



DATE: Wednesday, November 15, 2017
LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX
TIME: 8:30 a.m. Administration & Finance Committee Meeting
9:30 a.m. Operations & Capital Projects Committee Meeting

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Larry Young, Sr. ~ Patricia Dominguez

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	1 min.	-----
2.	Opportunity for Public Comment	T. Niskala	3 min.	-----
3.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of October 25, 2017	T. Niskala	3 min.	Pages 1
4.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Enter into Professional Service Agreements for Financial Auditing Services for the RTA Defined Benefit Plan and Trust	R. Saldaña	4 min.	Pages 2-3
5.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Enter into a Professional Service Agreement for Financial Auditing Services for the fiscal year ending December 31, 2017 to include the Financial Audit, Compliance Audit, and CAFR	R. Saldaña	4 min.	Pages 4-5
6.	Discussion and Possible Action Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to Provide Insurance for the Following Lines of Coverage for FY 2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors &	M. Rendón	5 min.	Pages 6-7

	Omissions Insurance, and Workers' Compensation Insurance			
7.	Discussion and Possible Action to Amend or Revoke the Board Policy on the Naming of Facilities	C. Rock	4 min.	Page 8 <i>Attachment</i>
8.	Presentations: a. October 2017 Financial Report	R. Saldaña	4 min.	Pages 9-15 <i>PowerPoint</i>
9.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 25 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

George B. Clower ~ Glenn Martin ~ Edward Martinez

Scott Harris ~ Dan Leyendecker

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	2 min.	-----
2.	Opportunity for Public Comment	M. Reeves	3 min.	-----
3.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 25, 2017	M. Reeves	3 min.	Pages 1-4
4.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve the Last Option Year for General Engineering Construction Services with Naismith-Hanson Engineering, Inc.	S. Montez	4 min.	Pages 5-6 <i>PowerPoint</i>
5.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Ti-Zack Concrete, Inc., for ADA Bus Stop Improvements Phase VI	S. Montez	4 min.	Pages 7-8 <i>PowerPoint</i>
6.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Qualifications for Engineering Design Services for ADA Bus Stop Improvements Phase VII	S. Montez	4 min.	Pages 9-10 <i>PowerPoint</i>
7.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Issue	S. Montez	4 min.	Pages 11-12 <i>PowerPoint</i>

	an Invitation for Bids for ADA Bus Stop Improvements Phase VII			
8.	Presentations: a. October 2017 Operations Report	G. Robinson	4 min.	Pages 13-24 <i>PowerPoint</i>
	b. Procurement Update	R. Saldaña	4 min.	<i>PowerPoint</i>
9.	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 33 min.

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On **Friday, November 10, 2017** 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.

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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.

**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 25, 2017**

Summary of Actions

1. **Conducted Roll Call**
2. **Provided Opportunity for Public Comment**
3. **Action to Approve Administration & Finance Committee Meeting Minutes of September 27, 2017**
4. **Action to Amend or Revoke the Board Policy on the Naming of Facilities**
5. **Action to Action to Recommend to the Board of Directors to Adopt the 2018 Board and Committee Meetings Calendar**
6. **Heard Presentations:**
 - a. **September 2017 Financial Report**
7. **Adjournment**

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

Committee Members Present: Tom Niskala

Committee Members Absent: Larry Young

Staff Present: Jorge Cruz-Aedo, CEO; Daniel Benavidez, Esteban Campos, David Chapa, Jennifer Fehribach, Bryan Garner, Anna Hinojosa, Denise Jones, Dena Linnehan, Sharon Montez, Gordon Robinson, Sandy Roddel, Robert Saldaña and Susan Teltschik

Public Present: Gina Salazar and Regina Contreras, ATU Local 1769; Nicole Woolbright, KCS/PR

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:30 a.m. Ms. Dena Linnehan called Roll and stated a quorum was not present. Mr. Niskala requested staff to brief the board over the agenda items until a quorum could be established.

Opportunity for Public Comment

Ms. Judy Telge commented on the MobilityNow! Program being launched this Thursday at RTA's Staple Street Center on the Green Roof and invited the Board to attend.

Adjournment

There being no further review of items, the meeting ended at 8:42 a.m.

Submitted by: Dena Linnehan



Subject: Enter into Professional Service Agreements for Financial Auditing Services for the RTA Defined Benefit Plan and Trust

Background

Pursuant to the Texas Administrative Code Chapter 452.101, the Corpus Christi Regional Transportation Authority's governing Board of Directors shall "...appoint auditors...and prescribe their duties, compensation, and tenure." Additionally, legislation passed by the Texas Legislature amended Code 802.102 of the Texas Government Code to include the requirement that the governing body of the public retirement system (Defined Benefits Plan) have the accounts of the system audited at least annually by a certified public accountant in accordance with generally accepted auditing standards. A general audit of a governmental entity does not satisfy this requirement.

Identified Need

The existing audit services contract with Collier, Johnson and Woods, PC has expired. In order to complete the 2017 annual audit in a timely manner, an auditing firm should be contracted with prior to December 31, 2017.

Audit Objectives of Auditor

1. Expression of opinion about whether financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.
2. Conduct audit in accordance with auditing standards generally accepted in the United States of America and include tests of accounting records and other procedures considered necessary to enable an expression of an opinion.

Timeliness of Audit

The current auditor, Collier, Johnson and Woods, PC, being familiar with the processes at the CCRTA, and having preformed the audit for the Defined Benefit Plan and Trust for 2015 and 2016 will be able to initiate the audit process immediately upon approval of this agreement in order to present a completed audit in a timely manner.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

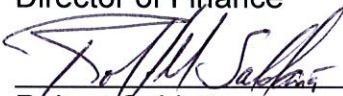
Funding for the audit is included in the Finance Department budget and is estimated to cost \$14,000.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into a Professional Services agreement for Financial Auditing Services for the RTA Defined Benefit Plan and Trust with Collier Johnson & Woods, PC for fiscal year ending December 31, 2017.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: 
Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Enter into a Professional Service Agreement for Financial Auditing Services for the fiscal year ending December 31, 2017 to include the Financial Audit, Compliance Audit, and CAFR

Background

Pursuant to the Texas Administrative Code Chapter 452.101, the Corpus Christi Regional Transportation Authority's governing Board of Directors shall "...appoint auditors...and prescribe their duties, compensation, and tenure." Since the Authority receives federal assistance, the Federal Transit Administration also requires a financial audit and a compliance audit be performed annually by an independent public accounting firm.

Identified Need

The existing audit services contract with Collier, Johnson and Woods, PC has expired. In order to perform required inventory procedures on December 31, 2017 and complete the 2017 annual audit in a timely manner, an auditing firm should be contracted with prior to December 31, 2017.

Audit Objectives of Auditor

1. Expression of opinion as to whether primary financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information accompanying the basic financial statements.
2. Report on Internal Control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Governmental Auditing Standards*.
3. Report on Internal Control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
4. Review all financial forms to ensure The National Transportation Database (NTD) compliance.

Timeliness of Audit

Our current auditor, Collier, Johnson and Woods, PC, being familiar with the processes at the CCRTA, will be able to initiate the audit review process immediately upon approval of this agreement in order to complete the audit within the required deadlines of the Governmental Finance Officers Association (GFOA) for submittal of the CCRTA CAFR to the Certificate of Achievement For Excellence in Financial Reporting Program.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

Funding for the audit is included in the Finance Department budget and is estimated to cost \$57,000 and includes:

- Financial Audit of CAFR
- Compliance Audit
- NTD Procedures and Reports

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to enter into a Professional Services agreement for Financial Auditing Services with Collier, Johnson and Woods, PC for fiscal year ending December 31, 2017 to include the Financial Audit, Compliance Audit, and CAFR.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: 
Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

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CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting

November 15, 2017

Subject: Action to Amend or Revoke the Board Policy on the Naming Facilities

Recommendation

The Board Chair wishes to take action on the naming of facilities.

Respectfully Submitted,

Submitted by: Curtis Rock
Board of Directors Chairman

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

NAMING OF SHELTERS, STATIONS AND OTHER FACILITIES

POLICY STATEMENT

The RTA Board of Directors has adopted a policy that it does not name shelters, stations or other facilities of the RTA in honor of any individuals. Shelters, stations and other facilities shall be named based upon their geographic locations or other functional purposes.

Adopted May 10, 2006.



Subject: October 2017 Financial Report

SUMMARY: The Authority's net financial performance for the month of October falls short of budget by \$268,012. The negative variance is due primarily to the depreciation expense that will continue to exceed budget until the end of the fiscal year. This is because the amount budgeted for depreciation expense represents only the local share while the actual represents both the local and federal portions.

In addition, operating revenues experienced a budget shortfall of \$84,496; however revenues from sales tax and grant assistance exceeded budgets by \$120,662 and \$106,138 respectively. Total departmental operating expenses exceeded the overall operating budget by \$71,072. The reasons for this variance are explained in further detail later in the report.

REVENUES

Because sales tax revenue lags two months behind it is necessary to offer the following explanation to enhance the reader's understanding.

▪ Sales Tax Allocation – Received in October

The sales tax allocation received in October for \$2,394,858.51 represents consumer spending in August. The allocation came in lower than anticipated due to the effects of Hurricane Harvey. Businesses affected by Hurricane Harvey were allowed to delay their remittance of sales tax to the Office of the State Comptroller by up to 30 days. This delay led to deferred flows of sales tax payments from the Comptroller's Office to the RTA. This coupled with the delay in processing sales tax allocations for the third quarter ending September 3 led to the shortfall in sales taxes received. The allocation in comparison to the same period last year is lower by \$102,216 or -4.09%. YOY (Year-to-Year) collections for 2017 totaled \$20,748,897 which is \$107,815 higher than the same period last year and represents a positive growth of 0.52%.

The allocation for the month of August falls short of the monthly budget by \$301,141 or 11.17%. The Year-to-Date allocations fall short of budget by \$1,536,503, or -6.89%.

