



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

DATE: Wednesday, December 6, 2017

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

TIME: 8:30 a.m.

BOARD OF DIRECTORS' MEETING

CURTIS ROCK (Chair)

MICHAEL REEVES (Vice Chair) ~ EDWARD MARTINEZ (Secretary)

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	C. Rock	1 min.	-----
2.	Moment of Reflection	C. Rock	1 min.	-----
3.	Roll Call	C. Rock	2 min.	-----
4.	Reading of Mission & Vision Statements	C. Rock	4 min.	-----
5.	Administer the Oath of Office Appointments to the CCRTA Board of Directors: a) City of Corpus Christi – Anne Bauman	J. Bell	10 min.	-----
6.	Opportunity for Public Comment	C. Rock	3 min.	-----
7.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
8.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of November 1, 2017	C. Rock	2 min.	Pages 1-9
9.	CONSENT ITEMS: The following items A through G 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.			
	a) Action to 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	2 min.	Pages 10-12 <i>PowerPoint</i>
	b) Action to to 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	2 min.	Pages 13-14 <i>PowerPoint</i>
	c) Action to 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	2 min.	Pages 15-16 <i>PowerPoint</i>

	<p>d) Action to Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids for ADA Bus Stop Improvements Phase VII</p> <p>e) Action to 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</p> <p>f) Action to 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</p>	S. Montez	2 min.	Pages 17-18 <i>PowerPoint</i>
		R. Saldaña	2 min.	Pages 19-20
		R. Saldaña	2 min.	Pages 21-22
10.	Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) or Designee to Amend or Revoke the Board Policy on the Naming of Facilities	C. Rock/ J. Bell	3 min.	Page 23
11.	Discussion and Possible Action to 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 & Omissions Insurance, and Workers' Compensation Insurance	M. Rendón	5 min.	Pages 24-25 <i>PowerPoint</i>
12.	Presentations:			
	a) Student Fare Campaign Update	K. Coughlin	3 min.	<i>PowerPoint</i>
	b) November 2017 Financial Report	R. Saldaña	3 min.	Pages 26-32 <i>PowerPoint</i>
	c) Procurement Update	R. Saldaña	3 min.	<i>PowerPoint</i>
	d) November 2017 Operations Report	G. Robinson	3 min.	Page 33-44 <i>PowerPoint</i>
13.	CEO's Report	J. Cruz-Aedo	5 min.	<i>No Attachment</i>
14.	Chairman's Report	C. Rock	5 min.	<i>No Attachment</i>
15.	Adjournment	C. Rock	1 min.	-----
16.	Information Items:			<i>Attachments</i>
	a) RCAT Minutes – October 19, 2017			
	b) Member Inquiry Forms:			
	1. Committees Meeting – October 25, 2017			
	2. Board Meeting – November 1, 2017			

Total Estimated Time: 1 hr. 10 min.

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On **Friday, December 1, 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
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, NOVEMBER 1, 2017**

Summary of Actions

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Reading of Mission and Vision Statements by Board Chairman**
- 5. Held Memoriam for Abel Alonzo**
- 6. Provided Opportunity for Public Comment**
- 7. Heard Update on RCAT Committee Activities**
- 8. Administered the Oath of Office for Small Cities Committee of Mayors Appointees and Nueces County Commissioners Court Appointees to the CCRTA Board of Directors**
- 9. Action to Confirm Committee Appointments by the Board Chair**
- 10. Action to Confirm Re-Appointment by the Board Chair to the RTA's Committee on Accessible Transportation (RCAT) Appointees for Two-Year Terms**
- 11. Action to Approve Board of Directors' Meeting Minutes of September 6, 2017 and October 4, 2017**
- 12. Help Public Hearing Regarding Adoption of the FY2018 Operating and Capital Budget**
- 13. Action to Adopt the FY2018 Annual Operating and Capital Budget**
- 14. Action to Approve Consent Agenda Items –**
 - a. Issuing an Invitation for Bids (IFB) for Lubricants & Fluids Supplies**
 - b. Approve 2018 Holiday Service Schedule**
 - c. Approve the Title VI Program Update for Fiscal Years 2014-16**
- 15. Action to Enter into Lease Agreements with Kleberg Bank, N.A. for the Property/Bank Building located at 4211 Ayers Street and for the ATM Parcel and the Parking Parcel**
- 16. Action to Amend or Revoke the Board Policy on the Naming of Facilities**
- 17. Action to Adopt the 2018 Board and Committee Meetings Calendar**
- 18. Heard Presentations –**
 - a. September 2017 Financial Report**
 - b. Procurement Update**
 - c. September 2017 Operations Report**
- 19. Heard CEO's Report**
- 20. Heard Chairman's Report**
- 21. Adjournment**
- 22. Information –**
 - a. RCAT Minutes – September 21, 2017**
 - b. Member Inquiry Forms
Committees Meetings – September 27, 2017
Board Meeting – October 4, 2017**

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

Board Members Present: Michael Reeves, Vice Chairman; George B. Clower; Glenn Martin, Scott Harris, Tom Niskala, Larry Young, Dan Leyendecker and Patricia Dominguez

Board Members Absent: Curtis Rock, Chairman and Edward Martinez, Secretary

Staff Present: Jorge Cruz-Aedo, CEO; Daniel Benavides, Esteban Campos, David Chapa; Jennifer Fehribach, Monica Jasso, Denise Jones, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Sandy Roddel, Robert Saldaña; Susan Teltschik

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Benjamin Schmit and Kyle Klika, MV Transportation; Nicole Woolbright, Abel Alonzo Family, Margie Sanchez, Jesse and Tomez Alonzo, Rafaela Sanchez and Amanda Martinez Caceres; Regina Contreras, ATU-Local Union

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 8:33 a.m., announced the Pledge of Allegiance, held a moment of reflection and commented the Chairman was in route to the meeting. Ms. Dena Linnehan called Roll and stated a quorum was present.

Mr. Reeves read the Agency's Mission and Vision Statements aloud, and stated the Chairman wishes to be here for Agenda Item #5.

Opportunity for Public Comment

Ms. Regina Contreras of ATU-Local 1769 Union spoke on behalf of Ms. Gina Salazar regarding the Holiday Service Level and thanked the Managing Director of Operations, Director of Transportation and Director of Planning for meeting with the Union to address their concerns so they have a better understanding of the holiday service level that was questioned by the union. She said in 2016 the levels agreed upon for the 2017 schedule to be honored for Christmas Eve and New Year's Eve remaining a regular service level which is on a Sunday.

Heard Update on RCAT Committee Activities

Ms. Ann Bauman commented at the last meeting the committee met the new General Manager for MV Transportation and look forward to working with him. Ms. Bauman commented they selected the Unsung Hero for the 3rd Quarter, and will honor this person at the next meeting later this month. She commented the committee had no reports for persons with disabilities, nor for the Corpus Christi Human Relations committee. She commented for No-Shows, one suspension was withdrawn; nine 7-day and eight 30-day suspensions were proposed and will be decided on by the committee at our next meeting. She also said the committee voted to not hold December meetings for both 2017 and

2018. Ms. Bauman commented Ms. Sharon Montez updated the committee on the Agency's FY2018 budget. She said all the committee members were present a first in a long time.

Administered Oath of Office for ReAppointed Board Members

Mr. Reeves stated the Agency's General Counsel, Mr. John Bell, will swear in our reappointed board members; Directors Michael Reeves and Glenn Martin from the Small Cities Committee of Mayors, and Directors Tom Niskala and Scott Harris from the Nueces County Commissioners Court.

Mr. Reeves stated let the record reflect Director Dan Leyendecker is present at 8:36 a.m.

Action to Confirm Committee Appointments

Mr. Reeves stated the Chairman wishes to be here for Agendas Item #9 and we will come back to the item when he arrives.

Action to Confirm Re-Appointment to the RTA's Committee on Accessible Transportation (RCAT) for Two Year Terms – Tammy Salinas and Donnie Contreras

Ms. Montez reported there are two current RCAT committee members who wish to be re-appointed for another two year term; Ms. Tammy Salinas appointed in 2012, and this will be her last term, and Mr. Donnie Contreras appointed in 2013, and was on the original RCAT committee when it first began. Ms. Montez asked the Board to confirm these re-appointments for a two year term.

MR. SCOTT HARRIS MADE A MOTION TO CONFIRM RE-APPOINTMENT TO THE RTA'S COMMITTEE ON ACCESSIBLE TRANSPORTATION (RCAT) FOR TWO YEAR TERMS – TAMMY SALINAS AND DONNIE CONTRERAS. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Mr. Reeves stated let the record reflect Director Larry Young is present at 8:41 a.m.

Action to Approve the Board of Directors Meeting Minutes; a) September 6, 2017 and b) October 4, 2017

Mr. Reeves asked for a motion to approve the board of Directors Meeting Minutes from September 6, 2017 and October 4, 2017.

MR. GEORGE CLOWER MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES; A) SEPTEMBER 6, 2017, AND B) OCTOBER 4, 2017. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Held Public Hearing Regarding Adoption of the FY2018 Operating and Capital Budget

Mr. Robert Saldaña reported the Agency has previously held five budget workshops to-date, and not many questions were asked at the last workshop, thus, workshop #6 would not be required. He said this is our 2nd budget hearing and bring to the Board for approval and final adoption. Mr. Reeves interrupted and called the public hearing meeting to order at 8:43 a.m. Mr. Reeves also asked for any Public Comment regarding the budget hearing, and no one spoke.

Action to Adopt the FY2018 Annual Operating and Capital Budget

Mr. Saldaña continued and stated the five priorities of the Agency; Public Image we want to keep intact; Customer Service, Safety and Security, Procurement being transparent, and the vision of keeping a transparent Operations. Mr. Saldaña commented the budget summary we will focus on the 2018 proposed and break up our revenue sources along with top end in our expenses.

