



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE Committees

DATE: Wednesday, February 28, 2018
TIME: 8:30 a.m. Administration & Finance Committee Meeting, and
 Operations & Capital Projects Committee Meeting *(estimated at
 9:30 a.m., although to be held immediately following the Administration &
 Finance Committee Meeting)*

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

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Scott Harris ~ Larry Young ~ Patricia Dominguez ~ Philip Skorbarczyk

	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 January 28, 2018	T. Niskala	3 min.	Pages 1-4
4.	Update on State and Federal Legislative for the 2017-2018 Legislative Session	K. Coughlin T. Casteneda L. Meyers	10 min.	Pages 5-6 <i>PowerPoints</i>
5.	Discussion and Possible Action to Authorize to Exercise First Option Year for Health Care Consulting Services with Roland Barrera Insurance and approve Contract Modification, from February 20, 2018 to February 20, 2019 and extend option periods for an additional two option years for Insurance Consulting Services	J. Cruz-Aedo	5 min.	Pages 7-8
6.	Discussion and Possible Action to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage	M. Rendón	4 min.	Page 9 <i>PowerPoint</i>
7.	Discussion and Possible Action to Approve the Capital Improvement Program Update	R. Saldaña	4 min.	Page 10 <i>PowerPoint</i>
8.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 31 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

George B. Clower ~ Glenn Martin ~ Dan Leyendecker ~ Anne Bauman

	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 January 28, 2018	M. Reeves	3 min.	Pages 1-6
4.	Update on State and Federal Legislative for the 2017-2018 Legislative Session	K. Coughlin T. Casteneda L. Meyers	10 min.	Pages 7-8 <i>PowerPoints</i>
5.	Discussion and Possible Action to Issue a Request for Proposals (RFP) for Bus Stop Amenities	S. Montez	4 min.	Pages 9-10 <i>PowerPoint</i>
6.	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 23 min.

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On **Friday, February 23, 2018** 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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<p><u>Mission Statement</u> 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.</p>		<p><u>Vision Statement</u> 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.</p>
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**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 24, 2018**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Administration & Finance Committee Meeting Minutes of November 15, 2017**
- 4. Action to Recommend the Board Authorize Awarding a Contract to Minnesota Life for Life Insurance and Accidental Death & Dismemberment**
- 5. Action to Recommend the Authorize the Issuance of a Request for Proposals (RFP) on a Digital Signage/Content Management Software (CMS) Solution for Transfer Stations**
- 6. Heard Presentations:**
 - a. December 2017 Financial Report**
 - b. Update on Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Insurance Coverages**
- 7. Adjournment**

The Regional Transportation Authority Administration & Finance 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 Chairman; Patricia Dominguez; Larry Young joined meeting at 8:43 a.m.

Committee Members Absent: None

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Kelly Coughlin, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Denise Jones, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Victoria Reyes, Gordon Robinson, Sandy Roddel, Robert Saldaña and Susan Teltschik

Public Present: Gina Salazar and Regina Contreras, ATU Local 1769; Rolando Garza, Cotton Broadcasting

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 present.

Opportunity for Public Comment

Mr. Rolando Garza spoke on behalf of Cotton (and Lopez) Broadcasting to the committee board members. He commented on the relationship between the CCRTA and Cotton Broadcasting over the past 20 plus years, and how both serve the community. Mr. Garza

commented with decreased sales tax revenues and deferred broadcasting dollars, they would like to be considered on a contractual basis with their low costs in order to keep the business coming.

Action to Approve the Administration & Finance Committee Meeting Minutes of November 15, 2017

MS. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 15, 2017. MR. TOM NISKALA SECONDED THE MOTION. NISKALA, YOUNG AND DOMINGUEZ VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board to Recommend the Board of Directors Authorize Awarding a Contract to Minnesota Life for Life Insurance and Accidental Death & Dismemberment

Ms. Angelina Gaitan provided background on the group life and accidental death and dismemberment coverage at no cost to the employees at a maximum amount of \$100,000, and employees are able to purchase coverage for their families at their expense. She commented Minnesota Life is our current administrator and our contract will expire on January 31, 2018, and the CCRTA has contracted with them since 2012. The Request for Proposals (RFP) is 100 percent budgeted within the individual department budgets, Ms. Gaitan said, and is estimated annual cost is approximately \$76,345. She also explained the cost is split between the Agency and voluntarily employee selections.