▪ Sales Tax Allocation – Received in November

The sales tax allocation received in November for \$3,206,691.45 represents consumer spending in September and includes delayed flows of payments that came as a result of Hurricane Harvey. The allocation in comparison to the same

period last year is higher by \$346,319.38 or 12.11%. YOY (Year-to-Year) collections for 2017 totaled \$23,955,588.70 which is \$454,135 higher than the same period last year and represents a positive growth of 1.93%.

The allocation for the month of September exceeds the monthly budget by \$118,491 or 3.84%. The Year-to-Date allocations fall short of budget by \$1,418,011, or -5.60%.

- Sales Tax Revenue Reported in October Financials
For clarity the actual sales tax revenue of \$2,816,762 reported in the October financials represents an accumulation of transactions that have occurred to date. One factor is the accruals and the others are the adjustments to the accrual when the actual sales allocation is received.
- Operating Revenues – For the month of October, Passenger Service was \$147,730 vs. \$129,142 in 2016 – an increase of \$18,588 and \$52,384 (26%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$19,906 vs. \$52,018 budgeted for a net shortfall of \$32,113. The shortfall is a timing issue as the anticipated annual amount for CNG rebates was received in April 2017.

EXPENSES

Over all, monthly departmental expenses are over budget by \$71,072, or 2.72%. For the year to date, expenses are under budget by \$780,510, or 2.98%. The majority of the variances are due to timing of purchases for supplies, cost-savings from several unfilled staff positions and utilities expenses lower than anticipated, offset by higher health insurance costs. The following are comments relating to the specific expense categories.

- Salaries & Benefits – October reflects \$1,145,175, which is 3.65% (\$43,387) under budgeted amounts. For year to date expenses, this category is \$779,985 (6.56%) under budget.
- Services – October reflects \$341,287, which is 21.27% (\$59,869) over budgeted amounts. This variance is related to timing of receipt of invoices for professional services.
- Materials and Supplies – October reports \$241,050, which is 0.67% (\$1,624) under budgeted amounts.
- Utilities – October reports \$70,436, which is 39.71% (\$46,399) under budgeted amounts. For the year, this category is \$558,204 (47.78%) under budget.
- Insurance – October reports \$266,295, which is \$462 (0.17%) over budgeted amounts.

- Purchased Transportation – October reports \$592,724, which is \$113,221 (23.61%) over the budgeted amount. The variance was expected as the category was under budget by \$72,592 in the month of September due to the timing of the receipt of invoices.
- Miscellaneous – October reports \$29,580 which is \$11,069 (27.23%) under budgeted amounts. The variance is related to the timing of invoices.

Please refer to the following page for the detailed financial statement.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: 
Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended October 31, 2017 & October 31, 2016

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2016	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 147,730	200,114	(52,384)	129,142	18,588
Bus advertising	10,190	18,268	(8,079)	8,532	1,658
Charter service	-	-	-	-	-
Other operating revenues	9,716	33,750	(24,034)	10,815	(1,099)
Total Operating Revenues	167,635	252,132	(84,496)	148,489	19,146
Operating Expenses:					
Transportation	609,033	577,154	(31,879)	477,283	(131,750)
Customer Programs	26,683	37,431	10,748	26,489	(194)
Purchased Transportation	592,724	479,503	(113,221)	477,413	(115,311)
Service Development	30,235	35,451	5,216	30,208	(27)
MIS	70,051	71,556	1,504	46,296	(23,755)
Vehicle Maintenance	388,330	410,532	22,202	390,144	1,814
Facilities Maintenance	181,481	146,688	(34,792)	131,452	(50,029)
Contracts and Procurements	11,146	14,618	3,472	6,853	(4,293)
CEO's Office	68,044	52,159	(15,885)	52,297	(15,747)
Finance and Accounting	34,507	40,876	6,369	29,320	(5,187)
Materials Management	12,124	13,785	1,661	11,787	(337)
Human Resources	428,033	442,677	14,644	476,338	48,305
General Administration	37,185	50,410	13,225	32,590	(4,595)
Capital Project Management	15,097	16,284	1,187	15,484	387
Marketing & Communications	48,644	46,821	(1,823)	60,520	11,876
Safety & Security	86,640	105,244	18,604	114,361	27,721
Staples Street Center	46,591	74,286	27,695	26,905	(19,686)
Total Departmental Expenses	2,686,547	2,615,475	(71,072)	2,405,740	(280,807)
Depreciation	708,333	390,067	(318,266)	663,747	(44,586)
Total Operating Expenses	3,394,880	3,005,542	(389,338)	3,069,487	(325,393)
Operating Income (Loss)	(3,227,244)	(2,753,410)	(473,834)	(2,920,998)	(306,246)
Other Income (Expense)					
Sales Tax Revenue	2,816,762	2,696,100	120,662	2,817,757	(995)
Federal, state and local grant assistance	292,805	186,667	106,138	329,945	(37,140)
Investment Income	5,105	8,167	(3,062)	8,028	(2,923)
Gain (Loss) on Disposition of Property	-	4,583	(4,583)	-	-
Debt Service	-	-	-	-	-
Other Income (Expense)	30,103	30,353	(250)	-	30,103
Subrecipient Grant Agreements	(6,522)	-	(6,522)	(31,267)	24,745
Street Improvements Program for CCRTA Region Entities	(252,623)	(229,083)	(23,540)	-	(252,623)
Net Income (Loss) Before Capital Grants and Donations	(341,615)	(56,624)	(284,991)	203,465	(545,080)
Capital Grants & Donations	16,979	-	16,979	-	16,979
Change in Net Assets	\$ (324,636)	(56,624)	(268,012)	203,465	(528,101)

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended October 31, 2017 and year ended December 31, 2016

	Unaudited October 31 2017	Audited December 31 2016
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 24,352,806	\$ 15,727,428
Investments	3,275,199	9,002,510
Receivables:		
Sales and Use Taxes	5,904,962	5,439,760
Accrued Interest	7,630	54,719
Federal Government	-	406,078
Other	52,985	36,938
Inventories	671,142	610,376
Prepaid Expenses	701,756	280,434
Total Current Assets	34,966,478	31,558,243
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,611,302	1,728,452
Capital Assets:		
Land	3,658,054	3,658,054
Buildings	49,958,064	49,958,064
Transit Stations, Stops and Pads	25,799,089	25,799,089
Other Improvements	4,706,675	4,706,675
Vehicles and Equipment	63,604,886	63,604,886
Construction in Progress	209,190	209,190
Current Year Additions	10,692,120	-
Total Capital Assets	158,628,078	147,935,958
Less: Accumulated Depreciation	(74,678,440)	(67,595,109)
Net Capital Assets	83,949,638	80,340,849
Total Non-Current Assets	85,560,939	82,069,300
TOTAL ASSETS	120,527,418	113,627,543
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	4,550,803	4,550,803
TOTAL ASSETS AND DEFERRED OUTFLOWS	125,078,221	118,178,346

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (continued)
Month ended October 31, 2017 and year ended December 31, 2016

	Unaudited October 31 2017	Audited December 31 2016
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	577,200	843,276
Contractors Retainage Payable	331,764	1,293,190
Current Portion of Long-Term Liabilities:		
Long-Term Debt	555,000	555,000
Compensated Absences	275,328	275,328
Distributions to Regional Entities Payable	2,647,119	3,329,846
Other Accrued Liabilities	678,985	625,718
Total Current Liabilities	5,065,396	6,922,358
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,820,000	19,820,000
Compensated Absences	185,229	185,229
Net Pension Liability	3,320,409	3,320,409
Net OPEB Obligation	435,418	435,418
Total Non-Current Liabilities	23,761,057	23,761,056
TOTAL LIABILITIES	28,826,453	30,683,414
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	195,034	195,034
TOTAL LIABILITIES AND DEFERRED INFLOWS	29,021,487	30,878,448
Net Position:		
Net Invested in Capital Assets	63,574,638	60,082,998
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,870,792	25,605,598
TOTAL NET POSITION	\$ 96,056,734	\$ 87,299,898

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
Month ended October 31, 2017

	<u>10/31/2017</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 149,010
Cash Received from Bus Advertising and Other Ancillary	28,074
Cash Payments to Suppliers for Goods and Services	(936,319)
Cash Payments to Employees for Services	(694,912)
Cash Payments for Employee Benefits	(531,216)
Net Cash Used for Operating Activities	<u>(1,985,363)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,394,859
Grants and Other Reimbursements	309,784
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,704,643</u>
Cash Flows from Capital and Related Financing Activities:	
Purchase and Construction of Capital Assets	<u>(1,205,961)</u>
Net Cash Provided by Capital and Related Financing Activities	<u>(1,205,961)</u>
Cash Flows from Investing Activities:	
Investment Income	6,446
Purchases of Investments	-
Maturities and Redemptions of Investments	<u>800,000</u>
Net Cash Provided by Non-Capital Financing Activities	<u>806,446</u>
Net Increase in Cash and Cash Equivalents	319,764
Cash and Cash Equivalents (Including Restricted Accounts), October 1, 2017	25,644,343
Cash and Cash Equivalents (Including Restricted Accounts), October 31, 2017	\$ <u><u>25,964,107</u></u>

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 25, 2017**

Summary of Actions

1. **Conducted Roll Call**
2. **Provided Opportunity for Public Comment**
3. **Action to Approve Operations & Capital Projects Committee Meeting Minutes of September 27, 2017**
4. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Lubricants & Fluids Supplies**
5. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve 2018 Holiday Service Schedule**
6. **Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2014-16**
7. **Heard Presentations:**
 - a. **September 2017 Operations Report**
 - b. **Procurement Update**
8. **Adjournment**

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

Committee Members Present: Michael Reeves, Edward Martinez and Glenn Martin

Committee Members Absent: George Clower and Scott Harris

Staff Present: Jorge Cruz-Aedo, CEO; Daniel Benavidez, Esteban Campos, David Chapa, Jennifer Fehribach, Bryan Garner, Anna Hinojosa, Denise Jones, Dena Linnehan, Sharon Montez, Gordon Robinson, Sandy Roddel, Robert Saldaña and Susan Teltschik

Public Present: Gina Salazar and Regina Contreras, ATU Local 1769; Nicole Woolbright, KCS/PR

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 9:30 a.m. Ms. Dena Linnehan called Roll and stated a quorum being present.

