



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE Committees

DATE: Wednesday, April 25, 2018
TIME: 8:30 a.m. Administration & Finance Committee Meeting, and
 Operations & Capital Projects Committee Meeting *(estimated at
 9:30 a.m., although to be held immediately following the Administration &
 Finance Committee Meeting)*

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

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Scott Harris ~ Larry Young ~ Patricia Dominguez ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	1 min.	-----
2.	Opportunity for Public Comment	T. Niskala	3 min.	-----
3.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of March 28, 2018	T. Niskala	3 min.	Pages 1-5
4.	Discussion and Possible Action to Recommend the Board Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020	K. Coughlin-Tran	4 min.	Page 6 <i>PPT</i>
5.	Discussion and Possible Action to Recommend the Board Exercise the Contract Option Year with Vets Securing America (VSA) to Provide Security Guard Services at Staples Street Center and Bear Lane Facilities	M. Rendón	4 min.	Page 7 <i>PPT</i>
6.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 16 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	2 min.	-----
2.	Opportunity for Public Comment	M. Reeves	3 min.	-----

3.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes: a) February 28, 2018 b) March 28, 2018 <i>(no meeting scheduled)</i>	M. Reeves	3 min.	Pages 1-4 Page 5
4.	Discussion and Possible Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract	J. Fehribach	4 min.	Pages 6-7 PPT
5.	Discussion and Possible Action to Recommend the Board Authorize Issuing an Invitation for Bid (IFB) for an Bus Engine Supplier Contract	J. Fehribach	4 min.	Pages 8-9 PPT
6.	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 17 min.


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On **Friday, April 20, 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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**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 28, 2018**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Administration & Finance Committee Meeting Minutes of February 28, 2018**
- 4. Action to 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**
- 5. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Issue an Invitation for Bids (IFB) for the Supply of Electronic Bus Passes**
- 6. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances**
- 7. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize a Memorandum of Understanding with the Corpus Christi Metropolitan Planning Organization and the Texas Department of Transportation**
- 8. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the 2018 Safety Management System (SMS) Manual**
- 9. Adjournment**

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

Committee Members Present: Tom Niskala, Committee Chairman; Patricia Dominguez and Philip Skorbarczyk.

Committee Members Absent: Scott Harris, Larry Young

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

Public Present: Gina Salazar and Luis Vega, ATU Local 1769.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:31 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Opportunity for Public Comment

No one spoke under Public Comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of February 28, 2018

MS. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 28, 2018. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. *NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.*

Action to 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

Ms. Angelina Gaitan commented on the Agency's requirements to have post job offer and Department of Transportation (DOT) physicals, return to work medical examinations and drug/alcohol testing performed by a licensed facility. She stated the Doctor's Center has provided occupational medical services to the Agency since April 2013, and their current contract will expire on March 31, 2018.

Ms. Gaitan said a medical facility who would service the Agency must understand the needs that are requirements of both FTA and DOT regulations the Agency must comply with. She commented annual basis cost is estimated at \$32,000 and is 100 percent budgeted within the Human Resources Department.

MS. PATRICIA DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AUTHORIZE AWARDED A CONTRACT TO THE DOCTOR'S CENTER FOR OCCUPATIONAL MEDICAL SERVICES. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. *NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.*

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Issue an Invitation for Bids (IFB) for the Supply of Electronic Bus Passes

Ms. Sharon Montez commented the Agency procured an electronic farebox collection system in 2008. This system utilizes specialized encoded bus passes and on an annual basis, the agency will use up to 2.0 million passes, and Ms. Montez stated passes are used for Transfers valid for 2 hours, 1, 7, 31-day regular bus pass, 31-day reduced and B-Line, 11-day trip bus passes and change cards. She said the last contract was award on February 7, 2013 for a three (3) year base with two (2) one year options, and the last option year will expire on August 23, 2018.

She ended with the financial impact of the contract is estimated at \$90,000 annually and has been budgeted in the 2018 Operating Budget. She mentioned if a line item was removed; i.e., Transfers, a bi-lateral change order would be issued towards the contract award and this information included in the IFB as it would reduce the cost estimate. Mr. Jorge Cruz-Aedo said could we look at using less expensive options, and Ms. Montez said the Genfare media has the least issues reported versus the less expensive media that has taken buses out of operation.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR THE SUPPLY OF ELECTRONIC BUS PASSES. MS. DOMINGUEZ SECONDED THE MOTION. NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Executing and Submitting Federal Transit Administration 2018 Certifications and Assurances

Mr. Robert Saldaña said this is a routine item required on an annual basis to receive federal funds where we submit our certifications and assurances. He commented since 1995, the Federal Transit Administration (FTA) consolidates all these categories down into a single document for publication into the Federal Register. He said for 2018 there are 21 categories the Agency must abide by, and we notify them that we are capable of meeting all these categories.