MR. DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE AWARDING A CONTRACT TO MINNESOTA LIFE FOR LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT. MR. NISKALA SECONDED THE MOTION. NISKALA, YOUNG AND DOMINGUEZ VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) on a Digital Signage/Content Management Software (CMS) Solution for Transfer Stations

Mr. Robert Saldaña commented on the inclement weather the Agency has experienced recently which caused service delays and other service adjustments. He explained the CCRTA currently informs riders using metal glass kiosks at the transfer stations, and Marketing updates the kiosks with system maps and route information with paper signage.

MS. DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) ON A DIGITAL SIGNAGE/CONTENT MANAGEMENT SOFTWARE (CMS) SOLUTION FOR TRANSFER STATIONS.

MR. YOUNG SECONDED THE MOTION. NISKALA, YOUNG AND DOMINGUEZ VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Heard Presentations:

a. December 2017 Financial Report

Mr. Robert Saldaña reported for the month of December, and total operating revenue at \$142,577 on a budget of \$252,132, or \$109,555 shortfall. He commented departmental expenses were at \$2.9 million on a budget of \$2.6 million, or \$337,944 over budget and related to \$478,691 year-end adjustments to employee pensions. Mr. Saldaña said depreciation expense came in at \$708,333 on a budget of \$390,067 for total operating expenses for the month at \$3.6 million on a budget of \$3.0 million, and the variances again based on the pension costs for the month. He continued with sales tax revenue of \$3.2 million on a budget of \$3.5 million and no draw-down of operating grants for the month. He said street improvement is negative \$252,823 as amortized over 12-month period giving us a negative net income of \$587,503, yet on a cash-flow basis and backout depreciation, this gives us \$120,000 positive cash flow income. Mr. Saldaña stated to help out our finances this month, the Hurricane Harvey relief is in final stages of reimbursements, and for the first level, we should receive around \$260,000, and may also receive a 3 percent administrative cost from the second level of relief, and these monies will go to offset some of our expenses. Mr. Saldaña provided a chart detailing where the December monies go and does not include depreciation, interest and the street improvement program. He commented the bulk of monies go towards salaries and benefits at 47 percent, or \$1.6 million, and purchased transportation at 17 percent, or \$435,643.

Mr. Saldaña reported on the year-to-date total operating revenues at \$2.4 million on a budget of \$3.0 million, or a \$554,196 shortfall. He commented departmental expenses were at \$31.2 million on a budget of \$31.4 million, or \$196,730 savings. Mr. Saldaña said depreciation expense came in at \$8.5 million on a budget of \$4.7 million for total operating expenses year-to-date at \$39.7 million on a budget of \$36.0 million. He continued with sales tax revenue of \$32.6 million estimated December until actuals are received in February, on a budget of \$34.0 million, or \$1.5 million shortfall. He said the agency has done a good job at pulling down grants at \$4.4 million for the year on a budget of \$2.2 million. He said street improvement is \$3.0 million that we give back to our member cities, on \$2.7 million budget, and this gives us a net loss of \$3.9 million. He commented with adding back in \$11.0 million in capital grants, this leaves us with net assets of \$7.2 million. Mr. Saldaña provided a chart detailing where the year-to-date monies go and does not include depreciation, interest and the street improvement program. He commented the bulk of monies go towards salaries and benefits at 45 percent, or \$14.2 million, and purchased transportation at 18 percent, or \$5.5 million.

Mr. Saldaña reported November sales tax estimated at \$2.5 million, actual collections received January 12, 2018 were at \$2.57, or \$31,224 more than budget and \$218,549 more than November 2016 with the slight increase we are seeing from sales tax revenues, although still volatile at this time.

b. Update on Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Insurance Coverages

Mr. Mike Rendón provided a background on the TMLIRP insurance coverages along with coverage schedules. He mentioned the re-rate schedule was completed in December 2017, and the CCRTA properties are covered at \$52,979,694. He commented the automobile coverage has a \$500,000 limit, \$25,000 per person, and aggregate limit per year of \$10 million for catastrophic events.

