



DATE: Wednesday, December 5, 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 ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Leyendecker	2 min.	-----
3.	Opportunity for Public Comment	E. Martinez	3 min.	-----
4.	Update on RCAT Committee Activities	S. Montez	3 min.	-----
5.	Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Dr. Debra Stanley	S. Montez	3 min.	Page 1 <i>PPT</i>
6.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of November 7, 2018	E. Martinez	2 min.	Pages 2-10
7.	Downtown Management District (DMD) Presentation – Bike Share Program	Alyssa Barrera DMD	5 min.	<i>PPT</i>
8.	Patterson & Associates Presentation – 3RD Quarter Investment Report	Linda Patterson Patterson & Associates	5 min.	<i>PPT</i> <i>Attachment A</i>
9.	Wells Fargo Presentation – 3RD Quarter Defined Benefits & Defined Contributions Trust Reports	Lisa Keckler Wells Fargo	5 min.	<i>PPT</i> <i>Attachments 1 & 2</i>
10.	Stakeholders Presentation	J. Cruz-Aedo	5 min.	<i>PPT</i>
11.	Discussion and Possible Action to Adopt a Resolution which approves the Investment Policy and designates Ms. Sandy Roddel, Director of Finance, and Mr. Robert Saldaña, Managing Director of Administration as Investment Officers	R. Saldaña	3 min.	Pages 11-13 <i>PPT</i> <i>Attachment B</i>
12.	Discussion and Possible Action to Award and Execute a Contract for Depository Banking Services with Frost Bank	R. Saldaña	3 min.	Pages 14-15 <i>PPT</i>

13.	Discussion and Possible Action to Recommend the Board Authorize Entering into a Memorandum of Agreement (MOA) with Corpus Christi Independent School District (CCISD) for the Design and Construction of two (2) New Bus Stops and one (1) Bus Turn-In at South Park Middle School	S. Montez	3 min.	Pages 16-18 <i>PPT</i> <i>Attachment C</i>
14.	Briefing on the Transit Asset Management (TAM) Plan	S. Montez	3 min.	Page 19 <i>PPT</i> <i>Attachment D</i>
15.	Presentations: a) October 2018 Financial Report b) Procurement Update c) October 2018 Safety & Security Report d) October 2018 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	Pages 20-28 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 29-37 <i>PPT</i>
16.	CEO's Report – Year in Review	J. Cruz-Aedo	5 min.	-----
17.	Board Chair's Report	E. Martinez	5 min.	-----
18.	Adjournment	E. Martinez	1 min.	-----
19.	Information Items: a) RCAT Meeting Minutes–October 18, 2018 b) Member Inquiry Forms: 1. Board Meeting–November 7, 2018 2. Committee Meetings–October 24, 2018			<i>Attachments</i>

Total Estimated Time: 58 min.

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On **Friday, November 23, 2018** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made.

Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement
The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondarily, The RTA will also act responsibly to enhance the regional economy.



Vision Statement
Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Confirm the Appointment of Dr. Debra Stanley, 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 Dr. Debra Stanley, for an appointment to RCAT to fill a vacancy.

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

Recommendation

The CEO requests the Board of Directors confirm the appointment of Dr. Debra Stanley, to fill an RCAT vacancy.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Adopt a Resolution which approves the Investment Policy and designates Ms. Sandy Roddel, Director of Finance, and Mr. Robert Saldaña, Managing Director of Administration as Investment Officers

Background

In accordance with Section 2256.005 of the Texas Government Code ("Public Funds Investment Act"), the Board of Directors of the Corpus Christi Regional Transportation Authority shall annually:

- ◆ Review and adopt an investment policy that governs investing Authority Funds (This policy ***excludes*** pension funds, which have a separate policy)
- ◆ Designate the Investment Officers
- ◆ Designate the Investment Advisor
- ◆ Approve a list of broker/dealers.

The CCRTA investment policy enhances the quality of decision making and demonstrates a commitment to the fiduciary care of the Authority's funds. The document was adopted by the governing body of CCRTA and is required to be reviewed and updated annually.

This policy was last approved by Resolution on October 4, 2017 by the Board of Directors. The new proposed Resolution for adoption is included as part of this document.

The Investment Policy defines the parameters in which funds are to be managed to ensure that the investment strategies exercised are effective and utilized to the best interest of the CCRTA.

Because the investing environment is driven by complex regulatory and market forces, that requires daily attention, CCRTA has continued to opt for a professionally managed investment portfolio through the services of an Investment Advisor. Patterson & Associates, a SEC-registered Investment Advisor, is currently serving the Authority under a 1-year Professional Agreement which expires on December 31, 2019.

Investment Definitions

- **US Treasury Obligations:** Treasury Notes and Bills with full faith and credit of the US Government meaning its taxing ability
- **US Agencies:** obligations of the US Government's agencies such as FNMA and FHLMC, these carry the implicit guarantee of the US Gov't
- **Money market mutual funds:** securities where funds are pooled for investment under a strict policy and the goal is to return \$1 for each \$1 invested with interest
- **Local pools:** operated like money market funds these are created under the Inter-local Cooperation Act

- **Commercial paper:** short term debt of a corporation must be rated A1/P1 by two nationally recognized rating agencies
- **State and local debt:** debt issued by local or state governments rated A minimum
- **Bankers' Acceptances:** created on international trade, represents an obligation of two banks being used in the trade process
- **Repurchase Agreement (repo):** an investment of cash backed by collateral which CCRTA buys and the sells back after set time – a flex is a longer term repo used strictly for CIP funds providing a set rate but total w/draw flexibility
- **Certificates of deposit:** time deposits placed in a bank in Texas, insured by FDIC or collateralized per CCRTA policy
- **Book value:** the value of a security in the portfolio representing purchase cost and any amortization or accretion as the security moves to maturity
- **Market value:** the value at which the security could be sold on a free and open market
- **Beginning and ending values:** the book and market values at the beginning and end of the reporting period
- **DVP:** process when buying a security – CCRTA never releases its money until the security is held by the custodian

Disadvantaged Business Enterprise

Since this is an approval for a policy, there is no DBE goal.

Identified Need

The maximum limit per issuer of Commercial Paper is currently set at 5%. Raising the limit to 10% per issuer would provide a greater trading plan of money-market securities since commercial paper is usually issued in larger denominations and thus makes smaller blocks more appropriate for our laddered portfolio and reduces transaction costs.

This type of investment is limited to short-term investment ratings of A1/P1 which is the first tier short-term credit ratings by two NRSROs (Nationally Recognized Statistical Rating Organization). The Act authorizes "A1/P1 commercial paper with a maximum maturity of 270 days" while CCRTA sets the maximum maturity at 90 days for safety. Historically there have not been any failures of A1/P1 rated Commercial Paper with a 90-day maturity and in addition, the investments and the monitoring of the issuer undergo the professional review from Patterson & Associates.

Financial Impact

There isn't a quantifiable direct financial impact. The potential for a financial impact would be based on an investment change/future rate of return.

Board Priority

This item corresponds with the Agency's Public Image and Transparency effort.

Recommendation

Staff requests the Board adopt a Resolution which approves the Investment Policy and designates Ms. Sandy Roddel, Director of Finance, and Mr. Robert Saldaña, Managing Director of Administration as Investment Officers.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

**Corpus Christi
Regional Transportation Authority**

Resolution

**Resolution Approving the Investment Policy, Designation of Investment Officers,
Designation of Investment Advisor and List of Approved Brokers/Dealers**

WHEREAS, the Corpus Christi Regional Transportation Authority most recently adopted an Investment Policy on February 1, 2017 in accordance with Texas Government Code Chapter 2256, the Public Funds Investment Act; and

WHEREAS, Texas Government Code §2256.005 requires a review of the Investment Policy at least annually and the adoption of a resolution incorporating any modifications to the Investment Policy; and

WHEREAS, the Texas Government Code §2256.005(f) requires the governing body to designate investment officers by resolution; and

WHEREAS, Texas Government Code §2256.025 requires a review and designation of an authorized broker/dealer list at least annually; and

WHEREAS, the Board has completed a review of the Investment Policy, the designation of Investment Officers, the designation of Investment Advisor, and the authorized broker/dealer list as provided therein;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY THAT:**

RESOLVED, that the Corpus Christi Regional Transportation Authority Investment Policy is reviewed and approved.

RESOLVED, that the designation of the Director of Finance, Sandy Roddel, and the Managing Director of Administration, Robert Saldana, as the Investment Officers under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the designation of Patterson & Associates as the Investment Advisor under the Investment Policy is hereby ratified and confirmed.

RESOLVED, that the authorized broker/dealer list is hereby ratified and confirmed.

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on December 5, 2018.

DULY PASSED AND ADOPTED this ____ day of ____, 2018.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Jorge Cruz-Aedo
Chief Executive Officer

Edward Martinez
Chairman of the Board



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Action to Award and Execute a Contract for Depository Banking Services with Frost Bank

Background

The CCRTA's current banking contract with Wells Fargo Bank expires on December 31, 2018.

A request for proposals (RFP) for new depository banking services was issued on October 3, 2018, with a November 14, 2018 deadline for submittals. The contract period is for a base period of 3 years with the option to extend for an additional two (2) year period.