He commented Federal fiscal year runs from October 2017 through September 2018 and covers all projects the Agency seeks federal funding. Mr. Saldaña stated that all applicants are expected to provide their 2018 Certifications and Assurances within 90 days from the date of the Federal Register publication is published which was February 22, 2018. He said we will submit our documents on May 22, 2018. He provided a PowerPoint slide with a list of all the categories.

MS. DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AUTHORIZE EXECUTING AND SUBMITTING FEDERAL TRANSIT ADMINISTRATION 2018 CERTIFICATIONS AND ASSURANCES. MR. SKROBARCZYK SECONDED THE MOTION. NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize a Memorandum of Understanding with the Corpus Christi Metropolitan Planning Organization (MPO) and the Texas Department of Transportation (DOT)

Mr. Gordon Robinson commented on the Federal Highways Administration (FHWA) and Federal Transit Administration (FTA) final rule that was issued on May 27, 2016, that states the MPOs, States, and Public Transportation agencies must cooperatively share other types of plans, performance targets, and data regarding transportation. He said this items states that a formal Memorandum of Understanding (MOU) must be established by these parties and that they must meet the requirements of the final rule. The deadline to formalize the MOU is May 27, 2018 and the MOU was approved by the CCRTA Board of Directors at the Board Meeting on April 4, 2018, and approved by the MPO Transportation Policy Committee Meeting on April 5, 2018.

MS. DOMINGUEZ MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION AND THE TEXAS DEPARTMENT OF TRANSPORTATION. MR. SKROBARCZYK SECONDED THE MOTION. NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the 2018 Safety Management System (SMS) Manual

Mr. Mike Rendón commented on specific details of the four pillars of the manual for the Safety Management System (SMS), and they are policy, risk management, assurance and promotion. He said this SMS implementation includes the information where employees report all accidents and incidents, training between operators, mechanics, trainers, safety and security personnel, and management. He also said rates for accident and incidents are less, performance goals being met, and investment paid off.

Mr. Rendón stated this process is estimated to take between three and five years to complete and we want to take the time to make sure the process is done correctly. He also said this is the first part of the manual that FTA will require beginning in 2019, and he has visited with Capitol Metro in Austin, Texas to get their guidance in preparing this manual. Mr. Rendón commented this manual will target the culture of safety and security.

Mr. Cruz-Aedo and Niskala both commented on this manual not being a current requirement by the FTA, yet a good step towards having this before it becomes a requirement in 2019. Mr. Cruz-Aedo said this will help us in meeting some of our inter-local agreements, and the safety and security being important task, allows us to begin to develop the manuals of what we will do as an evolutionary process to try things to find out what works best for the Agency.

MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO APPROVE THE 2018 SAFETY MANAGEMENT SYSTEM (SMS) MANUAL. MS. DOMINGUEZ SECONDED THE MOTION. NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS AND YOUNG.

Adjournment

There being no further review of items, the meeting ended at 9:02 a.m.

Submitted by: Dena Linnehan



Administration & Finance Committee Meeting Memo

April 25, 2018

Subject: Approve a Contract Update for the State and Federal Legislative Consulting Services from June 2018 until June 2020.

Background

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

Identified Need

CCRTA currently contracts with Longbow Partners, LLP, to provide state legislative consulting services and with Meyers & Associates to provide federal legislative consulting services. The state legislative consulting services contract is scheduled to expire on June 6, 2018, and the federal legislative consulting services contract is scheduled to expire on June 26, 2018.

Financial Impact

The two-year option contract costs are as follows:

- State Legislative Consulting Services
 - Annually - \$66,000 per year to be apportioned in monthly payments of \$5,500.
 - Total amount of the contract for two years would be \$132,000.
- Federal Legislative Consulting Services
 - Annually - \$72,000 per year to be apportioned in monthly payments of \$6,000.
 - Total amount of the contract for two years would be \$144,000.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve a contract update for the State and Federal Legislative Consulting Services from June 2018 until June 2020.

Respectfully Submitted,

Reviewed by: Kelly Coughlin-Tran
Director of Marketing and Governmental Affairs

Final Approval by: 
For Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administration & Finance Committee Meeting Memo

April 25, 2018

Subject: Exercising the Contract Option Year with Vets Securing America (VSA) to Provide Security Guard Services at Staples Street Center and Bear Lane Facilities

Background

Currently, the CCRTA is utilizing VSA for security guard services at the Staples Street Center, Administration Building, and at the Bear Lane Facilities. On May 25, 2016 the Board approved awarding the contract to VSA for this service. There were six proposals submitted in response to the Request for Proposals issued for this solicitation. VSA received the highest overall points total. The current contract expires on June 30, 2018.