Mr. Rendón responded to Mr. Dan Leyendecker's prior comments and said our current coverage is a zero deductible and the expended modifier is at 1.63 percent. Mr. Rendon also commented being in the high risk transit industry, a zero deductible would be to our benefit considering time of service we provide. Mr. Dan Leyendecker explained his prior question on the premium for automobile coverage, and asked what the costs differences would be if deductibles increase or decrease. Mr. Rendón said if we go with a deductible, the premium would decrease, yet then we would have a deductible per event which might cost us more in the long run, so we would benefit best with the zero deductible program.

Adjournment

There being no further review of items, the meeting ended at 8:59 a.m.

Submitted by: Dena Linnehan



Subject: State and Federal Legislative Updates for the 2018 Legislative Session

Background

CCRTA contracts for State and Federal Legislative consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

This legislative session has been fraught with new turnover after the election of President Donald Trump. Our legislative consultants have worked hard to ensure that the Corpus Christi Regional Transportation Authority has been well represented to our delegates. We know from experience that each election cycle and legislative session brings new challenges and opportunities, some of which are controllable or foreseeable, while other events and conditions are outside of our control or occur unexpectedly.

Identified Need

While the FAST Act gave aid to many transit agencies, the CCRTA still has needs and goals which went unmet. The current administration's infrastructure plan does not ensure how the FAST Act appropriations will be met. The CCRTA established its legislative agenda which focuses more on defensive measures and protecting rights of the CCRTA. The main focus has been ensuring that the appropriations has been shared with agencies that meet our interests and that groups pass bills that would benefit agencies like the CCRTA.

Program Overview

Building on the organizational system utilized effectively over the last several sessions, it would seem appropriate to develop an initial set of potential legislative issues based on previously filed legislation, anticipated policy changes based on interim charges, as well as taking into account local, federal and CCRTA interests.

State — On the state level have worked to ensure that the appropriations were kept fair to the respective transit authorities. Our consultants, CEO, Board Chairman, and Marketing team met with State Comptroller, Glenn Hegar, opening the lines of communication and thanking his staff for their work in helping the CCRTA win the State Comptroller's Finance Star Award. Staff is continuing to work on gaining the other aspects of the Stars Awards.

Federal – On the federal level the consultants will continue to work to ensure transit infrastructure is included in the bills that pass during the Trump administration. The consultants met with the staff and board during the APTA Legislative conference and set up meetings with the Texas delegation members and staff.

Recommendation

Staff requests that the Administration & Finance Committee accepts the legislative updates from the consultants.

Respectfully Submitted,

Submitted by: Kelly Coughlin
Director of Marketing

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

February 28, 2018

Subject: Authorize to Exercise First Option Year for Health Care Consulting Services with Roland Barrera Insurance and approve Contract Modification, from February 20, 2018 to February 20, 2019 and extend option periods for an additional two option years for Insurance Consulting Services

Background

The CCRTA entered into an Insurance Consulting Services agreement with Roland Barrera Insurance for the period of February 20, 2017 through February 20, 2018. The first option period under Agreement Number 06.2017 with two one year options. The Chief Executive Officer has identified a need for additional insurance coverage expertise to assist the Risk Management functions of the CCRTA.

Identified Need

Exercising the first option year will allow the continuity of all the various insurance and benefits programs through February 20, 2019. Additionally, the Chief Executive Officer is recommending the consulting services agreement extend to other forms of risk management coverage in the areas of liability and facilities coverages and limits.

Financial Impact

The contract modifications will increase the cost of the agreement from \$48,000 per year to \$60,000 per year, an increase of \$12,000 per year for the additional services.

Recommendation

Staff requests the Administrations Committee recommend to the Board of Directors to Authorize the Chief Executive Officer (CEO) or Designee to Exercise the first Option Year and approve Contract Modification with Roland Barrera Insurance from February 20, 2018 to February 20, 2019 and add two additional options years to the existing Consulting Services Agreement.