Opportunity for Public Comment

Ms. Gina Salazar of ATU-1769 Local Union spoke under Public Comment. She asked the committee members to consider keeping the 2017 Holiday Schedule Calendar approved in 2016 as is. Mr. Reeves commented we have heard your request.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of September 27, 2017

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF SEPTEMBER 27, 2017. MR. GEORGE CLOWER SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER AND MARTIN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Lubricants & Fluids Supplies

Ms. Jennifer Fehribach using a PowerPoint provided a background on the item and commented this IFB would keep our assets in good repair by providing cost effective savings for lubricants and fluids with issuing a 3-year contract base. She commented a supply agreement for the RTA will maintain firm pricing, eliminate supply shortages, and meet demand and the Agency seeks to leverage longevity and bulk pricing to secure costs savings as outlined by the Federal Transportation Administration (FTA).

Ms. Fehribach also said funding is allocated in FY2017 and also proposed in the FY2018 operating budgets.

MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE ISSUING AN INVITATION FOR BIDS (IFB) FOR LUBRICANTS & FLUIDS SUPPLIES. MR. EDWARD MARTINEZ SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER AND MARTIN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve 2018 Holiday Service Schedule

Mr. Gordon Robinson provided a summary for the holiday and service levels using a PowerPoint. He commented in the past, the RTA has not operated service on three days during the year, and operated a modified schedule on other dates. He said there will be three days of no service for 2018 on Easter, Thanksgiving Day and Christmas Day. Mr. Robinson continued and said for 2018, a weekday service level terminating early evening will be on both Christmas Eve and New Year's Eve days.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE 2018 HOLIDAY SERVICE SCHEDULE. MR. MARTINEZ SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER AND MARTIN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2014-16

Mr. Gordon Robinson provided a background and commented that every 3 years the agency updates their Title 6 Program as a requirement of the program. He commented the current program will expire January 31, 2018, and using a PowerPoint, he provided a chart summarizing the program which includes census demographics and limited English proficiency populated areas, minority and low-income populations analyzed, service equity analysis for major service changes, and stated there were no Title VI complaints reported system-wide.

MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2014-16. MR. MARTIN SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER AND MARTIN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS

Heard Presentations:

a. September 2017 Operations Report

Mr. Robinson reported on the September operations and how Hurricane Harvey effected the month with systemwide ridership being slightly down from September 2016. He commented wheelchair and bicycle boardings were up on some routes and slightly lower on others. B-Line just slightly under standard for the industry at 95.6. Mr. Robinson stated there were only 2 accidents for the month and both were unpreventable.

b. Procurement Update

Mr. Saldaña reported on the current procurement for the ADA Bus Stop Improvements Phase VI IFB would go before the Board in December and would be completed by February 1, 2018. He said there were four vendors who attended the pre-bid meeting from the 285 vendors notified. Mr. Saldaña reported on two projects for the 4 month outlook of Risk Management Services at \$357,333 and General Engineering Services at \$150,000.

Mr. Saldaña continued with the CEO's signature authority projects of Unleaded Fuel agreement not to exceed \$31,500, Benetrac 1-year agreement not to exceed \$16,308, Transloc contract not to exceed \$45,000, FleetNet services agreement not

to exceed \$29,520 and Employee Assistance Program agreement not to exceed \$10,000.

Mr. Saldaña commented on the month-to-month contracts and agreements and said there are three to include Long Term Disability at \$21,550, Marina Rental space continuous agreement at \$11,893, and Pre-employment Background Screening not to exceed \$20,300.

Adjournment

There being no further business, the meeting was adjourned at 9:54 a.m.

Submitted by: Dena Linnehan



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operations & Capital Projects Committee Memo

November 15, 2017

Subject: Last Option Year for General Engineering Construction Services with Naismith-Hanson Engineering, Inc.

Background

The RTA utilizes general engineering/architectural services for various tasks. Please see the list below of some of the tasks completed as part of the first option year contract:

- Proposed conceptual new Port/Ayers Transfer Station design
- Environmental assessment for Kleberg Bank Property
- Leopard Street Parking lot design and environmental assessment
- Bear Lane parking lot repairs

Identified Need

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

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

Analysis

A Request for Qualifications was issued on August 12, 2013 and qualifications statements were received Friday, September 13, 2013. A total of six proposals were received and evaluated. Written criteria for selection--in order of importance--were assigned as follows:

- Firm Qualifications (35 pts)
- Key Personnel Qualifications (25 pts)
- Work Approach (15 pts)
- Quality of Client Service (15 pts)
- Supporting Information (10 pts)

Ratings for the Initial Engineering/Architectural Services

Proposers	Quals. (35)	Key Personnel (25)	Work Approach (15)	Client Services (15)	Supporting Information (10)	TOTALS (100)
Naismith Engineering	32	23.75	12.25	12	8.25	88.25
LNV Engineering	30.25	22.5	12.75	12.25	8.5	86.25
RVE Engineering	29	21.5	13	12	8	83.50
MWM Engineering	25.25	21	13.25	11.25	8.75	79.50
MGM Engineering	27.5	19.75	10.5	11.25	8	77.00
Govind Engineering	25.75	17.75	10	9.75	6.5	69.75

Naismith Engineering was purchased by Hanson Professional Services, Inc. of Springfield, Illinois. Hanson Professional Services, Inc. is a national company with an office in Dallas, TX. Hanson Professional Services, Inc. was formed in 1954. Naismith Engineering has been providing engineering services since 1949 and provides civil, structural, and environmental engineering services, as well as, architectural services in-house. Together there are over 28 offices and 450 staff with the Naismith-Hanson firm.

Financial Impact

The annual cost estimate is \$150,000.

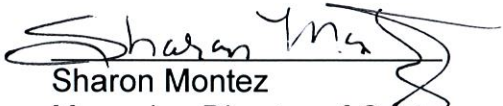
Disadvantaged Business Enterprise

The DBE goal for this contract was established in August 2013 at 25%.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors' to authorize the Chief Executive Officer or designee to enter into negotiations for the last option year with Naismith-Hanson Professional Services, Inc., for Engineering/Architectural Services

Respectfully Submitted,

Submitted by: 
 Sharon Montez
 Managing Director of Customer Services

Final Approval by: 
 Jorge Cruz-Aedo
 Chief Executive Officer



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Operations and Capital Projects Committee Memo

November 15, 2017

Subject: Award a Contract to Ti-Zack Concrete Inc., for ADA Bus Stop Improvements Phase VI

Background

Currently, the CCRTA has completed five phases of the ADA Bus Stop Transition Plan for ADA compliancy and contingent upon the December Board of Directors approval, the construction for ADA Bus Stop Improvements Phase VI will start mid-December. To date 766 bus stops are compliant. The overall goal is to reach 100% ADA compliancy within the next five years.

Identified Need

There are 609 bus stops left in the ADA Bus Stop Transition Plan to be improved. The CCRTA plans to improve 68 bus stops as part of this phase of ADA Bus Stop Improvements. That should leave a remaining balance of 541 bus stops that will be improved over the next 5 years.

Analysis

The bids were issued September 21st, the pre-bid was held October 5th, and the bid opening was November 2nd. The RTA received three bids.

Name	Zone 1 (LNV, Inc.)	Zone 2 (MGM, Inc.)	Zone 3 (Naismith- Hanson, Inc.)	Total Bids
Ti-Zack Concrete, Inc.	\$125,231.00	\$303,034.00	\$168,075.00	\$596,340.00
Mako Contracting	\$178,724.00	\$474,488.50	\$227,318.00	\$880,529.00
A. Ortiz Construction and Paving, Inc.	\$218,178.95	\$513,413.25	\$264,651.50	\$996,243.70

The lowest bidder was Ti-Zack Concrete, Inc., out of Minnesota. They have been in business since 1999. The company has previously provided construction services for the CCRTA and completed Phase II of the ADA Bus Stop Program, for a total of 86 bus stops. The quality of the work completed was superior and it was performed in an expeditious manner.

In regards to Zone 2, due to a mix up with different plans sets and the associated price schedule a contract modification deduction in the amount of \$139,447.00 is now required with Ti-Zack Concrete, Inc. They have agreed to the change to the proposed contract.

Name	Zone 1 (LNV, Inc.)	Zone 2 (MGM, Inc.)	Contract Modification Deduction for Zone 2	Zone 3 (Naismith- Hanson, Inc.)	Total Bids
Ti-Zack Concrete, Inc.	\$125,231.00	\$303,034.00	0	\$168,075.00	\$596,340.00
Ti-Zack Concrete, Inc. (with Contract Modification)	\$125,231.00	\$303,034.00 *\$163,587.00	(\$139,447.00)	\$168,075.00	\$456,893.00

**Note: The \$163,587.00 is the revised amount for Zone 2 with Ti-Zack Concrete, Inc., after the contract modification deduction of (\$139,477.00). The total proposed contract will be awarded for \$456,893.00 instead of \$596,340.00.*

Fiscal Impact

The estimated amount of the contract will be \$456,893.00, budgeted in the 2017 Capital Projects budget. This project is funded with 80% federal funds and 20% local funds.

Disadvantaged Business Enterprise

The DBE Goal for this project is 3%, and Ti-Zack Concrete, Inc. stated that they would meet that goal with a subcontractor.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Ti-Zack, Inc., for ADA Bus Stop Improvements Phase VI for the amount of \$456,893.00.

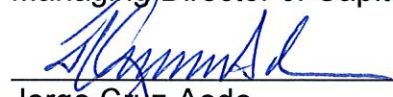
Respectfully Submitted,

Submitted by:



Sharon Montez
Managing Director of Capital Programs

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operations & Capital Projects Committee Memo

November 15, 2017

Subject: Issue a Request for Qualifications for Engineering Services for ADA Bus Stop Improvements Phase VII

Background

The CCRTA is moving forward with the next phase of the ADA Transition Plan, which will be Phase VII. To date the CCRTA has 766 bus stops that are now ADA compliant and we are 56% compliant.

The CCRTA has previously used a bidding model that divided the bus stop improvements into three zones to give smaller contractors the opportunity to bond for projects. We will utilize that same model this time. The project will be divided into three zones with approximately 42 bus stops in each zone, or about 126 total bus stops overall.

