



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Board of Directors

DATE: Wednesday, April 4, 2018
TIME: 8:30 a.m.
LOCATION: Staples Street Center
 602 North Staples Street, 2ND 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.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Moment of Reflection	E. Martinez	1 min.	-----
3.	Roll Call	E. Martinez	2 min.	-----
4.	Opportunity for Public Comment	E. Martinez	3 min.	-----
5.	Action to Confirm Member Appointments to CCRTA's Committee on Accessible Transportation (RCAT) a) Rhonda Alvarez c) Randal Chisamore b) Alonzo Cuellar d) Celia Mendez	S. Montez	5. min.	Page 1
6.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of March 7, 2018	E. Martinez	2 min.	Pages 2-6
8.	CONSENT ITEMS: 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.		4 min.	
	a) 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 b) Action to Authorize Awarding a Contract to The Doctor's Center for Occupational Medical Services c) Action to Issue an Invitation for Bids (IFB) for the Supply of Electronic Bus Passes d) Action to Authorize Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances			Pages 7-8 Pages 9-10 <i>PowerPoint (PPT)</i> Page 11 <i>PPT</i> Pages 12-13 <i>PPT & Attachment A</i>

	<p>e) Action to Authorize a Memorandum of Understanding with the Corpus Christi Metropolitan Planning Organization and the Texas Department of Transportation</p> <p>f) Action to Approve the 2018 Safety Management System (SMS) Manual</p> <p>g) Action to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage</p>			<p>Pages 14-15 <i>PPT & Attachments B,C</i></p> <p>Page 16 <i>PPT & Attachment D</i></p> <p>Page 17 <i>PPT</i></p>
9. Presentations:				
	a) February 2018 Financial Report	R. Saldaña	4 min.	<p>Pages 18-25 <i>PPT</i></p> <p><i>PPT</i></p> <p><i>PPT</i></p> <p><i>PPT</i></p> <p>Pages 26-35 <i>PPT</i></p>
	b) Procurement Update	R. Saldaña	4 min.	
	c) February 2018 Safety & Security Report	M. Rendón	4 min.	
	d) February 2018 Operations Report	G. Robinson	4 min.	
10. CEO's Report		J. Cruz-Aedo	5 min.	-----
11. Board Chair's Report		E. Martinez	5 min.	-----
12. Adjournment		E. Martinez	1 min.	-----
13. Information Items:				<i>Attachments</i>
	a) RCAT Meeting Minutes– February 15, 2018			
	b) Member Inquiry Forms:			
	1. Board Meeting– March 7, 2018			
	2. Committee Meetings– February 28, 2018			

Total Estimated Time: 48 min.

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On **Friday, March 30, 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>Mission Statement</p> <p>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>Vision Statement</p> <p>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

April 4, 2018

Subject: Confirm Four (4) Appointments by the Chief Executive Officer (CEO) to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, the RCAT Chairman has recommended four individuals for appointments. They are as follows:

- Rhonda Alvarez
- Alonzo Cuellar
- Randal Chisamore
- Celia Mendez

In order to continue the selection process, the RTA Board of Directors must take action to confirm these appointments.

Recommendation


The CEO requests the Board of Directors confirm the appointments of Ms. Rhonda Alvarez, Messrs. Alonzo Cuellar and Randal Chisamore, and Ms. Celia Mendez to fill the RCAT vacancies.

Respectfully Submitted,

Reviewed by:

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, MARCH 7, 2018**

Summary of Actions

1. **Pledge of Allegiance**
2. **Moment of Reflection**
3. **Conducted Roll Call**
4. **Administer the Oath of Office Appointments to the CCRTA Board of Directors; a) City of Corpus Christi – Philip Skrobarczyk**
5. **Provided Opportunity for Public Comment**
6. **Action to Confirm Appointment of Chairperson of RTA's Committee on Accessible Transportation (RCAT)**
7. **Heard Update on RCAT Committee Activities**
8. **Action to Approve Board of Directors Meeting Minutes of February 7, 2018**
9. **Action to Approve Consent Agenda Item A) –**
 - a) **Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities**
10. **Heard Presentations –**
 - a) **4TH Quarter 2017 Review – Wells Fargo**
 - b) **January 2018 Financial Report**
 - c) **Procurement Update**
 - d) **January 2018 Safety & Security Report**
 - e) **January 2018 Operations Report**
 - f) **2017 Annual Service Performance Report**
 - g) **Fall 2018 Proposed Service Improvements**
11. **Heard CEO's Report**
 - 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**
12. **Heard Chairman's Report**
13. **Adjournment**
14. **Information –**
 - a) **RCAT Meeting Minutes – January 18, 2018**
 - b) **Member Inquiry Forms:**
 1. **Board Meeting – February 7, 2018**
 2. **Committee Meetings – January 24, 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, 2nd Floor Board Room, Corpus Christi, Texas.

Board Members Present: Edward Martinez, Board Chair; Michael Reeves, Board Vice Chair; Dan Leyendecker, Board Secretary; George B. Clower; Glenn Martin, Scott Harris, Tom Niskala, Anne Bauman and Philip Skrobarczyk

Board Members Absent: Larry Young, Patricia Dominguez

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

Public Present: John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Gina Salazar and Luis Vega, ATU-Local 1769 Union; 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. Ms. Dena Linnehan called Roll and stated a quorum was present.

Administered the Oath of Office Appointments to the CCRTA Board of Directors; a) City of Corpus Christi – Philip Skrobarczyk

Mr. John Bell swore Mr. Philip Skrobarczyk into office as a CCRTA Board of Director.

Action to Confirm Appointment of Chairperson of RTA’s Committee on Accessible Transportation (RCAT)

Ms. Sharon Montez reported on the appointment of Mr. John Longoria being selected as the new RCAT Chairperson. Mr. Tom Niskala commended Mr. Longoria as being an excellent choice, although pointed out his concern in setting a precedence with selecting past CCRTA board members or employees, yet felt the choice of Mr. Longoria is a good one for the Agency.

Provided Opportunity for Public Comment

Ms. Gina Salazar, ATU-Local 1769 Union commended three individuals who have been instrumental in helping her with recent transactions at the CCRTA. She said they were Jennifer Fehribach, Derrick Majchszak and Angelina Gaitan.

Heard Update on RCAT Committee Activities

Ms. Sharon Montez commented the RCAT meeting was held January 18, 2018. She stated items discussed included the 4TH 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 February 7, 2018

MR. NISKALA MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 3, 2018 AS AMENDED TO REFLECT THE REMOVAL OF CURTIS ROCK AND CHANGE TO EDWARD MARTINEZ AS BOARD CHAIR, AND MS. DENA LINNEHAN ADDED TO CORRECT THE POSITION TO BE CORRECTED TO BOARD SECRETARY TO BE MR. DAN LEYENDECKER. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER,

NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT YOUNG AND DOMINGUEZ.

Heard Consent Agenda Items

Item A) 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

MR. SCOTT HARRIS MADE A MOTION TO APPROVE CONSENT ITEM A) AS SHOWN. MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT YOUNG AND DOMINGUEZ.

Heard Presentations:

a. 4TH Quarter 2017 Review – Wells Fargo

Ms. Lisa Keckler reported on both the Defined Benefit Plan and Trust (DB Plan), and the Employees Defined Contribution Plan (DC Plan). She said this report summarizes the longer reports they provide to us. Ms. Keckler provided a structure of the DB Plan, and stated it covers full-time employees on date of hire, normal retirement age is 62, early retirement at 55 with 10 years of service, benefit formula is 2 percent of final average compensation times total years of service, and normal form of benefit is a 50 percent joint and survivor annuity for married and life annuity for unmarried participants. Ms. Keckler reported on the DC Plan, and stated it covers all employees upon date of hire, has mandatory pre-tax contribution of 7.51 percent of pay (in lieu of Social Security), voluntary employee after-tax contribution between 1 to 10 percent of pay, discretionary employer contributions are permitted, normal retirement age is 62, and account balance is payable upon termination of employment, death, disability or retirement. She said payment may be made in a lump sum or monthly installments if for any reason of retirement, death of disability, and lump sum payment on termination distribution. She said considerations for 2018 are currently in discussion for both plans and expect changes to be made in May. There will be educational meetings for participants, possible addition of no-cost advisory services available for the employees on the DC Plan, and some changes to the DB Plan structure to distinguish between assets accumulated for retirees and active employees.

- b. January 2018 Financial Report –** Mr. Saldaña reported January's total operating revenues at \$145,010 on a budget of \$168,506, departmental expenses at \$2.55 million on a budget of \$2.58 million, with savings of \$38,033. He said depreciation is back online this year at \$309,877. He continued with total operating expenses at \$2.85 million on a \$2.89 million budget, and sales tax revenues at \$2.383 million on a budget of \$2.383 million, operating grants at \$238,000 on a budget of \$149,660, and these grants are 5307 monies towards preventative maintenance we draw down on a

monthly basis. He commented January street improvement at \$199,000 monies we put aside based on projected sales tax for 2018, and our non-operating income loss at \$2.4 million. He commented the \$2.4 million from the \$2.7 million, give us \$299,000 net income loss less depreciaion leaves us \$135,000 postive cash flow. His month-to-month December 2017 versus 2016 comparison, we received \$95,349 increase and finished 2017 at 3.77 percent increase, trending 3.1 percent.

- c. **Procurement Update** – Mr. Saldaña reported on current projects; Occupational Medical Services, Lubricant and Fluid Supply, and Towing Services. Four month outlook, he commented estimated costs for Long Term Disability at \$228,276, Digital Signage at \$61,616, Security Services at \$170,455.40 and Windstorm & Hail Insurance at \$113,100. He continued with the CEO's signature authority contracts; B2GNow Diviserty Management System at \$18,000; Actuarial Services at \$5,000; Towing Services at \$43,250; Antifreeze at \$16,000 and Commercial Janitorial Services at \$14,030.40, and not to exceed these amounts. He reported month-to-month contracts; Long Term Disability at \$21,550, Marina Rental Space at \$11,893.
- d. **January 2018 Safety & Security Report** – Mr. Rendón reported for the month of February at 1.39 just under the industry standard of 2.0, and there were 4 accidents; 3 preventable and 1 non-preventable. Using a PowerPoint slide he presented a chart with a summary of numbers and percentages for public intoxication and criminal arrests, criminal trespass warnings issued and other service calls for the month. Mr. Martinez asked what the other service call details were, and Mr. Rendon explained majority were for individuals asking for directions, information and non-security type of calls or inter-actions.
- e. **January 2018 Operations Report** – Mr. Gordon Robinson reported January 2018 had several days of extreme cold temperatures, an Ice Day on January 16TH where we reduced service levels, although the ridership being 7.4 percent down overall. He said the average temperature in January was 53 degrees compared to 63 degrees in 2017. He said this made a huge difference in our ridership and riders. Mr. Robinson provided a chart of new metrics to show passengers per revenue hour (productivity), and stated this gauges the worth of the service, is it useful for the riders, and are they using it. He provided information on the highest wheelchair and bicycle boardings of 487 and 1,568, respectively, both being at the Staples Street Center. Mr. Robinson commented On-Time Performance 87.3 percent for the Agency met the industry standard of greater than 85 percent, and was the same as January 2017. He said 40 percent of our routes are on detour, or 17 routes. Mr. Robinson stated January's Customer Assistance Forms (CAFs) came in at 37 that were validated, and the Miles between Roadcalls (MBRC), the agency met the standard at 9,358.
- f. **2017 Annual Service Performance Report** – Mr. Robinson commented this report is a summarized version of how the Agency has performed over the past year. He provided details on the services which included 46 Fixed Routes, 3 Demand Response and a B-Line Paratransit Services, 1,384 Bus Stops, 122 Revenue Service Vehicles and a Vanpool Service. He talked about how ridership took a dip in August

due to Hurricane Harvey, with the snow in December and finished out the year a little under 2.0 percent at 5,373,427 versus 5,472,342 in 2016. The factors impacting ridership levels included jobs down by 2.0 percent, fuel costs although our ridership did not change much 2016 to 2017, and the 18 city bond projects did affect ridership in traversing through the construction zones. He commented bicycle boardings have grown each year, monthly by 4 percent and annually by 5.6 percent, and our on-time performance was at 89.9 percent for the year.