Respectfully Submitted,

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer

INSURANCE CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement is entered into between the Corpus Christi Regional Transportation Authority in Corpus Christi, Texas (the “CCRTA”) and Roland Barrera Insurance (the “Consultant”), and provides as follows:

1. Services to be Performed. Consultant shall perform Professional Insurance Consulting Services for the CCRTA to include:

- Will provide technical support in review of fully insured and self-funded plan to determine the best program for employees and the CCRTA, in coverage and cost.
- Assist CCRTA Staff in evaluating employee and CCRTA objectives with the Employee Health Benefit Plan, including Employee Focus Groups, teams and management.
- *Assist the Safety and Security Officer with evaluation of risk management programs and review liability coverage to insure adequate coverage limits.*
- *Advise Chief Executive Officer on risk management safety programs and risk assessment.*
- *Assist in development or risk management procedural manual for agency adoption.*
- *Assist in the creation of risk management program procedures for use by the CCRTA.*
- Preparation of Cash Flow Model and cost tracking system for the new Health Benefit Plan.
- Have a thorough understanding and knowledge of CCRTA culture, philosophies, objectives, business and budget plans.
- Assist with the solicitation for qualified proposals; assist with proposal conference, meetings and other support as needed during the solicitation process.
- Assist DBE Officer to insure maximum Disadvantage Business Enterprise (DBE) participation.
- Assist CCRTA Staff with evaluation of proposals and prepare written report of findings and recommendations.
- Evaluate insurance coverage limits and make recommendations based on risk and cost factors.
- Submit written finds and recommendations to the Chief Executive Officer or his designee.
- Assist Staff with preparation and recommendations to the CCRTA Administration & Finance Committee and Board of proposal results, if needed.
- Assist CCRTA Staff with other low or no cost health benefit options, i.e., Pre-Tax payments, ancillary and voluntary employee products.
- Assist with the Electronic Enrollment via Benetrac on an annual basis for current active employees.
- Assist with coordinating with vendor for the wellness program implementation.
- Coordinates with HR/Payroll/Finance Staff/Benetrac/Insurance Carriers; Periodical Meetings with staff to discuss issues and find a remedy.
- Provide enrollment reporting of insurance coverage by submitting manual feeds to carriers:
 - ENTRUST
 - Minnesota Life
 - UNUM
 - AFLAC
 - Lincoln Financial



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

February 28, 2018

Subject: Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage

Background

Windstorm and Hail Insurance coverage was underwritten through Victor O'Schinnerer & Company (VOSCO) for a one-year term. The coverage will expire on June 28, 2018.

Identified Need

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail.

Financial Impact

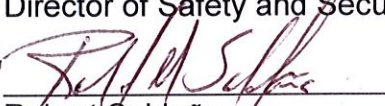
The 2017-2018 premium for windstorm and hail coverage for identified CCRTA assets was \$113,100.75.

Recommendation

Staff requests that the Administration & Finance Committee recommend that the Board of Directors authorize issuance of a Request for Proposals (RFP) for windstorm and hail insurance.

Respectfully Submitted,

Submitted by: Mike Rendón
Director of Safety and Security

Reviewed by: 
Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

February 28, 2018

Subject: Amend 2018 Capital Improvement Projects

Background

During the November 1, 2017 Board meeting, the 2018 Capital Improvement Projects (CIP) was approved. The 2018 CIP list consists of projects that the CCRTA will complete in order to enhance our ability to service our customers.

Identified Need

The 2018 Capital Improvements Projects list is comprised of projects that provide amenities to our passengers, assist the City of Corpus Christi with street improvements, maintaining the fleet to provide consistent service and fix/replace aging equipment to operate both Bear Lane and Staples Street Centers. After reviewing our 5307 federal funding, the CCRTA had \$1,003,000 of funds that were not assigned to a project. Staff is recommending that we use these funds for 3 projects (increase amenities, DVR replacement and Preventive Maintenance).

Financial Impact

The \$1,003,000 of 5307 funds will be allocated to the three projects listed in the in "Identified Need" paragraph above, along with the corresponding 20% local match.

Disadvantaged Business Enterprise

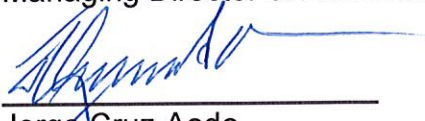
Staff will work with DBE office and collaborate with Bidders to pursue DBE participation, including subcontracting opportunities.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer to approve the revised 2018 Capital Improvement Projects.