Consequently, the CCRTA will hire three engineering teams to design the three bid packages for the contractors.

Identified Need

The overall goal is to improve another 126 and work towards reaching 100% ADA compliancy for the bus stops. Once Phase VI (68) bus stops are improved, we should be at about 61% compliant at 834 bus stops.

Upon the completion of Phase VII and, if we are able to complete at least 126 bus stops, we should be at 70% compliancy at 960 bus stops.

Discussion/Analysis

The projected timeline for issuing the RFQ and negotiating a contract with an engineering/architectural firm is listed below:

Request Board Permission to Issue an RFQ	Wed., Dec. 6, 2017
Issue the RFQ for Engineering Services	Tues., Jan. 2, 2018
Open RFQ for Engineering Services	Fri., Feb. 16, 2018
Board Approval for Negotiations with Engineering Firms	Wed., Mar. 7, 2018

Financial Impact

The funds for this project are budgeted in the 2018 Capital Projects Budget and estimated at \$157,000 for all engineering services.

Recommendation

Staff requests that the Operations Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for Engineering Services for ADA Bus Stop Improvements Phase VI.

Respectfully Submitted,

Submitted by:



Sharon Montez
Managing Director of Customer Services

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Operation & Capital Projects Committee Memo

November 15, 2017

Subject: Issue an Invitation for Bids for ADA Bus Stop Improvements Phase VII

Background

To date the CCRTA has completed five ADA Bus Stop Improvement Phases and is in the process of starting the sixth phase. Currently, there are an estimated 1,375 bus stops and 766 are ADA compliant stops, bringing us to a compliancy percentage of 56.

Historically, the overall project model consisted of three to four ADA bus stop zones in each bus stop construction phase with the matching number of engineering firms to design the zones.

Identified Need

The RTA continues to pursue 100% ADA compliance with the remaining non-compliant bus stops in the service area and has budgeted funds in the 2018 Capital Projects Budget for ADA Bus Stop Improvement Project Phase VII.

The project model will be similar to the previous ADA Bus Stop Improvement Projects, in the sense that there will be three zones to bid on and three engineering firms selected for the design of the ADA bus stops. By dividing the work into zones this creates opportunities for more construction firms to be awarded an ADA Bus Stop Improvement zone.

The scope of work will include the construction of bus stop shelter pads, sidewalk improvements, curb cuts and some curb and gutter work.

Once three engineering firms have been selected, a timeline for this project will be released.

Financial Impact

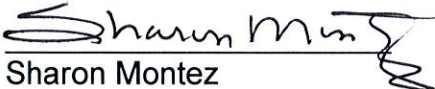
The estimated construction budget is roughly \$850,000 and is federally funded.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids for ADA Bus Stop Improvements Phase VII.

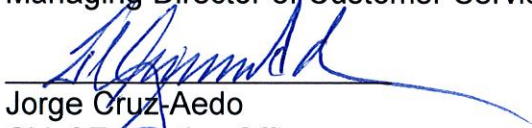
Respectfully Submitted,

Submitted by:



Sharon Montez
Managing Director of Customer Services

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

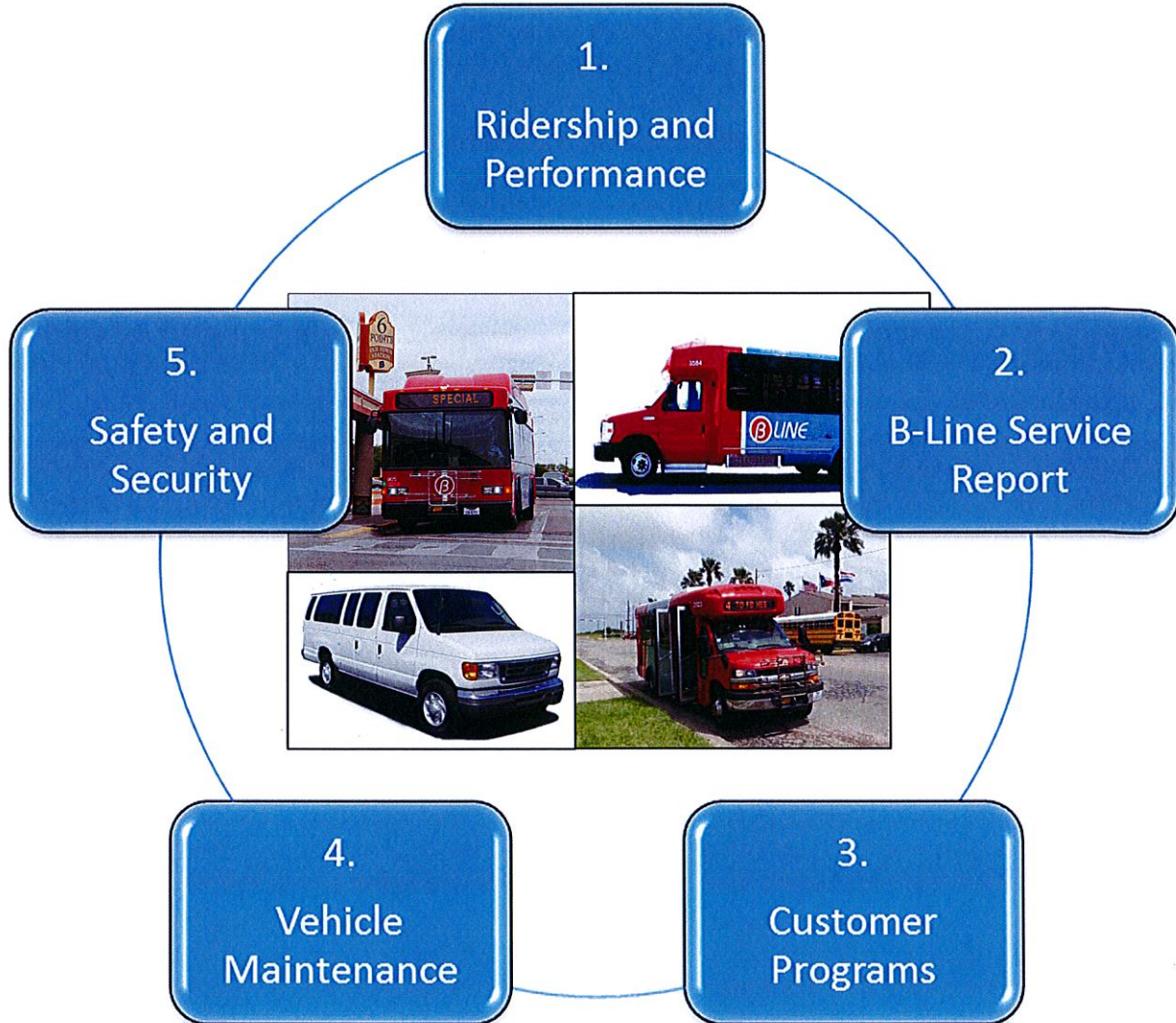
Operations and Capital Projects Committee Meeting

November 15, 2017

Subject: Operations Report for October 2017

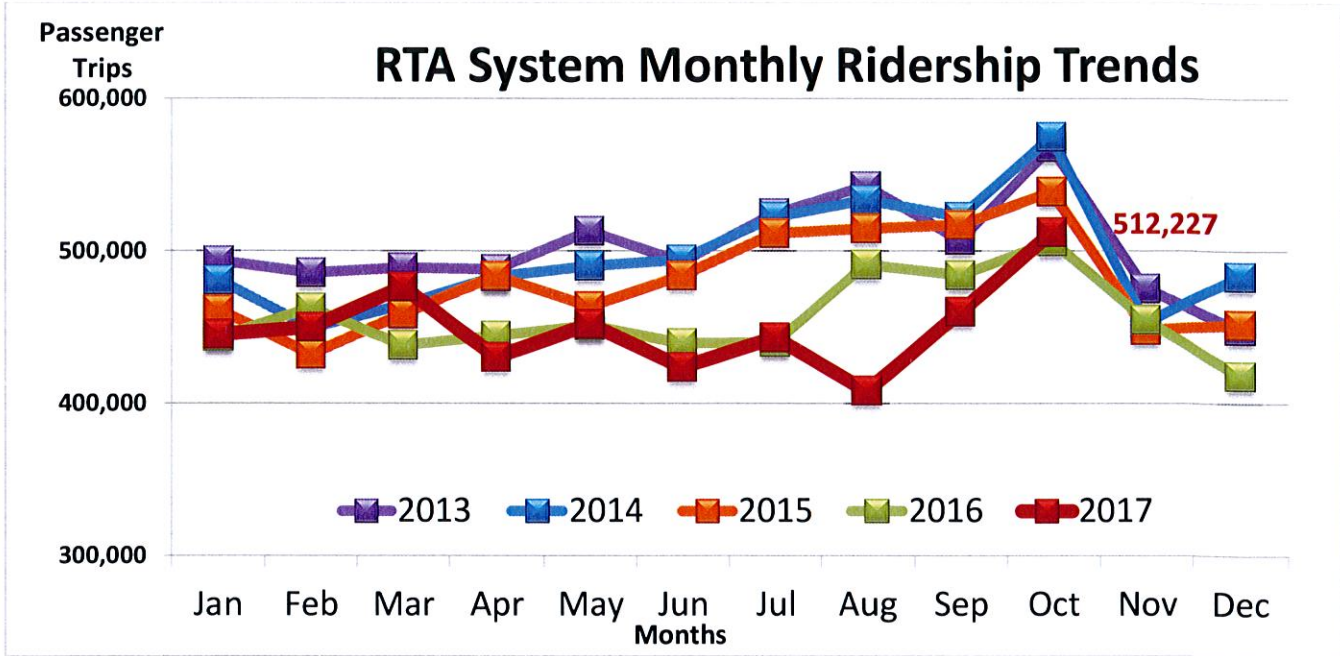
The system-wide monthly operations performance report for October 2017 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls, customer service feedback, and a safety and security summary.