The Scope of Work requires full-service banking functions to support the core banking, depository and treasury management activities of CCRTA. Activities include the standard banking services associated with deposits, disbursements, collateralization of deposits, incoming and outgoing Wires, ACH inflows and outflows, bank statement reporting, on-line portal access, automated daily balance reporting, transaction retention, safekeeping services for securities, and data security and anti-fraud services.

Two proposals were received; one from Wells Fargo Bank, N.A. and the other from Frost Bank. To assist in the evaluations, CCRTA utilized the Authority's Investment Advisor, Linda Patterson, from the Patterson & Associates investment advisory firm located in Austin, Texas.

Proposals and Evaluations

The Distinct Weightings Methodology was applied to reflect the priorities assigned to different aspects of the evaluation criteria. The assigned values are as follows:

- | | |
|------------------------------------------------------|-----------|
| • Qualifications, Related Experience, and References | 30 Points |
| • Approach and Work Plan | 25 Points |
| • Staffing and Project Organization | 30 Points |
| • Fee Pricing | 15 Points |

The evaluation team consisted of 3 staff members and the Authority's Financial Advisor. Wells Fargo received an overall score of 88 while Frost Bank received a score of 95.

Responses from both banking institutions demonstrated similarities in the ability to meet CCRTA's banking requirements; however, there were (4) critical elements that made Frost Bank a more cost efficient option. The elements include:

- Fees for direct services
- Safekeeping Services for securities owned by CCRTA
- Earnings Credit Rate
- Compensating balance requirements

Disadvantaged Business Enterprises (DBE)

Since this is a service procurement, there is no DBE goal.

Financial Impact

This contract will have a positive financial impact due to the investment opportunities of approximately \$6,000,000 resulting from the reduction in the compensating balance requirement and the reduction in service fees.

Board Priority

Financial Transparency – Prudent procurement practices require the reevaluation of banking services on a periodic basis to achieve its objectives of appropriate and cost-effective banking services while protecting its funds and reducing risks.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) to execute a three-year contract with one two-year option for depository banking services with Frost Bank.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

MEMORANDUM OF AGREEMENT
Corpus Christi Independent School District
and Corpus Christi Regional Transportation Authority
Construction of 2 Bus Stops and a Bus Turn-In at Cunningham
at South Park Middle School

This Memorandum of Agreement is entered into by and among the Corpus Christi Regional Transportation Authority (CCRTA) and the Corpus Christi Independent School District (CCISD).

WHEREAS, CCISD is in the process of constructing a new middle school, to be named Cunningham at South Park Middle School, on McArdle Road near Kostoryz Street, in Corpus Christi, Texas; and

WHEREAS, the CCRTA has an existing route that travels on McArdle Road in front of the new middle school and will provide public transportation services to that location; and

WHEREAS, the CCRTA and CCISD desire to collaborate in the design and construction of two new improved bus stops with shelters and a bus turn-in in front of the new middle school (the "Transit Improvements"); and

WHEREAS, in the spirit of cooperation, CCISD and the CCRTA have agreed to retain CCISD's architect for the middle school, Gignac & Associates, LLP ("Gignac"), to design the Transit Improvements to ensure that they adhere to the architectural appearance of the new middle school, and CCISD shall utilize its contractor for the middle school, Fulton Construction Corporation, to construct the Transit Improvements; and

WHEREAS, the CCRTA has agreed to reimburse CCISD for the cost to design and construct the Transit Improvements at the new middle school up to a maximum specified amount;

NOW, THEREFORE, the CCRTA and CCISD agree as follows:

1. Design of Transit Improvements. CCISD has entered into a contract with Gignac to design the new middle school and administer the construction of improvements in connection with the new middle school. CCISD agrees to retain Gignac to design the Transit Improvements. CCISD and the CCRTA jointly shall approve the plans and specifications for the Transit Improvements to be designed by Gignac. The Transit Improvements shall include one stop on the school side of the street with a bus turn-in, along with a 17' bus stop shelter/amenities, and a second stop across the street with a 17' shelter/amenities.

2. Construction. Upon joint approval of the plans and specifications, CCISD shall negotiate a change order with its construction contractor to construct the Transit Improvements. The change order additionally shall be reviewed and approved by the CCRTA. Upon approval,

CCISD shall cause the Transit Improvements to be constructed by its contractor. CCISD shall be responsible for contract administration and management including occasional periodic site observations by the architect. The CCRTA or its designees reserves the right to conduct its own inspections of all work to ensure that the work complies with the plans and specifications for the Transit Improvements. Upon completion of the work and concurrence by CCRTA, CCISD will be responsible for final acceptance of the Transit Improvements.

3. CCRTA Funding. The CCRTA agrees to pay an amount not to exceed \$350,000.00 to defray all the costs of the Transit Improvements. Such funds shall be paid to CCISD as and when the Transit Improvements are constructed pursuant to draw requests submitted by CCISD and approved by CCISD's consulting architect. Under no circumstances shall the CCRTA be in any way responsible for more than this amount. CCISD shall be solely liable for all other costs in connection with the construction of the new middle school.

4. Maintenance. CCISD owns the new middle school and shall be responsible for all maintenance of sidewalks, fencing, lighting, parking lot improvements, green space, and ADA and crosswalk enhancements related to the Transit Improvements. Notwithstanding the foregoing, the CCRTA will maintain the bus shelter portion of the Transit Improvements and will be responsible for trash pick-up for the trash receptacle located thereon.

5. Easement and Use of Transit Improvements. CCISD agrees to grant the CCRTA an easement for the Transit Improvements to the extent any portion of the Transit Improvements are not in the public right of way. CCISD covenants and agrees that throughout the useful life of the new middle school, the Transit Improvements shall be used and remain available for public transit and transportation purposes.

6. Insurance. Throughout the period of construction, CCISD agrees to require its construction contractor to carry general liability insurance naming the CCRTA as an additional named insured on the same basis as provided for CCISD.

7. Notice. Written notice to the parties shall be provided as follows:

If to the CCRTA:

Regional Transportation Authority
Attn: Chief Executive Officer
602 North Staples
Corpus Christi, Texas 78401

If to CCISD:

Corpus Christi Independent School District
Attn: Superintendent
801 Leopard St
Corpus Christi, Texas 78401

Term. This Agreement shall begin upon approval by CCISD and its execution by the RTA Chief Executive Officer and shall continue for the useful life of the respective components of the new middle school and the Transit Improvements, the same being a minimum of twenty (20) years from the date of completion of the new middle school.

8. Remedies. If there is a breach of this Agreement by any party, the party not in breach will have against the defaulting party all lawful remedies for breach of contract. The prevailing party shall be entitled to recover reasonable attorney's fees. This Agreement is for the exclusive benefit of CCISD and the CCRTA and in no way may be construed to be for the

benefit of any third party.

9. Amendment. This Agreement may be amended only by mutual agreement in writing by duly authorized officials of CCISD and the CCRTA. Modifications that do not change the essential scope and purpose of this Agreement may be approved by the Superintendent on behalf of CCISD and by the Chief Executive Officer of the CCRTA. This Agreement and any rights of either party may not be assigned in whole or in part by such party without the express written consent of the other party, however, such consent shall not be unreasonably withheld.

10. Authority of Parties. Each party by its signature hereon states that the person signing is a duly authorized official of that party and that all acts necessary to authorize this Agreement have been taken.

11. Inclusion of Federal and State Provisions. CCISD agrees to include such provisions in its construction documents as reasonably required by the RTA in order to meet the requirements of the federal government for providing federal transit assistance and applicable State laws.

12. Indemnification. CCISD agrees, subject to the limitations of applicable law and without the establishment of a sinking fund, to defend and fully indemnify the CCRTA against all claims, liabilities, and expenses (including reasonable attorney's fees and expenses incurred in defense of such claims) caused by the acts or omissions of their agents, employees, invitees or subcontractors which are in any way connected with the new middle school constructed, maintained and operated under this Agreement. CCISD shall assume the defense and payment of any such claims without the requirement of any consent or approval by the CCRTA.

13. Entire Agreement. This Agreement represents the entire agreement between the parties and may not be modified by any oral agreements or understandings.

EXECUTED ON this ____ day of _____, 2018.

CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT

By: _____
Name: _____
Title: _____

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

By: _____
Jorge Cruz-Aedo, CEO



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of Two New Bus Stops and a Bus Turn-In at Cunningham at South Park Middle School

Background

This project is similar to the joint partnership that was developed between CCRTA and CCISD for the Veterans Memorial High School bus stop. That project was budgeted at \$230,000, which included the architectural design, bus turn-in, bus shelter and concrete infrastructure to support the bus stop shelter. The actual cost of the project was invoiced at roughly \$186,000. The current enrollment at Veterans Memorial is about 2,300. The ethnicity of Veterans is 64% Hispanic, 27% White, 6% Asian and 2% Black.

CCISD is combining Cunningham Middle School and South Park Middle School for the next school year, 2019/2020. Cunningham Middle School will be permanently closed.

Cunningham Middle School is currently located at 4321 Prescott Street and South Park Middle School is located at 3001 McArdle Road, both are on the west side of town. After this school year Cunningham Middle School will be permanently closed, and the students will be relocated to the new Cunningham at South Park Middle School currently under construction.