He commented that the Agency's operating revenues of \$1.7 million which include all revenues from operating the system; fares, contracts with TAMU, Del Mar, TPCO. He reported advertising expenses are at \$81,000, lease income at \$428,216, sales tax revenue at \$32.2 million, grant revenue, for our portion we pull back down being at \$4.9 million and a non-operating revenue of \$692,309 for a proposed budget of \$40.1 million for 2018.

Mr. Saldaña commented for the use of funds of expenditures, department expenses at \$29.8 million or a 2.21 percent decrease from last year, debt service at \$1.6 million to pay back our bonds for construction of Staples Street Center, to operate the center we are proposing \$805,115. Mr. Saldaña commented the sub-recipient grant agreements the Agency will apply for and not income to us at \$271,945, street maintenance program at \$2.8 million and is the revenue we pay back out to the cities, and \$4.3 million for depreciation. He stated the proposed budget for expenses is at \$39,729,028 for 2018, and \$164,190 less than what was proposed last year for 2017. Mr. Saldaña commented the Agency will have \$411,377 surplus of funds for 2018. Mr. Dan Leyendecker asked why the grants increased in 2018 versus 2017, and Mr. Saldaña stated this is due to them being a by-product of our Capital Improvement Projects (CIP).

Mr. Saldaña continued with a chart breakdown on the operating budget to show a zero percent change with 53 percent for Debt Service being due to 2018 shows principal and interest and 2017 only showed interest. He commented there has been a new cost center added #78 for Port Ayers as we are in the process of purchasing property there and wanted to capture all the expenses involved with this project for 2018. He said we allowed \$50,000 for this line item, although may not spend the total amount. For the 2018 FTEs (full time employees), the amount of 283.55 was budgeted and same as in 2017.

He provided another PowerPoint slide chart showing the breakdown of percentages of each line item for both revenues and expenditures for FY2018. Mr. Niskala asked if there had been any significant changes from the previous workshops held and Mr. Saldaña

stated none with the one exception of adding the new cost center #78 for the Port Ayers project. He commented on the 2018 CIP has \$2.1 million of funds which will carry over to 2018 projects of \$4.6 million for a total of \$6.8, and almost \$5.0 million will come from Federal funds and the remaining \$1.8 million from local funds.

Mr. Jorge Cruz-Aedo commented staff worked diligently, especially during this downturn in the industry to create a zero growth budget. He commended them for their due diligence to keep expenses minimal, and without increasing costs to the CCRTA in order to keep the same service levels provided in 2017 so they remain the same in 2018 and move forward with the adoption of the FY2018 budget by the Board.

Mr. Reeves interjected to close the Public Hearing before going further. He closed the Public Hearing at 8:57 a.m.

Action to Adopt the FY2018 Annual Operating and Capital Budget

Mr. Reeves asked for any comments or questions and closed the public hearing meeting to order at 8:57 a.m. At this point, it was stated by Mr. Reeves, that Mr. Niskala had previously made a motion to adopt the FY2018 budget, therefore...

MR. NISKALA MADE A MOTION TO ADOPT THE FY2018 ANNUAL OPERATING AND CAPITAL BUDGET. MR. LARRY YOUNG SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Mr. Reeves commented he received notification Chairman Rock would not be able to attend the meeting and instructed Board members the meeting would go back to Agenda Item #5, Memoriam – Abel Alonzo.

Held Memoriam – Abel Alonzo

Mr. Reeves commented it is very important to honor our board member Mr. Abel Alonzo who had recently passed away, and in do so, we invited his family and friends to this meeting to present them a Resolution for Mr. Alonzo from the Agency for his years of service as a board member. Mr. Reeves read aloud the Resolution and asked his family to come forward for pictures and to receive the Resolution. At this point, the family came forward, received the Resolution, and shared a video of his life that was played for everyone. After the video, Mr. Reeves thanked the family for sharing his life with us and stated Abel did make a difference. Mr. Richard Balli spoke about his long friendship with Abel, he learned a lot from him and he will miss him.

At this time, Mr. Reeves instructed the members to move to Agenda Item #9, Confirm Committee Appointments by the Board Chair.

Action to Confirm Committee Appointments by the Board Chair

Mr. Reeves stated he has information on the appointments, and then provided a background on each of the committees; Administration & Finance Committee and

Operations & Capital Projects Committee. On behalf of the Board Chairman, Mr. Reeves appointed Ms. Patricia Dominguez to the Administration & Finance Committee, and appointed Mr. Dan Leyendecker to the Operations & Capital Projects Committee.

MR. CLOWER MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENTS BY THE BOARD CHAIR. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Heard Consent Agenda Items

Mr. Reeves asked members if there were any of the items A through C to be pulled for discussion, no one responded, so he asked for a motion to approve the following items:

- a. **Action** to Authorize Issuing an Invitation for Bids (IFB) for Lubricants & Fluids Supplies
- b. **Action** to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Approve 2018 Holiday Service Schedule
- c. **Action** to Approve the Title VI Program Update for Fiscal Years 2014-16

MR. NISKALA MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS A THROUGH C. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Action to Enter into Lease Agreements with Klebert Bank, N.A. for the Property/Bank Building located at 4211 Ayers Street and for the ATM Parcel and the Parking Parcel

Ms. Montez reported on the lease agreements for continued use of the Kleberg bank and the ATM machine upon the completion of the sale of the property to the CCRTA as requested by the bank. She commented the lease term is for 15 months with an option for an additional 3 month and the bank has agreed to continue payments, maintenance of the lease space of 4,000 square feet. She stated the monthly base rent of \$3,333.33 for 15 months would be \$49,999.95, and if the additional 3 months were exercised, the grand total would be \$59,999.94. Ms. Montez also commented the ATM and Parking terms would be \$3,000 for a total of \$9,000 for the first three years. Mr. Leyendecker asked if there was an escalation on the options, and Mr. John Bell responded, yes for every three years.

Mr. Bell asked to clarify when the Agency negotiated the contract to purchase the bank facility, the contract included that the bank would be able to lease back the banking facility rent free while they built their new facility, and the ATM location would be \$1.00 per year. He said while each performed their own due diligence, per the tax laws they cannot have a retained interest in the property and get the donation amount as part of their price. Mr. Bell continued and said the lease was changed to add the \$3,333.33 per month fair market rent for the banking facility, and the \$3,000 for the ATM, so as part of this change,

the Agency agreed to increase the sales price by \$50,000. Mr. Bell commented that as a part of approving these two lease agreements, it also includes approving the contract amendment to adjust the sales price, and the \$50,000 will be paid back in 12 months, and in essence will be a wash to the budget.

MR. NISKALA MADE A MOTION TO ENTER INTO LEASE AGREEMENTS WITH KLEBERT BANK, N.A. FOR THE PROPERTY/BANK BUILDING LOCATED AT 4211 AYERS STREET AND FOR THE ATM PARCEL AND THE PARKING PARCEL. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Action to Amend or Revoke the Board Policy on the Naming of Facilities

Mr. Reeves commented he would take the lead on this due to the Chairman's absence, and Mr. Niskala asked should this item be tabled due to the Chairman's absence.

MR. NISKALA MADE A MOTION TO TABLE AGENDA ITEM #16, AMEND OR REVOKE THE BOARD POLICY ON THE NAMING OF FACILITIES. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Action to Adopt the 2018 Board and Committee Meetings Calendar

Mr. Robert Saldaña commented the meetings are held the first Wednesday of the month for Board, and the fourth Wednesday of the month for Committees meetings. He pointed out the Board takes into consideration the APTA conferences and Thanksgiving/Christmas holidays which may adjust the Committees meeting to be adjusted as the case for 2017. Mr. Harris asked if the approval also includes the Holiday Schedule, and Mr. Saldaña responded, no that is totally separate.

MR. LEYENDECKER MADE A MOTION TO ADOPT THE 2018 BOARD AND COMMITTEE MEETINGS CALENDAR. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, MARTIN, HARRIS, NISKALA, YOUNG, LEYENDECKER AND DOMINGUEZ VOTING IN FAVOR. ABSENT ROCK AND MARTINEZ

Heard Presentations:

- a. **September 2017 Financial Report** – Mr. Saldaña reported September exceeded budgeted amounts by \$1,182,439 and was primarily due to federal grant drawdowns related to reimbursement for preventative maintenance. He commented the cost savings in departmental budgets also contributed to the improvement in net assets, and negative depreciation was significantly higher than budgeted due to only local share reported while actual represents both local and federal portions.

He also reported that sales tax received in September for \$2,579,516.61 represents consumer spending in July, and lower by \$19,959 from prior year, and year-to-year collections for 2017 were at \$18,354,039, and \$210,032 higher than prior year, and represents a positive growth of 1.16 percent.

He reported departmental expenses decreased by \$260,878, or 10.0 percent, and year to date expenses decreased by \$906,489, or 3.9 percent, and variances are due to timing of purchases for supplies along with cost-savings of several unfilled staff positions, though offset by higher health insurance costs.