Detailed results are reported within the five sections outlined below:

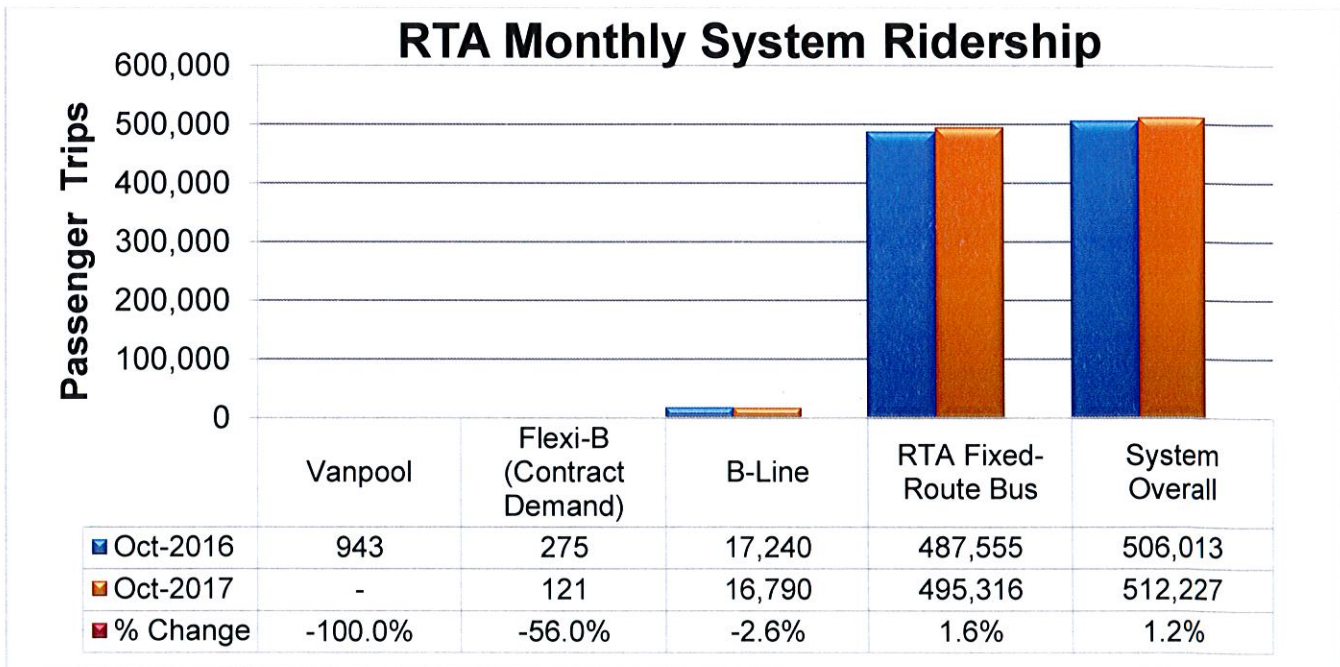


1. System-wide Ridership and Service Performance Results

Boardings for all services in October 2017 totaled 512,227. This represents a 1.2% increase as compared to 506,013 boardings in October 2016 or 6,214 more boardings this month. There were 22 weekdays, 4 Saturdays, and 5 Sundays this year. In 2016, there were 21 weekdays, 5 Saturdays, and 5 Sundays. Retail gas prices for unleaded fuel cost about \$2.25 per gallon compared to \$1.94 per gallon in October 2016¹. Rainfall this October was 2.47 inches and rainfall for October 2016 was just under an inch at 0.94 inches.²



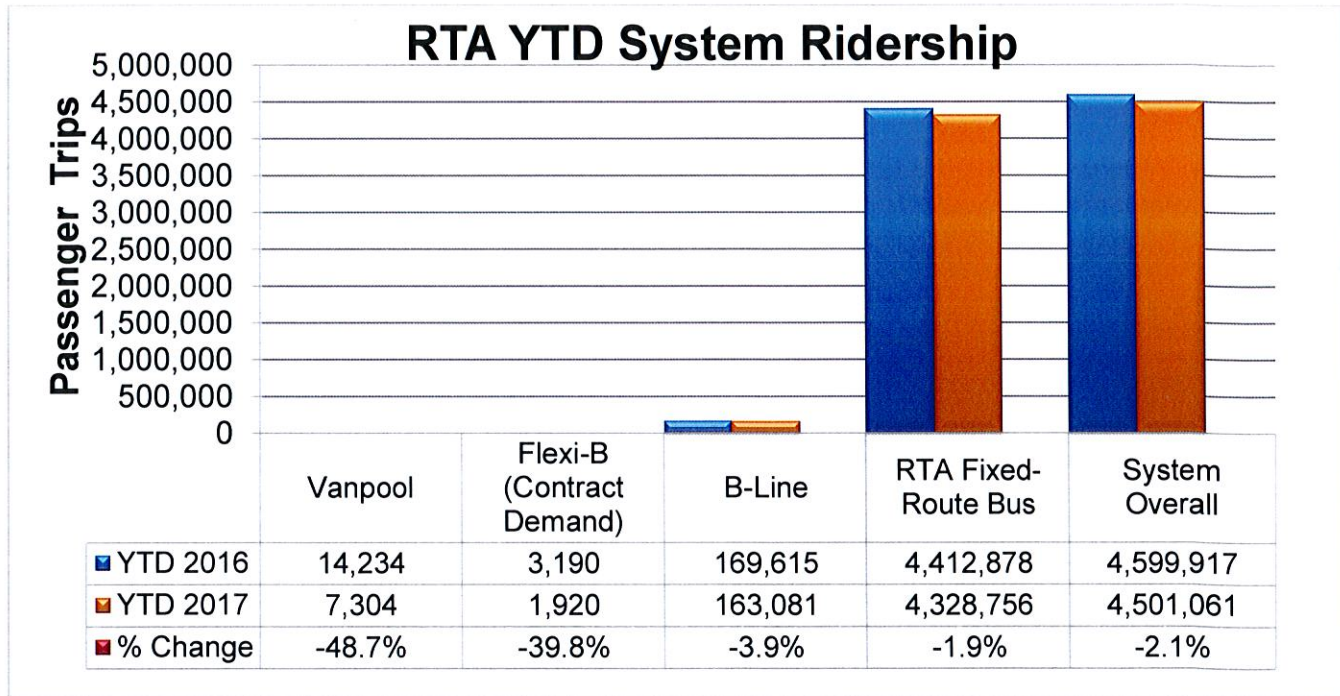
The chart below shows monthly ridership results for all services.



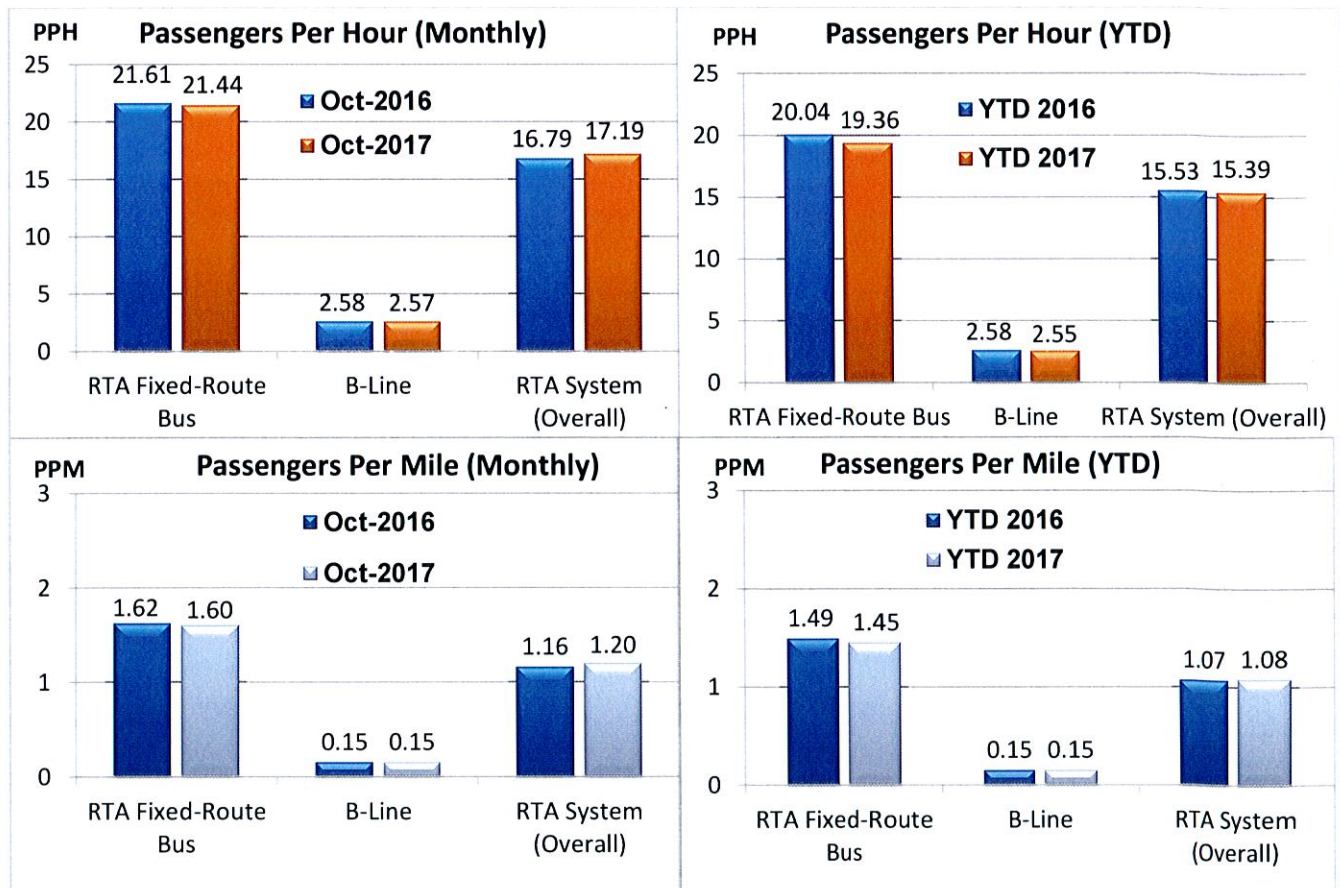
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. Weather Underground historical data at <http://www.wunderground.com>.

