



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Board of Directors

**DATE:** Wednesday, March 7, 2018

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

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

### BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

Michael Reeves (Vice Chair) ~ Dan Leyendecker (Secretary)

Anne Bauman ~ George B. Clower ~ Patricia Dominguez ~ Scott Harris  
Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Larry Young

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	E. Martinez	1 min.	-----
2.	<b>Moment of Reflection</b>	E. Martinez	1 min.	-----
3.	<b>Roll Call</b>	E. Martinez	2 min.	-----
4.	<b>Administer</b> the Oath of Office Appointments to the CCRTA Board of Directors: a) City of Corpus Christi – Philip Skrobarczyk	J. Bell	10 min.	-----
5.	<b>Opportunity for Public Comment</b>	E. Martinez	3 min.	-----
6.	<b>Action</b> to Confirm Appointment of Chairperson of RTA's Committee on Accessible Transportation (RCAT)	S. Montez	3. min.	Pages 1-2
7.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
8.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of February 7, 2018	E. Martinez	2 min.	Pages 3-8
9.	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
	a) <b>Action</b> to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities	S. Montez	2 min.	Pages 9-10 <i>PowerPoint</i>
10.	<b>Presentations:</b>			
	a) 4 <sup>TH</sup> Quarter 2017 Review – Wells Fargo	Lisa Keckler Patrick Mahoney	8 min.	<i>PowerPoint</i>
	b) January 2018 Financial Report	R. Saldaña	4 min.	Pages 11-17 <i>PowerPoint</i>
	c) Procurement Update	R. Saldaña	4 min.	<i>PowerPoint</i>
	d) January 2018 Safety & Security Report	M. Rendón	4 min.	<i>PowerPoint</i>

	e) January 2018 Operations Report	G. Robinson	10 min.	Pages 18-27 <i>PowerPoint</i>
	f) 2017 Annual Service Performance Report	G. Robinson	4 min.	<i>PowerPoint</i>
	g) Fall 2018 Proposed Service Improvements	G. Robinson	4 min	<i>PowerPoint</i>
11.	<b>CEO's Report</b> a) GFOA Award – Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2016	J. Cruz-Aedo	5 min.	-----
12.	<b>Board Chair's Report</b>	E. Martinez	5 min.	-----
13.	<b>Adjournment</b>	E. Martinez	1 min.	-----
14.	<b>Information Items:</b> a) RCAT Meeting Minutes – January 18, 2018 b) Member Inquiry Forms: 1. Board Meeting – February 7, 2018 2. Committee Meetings – January 24, 2018			<i>Attachments</i>

**Total Estimated Time: 1 hr., 11 min.**

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On **Friday, March 2, 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.

<p><b><u>Mission Statement</u></b> 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><b><u>Vision Statement</u></b> 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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CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 7, 2018

**Subject:** Action to Confirm Appointment of Chairperson of RTA's Committee on Accessible Transportation (RCAT)

**Background**

The process for Selection and Confirmation of RCAT members is outlined in RCAT Bylaws Article 4, Section Three and reads as follows:

**ARTICLE FOUR. OFFICERS**

**SECTION THREE.** The Chairperson for RCAT is appointed by the Chairperson for the RTA Board of Directors. The chairperson shall be the presiding officer of the committee and serves at the pleasure of the RTA Board Chairperson.

The RCAT Chairperson shall preside at all meetings of the committee; attend RTA Board meetings and participate in discussions at the committee level of the RTA; call special meetings when indicated; and perform other duties on an ad hoc basis as directed by the full committee.

The recommended appointment for the Chairperson of the RCAT Committee is Mr. John Longoria. He has served the community of Corpus Christi in various capacities.

The City of Corpus Christi appointed John Longoria on July 7, 2004, to serve on the Board of Directors of the Corpus Christi Regional Transportation Authority. While on the CCRTA Board he held several key positions. He served as the Administration Committee Chairman; Governmental Relations Subcommittee Chairman; Planning Subcommittee Chairman and a member of the Pension Investment Committee; and the Community Events Subcommittee. He served until July 2011.

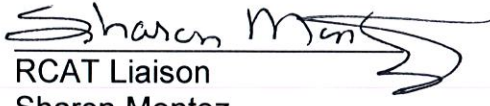
In other roles in the community, Mr. Longoria was elected to the school board in November 2006 to represent District 1 and reelected to a second term in 2010 and to a third-term in 2014. Mr. Longoria has also been a former Corpus Christi City Councilman from 1995-2003 and has served as a board member for the Corpus Christi Housing Authority, and the Del Mar College Foundation. He is a current member of several school PTA organizations and has served as a PTA President.


Mr. Longoria earned a Bachelor of Science Degree from Texas A&M University in College Station and a Master of Business Administration degree from Our Lady of the Lake University in San Antonio.

**Recommendation**

The Board Chairman requests that the Board confirm the appointment of John Longoria as the Chair of RTA's Committee on Accessible Transportation.

Respectfully Submitted,

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

Final Approval by:   
Jorge Cruz-Aedo  
Chief Executive Officer



**REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, FEBRUARY 7, 2018**

**Summary of Actions**

- 1. Pledge of Allegiance**
- 2. Moment of Reflection**
- 3. Conducted Roll Call**
- 4. Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments**
- 5. Provided Opportunity for Public Comment**
- 6. Heard Update on RCAT Committee Activities**
- 7. Action to Approve Board of Directors Meeting Minutes of January 3, 2018**
- 8. Action to Approve Consent Agenda Items A) through E) –**
  - a) Recommend the Board of Directors Authorize Awarding a Contract to Minnesota Life for Life Insurance and Accidental Death & Dismemberment**
  - b) 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**
  - c) Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for a Gas Generator for Bear Lane Operations Building**
  - d) Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Roof Replacement at Bear Lane Operations**
  - e) Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Vanpool Services**
- 9. Heard Presentations –**
  - a. December 2017 Financial Report**
  - b. Procurement Update**
  - c. December 2017 Operations Report**
  - d. December 2017 Safety & Security Report**
- 10. Heard CEO's Report**
- 11. Heard Chairman's Report**
- 12. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning CEO Compensation and Benefits**
- 13. Adjournment**
- 14. Information –**
  - a) Member Inquiry Forms**
    - (1) Board Meeting – January 3, 2018**

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

**Board Members Present:** Curtis Rock, Board Chair; Michael Reeves, Board Vice Chair; Edward Martinez, Board Secretary; George B. Clower; Glenn Martin, Scott Harris, Tom Niskala, Larry Young, Dan Leyendecker, Patricia Dominguez and Anne Bauman

**Board Members Absent:** None

**Staff Present:** Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Bryan Garner, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

**Public Present:** John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Alex Lodde, Doug Gies and Kyle Klika, MV Transportation; Gina Salazar and Luis Vega, ATU-Local 1769 Union; Ray Hernandez, Iconic Sign Group; Norma Hernandez, Safe Journey

**Call to Order & Roll Call**

Mr. Edward Martinez called the meeting to order at 8:30 a.m., announced the Pledge of Allegiance and held a moment of reflection. Mr. Dan Leyendecker called Roll and stated a quorum was present.

**Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments**

Mr. Martinez provided a list of committee appointments for the Administration & Finance Committee and the Operations & Capital Projects Committee. He commented for the Administration & Finance appointees are Mr. Tom Niskala as Committee Chair, Mr. Scott Harris, Mr. Larry Young, Ms. Patricia Dominguez and the new incoming City Appointee. He added for the Operations & Capital Projects appointees are Mr. Michael Reeves as Committee Chair, Mr. George Clower, Mr. Glenn Martin, Mr. Dan Leyendecker and Ms. Anne Bauman.

**MR. LARRY YOUNG MADE A MOTION TO APPROVE ANNOUNCEMENT OF COMMITTEE APPOINTMENTS BY THE BOARD CHAIR AND ACTION TO CONFIRM COMMITTEE APPOINTMENTS. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, DOMINGUEZ AND BAUMAN VOTING IN FAVOR. ABSENT NONE.**

Mr. Jorge Cruz-Aedo recognized our primary contractor and key team, MV Transportation, who provide paratransit for the CCRTA. He welcomed the Messrs. Alex Lodde, Founder and Majority Owner, Kevin Jones, CEO; Kyle Klick, President and COO, and Doug Gies, Sr. Vice President for our area.

**Provided Opportunity for Public Comment**

Mr. Alex Lodde spoke on MV Transportation and the 12 year relationship with the CCRTA and commented he is semi-retired, although does visit his customers and if any of the board members should need something the local guys cannot provide, to please feel free to reach out to him anytime.



Mr. Edward Martinez recognize our city council woman, Paulette Guajardo for attending the meeting.

**Heard Update on RCAT Committee Activities**

Ms. Sharon Montez commented the RCAT meeting was held January 18, 2018. She stated items discussed included the 4<sup>TH</sup> Quarter Unsung Hero and Mr. Romero Valario was selected as a rider thanked him for turning in his lost wallet, a report from the Committee of Persons with Disabilities and Human Relations, Special Olympics will be scheduled in April, Mr. Terry Klinger, our customer service advocate, provided information on the Travel Training Program and we provided briefing on ADA bus stop improvements, and the donation of two buses to the Victoria Transit who sustained the fire recently. She said the next meeting is scheduled for February 15, 2018 and invited all to attend.

