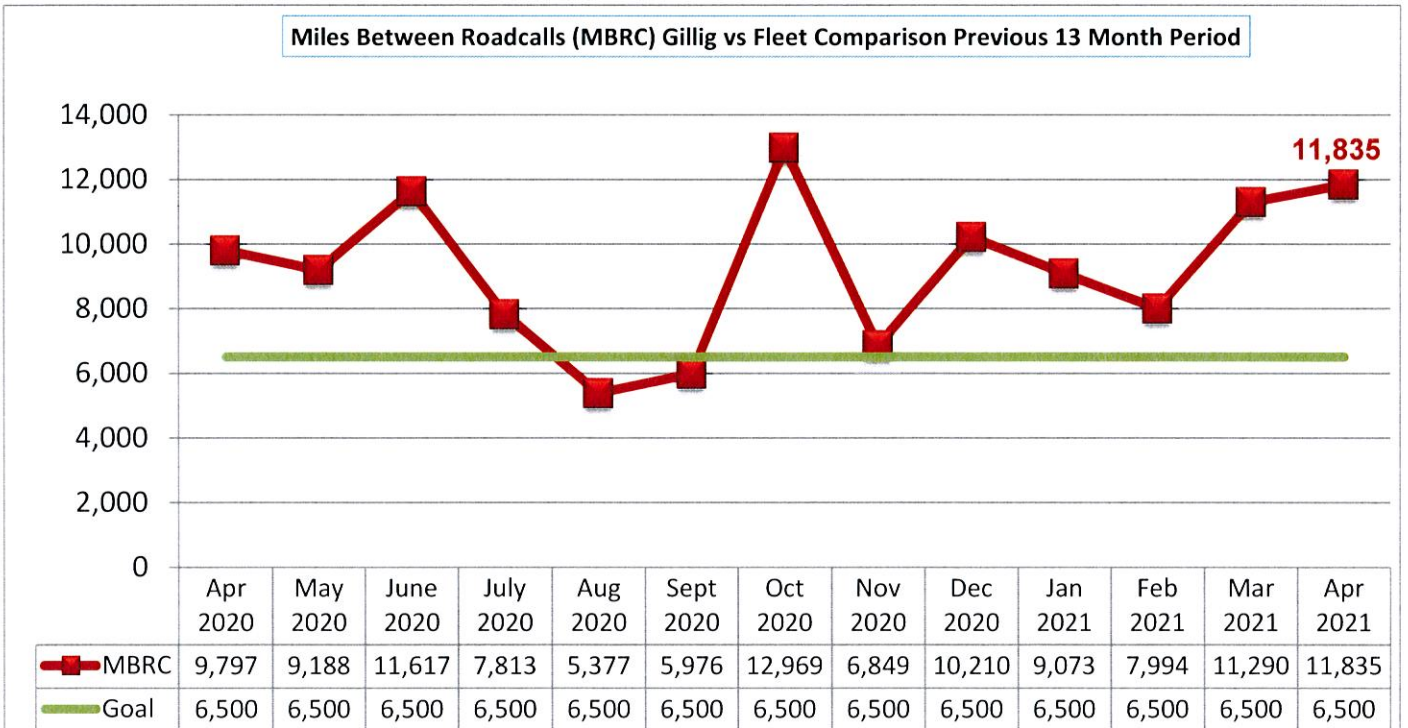
<b>CAF Category</b>	<b>RTA Fixed Route</b>	<b>B-Line ADA Paratransit</b>	<b>MV Fixed Route</b>	<b>Totals</b>
ADA				
Service Stop Issues	1			1
Driving Issues				
Customer Services				
Late/Early – No Show				
Alleges Injury	2			2
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy/Cell Phone User				
Denial of Service				
Safety & Security				
Rude				
Facility Maintenance				
Service Development				
Vehicle Maintenance				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations		1		1
<b>Total CAFs</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**CAF Reports: Current and Historical Trends**



**Vehicle Maintenance Department: Miles Between Road Calls Report**

In April 2021, there were 11,835 miles between road calls (MBRC) recorded as compared to 9,797 MBRC in March 2020. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. In addition, seasonal high weather temperatures impact the number of road calls.



**Board Priority**

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robinson  
Director of Planning