The chart below shows YTD ridership results for all services. CCRTA has recorded 122,367 fewer boardings for a decrease of -2.7% in 2017 as compared to the same period in 2016.



The following charts report system-wide productivity for the month of October 2017 vs. October 2016 and YTD figures.



The following table shows on-time performance of RTA Fixed-Route services.

Schedule Adherence	Standard	Aug-17	Sep-17	Oct-17	3-Month Average
Early Departure	<1%	1.0%	0.0%	0.3%	0.4%
Departures within 0-5 minutes	>85%	85.3%	83.8%	87.6%	85.6%
Monthly Wheelchair Boardings	No standard	5,363	6,700	5,744	5,936
Monthly Bicycle Boardings	No standard	8,090	9,189	9,594	8,958
On-time performance surveys with departures > 5 minutes late will be examined by Planning and Transportation Departments. Corrective actions may follow.					

The following detours potentially impact or will impact on-time performance:

- **South Alameda St** (Ayers-Louisiana): Began on June 2, 2017: (1) year project.
 - Routes 5, 5s, 15s, 19, 29, & 29s
- **Ayers St** (Santa Fe-Alameda): Begins November 20, 2017: (1) year project.
 - Routes 15s & 19
- **Corona, Flynn & Tiger** (Flynn-Everhart): Begins November 27, 2017: (10) month project.
 - Route 17
- **Carroll Ln** (Houston-McArdle): Began on September 28, 2017: (1) year project.
 - Route 17
- **Chaparral St** (Schatzel-Taylor): Began on November 6, 2017: (1) year project.
 - Route 76 76s & 78 bond project detour
- **Comanche St Overpass**: Began October 16, 2017: (9) month project.
 - Routes 21 & 21s
- **Gollihar Rd** (Staples-Kostoryz): All phases to be completed Mid-2019.
 - Routes 32, 37 & 37s
- **Greenwood Dr** (Horne-Gollihar): To be completed mid-December of 2017.
 - Routes 15s & 23
- **Kostoryz Rd** (Brawner-Staples): To be completed early 2018.
 - Routes 15 & 24s
- **McArdle Rd** (Whitaker-Nile): To be completed Late November 2017.
 - Routes 37 & 66s
- **Old Robstown Rd** (Leopard-Agnes-Hwy 44): Detour began August 22, 2017.
 - Route 12
- **South Staples St** (Alameda-Morgan): To Begin November 20, 2017.
 - Routes 5s, 17, 29 & 29s
- **South Staples St** (Brawner Parkway-Kostoryz): To Begin December 17, 2017.
 - Routes 17, 29 & 29s
- **Williams Dr** (Staples - Airline): To be completed mid-November 2017.
 - Routes 8s, 29F & 63

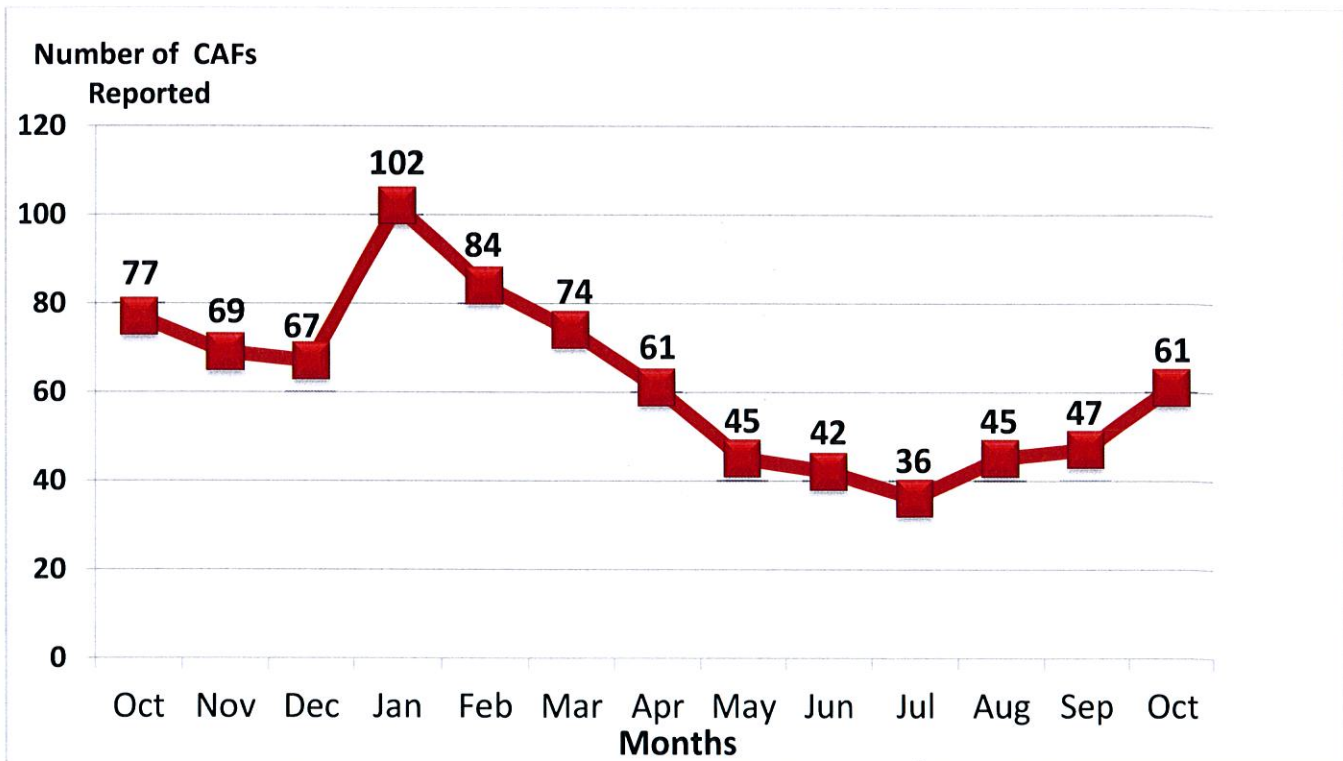
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.57** PPH did meet the contract standard of 2.50 PPH.
- On Time Performance: **94.9%** did not meet the contract standard of 96%.
- In Vehicle Time: **99.5%** did exceed the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **14,775** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **11,363** ambulatory; **4,402** wheelchair boarding's

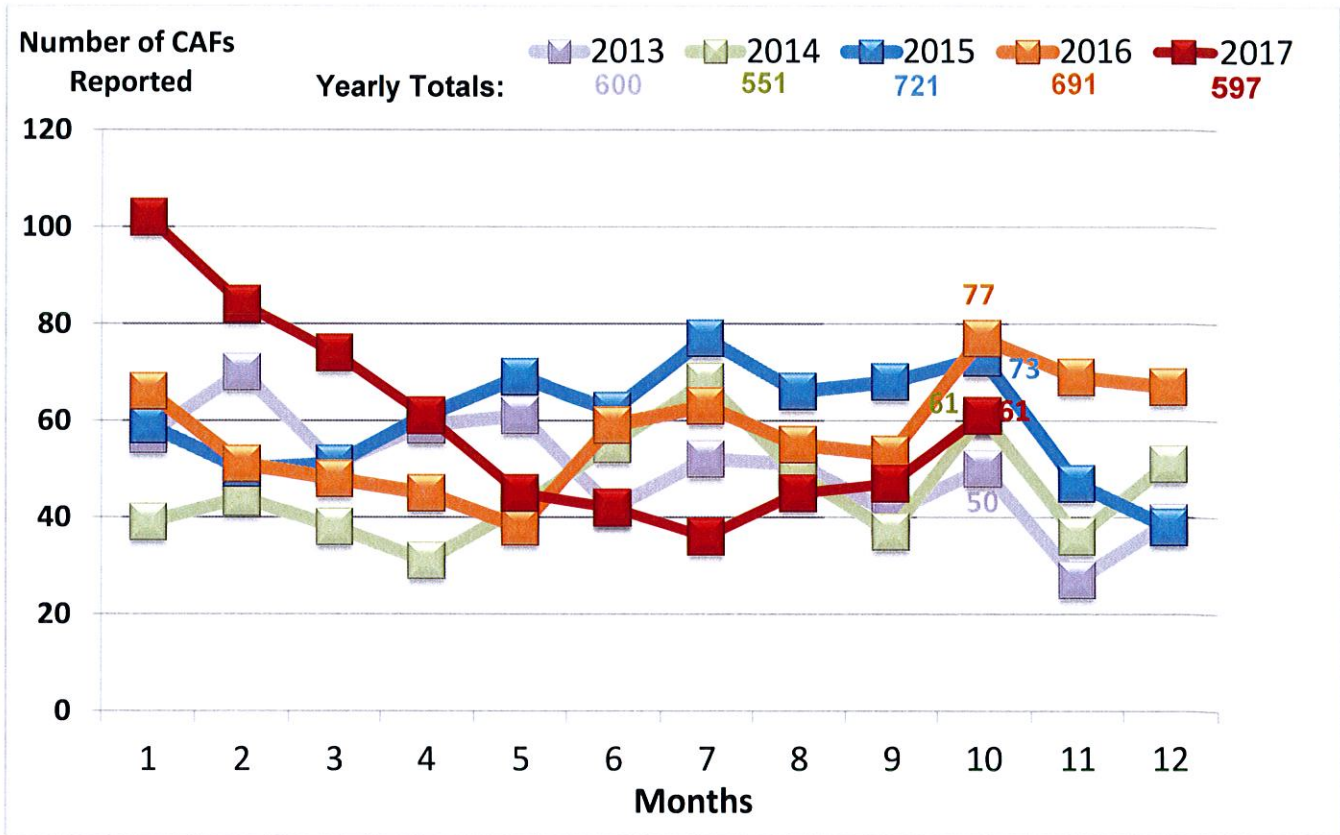
Metric	Aug-17	Sep-17	Oct-17	YTD-Average
Passengers per Hour	2.54	2.51	2.57	2.55
On-time Performance	98.2%	95.3%	94.9%	96.0%
In Vehicle Time	99.3%	98.9%	99.5%	99.1%
Denials	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	14,546	10,612	14,776	34,130
Monthly Wheelchair Boardings	3,934	4,079	4,402	4,467