**Action to Approve Board of Directors Meeting Minutes of January 3, 2018**

**MR. GLENN MARTIN MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 3, 2018 AS AMENDED BY MR. DAN LEYENDECKER TO REFLECT HIS POSITION TO BE CORRECTED TO BOARD SECRETARY. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, YOUNG, DOMINGUEZ AND BAUMAN VOTING IN FAVOR. ABSENT NONE.**

**Heard Consent Agenda Items**

**Items A through E 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.**

Mr. Martinez asked members if there were any of the items A through E to be pulled for discussion, and none, he asked for a motion to approve the following items:

- a) **Action** to Recommend the Board of Directors Authorize Awarding a Contract to Minnesota Life for Life Insurance and Accidental Death & Dismemberment
- b) **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
- c) **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
- d) **Action** to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Roof Replacement at Bear Lane Operations
- e) **Action** to Recommend the Board of Directors Authorize the Issuance of a Request for Proposals (RFP) for Vanpool Services

**MR. TOM NISKALA MADE A MOTION TO APPROVE ITEMS A THROUGH E AS SHOWN. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA,**



**MARTIN, HARRIS, YOUNG, DOMINGUEZ AND BAUMAN VOTING IN FAVOR.  
ABSENT NONE.**

**Heard Presentations:**

- a. December 2017 Financial Report** – Mr. Saldaña reported total revenues were \$142,577 on a budget of \$252,132, or \$109,555 shortfall for the month. He stated our departmental expenses counteracted the shortfall as we were at \$2,590,600 on a budget of \$2,615,475, or savings of \$24,875. He said depreciation being \$708,333 on a budget of \$390,067, and as explained previously, the \$708,000 is for full depreciation including the Federal funds and the \$390,000 is only the local funds and local match. He continued with total operating expenses at \$3.66 million on a \$3.9 million budget, or \$293,392.

Mr. Saldaña reported the sales tax revenues at \$3.2 million on a budget of \$3.5 million, or \$334,874 shortfall. He also stated we did not draw down any grants for the month of December on our budget of \$186,667. The December street improvement allocation monies of \$252,623 we put aside we give back to our member cities results in a negative \$587,503 in change of assets, he commented. Mr. Saldaña said when you back out the \$708,00 we don't have a cash outlay for depreciation, we are \$120,000 to the good on a cash flow basis. He presented a chart which provided a breakdown where the monies go by function.

Mr. Saldaña reported on the YTD total operating revenues were \$2.4 million on a \$3.0 million budget, or \$554,196 less. He said \$196,730 of savings in departmental expenses counteracted the shortfall on a budget of \$31.3 million. He reported depreciation at \$8.5 million on a budget of \$4.7 million, giving total operating expenses of \$38.6 million on a budget of \$36.0 million. He reported sales tax revenue at \$32.6 million on a budget of \$34.0 million, or \$1.4 million shortfall. He said our Federal operational grants are \$4.4 million on a budget of \$2.2 million, street improvement grants of \$3.2 million set aside on a budget of \$2.7 million, a reflection of our sales tax and gives us a negative net income at \$3.8 million. He said capital grants are \$11.0 million and reflects drawing down grants in arrears from projects that have closed out which gave us \$7.2 million of positive cash flow.

He presented another chart with the breakdown of YTD monies, the largest being in salaries at 45 percent. He finished up with November sales tax estimated at \$2.6 million as we report two month in arrears, and actual sales tax collections on January 12<sup>TH</sup> were \$2.5 million, or \$31,224 more than budget, and \$218,549 than in 2016.

- b. Procurement Update** – Mr. Saldaña reported on the current project for Life and Accidental Death and Dismemberment Insurance and Minnesota Life is our current provider. He commented this is for a three year contract at \$138,756 with two one-year options and a Request for Proposals (RFP) was sent out in November. Further to his comments, he continued to say it will go to committee later this month and for review by the Board in February. Mr. Saldaña reported the agency reached out to 285 vendors, 5 attended the pre-bid meeting and received 6 proposals.



He reported the Board item for Long Term Disability estimated cost of \$228,276, and is an extension on the month to month contract. Two other contracts, he commented, are for Lubricant & Fluid Supply; and for Occupational Medical Services, both being a two year contract with two 1 year option, estimated at \$83,518 and \$66,297, respectively. He said all of these go to committee in March and to Board for review in April.

Mr. Saldaña reported on seven contracts requiring the CEO's signature authority listed as: (1) Monitor Security and Fire System not to exceed \$10,000; (2) Employee Assistance Program not to exceed \$10,000; (3) Coin Sorter Preventative Maintenance not to exceed \$5,000; (4) Healthcare Consulting Services not to exceed \$48,000; and (5) B2GNow Diviserty Management System not to exceed \$18,000; (6) Towing not to exceed \$43,250 and (7) Antifreeze not to exceed \$16,000. Mr. Saldaña commented on the month-to-month contracts and agreements listed as: (1) Long Term Disability at \$21,550; (2) Marina Rental Space at \$11,893; and (3) Pre-Employment Background Screening not to exceed \$20,300.

- c. **December 2017 Operations Report** – Mr. Gordon Robinson reported December boardings for all services being a little down at 391,511 due to 2 less days in December at about \$35,000 boardings, snow days and ice weather for the month. He reported monthly ridership being down at 6.3 percent, fixed route also down at 6.3 percent, and B-Line being down at 5.3 percent. He commented YTD was down a little at 2.2 percent overall and not bad in comparison to other agencies in the industry.

He commented highest boardings were still at the Staples Street Center with 67,435, and lowest boardings on route #54 for the month at 111, mainly due to route detours. He stated bicycle boardings are still high with the buses being on detour from the all the active projects under construction, we have 18 out of 46 routes on detour. He commented on-time performance had no issues and the B-Line on-time performance met their standards for the month. Mr. Robinson reported on the Customer Assistance Forms (CAFs) for the month of December being a low at 26. For Miles between Roadcalls (MBRC), the agency met the standard at 9,593. Mr. Robinson reported on YTD Accident Rate at 1.46 and is below the 2.0 standard in the industry, and three (3) vehicle accidents, and 2 were determined as preventable with no injuries, 1 being non-preventable rear-end accident.

- d. **December 2017 Safety & Security Report** – Mr. Rendón reported for the month of December at 2.02, and of the 6 accidents reported 4 were deemed non-preventable. He presented a chart with the breakdown of categories with the largest at 285 incidents with individuals, or 96 percent, and public intoxication of 4, or 1 percent. Mr. Rendón also provided a chart on a six-month average indicating 290 incidents with individuals, or 92 percent. He reported on most frequently transit reported crimes being disorderly contact, public drunkenness, fare evasion, theft and simple assaults and batteries. Mr. Rendón provided additional information on less and serious crimes.



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

Mr. Cruz-Aedo commented March 2<sup>nd</sup> will be the date for the Board Retreat starting at 8:30 a.m. He talked about a letter he sent to the Board regarding a response a Councilwoman sent to a Board Member on our bus size and road damage. He also commented we unveiled two buses honoring Black History month.

### **Heard Board Chair's Report**

Mr. Martinez provided his time for the other Board members to speak. Ms. Bauman spoke about the smaller buses as she rides the system. Mr. Young commended Staff on keeping issues addressed and the new addition of Security & Safety for the RTA. Mr. Niskala also commended Staff on the procurement efforts. Mr. Harris reiterated the same as others with Staff and his focus is on the Agency's safety and security on the buses as family rides the system. Mr. Clower welcomed MV Transportation to Corpus Christi. Mr. Leyendecker also commented on continued safety & security on the buses and the system. Mr. Reeves reiterated the comments made by Ms. Bauman on the size of our buses and requirements needed for our ridership.

### **Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning; a. CEO Compensation and Benefits**

Mr. Martinez announced the Board is going into Closed Session at 9:18 a.m. Mr. Martinez opened the meeting at 10:39 a.m. and asked for a motion. Mr. Niskala made the motion to extend the CEO contract for one year and said he will receive a 3 percent performance bonus, and a 3 percent increase in base salary. He added the CEO's contract would be extended one year at 3 percent.

**MR. TOM NISKALA MADE A MOTION TO EXTEND THE CEO'S CONTRACT FOR ONE YEAR, GIVE HIM A 3 PERCENT PERFORMANCE BONUS, 3 PERCENT BASE SALARY INCREASE AND EXTEND HIS CONTRACT 1 YEAR. A VOTE WAS TAKEN. MARTINEZ, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, DOMINGUEZ AND BAUMAN VOTING IN FAVOR, YOUNG AGAINST. THE MOTION CARRIED.**

### **Adjournment**

There being no further review of items, the meeting adjourned at 10:41 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary





## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 7, 2018

**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 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
<b>Estimated Total</b>			<b>\$ 343,750.00</b>

### Financial Impact

The estimated cost for the procurement of shelter amenities is \$343,750.00 and is budgeted in the 2018 Capital Budget.