- g. Fall 2018 Proposed Service Improvements** – Mr. Robinson provided a background and overview and commented a lot of this presentation was discussed in the recent Board Retreat. He commented the number one priority for our riders will be to operate the same routes on Sunday as we do Monday through Saturday. He said weekday routes at 17,000 boardings, and Saturdays at 11,000 boardings, and then Sundays are reporting below 4,000 boardings as riders are not aware of that some of the services change on this day, so we want to simplify as we move forward which should increase our ridership by increasing frequencies. He said by making these changes, less travel on residential streets and use of smaller buses to optimize these benefits. Mr. Robinson provided several dates to present a Service Plan, conduct outreach, share the feedback, conduct a formal Public Hearing, and extend the outreach to educate and inform the riders, then implement the improvements.

Heard CEO's Report

Mr. Cruz-Aedo stated the Agency recently was awarded the Government Finance Office Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, and is the highest form of financial recognition in the United States. He said this was presented to the CCRTA for Comprehensive Annual Financial Report for Fiscal Year Ended December 31, 2016, and we are in the process of submitting our report for 2017. He said Mr. Christopher P. Morrel, Executive Director and Chief Executive Officer of the GFOA presented the award to us. Mr. Cruz-Aedo commended and thanked Mr. Robert Saldana and Ms. Sandy Roddel for their hard work and efforts on our financials.

Heard Board Chair's Report

Mr. Martinez provided his time for the other Board members to speak. Ms. Bauman, Messrs. Clower and Leyendecker commended the Finance Department in receiving the GFOA award and for their hard work in keeping the agency compliant and transparent in our financial arena. Messrs. Reeves and Niskala thanked Staff on their work at the recent Board Retreat. Mr. Martinez ended with his commented, congratulations and thanked Staff for their hard work at the Board Retreat.

Adjournment

There being no further review of items, the meeting adjourned at 9:30 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 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.

Committee Review

This item was reviewed and approved by the Administration & Finance Committee on February 28, 2018.

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

Board of Directors Meeting Memo

April 4, 2018

Subject: Authorize Awarding a Contract to The Doctor's Center for Occupational Medical Services

Background

The RTA provides medical occupational services as noted below, through The Doctor's Center. The current contract is set to expire on March 31, 2018 and we are out of option years. The services currently provided include, but is not limited to:

- Post Job Offer Physicals
- DOT and Non-DOT Physicals
- Return to Work Medical Examinations
- Medical Services for Work Related Injuries
- Periodic Physicals
- Drug & Alcohol Screens
- Employee Health Education

Identified Need

This contract was initially awarded in April of 2013. The Doctor's Center has proven their ability to provide the necessary compliance with the FTA's regulations and has provided a satisfactory level of service to the RTA and its employees.

An RFP went out for solicitations on Occupational Medical Services. We received (2) proposals. The (2) proposals that were evaluated were The Doctor's Center and Alliance Health Resources. Below is a breakdown of the evaluation summary:

Firm	Approach & Work Plan (40 Points Max)	Qualifications & References (15 Points Max)	Experience (15 Points Max)	Price Score (30 Points Max)	Total Score (Maximum Points 100)
The Doctor's Center	38.60	14.60	15.00	30.00	98.20
Alliance Health Resources	19.50	10.25	7.75	24.00	61.50

The authority has identified the need for our agency to have occupational medical services available for our employees.

Financial Impact

The cost of having the Occupational Medical Services on an annual basis is estimated to be approximately \$32,000. These funds are budgeted in the Human Resources Department.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee Meeting held on March 28, 2018.

Recommendation

Staff request the Administration & Finance Committee recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Awarding a Contract to The Doctor's Center for Occupational Medical Services.

Respectfully Submitted,

Reviewed by: Angelina Gaitan
Director of Human Resources

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 2018

Subject: Authorize Issuing an Invitation for Bids (IFB) for Purchasing Genfare Bus Pass Media

Background

The CCRTA is using an Electronic fare box collection system called Genfare (GFI). The GFI System was purchased in February 2008; this system uses specialized encoded bus passes to help provide a collection of data and reports.

Identified Need

Over two million coded and non-coded paper stock transfers are being used on board the buses in one year. The following are a list of passes currently used by CCRTA's GFI system: 1 Day Bus Pass, 7 Day Bus Pass, 31 Regular Day Bus Pass, 31 Day Reduce Bus Pass, 31 Day B-Line, CCISD Late Run Passes, Token/Genfare Bus Pass and Business Card Bus Pass for Board of Directors and staff. Staff would like to seek a three (3) year base contract with a two (2) one-year options.

Financial Impact

The estimated annual amount of contract is \$90,000 for the purchasing of GFI Bus Passes. Funds are budgeted in FY2018 Operating Budget.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee Meeting held on March 28, 2018.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to issue an Invitation for Bids (IFB) for the purchase of GFI Bus Pass Media.

Respectfully Submitted,

Reviewed by:

Sharon Montez
Managing Director of Customer Services and Capital Projects

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 2018

Subject: Authorize Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances

Background

Since 1995, The Federal Transit Administration (FTA) has been consolidating the various certifications and assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the certifications and assurances that are selected (*see attached "FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES"*).

The annual Certifications and Assurances for federal fiscal year 2018 (October 2017 through September 2018) cover all projects for which the RTA seeks funding for in 2018. All applicants for FTA formula program or capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2018 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2018 Certifications and Assurances were published in the Federal Register on February 22, 2018.

There are 21 categories within the annual Certifications and Assurances that the RTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Required Certifications and Assurances for Each Applicant
02. Lobbying
03. Private Sector Protections
04. Rolling Stock Reviews and Bus Testing
05. Demand Responsive Service
06. Intelligent Transportation Systems
07. Interest and Financing Costs and Acquisitions of Capital Assets by Lease
08. Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements
09. Alcohol and Controlled Substances Testing
10. Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement)
11. State of Good Repair Program
12. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
13. Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program
14. Enhanced Mobility of Seniors and Individuals with Disabilities Programs.

15. Rural Areas and Appalachian Development Programs
16. Tribal Transit Programs (Public Transportation on Indian Reservations Programs)
17. State Safety Oversight Grant Program
18. Public Transportation Emergency Relief Program
19. Expedited Project Delivery Pilot Program
20. Infrastructure Finance Programs
21. Construction Hiring Preferences

By signing the annual Certifications and Assurances, the RTA understands and agrees that every provision in these certifications and assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before FTA may award a federal grant to the RTA, the RTA must submit all certifications and assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the RTA to obtain a current affirmation signed by the agency's attorney affirming RTA's legal authority to certify its compliance with the FTA Certifications and Assurances that RTA has selected.

Financial Impact

None

Committee Review

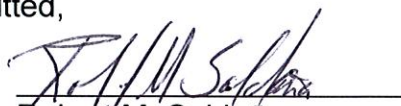
This item was reviewed and approved at the Administration & Finance Committee Meeting held on March 28, 2018.

Recommendation

Staff requests the Administration and Finance Committee recommend to the Board of Directors to authorize the Chief Executive Officer and RTA's Attorney, John Bell, to execute the Federal Transit Administration's Fiscal Year 2018 Certifications and Assurances.

Respectfully Submitted,

Submitted by:



Robert M. Saldaña
Managing Director of Administration

Approval:



Jorge Cruz-Aedo
Chief Executive Officer

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Corpus Christi Regional Transportation Authority

The Applicant agrees to comply with applicable provisions of Categories 01 – 21. _____
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

Category Description

- | | | |
|-----|--|-------|
| 01. | Required Certifications and Assurances for Each Applicant. | _____ |
| 02. | Lobbying. | _____ |
| 03. | Private Sector Protections. | _____ |
| 04. | Rolling Stock Reviews and Bus Testing. | _____ |
| 05. | Demand Responsive Service. | _____ |
| 06. | Intelligent Transportation Systems. | _____ |
| 07. | Interest and Financing Costs and Acquisition of Capital Assets by Lease. | _____ |
| 08. | Transit Asset Management Plan, Public Transportation Safety Program,
and State Safety Oversight Requirements. | _____ |
| 09. | Alcohol and Controlled Substances Testing. | _____ |
| 10. | Fixed Guideway Capital Investment Grants Program (New Starts, Small
Starts, and Core Capacity Improvement). | _____ |
| 11. | State of Good Repair Program. | _____ |
| 12. | Grants for Buses and Bus Facilities and Low or No Emission
Vehicle Deployment Grant Programs. | _____ |
| 13. | Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program. | _____ |
| 14. | Enhanced Mobility of Seniors and Individuals with Disabilities Programs. | _____ |
| 15. | Rural Areas and Appalachian Development Programs. | _____ |
| 16. | Tribal Transit Programs (Public Transportation on Indian Reservations Programs). | _____ |
| 17. | State Safety Oversight Grant Program. | _____ |
| 18. | Public Transportation Emergency Relief Program. | _____ |
| 19. | Expedited Project Delivery Pilot Program. | _____ |
| 20. | Infrastructure Finance Programs. | _____ |
| 21. | Construction Hiring Preferences. | _____ |

FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 2018

Subject: Approve a Memorandum of Understanding with the Corpus Christi Metropolitan Planning Organization and the Texas Department of Transportation

Background

The Federal Highways Administration (FHWA) and Federal Transit Administration (FTA) jointly issued a final rule on May 27, 2016 which requires Metropolitan Planning Organizations (MPO), States, and operators of public transportation to cooperatively develop and share information related to transportation performance data, the selection and reporting of performance targets including safety and infrastructure condition, the reporting of performance measures, and data collection for the State asset management system. Performance-based plans and processes include the Congestion Mitigation and Air Quality Improvement Program performance plan, the strategic highway safety plan, the public transportation agency safety plan, the highway and transit asset management plans, and the State freight plan.

Identified Need

Per FHWA and FTA requirements, the Corpus Christi MPO, Corpus Christi Regional Transportation Authority (RTA), and Texas Department of Transportation Corpus Christi District must establish a memorandum of understanding that meets the requirements of the final rule. The deadline to have an established agreement is May 27, 2018.

Financial Impact

No financial impacts are associated with the Memorandum of Understanding.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee Meeting held on March 28, 2018.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board authorize the Chief Executive Officer (CEO) or designee to approve a Memorandum of Understanding with the Corpus Christi MPO and the Texas Department of Transportation.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: _____
Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**METROPOLITAN PLANNING PROCESS AND PERFORMANCE BASED
PLANNING & PROGRAMMING
MEMORANDUM OF UNDERSTANDING
AMONG
THE TEXAS DEPARTMENT OF TRANSPORTATION ("TxDOT")
THE CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION ("MPO"),
AND
THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY ("CCRTA")**

WHEREAS, the Fixing America's Surface Transportation Act (FAST Act) promulgated regulations 23 CFR 450.314, and

WHEREAS, TxDOT, the MPO, and the CCRTA are required by 23 CFR 450.314 to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process, and

WHEREAS, these responsibilities shall be clearly identified in written agreements among TxDOT, the MPO, and the public transportation operator(s) serving the Metropolitan Planning Area (MPA), and

WHEREAS, to the extent possible, a single agreement between all responsible parties should be developed, and

WHEREAS, the federal regulations require the written agreement to include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan (MTP), the metropolitan Transportation Improvement Program ("TIP"), and development of the annual listing of obligated projects.

WHEREAS, the federal regulations require that TxDOT, the MPO, and the CCRTA jointly shall agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the TxDOT asset management plan for the National Highway System (NHS).

NOW THEREFORE, the parties agree as follows:

1. **Purpose.** It is the purpose of this Memorandum of Understanding (MOU) to make provision for cooperative mutual responsibilities in carrying out the Metropolitan Planning Process and Performance Based Planning and Programming in the Corpus Christi MPA and to provide a single agreement between the State of Texas acting through

TxDOT, the MPO, and the CCRTA in accordance with current Federal Legislation and as required by 23 CFR 450.314.

2. **Responsibilities of all parties.**

All parties will:

- a. Cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process in a performance based planning format and final form. Decide upon and adopt performance targets for this planning process in accordance with Federal and State requirements and guidance.
- b. Make provisions for cooperatively developing and sharing information related to the development of financial plans that support the Metropolitan Transportation Plan (“MTP”) and TIP.
- c. Ensure TxDOT, the MPO, and the CCRTA cooperatively develop a listing of projects that comprehensively address the transportation system within the MPO boundaries. Identified projects shall include both roadway and transit initiatives, including but not limited to investments in pedestrian walkways and bicycle transportation facilities for which federal funds were obligated in the preceding fiscal year.
- d. Ensure that the Unified Planning Work Program (UPWP) will detail and document these responsibilities, deliverables and associated costs.