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

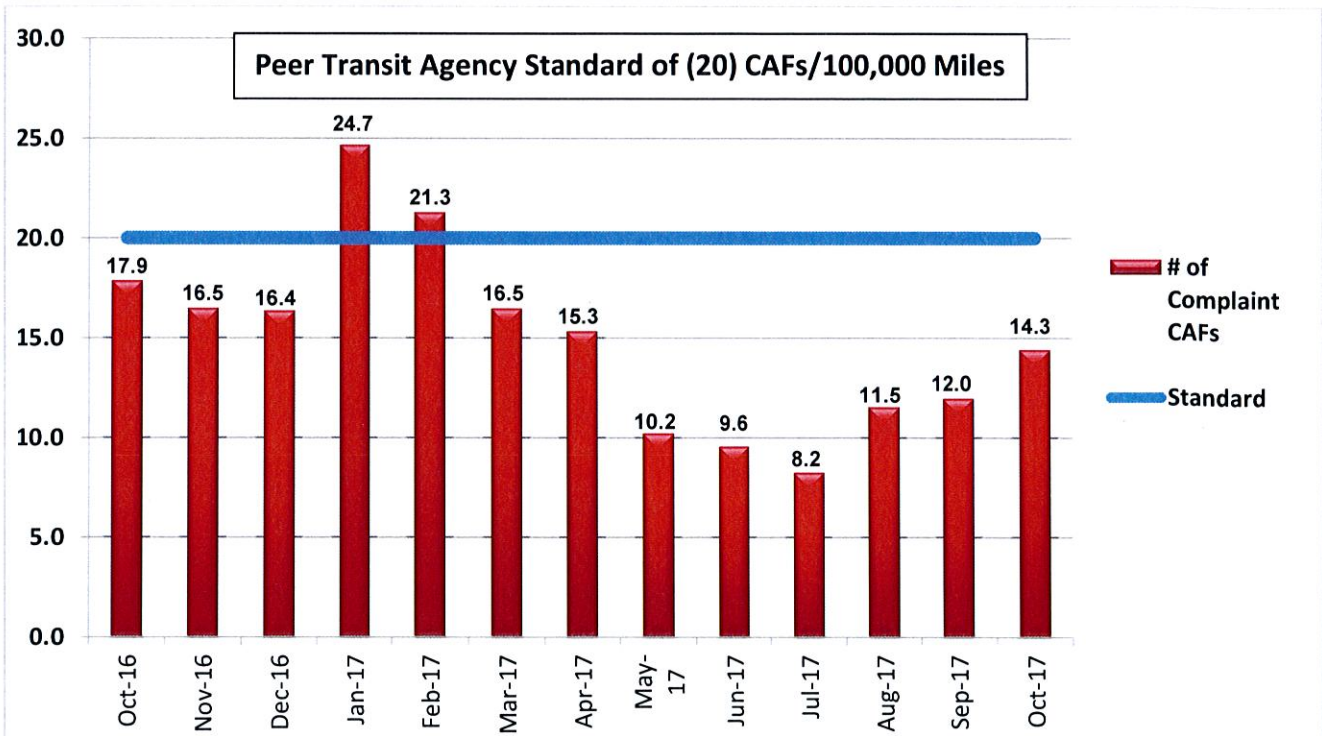
For October 2017, Customer Service processed 95 Customer Assistance Forms (CAF's) of which 61 were verified as valid. This represents a significant increase from the 47 verified CAF's in September 2017. There were 7 Commendations for the month of October.



3a. CAF Reports: Historical Trends



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



3c. October 2017 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	17	0	3	20
Driving Issues	12	2	0	14
Customer Services	13	2	1	16
Late/Early – No Show	3	2	0	5
Fare/Transfer Dispute	6	0	1	7
Dispute Drop-off/Pickup	0	2	0	2
Tie Down Issues	0	0	0	0
B-line Call Lines	0	1	0	1
Facility Maintenance	6	0	0	6
Policy	2	0	0	2
Safety and Security	5	0	1	6
Service Development	8	0	0	8
Transportation (Other)	4	0	0	4
IT Department	1	0	0	1
Vehicle Maintenance	1	0	0	1
Real Inc.	2	0	0	2
Total	80	9	6	95
Commendations	7	0	0	7

3d. Route Summary Report for October 2017

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#30 Westside/Health Clinic	0
#4 Flour Bluff Mini B	3	#32 Southside Mini B	3
#5 Alameda	2	#32s Southside/Malls	1
#5x Alameda Express	0	#34 Robstown Circulator	0
#5s Alameda (Sunday)	0	#35 Robstown South	0
#6 Santa Fe/Malls	0	#37 Crosstown	3
#8s Flour Bluff/Malls	0	#51 Gregory Park & Ride	1
#12 Saxet Oak Park	1	#63 The Wave	2
#15 Kostoryz	2	#65 Padre Island Connector	6
#15s Ayers/Molina	0	#76 Harbor Bridge Shuttle	0
#16 Agnes/Ruth	1	#78 North Beach	0
#17 Carroll/Southside	1	#84 Lighthouse	0
#19 Ayers/Norton	4	#90 Flexi-B Port A	0
#19G Greenwood	1	#94 Port Aransas Shuttle	0
#19M McArdle	0	B-Line (Para-transit)	9
#21 Arboleda	5	Facility Maintenance	6
#23 Molina	3	Service Development	8
#25 Gollihar/Greenwood	0	Safety and Security	5
#26 Airline/Lipes Connector	1	Transportation (Other)	4
#27 Northwest	4	IT Department	1
#27x Northwest (Express)	0	Vehicle Maintenance	1
#28 Leopard Omaha	2	Real Inc.	2
#29 Staples	8		
#29F Flour Bluff	1		
#29SS Spohn South	3	TOTAL CAF'S	95

Conclusion:

During October 2017, RTA received 95 CAF's/Commendations regarding RTA Fixed-Route Service, B-Line and Purchased Transportation; Seven (7) of the 102 reported CAF's (October) were commendations. There were a total of 80 CAF's/Commendations received regarding RTA Service representing 84% of total customer contacts: 6 for Facilities Maintenance, 8 for Service Development, 5 for Safety and Security, 1 for IT Department, 1 for Vehicle Maintenance, 2 for Real Inc. and 57 for Transportation.

A total of 9 CAF's/Commendations were reported regarding B-Line service representing 10% of the total customer contacts.

A total of 6 CAF's were reported regarding Contracted Fixed Route service representing 6% of the total customer contacts.

(There was 0 issues relating to the detours and relocation of Six Points Station not included with total CAF numbers).

Actions taken as a result of reported CAF's include but are not limited to the following:

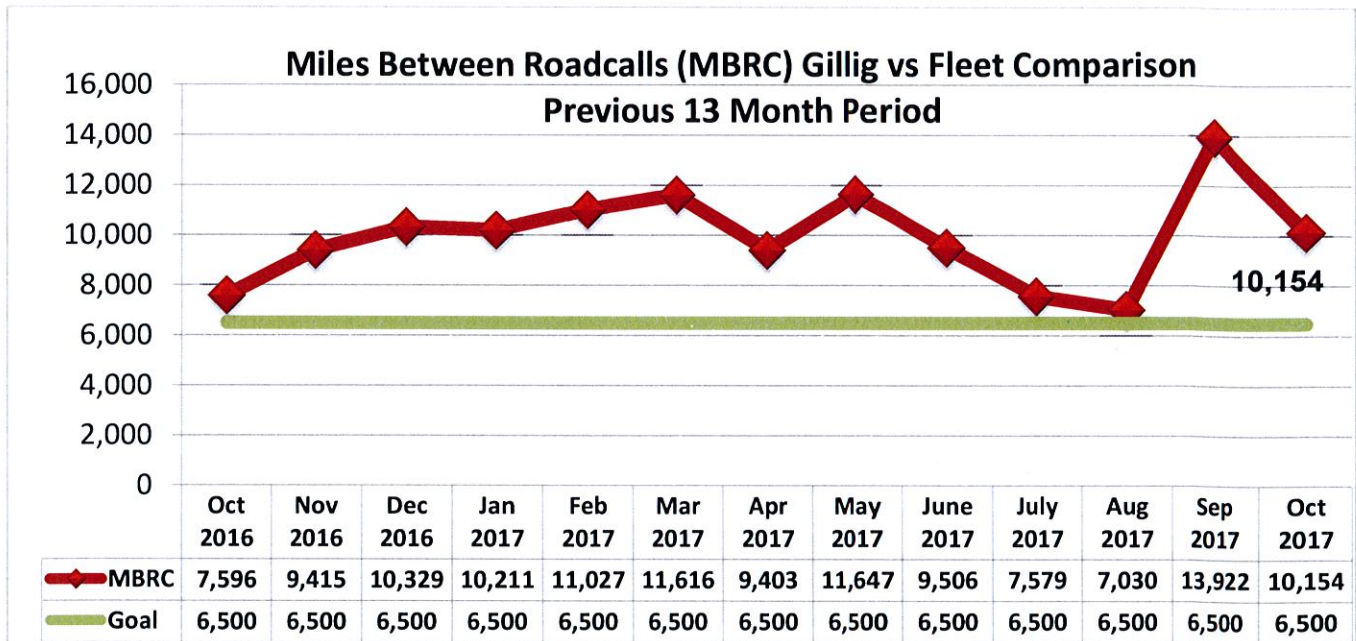
- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of CCRTA operations policy

CCRTA documents CAF's to capture information regarding a wide range of issues from the community's perspective point of view. CAF's are communicated to the Customer Programs group via the telephone, e-mail, and letter or in person.

CAF's are redirected to relevant management and supervisory staff for further investigation. Customer Service staff will provide a prompt and written response at the conclusion of the investigation to the customer within ten working days. CAF's play an important role as a quality assurance tool to identify issues regarding service; they also inform CCRTA regarding education and training needs. CAF's assist Service Development in identifying problems around existing service and identifying underserved areas. CAF's also serves to guide policy development.