Identified Need

This service provides safety and security for customers, employees, and the general public. At the Staples Street Center 24-hour coverage is provided, 7 days per week. Weekend coverage is provided at the Bear Lane facility. In addition, they also provide special events security guard services when needed. All guards are Commissioned by the Department of Public Safety.

Financial Impact

The total cost for the option year will be \$201,326.24 and is budgeted in the 2018 operating budget using local funds.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer or his designee to exercise the contract option year with Vets Securing America (VSA) for Security Guard Services at the Staples Street Center and Bear Lane Facility.

Respectfully Submitted,

Submitted by: Mike Rendon
Director of Safety and Security

Final Approval by: 
For Jorge Cruz-Aedo
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 28, 2017**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of January 24, 2018**
- 4. Heard Update on State and Federal Legislative for the 2017-2018 Legislative Session**
- 5. Action to Issue a Request for Proposals (RFP) for Bus Stop Amenities**
- 6. Adjournment**

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

Committee Members Present: Michael Reeves, Committee Chair; George Clower Glenn Martin, Dan Leyendecker and Anne Bauman

Committee Members Absent: None

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

Public Present: Kyle Klika, MV Transportation; Gina Salazar and Luis Vega, ATU Local 1769; Roland Barrera, Roland Barrera Insurance

Call to Order & Roll Call

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

Opportunity for Public Comment

No one spoke under Public Comment.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 28, 2018

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 28, 2018. MS. ANNE BAUMAN SECONDED THE MOTION. REEVES, CLOWER, MARTIN, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT NONE

Heard Update on State and Federal Legislative for the 2017-2018 Legislative Session

Ms. Kelly Coughlin introduced our legislative consultants from the 2017-2018 Legislative Sessions for State initiatives as previously voted on by our Board of Directors.

Messrs. Tris Casteneda and Will Galloway spoke on the recent legislative sessions held at the State level and pointed out highlights during the sessions. Mr. Casteneda commented on their relationship with the CCRTA since 2010, the 'B' and it's role with being fiscally responsible and leveraging the available resources and tools from both statutory and regulatory perspectives. He mentioned their deliverables in regard to tangible tools and assets, working with local delegation, working with the Board and working with Staff. He said Staff brings a huge amount of technical expertise which they rely on, including the Agency's legal counsel, Mr. John Bell.

He commented as a political subdivision, the Agency is treated like cities and counties, yet do not have the same authority or tools. Mr. Casteneda stated there was a bill they worked on several sessions back, where the Agency received an award due to transparency and was recognized by the State Comptroller. He said, this Board believes in this Agency and how it should operate, and that this award for a transit agency was a very high credit coming from the State. He commented on the Construction Manager At Risk Program was another tool not previously available to transit authorities and because the Agency utilizes the Alternative Fuel Tax Exemption, by investing and contributing towards the environmental health of the community as near non-containment area, this is a significant advantage and allows the Agency to contribute positively to the regional economy, be good environmental stewards, and is provided an opportunity to use resources that would have been paid in taxes for other things to meet the Agency's service demands.

Mr. Casteneda commented the State of Texas Legislative meets every two years with the next session beginning January 8, 2019 and ending in May 2019. He said the State has a biennial budget and as good stewards, the CCRTA pays close attention to their bottom line. Mr. Casteneda said if you look at the continuity of the gains they have made during this session, he mentioned for us to pay close attention to the larger trends currently happening. Texas is still a Republican state and the Senate is more conservative than he has seen in the past. He commented the Coastal Bend has very positive chairmen across the board, a very strong delegation, and Mr. Wil Galloway commented this delegation is attentive to the CCRTA, their needs, and work hard for the agency.

Mr. Casteneda stated a new Speaker will shake things up a bit, and the two ways committee assignments are issued; one based on seniority, one based on Speaker appointments, he feels we have a strong and tenure delegation, yet there are no guarantees they will achieve the same type of committee assignments they've had in the past. He commented because we've had success in the past, does not guarantee it will occur in the future, yet will require investment and time from the Board and Staff to continue those gains. Mr. Galloway said there is a push to elect someone more towards the right than Speaker Strauss, and a lot will depend on who the next Speaker will be. He said by doing away with the two-thirds rule, it has been easier to get items onto the Senate floor, and the Lt. Governor runs a tight ship and his leadership team tend to vote

towards his priorities. Mr. Casteneda mentioned a few items the CCRTA need to be vigilant on the sales tax issues, Chapter 451 or 452 changes, transit audits, TxDOT's relationship with local governments and air quality and permitting issues. As he concluded, the next steps the agency should need to do is set some dates in the future for meetings with TxDOT, TCEQ, local delegation members, October 2018 delegation dinner to share and solicit feedback on the legislative agenda, adoption of the CCRTA final legislative program in November 2018, CCRTA and Large Urban Transit Day at the Capitol in early February 2019 along with any other issues identified by the CCRTA Board and Staff.