Cunningham Middle School enrollment is roughly 550 students, with 78% of the families below the poverty income level. Cunningham Middle School ethnicity is primarily Hispanic at 91% Hispanic, 4% Black and 3% White.

South Park Middle School enrollment is estimated at 481, with 61% of the families below the poverty income level. The ethnicity breakdown is primarily Hispanic at 91%, White at 6% and Black at 2%.

The CCRTA should always be mindful of Title VI and the equity balances it provides to the service area as it relates to bus service, bus stops, and shelter amenities.

Identified Need

CCRTA has eight bus stops within a twelve-block area, surrounding South Park Middle School and with the proposed two improved bus stops others would be removed/consolidated. The three stops closest to the school and on the same side as the school has an estimated total ridership of roughly 19 daily boardings. At the three nearest stops across the street from the school the daily ridership totals are at about fifteen riders daily.

The CCRTA has an existing route (19M) that travels in front of the new middle school in both directions and will provide service to the location. CCRTA is collaborating with CCISD for the construction of a new bus stop and bus turn-in front of the new middle school.

There is the likelihood that there will be increased morning and afternoon traffic in the area due to the consolidation of two middle schools. Whereby, making it important to allow for the bus to pull out of traffic during those higher than normal traffic counts, especially since McArdle Road is single lane traffic in both directions. .

Gignac and Associates designed the Veterans Memorial High Scholl and is designing this new middle school. The overall goal is to have the bus stop improvements compliment and stay true to the architectural appearance of the high school.

Disadvantaged Business Enterprise (DBE)

This project is funded with local funds and does not have a DBE requirement.

Financial Impact

The estimated design costs for the bus stop shelter is \$350,000.

Description	Estimated Cost
Construction Estimate – Bus Turn In Lane (1)	\$ 72,000
Construction Estimate – Bus Shelter 1 (Eastbound)(Concrete pad, 17’ shelter canopy, benches, trash receptacle, bicycle rack solar lighting, canopy digital screen – 32” plasma, solar powered, installation shelter amenities, landscaping/irrigation, sitework, permit & fees, general conditions/CMAR)	\$120,000
Construction Estimate – Bus Shelter 2 (Westbound) (Concrete pad, 17’ shelter canopy, benches, trash receptacle, bicycle rack solar lighting, canopy digital screen – 32” plasma, solar powered, installation shelter amenities, sitework, permit & fees, general conditions/CMAR)	\$ 95,000
A/E, Civil, Structural Services, Project Management Estimate	\$ 57,000
Materials testing services and TDLR and ADA Fees Estimate	\$ 6,000
Estimated Total Project Cost	\$350,000

See attached CCRTA Memorandum of Agreement to be presented to CCISD to be used as the financial instrument to allow for the full reimbursement to CCISD for the design and construction of two new bus stops with one bus turn-in at Cunningham at South Park Middle School.

Board Priority

This item is classified under the Facilities Board Priority category.

Committee Review

The November Operations Committee did not meet.

Recommendation

Staff requests the Board authorize the Chief Executive Officer (CEO) or designee to execute a Memorandum of Agreement (MOA) in the estimated amount of \$350,000 with Corpus Christi Independent School District for the design and construction of two new bus stops and one bus turn-in at Cunningham at South Park Middle School.

Respectfully Submitted,

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

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer



Subject: Transit Asset Management Plan

Background

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 (TAM) Final Rule 49 USC 625 became effective October 1, 2016 and established four performance measures:

- Rolling Stock: The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
- Equipment: The percentage of non-revenue service vehicles (by type) that exceed the ULB.
- Facilities: The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM) Scale.
- Infrastructure: The percentage of track segments that have performance restrictions.

FTA's National TAM System Rule:

- Defines "state of good repair" (SGR)
- Requires grantees to develop a TAM plan
- Establishes performance measures
- Establishes annual reporting requirements to the National Transit Database
- Requires FTA to Provide technical assistance

FTA's National TAM System Rule oversight helps to provide safe, cost-effective, and reliable public transportation.

The final rule also requires transit providers to coordinate with States and with Metropolitan Planning Organizations (MPOs), to the maximum extent practicable, in the selection of State and MPO performance targets. MPO's should integrate the transit agency plans, performance measures, and targets in their planning process. RTA Staff is presenting the CCRTA TAM Plan to the MPO Policy Committee on Thursday, December 6th.

Recommendation

This is for informational purposes only.

Respectfully Submitted,

Reviewed by: Sharon Montez
Managing Director of Customer Services and Capital Projects

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Office



SUMMARY: For the month of October, the actual operating departmental expenses of \$2,563,491 came in higher than budget expectations by \$74,929. Total operating expenses which includes a depreciation expense of \$366,535, came in at \$2,930,026.

Year-to-date, the Agency maintained a negative variance of \$12,753 from the results of operations. The variance is attributed to operated revenues greater than expected by \$3,019. The operating revenue surplus is exceeded by departmental operating expenses coming over budget by \$15,773.

As of October, we were 83.3% into the Annual Operating Budget of \$29,769,619 or \$24,798,093, while budget expectations were estimated at \$24,927,521. Year-to-date departmental operating expenses of \$24,943,294 exceeded budget expectations by \$15,773, and also exceeded the budget benchmark of \$24,927,521 by \$145,201.

Meanwhile, revenues for October totaled \$3,246,161. Year-to-date revenues of \$31,515,704 posted \$2,311,039 less than anticipated. The shortfall in revenue is due to federal grant revenues that missed expectations by \$3,818,723. The shortfall from this two revenue source is offset by gains in sales tax revenue and investment income of \$1,227,349 and \$251,156, respectively. Year-to-date sales tax revenue totaled \$28,090,088 against budget expectations of \$26,862,739 and investment income totaled \$316,920 against a budget of \$65,764.

The overall impact from the year-to-date variances posted a decrease in the net assets of \$466,047 for the 10 months ending October 31, 2018. This includes the depreciation expense of \$3,665,350.

UNAUDITED FUND BALANCE AS OF OCTOBER 31, 2018:

Net Invested in Capital Assets	\$ 62,313,206
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	7,442,405
Assigned for Capital Reserve	1,482,245
Assigned for Local Share of CIP	2,832,337
Assigned for Health Care Costs Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	2,940,168
Unassigned	<u>13,749,084</u>
	\$ 95,480,747

FAREBOX RECOVERY RATIO

Description	10/31/2018	Year to Date
Fare Revenue	\$ 160,614	\$ 1,404,851
Operating Expenses*	2,563,491	24,943,294
FRR	6.27%	5.63%

*Excluding Depreciation

REVENUES

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

Revenue Source	Oct-18	%	YTD	%
Passenger Service	\$ 160,614	3.72%	\$ 1,404,851	4.46%
Bus Advertising	\$ 12,202	0.32%	\$ 116,290	0.37%
Other Revenue	\$ 36,604	0.08%	\$ 587,318	1.86%
Sales Tax Revenue	\$ 2,950,000	92.81%	\$ 28,090,088	89.13%
Grants Operating	\$ -	0.06%	\$ 584,655	1.86%
Grants Capital	\$ -	0.83%	\$ -	0.00%
Investment Income	\$ 43,347	0.90%	\$ 316,920	1.01%
SSC lease income	\$ 39,811	1.18%	\$ 379,752	1.20%
Port Ayers lease income	\$ 3,583	0.11%	\$ 35,830	0.11%
Total Revenue	<u>\$ 3,246,161</u>	<u>100.00%</u>	<u>\$ 31,515,704</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 Growth

2018 Customer Spending Period	Date Received	2018 Payment Allocation	2017 Same Period	\$ Increase	% Growth
January	9-Mar-18	\$ 2,534,818	\$ 2,299,340	\$ 235,478	10.24%
February	13-Apr-18	\$ 2,536,544	\$ 2,293,420	\$ 243,124	10.60%
May	11-May-18	\$ 3,199,962	\$ 2,968,716	\$ 231,246	7.79%
April	8-Jun-18	\$ 2,584,842	\$ 2,468,113	\$ 116,729	4.73%
May	13-Jul-18	\$ 2,758,195	\$ 2,623,117	\$ 135,078	5.15%
June	9-Aug-18	\$ 2,812,691	\$ 3,121,817	\$ (309,126)	-9.90%
July	14-Sep-18	\$ 2,897,307	\$ 2,579,517	\$ 317,790	12.32%
August	12-Oct-18	\$ 2,834,233	\$ 2,394,859	\$ 439,374	18.35%
September	9-Nov-18	\$ 2,981,496	\$ 3,206,691	\$ (225,195)	-7.02%
October*	14-Dec-18	\$ 2,950,000	\$ 2,830,713	\$ 119,287	4.21%
		\$ 28,090,088	\$ 26,786,303	\$ 1,303,785	4.87%

Sales Tax Revenue Comparison to Budget

2018 Customer Spending Period	Date Received	2018 Actual	2018 Budget	\$ Increase	Actual vs Budget
January	9-Mar-18	\$ 2,534,818	\$ 2,233,911	\$ 300,907	13.47%
February	13-Apr-18	\$ 2,536,544	\$ 2,254,023	\$ 282,521	12.53%
May	11-May-18	\$ 3,199,962	\$ 3,097,321	\$ 102,641	3.31%
April	8-Jun-18	\$ 2,584,842	\$ 2,437,717	\$ 147,125	6.04%
May	13-Jul-18	\$ 2,758,195	\$ 2,942,721	\$ (184,526)	-6.27%
June	9-Aug-18	\$ 2,812,691	\$ 3,091,421	\$ (278,730)	-9.02%
July	14-Sep-18	\$ 2,897,307	\$ 2,549,121	\$ 348,186	13.66%
August	12-Oct-18	\$ 2,834,233	\$ 2,364,463	\$ 469,771	19.87%
September	9-Nov-18	\$ 2,981,496	\$ 3,061,329	\$ (79,833)	-2.61%
October*	14-Dec-18	\$ 2,950,000	\$ 2,830,713	\$ 119,287	4.21%
		\$ 28,090,088	\$ 26,862,740	\$ 1,227,348	4.57%

Operating Revenues

For the month of October, operating revenues of \$209,420 outperformed the budget by \$40,914. The positive variance is attributed to passenger service and to other operating revenues. Passenger Service revenue exceeded the budget by \$11,964 and increased by \$12,884 compared to 2017. The increase is mostly attributed to sales of prepaid bus passes for fixed route and B-Line services that were higher than anticipated.