Respectfully Submitted,

Submitted by: Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 24, 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 November 15, 2017**
- 4. 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.**
- 5. Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Roof Replacement at Bear Lane Operations**
- 6. Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Shelter Amenities**
- 7. Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Vanpool Services**
- 8. Heard Presentations:**
 - a. January 2018 Service Adjustments**
 - b. December 2017 Operations Report**
 - c. Briefing on Six Points Transfer Station**
 - d. Procurement Update**
- 9. 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, Committee Chair; George Clower Glenn Martin, Scott Harris and Dan Leyendecker

Committee Members Absent: None

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Kelly Coughlin, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Denise Jones, Dena Linnehan, Derrick Majchszak, Sharon Montez, Christina Perez, Victoria Reyes, Gordon Robinson, Sandy Roddel, Robert Saldaña and Susan Teltschik

Public Present: Gina Salazar and Regina Contreras, ATU Local 1769; Rolando Garza, Cotton Broadcasting

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

No one spoke under Public Comment.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 15, 2017

MR. SCOTT HARRIS MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 15, 2017. MR. GEORGE CLOWER SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for a Gas Generator for Bear Lane Operations Building

Ms. Sharon Montez provided a background on the 100 kilowatts generator currently in service at the Bear Lane location. She commented during Hurricane Harvey there were over 100 employees staged at the facility with very limited A/C, minimal operational electrical outlets, and communication line had no power. Ms. Montez identified the need to increase the size of the current generator to a 350 kilowatts to handle the above items along with being able to have continuous fueling of the fleet during an emergency. She gave the cost of \$155,000 for the 350 kilowatts natural gas generator and asked the Board to authorize the issuance of a Request for Proposals (RFP) to purchase for the Bear Lane Operations building. Mr. Dan Leyendecker asked the power percentage the generator would support in the building, and Ms. Montez said the agency is working with a mechanical engineer for this information although believes we would have 75 percent of power to the building, and this item is budgeted.

MR. GLENN MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR A GAS GENERATOR FOR BEAR LANE OPERATIONS BUILDING. MR. CLOWER SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER, MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Roof Replacement at Bear Lane Operations

Ms. Sharon Montez reported the current roof has been in place for 16 years, and life expectancy is around 20 years. She commented over the past year, there has been deterioration, especially from UV rays, and a few leaks. She said roof replacement would continue to be the same materials used in the past as they last longer than other types for flat roofs. Ms. Montez said estimated budgeted replacement cost would be \$96,000,

and she asked the Board to authorize the issuance of a Request for Proposals (RFP) to purchase a new roof for the Bear Lane Operations. Mr. Clower asked if the cost covered any decking in the event there would be underlying damage, and Ms. Montez stated initial quotes received were all inclusive and we would address any other damage, if necessary. After general discussion, the Board recommends to research the contingent damages costs as we may need to revisit the proposal bids to include other damages.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR ROOF REPLACEMENT AT BEAR LANE OPERATIONS. MR. HARRIS SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER, MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Shelter Amenities

Ms. Sharon Montez provided a background as previously presented at the Board Retreat in September 2017. She commented to meet our service standards, we have 33 bus stop shelters and 27 bus stop benches. Ms. Montez identified the need for shelters, solar lighting, benches, Simme seats, light poles and trash receptacles at a budgeted cost of \$343,750. She displayed pictures of shelter amenities the state of Florida utilizes that we are currently researching. She also provided information on a Smart Shelter from Luminator Technology Group and Tolar Manufacturing Company. Mr. Harris commented for the 25 stand alone benches would also provide additional revenue since we advertise on these benches, and Ms. Montez said that is correct. Mr. Jorge Cruz-Aedo also commented our focus will be on lighting to help security at the 1,375 stops and 199 shelters.

MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP SHELTER AMENITIES. MR. MARTIN SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER, MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors Authorize ADA Bus Stop Improvements at Brawner and Ramsey Streets

Ms. Sharon Montez commented Ms. Anne Bauman had brought this item to the Agency as part of her former role in the RCAT Committee. Ms. Montez stated an individual who utilizes a wheelchair and also a passenger on our Fixed Route and B-Line services, approached the City to make ADA improvements to these areas so his travel path is more efficient and safe when traveling to our bus stops. Ms. Montez identified the need and stated, a 5 foot sidewalk, ADA ramps, pedestrian crossing/yield signage the City may help with, new curb and gutter, continental crosswalk and pavement repairs would be required for these improvements. She said the estimated cost for the ADA improvements is at

\$26,474.18. Mr. Cruz-Aedo stated his concern in setting a precedence, and is a unique request should we approve. He said this came from an individual who is an RCAT member, who approached the City to help with repair, and the City does not want to take any action. Ms. Montez went over the picture detailing the route the individual currently uses to get to our bus stop which also shows what the City proposes he travel which is more arduous since he has a manual wheelchair. After general discussion, the Committee members requested Staff to formally petition the City for consideration to move the crosswalk and assist in these improvements.

MR. HARRIS MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE ADA BUS STOP IMPROVEMENTS AT BRAWNER AND RAMSEY STREETS AND TO FORMALLY PETITION THE CITY OF CORPUS FOR CONSIDERATION TO MOVE THE CROSSWALK AND ASSIST IN THESE ADA IMPROVEMENTS. MR. MARTIN SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER, MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Action to Recommend the Board of Directors the Issuance of a Request for Proposals (RFP) for Vanpool Services

Mr. Gordon Robinson provided a background on the vanpool services and asked the Committee members to approve issuance of a Request for Proposals (RFP). He commented the CCRTA Vanpool was established in 1993 and the current first option year will expire on March 31, 2018. He commented Staff is working with Enterprise, Inc. to extend the contract term through July 31, 2018. Mr. Robinson said the base three year term contract estimate is \$295,137 with local funds budgeted in the FY2018 operating budget. Mr. Harris asked how do businesses know the CCRTA has the program in place and how do we market this program. Mr. Robinson responded that we do extensive outreach programs, our Marketing department has this on our social media links and the CCRTA website. Mr. Robinson stated we currently have nine vans going into our program from Kingsville. He said the more we put into our program, we receive more federal funding as the program is based on revenue miles. Ms. Jennifer Fehribach provided additional details on the program and stated our operators do not operate the vans as this is a shared ride program. She said we collect the data we can use to our advantage, and we provide a subsidy to the program, and this is the only transit program which can provide revenue to a public agency. Ms. Fehribach stated as we grow the program, it does not cost the agency any monies yet will provide revenue for the agency. She also commented this is not an on-demand program and we cannot provide service to a group requesting service as that would be considered a charter and under FTA regulations we cannot provide. After general discussion, Mr. Cruz-Aedo commented we are wanting to expand the program to make more individuals aware of the program than has been historically done.

MR. HARRIS MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR VANPOOL SERVICES. MR. CLOWER

SECONDED THE MOTION. REEVES, MARTINEZ, CLOWER, MARTIN, HARRIS AND LEYENDECKER VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Heard Presentations:

a. January 2018 Service Adjustments

Mr. Robinson provided a recap on the new service adjustments implemented on January 15, 2018 with the new shuttle sized buses on Routes 12, 16 and 56, and he said on Route 55 to Gregory we made a schedule adjustment. Mr. Robinson commented with the smaller shuttle sized buses, we can maneuver and make some of the turns we could not have done in the past, and we now have versatility to travel narrower streets and helped to improve our flexibility. He stated we provided rider alerts, social media posts, signage at the station, held a press release, and media coverages with television and newspaper to notify the ridership and community.

b. December 2017 Operations Report

Mr. Robinson reported for the month of December 2017 and ridership was at 391,511 boarding. He said this low was a result of two less workdays of service, or 32,000 in ridership, and the cold weather and snow the Corpus area experienced in December. He reported for system-wide monthly ridership for Fixed Route was down 6.3 percent overall, including B-Line down at 5.3 percent for the door-to-door type service and due from the colder weather. He reported the year-to-date system-wide ridership for Fixed Route was down just under 2.2 percent overall, and B-Line down almost 4 percent compared to 2016. He displayed charts of the top 10 routes with the highest and lowest boardings, and highest wheelchair and bicycle boardings for the month. He said our on-time performance had no issues at 85.8 percent and there were 18 out of 46 routes on detour, or 39 percent. Mr. Robinson reported MV Transportation for our B-Line service met their metrics. He continued with the customer assistance forms (CAFs) being down at 26, and we are definitely within our standard. He reported there were 9,593 miles between roadcalls and no issues, and year-to-date collision rate was at 2.02. Mr. Robinson also reported on the safety and security summary for December and six-month average in the various categories.