### 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 and approved by the Operations & Capital Projects Committee on January 24, 2018.

Respectfully Submitted,

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

Approval:   
Jorge Cruz-Aedo  
Chief Executive Officer





**Subject:** January 2018 Financial Report

**SUMMARY:** The Authority's financial results for January 2018 reflected a positive variance of \$145,258. The actual net change in assets posted a -\$299,605 in comparison to the projected estimate of -\$444,862. The variance is due primarily to the conservative estimate that was assigned to the month of January as a result of two external factors that were announced at the end of 2017. One factor was from the state and involves the additional extension of sales tax filing deadlines and the other was the federal tax refund timing that was delayed 30 days. As a result of these delays, it is expected that sales tax revenues in the following months will be high enough to absorb this negative variance. Another revenue category that came in less than projected was total operating revenues. The budget was estimated at \$168,506 but actual came in at \$145,010.

Favorable variances were realized in federal grant revenues and investment earnings. The federal grant revenues represent reimbursements for preventive maintenance costs incurred in January while the interest income represents the earnings performance of TexPool which more than tripled the amount that was budgeted for the month.

Another favorable variance occurred when total departmental operating expenses came in short of the overall operating budget by \$38,033.

## 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 February  
The sales tax allocation received in February for \$3,182,933.96 represents consumer spending in December. The allocation in comparison to the same period last year is higher by \$95,349 or 3.1%. YOY (Year-to-Year) collections for 2017 totaled \$32,570,355, which is \$1,183,157 higher than the same period in 2016 and represents a positive growth of 3.8%.

The allocation for the month of December exceeds the monthly budget by \$150,263 or 4.95%. The Year-to-Date allocated fell short of budget by \$1,516,216, or -4.45%.

- Sales Tax Allocation – Received in January  
The sales tax allocation received in January for \$2,570,723.79 represents consumer spending in November 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 \$218,549.26 or 9.29%. YOY (Year-to-Year) collections for 2017 totaled \$29,387,421.46 which is \$1,087,808.74 higher than the same period last year and represents a positive growth of 3.84%.

The allocation for the month of November exceeds the monthly budget by \$31,224 or 1.23%. The Year-to-Date allocations fall short of budget by \$1,166,479, or -3.82%.

- Operating Revenues – For the month of January, operating revenues totaled \$145,010 compared to a budget of \$168,506. Of these amounts, Passenger Service was \$133,509 vs. \$135,803 in 2017 – a decrease of \$2,294 and \$15,141 (10.2%) lower than current budget estimates. Other operating revenues, which includes advertising, were \$11,502 vs. \$19,856 budgeted for a net shortfall of \$8,354.

### **EXPENSES**

Over all, monthly departmental expenses are under budget by \$38,033, or 1.3%.


- Salaries & Benefits – January reflects \$1,201,824, which is 1.99% (\$24,348) under budgeted amounts.
- Services – January reflects \$325,173, which is 3.42% (\$10,767) over budgeted amounts.
- Materials and Supplies – January reports \$226,764 which is 15.48% (\$41,527) under budgeted amounts.
- Utilities – January reports \$58,775, which is 13.47% (\$9,153) under budgeted amounts.
- Insurance – January reports \$299,397, which is \$35,666 (13.52%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – January reports \$475,518 which is \$3,385 (0.83%) under the budgeted amount.
- Miscellaneous – January reports \$21,173 which is \$19,085 (47.41%) under budgeted amounts.



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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by:   
Robert M. 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 January 31, 2018 & January 31, 2017**

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
<b>Operating Revenues:</b>					
Passenger service	\$ 133,509	148,650	(15,142)	135,803	(2,294)
Bus advertising	10,417	13,713	(3,297)	6,250	4,167
Other operating revenues	1,085	6,142	(5,057)	8,074	(6,989)
<b>Total Operating Revenues</b>	<b>145,010</b>	<b>168,506</b>	<b>(23,496)</b>	<b>150,127</b>	<b>(5,117)</b>
<b>Operating Expenses:</b>					
Transportation	587,640	618,746	31,106	520,529	(67,111)
Customer Programs	25,158	24,739	(419)	19,752	(5,406)
Purchased Transportation	475,518	479,503	3,985	459,250	(16,268)
Service Development	39,026	33,743	(5,283)	24,215	(14,811)
MIS	154,467	125,802	(28,665)	74,344	(80,123)
Vehicle Maintenance	400,372	428,157	27,785	378,556	(21,816)
Facilities Maintenance	148,541	149,895	1,354	89,433	(59,108)
Contracts and Procurements	16,251	13,392	(2,859)	5,302	(10,949)
CEO's Office	45,284	51,409	6,125	34,170	(11,114)
Finance and Accounting	38,636	41,538	2,902	33,716	(4,920)
Materials Management	12,624	15,322	2,699	12,992	368
Human Resources	401,643	391,260	(10,383)	574,584	172,941
General Administration	44,805	53,022	8,217	28,973	(15,832)
Capital Project Management	23,175	17,945	(5,231)	20,952	(2,223)
Marketing & Communications	45,710	55,026	9,316	45,030	(680)
Safety & Security	91,218	88,602	(2,616)	110,687	19,469
<b>Total Departmental Expenses</b>	<b>2,550,069</b>	<b>2,588,101</b>	<b>38,033</b>	<b>2,432,485</b>	<b>(117,584)</b>
Depreciation	309,877	309,877	-	708,333	398,456
<b>Total Operating Expenses</b>	<b>2,859,945</b>	<b>2,897,978</b>	<b>38,034</b>	<b>3,140,818</b>	<b>280,873</b>
<b>Operating Income (Loss)</b>	<b>(2,714,935)</b>	<b>(2,729,472)</b>	<b>14,538</b>	<b>(2,990,691)</b>	<b>275,756</b>
<b>Other Income (Expense)</b>					
Sales Tax Revenue	2,383,911	2,383,911	-	2,271,189	112,722
Federal, state and local grant assistance	238,285	149,660	88,625	30,673	207,612
Investment Income	20,390	6,706	13,684	8,671	11,719
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(58,556)	(68,023)	9,467	(14,359)	(44,197)
SSC Lease Income	34,250	38,185	(3,935)	-	34,250
Port Ayers Cost Center	-	(4,167)	4,167	-	-
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	(3,950)	(22,662)	18,712	-	(3,950)
Street Improvements Program for CCRTA Region Entities	(199,000)	(199,000)	-	(252,608)	53,608
<b>Non-Operating Income (Loss)</b>	<b>2,415,330</b>	<b>2,284,609</b>	<b>130,720</b>	<b>2,043,566</b>	<b>371,764</b>
<b>Net Income (Loss) Before Capital Grants and Donations</b>	<b>(299,605)</b>	<b>(444,863)</b>	<b>145,258</b>	<b>(947,125)</b>	<b>647,520</b>
<b>Capital Grants &amp; Donations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Assets</b>	<b>\$ (299,605)</b>	<b>(444,863)</b>	<b>145,258</b>	<b>(947,125)</b>	<b>647,520</b>



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended January 31, 2018 and year ended December 31, 2017**

	<b>Unaudited January 31 2018</b>	<b>Unaudited December 31 2017</b>	<b>Audited December 31 2016</b>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and Cash Equivalents	\$ 16,140,364	\$ 19,189,820	\$ 15,727,428
Investments	5,025,996	5,025,996	9,002,510
Receivables:			
Sales and Use Taxes	5,451,878	5,753,658	5,439,760
Accrued Interest	26,809	20,473	54,719
Federal Government	1,901,132	1,662,847	406,078
Other	204,691	180,223	36,938
Inventories	608,701	594,584	610,376
Prepaid Expenses	647,358	315,630	280,434
<b>Total Current Assets</b>	<b>30,006,928</b>	<b>32,743,231</b>	<b>31,558,243</b>
<b>Non-Current Assets:</b>			
Restricted Cash and Cash Equivalents	3,153,847	3,149,792	1,728,452
Capital Assets:			
Land	3,658,054	3,658,054	3,658,054
Buildings	49,958,064	49,958,064	49,958,064
Transit Stations, Stops and Pads	23,223,189	23,223,189	25,799,089
Other Improvements	4,681,642	4,681,642	4,706,675
Vehicles and Equipment	63,602,183	63,602,183	63,604,886
Construction in Progress	209,190	209,190	209,190
Current Year Additions	15,208,238	15,143,943	-
Total Capital Assets	160,540,562	160,476,266	147,935,958
Less: Accumulated Depreciation	(73,941,789)	(73,575,254)	(67,595,109)
Net Capital Assets	86,598,773	86,901,012	80,340,849
<b>Total Non-Current Assets</b>	<b>89,752,620</b>	<b>90,050,805</b>	<b>82,069,300</b>
<b>TOTAL ASSETS</b>	<b>119,759,548</b>	<b>122,794,036</b>	<b>113,627,543</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflow related to pensions	3,535,332	3,535,332	4,550,803
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>123,294,880</b>	<b>126,329,368</b>	<b>118,178,346</b>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
Statement of Net Position (continued)  
Month ended January 31, 2018 and year ended December 31, 2017