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/5/2021	13.	L. Allison	In regards to the Lease Renewal with the Metropolitan Planning Organization at the Staples Street Center Building, Ms. Allison asked, if MPO is currently seeing more traffic through there office?	Mr. Rob McDonald with MPO responded that most visitors either call or meet virtually.	5/5/2021
5/5/2021	14.a	M. Woolbright	In regards to the March 2021 Financial Report, Mr. Woolbright asked, we are at 45 to 50% of the normal passenger line, so can you please explain the 79%?	Mr. Saldana responded that we have an agreement with the university so those contracts are in place so whatever the ridership is we get X amount of dollars in there so that's artificially inflating the percentage.	5/5/2021
5/5/2021	14.a	M. Reeves	In regards to the March 2021 Financial Report, Mr. Reeves asked, what is driving the purchased transportation increase?	Mr. Majchszak responded that normally we have a standard of 2.5 passengers per hour, but we relaxed that during COVID. You will see that the ridership stint was down as the fixed route side. So we've had some increase in ridership and we haven't put that performance standard back in place to try to encourage social distancing on the B Line vehicles.	5/5/2021
5/5/2021	14.a	M. Reeves	In regards to the March 2021 Financial Report, Mr. Reeves asked, do we foresee this being a trend rolling monthly for the next portion of the year?	Mr. Majchszak responded that there is a potential that we may make some shifts to put lower routes into purchased transportation so there may be some adjustments there. We need a joint discussion about things like the performance standards, social distancing standards, things like that as we see the pandemic evolve.	5/5/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
5/5/2021	14.b	L. Allison	In regards to the March 2021 Procurement Update, Ms. Allison asked, why is the RTA keeping the boat slip?	Mr. Saldana responded that the slip is kept because it is one of the limited number of boat slips that would be large enough for a ferry. We have been asked from time to time to look into a ferry so we have kept it because it is no more than \$6,100 per year.	5/5/2021
5/5/2021	14.d	E. Martinez	In regards to the March 2021 Operations Report, Mr. Martinez asked, can you explain how that ties into social distancing, these buses are not huge but you can still get three people on them, correct?	Mr. Robinson responded yes, there's definitely enough seating but we're trying to space everybody accordingly so we don't have anybody within the six feet radius.	5/5/2021

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/28/2021	6.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Dailey-Wells Communications for Thirty Five (35) Portable Mobile Radio Purchase, Ms. Allison asked, is maintenance included in this agreement?	Mr. Saldana responded in the affirmative.	4/28/2021
4/28/2021	6.	P. Dominguez	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Dailey-Wells Communications for Thirty Five (35) Portable Mobile Radio Purchase, Ms. Dominguez asked, how many years is included in this contract?	Mr. Saldana responded that it's a 3 year contract but the \$113,000 is just a one time cost, after that we maintain it. It's an interlocal agreement so it keeps rolling over until either the City of Corpus Christi or the RTA decide they don't want to participate.	4/28/2021
4/28/2021	6.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a contract to Dailey-Wells Communications for Thirty Five (35) Portable Mobile Radio Purchase, Ms. Allison asked, is there a buy back option for this equipment?	Mr. Saldana responded that there's not currently a buy back option.	4/28/2021
4/28/2021	7.	P. Dominguez	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR), Ms. Dominguez asked, if the RTA is currently with Spectrum?	Mr. Saldana answered in the affirmative.	4/28/2021

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/28/2021	7.	P. Dominguez	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR), Ms. Dominguez asked, are we increasing in speed?	Mr. Saldana responded that we'll go from 200 megs to a gig and then from two to five gigs depending on what service we are talking about.	4/28/2021
4/28/2021	7.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Execute a Three-Year Contract for Internet and Fiber Data Communications with The Texas Department of Information Resources (DIR), Ms. Allison asked, when will this go into effect?	Mr. Saldana responded once the contract expires it will go into effect within 60 to 90 days.	4/28/2021
4/28/2021	8.	E. Salazar	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Policy, Mr. Salazar asked, is a trial run of this done?	Mr. Rendon answered in the affirmative.	4/28/2021
4/28/2021	9.	L. Allison	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Plan, Ms. Allison asked, are there any significant changes from the 2020 plan to this revised plan?	Mr. Rendon answered that no significant changes were made.	4/28/2021
4/28/2021	9.	P. Skrobarczyk	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2021 Emergency Preparedness Plan, Mr. Skrobarczyk asked, how did we end up with the Natatorium as an evacuee location?	Mr. Rendon responded that it is easy to go in and out of that area with the buses and also it's big enough to register and accept the evacuees. The CCISD bus barn being located there is also a component because they could evacuate to San Antonio with their buses.	4/28/2021

## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
4/28/2021	9.	M. Woolbright	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles, Mr. Woolbright asked, what vehicles are we buying?	Mr. Majchszak responded that hybrids are what's being requested.	4/28/2021
4/28/2021	8.	M. Woolbright	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles, Mr. Woolbright asked, what is the maintenance to fuel savings been like?	Mr. Majchszak responded we're benefiting from having federal involvement. It's not that much savings, but we had some Escapes and Hybrid Escapes and probably about a 10 gallon difference. They are also used during hurricanes because of the battery packs, we use them as mobile stations to run laptops and power other equipment.	4/28/2021
4/28/2021	8.	M. Woolbright	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles, Mr. Woolbright asked, is there an additional federal assistance because it's a hybrid?	Mr. Majchszak responded no, we're basically subsidized by the federal government, that is paying for 80% of the vehicle.	4/28/2021
4/28/2021	8.	M. Woolbright	In reference to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Four (4) Transportation Support Vehicles, Mr. Woolbright asked, is it worth it to have hybrids that have substantially higher maintenance cost?	Mr. Majchszak responded that it's not higher until it hits the 10 year point. We're a bit behind the 10 years on most of them. We've done pretty well with the vehicles we have that are 12 years old and still running on the original batteries.	4/28/2021