EXPENSES

Over all, monthly departmental operating and non-operating (Staples Street Center) expenses are over budget by \$48,098, or 1.88%. The fare recovery ratio for October 2018 (total passenger fares divided by departmental operating expenses) is 6.27%, and 5.63% for the year to date.

- Salaries & Benefits – October reflects \$1,059,404, which is 11.68% (\$140,118) under budgeted amounts.
- Services – October reflects \$254,690, which is -14.94% (\$33,108) over budgeted amounts. This variance is a timing issue related to the receipt of invoices.

- Materials and Supplies – October reports \$239,513 which is 3.21% (\$7,937) under budgeted amounts. .
- Utilities –October reports \$48,667, which is 0.06% (\$28) under budgeted amounts.
- Insurance – October reports \$397,738, which is \$136,837 (52.45%) over budgeted amounts. The variance is due to costs related to employee health insurance.
- Purchased Transportation – October reports \$570,210, which is \$90,707 (18.92%) 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 – October reports \$34,461 which is \$853 (2.54%) over budgeted amounts.

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended October 31, 2018 & October 31, 2017

	Current Month			Prior Year Comparison	
	Actual	Budget	Favorable (Unfavorable) Variance	2017	Favorable (Unfavorable) Comparison
	A	B	A vs B	C	A vs C
Operating Revenues:					
Passenger service	\$ 160,614	148,650	11,964	147,730	12,884
Bus advertising	12,202	13,713	(1,511)	10,190	2,012
Other operating revenues	36,604	6,142	30,462	9,716	26,888
Total Operating Revenues	209,420	168,506	40,914	167,636	41,784
Operating Expenses:					
Transportation	546,483	606,046	59,563	609,033	62,550
Customer Programs	21,394	30,828	9,434	26,683	5,289
Purchased Transportation	570,210	479,503	(90,707)	592,724	22,514
Service Development	25,648	26,893	1,245	30,235	4,587
MIS	61,171	51,094	(10,078)	70,051	8,880
Vehicle Maintenance	372,699	417,751	45,052	388,330	15,631
Facilities Maintenance	178,626	149,217	(29,409)	181,481	2,855
Contracts and Procurements	15,759	12,242	(3,517)	11,146	(4,613)
CEO's Office	53,352	48,441	(4,911)	68,044	14,692
Finance and Accounting	33,262	41,151	7,889	34,507	1,245
Materials Management	10,191	15,322	5,131	12,124	1,933
Human Resources	523,492	392,475	(131,017)	428,033	(95,459)
General Administration	41,816	51,581	9,765	37,185	(4,631)
Capital Project Management	9,403	17,268	7,865	15,097	5,694
Marketing & Communications	18,754	43,065	24,311	48,644	29,890
Safety & Security	81,231	105,684	24,453	86,640	5,409
Total Departmental Expenses	2,563,491	2,488,562	(74,929)	2,639,957	76,466
Depreciation	366,535	366,535	-	708,333	341,798
Total Operating Expenses	2,930,026	2,855,097	(74,929)	3,348,290	418,264
Operating Income (Loss)	(2,720,606)	(2,686,591)	(34,015)	(3,180,654)	460,048
Other Income (Expense)					
Sales Tax Revenue	2,950,000	2,830,713	119,287	2,816,762	133,238
Federal, state and local grant assistance	-	1,394,061	(1,394,061)	292,805	(292,805)
Investment Income	43,347	6,706	36,641	5,105	38,242
Gain (Loss) on Disposition of Property	-	-	-	-	-
SSC Expenses	(41,192)	(68,023)	26,831	(46,591)	5,399
SSC Lease Income	39,811	38,185	1,626	30,103	9,708
Port Ayers Cost Center	3,583	(4,167)	7,750	-	3,583
Debt Service	-	-	-	-	-
Subrecipient Grant Agreements	-	(22,662)	22,662	(6,522)	6,522
Street Improvements Program for CCRTA Region Entities	(235,685)	(235,685)	-	(252,623)	16,938
Non-Operating Income (Loss)	2,759,864	3,939,128	(1,179,264)	2,839,039	(79,175)
Change in Net Assets	\$ 39,258	1,252,537	(1,213,279)	(341,615)	380,873

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
Months ended October 31, 2018 & October 31, 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	\$ 1,404,851	1,457,730	(52,879)	1,423,464	(18,613)
Bus advertising	116,290	137,134	(20,844)	125,071	(8,781)
Other operating revenues	587,318	510,576	76,742	627,383	(40,065)
Total Operating Revenues	2,108,459	2,105,440	3,019	2,175,918	(67,459)
Operating Expenses:					
Transportation	5,614,275	5,830,584	216,309	5,658,324	44,049
Customer Programs	288,246	314,442	26,196	293,536	5,290
Purchased Transportation	5,414,246	4,795,033	(619,214)	4,694,595	(719,651)
Service Development	335,584	367,898	32,314	299,711	(35,873)
MIS	654,355	728,610	74,255	691,387	37,032
Vehicle Maintenance	3,730,715	4,118,079	387,364	3,891,687	160,972
Facilities Maintenance	1,409,874	1,479,318	69,444	1,439,186	29,312
Contracts and Procurements	163,431	130,722	(32,709)	115,416	(48,015)
CEO's Office	470,821	528,028	57,207	544,131	73,310
Finance and Accounting	415,250	421,715	6,465	373,992	(41,258)
Materials Management	118,976	146,592	27,616	144,089	25,113
Human Resources	4,574,942	3,891,154	(683,788)	4,697,404	122,462
General Administration	414,197	511,668	97,471	364,045	(50,152)
Capital Project Management	128,413	164,466	36,053	174,480	46,067
Marketing & Communications	300,641	468,634	167,993	504,860	204,219
Safety & Security	909,328	1,030,579	121,251	1,004,999	95,671
Total Departmental Expenses	24,943,294	24,927,521	(15,773)	24,891,842	(51,452)
Depreciation	3,665,350	3,665,350	-	7,083,330	3,417,980
Total Operating Expenses	28,608,644	28,592,871	(15,773)	31,975,172	3,366,528
Operating Income (Loss)	(26,500,185)	(26,487,432)	(12,753)	(29,799,254)	3,299,069
Other Income (Expense)					
Sales Tax Revenue	28,090,088	26,862,739	1,227,349	26,653,859	1,436,229
Federal, state and local grant assistance	584,655	4,403,378	(3,818,723)	3,877,291	(3,292,636)
Investment Income	316,920	65,764	251,156	56,806	260,114
Gain (Loss) on Disposition of Property	-	7,575	(7,575)	-	-
SSC Expenses	(550,536)	(671,354)	120,818	(482,401)	(68,135)
SSC Lease Income	379,752	381,847	(2,095)	274,274	105,478
Port Ayers Cost Center	35,830	(41,667)	77,497	-	35,830
Debt Service	(427,882)	(427,882)	0	(435,402)	7,520
Subrecipient Grant Agreements	(37,837)	(226,621)	188,784	(87,552)	49,715
Street Improvements Program for CCRTA Region Entities	(2,356,852)	(2,356,852)	(0)	(2,526,230)	169,378
Non-Operating Income (Loss)	26,034,138	27,996,927	(1,962,789)	27,330,645	(1,296,507)
Change in Net Assets	\$ (466,047)	1,509,495	(1,975,542)	(2,468,609)	2,002,562

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

	Unaudited October 31 2018	Audited December 31 2017
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,642,880	\$ 20,728,310
Investments	5,094,612	5,025,996
Receivables:		
Sales and Use Taxes	5,931,497	5,753,658
Accrued Interest	26,581	20,473
Federal Government	210,909	1,663,575
Other	324,951	180,223
Inventories	637,967	550,134
Prepaid Expenses	696,929	362,729
Total Current Assets	<u>34,566,326</u>	<u>34,285,098</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,641,564	1,611,302
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,615,679	53,615,679
Transit Stations, Stops and Pads	23,407,608	23,407,608
Other Improvements	5,442,159	5,442,159
Vehicles and Equipment	56,807,562	56,807,561
Construction in Progress	3,401,856	3,407,006
Current Year Additions	1,182,542	-
Total Capital Assets	<u>149,239,375</u>	<u>148,061,982</u>
Less: Accumulated Depreciation	(65,494,867)	(61,977,502)
Net Capital Assets	<u>83,744,508</u>	<u>86,084,480</u>
Total Non-Current Assets	<u>85,386,072</u>	<u>87,695,782</u>
TOTAL ASSETS	<u>119,952,398</u>	<u>121,980,880</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	3,411,606	3,411,606
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>123,364,004</u></u>	<u><u>125,392,486</u></u>