	Unaudited January 31 2018	Unaudited December 31 2017	Audited December 31 2016
<b>LIABILITIES AND NET POSITION</b>			
<b>Current Liabilities:</b>			
Accounts Payable	797,152	3,744,053	843,276
Contractors Retainage Payable	-	-	1,293,190
Current Portion of Long-Term Liabilities:			
Long-Term Debt	575,000	575,000	555,000
Compensated Absences	275,328	275,328	275,328
Distributions to Regional Entities Payable	2,412,535	2,176,850	3,329,846
Other Accrued Liabilities	850,041	665,397	625,718
<i>Total Current Liabilities</i>	<u>4,910,056</u>	<u>7,436,629</u>	<u>6,922,358</u>
<b>Non-Current Liabilities:</b>			
Long-Term Liabilities, Net of Current Portion:			
Long-Term Debt	19,245,000	19,245,000	19,820,000
Compensated Absences	185,229	185,229	185,229
Net Pension Liability	2,383,237	2,383,237	3,320,409
Net OPEB Obligation	371,757	371,758	435,418
<i>Total Non-Current Liabilities</i>	<u>22,185,224</u>	<u>22,185,225</u>	<u>23,761,056</u>
<b>TOTAL LIABILITIES</b>	<u><b>27,095,280</b></u>	<u><b>29,621,854</b></u>	<u><b>30,683,414</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflow related to pensions	595,164	595,164	195,034
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<u><b>27,690,444</b></u>	<u><b>30,217,018</b></u>	<u><b>30,878,448</b></u>
<b>Net Position:</b>			
Net Invested in Capital Assets	68,321,318	68,619,504	60,082,998
Restricted for Debt Service	1,611,302	1,611,302	1,611,302
Unrestricted	25,671,816	25,881,544	25,605,598
<b>TOTAL NET POSITION</b>	<u><b>\$ 95,604,436</b></u>	<u><b>\$ 96,112,350</b></u>	<u><b>\$ 87,299,898</b></u>



**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**Month ended January 31, 2018**

	<u>1/31/2018</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 98,562
Cash Received from Bus Advertising and Other Ancillary	67,842
Cash Payments to Suppliers for Goods and Services	(2,763,880)
Cash Payments to Employees for Services	(694,204)
Cash Payments for Employee Benefits	(524,267)
Net Cash Used for Operating Activities	<u>(3,815,947)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,570,724
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(3,201)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,567,523</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	-
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(1,811,033)
Net Cash Provided by Capital and Related Financing Activities	<u>(1,811,033)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	14,054
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>14,054</u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>(3,045,402)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 1, 2018</b>	<b>22,339,613</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 31, 2018</b>	<b>\$ <u>19,294,211</u></b>



# CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 7, 2018

## Subject: Operations Report for January 2018

The system-wide monthly operations performance report for January 2018 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.



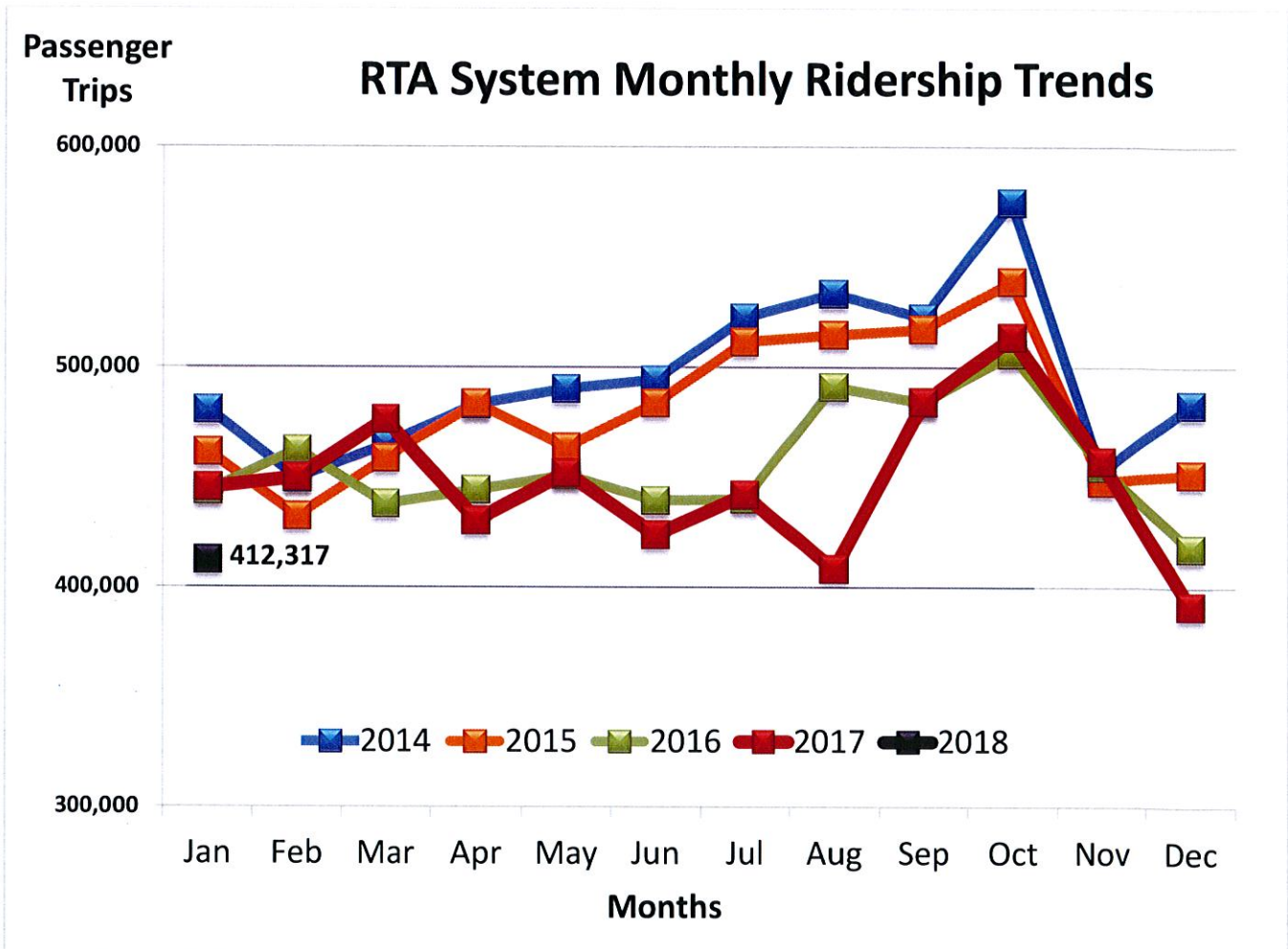


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in January 2018 totaled 412,317. This represents a -7.4% decrease as compared to 445,322 boardings in January 2017 or 33,005 fewer boardings this month. Services were operated on 22 weekdays, 4 Saturdays, 5 Sundays as a Sunday service schedule was operated on New Year's Day (same as in January 2017).

Unusual weather events occurred throughout the month which included ice, sleet, and extreme cold conditions with sub-freezing temperatures. The City of Corpus Christi Emergency Operations Center was activated on January 16. Effective at 1:00 p.m. on January 16, regular bus service operated on a reduced frequency at approximately one hour intervals. In addition, bus service ended at 6:00 p.m. on January 16. On January 17, regular bus service resumed at 8:00 a.m. on a reduced frequency at approximately one hour intervals until 12:00 p.m. Average mean temperature for this month was 53 degrees compared to 63 degrees in January 2017.

