



# MEETING AGENDA

**DATE:** Wednesday, June 28, 2023

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

**Administration & Finance Committee**

**Operations & Capital Projects Committee** (No Meeting)

**Rural and Small Cities Committee** (No Meeting), and **Legislative Committee** (No Meeting)

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

## ADMINISTRATION & FINANCE COMMITTEE

**GABI CANALES, Committee Chair**

**Lynn Allison    Jeremy Coleman    Erica Maymi    Aaron Muñoz**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	J. Esparza	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	G. Canales	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	G. Canales	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">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 MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2023 (No May Mtg.)	G. Canales	3 min.	<b>Pages 1-4</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a One-Year Contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage	M. Rendón	3 min.	<b>Page 5-6</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a (3) three-year contract to The Doctors Center for Occupational Medical Services	A. Gaitan	3 min.	<b>Pages 7-8</b>
8.	<b>Committee Chair Report</b>	G. Canales	3 min.	-----
9.	<b>Adjournment</b>	G. Canales	1 min.	-----

**Total Estimated Time: 23 min.**

**OPERATIONS & CAPITAL PROJECTS COMMITTEE**

**ELOY SALAZAR, Committee Chair**

**Beatriz Charo Armando Gonzalez Anna Jimenez**

**NO MEETING**

**RURAL AND SMALL CITIES COMMITTEE**

**LYNN ALLISON, Committee Chair**

**Gabi Canales Beatriz Charo Jeremy Coleman Armando Gonzalez**

**NO MEETING**

**LEGISLATIVE COMMITTEE**

**AARON MUNOZ, Committee Chair**

**Gabi Canales Anna Jimenez Dan Leyendecker Eloy Salazar**

**NO MEETING**

On **Friday, June 23, 2023** this Notice was posted by **Marisa Montiel** 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  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, April 26, 2023**

**Summary of Actions**

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Opportunity for Public Comment – No Public Comments**
- 5. Approved the Administration & Finance Committee Meeting Minutes of March 22, 2023**
- 6. Approved to Recommend the Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy**
- 7. Approved to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Cost of \$523,430**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:30 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**

Gabi Canales; Chair, called the meeting to order at 9:57 a.m. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

Gabi Canales, Lynn Allison, Jeremy Coleman, Erica Maymi and Aaron Muñoz (virtual). Board Chair, Dan Leyendecker attended virtually.

**Board Members Absent**

None

**Staff Present**

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Miguel Rendón and Robert Saldaña.

**Public Present**

Rybalka, Gignac & Associates.



### **Safety Briefing**

Mr. John Esparza, Safety and Security Administrator, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. Marisa would account for all board members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

### **Receipt of Conflict of Interest Affidavits**

None received

### **Opportunity for Public Comment**

None received

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

### **Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of March 22, 2022**

**DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MARCH 22, 2022. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.**

### **Action to Recommend the Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy**

Mr. Miguel Rendón, Acting CEO, presented the item noting the board priority is Safety and Security. For the background, he noted that during and after an emergency situation, the CCRTA has a responsibility to provide a service to the citizens of the following areas: Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Gregory, Robstown, San Patricio and Nueces County. The CCRTA has a responsibility to work cooperatively with the City of CC and the Nueces County Emergency Management Office "EMO". Collaboratively, they provide emergency preparedness and evacuation services in the communities within RTA's service area relating to hurricanes and other emergencies requiring evacuations. He notes buses will not operate in the event that wind speeds reach 35 miles per hour or greater, due to safety reasons. Mr. Rendón says that this policy applies to all CCRTA employees, including part-time and temporary employees. He discussed essential vs. non-



essential employees. He continues that the initiation phase is when the CEO declares the Emergency Response Plan is activated and department Directors will notify employees of their responsibilities and expectations. Next, he discussed the condition phases which include Phase 3 - Readiness, Phase 2 - Essential Services and Phase 1 - Activation. When the return to duty phase is activated, all employees must report to work at the start of their next regularly scheduled shift and employees unable to return must speak with their supervisor/manager. Board Chair Leyendecker asked who staffs the EOC. Mr. Majchszak said the county personnel holds their own meetings, city members hold their meetings along with Gordon and himself. It is a collaborative effort when the City holds their meeting, the County attends and vice-versa. Mr. Rendón noted that if the item gets approved at the May Board meeting, this will be presented to the Small Cities Committee of Mayors.