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

	Unaudited October 31 2018	Audited December 31 2017
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	707,484	2,854,439
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	575,000	575,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,627,518	3,068,313
Other Accrued Liabilities	943,969	690,537
Total Current Liabilities	<u>5,208,879</u>	<u>7,543,197</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,245,000	19,245,000
Compensated Absences	195,210	195,210
Net Pension Liability	2,383,237	2,383,237
Net OPEB Obligation	371,757	371,757
Total Non-Current Liabilities	<u>22,195,204</u>	<u>22,195,204</u>
TOTAL LIABILITIES	<u>27,404,083</u>	<u>29,738,401</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	479,174	479,174
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>27,883,257</u>	<u>30,217,575</u>
Net Position:		
Net Invested in Capital Assets	62,313,206	66,264,480
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	31,556,239	27,299,129
TOTAL NET POSITION	<u>\$ 95,480,747</u>	<u>\$ 95,174,911</u>

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

	<u>10/31/2018</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 129,747
Cash Received from Bus Advertising and Other Ancillary	73,022
Cash Payments to Suppliers for Goods and Services	(1,673,741)
Cash Payments to Employees for Services	(654,497)
Cash Payments for Employee Benefits	(391,890)
Net Cash Used for Operating Activities	<u>(2,517,360)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,834,233
Grants and Other Reimbursements	4,746
Distributions to Subrecipient Programs	-
Distributions to Region Entities	(1,531,018)
Net Cash Provided by Non-Capital Financing Activities	<u>1,307,962</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	244,657
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	-
Net Cash Provided by Capital and Related Financing Activities	<u>244,657</u>
Cash Flows from Investing Activities:	
Investment Income	34,997
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>34,997</u>
Net Increase in Cash and Cash Equivalents	(929,745)
Cash and Cash Equivalents (Including Restricted Accounts), October 1, 2018	24,214,189
Cash and Cash Equivalents (Including Restricted Accounts), October 31, 2018	\$ <u><u>23,284,444</u></u>



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

December 5, 2018

Subject: Operations Report for October 2018

The system-wide monthly operations performance report for October 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.

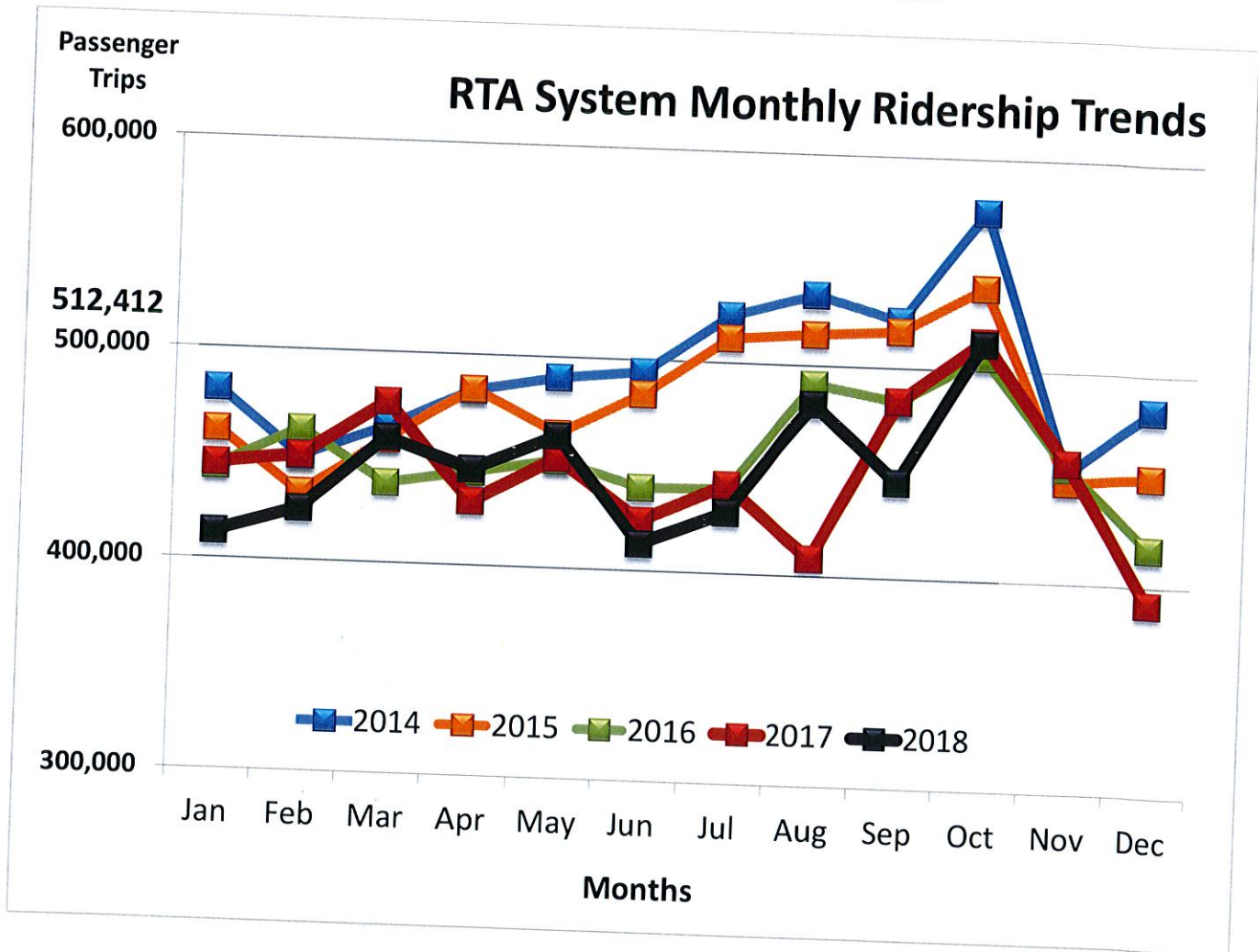


1. System-wide Ridership and Service Performance Results

Boardings for all services in October 2018 totaled 512,412. This represents a -0.2% decrease as compared to 513,574 boardings in October 2017 or 1,162 fewer boardings this month.

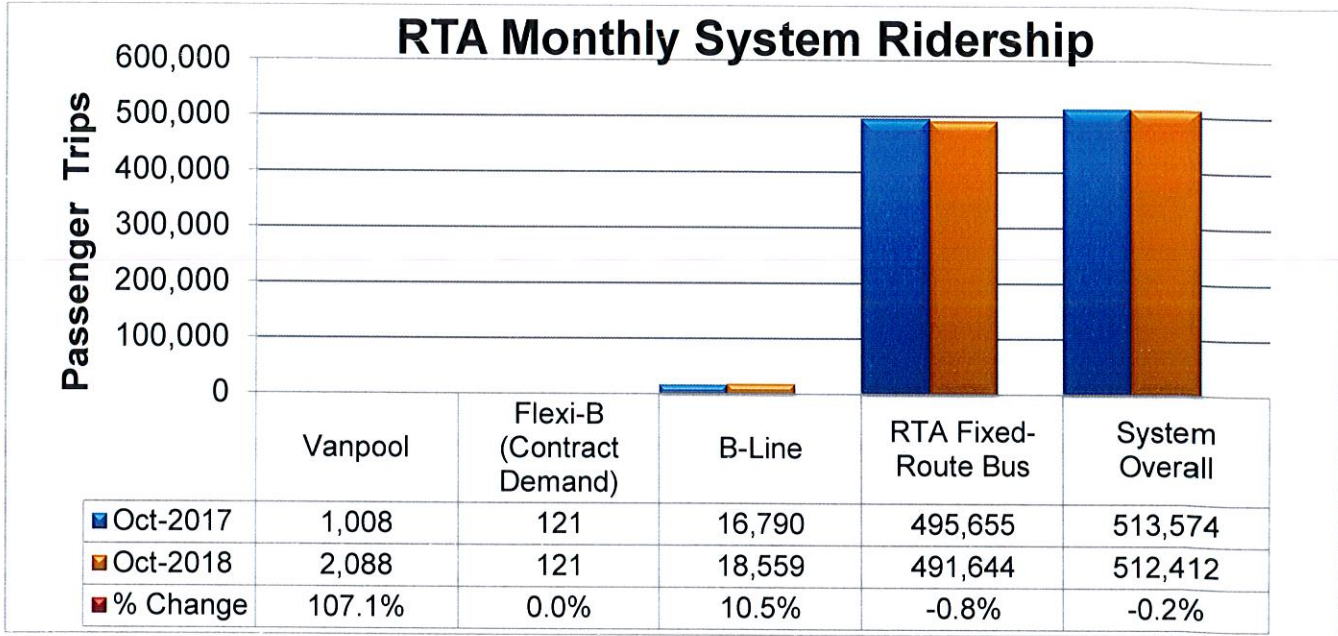
October 2018	October 2017	Variance
23 Weekdays	22 Weekdays	+1
4 Saturdays	4 Saturdays	-
4 Sundays	5 Sundays	-1
No Holiday reduced service level	No Holiday reduced service level	-
31 Days	31 Days	-