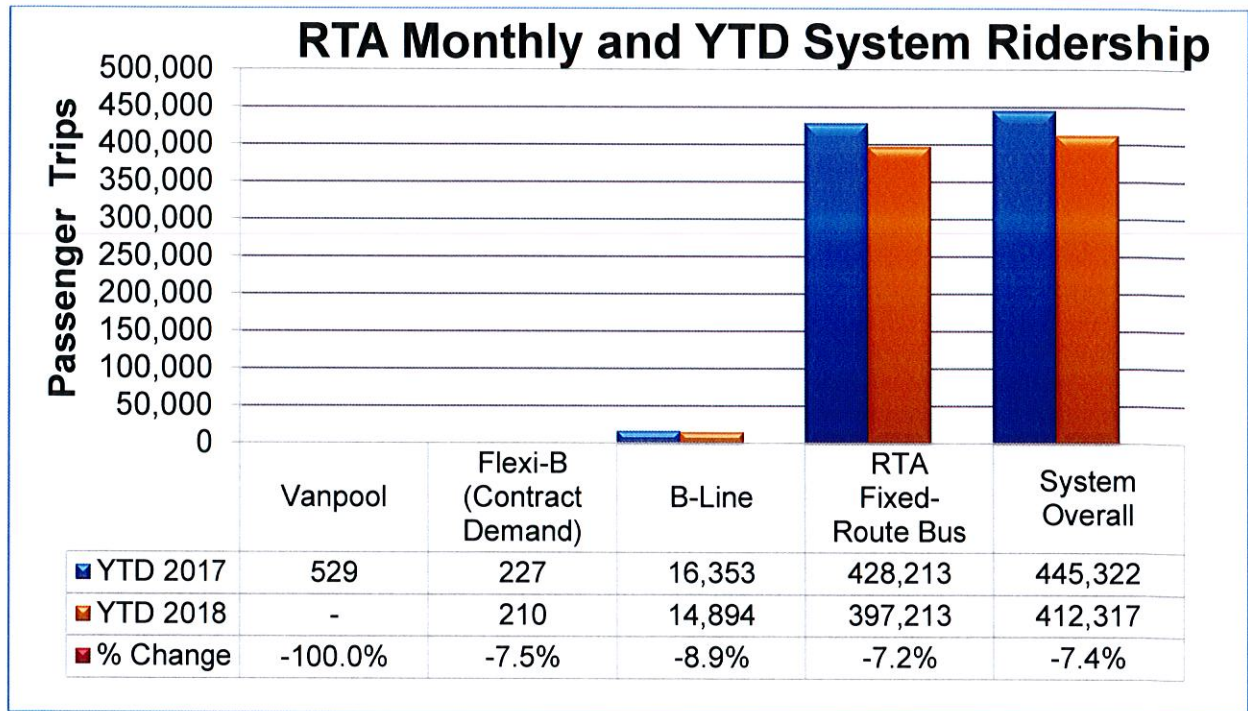
Average retail gas prices for unleaded fuel was \$2.25 per gallon this month compared to \$2.11 per gallon in January 2017<sup>1</sup>. Rainfall this January was 1.27 inches where as it was only 0.26 on an inch in January 2017.<sup>2</sup>



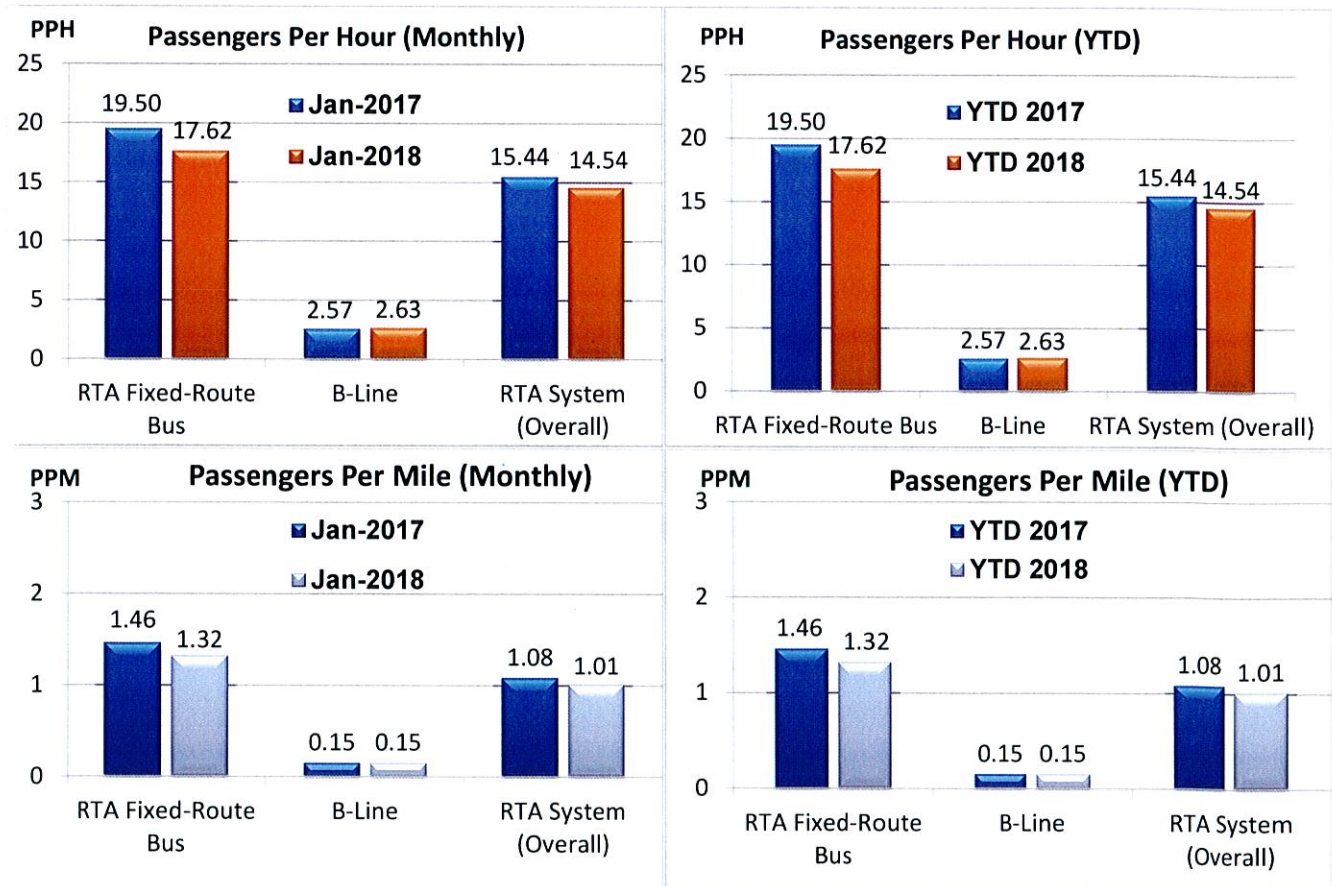
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

The chart below shows Monthly and YTD ridership results for all services. CCRTA has recorded 33,005 fewer boardings for a YTD decrease of -7.4% in 2018 as compared to the same period in 2017.



The following charts report system-wide productivity for the month of January 2018 vs. January 2017 and YTD figures.





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

Schedule Adherence	Standard	Nov-17	Dec-17	Jan-18	12-Month Average
Early Departure	<1%	0.3%	0.0%	0.6%	0.7%
Departures within 0-5 minutes	>85%	86.5%	85.8%	87.3%	87.2%
Monthly Wheelchair Boardings	No standard	4,935	3,947	3,892	5,145
Monthly Bicycle Boardings	No standard	9,055	7,324	7,411	8,697
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:**

- On Detour • **South Alameda St.** (Ayers-Louisiana): Began June 2, 2017: (1) year project.
  - Routes 5, 5s, 15s, 19, 29, & 29s
- On Detour • **Ayers St.** (Santa Fe-Alameda): Work has begun (3) months behind schedule (1) year project.
  - Routes 15s & 19
- On Detour • **Corona Dr.** (Flynn-Everhart): Behind schedule, was to begin Nov. 6, 2017: (10) month project.
  - Route 17
- On Detour • **Carroll Ln.** (Houston-McArdle): Began September 28, 2017: (1) year project.
  - Route 17
- On Detour • **Chaparral St.** (Schatzel-Taylor): Began November 6, 2017: (1) year project.
  - Routes 76, 76s & 78 bond project detour.
- On Detour • **Comanche St. Overpass:** Began October 16, 2017: (9) month project.
  - Routes 21 & 21s
- On Detour • **Gollihar Rd.** (Staples-Kostoryz): All (3) phases to be completed mid-2019.
  - Routes 32, 37 & 37s
- On Detour • **Greenwood Dr.** (Horne-Gollihar): Completed mid-February 2018.
  - Routes: 15s & 23 returning to regular routing on February 26, 2018.
- On Detour • **Old Robstown Rd.** (Leopard-Agnes-Hwy 44): Work has begun on this (15) month project now (4) additional months behind schedule.
  - Route 12
- **Kostoryz Rd.** (Brawner to Staples): *Completed mid-January.*
  - Routes 15 & 24s have returned to regular routing.
- **South Staples St** (Alameda-Morgan): Began in November 2017.
  - Routes 5s, 17, 29 & 29s
- **South Staples St** (Brawner Parkway-Kostoryz): To begin in late February 2018.
  - Routes 17, 29 & 29s