c. Briefing on Six Points Transfer Station

Ms. Montez reported on the recent fire at the Six Points Transfer Station and commented it has been deemed arson from the Fire Department. She stated someone started the fire in the portable toilet our operators use, and there was no camera coverage due to construction in the area disconnected power. Ms. Montez said the insurance company TML deemed this a total loss and our insured cost is \$148,430, and TML reimbursed us \$70,221 based on demolition of the station. She displayed several pictures of the damaged station. She commented a cost estimate to rebuild is being developed, however, we are leaning towards demolishing the station and estimated at \$30,000. Ms. Montez said we are also exploring options in the area for transfer of riders at various bus stops and will meet with the City later today to discuss our proposals for the Six Points Station.

d. Procurement Update

Mr. Saldaña reported on the current project for Life and Accidental Death & Dismemberment Insurance 3 year contract with two 1-year options and the cost is \$138,756 and will go to January Committee meeting for review by the Board in February. He commented on the current procurement we reached out to 285, 5 attended the pre-bid meeting with 6 bids received. Mr. Saldaña also reported on the 4-Month Outlook items for review by the Committees in March and will go for Board approval in April. He said there are 3 projects which are Long Term Disability extension at \$228,276; Lubricant & Fluid Supply estimated at \$83,518; and Occupational Medical Services estimated at \$66,297. For the CEO's signature authority, Mr. Saldaña provided details of six procurement that will include Monitoring Security & Fire System with The Safeguard System not to exceed \$10,000; Employee Assistance Program with Family Counseling Service not to exceed \$10,000; Coin Sorter Preventative Maintenance Inspection with Cummins-Allison not to exceed \$5,000; Healthcare Consulting Services with Roland Barrera Insurance not to exceed \$48,000; B2GNow Diversity Management System with B2GNow not to exceed \$18,000; Towing Services with Apollo Towing Service not to exceed \$43,250 and Antifreeze with French-Ellison not to exceed \$16,000. He continued with the month-to-month contract and agreements of 3 items which are Long Term Disability at \$21,550; Marina Rental Space at \$6,300 and the Pre-Employment Background Screening not to exceed \$20,300.

Adjournment

There being no further business, the meeting was adjourned at 10:39 a.m.

Submitted by: Dena Linnehan



Subject: State and Federal Legislative Updates for the 2018 Legislative Session

Background

CCRTA contracts for State and Federal Legislative consulting services to assist with state legislative initiatives, legislative process, access, and identification of discretionary funding opportunities.

This legislative session has been fraught with new turnover after the election of President Donald Trump. Our legislative consultants have worked hard to ensure that the Corpus Christi Regional Transportation Authority has been well represented to our delegates. We know from experience that each election cycle and legislative session brings new challenges and opportunities, some of which are controllable or foreseeable, while other events and conditions are outside of our control or occur unexpectedly.

Identified Need

While the FAST Act gave aid to many transit agencies, the CCRTA still has needs and goals which went unmet. The current administration's infrastructure plan does not ensure how the FAST Act appropriations will be met. The CCRTA established its legislative agenda which focuses more on defensive measures and protecting rights of the CCRTA. The main focus has been ensuring that the appropriations has been shared with agencies that meet our interests and that groups pass bills that would benefit agencies like the CCRTA.

Program Overview

Building on the organizational system utilized effectively over the last several sessions, it would seem appropriate to develop an initial set of potential legislative issues based on previously filed legislation, anticipated policy changes based on interim charges, as well as taking into account local, federal and CCRTA interests.

State — On the state level have worked to ensure that the appropriations were kept fair to the respective transit authorities. Our consultants, CEO, Board Chairman, and Marketing team met with State Comptroller, Glenn Hegar, opening the lines of communication and thanking his staff for their work in helping the CCRTA win the State Comptroller's Finance Star Award. Staff is continuing to work on gaining the other aspects of the Stars Awards.