- b. Procurement Update** – Mr. Saldaña reported current project for the ADA Bus Stop Improvements Phase VI at \$429,673. He said for the 4 Month Outlook has two projects to include 1) Risk Management Services at \$357,333, and 2) General Engineering Services at \$150,000, and both are 3-Year Contracts with two 1-year options. Mr. Saldaña stated for projects requiring the CEO's signature authority, there are five items; 1 for Unleaded Fuel not to exceed \$12,000; 1 for Benetrac, not to exceed \$16,308; 1 for Transloc not to exceed \$45,000, 1 for FleetNet not to exceed \$29,520, and 1 for Employee Assistance Program not to exceed \$10,000. He continued on the month-to-month contracts and agreements being 3 items; Long Term Disability at \$21,550, Marina Rental Space at \$11,893 and Pre-Employment Background Screening not to exceed \$20,300.
- c. September 2017 Operations Report** – Mr. Gordon Robinson reported on September boardings for all services totaled 459,846, or a 5 percent decrease from August 2016, both fixed route and B-line are down primarily due to Hurricane Harvey. Year to date ridership also down by 2 percent, Mr. Robinson said. He commented highest boardings were still at the Staples Street Center with 74,863, and lowest boardings were at Flower Bluff route #64 for the month, and due to numerous bond projects, on-time performance dipped a little. He continued with Customer Assistance Forms (CAFs) for the month of September there were 74 processed of which 47 were verified as valid, and a slight increase from 45 verified in August. He also said there were 8 commendations for the month of October.

Mr. Robinson also reported on Safety & Security and For September, there were two (2) vehicle accidents, both determined as non-preventable, 22 customer-related incidents and CCRTA operators drove a total of 285,098 miles. He reported the year-to-date accident rate for September came in at 1.48 per hundred thousand miles driven, and meets the standard of 2.0 or less.

Heard CEO's Report

Mr. Cruz-Aedo commented he would be attending the TTA Board Member meeting on Friday, November 3, 2017 in Austin, on November 13-15, 2017 he would be in Tampa, Florida attending the Florida Autonomous Vehicle (FAV) Conference. He also mentioned the employees and staff were at all locations recognizing our riders with small tokens of appreciation as part of Customer Appreciation Day.

Heard Chairman's Report

Mr. Michael Reeves deferred his time to the members which the Chairman normally does. Mr. Larry Young commented he would like to see at the meetings, details on citations, arrests, activities the Security team has taken in our buses and all our locations. Mr. Harris commented he recently worked with 10 students who are a part of Miller High School's Jr. Navy ROTC program during the recent Breast Cancer Walk at Whataburger Field. He commended the CCRTA for their involvement in shuttling these kids from the Whataburger Field to the event site and how the operators are ambassadors for these types of events. Mr. Leyendecker also commented on his conversation with Sheriff Kaelin and their conversation where the Sheriff commended Jorge Cruz-Aedo and the CCRTA on how efficient the agency moved prisoners from the annex and back during Harvey, and Mr. Leyendecker wanted to share this information with the public, board and staff. Mr. Reeves wished everyone a Happy Thanksgiving and to travel safe.

Adjournment

There being no further review of items, the meeting adjourned at 9:49 a.m.

Submitted by: Dena Linnehan

Edward Martinez, Secretary



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 6, 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%.

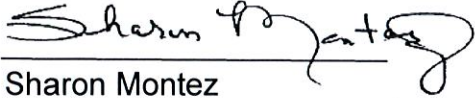
Committee Review

This item was reviewed and approved by the Operations & Capital Projects Committee on November 15, 2017.

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

Board of Directors Meeting Memo

December 6, 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.

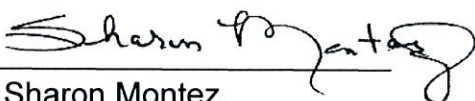
Committee Review

This item was reviewed and approved by the Operations & Capital Projects Committee on November 15, 2017.

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 Customer Services

Final Approval by: 
 Jorge Cruz-Aedo
 Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 6, 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.

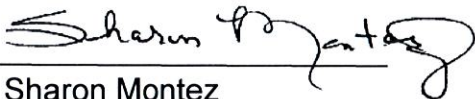
Committee Review

This item was reviewed and approved by the Operations & Capital Projects Committee on November 15, 2017.

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

Board of Directors Meeting Memo

December 6, 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.

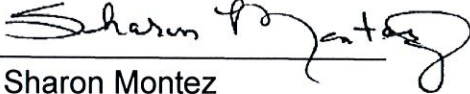
Committee Review


This item was reviewed and approved by the Operations & Capital Projects Committee on November 15, 2017.

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



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 performed 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.

Committee Review

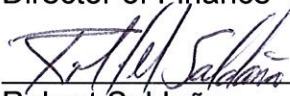
This item was reviewed and approved by the Administration & Finance Committee on November 15, 2017.

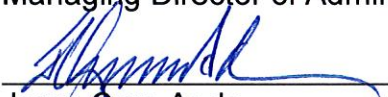
Recommendation

Staff recommends the Board of Directors to 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

Committee Review


This item was reviewed and approved by the Administration and Finance Committee on November 15, 2017.

Recommendation

Staff recommends the Board of Directors to 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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting

December 6, 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: Provide Insurance for the Following Lines of Coverage for FY 2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP)

Background

The Corpus Christi RTA is self-insured through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP). The Authority has been a member of the Liability Property Fund since 1990 and joined the Worker's Compensation Fund in 2009. Participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments.

Identified Need

The assets and interest of the Corpus Christi RTA need to be adequately protected through insurance coverage.

Analysis

Premium costs for FY 2018 have increased by 11.30 percent or \$55,064 from FY 2017. The different types of insurance coverages are grouped into five categories: General Liability, Real and Personal Property, Public Employee Dishonesty, Workers' Compensation and Law Enforcement Liability. There was an increase in three categories: General Liability, Real and Personal Property, and Public Employee Dishonesty. Law Enforcement Liability coverage was added. Contributing factors for the premium increases was higher property valuation for Staples Street Center due to 100 percent buildout completion and addition of new vehicles to the fleet.

The Workers' Compensation contribution is based on annual payroll. This category had a premium decrease.

A finalized cost schedule table which compares 2017 fund contributions to 2018 fund contributions are presented below.

Types of Coverage	Limit	Deductible	2017 Contribution	2018 Contribution	Inc./Dec
General Liability	\$9,000,000	\$0	\$3,843	\$3,843	--
Errors & Omissions Liability	\$2,000,000	\$10,000	\$11,735	\$11,735	--
Automobile Liability/Medical Payments	\$500,000	\$0	\$235,512	\$290,576	\$55,064
Automobile Catastrophe	\$10,000,000	\$10,000	\$25,000	\$25,000	--
Sub Total:			\$276,090	\$331,154	\$55,064
Law Enforcement Liability	\$5,000,000	\$1,000	--	\$901	\$901
Real & Personal Property	\$20,714,017	\$10,000	\$21,817	\$23,009	\$1,192
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000	Included	Included	Included
Boiler & Machinery	\$100,000	\$10,000	Included	Included	Included
Flood & Earthquake	\$20,714,017	\$25,000	\$18,703	\$19,856	\$1,153
Public Employee Dishonesty	\$500,000	\$2,500	\$672	\$718	\$46
Sub Total:			\$41,192	\$44,484	\$3,292
TOTAL: LIABILITY, PROPERTY & CRIME			\$317,282	\$375,638	\$58,356
Workers' Compensation	Statutory		\$132,515	\$124,983	(\$7,532)
GRAND TOTAL			\$449,797	\$500,621	\$50,824

Financial Impact

There are sufficient budgeted funds to cover this expenditure.

Committee Review

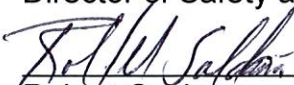
This item was tabled by the Administration & Finance Committee on November 15, 2017.

Recommendation

Staff requests that the Board of Directors' authorize the Chief Executive Officer (CEO) or his Designee to execute payment of \$500,621 to Texas Municipal League Inter-governmental Risk Pool for the following lines of coverage for FY2018: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Respectfully Submitted,

Submitted by: Miguel Rendón
Director of Safety and Security

Reviewed by: 
Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



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		Audited
	October 31		December 31
	2017		2016
	<u> </u>		<u> </u>
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	<u>34,966,478</u>		<u>31,558,243</u>
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	<u>158,628,078</u>		<u>147,935,958</u>
Less: Accumulated Depreciation	<u>(74,678,440)</u>		<u>(67,595,109)</u>
Net Capital Assets	<u>83,949,638</u>		<u>80,340,849</u>
Total Non-Current Assets	<u>85,560,939</u>		<u>82,069,300</u>
TOTAL ASSETS	<u>120,527,418</u>		<u>113,627,543</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflow related to pensions	4,550,803		4,550,803
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>125,078,221</u></u>		<u><u>118,178,346</u></u>

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
<i>Total Current Liabilities</i>	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
<i>Total Non-Current Liabilities</i>	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>