**In January 2018, there were 17 detoured routes out of 46 fixed routes (37%).**

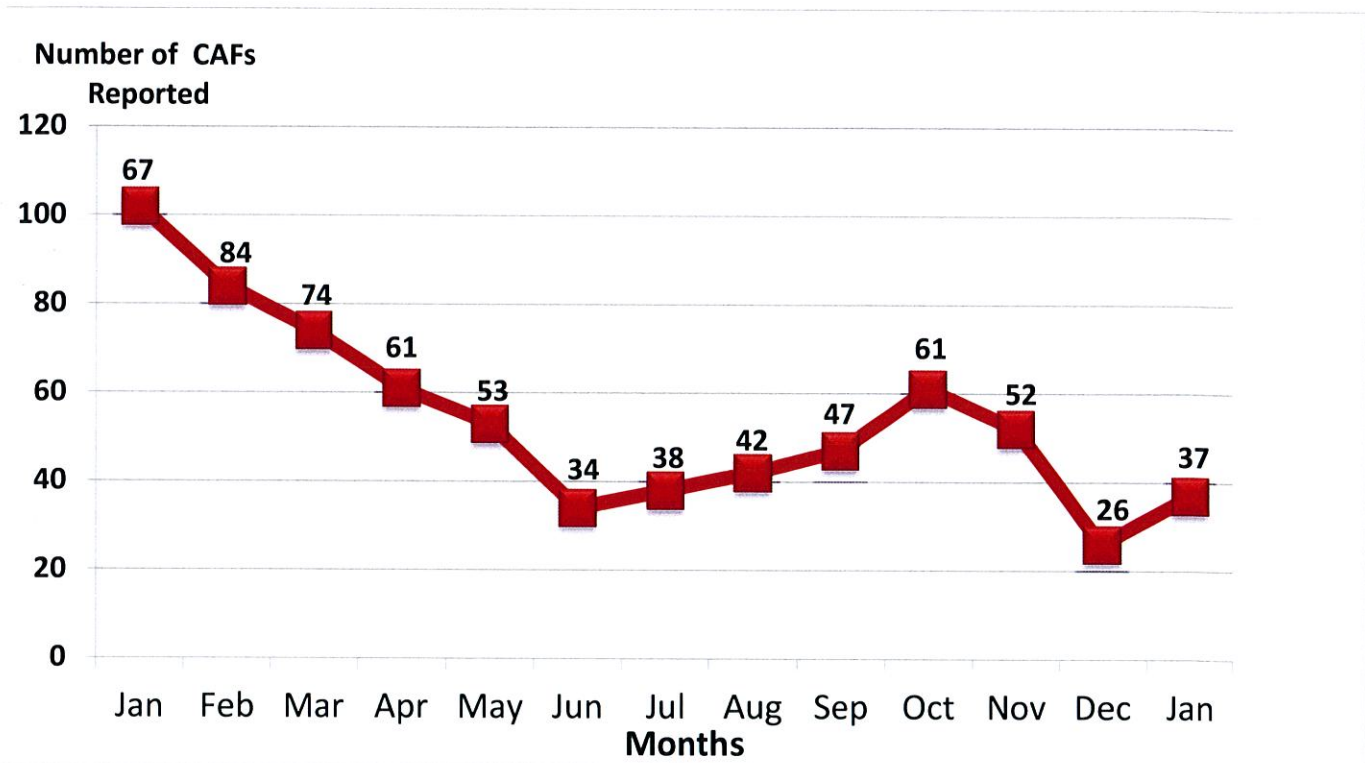
## 2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.63** PPH did meet the contract standard of 2.50 PPH.
- In Vehicle Time: **99.1%** did exceed the contract standard of 95%.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **17,236** did exceed the contract standard of 12,250 miles.
- Ridership Statistics: **9,894** ambulatory; **4,180** wheelchair boarding's

Metric	Standard	Nov-17	Dec-17	Jan-18	(3) Month-Ave.
Passengers per Hour	2.50	2.58	2.54	2.63	2.58
In Vehicle Time	95.0%	99.3%	98.8%	99.1%	99.1%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	22,056	14,325	17,236	17,872
Monthly Wheelchair Boardings	No standard	4,126	3,947	4,180	4,084

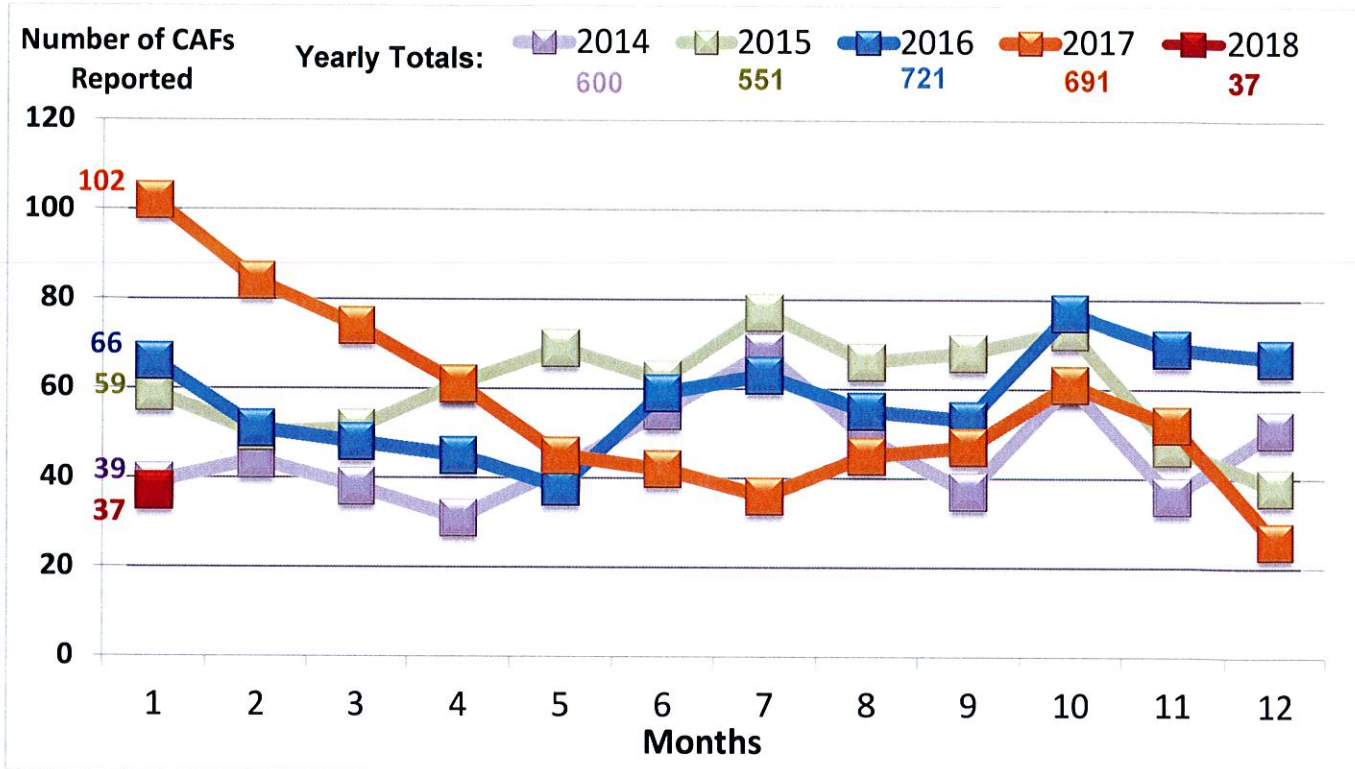
## 3. Customer Programs Monthly Customer Assistance Form (CAF) Report

For January 2018, Customer Service received and processed 75 Customer Assistance Forms (CAF's) of which 37 or 49% were verified as valid. This represents an increase from the 26 verified CAF's in December 2017. There were 5 Commendations for the month of January.