3. **Performance Based Planning & Programming**

- a. Developing transportation performance data
 - i. TxDOT will provide the MPO with a subset for their MPA of the state performance data used in developing statewide targets.
 - ii. If an MPO chooses to develop their own target for any measure, they will provide TxDOT with any supplemental data they utilize in association with the target-setting process.
- b. Selection of transportation performance targets

- i. TxDOT will develop draft statewide federal performance targets in coordination with the applicable MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets one month prior to final statewide targets adoption.
 - ii. If the MPO chooses to adopt their own target for any measure, it will develop draft MPO performance targets in coordination with TxDOT. Coordination methods will be at the discretion of the MPO, but TxDOT shall be provided an opportunity to provide comments on draft MPO performance targets prior to final approval.
- c. Reporting of performance targets
- i. TxDOT performance targets will be reported to FHWA and FTA, as applicable. The MPO will be notified when TxDOT has reported final statewide targets.
 - ii. MPO performance targets will be reported to TxDOT.
 1. For each target, the MPO will provide the following information no later than 180 days after the date TxDOT or the CCRTA establishes performance targets, or the date specified by federal code:
 - a. Written agreement to plan and program projects so that they contribute toward the accomplishment of TxDOT or the CCRTA performance target, or;
 - b. Written notification that the MPO will set a quantifiable target for that performance measure for the MPO's planning area.
 - i. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 - c. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target

will be provided in the form of a resolution or meeting minutes.

- iii. TxDOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
 - iv. The MPO will include information outlined in 23 CFR 450.324 (g) (3-4) in any MTP amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any TIP amended or adopted after May 27, 2018.
 - v. Reporting of targets and performance by TxDOT and the MPO shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673
- d. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO
- i. TxDOT will provide the MPO with an update of the subset for their MPA of the state performance data used in developing statewide targets including prior performance data.
- e. The collection of data for the State asset management plans for the NHS
- i. TxDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

4. Responsibilities of the MPO

The MPO will:

- a. Work in consultation with the CCRTA and TxDOT in developing the financial plan for the MTP.
- b. Work in consultation with the CCRTA and TxDOT in developing the financial plan for the TIP.

- c. Conduct Technical Committee and Policy Board meetings as required and necessary.
- d. In consultation with the CCRTA and TxDOT, update the MTP and TIP in accordance with State and Federal laws.
- e. Invite Transit Districts to participate in all public participation processes.
- f. Conduct comprehensive, cooperative and continuous transportation planning for the Corpus Christi MPA.
- g. Establish necessary transportation performance targets, share information related to the performance data, and document the reporting of performance to be used in tracking progress toward attainment of critical outcomes within the MPO MPA, if the MPO elects to develop quantifiable targets for performance measures for the MPO's planning area.

5. Responsibilities of the CCRTA

The CCRTA will:

- a. Work in consultation with the MPO in developing short-range and long-range plans for transit for inclusion in the MTP.
- b. Assist in validation of data used as input into the transportation plan.
- c. Work in consultation with the MPO and TxDOT in developing the financial plan for the MTP.
- d. Work in consultation with the MPO and TXDOT in developing the financial plan for the TIP.
- e. Provide the MPO with the annual list of transit obligated projects.
- f. Serve on the MPO Technical Committee and Policy Board as applicable.
- g. Notify the MPO of changes to projects that would affect the MTP or TIP.
- h. Invite the MPO to participate in all public participation processes.

- i. Establish transit asset management performance targets and share with the MPO and other interested parties.

6. Responsibilities of TxDOT.

- a. Work in consultation with the CCRTA and the MPO in developing the financial plan for the TIP and MTP.
 - b. Assist in the validation of data used as input into the transportation plan.
 - c. Provide the MPO with the annual list of obligated projects.
 - d. Serve on the MPO Technical Committee and Policy Board.
 - e. Notify the MPO of changes to projects that would affect the MTP or TIP.
 - f. In consultation with the MPO and the CCRTA, update the MTP and TIP in accordance with State and Federal laws.
 - g. Work in consultation with the MPO and the CCRTA in developing short-range and long-range plans for transit for inclusion in the MTP and TIP.
7. **Term.** This Memorandum shall become effective as to each Party when fully executed by all parties. It shall remain in full force and effect until such time it is terminated in writing by one or all of the parties.
8. **Validity and Enforceability.** If any current or future legal limitations affect the validity or enforceability of a provision of this MOU, then the legal limitations are made a part of this MOU and shall operate to amend this MOU to the minimum extent necessary to bring this MOU into conformity with the requirements of the limitations, and so modified, this MOU shall continue in full force and effect.
9. **Governing Law and Venue.** This MOU shall be governed by the laws of the State of Texas. Venue for an action arising under this MOU shall lie exclusively in Nueces County, Texas.
10. **Severability.** If a provision contained in this MOU is held invalid for any reason, the invalidity does not affect other provisions of the MOU and can be given effect without the invalid provision, and to this end the provisions of this MOU are severable.

(SIGNATURE PAGE TO FOLLOW)

EXECUTED by the parties hereto, each respective entity acting by and through its duly authorized official as required by law.

The Honorable Terry A. Simpson
Chair, Transportation Policy Committee
Corpus Christi Metropolitan Planning Organization
Date: _____

Edward Martinez
Chair, Board of Directors
Corpus Christi Regional Transportation Authority
Date: _____

Christopher D. Caron, P.E.
District Engineer
Texas Department of Transportation - Corpus Christi District
Date: _____

Approved as to Content:

Jeffrey A. Pollack, AICP
Transportation Planning Director
Corpus Christi Metropolitan Planning Organization
Date: _____

Jorge Cruz-Aedo
Chief Executive Officer
Corpus Christi Regional Transportation Authority
Date: _____

Appendices:

- A. Safety Performance Measures
- B. Highway Safety Improvement Program
- C. FHWA Pavement and Bridge Performance Measures
- D. FHWA System Performance Measures
 - a. NHS
 - b. Freight
 - c. CMAQ
- E. FTA Transit Asset Management
- F. FTA Agency Safety Plan

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Performance Baselines and Targets for Fiscal Year 2018

In 2012, MAP 21-mandated FTA to develop a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their entire life cycle. The Transit Asset Management Final Rule 49 USC 625 became effective Oct. 1, 2016 and established four performance measures to be applied by transportation service providers. The performance management requirements outlined in 49 USC 625 Subpart D include age-based measures for rolling stock and equipment, condition-based measures for facilities and performance-based measures for fixed guideway assets as minimum standard for transit operators.

As required under 625.45 (e) the CCRTA is making available these targets to the Corpus Christi Metropolitan Planning Organization (MPO).

The target baseline and targets for 2018 are in alignment with the current capital program to follow the direction provided under the rule. "A provider must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available."

FY 2018 Performance Targets for Equipment (non-revenue vehicles)

As stated under the TAM rule (subsection 625.43(a)), the performance measure for non-revenue, support service and maintenance vehicles equipment is the percentage of those vehicles that have either met or exceeded their Useful Life Benchmark (ULB).

The ULB is defined as the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA. For this submission the CCRTA chose to use the ULB's set in the FY 2017 Asset Inventory module Reporting Manual, Page 49.

The CCRTA established a performance baseline for equipment (non-revenue vehicles) based on data from the Active Vehicle listing at the end of 2017. The FY18 targets are also based on the same data worksheet.

Table 1 – Non-Revenue Vehicles

Vehicle Class	ULB (Years)	# of Units (12/31/17)	Number of Units Beyond ULB in 2017	Number of Units Beyond ULB in 2018	FY2017 Baseline Target % at or Exceeding ULB	FY2018 Target % at or Exceeding ULB
Other Rubber Tire Vehicle (Flatbed)	14	1	1	1	100.00%	100.00%
Automobile	8	35	1	2	2.86%	5.71%
Sports Utility Vehicle	8	1	0	0	0.00%	0.00%
Van	8	7	0	0	0.00%	0.00%
Total		44	2	3	4.55%	6.82%

The CCRTA maintains vehicle worksheets that track vehicle acquisition and replacement activities. The development of performance targets for each vehicle class will depend on the ULB of each asset class, service demand, and funding available to upgrade the fleets.

FY2018 performance targets for Rolling Stock

As stated under TAM rule, the performance measure for rolling stock is the percentage of revenue vehicles within a particular asset class that have either met or exceeded their ULB.

The ULB is defined as the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA. For this submission the CCRTA chose to use the ULB's set in the FY2017 Asset Inventory Module Reporting Manual, Page 49.

Table 2 – Revenue Vehicles (Rolling Stock)

Vehicle Class	ULB (Years)	# of Units (12/31/17)	Number of Units Beyond ULB in 2017	Number of Units Beyond ULB in 2018	FY2017 Baseline Target % at or Exceeding ULB	FY2018 Target % at or Exceeding ULB
Bus/Trolleys	14/13	75	0	0	0.00%	0.00%
Cutaways	8	57	0	0	0.00%	0.00%
Total		132	0	0	0.00%	0.00%

The CCRTA maintains vehicle information in Fleetnet Maintenance software and in spreadsheets, which assists with tracking vehicle acquisition and replacement activities. To develop future performance targets for each asset class under the ULB will depend on the overarching CCRTA Fleet Plan, service demand for each asset class, maintenance activities, and funding available to upgrade the fleets.

FY2018 Performance Targets for Facilities

As stated under the TAM rule, the performance measure for facilities is the percentage of facilities within an asset class, rated below condition 3 on the TERM scale.

The TERM scale means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0 – Excellent, 4.0 – Good; 3.0 – Adequate, 2.0 – Marginal, and 1.0 – Poor.

The FTA definition of a facility applies to buildings or structures contributing to the provision of public transportation services, including stations, parking structures and lots, maintenance and administrative facilities and power unit substations. The FTA guide excludes bus shelters and stops.

The condition data used in developing performance targets included historical, recent consultant assessments of facilities, as well as expert advice from maintenance staff. The CCRTA is in the process of establishing comprehensive condition assessment standards for all types of facilities, based on FTA's TERM model, which will be rolled out at a system-wide level. The condition assessment criteria to be used will be based on existing national and international industry standards and FTA-stipulated assessment methodologies.

Table 3 – Facilities

Vehicle Class	# of Units (12/31/17)	Number of Units Beyond ULB in 2017	Number of Units Beyond ULB in 2018	FY2017 Baseline Target % at or Exceeding ULB	FY2018 Target % at or Exceeding ULB
Stations and Parking	8	2	2	25.00%	25.00%
Maintenance & Administrative Bldg	5	0	0	0.00%	0.00%
Total	13	2	2	15.38%	15.38%

CCRTA maintains condition data on its facilities. Future target setting exercises will be influenced by subsequent condition assessments, maintenance activities schedules and capital funding plans.

The CCRTA is on the path of continuous improvement for updating its asset inventory and tracking asset condition and performance. As condition assessment is a continuum when updated data is incorporated, these targets might be adjusted. Furthermore, future targets might need adjustments based on improved methods of determining condition and performance, changes in operational factors such as asset usage and maintenance activities, as well as funding availability.

As the CCRTA accountable executive, I have approved the targets contained in this document. CCRTA staff is focused on working with all departments within the organization to gather all the elements necessary for the establishment of future targets.

Accountable Executive

Jorge Cruz-Aedo
Chief Executive Officer

Date



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 2018

Subject: Adopt a Safety Management System (SMS) Manual

Background

Safety is a core value of the Corpus Christi Regional Transportation Authority (CCRTA) and managing safety is a core business function of the Authority. CCRTA is committed to developing, implementing, maintaining and continuously improving processes to ensure the safety of its customers, employees, and the public. CCRTA aims to support a robust safety culture and achieve the highest level of safety performance meeting all established safety standards.

Identified Need

In promoting a proactive safety culture, CCRTA's adoption of the Safety Management System (SMS) Manual will enhance safety awareness throughout the Authority.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee Meeting held on March 28, 2018.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to approve the Safety Management System (SMS) Manual.

Respectfully Submitted,

Submitted by: Mike Rendon
Director of Safety and Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

II. CCRTA PRIORITIES

The following represents the collective set of overarching priorities suggested by CCRTA for consideration. The combined effort of all City and County Departments will work collectively to ensure that as a community, these objectives are satisfied in the all hazards environment.

1. Ensure continuity of governance. Ensure and demonstrate to the public the continued functioning of critical government leadership elements, including: succession to key offices; organizational communications; leadership and management opportunities.
2. Coordinate with critical partners. Maintain communications and interactions as necessary during a crisis, with critical partners and organizations, including the Federal government, State government, other local governments, private sector and non-profit organizations.
3. Maintain civil order and public safety. A) Protect people and property and the rule of law. B) Ensure basic civil rights, prevent crime and protect critical infrastructure.
4. Provide emergency services. Provide critical emergency services including: Emergency Management, Sheriff, Police, Fire, MEDIC and public safety communication services.
5. Maintain critical public infrastructure. Maintain critical public infrastructure, including but not limited to: water lines and plants; sanitary sewer; flood/storm water management; roads, transit and airport; emergency transportation; public safety buildings; and data centers.
6. Provide basic essential services. Ensure provision of basic essential services, including but not limited to: healthcare, water and sewer service, voice and data communications, IT services, transportation services, sanitation services, environmental protection, code enforcement/inspections, emergency housing, human services, and critical internal support functions.