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

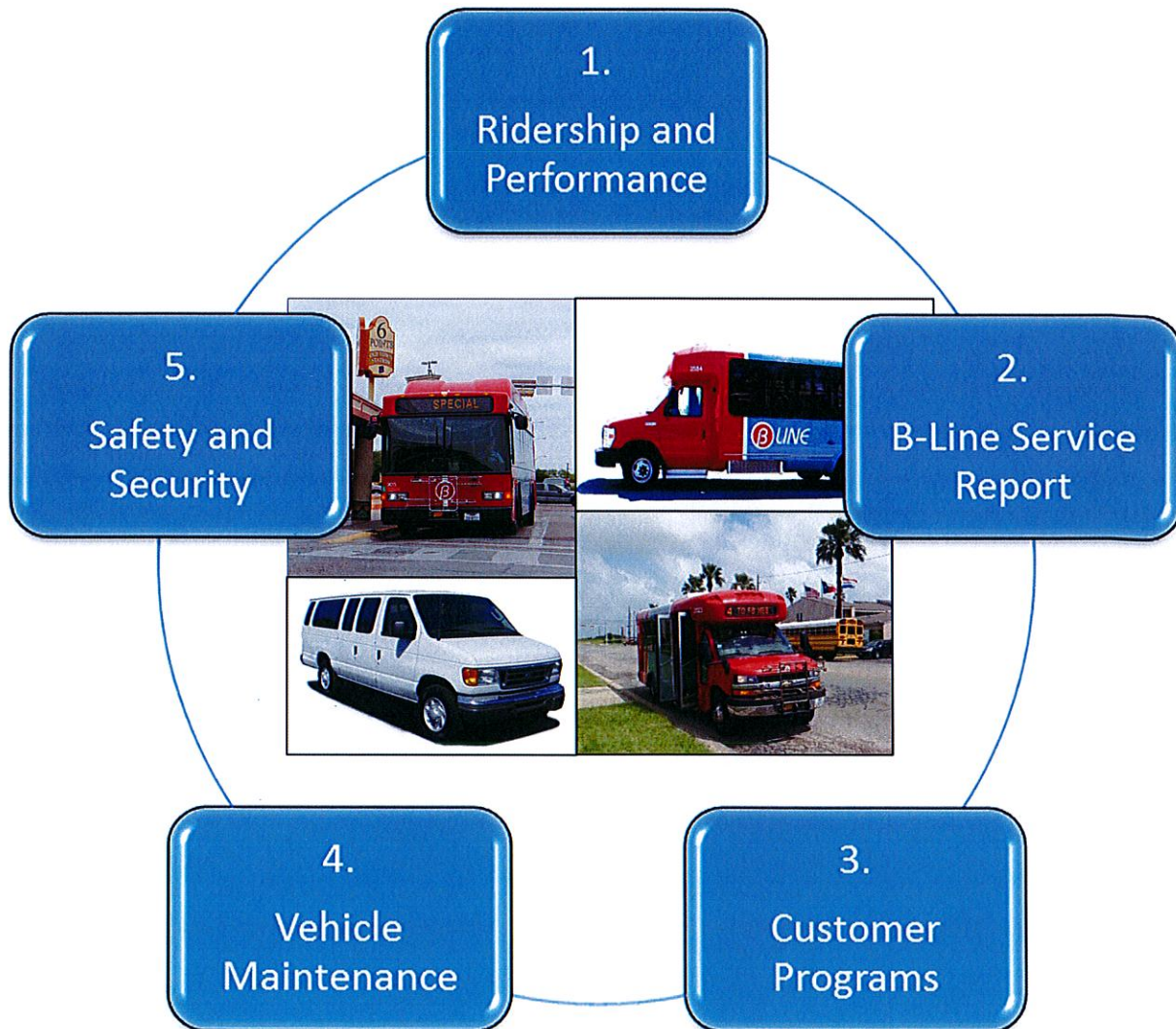
Board of Directors Meeting Memo

December 6, 2017

Subject: Operations Report for October 2017

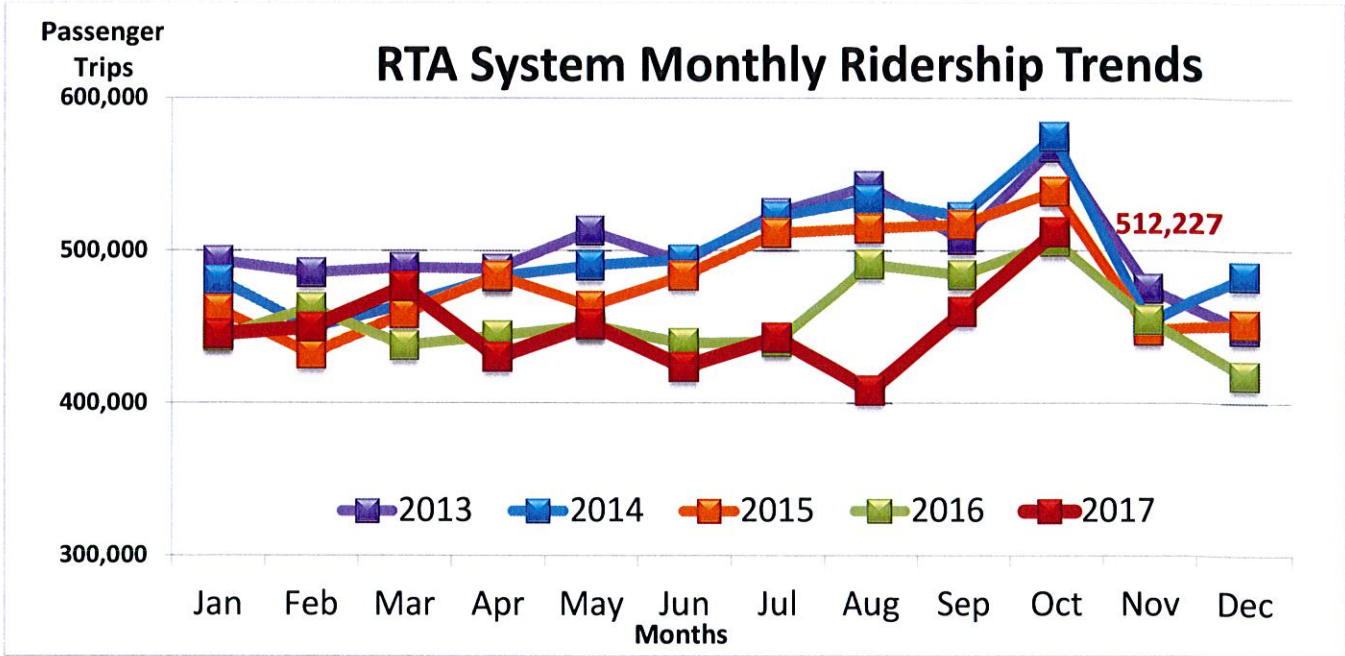
The system-wide monthly operations performance report for October 2017 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between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

Detailed results are reported within the five sections outlined below:

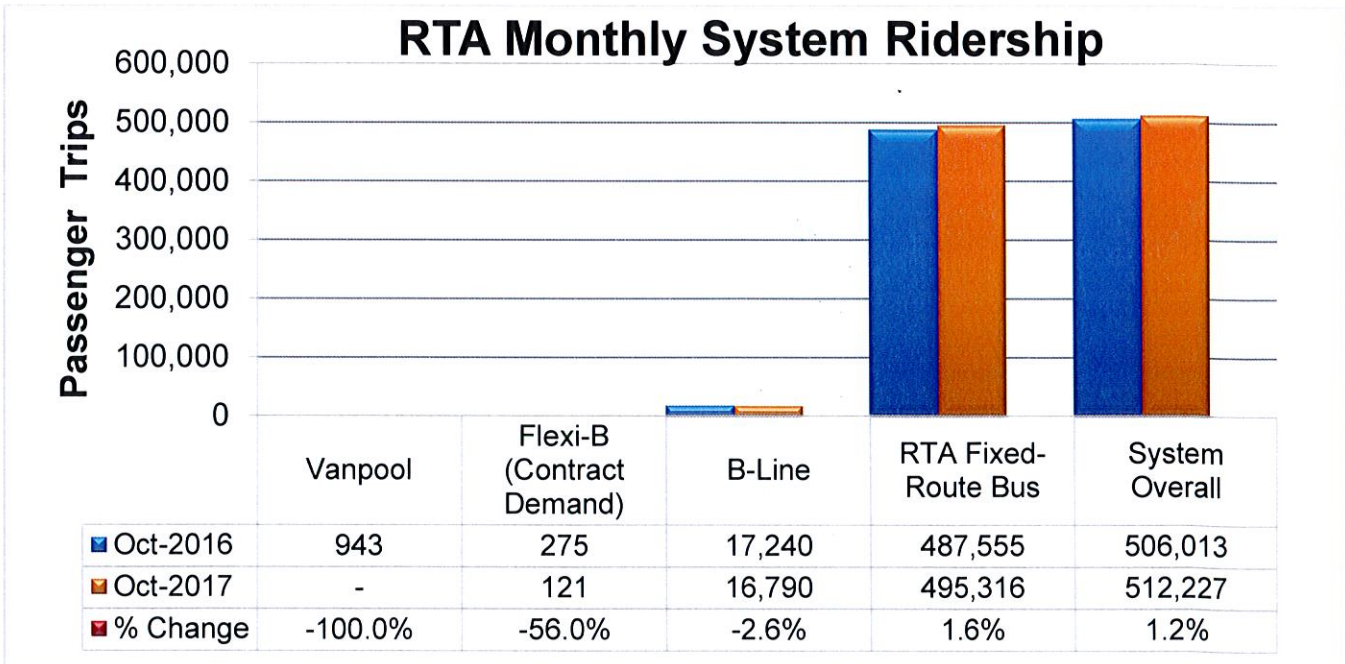


1. System-wide Ridership and Service Performance Results

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



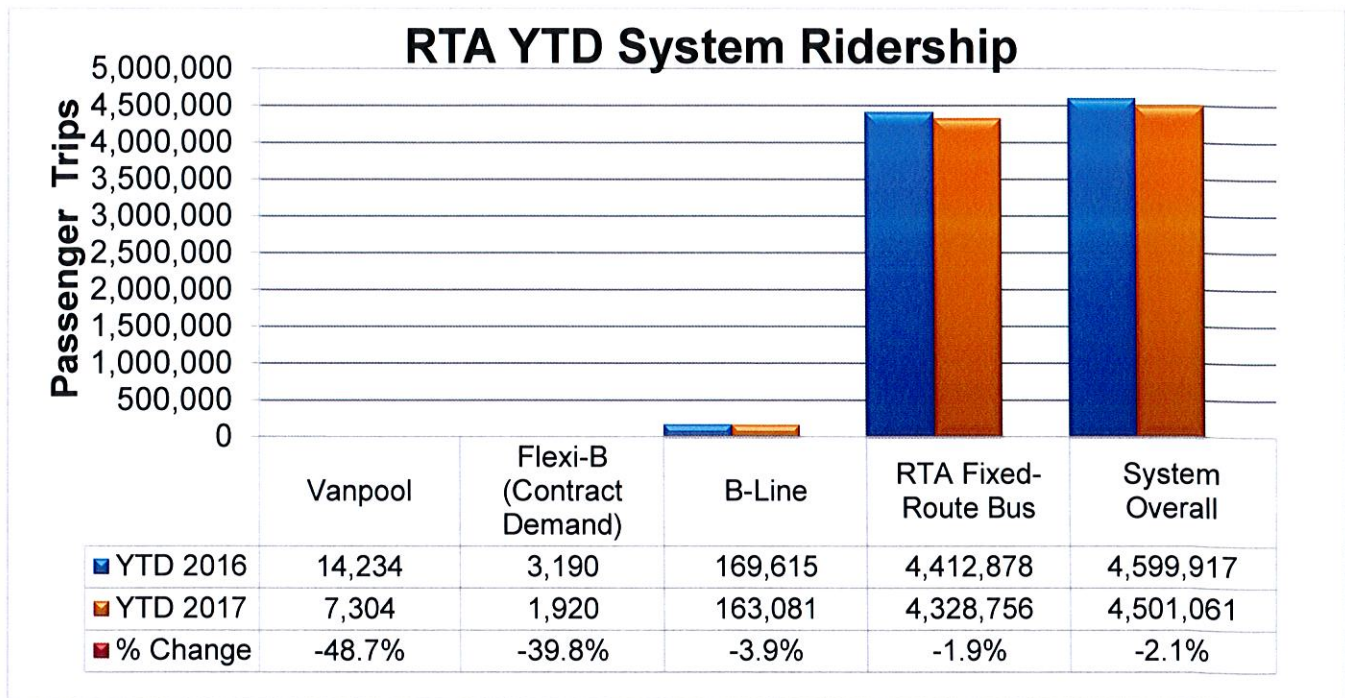
The chart below shows monthly ridership results for all services.



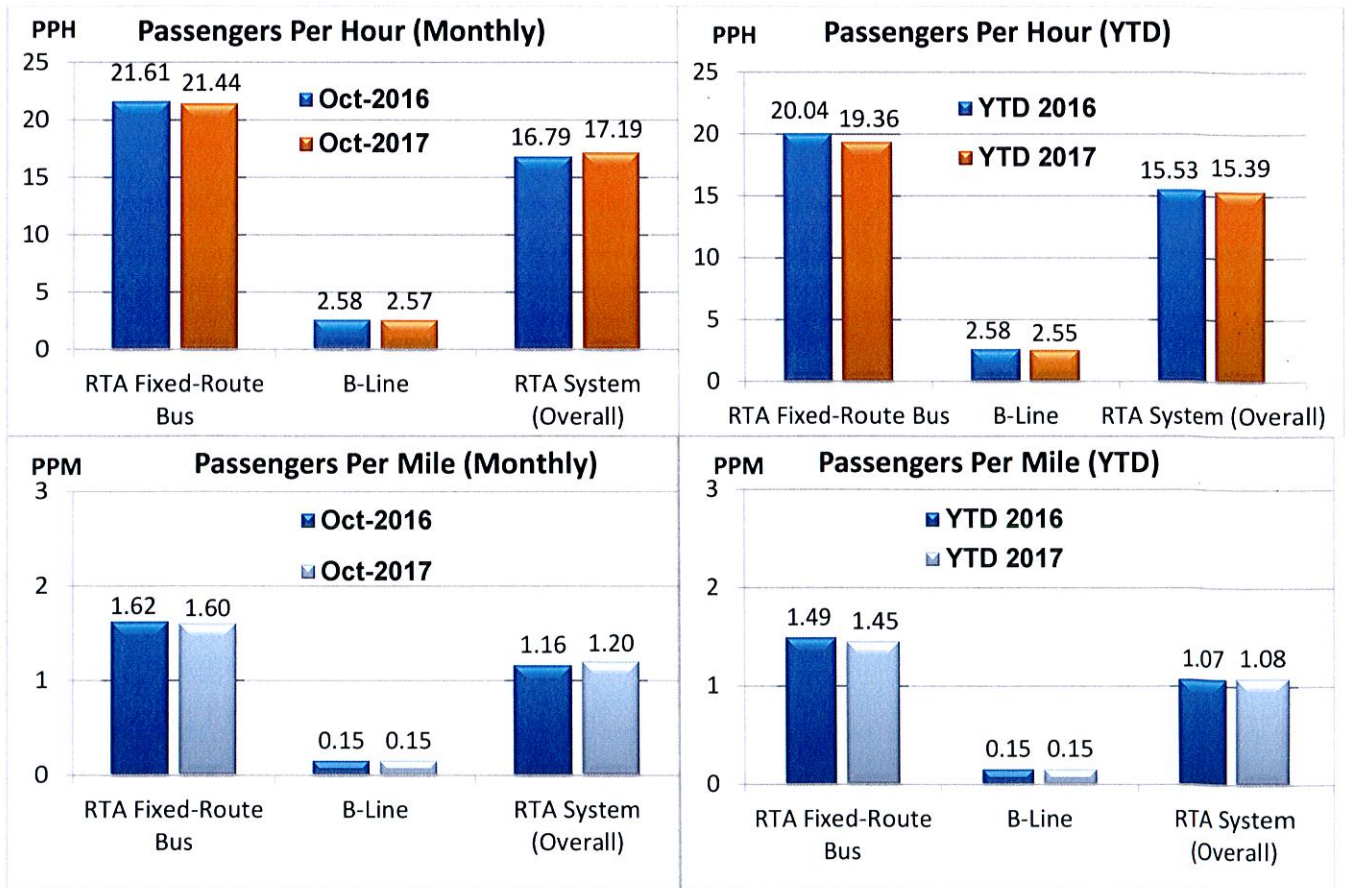
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

The chart below shows YTD ridership results for all services. CCRTA has recorded 98,856 fewer boardings for a decrease of -2.1% 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

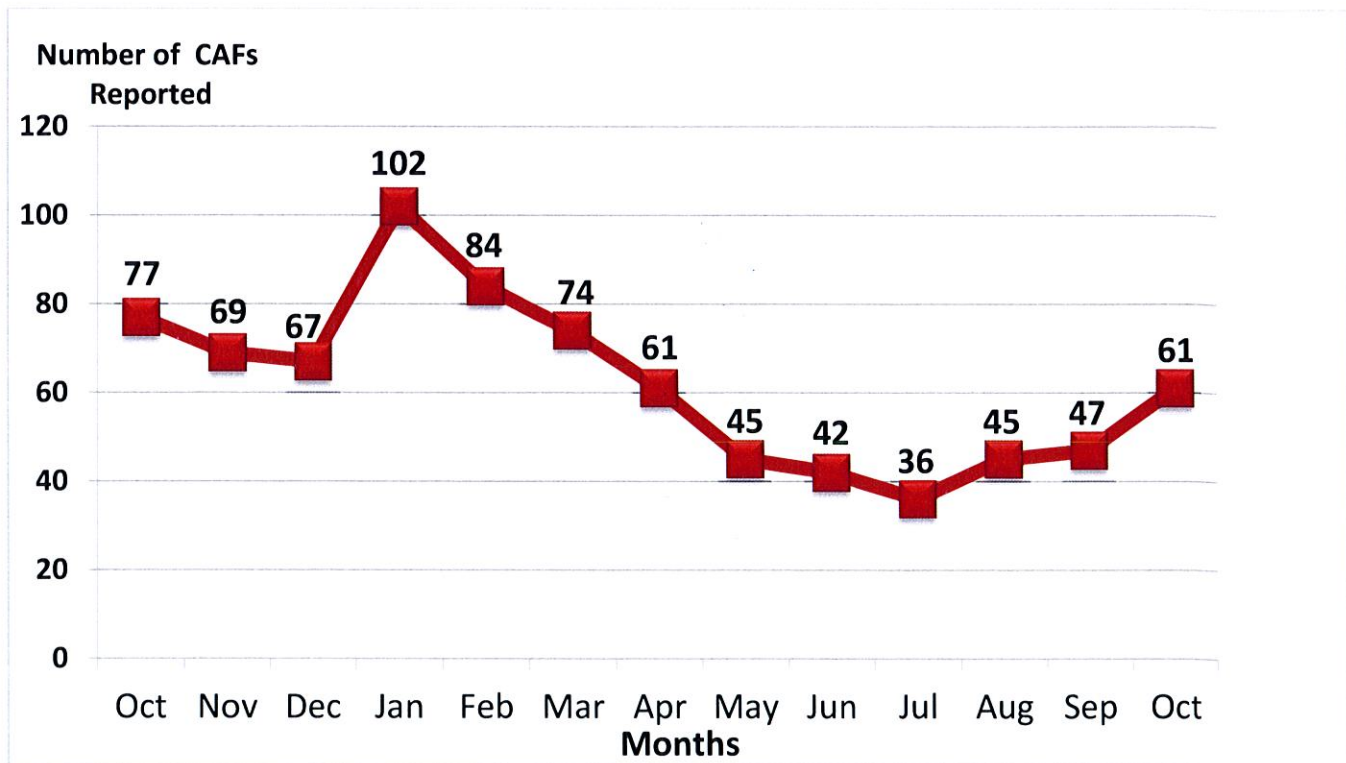
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- 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