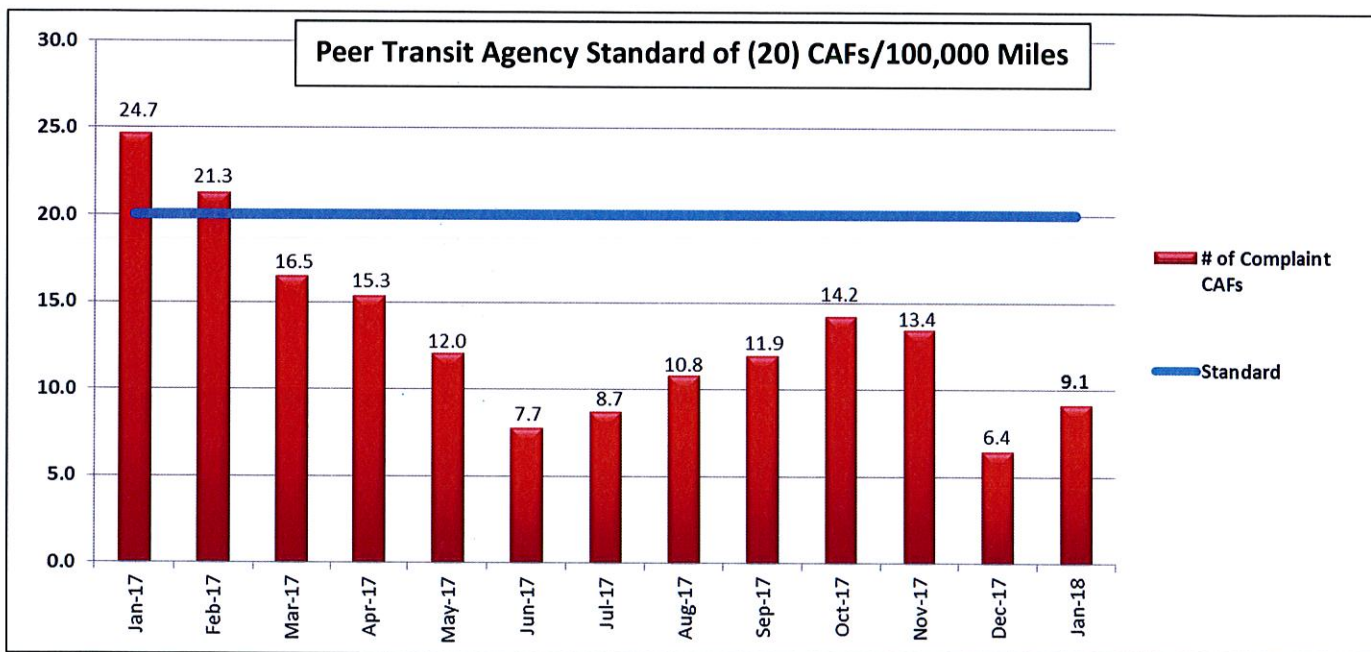




### 3a. CAF Reports: Historical Trends



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



**3d. January 2018 CAF Breakdown by Service Type:**

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	9	0	4	13
Driving Issues	5	5	0	10
Customer Services	9	2	0	11
Late/Early – No Shows	6	2	6	14
Fare/Transfer Disputes	1	0	1	2
Dispute Drop-off/Pickup	0	2	0	2
Tie Down Issues	0	0	0	0
B-Line Services	0	2	0	2
Policy	0	0	0	0
Facility Maintenance	3	0	0	3
Safety & Security	5	0	2	7
Service Development	8	0	0	8
Vehicle Maintenance	0	0	2	2
Transportation (Other)	1	0	0	1
	<b>47</b>	<b>13</b>	<b>15</b>	<b>75</b>
Commendations	5	0	1	6



### 3c. Route Summary Report for January 2018

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#29s Staples (Sunday)	0
#4 Flour Bluff Mini-B	2	#32 Southside Mini-B	0
#5 Alameda	1	#32s Southside/Malls Sunday	1
#5x Alameda Express	0	#34 Robstown North Circulator	0
#5s Alameda (Sunday)	0	#35 Robstown South Circulator	0
#6 Santa Fe/Malls	1	#37 Crosstown/TAMUCC	3
#8s Flour Bluff/Malls	0	#50 Calallen/NAS Ex. (P&R)	0
#12 Saxet Oak Park	5	#51 Gregory/NAS Ex. (P&R)	0
#15 Kostoryz	1	#53 Robstown/NAS Ex. (P&R)	0
#15s Ayers/Molina	2	#54 Gregory/Downtown Express	1
#16 Morgan	3	#56 Flour Bluff/Downtown Ex.	0
#17 Carroll/Southside	0	#63 The Wave	3
#19 Ayers	3	#65 Padre Island Connection	1
#19G Greenwood	0	#76 Harbor Bridge Shuttle	0
#19M McArdle	2	#76s Harbor Bridge Shuttle(Sun)	0
#21 Arboleda	2	#78 North Beach Shuttle	0
#23 Molina	2	#84 Lighthouse	0
#25 Gollihar/Greenwood	1	#90 Flexi-B Port Aransas	0
#26 Airline/Lipes	1	#94 Port Aransas Shuttle	0
#27 Northwest	1	B-Line (Para-transit) Services	13
#27x Northwest (Express)	0	Facility Maintenance	3
#28 Leopard/Omaha	2	Service Development	8
#29 Staples	2	Safety & Security	5
#29F Staples/Flour Bluff	2	Transportation (Other)	1
#29SS Staples/Spohn South	2	<b>TOTAL CAF'S</b>	<b>75</b>

#### Conclusion:

During January 2018, RTA received 75 CAF's regarding RTA Fixed-Route Service, B-Line and Purchased Transportation. In addition there were six (6) commendations reported this January. There were a total of 47 CAF's/Commendations received regarding CCRTA Services representing 63% of total customer contacts:

- 3 for Facilities Maintenance
- 8 for Service Development
- 5 for Safety and Security
- 3 for Transportation
- 13 CAF's/Commendations were reported regarding B-Line service representing 17% of the total customer contacts.
- 15 CAF's were reported regarding Contracted Fixed Route service representing 20% of the total customer contacts.



There were no issues relating to Fare enforcement included with total CAF numbers. Actions taken as a result of reported CAF's include but are not limited to the following:

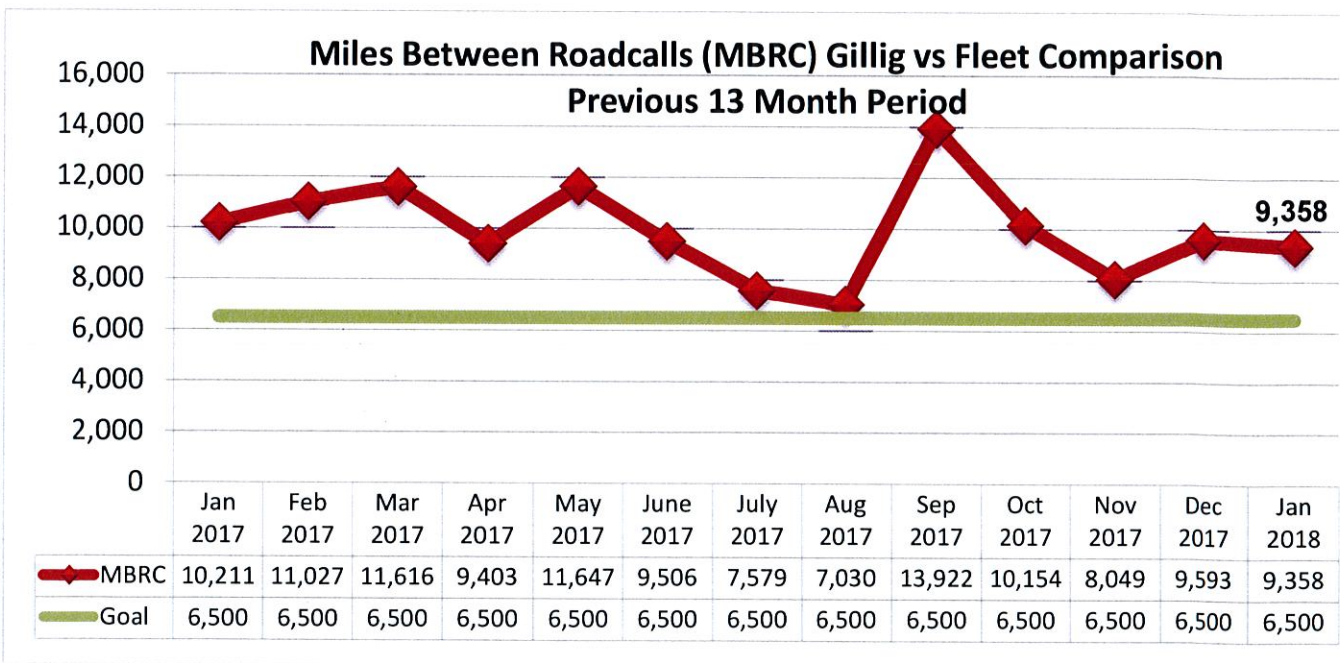
- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of CCRTA operations policy

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 January 2018, 9,358 miles between road calls (MBRC) were recorded as compared to 10,211 MBRC in January 2017. 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.



Respectfully Submitted,

Submitted by: Wesley Vardeman  
Outreach Coordinator

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, January 18, 2018**

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**Advisory Committee Members Present:** Richard Balli, Robert Box, Joyce Lopez, Tammye Salinas,

**Advisory Committee Members Absent:** Donnie Contreras, Sylvia Wilson

**Board Members Present:** Anne Bauman

**Staff Present:** Susan Teltschik, Melanie Gomez, Terry Klinger, Sharon Montez

**MV Present:** Kyle Klicka, Janessa Cano

**Employee Representative(s):** Gina Salazar

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**Call to Order:** Ms. Tammye Salinas called the meeting to order at 12:02 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

**Public Comment:** Kyle Klicka General Manager with MV Transportation spoke on improving customer service and customer relations on the paratransit buses.

**Action to Approve Minutes of November 16, 2017** was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF NOVEMBER 16, 2017 AS PRESENTED; MR. BALLI SECONDED THE MOTION. SALINAS AND LOPEZ VOTING FOR.

**Discussion and Recommendation of 4<sup>th</sup> Quarter Unsung Hero Award:** Ms. Tammye Salinas had committee members review the commendations for the 4<sup>th</sup> quarter Unsung Hero Award. There was discussion regarding commendations. The committee voted to nominate Mr. Romeo Vallerio. The customer stated "Mr. Vallerio found his wallet." The committee will present Mr. Vallerio 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 updated the committee on ADA citations for the year ending December 2017: There were 617 citations issued for disabled parking, 89 citations issued for blocking architecture and 1,127 citations issued for blocking sidewalks for a total of 1,833 citations for the 2017 year. The committee had a presentation for the upcoming Special Olympics to be held in April; the CFPWD will be volunteering for the event. CFPWD has taken on a project, an all-inclusive National Night Out at Salinas Park on October 2, 2018. CCPD wants to use this event as the central beginning point for the National Night Out.