The Director of Transportation, Director of Safety & Security and Director of Marketing serve as points of contact for CCRTA Bus and Operations and emergency response and regulatory agencies.

III. CONCEPT OF OPERATION

The following phases represent the orderly approach and process that CCRTA uses to successfully transition through a continuity event.

Phase I: Readiness and Preparedness

Phase II: Activation and Relocation

Phase III: Continuity of Operations Phase IV: Reconstitution

Phase IV: Reconstitution or Devolution

PHASE I: READINESS AND PREPAREDNESS

1. CCRTA Safety and department heads are responsible for ensuring that plans and processes are updated as needed. The Safety & Security Department will notify division heads of scheduled reviews.

Facility Emergency Plans are maintained for the following facilities:

- Staples Street Center Building
- Bear Lane Operations and Maintenance Buildings

The Facility Emergency Plans address:

- Building Evacuation – General
- Fire
- Tornadoes
- Medical emergencies
- Elevator emergencies
- Bomb threats
- Biohazards or suspicious items
- Workplace violence (to include Active Shooter)
- Other emergency conditions

CCRTA Safety staff plan and conduct fire drills on a six-month basis at the CCRTA facilities. Employees receive their respective Facility Emergency Plan and are trained to respond to situations according to their Facility Emergency Plan.

Evacuation Plans – Accurate building evacuation diagrams are maintained throughout each facility.

Bus Operations: Will take point to ensure plans are in place and up to date to address emergency situations. The plans will consist of The Bus Operations Standard Operations Procedure Manual and Reference Guides addressing the following emergency procedure:

CCRTA Bus Accidents Process - Bus Fire Process - Medical Emergency (Passenger) - Suspicious or Illegal Activity - Inclement Weather - Call Chain and Emergency Contact Numbers for Safety

Maintenance

Ensure:

- ☐ Emergency contact list for utility companies and other vendors
- ☐ Portable air compressor available to operate lift in event of power outage
- ☐ All generators fueled and ready for emergency operations. Identify facility to rent additional generators as needed. Have account set-up so they can be obtained without a purchase order.
- ☐ Topping off of fuel for buses occurs each night; in-ground fuel tanks are refilled regularly. Maintenance support vehicles are topped off once they go below half tank.
- ☐ Spill prevention and implementation of the Spill Prevention Control and Countermeasures Plan at the Bus Maintenance facilities.
- ☐ Identify and secure alternate fueling location if needed.

Facilities Management

Ensure:

- Take periodic photographs of the facilities for insurance claims justification.
 - Manage gas, electric utility shut-off at CCRTA facilities.
 - Testing of emergency generators as specified in the Facilities Maintenance Plan.
 - Spill prevention and implementation of the Spill Prevention Control and Countermeasures Plan.
2. The Crisis Communications Plan identifies contact requirements during a crisis. Emergency contact information for CCRTA Staff is available and Contractors and other essential contacts are being developed.
 3. Communications – Departments should follow their normal call-in protocol. Departments may have several lines of communication available as follows: normal telephone, bus radio system, and telephones / radios for most of the management staff.
 4. Management Transportation Requirements – Management personnel will take agency vehicles and radios home and will report road and route conditions as needed. These vehicles may also be used to transport key personnel as needed.
 5. Non-Revenue Vehicle Servicing Requirements – Any department assigned vehicles will be responsible for fueling and servicing them prior to any foreseen emergency. Servicing of vehicles may include, but is not limited to, equipping vehicles with first aid kits and emergency supplies (flashlights, shovels, blankets, etc.). These items may be checked and inspected for serviceability on a quarterly basis or as deemed necessary by weather conditions and/or the Office of Safety. The fuel level in non-revenue vehicles should not be allowed to go below one half of a tank. This will allow CCRTA to respond to unforeseen emergencies.
 6. Fueling Requirements – Prior to any foreseen emergency, all revenue vehicles should be fueled, underground storage tanks should be topped off (not to exceed EPA regulations at 90 % capacity), and backup confirmation in place from fuel suppliers. All propane tanks should be filled for gas grill, sweeper, and forklift. All generators, portable and backup, should be fueled and ready at all times.
 7. Remote Operating Locations – In the event that any primary facility is evacuated, employees will be advised of the alternate operating location. This communication can take place via postings, radio station, or calling chain depending on the specific location. Alternate operating locations are being developed.
 8. CCRTA – Only one representative from CCRTA may be allowed in CTECC. Incident Command Training is required in order to participate.
 9. CCRTA will respond to transportation/shelter requests by the Vice President of Bus and Paratransit Services, area first responders (Police, Fire, and MEDIC) or the Emergency Management Office as needed and as staffing and equipment availability will allow.
 10. Evaluate operations of all security cameras on the property and in the fleet.

PHASE II: ACTIVATION AND RELOCATION

Director of Transportation

- Notifies CCRTA Operations Staff, including the CEO, Office of Safety & Security, and if required CCPD and CCFD of potential limitations in ability to respond to emergency situations.

Maintenance – Bus Operations

- Facility shutdown Process – Shut off gas, water, electrical power, etc., in coordination with facilities.
- In the event of a power outage at maintenance facility, a stand-by generator will be used to power the fuel pumps.
- Maintenance facility is equipped with a portable pump and generator if the stand-by generator fails. The pump and generator will be placed close to the bulk storage tanks and a hose dropped directly into the tank, in accordance with EPA regulations. Although it is extremely unlikely Fuel can also be pumped directly from a tanker through gravity feed connection and meter on the truck (Provider to be identified) by calling additional suppliers with wet fuel vehicles. CCRTA suppliers will need to be prepared to supply a transport tanker (7,500 gallon capacity) at maintenance facility for 8-hour shifts for each day of an emergency. If not at the FRS facility, then one or both of those transport tankers would be directed to other off-site facilities for emergency fueling operations.
- If outside equipment or vehicles with 4 wheel drive, etc. are needed, CCRTA would request
 - equipment through CCRTA or the Emergency Operations Center.
- Secure all maintenance assets, facilities, and additional outside vehicles if needed.

Operations – Bus Operations

- Establish a backup Control Center if needed.
- Monitor status and readiness of all CCRTA bus equipment and facilities. Be prepared to repair or secure all assets, facilities, and vehicles if required.
- Coordinate reductions in service with CCRTA's Chief Operations Officer and Bus Operations.

Facilities Maintenance

- Assist/coordinate recovery.
- Evaluate damage.
- Respond and assist as necessary.

Safety and Security

- Coordinate with the Director of Maintenance and Paratransit Services for CCRTA to assist in additional manning of security personnel as needed depending on the emergency situation.
- Assist with transportation arrangements of required staff.
- Make safety assessment of building facilities and routes as needed.

- If required, coordinate security of any property that is evacuated. This information will be communicated and coordinated with the Law Enforcement Coordinator. Each evacuated facility and all related equipment will be locked and secured. Private security officers, police, off-duty police, or management staff will provide oversight, depending on availability.

Accounting Bus Operations

- Transmit payroll prior to any foreseen disaster to minimize impact of any possible computer or processing problems.
- Cross-train for back-up payroll personnel. Finance will transmit payroll prior to any foreseen disaster to minimize impact of any possible computer or processing problems.
- Cross-train for back-up payroll personnel. Coordinate staffing to handle any potential revenue processing situations.
- Coordinate armored car pick-up with CCRTA.

Marketing and Communications

- Provide media contact/relations assistance as requested by CCRTA.

Technology

- Assist in securing network.
- Request support as needed.

Scheduling

- Coordinate cutbacks in the level of service with CCRTA.
- Prepare to provide staff support to other functions as needed.

PHASE III: CONTINUITY OF OPERATIONS

1. CCRTA is responsible for the MEF (Mission Essential Functions) to ensure all MEF requirements are being fully supported.

When there are disruptions:

- Routine disruptions (debris, road closures): handled at supervisor level
 - Larger disruptions covered below
2. When appropriate Fire and EMS requests buses, CCRTA Management will respond.
 3. Major disruptions to normal service: After a major disruption of service, bus operations will not resume service until they receive approval from CCRTA.
 - Short term goal is to achieve level of service identified by Leadership in the Service Level Change.
 - Long term goal is full service restoration.

PHASE IV: RECONSTITUTION OR DEVOLUTION

Reconstitution:

During this phase, there will be an on-going assessment to return the system to 100% functionality in the shortest time possible. All departments will be responsible for executing this plan. The purpose of this phase is to make certain that all areas have been addressed in an appropriate manner and CCRTA can sustain operations indefinitely. This phase will also be a self-assessment to determine ways to improve our processes, procedures, and to update all disaster related plans. The following is an example of items that will be reviewed during this process:

- Department managers will provide the records to support all expenses associated with the disaster
- Each department will provide an update on the status of personnel, equipment, and
 - facilities
- Department managers should provide a list of proposed changes to this plan to CCRTA's
 - Department of Safety and Security
- Department managers should follow this plan to achieve 100% functionality in their assigned area
- Department managers will identify any shortfalls or limiting factors that will prevent them from achieving 100% functionality
- Replenish emergency supplies and equipment used during incident



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 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.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee Meeting held on February 28, 2018.

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

Board of Directors Meeting Memo

April 4, 2018

Subject: February 2018 Financial Report

SUMMARY: The Authority's financial results for February 2018 posted a gain of \$227,935 for the month and reflects a positive variance of \$621,981 when compared to the projected estimate of -\$394,045. The variance is attributed to three revenue sources: Sales Tax Revenue, Federal Grant Revenue and revenue from investment income. Specifically, the net effect of January sales tax collections beating estimates by \$250,907; federal grant revenues posting higher than estimated by nearly \$300,000: \$100,000 in operating grant and \$200,000 in capital grant drawdowns; and the continued investment earnings. Investment earnings were \$550 lower than previous months due to the short month of February but still outperforms projected estimates.

Department expenses came in below budget for the month and YTD. As of February we were 16.66% into the Annual Budget of \$29,769,619 or \$4,959,618. Total Department expenses came in at 16.48% or \$4,904,901 representing a favorable variance of \$54,717.

REVENUES

The revenue composition for the month of February is presented below for additional information and is consistent with projected expectations:

<u>Revenue Source</u>	<u>Feb-18</u>	<u>%</u>
Passenger Service	\$ 134,600.00	4.30%
Bus Advertising	\$ 11,565.00	0.37%
Other Revenue	\$ 913.00	0.03%
Sales Tax Revenue	\$ 2,513,930.00	80.24%
Grants Operating	\$ 210,431.00	6.72%
Grants Capital	\$ 207,791.00	6.63%
Investment Income	\$ 19,840.00	0.63%
SSC lease income	\$ 33,892.00	1.08%
Total Revenue	<u>\$ 3,132,962.00</u>	<u>100.00%</u>

Since Sales Tax Revenues is the major source of revenue for the Agency, special emphasis is given to explain variances. 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 March

The sales tax allocation received in March for \$2,534,817.65 represents consumer spending in January. The allocation in comparison to the same period last year is higher by \$235,477.50 or 10.24%.

The allocation for the month of January exceeds the monthly budget by \$150,906.65 or 6.33%.

- 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%.

- Operating Revenues – For the month of February, operating revenues totaled \$147,078 compared to a budget of \$154,427. Of these amounts, Passenger Service was \$134,600 vs. \$150,256 in 2017 – a decrease of \$15,657 and \$335 (0.2%) higher than current budget estimates. Other operating revenues, which includes advertising, were \$12,478 vs. \$20,162 budgeted for a net shortfall of \$7,684.

EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are under budget by \$35,658, or 1.47%.

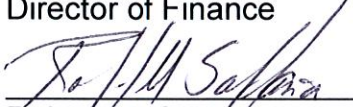
- Salaries & Benefits – February reflects \$1,067,799, which is 2.22% (\$24,229) under budgeted amounts.
- Services – February reflects \$197,653, which is 12.59% (\$28,470) under budgeted amounts.
- Materials and Supplies – February reports \$214,671 which is 16.29% (\$41,775) under budgeted amounts.
- Utilities – February reports \$50,205, which is 25.24% (\$16,951) under budgeted amounts.