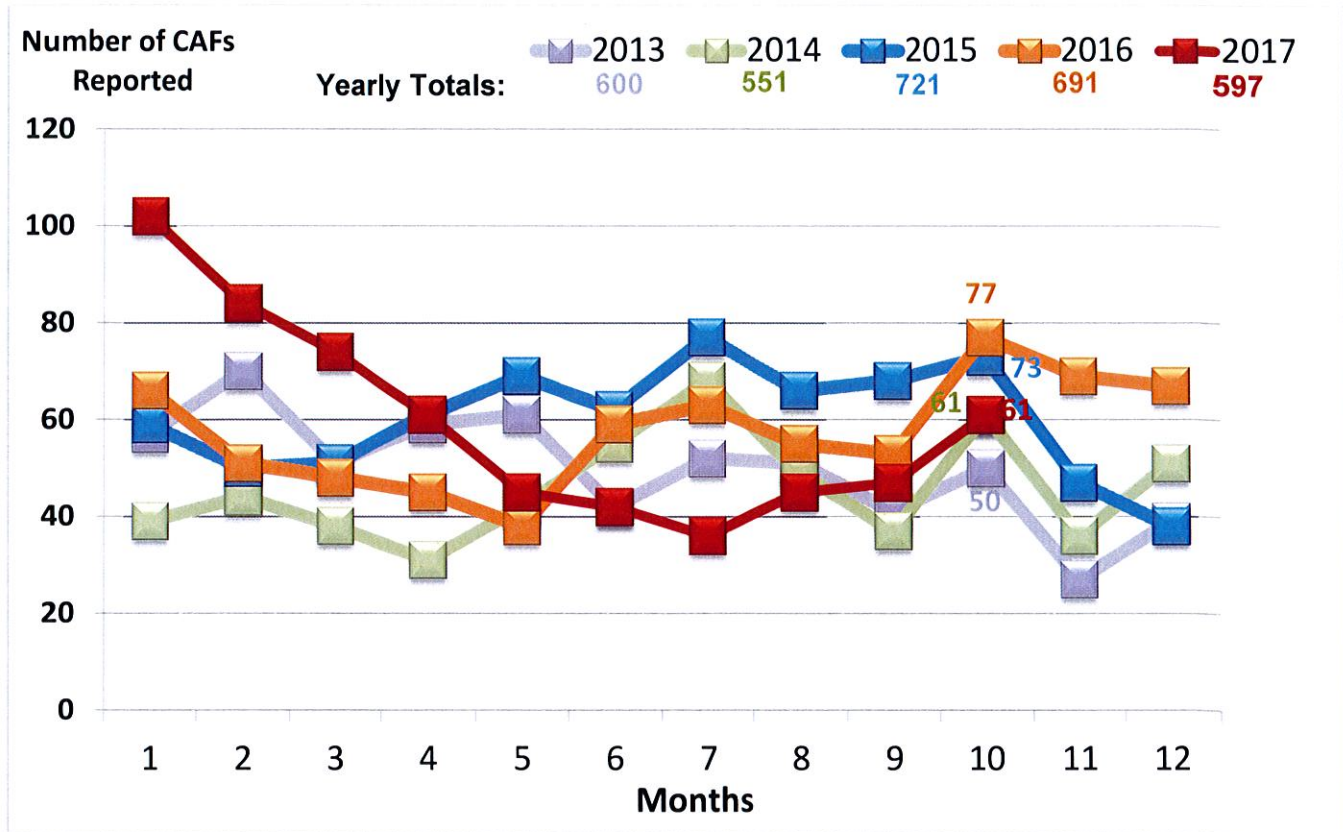
Metric	Aug-17	Sep-17	Oct-17	YTD-Average
Passengers per Hour	2.54	2.51	2.57	2.55
On-time Performance	98.2%	95.3%	94.9%	96.0%
In Vehicle Time	99.3%	98.9%	99.5%	99.1%
Denials	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	14,546	10,612	14,776	34,130
Monthly Wheelchair Boardings	3,934	4,079	4,402	4,467

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

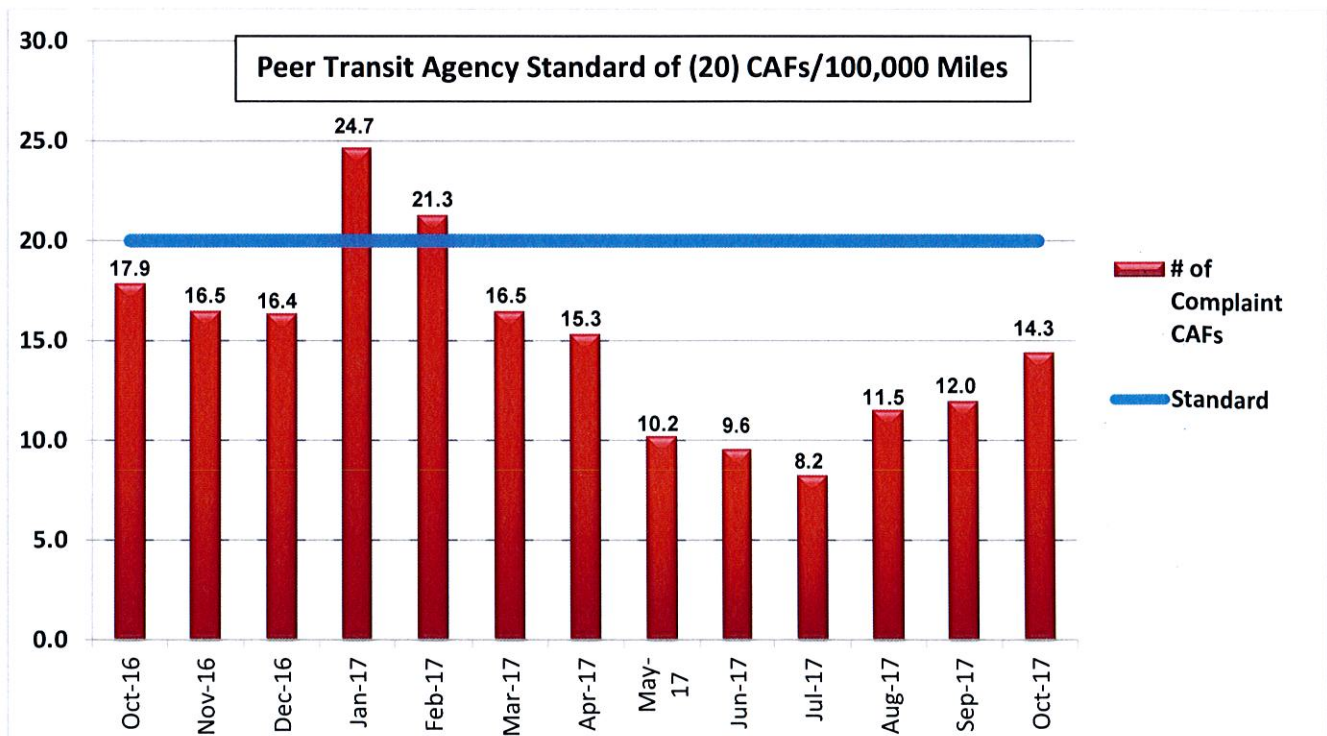
For October 2017, Customer Service processed 95 Customer Assistance Forms (CAF's) of which 61 were verified as valid. This represents a significant increase from the 47 verified CAF's in September 2017. There were 7 Commendations for the month of October.



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:

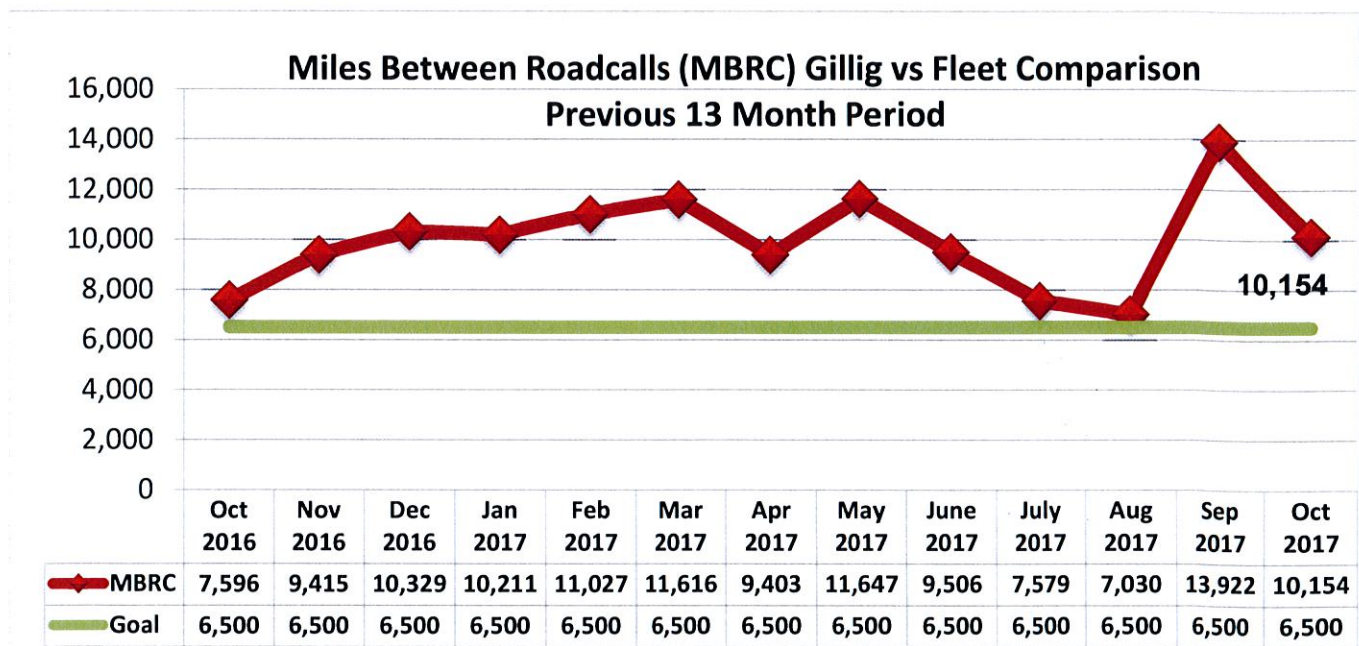
- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of CCRTA operations policy

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.