Mr. Richard Balli spoke for Ms. Sylvia Wilson who was absent stating the Corpus Christi Human Relations Committee (CCHRC) had nothing to report.

### **Committee Reports:**

#### **December No-Show/Eligibility Appeals**

The No-Show/Eligibility Appeals Committee met on Tuesday, December 19, 2017 for no show appeals.

#### **December No Show Appeals**

Members present were Robert Box, Joyce Lopez and Richard Balli. Staff members present were Melanie Gomez and Janessa Cano (MV).

There were 4 appeals submitted in December.

Two appellants' representatives were present to appeal a 30-day proposed service suspension. Both proposed service suspensions were dismissed due to extenuating circumstances.

Two appellants submitted a letter to appeal a 30-day proposed service suspension. One proposed service suspension was enforced due to prior history and excessive no shows. One proposed service suspension was determined conditional, to and from dialysis only.

There were 5 warning notices issued in November, 7 seven day proposed service suspensions and 19 thirty day proposed service suspensions.

#### **December Eligibility Appeals**

None scheduled this month.

## **January No-Show/Eligibility Appeals**

The No-Show/Eligibility Appeals Committee was scheduled to meet on Tuesday, January 16, 2018 for no show appeals. Due to inclement weather, the committee reviewed no show appeal letters via email.

Members voting were Robert Box, Joyce Lopez and Richard Balli.

There were 4 appeals submitted in January.

One appellant submitted a letter to appeal a 7-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances.

Three appellants submitted a letter to appeal a 30-day proposed service suspension. Two proposed service suspension were dismissed due to extenuating circumstances. One proposed service suspension was reduced to a 7-day service suspension. There were 2 warning notices issued in December, 9 seven day proposed service suspensions and 10 thirty day proposed service suspensions.

## **January Eligibility Appeals**

None scheduled this month.

## **Travel Training Update:**

Mr. Terry Klinger Customer Advocate and Travel Trainer for the CCRTA presented to the committee information regarding Travel Training. Travel Training is primarily for individual with disabilities and older adults. Travel Training focuses on independent travel, route planning techniques, active communication, navigating the system, contingency planning, interacting with passengers and increased accessibility in the community. Travel Training is customized training for each individual and/or group. In 2017, Mr. Klinger completed six individual trainings, 20 presentations and attended four outreach events. Mr. Klinger's goals for 2018 are to complete 12 individual trainings, 24 presentations and attend six outreach events.

## **RCAT Liaison's Report:**

Ms. Montez presented the Student Fare Campaign to the committee. The Marketing Department along with the Customer Service Department are



educating area students that beginning in August 2018 with the new school year, the Agency will be collecting the student fare of 25 cents when they board the bus.

Ms. Montez presented the Bus Stop Improvement projects. The CCRTA has completed 5 phases of ADA Bus Stop Improvement projects with 766 bus stops improved and an ADA bus stop compliancy percentage of 56%. The CCRTA currently has 609 bus stops that still need improvements. Phase VI will improve 68 bus stops leaving 541 bus stops to be improved over the next five years. Improvements include bus stop shelter pads, sidewalk improvements, curb and gutter cuts with some curb and gutter repairs. The CCRTA just awarded Phase VII to Ti-Zack Concrete, Inc. Ti-Zack previously worked for the CCRTA, on ADA Bus Stop Improvement Project Phase II. The quality of the construction was superior and they worked expeditiously.

Ms. Montez informed the RCAT committee members of the two buses the CCRTA transferred two-retired units, in good running condition, to the Victoria Transit System. In December 2017, the majority of the buses belonging to the Victoria Transit System were set on fire and destroyed.

Ms. Montez informed the RCAT committee members of the service changes and the new buses on routes 12, 16 and 56. The new Arboc buses will improve efficiencies, have a more direct service on Route 16, align passenger load to vehicle size, and have more versatility to traverse narrow streets.

Ms. Montez informed the RCAT committee members there have been more applications received for the vacancies on the committee. The new board chair, Eddie Martinez will chose the next RCAT chairperson.

**Chairperson's Report:**

Ms. Tammye Salinas, Vice Chairperson, shared upcoming meeting dates with the committee.

**Informational Items:**

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

**Request for Agenda Items:**

**Other Business:** Ms. Tammye Salinas adjourned the meeting at 12:50 p.m. The next meeting will be held on Thursday, February 15, 2017.



## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/7/2018 Board	9.a.	Dan Leyendecker	In reference to the December 2017 Financial Report, Mr. Leyendecker asked for clarification on the depreciation amount of 4.6 million asking if the amount is 20%.	Mr. Saldana explained when the Agency funds a project with local funds, the Agency uses 100% of the money put aside. There are different projects using federal funds; the funding is at varying amounts 80/20 (Fed/CCRTA) sometimes 85/15 and sometimes 50/50.	2/7/2018
2/7/2018 Board	9.a.	Dan Leyendecker	In a follow up question referencing the December 2017 Financial Report, Mr. Leyendecker asked for clarification on the depreciation asking why in the "Actual" reporting, the amount looks doubled.	Mr. Saldana explained when the Agency funds a project, the Agency puts 100% of the money aside. In 2018, the financials have been changed to show the match of funds.	2/7/2018
2/7/2018 Board	9.a.	Eddie Martinez	In reference to the December 2017 Financial Report, Mr. Martinez asked for confirmation on the 1.4 variance for the sales tax revenue, for the year, is that the shortfall.	Mr. Saldana answered in the affirmative.	2/7/2018
2/7/2018 Board	9.c.	Tom Niskala	In reference to the December 2017 Operations Report, Mr. Niskala asked if the Agency has had any issues with the right-sizing of the vehicles.	Mr. Robinson answered the Agency has not heard of any issues.	2/7/2018
2/7/2018 Board	9.d.	Eddie Martinez	In reference to the December 2017 Safety & Security Report, Mr. Martinez asked if the report was on a national scale.	Mr. Rendon answered in the affirmative.	2/7/2018
2/7/2018 Board	9.d.	Tom Niskala	In reference to the December 2017 Safety & Security Report, Mr. Niskala asked if the national report was broken down by the size of the systems, most of the agencies listed on this report are over a million in size.	Mr. Rendon stated the information is from small, medium and large transit agencies all over the United States and is not categorized by size.	2/7/2018
2/7/2018 Board	9.d.	Scott Harris	In reference to the December 2017 Safety & Security Report, Mr. Harris asked for clarification on an item listed on the report titled "Contacts with Individuals" on the summary pie chart?	Mr. Rendon stated these incidents include disturbances on the platform, people fighting, simple assaults, loitering and non-arrest type incidents.	2/7/2018





## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/24/2018 Admin	4.	Eddie Martinez	In reference to the Contract to Minnesota Life for Life Insurance and Accidental Death & Dismemberment, Mr. Martinez asked for the cost breakdown per person.	Ms. Gaitan stated on the \$100,000 policy, the Agency pays \$16 for each employee. After the employee reaches a certain age, the coverage declines and the agency pays \$10.80 for a \$65,000 policy at age 70.	1/24/2018
1/24/2018 Admin	5.	Eddie Martinez	In reference to the Request for Proposal on a Digital Signage/Content Management Software (CMS) Solution for Transfer Stations, Mr. Martinez asked if the Agency has an alert system.	Mr. Saldana stated we currently use the Everbridge system which is a reverse alert system that you opt in to participate. The Agency's messages are created by the Marketing Department and can be sent out to employees, the Board Members and/or the general public, giving them alerts and information about the system.	1/24/2018
1/24/2018 Admin	6.a.	Tom Niskala	In reference to the Request for Proposal on a Digital Signage/Content Management Software (CMS) Solution for Transfer Stations, Mr. Niskala asked if the software going to be in addition to the social media posts.	Mr. Saldana answered in the affirmative, this system will compliment the social media postings. When a rider is at the station, the rider will be able to see the alerts in real time.	1/24/2018
1/24/2018 Admin	6.a.	Patricia Dominguez	In reference to the Request for Proposal on a Digital Signage/Content Management Software (CMS) Solution for Transfer Stations, Ms. Dominguez asked the number of transfer stations.	Mr. Saldana stated the software system would be for Southside, Staples Street, Robstown and Port Ayers Transfer Stations.	1/24/2018
1/24/2018 Admin	6.b.	Dan Leyendecker	In reference to the Update on the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Insurance Coverage, Mr. Leyendecker how much does the premium drop when the deductible goes up.	Mr. Rendon stated if the agency requested a \$1,000 deductible for each accident, the premium savings would be in the range of \$15,000 to \$25,000. But in paying the \$1,000 deductible for 40 accidents, \$40,000, the Agency would be spending more money in the long run.	1/24/2018