- Insurance – February reports \$342,471, which is \$78,739 (29.86%) over budgeted amounts. The variance is related to health insurance claims costs.
- Purchased Transportation – February reports \$496,011, which is \$16,508 (3.44%) over the budgeted amount. The variance is related to increased expenditures for contracted fixed route service as a result of the utilization of the contractor's services for fixed route services previously fulfilled by CCRTA operators.
- Miscellaneous – February reports \$24,870 which is \$19,481 (43.92%) 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. Saldana
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 February 28, 2018 & February 28, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 134,600	134,265	335	150,256	(15,657)
Bus advertising	11,565	13,713	(2,148)	5,298	6,267
Other operating revenues	913	6,449	(5,536)	23,617	(22,704)
Total Operating Revenues	147,078	154,427	(7,349)	179,171	(32,093)
Operating Expenses:					
Transportation	533,839	546,253	12,413	444,587	(89,252)
Customer Programs	22,818	31,533	8,716	26,726	3,908
Purchased Transportation	496,011	479,503	(16,508)	423,746	(72,265)
Service Development	32,598	29,892	(2,706)	41,546	8,948
MIS	61,721	51,730	(9,991)	48,964	(12,757)
Vehicle Maintenance	342,827	379,058	36,231	391,621	48,794
Facilities Maintenance	130,179	147,498	17,319	123,450	(6,729)
Contracts and Procurements	15,384	13,142	(2,242)	7,513	(7,871)
CEO's Office	34,451	54,361	19,909	57,223	22,772
Finance and Accounting	30,784	33,314	2,530	55,203	24,419
Materials Management	10,993	13,722	2,728	16,217	5,224
Human Resources	456,712	379,409	(77,303)	505,560	48,848
General Administration	34,791	44,786	9,995	32,988	(1,803)
Capital Project Management	10,815	15,440	4,625	20,005	9,190
Marketing & Communications	41,765	45,299	3,533	65,076	23,311
Safety & Security	89,260	95,251	5,990	85,155	(4,105)
Total Departmental Expenses	2,344,949	2,360,190	15,241	2,345,580	631
Depreciation	309,068	309,068	-	708,333	399,265
Total Operating Expenses	2,654,017	2,669,258	15,241	3,053,913	399,896
Operating Income (Loss)	(2,506,940)	(2,514,832)	7,892	(2,874,742)	367,802
Other Income (Expense)					
Sales Tax Revenue	2,513,930	2,263,024	250,907	2,276,967	236,963
Federal, state and local grant assistance	210,431	103,330	107,101	-	210,431
Investment Income	19,840	6,057	13,783	6,913	12,927
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(48,731)	(64,981)	16,250	(49,537)	806
SSC Lease Income	33,892	38,185	(4,293)	23,573	10,319
Port Ayers Cost Center	-	(4,167)	4,167	-	-
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	(4,279)	(22,662)	18,383	-	(4,279)
Street Improvements Program for CCRTA Region Entities	(198,000)	(198,000)	-	(252,608)	54,608
Non-Operating Income (Loss)	2,527,084	2,120,786	406,298	2,005,308	521,776
Net Income (Loss) Before Capital Grants and Donations	20,144	(394,045)	414,190	(869,434)	889,578
Capital Grants & Donations	207,791	-	207,791	-	207,791
Change in Net Assets	\$ 227,935	(394,045)	621,981	(869,434)	1,097,369

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended February 28, 2018 & February 28, 2017

	Year to Date			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 268,108	282,915	(14,807)	286,059	(17,951)
Bus advertising	21,982	27,427	(5,445)	11,548	10,434
Charter service	-	-	-	-	-
Other operating revenues	1,998	12,591	(10,593)	55,264	(53,266)
Total Operating Revenues	292,088	322,933	(30,845)	352,871	(60,783)
Operating Expenses:					
Transportation	1,121,042	1,164,998	43,956	965,115	(155,927)
Customer Programs	47,975	56,272	8,296	46,478	(1,497)
Purchased Transportation	971,530	959,007	(12,523)	882,995	(88,535)
Service Development	71,624	63,635	(7,990)	65,760	(5,864)
MIS	216,188	177,532	(38,656)	123,306	(92,882)
Vehicle Maintenance	746,056	807,215	61,159	770,173	24,117
Facilities Maintenance	278,719	297,393	18,673	212,881	(65,838)
Contracts and Procurements	31,635	26,534	(5,101)	12,814	(18,821)
CEO's Office	79,735	105,770	26,035	91,396	11,661
Finance and Accounting	69,420	74,852	5,432	88,918	19,498
Materials Management	23,617	29,044	5,427	29,209	5,592
Human Resources	865,819	770,670	(95,149)	964,815	98,996
General Administration	79,596	97,808	18,212	61,963	(17,633)
Capital Project Management	33,990	33,384	(606)	40,957	6,967
Marketing & Communications	87,476	100,325	12,850	110,105	22,629
Safety & Security	180,478	183,853	3,375	195,841	15,363
Total Departmental Expenses	4,904,901	4,948,291	43,390	4,662,726	(242,175)
Depreciation	618,945	618,945	(0)	1,416,666	797,721
Total Operating Expenses	5,523,846	5,567,236	43,390	6,079,392	555,546
Operating Income (Loss)	(5,231,758)	(5,244,303)	12,545	(5,726,521)	494,763
Other Income (Expense)					
Sales Tax Revenue	4,897,841	4,646,935	250,907	4,548,156	349,685
Federal, state and local grant assistance	448,716	252,990	195,726	30,673	418,043
Investment Income	40,231	12,763	27,467	15,584	24,647
Gain (Loss) on Disposition of Property	-	-	-	-	-
Staples Street Center	(107,287)	(133,004)	(25,717)	(65,749)	(41,538)
Port Ayers Cost Center	-	(8,333)	8,333	-	-
Debt Service	-	-	-	-	-
Leasing Income	68,142	76,369	(8,228)	40,644	27,498
Subrecipient Grant Agreements	(8,229)	(45,324)	37,095	-	(8,229)
Street Improvements Program for CCRTA Region Entities	(397,000)	(397,000)	-	(505,216)	108,216
Non-Operating Income (Loss)	4,942,414	4,405,396	537,018	4,064,092	878,322
Net Income (Loss) Before Capital Grants and Donations	(289,345)	(838,908)	549,563	(1,662,429)	1,373,084
Capital Grants & Donations	207,791	-	207,791	-	207,791
Change in Net Assets	\$ (81,554)	(838,908)	757,354	(1,662,429)	1,580,875

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended February 28, 2018 and year ended December 31, 2017

	Unaudited February 28 2018	Unaudited December 31 2017
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 17,168,109	\$ 19,206,076
Investments	5,025,996	5,025,996
Receivables:		
Sales and Use Taxes	4,897,841	5,753,658
Accrued Interest	32,532	20,473
Federal Government	1,066,203	1,662,847
Other	83,357	180,223
Inventories	585,957	594,584
Prepaid Expenses	1,878,680	315,630
Total Current Assets	30,738,676	32,759,487
Non-Current Assets:		
Restricted Cash and Cash Equivalents	3,157,657	3,133,536
Capital Assets:		
Land	3,658,054	3,658,054
Buildings	49,958,064	49,958,064
Transit Stations, Stops and Pads	23,223,189	23,223,189
Other Improvements	4,681,642	4,681,642
Vehicles and Equipment	63,602,183	63,602,183
Construction in Progress	209,190	209,190
Current Year Additions	15,456,106	15,143,943
Total Capital Assets	160,788,430	160,476,265
Less: Accumulated Depreciation	(74,194,199)	(73,575,254)
Net Capital Assets	86,594,231	86,901,011
Total Non-Current Assets	89,751,887	90,034,547
TOTAL ASSETS	120,490,563	122,794,034
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	3,535,332	3,535,332
TOTAL ASSETS AND DEFERRED OUTFLOWS	124,025,895	126,329,366

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (continued)
Month ended February 28, 2018 and year ended December 31, 2017

	Unaudited February 28 2018	Unaudited December 31 2017
	<u>2018</u>	<u>2017</u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	967,035	3,744,053
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	275,328	275,328
Distributions to Regional Entities Payable	2,573,850	2,176,850
Other Accrued Liabilities	823,496	665,399
Total Current Liabilities	<u>5,214,710</u>	<u>7,436,630</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,245,000	19,245,000
Compensated Absences	185,229	185,229
Net Pension Liability	2,383,237	2,383,237
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>22,185,224</u>	<u>22,185,223</u>
TOTAL LIABILITIES	<u>27,399,934</u>	<u>29,621,853</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	595,164	595,164
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>27,995,098</u>	<u>30,217,017</u>
Net Position:		
Net Invested in Capital Assets	68,320,585	68,603,245
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	26,098,910	25,897,802
TOTAL NET POSITION	<u>\$ 96,030,797</u>	<u>\$ 96,112,349</u>

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
Month ended February 28, 2018

	<u>2/28/2018</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 99,317
Cash Received from Bus Advertising and Other Ancillary	166,587
Cash Payments to Suppliers for Goods and Services	(1,100,370)
Cash Payments to Employees for Services	(687,907)
Cash Payments for Employee Benefits	(1,648,406)
Net Cash Used for Operating Activities	<u>(3,170,779)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,182,934
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>3,182,934</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	1,253,151
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	(247,868)
Net Cash Provided by Capital and Related Financing Activities	<u>1,005,283</u>
Cash Flows from Investing Activities:	
Investment Income	14,118
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>14,118</u>
Net Increase in Cash and Cash Equivalents	1,031,556
Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2018	19,294,211
Cash and Cash Equivalents (Including Restricted Accounts), February 28, 2018	\$ <u><u>20,325,766</u></u>



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 4, 2018

Subject: Operations Report for February 2018

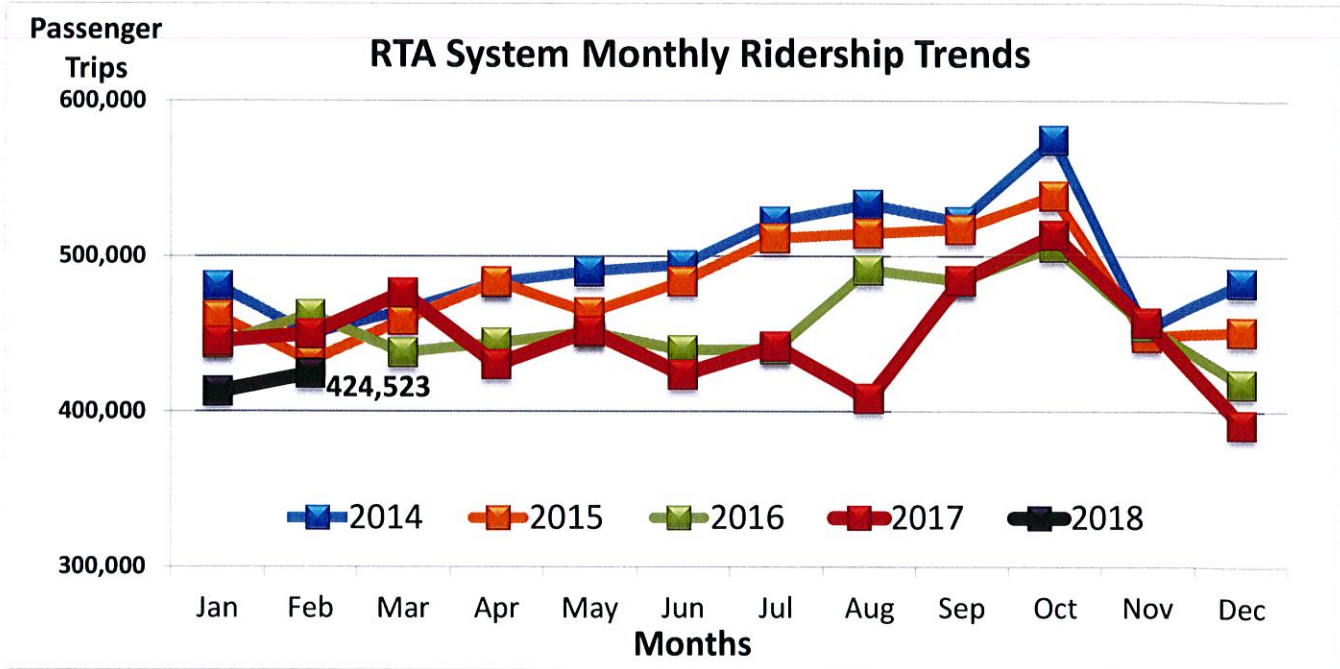
The system-wide monthly operations performance report for February 2018 is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between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