Average retail gas prices for unleaded fuel was approximately \$2.56 per gallon this month compared to about \$2.20 per gallon in October 2017¹. October rainfall totaled approximately 2.69 inches as compared to October 2017 total which was 1.51 inches.²

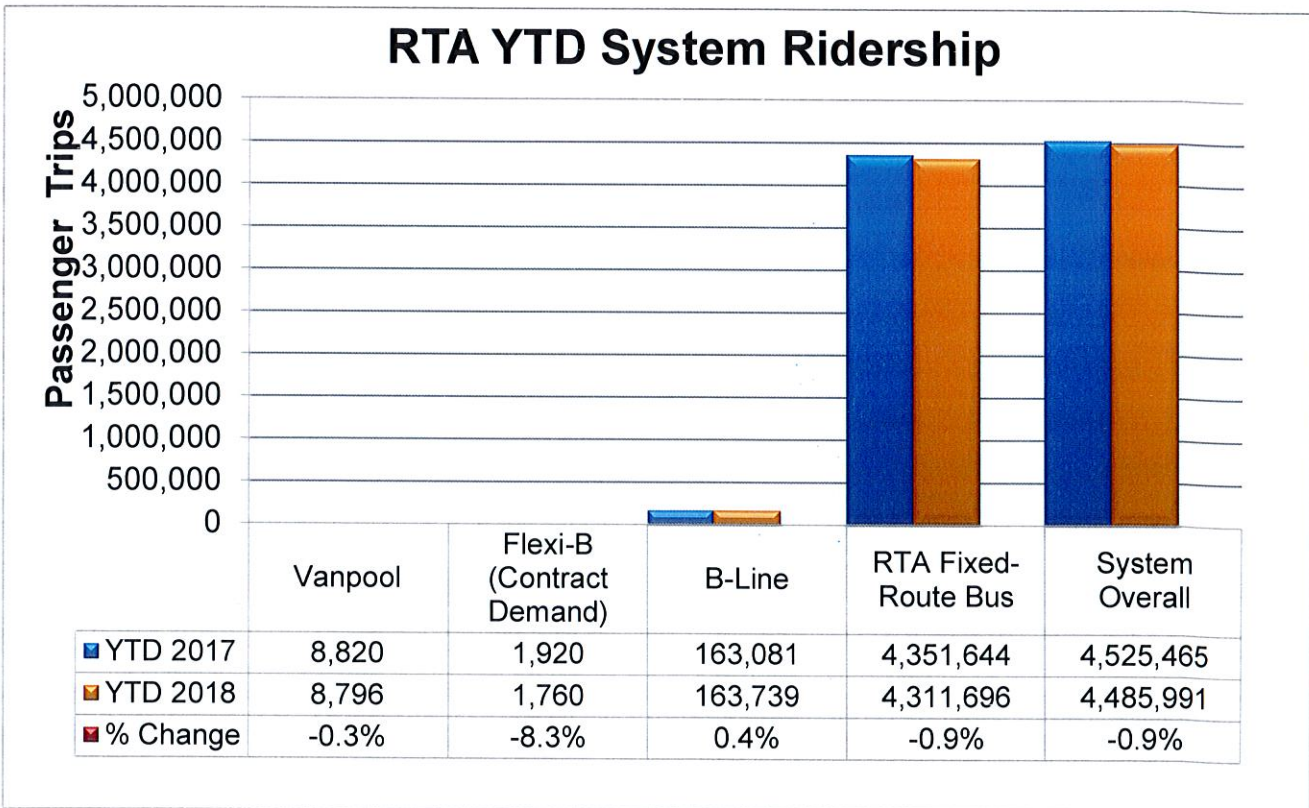


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.weather.gov/crp/monthlyrainfall>

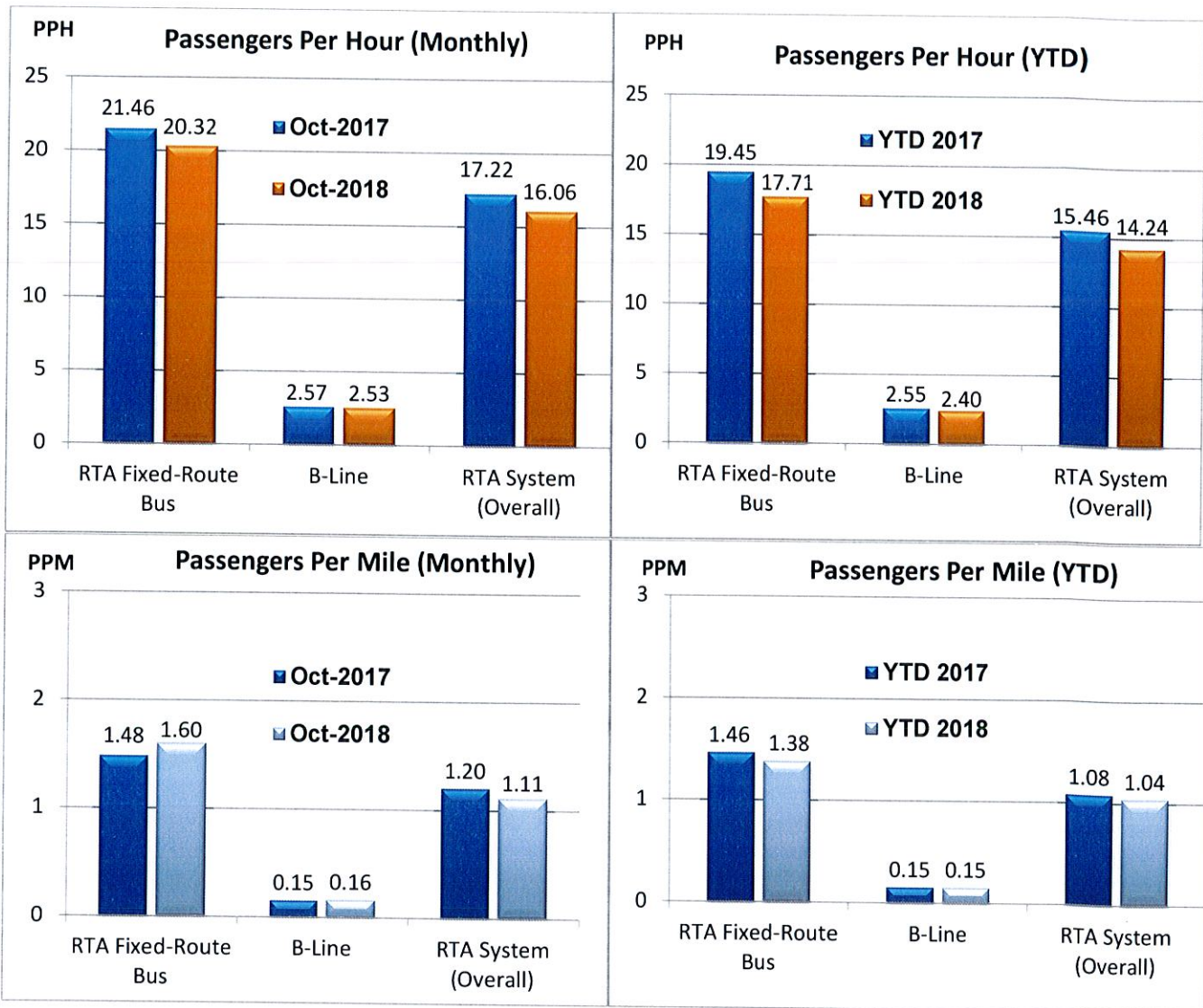
The chart below shows monthly ridership results for all services. CCRTA recorded 1,162 fewer boardings for a decrease of -0.2% this month as compared to October 2017.



The chart below shows YTD ridership results for all services. CCRTA recorded 39,474 fewer boardings for a YTD decrease of only -0.9% in 2018 as compared to the same period in 2017.



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



The following table shows on-time performance of RTA operated fixed route services.

Schedule Adherence	Standard	Aug-18	Sep-18	Oct-18	3-Month Average
Early Departure	<1%	0.0%	0.4%	0.0%	0.1%
Departures within 0-5 minutes	>85%	90.5%	88.7%	85.1%	88.1%
Monthly Wheelchair Boardings	No standard	5,347	4,128	5,347	4,941
Monthly Bicycle Boardings	No standard	9,663	8,348	9,663	9,225

The following detours potentially impact on-time performance:

- On Detour • **Comanche St. Overpass**-(9) month project-To be complete in late December.
 - Route 21
- On Detour • **S. Alameda St. (Ayers-Louisiana)**-(18) month project-To be complete in late December 2018.
 - Routes 5, 19 & 29
- On Detour • **Ayers St. (Santa Fe-Alameda)**-(17) month project-To be complete in late December.
 - Route 19
- On Detour • **North Staples St (IH-37 Bridge Overpass)**-To be complete March 2019.
 - Route 12
- On Detour • **Corona Dr. (Flynn-Everhart)**-(10) month project-Phase 1 Complete.
 - Route 17
- On Detour • **Carroll Ln. (Houston-McArdle)**-(27) month project-Phase 1 Complete.
 - Route 17
- On Detour • **Gollihar Rd. (Staples-Kostoryz)**-(2) year project-now half complete.
 - Routes 32 & 37
- On Detour • **Old Robstown Rd. (Leopard-Agnes-Hwy 44)**-(12) month project.
 - Routes 12
- No Detour • **South Staples St (Brawner Parkway-Kostoryz)**-(20) month project.
 - Routes 17 & 29
- On Detour • **Lipan St. (Carancahua St.-North Staples St.)**-Restriping project has extended
 - Route 19

Currently there are 8 detoured routes out of 32 fixed routes travelling on local streets (25%).