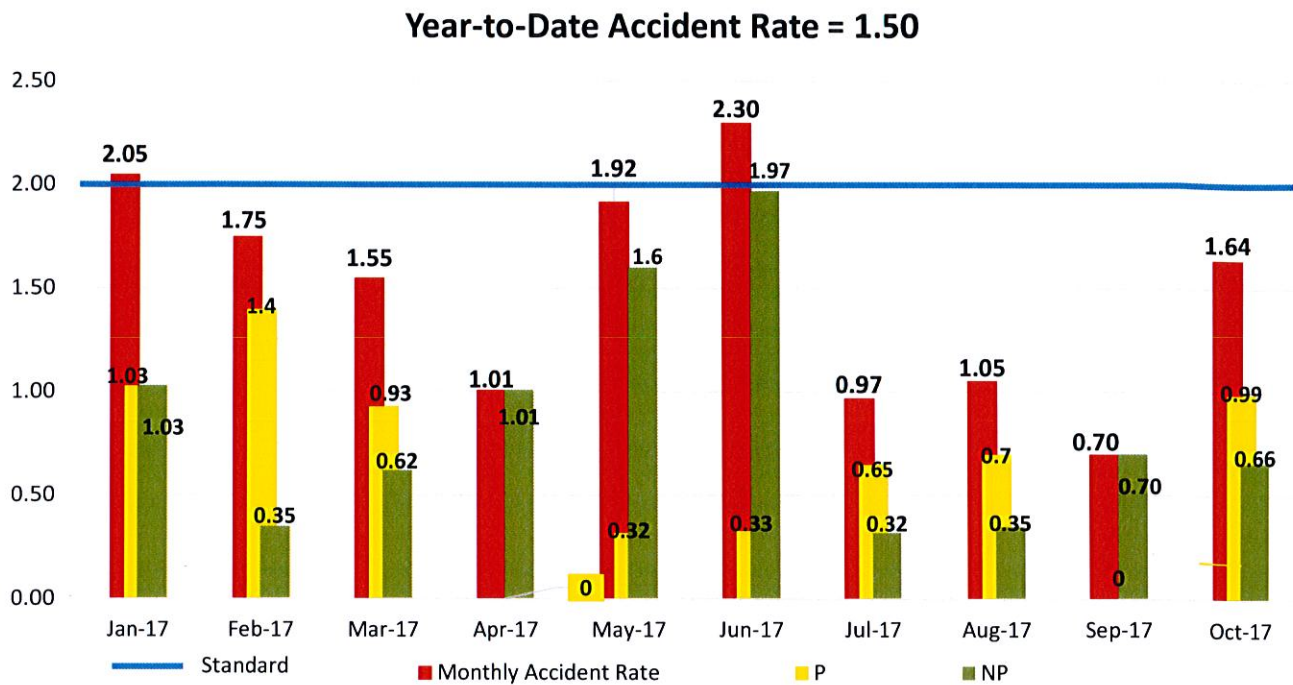
MBRC is a performance gauge of maintenance quality, fleet age, and condition; an increase in MBRC is a positive indicator. As defined by the Federal Transit Administration, a road-call is the practice of dispatching a service vehicle to repair or retrieve a vehicle on the road. There are two types of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

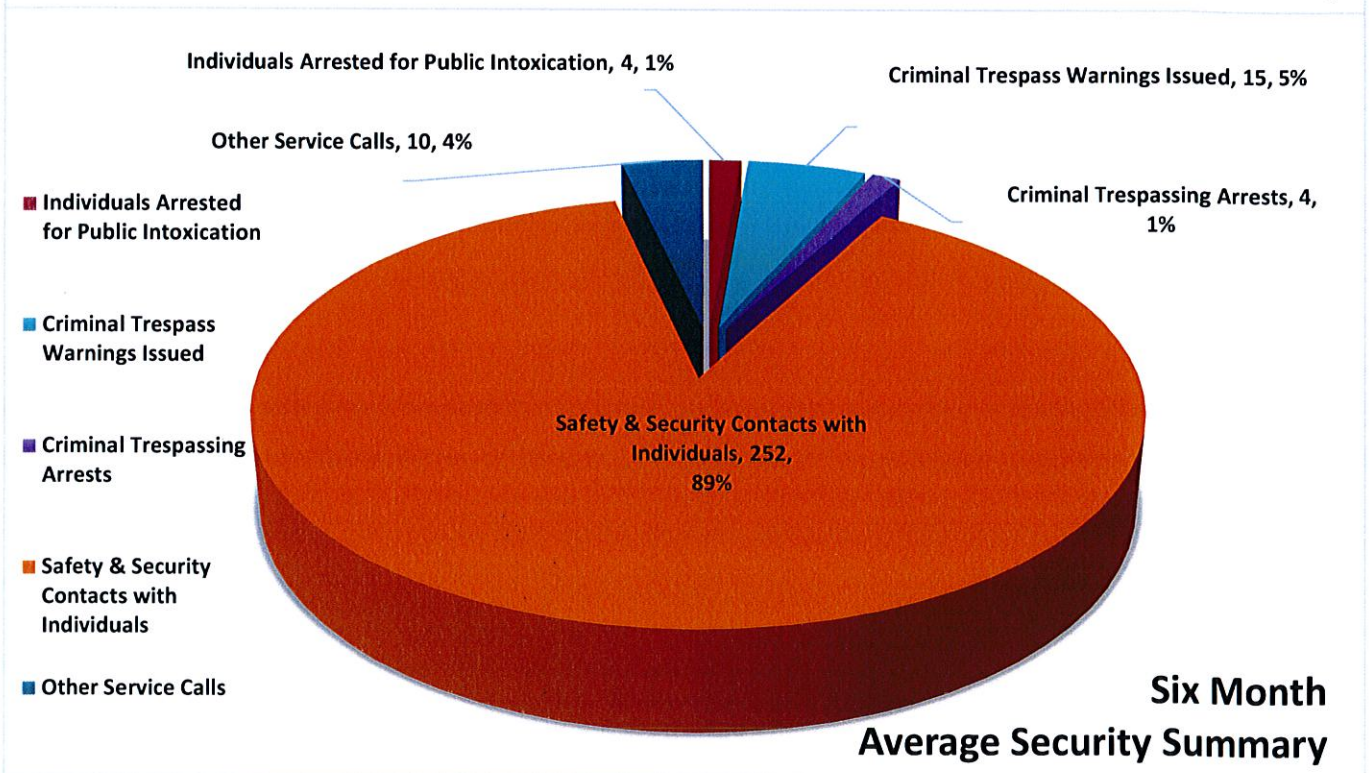
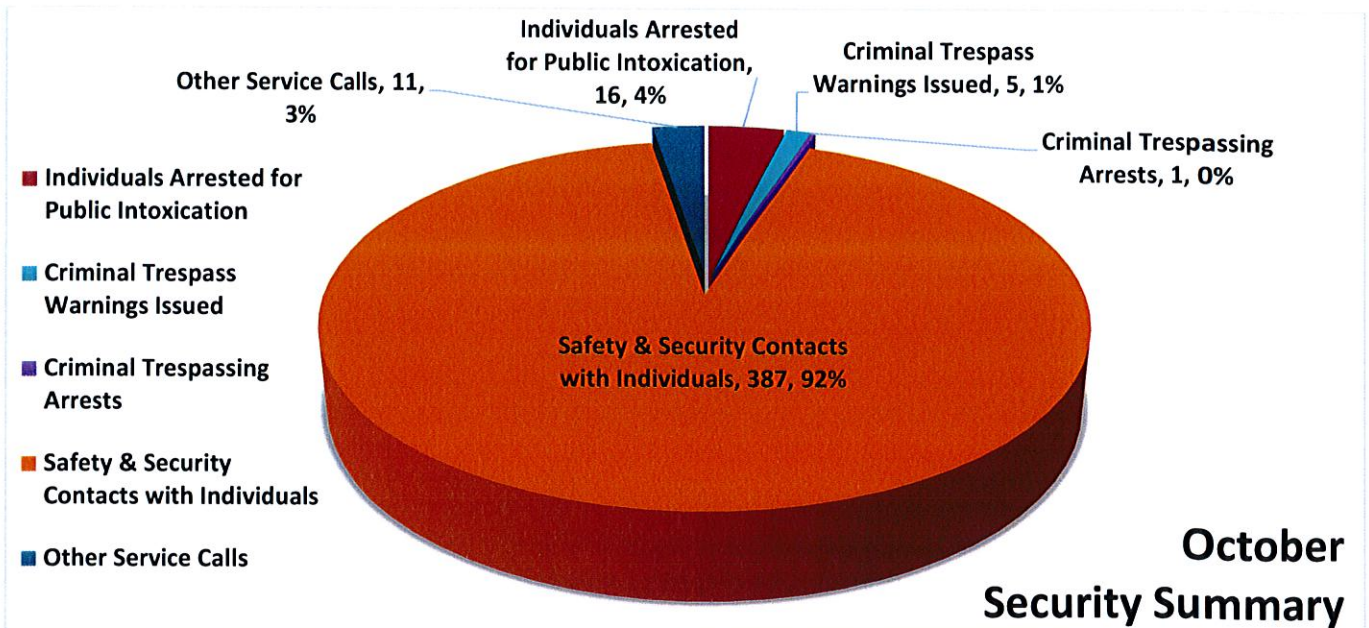
SAFETY SUMMARY

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



Committee Review

This item was reviewed by the Operations & Capital Projects Committee on November 15, 2017.