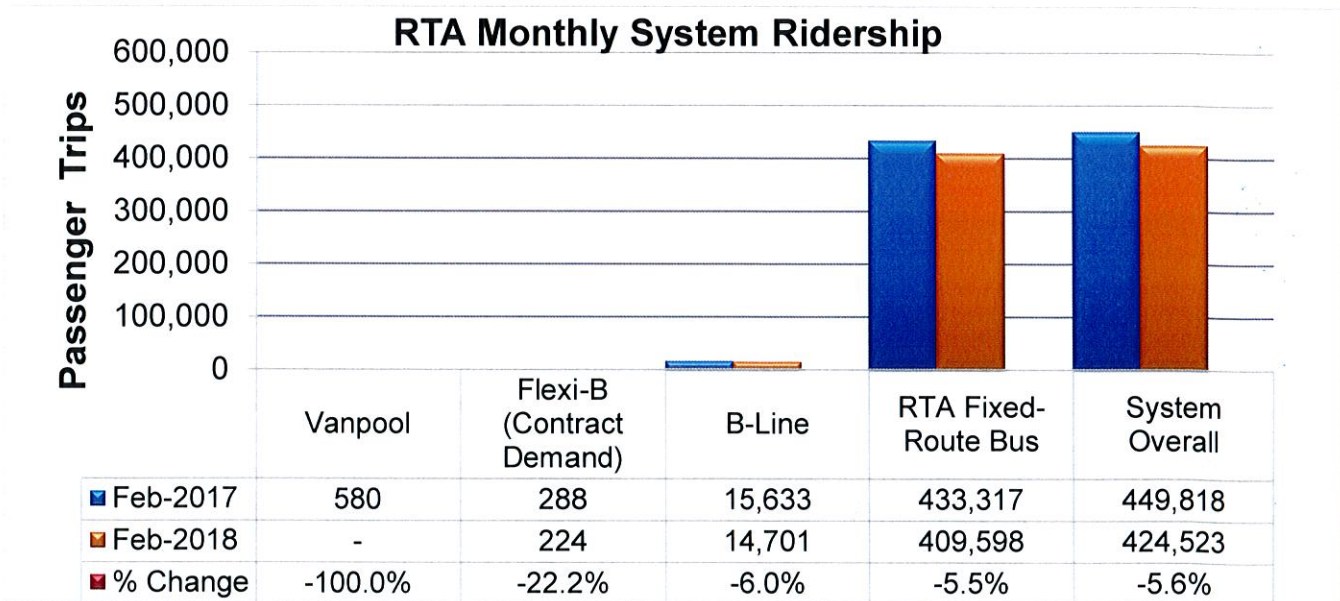
1. System-wide Ridership and Service Performance Results

Boardings for all services in February 2018 totaled 424,523. This represents a -5.6% decrease as compared to 449,818 boardings in February 2017 or 25,295 fewer boardings this month. In February 2017 and 2018, services were operated on 20 weekdays, 4 Saturdays & 4 Sundays.

Average retail gas prices for unleaded fuel was \$2.30 per gallon this month compared to \$2.02 per gallon in February 2017¹. Rainfall this February was 0.5 inches compared to 2.6 inches in February 2017.²



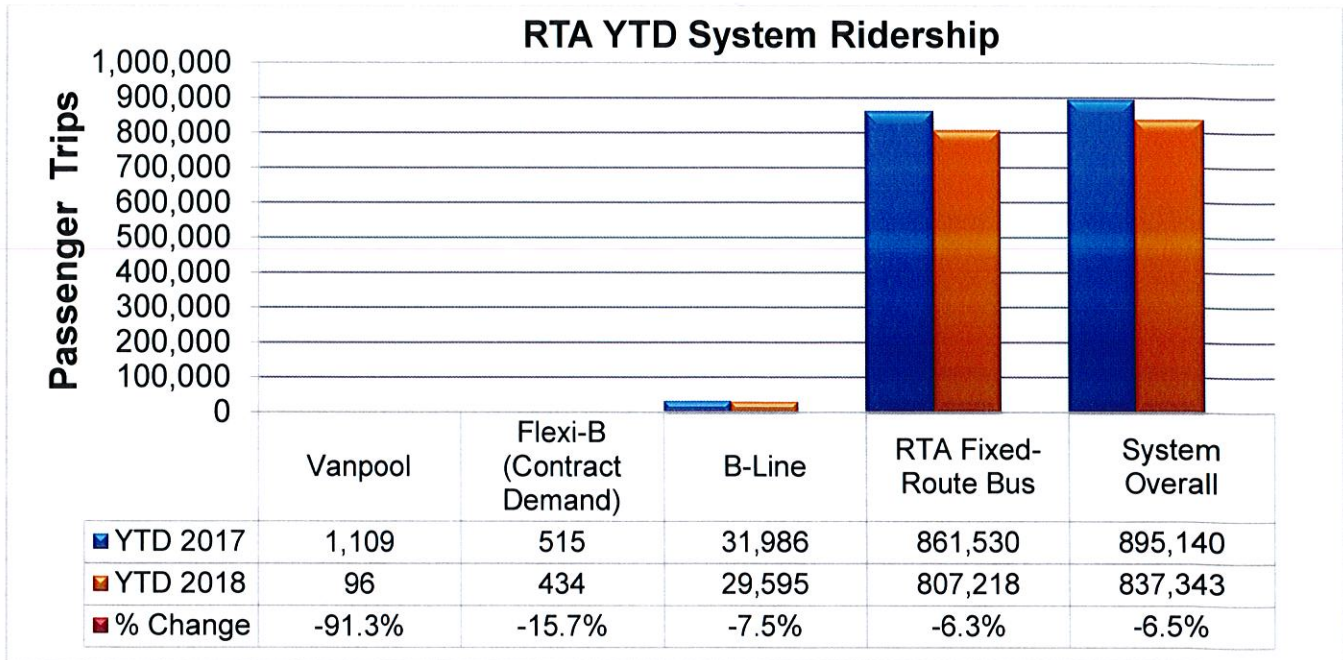
The chart below shows Monthly ridership results for all services.



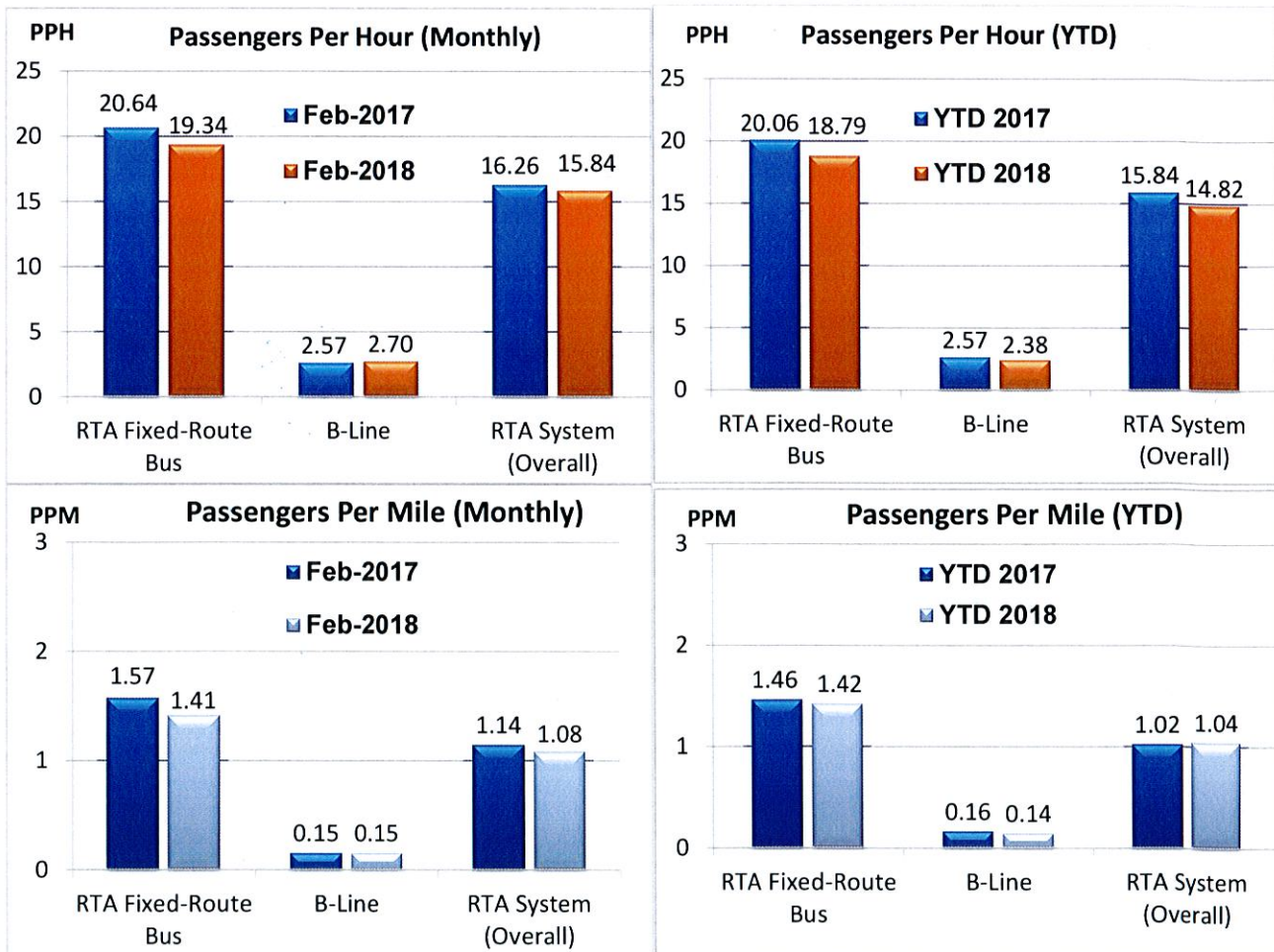
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

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

The chart below shows YTD ridership results for all services. CCRTA has recorded 57,797 fewer boardings for a decrease of -6.5% in 2018 as compared to the same period in 2017.



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



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

Schedule Adherence	Standard	Dec-17	Jan-18	Feb-18	3-Month Average
Early Departure	<1%	0.0%	0.6%	0.6%	0.4%
Departures within 0-5 minutes	>85%	85.8%	87.3%	88.1%	87.1%
Monthly Wheelchair Boardings	No standard	3,947	3,892	3,535	3,791
Monthly Bicycle Boardings	No standard	7,324	7,411	7,292	7,342
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 three months behind schedule: (1) year project.
 - Routes 15s & 19
- On Detour

 - **Corona Dr.** (Flynn-Everhart): (4) months behind schedule, was to begin Nov. 6, 2017: (14) 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 three phases to be completed mid-2019.
 - Routes 32, 37 & 37s
- On Detour

 - **Old Robstown Rd.** (Leopard-Agnes-Hwy 44): (4) months behind schedule, was to begin Sept. 6 2017, (19) month project.
 - Route 12
- No Detour

 - **South Staples St** (Alameda-Morgan): Began in November 2017.
 - Routes 5s, 17, 29 & 29s (No Service in construction zone)
- No Detour

 - **South Staples St** (Brawner Parkway-Kostoryz): Began in March 2018.
 - Routes 17, 29 & 29s (No Service in construction zone)

In February 2018, there were 16 detoured routes out of 46 fixed routes (35%).