Ms. Coughlin introduced Mr. Larry Meyers who reported on the Agency's Federal Legislative sessions held in Washington, D.C. Mr. Meyers reported on the status of the Federal Transportation Legislation detailing a general overview, the FY18 appropriations, the FY19 Budget Proposal, the 2-year Budget Deal and the Trump Infrastructure Plan. Mr. Meyers provided a background on himself being from Muleshoe, Texas, and would tell people it was a suburb of Corpus Christi. He is surprised at how many people are focused on Corpus Christi, especially the Port of Corpus Christi. He said one client currently working on Interstate 14, tell him they want to talk to him about Corpus Christi when he visits, and said the Port of Corpus Christi is affecting the entire State of Texas right now as the energy port.

Mr. Meyers commented on the significant things happening in Washington, D.C., and said don't listen to the talk radio or watch shout TV as there is a tremendous amount of political drama happening over power, over influence, and over the presidency, yet beneath all of this, there continues to be work being done and this is the position we need to stay focused on. He stated on the 2-Year Budget Deal, a very significant thing that occurred this year where Congress has found a way to work together. He said this 2-year agreement on the overall budget, allows; 1) the appropriation processes to occur, and 2) reconciliations frozen by the government for both Defense and Public Spending that blocked a lot of programs from moving forward has had their caps busted so now funding can flow. He said this will help the Transit Industry for the five months of funding that has been available for transit, yet has been backed up at the Federal Transit Administration (FTA), can now be released when they pass the FY18 Bill. He said this is a significant change and an optimistic position the Government has learned in with working again together.

Mr. Meyers also commented on the Trump Infrastructure Plan, and said a Transportation and Infrastructure was agreed on by both presidential campaigns, although we were optimistic last year when we talked about it. He commented with the 2-Year Budget Deal and the Tax Bill there wasn't enough monies to develop a transportation plan, yet there is still the intent. He said Chairman Bill Shuster who has been in this community many times will not run for re-election, so this frees him up to move things along and do what needs to be done to get a Bill passed, his legacy, and motivated while still in office. He mentioned Senator John Cornyn had been in the news lately announced there may not be time to do a transportation bill this year, yet shouldn't be a concern as there would still be 12 months to get the bill passed in the Senate since we are in the first year of the two year cycle of Congress.

Action to Issue a Request for Proposals (RFP) for a Bus Stop Amenities

Mr. Jorge Cruz-Aedo asked for this item to be tabled in order for additional details be provided by staff in order to research funding for this CIP project. This item was tabled and will be presented to the Board at the March board meeting. Ms. Anne Bauman commented and expressed her appreciation for the current improvements at the bus stops, especially for those in the ADA community like her, who use walkers, wheelchairs.

Adjournment

There being no further business, the meeting was adjourned at 9:47 a.m.

Submitted by: Dena Linnehan

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 28, 2018**

Summary of Actions

**NO OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING WAS HELD ON
WEDNESDAY, MARCH 28, 2018.**

Submitted by: Dena Linnehan



Subject: Authorize Issuing an Invitation for Bid (IFB) for a Bus Battery Supplier Contract

Background

Fixed route vehicles require a 500 amperage draw to meet the demands of the electrical system. The electric supply utilizes a split charging system and requires four type 31 heavy duty batteries, four (4) 12 volt cycling batteries.

On an annual basis the RTA fixed fleet expends approximately 155 to 165 batteries. Additionally, RTA is required to ensure the proper disposal of battery cores per EPA standards and regulations.

Identified Need

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. The bus battery contract will ensure product is available for meeting daily service demands.

The Bus Battery Supplier Contract IFB is structured as a three-year supply agreement with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total amount of expenditures will be determined on actual usage. Local funds are budgeted in FY2018 Operating Budget.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for a Bus Battery Supplier Contract.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
For Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Issuing an Invitation for Bid (IFB) for a Bus Engine Supplier Contract

Background

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2009 and 2012 fixed route coaches have reached their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul.

Identified Need

The 2009 and 2012 fixed route coaches have reached their engine midlife in years and miles; eight (8) 2009 diesel and ten (10) 2012 CNG Gillig Low Floor units.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

The Bus Engine Contract Supplier Invitation for Bid (IFB) is structured as a three-year firm supply agreement with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation, including subcontracting opportunities.

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2018 operating budget. The project is contingent upon the award of 5307 funding.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for a Bus Engine Contract Supplier.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
For. Jorge Cruz-Aedo
Chief Executive Officer