**DIRECTOR JEREMY COLEMAN MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT THE REVISED 2023 EMERGENCY PREPAREDNESS POLICY. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Costs of \$523,430**

Mr. Robert Saldaña, Managing Director of Administration, presented the item noting the board priority is Public Image and Transparency. For the background, he noted the Defined Benefit Plan (DBP) provides a fixed, pre-established benefit for employees at retirement. The fundamental financial objective is to fund the long-term cost of the pension benefits promised to participants. He says an additional objective is to meet the funding goals established by Texas Government Code 802.2011, which requires a funding policy that seeks a funding ratio of 100%. The current policy approved in 2019 seeks 85% to 95% funding level. Mr. Saldaña explains the total expenditures budgeted in 2023 Adopted Operating Budget will need to be increased by \$523,430 through a budget amendment in order to maintain a funded ratio of 87.35% and the increase in expenditures is expected to be covered by the projected increase in Sales Tax Revenues. He displayed the impact on department operating budgets. Director Maymi asked how much this would increase the overall budget, Mr. Saldaña noted approximately 1% increase in the budget. Director Maymi asked about the difference in increase in departments and if it means more staff was hired in those departments. Mr. Saldaña explains that the increases relate to the expected amount per employee in those departments and that each employees' situational increase is different. Director Maymi asked how long the employee must be employed to be fully funded and he responded seven years. Director Maymi asked if the pension gets transferred to the spouses at death and Mr. Saldaña noted that there are different options available at retirement. Secretary Allison asked how the Sales Tax Income is looking so far and Mr. Saldaña noted January and February are usually low sales tax months, but usually picks up later in the year. Chair Leyendecker asked if this is approved, what percentage will this bring the funded ratio to and Mr. Saldaña noted 87.35%. He wanted to clarify that this would be pulled from the unreserved fund and essentially put back at the end of the year if able to. Mr. Saldaña replied that was correct.



**DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE 2023 BUDGET AMENDMENT FOR PENSION COSTS OF \$523,430. SECRETARY LYNN ALLISON SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.**

### **Heard Committee Chair Report**

Committee Chair Canales thanked the Directors and staff that were involved in the TTA Conference noting she feels it went really well and was impressed. Director Coleman asked about Covid funds and if CCRTA is still receiving any. Mr. Saldaña replied that those funds have all been exhausted and drawn down. Director Coleman asked if those funds were calculated in the current operating budget and Mr. Saldaña replied yes. Committee Chair Canales asked if any additional funds are expected and Mr. Saldaña replied that he does not expect any.

### **Adjournment**

There being no further review of items, the meeting adjourned at 10:32 a.m.

Submitted by:           Marisa Montiel



Administrative Committee Meeting Memo

June 28, 2023

**Subject:** Award a One-Year Contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage

**Background**

Acrisure LLC dba Carlisle Insurance has carried windstorm and hail coverage for the CCRTA for the last five years. The premium history is provided below:

YEAR	PREMIUM	PERCENTAGE INCREASE
2018-2019	\$84,000	
2019-2020	\$92,589	10% increase over 2018-2019
2020-2021	\$109,410	20% increase over 2019-2020
2021-2022	\$132,048	22% increase over 2020-2021
2022-2023	\$189,757	43.7% increase over 2021-2022

The current coverage expires on July 27, 2023.

The solicitation was posted twice in the Caller Times newspaper, posted to the CCRTA’s website, and on B2Gnow. A pre-proposal conference was held on May 5, 2023. There was one firm in attendance, Alliant Insurance Services. No Requests for Information (RFIs) were received. All proposals were received by June 16, 2023.

**Identified Need**

Windstorm and hail insurance coverage is needed to ensure protection of the CCRTA’s assets.

Two proposals were received from the following firms: Acrisure LLC dba Carlisle Insurance, the incumbent, and Alliant Insurance Services. Alliant Insurance Services was deemed non-responsive because they did not provide a Proposal Response Form.

On June 22, 2023, Acrisure LLC dba Carlisle Insurance was requested to provide a Best and Final Offer (BAFO), but they chose to stay with their initial Proposal Response. The evaluation results are presented below.