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

- Productivity: 2.69 PPH did meet the contract standard of 2.50 PPH.
- In Vehicle Time: 97.9% did exceed the contract standard of 95%.
- Denials: 0 denials or 0.0% did meet contract standard of 0.0%.
- Miles between Road Calls: 16,437 did exceed the contract standard of 12,250 miles.
- Ridership Statistics: 9,695 ambulatory; 4,178 wheelchair boarding's

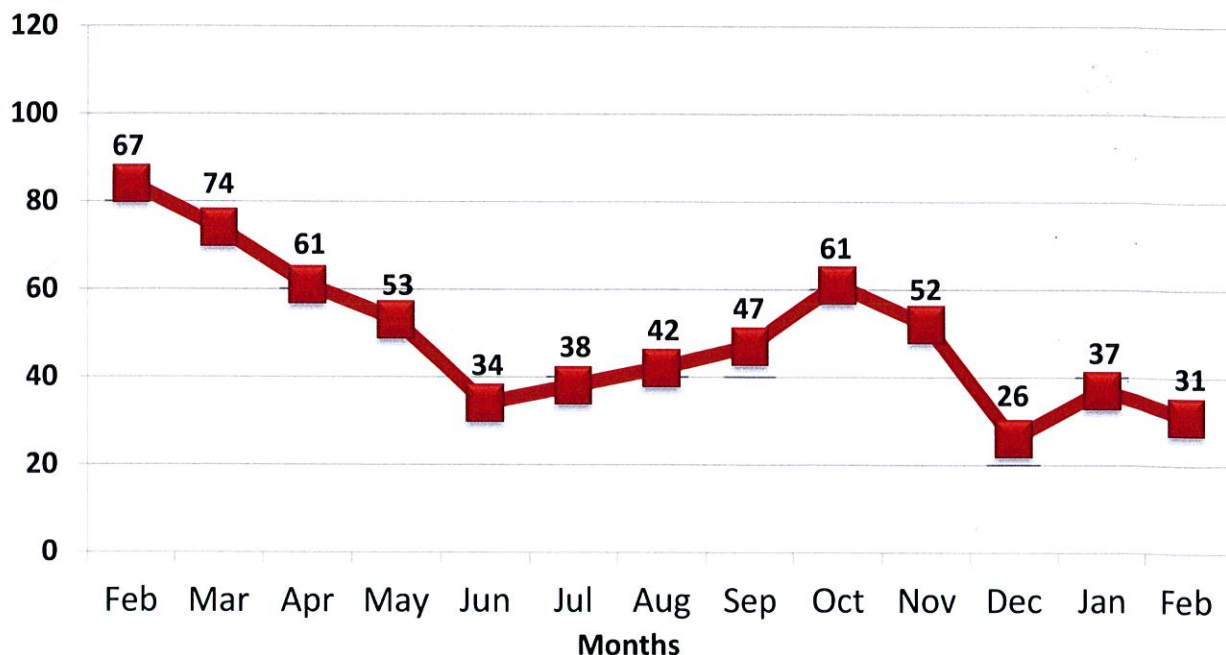
Metric	Standard	Dec-17	Jan-18	Feb-18	(3) Month-Ave.
Passengers per Hour	2.50	2.54	2.63	2.69	2.62
In Vehicle Time	95.0%	98.8%	99.1%	97.9%	98.6%
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	14,325	17,236	16,437	15,999
Monthly Wheelchair Boardings	No Standard	3,947	4,180	4,178	4,102

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

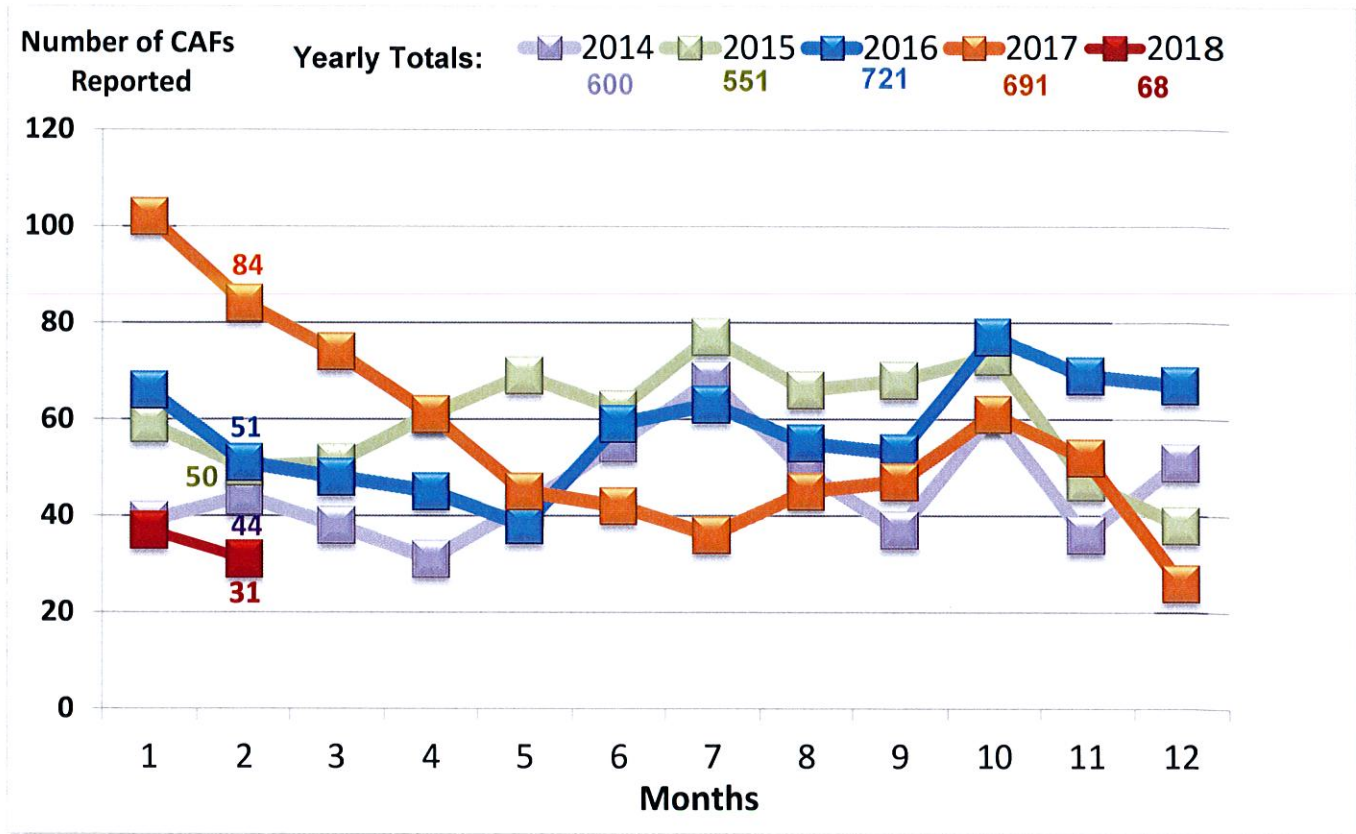
For February 2018, Customer Service received and processed 77 Customer Assistance Forms (CAF's) of which 31 or 40% were verified as valid. This represents a decrease from the 37 verified CAF's in January 2018.

Number of CAFs

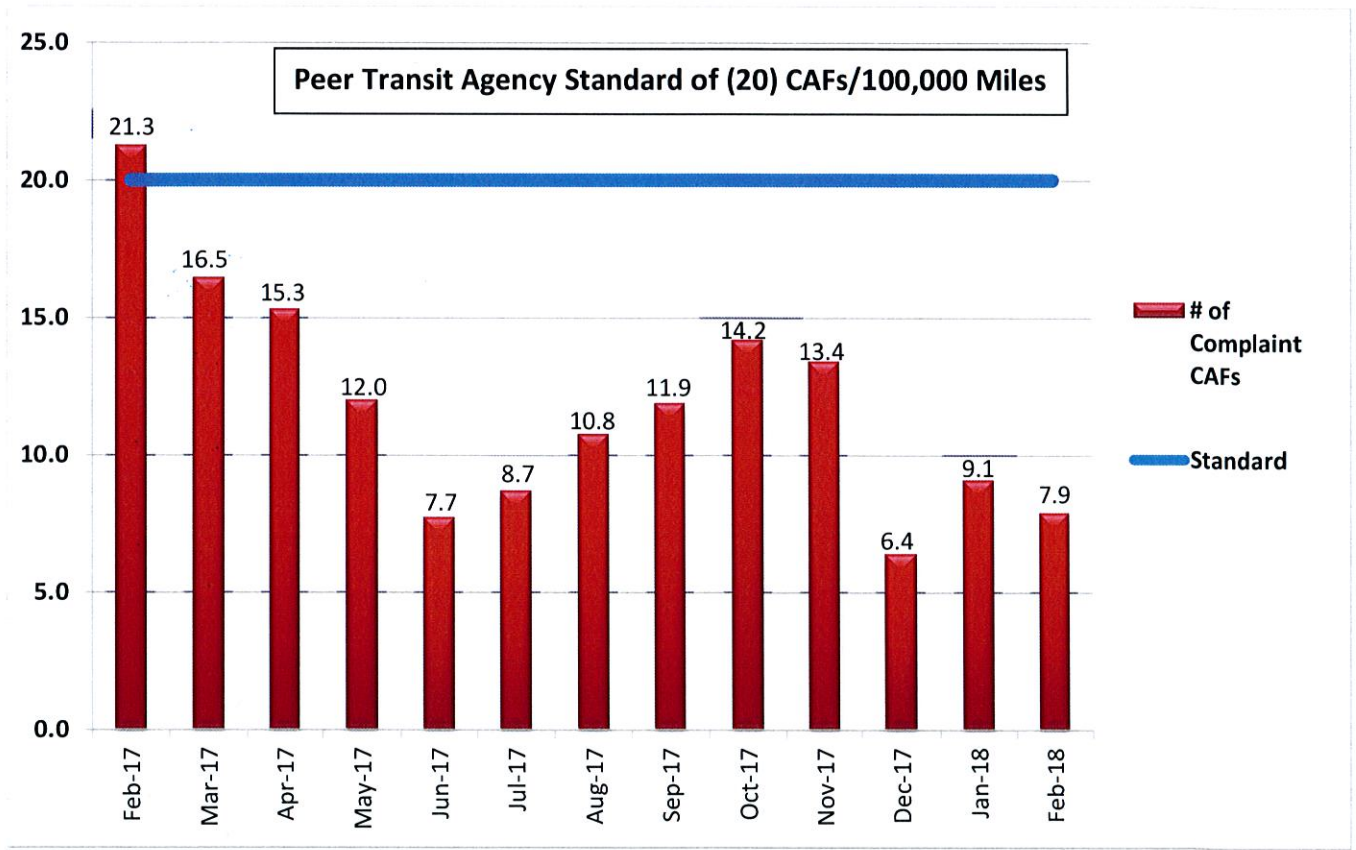
Reported



3a. CAF Reports: Historical Trends



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



3d. February 2018 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Contracted Fixed Route	Totals
Service Stop Issues	7	0	1	8
Driving Issues	5	4	1	10
Customer Services	6	1	2	9
Late/Early – No Show	2	9	5	16
Fare/Transfer Dispute	2	0	0	2
Dispute Drop-off/Pickup	0	1	0	1
Tie Down Issues	0	0	0	0
B-Line Call Lines	0	1	0	1
Policy	0	0	0	0
Safety and Security	4	3	3	10
Facility Maintenance	3	0	0	3
Service Development	10	0	0	10
IT Department	2	0	0	2
Marketing Department	1	0	0	1
Purchased Trans (REAL)	1	0	0	1
Transportation (Other)	3	0	0	3
	46	19	12	77
Commendations	7	0	0	7

3c. Route Summary Report for February 2018

Route	# of CAF's	Route	# of CAF's
#3 NAS Shuttle	1	#32s Southside/Malls Sunday	0
#4 Flour Bluff Mini B	3	#34 Robstown North Circulator	2
#5 Alameda	0	#35 Robstown South Circulator	0
#5x Alameda Express	0	#37 Crosstown/TAMUCC	0
#5s Alameda (Sunday)	0	#50 Calallen/NAS Ex (P&R)	0
#6 Santa Fe/Malls	1	#51 Gregory/NAS Ex (P&R)	0
#8s Flour Bluff/Malls	0	#53 Robstown/NAS Ex (P&R)	0
#12 Saxet Oak Park	1	#54 Gregory/Downtown Ex.	1
#15 Kostoryz	0	#56 Flour Bluff/Downtown Ex.	0
#15s Ayers/Molina	0	#63 The Wave	0
#16 Morgan	3	#65 Padre Island Connection	1
#17 Carroll/Southside	1	#76 Harbor Bridge Shuttle	0
#19 Ayers	2	#76s Harbor Bridge Shuttle Sun.	0
#19G Greenwood	0	#78 North Beach Shuttle	0
#19M McArdle	0	#90 Flexi-B Port Aransas	0
#21 Arboleda	3	#94 Port Aransas Shuttle	0
#23 Molina	2	B-Line (Para-transit) Services	19
#25 Gollihar/Greenwood	1	Safety and Security	4
#26 Airline/Lipes	0	Facility Maintenance	3
#27 Northwest	1	Service Development	10
#27x Northwest (Express)	1	IT Department	2
#28 Leopard /Omaha	0	Marketing Department	1
#29 Staples	1	Purchased Transportation (REAL)	1
#29F Staples/Flour Bluff	7	Transportation (Other)	3
#29SS Staples/Spohn South	0		
#29s Staples (Sunday)	0		
#32 Southside Mini-B	2	TOTAL CAF'S	77

Conclusion:

During February 2018, RTA received 77 CAF's regarding RTA Fixed-Route Service, B-Line and Purchased Transportation. In addition, there were 7 commendations reported. There were a total of 51 CAF's received regarding CCRTA Services representing 66% of total customer contacts:

- 3 for Facilities Maintenance
- 10 for Service Development
- 4 for Safety and Security
- 3 for Transportation
- 19 CAF's were reported regarding B-Line service representing 25% of the total customer contacts.
- 12 CAF's were reported regarding Contracted Fixed Route service representing 16% of the total customer contacts.