Respectfully Submitted,

Submitted by: Wesley Vardeman
Outreach Coordinator

Submitted by: Mike Rendon
Director of Safety & Security

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Director of Planning

Reviewed by: 

Jennifer Fehribach
Managing Director of Operations

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer

RTA Committee on Accessible Transportation (RCAT)
MEETING MINUTES
Thursday, October 19, 2017

Advisory Committee Members Present: Anne Bauman, Richard Balli, Robert Box, Donnie Contreras, Joyce Lopez, Tammye Salinas, Sylvia Wilson

Advisory Committee Members Absent: none

Board Members Present: none

Staff Present: Susan Teltschik, Melanie Gomez, Sharon Montez

MV Present: Benjamin Schmit, Kyle Klicka, Janessa Cano

Employee Representative(s):

Call to Order: Ms. Anne Bauman called the meeting to order at 12:05 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: Mr. Schmit, interim General Manager from MV Transportation introduced the new MV General Manager for MV Transportation, Kyle Klicka.

Action to Approve Minutes of September 21, 2017 was approved as presented.

MS. WILSON MADE A MOTION TO ADOPT THE RCAT MINUTES OF SEPTEMBER 21, 2017 AS PRESENTED; MR. BOX SECONDED THE MOTION. CONTRERAS, BAUMAN, BALLI, LOPEZ AND VOTING FOR SALINAS.

Discussion and Recommendation of 3rd Quarter Unsung Hero Award: Ms. Anne Bauman had committee members review the commendations for the 3rd quarter Unsung Hero Award. There was discussion regarding commendations. The committee voted to nominate Mr. Vega. The customer stated "Mr. Vega went above and beyond to help him out

especially with the holiday schedule.” Mr. Balli has ridden with Mr. Vega and stated that he is very informative and very respectful and always takes care of his riders. The committee will present Mr. Vega with a certificate at the next RCAT meeting.

Committee for Persons with Disabilities (CFPWD) and Corpus Christi Human Relations Committee (CCHRC) Update:

Mr. Richard Balli told the committee the Committee for Persons with Disabilities (CFPWD) did not have a meeting. Ms. Sylvia Wilson informed the committee the Corpus Christi Human Relations Committee (CCHRC) she had nothing to report. Ms. Wilson and the CCHRC participated in the 1st Annual Meet the Blind Jamboree along with the CCRTA.

Committee Reports:

No-Show/Eligibility Appeals

Mr. Richard Balli updated the committee on the No-Show/Eligibility Appeals Committee. There was 1 appeal submitted in October. One appellant submitted a letter to appeal a 7-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances. There were 0 warning notices issued in September, 9 seven day proposed service suspensions and 8 thirty day proposed service suspensions.

One Eligibility Appeal was scheduled to appeal the decision of ineligibility for ADA Paratransit service. The appellant appealing the decision of ineligibility did not attend the hearing and did not provided additional information to the committee. Committee members reviewed the initial application, the information obtained during the assessment process and the appellant’s appeal letter. Committee members were unanimous in their decision that the individual’s disability did not prevent the use of fixed-route service. The decision of ineligibility was upheld. One appeal was scheduled to appeal the decision of a service suspension due to inappropriate behavior.

Discussion and Recommendation of RCAT Meeting Calendar:

Ms. Anne Bauman had committee members review the 2017 and 2018 RCAT Meeting Calendar. There was discussion and consensus to cancel

the December meetings for 2017 and 2018. There was also discussion and consensus to take a month off in July 2018.

RCAT Liaison's Report:

Ms. Montez updated the committee on the FY2018 Budget. During the November 1, 2017 CCRTA Board meeting, the budget will be presented and if there are no issues, the FY2018 budget will be adopted. If not adopted at the November meeting, there will be another Budget Workshop on November 15, 2018, and the budget will be adopted on December 6, 2017. Ms. Montez discussed the FY2017 Budget and how the CCRTA is meeting budget even with the influx of Hurricane Harvey expenses. Ms. Montez also discussed in detail the FY2018 Operating & Capital Budget and the 5-Year Capital Improvement Plan.

Chairperson's Report:

Ms. Anne Bauman shared upcoming meeting dates with the committee.

Informational Items:

Ms. Anne Bauman advised that these items were made available to the committee members in their packets.

Request for Agenda Items:

There was discussion about the hours for MV paratransit and a request for extended evening hours to take riders to events such as the Corpus Christi Symphony, and events at the American Bank Center. Ms. Montez explained MV hours of operation correspond with the CCRTA hours of operation. If there is a need in the community, as counted by the CAF requests turned in at Customer Service, the CCRTA could look at a revision of service hours.

Other Business: Ms. Anne Bauman adjourned the meeting at 1:05 p.m. The next meeting will be held on Thursday, November 16, 2017.

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/25/2017 Admin			THERE WERE NO QUESTIONS AT THE ADMINISTRATION & FINANCE COMMITTEE MEETING		

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/25/2017 Ops	5.	Tom Niskala	In reference to the 2018 Holiday Service Schedule, Mr. Niskala asked for verification that the 2018 Holiday Service Schedule will not effect the remaining 2017 holidays and the 2017 Holiday Service Schedule.	Mr. Robinson answered in the affirmative, the 2017 holidays will not be affected.	10/25/2017
10/25/2017 Ops	5.	Eddie Martinez	In reference to the 2018 Holiday Service Schedule, Mr. Martinez asked for clarification regarding the actual changes being made to the 2018 Holiday Service Schedule in relation to the 2016 and 2017 Holiday Service Schedules	Mr. Cruz-Aedo stated the three dates that are changing are Black Friday, Christmas Eve and New Years Eve. Typically the CCRTA has offered Saturday Service or Sunday Service on these days which reduces the hours of service and routes. The changes to the 2018 Holiday Service Schedule are to offer regular weekday service on these three days.	10/25/2017
10/25/2017 Ops	5.	Eddie Martinez	In a follow up question to the 2018 Holiday Service Schedule, Mr. Martinez asked if Mr. Robinson saw in his research if the ridership indicated additional service was needed.	Mr. Robinson answered in the affirmative. He also stated the operators had mentioned in the past years that the ridership was high on these days. The CCRTA always wants to be in the position to increase ridership, not constrain ridership.	10/25/2017
10/25/2017 Ops	5.	Eddie Martinez	In a follow up question to the 2018 Holiday Service Schedule, Mr. Martinez asked if the ridership is focused mainly in the shopping areas.	Mr. Robinson stated there are ten routes that show a significant variance in ridership on weekends compared to weekdays, routes that travel through the mall area and shopping areas are some of our core routes which is the bulk of our ridership.	10/25/2017
10/25/2017 Ops	5.	George Clower	In reference to the 2018 Holiday Service Schedule, Mr. Clower asked for verification on the "Early Evening" time.	Mr. Robinson stated 8:00 p.m. because that's when we see the ridership drops off.	10/25/2017
10/25/2017 Ops	5.	George Clower	In a follow up question to the 2018 Holiday Service Schedule, Mr. Clower asked for verification on the ending time for Sunday service.	Mr. Robinson stated at the present time Sunday service ends at 8:00 p.m.	10/25/2017

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/25/2017 Ops	5.	Mike Reeves	In reference to the 2018 Holiday Service Schedule, Mr. Reeves asked for clarification regarding the impact on the operators, and asked why there is a disconnect on the proposed 2018 Holiday Service Schedule.	Mr. Robinson stated the disconnect is most likely due to work assignments. From the planning side and the agency side, we are trying to meet the riders' needs.	10/25/2017
10/25/2017 Ops	7.b.	Eddie Martinez	In reference to the Procurement Update, Mr. Martinez asked what is the Marina Rental Space.	Mr. Saldana stated the Marina Rental Space is where the Harbor Ferry was docked.	10/25/2017
10/25/2017 Ops	7.b.	Eddie Martinez	In a follow up question to the Procurement Update and the Marina Rental Space, Mr. Martinez asked why are we still paying for the slip rental.	Mr. Cruz Aedo stated the Marina Rental Space is still under contract.	10/25/2017
10/25/2017 Ops	7.b.	Eddie Martinez	In a follow up question to the Procurement Update and the Marina Rental Space, Mr. Martinez asked how long is the contract.	Mr. Cruz Aedo stated the Marina Rental Space is still under contract until we decide to give it up, at our discretion.	10/25/2017

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/1/2017 Board	15.	Dan Leyendecker	In reference to the Lease Agreements with Kleberg Bank, N.A., Mr. Leyendecker asked if there is an escalation on the options.	Mr. Bell answered in the affirmative, the options escalate at CPI every three years.	11/1/2017
11/1/2017 Board	17.	Scott Harris	In reference to the 2018 Board and Committee Meetings Calendar, Mr. Harris asked for clarification on the calendar being presented, asking if this vote is also approving the Holiday Schedule.	Mr. Cruz Aedo said no, there are two separate schedules, this is the board meetings calendar only.	11/1/2017
11/1/2017 Board	18.a.	Larry Young	In reference to the September 2017 Financial Report Presentation, Mr. Young asked where the Workmen's Compensation figure into the expenses, is it on the Insurance side or the Salaries and Benefits side.	Mr. Saldana said the Workmen's Compensation figure is on the Insurance side.	11/1/2017
11/1/2017 Board	18.b.	Scott Harris	In reference to the Procurement Update Presentation, Mr. Harris asked if the contractor that completed the last ADA Improvement Phase attend the prebid meeting for the Phase VI ADA Improvements.	Ms. Montez' reply was inaudible.	11/1/2017