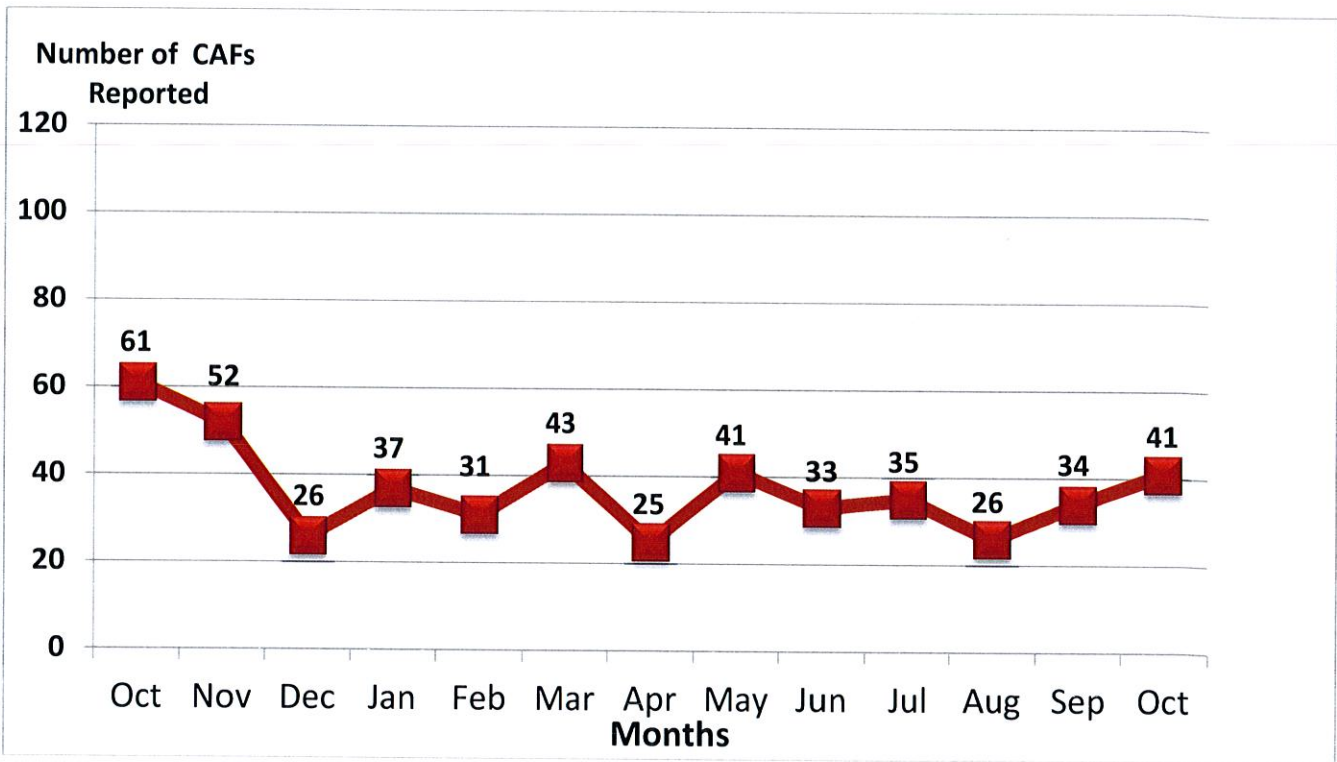
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.63** PPH did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls: **13,337** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,831** ambulatory; **5,378** wheelchair boardings

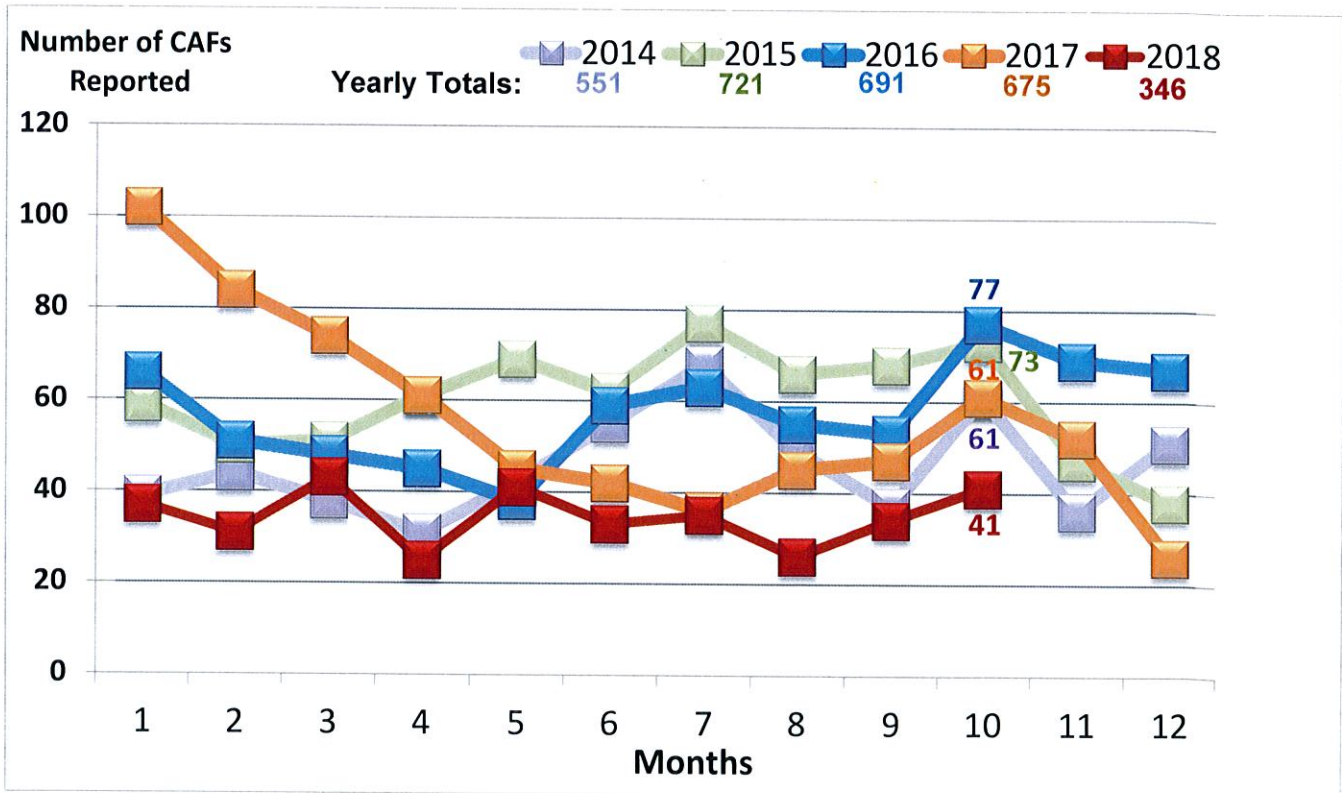
Metric	Standard	Aug-18	Sep-18	Oct-18	(3) Month-Ave.
Passengers per Hour	2.50	2.70	2.55	2.63	2.63
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	8,583	8,925	13,337	10,282
Monthly Wheelchair Boardings	No standard	5,043	4,473	5,378	4,965