There was (1) issue relating to a bus stop closure not included with total CAF numbers. Actions taken as a result of reported CAF's include but are not limited to the following:

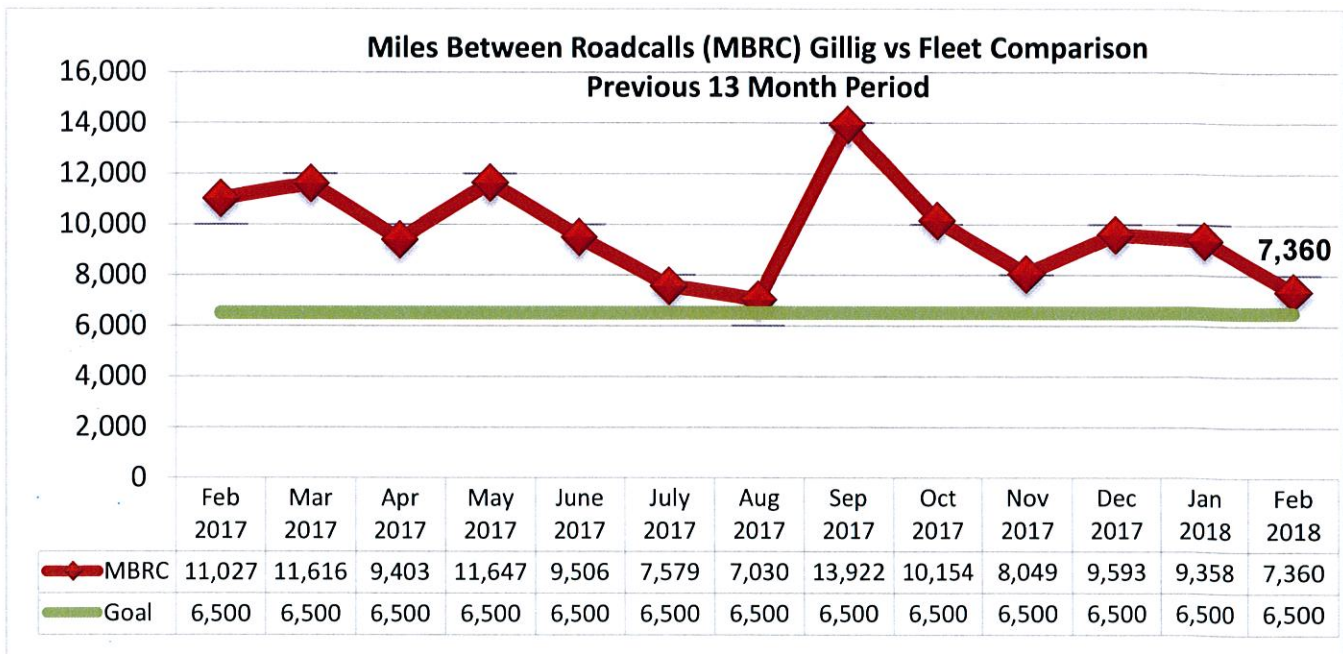
- Coaching and counseling
- Driver training
- Progressive disciplinary action as appropriate, group discussion/coaching in operator meetings
- Discussion in supervisory meetings
- Examination of CCRTA operations policy

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

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

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For February 2018, 7,360 miles between road calls (MBRC) were recorded as compared to 11,027 MBRC in February 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, February 15, 2018**

Advisory Committee Members Present: Robert Box, Joyce Lopez, Tammye Salinas, Sylvia Wilson

Advisory Committee Members Absent: Richard Balli, Donnie Contreras

Board Member Present: Anne Bauman

Staff Present: Susan Teltschik, Sharon Montez

MV Present: Kyle Klicka, Janessa Cano

Employee Representative(s) Present: Gina Salazar

Call to Order: Ms. Tammye Salinas called the meeting to order at 12:06 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: There was no one for public comment.

Action to Approve Minutes of January 18, 2017 was approved as presented.

MR. BOX MADE A MOTION TO ADOPT THE RCAT MINUTES OF JANUARY 18, 2017 AS PRESENTED; MS. LOPEZ SECONDED THE MOTION. SALINAS AND WILSON VOTING FOR.

Presentation of 4th Quarter Unsung Hero Award:

Ms. Tammye Salinas presented the 4th quarter Unsung Hero Award to Mr. Romeo Vallerio. The customer stated "Mr. Vallerio found his wallet."

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

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

Committee Reports:**February No-Show/Eligibility Appeals:**

The No-Show/Eligibility Appeals Committee met on Tuesday, February 13, 2018 for no show appeals.

Members present were Robert Box, Joyce Lopez and Tammye Salinas.

Staff members present were Melanie Gomez and Janessa Cano (MV).

There were 4 appeals submitted in February.

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

One appellant was present to appeal a 30-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances.

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

One appellant submitted a letter to appeal a 30-day proposed service suspension. The proposed service suspension was dismissed due to extenuating circumstances.

There were 2 warning notices issued in January, 8 seven day proposed service suspensions and 5 thirty day proposed service suspensions.

Eligibility Appeals:

None scheduled this month.

RCAT Liaison's Report:

Ms. Sharon Montez updated RCAT on the status of the Brawner, Ramsey and Houston Streets pedestrian crossing. She presented the information to the Agency's Board of Directors, and they suggested that she go back to the City of Corpus Christi Traffic Engineering Department and ask that they relocate the pedestrian crossing and use the funds already allocated for ADA

improvements, as this bus stop is on the Corpus Christi Human Relations Committee list to be improved.

Ms. Montez presented information on a Request for Proposal for Bus Stop Amenities. Currently the Agency has the 1375 bus stops, 199 Tolar shelters and sun shade structures, 951 benches and 12 simme seats, and 647 trash receptacles. The Agency is interested in purchasing an additional 40 bus stop shelters, 40 solar lighting, 50 stand-alone benches, 50 trash receptacles, 70 simme seats, 50 bus stop light poles at a total estimated cost of \$652,500. These additional amenities would place the Agency well above 33 bus stop shelters that are needed to meet our service standards and 27 bus stop benches that are needed to meet our service standards.

Ms. Montez made a request to the committee for information for the FTA as it relates to autonomous vehicles and the proposed technologies and vehicle operations/structure concerns. There was much discussion by the committee related to the security of the rider on the autonomous vehicle, such as, if there were an emergency, health or otherwise, how would the autonomous vehicle know to stop, where does the autonomous vehicle stop and how does the autonomous vehicle know to avoid construction, accidents and other dangers as it is driving on the streets. Ms. Montez will gather all the comments and forward them to the FTA.

Mr. Robert Box was presented with a Certificate of Excellence for eight years of service on the CCRTA Committee for Accessible Transportation and the No-Show/Eligibility Committee. This was Mr. Box' last meeting, his term has expired after eight years of service.

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:

None

Other Business:

Ms. Tammye Salinas adjourned the meeting at 12:57 p.m. The next meeting will be held on Thursday, March 15, 2017.

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/7/2018 Board	10.c.	Eddie Martinez	In reference to the Procurement Update, Mr. Martinez asked why the Windstorm insurance policy was only a one year policy, is one year a typical policy.	Mr. Saldana stated one year is not typical but the insurance company would only issue a one year policy this year.	3/7/2018
3/7/2018 Board	10.c.	Anne Bauman	In reference to the Procurement Update, Ms. Bauman asked if the Agency is keeping track of the number of veterans hired by the Veterans Security Company for Staples Street Center.	Mr. Saldana stated the Veterans Security Company is a veteran run company but they are open to hire anyone, not just veterans. Mr. Rendon stated there are four veterans and two non-veterans working at the Agency through the Veterans Security Company.	3/7/2018
3/7/2018 Board	10.d.	Eddie Martinez	In reference to the January 2018 Safety and Security Report, Mr. Martinez asked if Contact with Individuals is on the positive side.	Mr. Rendon stated the Contact with Individuals is usually a positive. Most contact is giving directions, giving information or other issues that are settled quickly.	3/7/2018
3/7/2018 Board	10.e.	Eddie Martinez	In reference to the January 2018 Operations Report, Mr. Martinez asked which areas have the most bicycle boardings.	Mr. Robinson Routes 29, 19 and 27 have the highest frequency of bicycle boardings. Route 29 (29F & 29SS) travels primarily on Staples Street from Staples Street Station to Southside Station, King High School, Spohn South Hospital, H-E-B Plus and also to Bay Area Hospital, Walmart Flour Bluff and H-E-B Flour Bluff. Route 19 (19G & 19M) travels primarily on Ayers from Staples Street Station to Port Ayers Station, Southside Station, Walmart on Greenwood and Moody High School. Route 27 travels primarily on Leopard Street from Staples Street Station to Miller High School, H-E-B Violet Road, Calallen High School, Walmart Five Points and Robstown.	3/7/2018 04/04/18

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/7/2018 Board	10.g.	Glenn Martin	In reference to the Fall 2018 Proposed Service Improvements, Mr. Martin asked for clarification on the Sunday route change being discussed now but the changes will not take place until September 2018.	Mr. Robinson answered in the affirmative, stating the change takes time because of the public process the Agency must follow. The process includes a public hearing, a Title 6 service equity analysis and public outreach. The Agency will be holding public meetings in the community, presenting to the RCAT Committee, and community outreach at the transfer stations, especially on Sundays.	3/7/2018
3/7/2018 Board	10.g.	Eddie Martinez	In reference to the Fall 2018 Proposed Service Improvements, Mr. Martinez asked if there is a need for additional funding to support the increased payroll for the operators.	Mr. Cruz-Aedo stated the additional funding was already programmed in operating budget that was approved for 2018.	3/7/2018

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/28/2018 Admin	5.	Tom Niskala	In reference to the Health Care Consulting Services with Roland Barrera Insurance, Mr. Niskala stated Mr. Barrera has the skillsets to work on the Agency's healthcare plan, but does he have the skillsets to broaden into the other areas of insurance.	Mr. Cruz-Aedo replied Mr. Barrera has the skillsets within his organization.	2/28/2018
2/28/2018 Admin	5.	Dan Leyendecker	In reference to the Health Care Consulting Services with Roland Barrera Insurance, Mr. Leyendecker asked if the Agency could track the savings.	Mr. Cruz-Aedo replied in the affirmative, the Agency will provide a progress report, noting the savings.	2/28/2018
2/28/2018 Admin	5.	Scott Harris	In reference to the Health Care Consulting Services with Roland Barrera Insurance, Mr. Harris asked what Mr. Barrera has done for the Agency to make things better with the healthcare plan.	Mr. Cruz-Aedo stated the Agency has a self-funded healthcare plan. Mr. Barrera has advised the Agency how to amend, change, add, delete different coverages to the program for the benefit of the employees. Mr. Barrera has also helped the Agency limit the costs increases that most self-funded plans face.	2/28/2018
2/28/2018 Admin	5.	Scott Harris	In reference to the Health Care Consulting Services with Roland Barrera Insurance, Mr. Harris asked if the Agency has other risk-management consultants that their contracts are not going to renew.	Mr. Cruz-Aedo stated no, the Agency has never had any risk-management consultants.	2/28/2018
2/28/2018 Admin	6.	Glenn Martin	In reference to the request to Issue an RFP for Windstorm and Hail Insurance Coverage, Mr. Martin asked how many claims the Agency submitted with Hurricane Harvey.	Mr. Rendon stated none.	2/28/2018
2/28/2018 Admin	6.	Glenn Martin	In reference to the request to Issue an RFP for Windstorm and Hail Insurance Coverage, Mr. Martin stated there had been discussion about the roof being replaced at the Bear Lane facility, and asked if the damage was related to the storm, Hurricane Harvey.	Mr. Rendon stated no, the damage to the roof is normal wear and tear. The building at Bear Lane is 15 years old.	2/28/2018
2/28/2018 Admin	6.	Dan Leyendecker	In reference to the request to Issue an RFP for Windstorm and Hail Insurance Coverage, Mr. Leyendecker asked for the current deduction. Mr. Leyendecker also requested staff look into raising the deductible.	Mr. Rendon stated the current deduction is \$25,000 per occurrence.	2/28/2018