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For October 2017, 10,154 miles between road calls (MBRC) were recorded as compared to 7,596 MBRC in October 2016. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of road-calls; Type I and Type II. A Type I road-call is a major mechanical failure

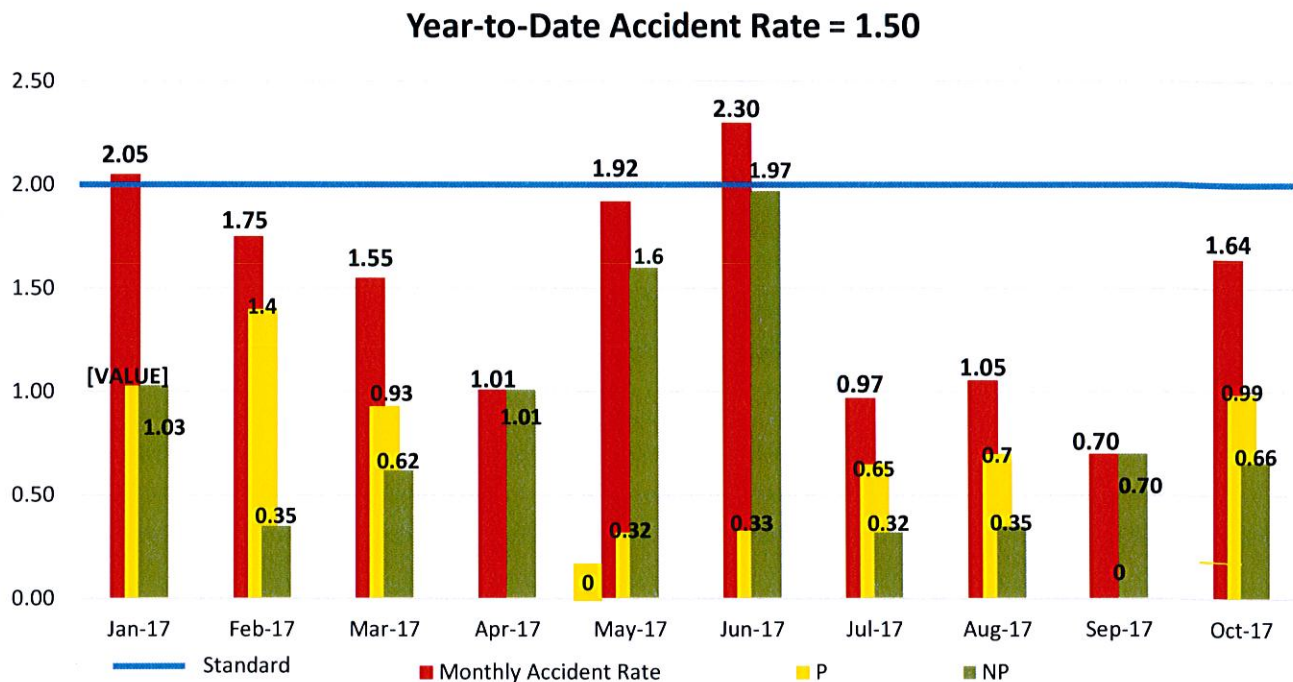
that prevents the revenue vehicle from completing a scheduled revenue trip. A Type II road-call is a mechanical failure causing an interruption in revenue service.

5. Safety/Security Department Report

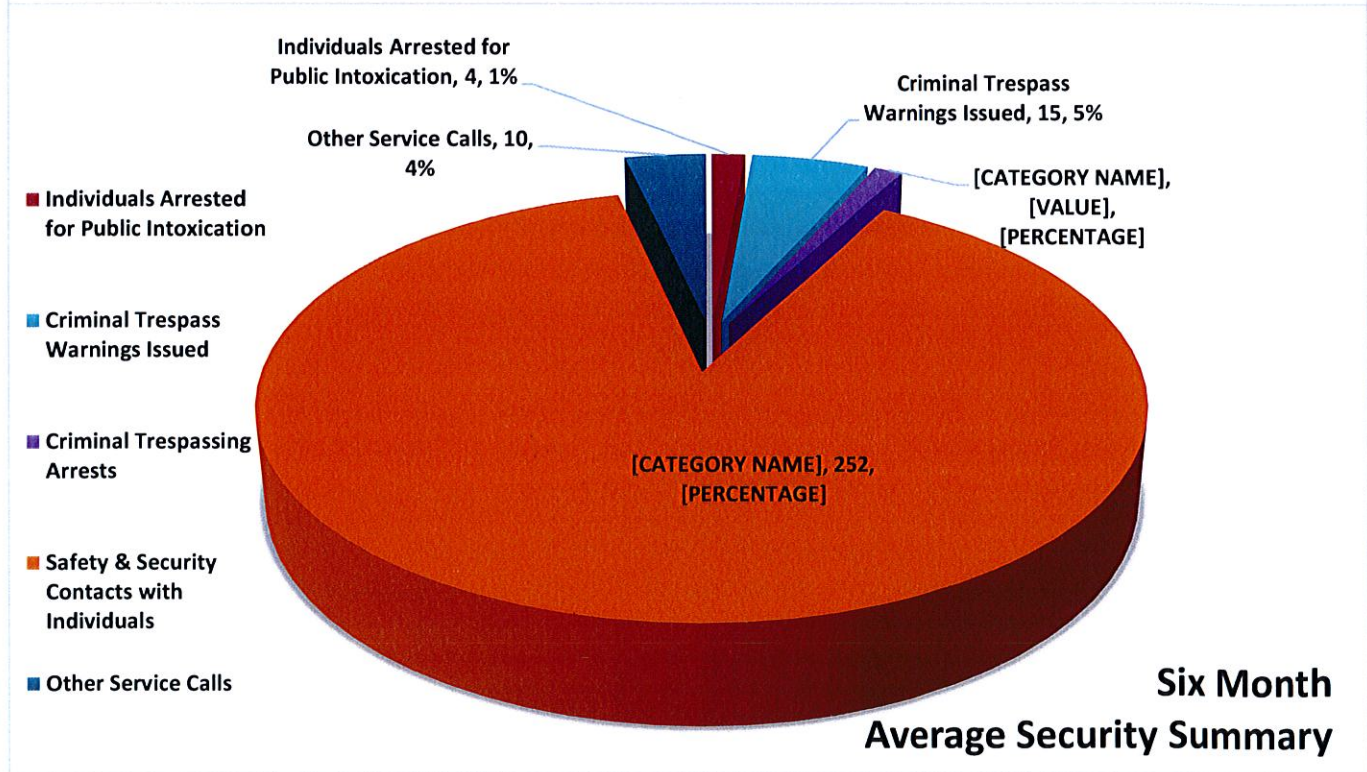
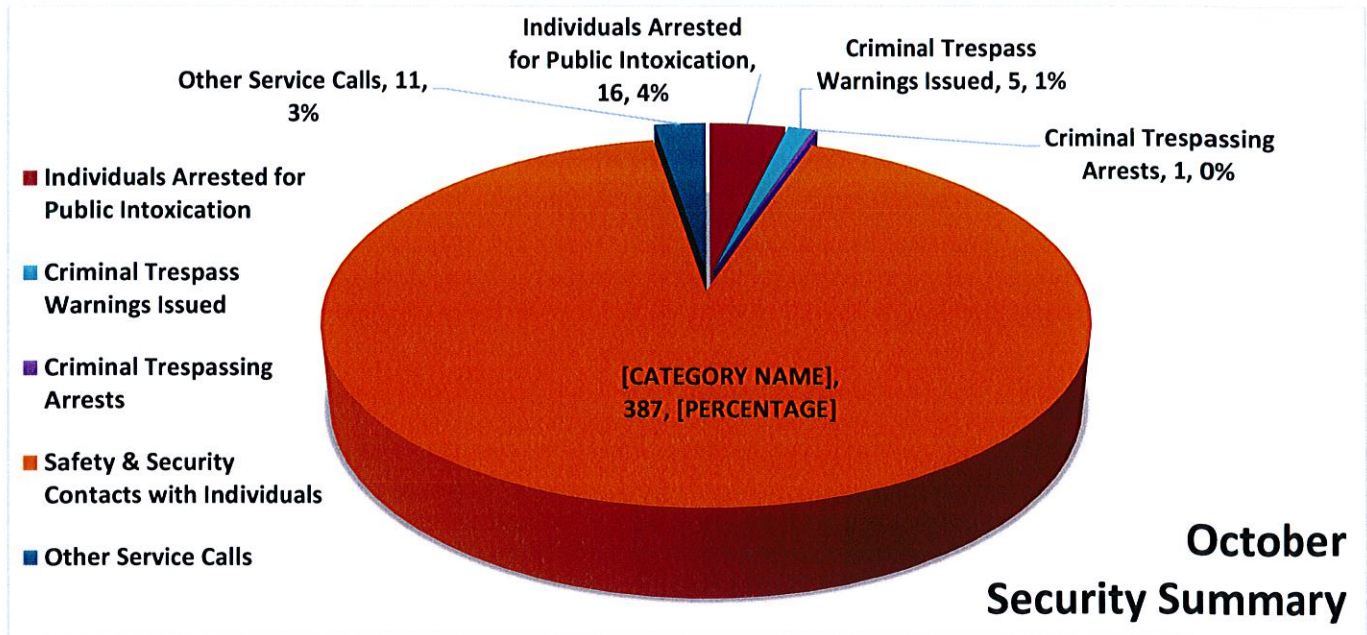
SAFETY SUMMARY

For October 2017, there were five (5) vehicle accidents. Three (3) were determined to be preventable and two (2) were determined to be non-preventable. There were thirty-six (36) customer-related incidents. CCRTA operators drove a total 304,580.9 miles. The year-to-date accident rate for the month of September is 1.50 per hundred thousand miles driven. The desirable range for total collisions is at 2.0 or less.

The chart below illustrates the Year-to-Date accident rate.



SECURITY SUMMARY



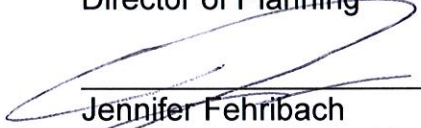
Respectfully Submitted,

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