Federal – On the federal level the consultants will continue to work to ensure transit infrastructure is included in the bills that pass during the Trump administration. The consultants met with the staff and board during the APTA Legislative conference and set up meetings with the Texas delegation members and staff.

Recommendation

Staff requests that the Operations & Capital Projects Committee accepts the legislative updates from the consultants.

Respectfully Submitted,

Submitted by: Kelly Coughlin
Director of Marketing

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities

Background

The CCRTA has the following number of bus stops and bus stop amenities:

- 1375 Bus stops
- 199 Tolar shelters and sun shade structures in the service area.
- 951 Benches and 12 Simme Seats
- 647 Trash receptacles

Identified Need

During the last Board Retreat in September of 2017, the following information was presented based on our current service standards:

- 33 bus stop shelters are needed to meet our service standards
- 27 bus stop benches are needed to meet our service standards

Below is the original proposed capital schedule for bus stop shelter amenities:

Description	Estimated Quantity	Estimated Unit Cost	Total Cost
Bus Stop Shelters	20	\$ 10,000.00	\$ 200,000.00
Solar Lighting	20	\$ 2,000.00	\$ 40,000.00
Benches - Stand Alone	25	\$ 750.00	\$ 18,750.00
Trash Receptacles	25	\$ 500.00	\$ 12,500.00
Simme Seats	70	\$ 500.00	\$ 35,000.00
Bus Stop Light Poles	25	\$ 1,500.00	\$ 37,500.00
Estimated Total			\$ 343,750.00

Since this information was presented to the Operations and Capital Projects Committee on Wednesday, January 24th, additional funding of \$356,250 has been allotted to this project.

The additional funding added to the original amount of \$343,750 brings the total overall project budget to \$700,000. Of that amount, \$333,676 will be set aside for the procurement of shelter amenities and \$22,574 will be designated for installation costs. The solicitation of bids to secure a vendor to install the shelter amenities will be issued separately. The reason for using an outside vendor versus our own staff is to offer more opportunities for Disadvantaged Business Enterprises, which assists the CCRTA in meeting the DBE goal for the agency.

Below are the additional proposed shelter amenities to be procured with the new funding allocation:

Description	Estimated Quantity	Estimated Unit Cost	Total Cost
Bus Stop Shelters	20	\$ 10,000.00	\$ 200,000.00
Solar Lighting	20	\$ 2,000.00	\$ 40,000.00
Benches - Stand Alone	25	\$ 750.00	\$ 18,750.00
Trash Receptacles	25	\$ 500.00	\$ 12,500.00
Smart Shelter (Pilot)	1	\$ 24,926.00	\$ 24,926.00
Simme Seats	0	\$ 500.00	\$ 0.00
Bus Stop Light Poles	25	\$ 1,500.00	\$ 37,500.00
Estimated Total			\$ 333,676.00

Below is the combined totals for the original and additional shelter units:

Description	Estimated Quantity	Estimated Unit Cost	Total Cost
Bus Stop Shelters	40	\$ 10,000.00	\$ 400,000.00
Solar Lighting	40	\$ 2,000.00	\$ 80,000.00
Benches - Stand Alone	50	\$ 750.00	\$ 37,500.00
Trash Receptacles	50	\$ 500.00	\$ 25,000.00
Smart Shelter (Pilot)	1	\$ 24,926.00	\$ 24,926.00
Simme Seats	70	\$ 500.00	\$ 35,000.00
Bus Stop Light Poles	50	\$ 1,500.00	\$ 75,000.00
Estimated Total			\$ 677,426

Financial Impact

The estimated cost for the procurement of shelter amenities is \$677,426 and \$22,574 for installation costs. The \$343,750, is budgeted in the 2018 Capital Budget. The information for the additional funds of \$356,250 will be presented at the February Administration Committee. The revised estimated project budget is \$700,000.

Recommendation


Staff requests the Operations & Capital Projects Committee recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities.

Committee Review

This item was reviewed by the Operations & Capital Projects Committee on January 24, 2018.

Respectfully Submitted,

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

Final Approval by: 
 Jorge Cruz-Aedo
 Chief Executive Officer