Firm	Qualifications and Experience (20 Points Max)	Price Score (80 Points Max)	Total Score	Carrier
Acrisure LLC DBA Carlisle Insurance	9.60	80	89.60	Velocity Risk

	Option 1	Option 2	Option 3	Option 4
<b>Coverage</b>	\$100,000 Wind/Hail Ded 5% Min \$ 100,000 Named Storm	\$100,000 Wind/Hail Ded 5% Min \$ 100,000 Named Storm	\$100,000 Wind/Hail Ded 5% Min \$ 100,000 Named Storm	\$100,000 Wind/Hail Ded 5% Min \$ 100,000 Named Storm
Total Insured Values	\$45,155,315	\$45,155,315	\$45,155,315	\$45,155,315
Limits	5,000,000	10,000,000	15,000,000	20,000,000
Windstorm Premium	\$190,229	\$363,355	\$415,817	\$520,741

Specifications of the policy received from Acrisure LLC dba Carlisle Insurance are as follows: a deductible increase from 3% to 5% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$100,000 minimum per occurrence – Named storm wind/hail with \$100,000 per occurrence – all other wind/hailstorms.

The policy term is from July 28, 2023 through July 27, 2024.

The proposed premium difference from the previous year are listed in the table below.

Options	Premium Difference	Percentage Increase
4	\$330,984	174.425%
3	\$226,060	119.131%
2	\$173,598	91.48%
1	\$472.00	0.24%

**Financial Impact**

Funds are budgeted in FY 2024 Operating Budget, local funds.

**Board Priority**

This item aligns with Board Priority – Safety and Security.

**Recommendation**

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a one-year contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage Option Three in the amount not to exceed \$415,817.

Respectfully Submitted,

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Miguel Rendón,  
Acting Chief Executive Officer





**Subject: Authorize Awarding a (3) Three-Year Contract for Occupational Medical Services to The Doctors Center**

**Background**

The authority provides medical occupational services at no cost to the employees. Currently these services are provided by The Doctors Center and the contract is set to expire on July 31, 2023. The services provided include, but are not limited to:

<b>Occupational Medical Services</b>
Pre-Employment Physicals (DOT & Non-DOT)
Pre-Employment Drug & Alcohol Screenings
Pre-Employment Human Performance Evaluation (Agility Test)
Monthly Random Drug & Alcohol Testing
Post-Accident Drug & Alcohol Testing
Annual DOT Physicals & HPE
Return to Work Medical Examinations
Medical Services for Work Related Injuries

**Identified Need**

This contract was initially awarded in 2017. The Doctor’s Center has proven their ability to provide the necessary compliance with the FTA’s regulations and has provided a satisfactory level of service to the RTA and its employees through acceptable patient to doctor ratio.

**Analysis**

A Request for Proposals was issued on March 30th and proposals were due May 11<sup>th</sup>. Four proposals were received, one of the proposals was received after the due date time and three proposals were reviewed and evaluated. The following evaluation criteria was used to evaluate the proposals:

<b>Evaluation Criteria</b>	<b>Points</b>
Approach & Work Plan	40 Points Max
Qualifications & References	15 Points Max
Experience	15 Points Max
Price Score	30 Points Max
	100 Total Maximum Points

One of the proposals received was deemed unresponsive because they did not were not able to meet the specifications in regards to providing after hours care. The results are as follow for the two proposals evaluated:

Firm	Approach & Work Plan	Qualifications & References	Experience	Price Score	Total Score
The Doctors Center	35.00	13.20	14.00	30.00	92.90
Alliance Health Resource Mobile Division, Ltd.	32.00	13.40	13.20	28.75	87.35

This firm deemed as being able to provide the best overall service and products is The Doctors Center.

**Disadvantaged Business Enterprise**

The DBE goal is (0%) zero percent for this procurement. Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

**Financial Impact**

The cost of utilizing the Occupational Medical Services on an annual basis is estimated to be approximately \$157,165.00. These funds are budgeted annually in the Human Resources Department budget.

**Board Priority**

The Board Priority is Transparency.

**Recommendation**

Staff requests that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize awarding a (3) three-year contract to The Doctors Center for Occupational Medical Services.

Respectfully Submitted,

Submitted by: Angelina Gaitan  
Director of Human Resources

Reviewed by: Angelina Gaitan  
Director of Human Resources

Final Approval by:   
Miguel Rendón  
Acting Chief Executive Officer