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

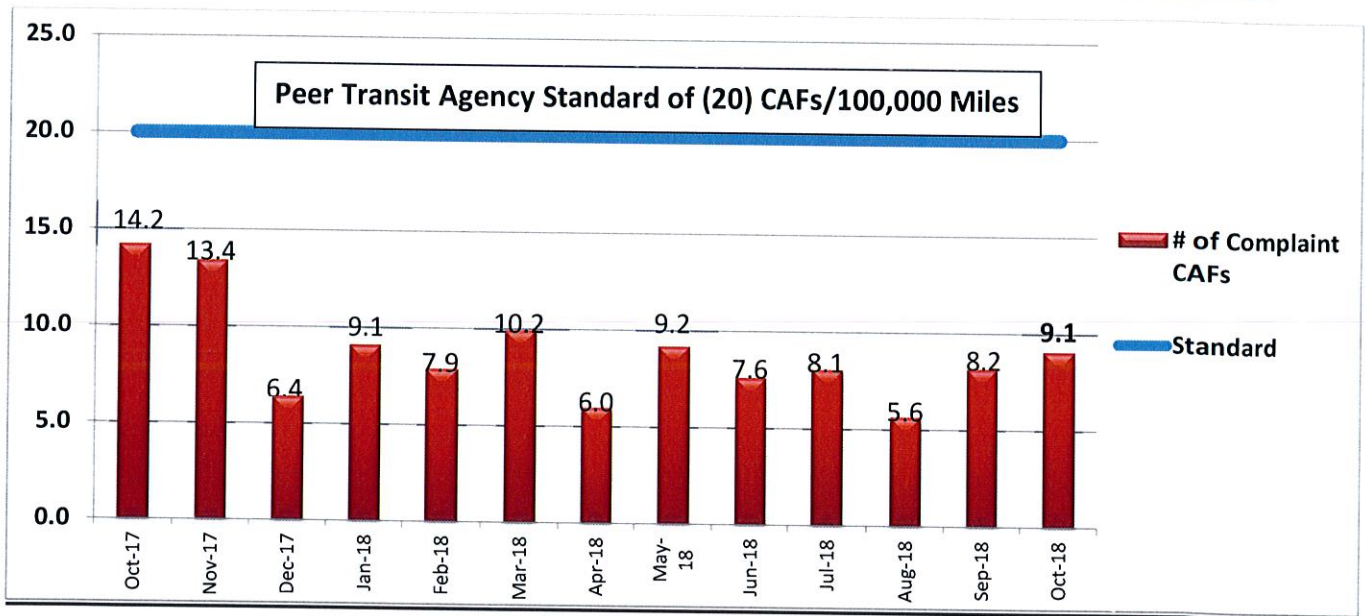
For October 2018, Customer Service received and processed 81 Customer Assistance Forms (CAF's) of which 41 or 51% were verified as valid. This represents an increase of seven CAFs received and verified from the 34 CAF's in September 2018. Of the 81 CAFs received 9 were commendations for the month of October.



3a. CAF Reports: Historical Trends



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



3d. October 2018 CAF Breakdown by Service Type:

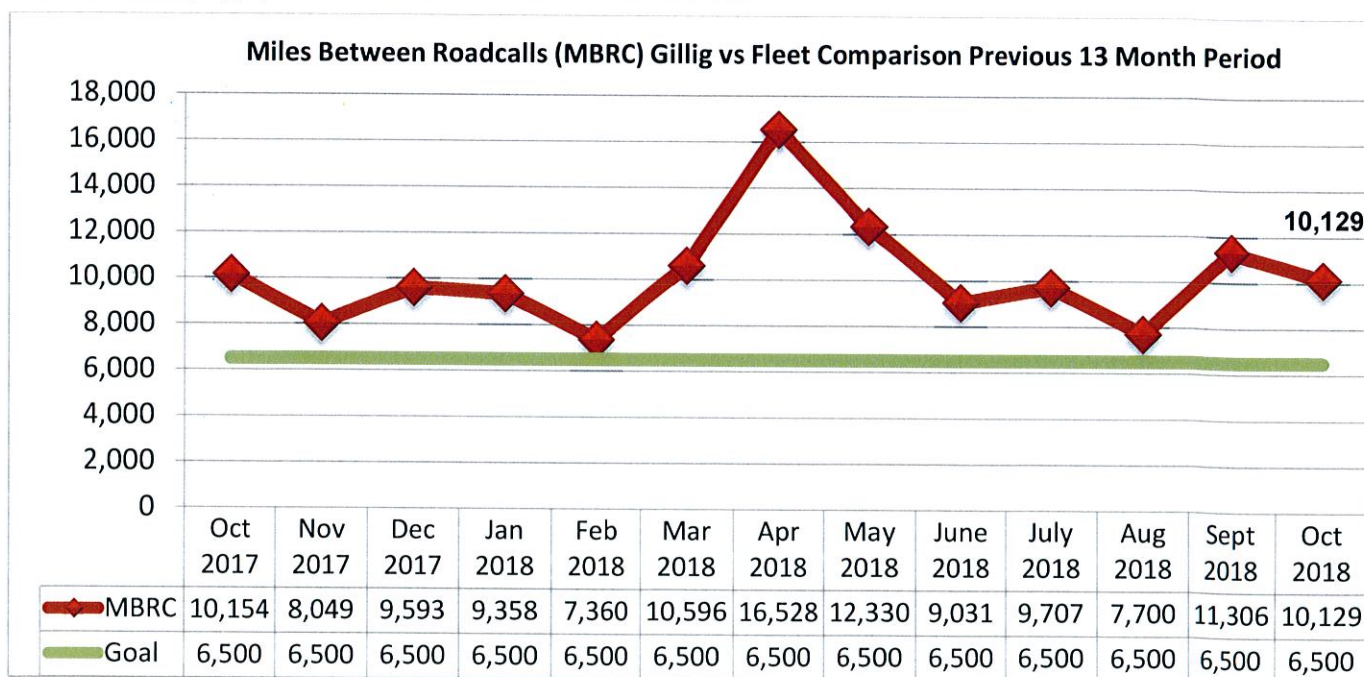
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
Service Stop Issues	10		4	14
Driving Issues	2	10		12
Customer Services	6	1	2	9
Late/Early – No Show	4	4	2	10
Alleges Injury	1			1
Fare/Transfer Dispute	1			1
Clean Trash Can				
Dispute Drop-off/Pickup	2	3		5
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior	1			1
B-line Calls		3		3
Incident at Stop				
Incident at Station	1			1
Incident on Bus	3		1	4
No Wifi				
Policy				
Safety & Security	2			2
Rude	2	1		3
Facility Maintenance	4			4
Service Development	1			1
Transportation (Other)	1			1
Over Crowded Vehicle				
Route Suggestion				
Stop Location Dirty				
TOTAL CAFs	41	22	9	72
Commendations	9	0	0	9

3c. Route Summary Report for October 2018:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#32 Southside Mini-B	2
#4 Flour Bluff Mini B	1	#34 Robstown North Circulator	
#5 Alameda	4	#35 Robstown South Circulator	
#5x Alameda Express		#37 Crosstown/TAMUCC	2
#6 Santa Fe/Malls	1	#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park	3	#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz	3	#53 Robstown/NAS Ex (P&R)	
#16 Morgan	4	#54 Gregory/Downtown Express	
#17 Carroll/Southside	2	#56 Flour Bluff/Downtown Express	
#19 Ayers		#63 The Wave	
#19G Greenwood	1	#65 Padre Island Connection	1
#19M McArdle		#76 Harbor Bridge Shuttle	
#21 Arboleda	1	#78 North Beach Shuttle	
#23 Molina	2	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes	2	B-Line (Para-transit) Services	22
#27 Northwest	7	Safety & Security	1
#27x Northwest (Express)		Facility Maintenance	3
#28 Leopard /Omaha	1	Service Development/Facilities	2
#29 Staples	2	Transportation (Other)	1
#29F Staples/Flour Bluff		Safety/Transportation	1
#29SS Staples/Spohn South	1	IT	1
#30 Westside/Health Clinic		TOTAL CAF's	72

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For October 2018, 10,129 miles between road calls (MBRC) were recorded as compared to 10,154 MBRC in October 2017. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



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, October 18, 2018**

Advisory Committee Members Present: John Longoria, Richard Balli, Tammye Salinas, Joyce Lopez, Donnie Contreras , Celia Mendez, Randall Chisamore, Rhonda Alvarez

Advisory Committee Members Absent:

Board Members Present:

Staff Present: Susan Teltschik, Jorge Cruz-Aedo, Sharon Montez, Melanie Gomez, Rita Patrick, Jeremy Siro and Monica Jasso

MV Present: Kyle Klicka, Janessa Cano

Employee Representative(s) Present: Gina Salazar

Call to Order: Mr. John Longoria called the meeting to order at 12:08 p.m. Ms. Susan Teltschik called the roll and determined that a quorum was present.

Public Comment: None

Action to Approve Meeting Minutes of August 16, 2018: approved as presented.

MR. CONTRERAS MADE A MOTION TO ADOPT THE RCAT MINUTES OF AUGUST 16, 2018 AS PRESENTED; MR. LONGORIA SECONDED THE MOTION. SALINAS, BALLI, LOPEZ, MENDEZ, CHISAMORE AND ALVAREZ VOTING FOR.

Presentation of 2nd Quarter Unsung Hero Award:

Mr. John Longoria awarded Danny Noel the 2018 2nd Quarter Unsung Hero Award. Mr. Noel was commended by a customer for avoiding an accident and keeping his passengers safe, stating he is a good driver.

Committee Reports:

Committee for Persons with Disabilities (CFPWD) Update:

Mr. Balli informed the committee of the ADA citation count. The total year to date citations for 2017 were 1,975. For 2018, from January through September there are already 3,041 citations.

At the C.A.S.T event, there were approximately 100 children with special needs (ages 6-18) paired with community volunteers for a fun day of fishing.

The CFPWD committee is presenting a resolution for a waiver for accessibility ramps to the Corpus Christi City Council for approval. If the resolution is approved, permit fees will be waived for the disabled resident to build an accessibility ramp.

On Saturday and Sunday October 27th and 28th, the CFPWD committee will host a Toys for Toys campaign at the Walmart on South Padre Island Dr. at Greenwood from 10:00am – 4:00pm.

September No-Show/Eligibility Appeals

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

Members voting were Tammye Salinas, Joyce Lopez and Richard Balli.

There were four appeals submitted in October.

Two appellants submitted a letter to appeal a 7-day proposed service suspension. Both proposed service suspensions were dismissed contingent upon the appellants attending a B-Line orientation.

Two appellants submitted a letter to appeal a 30-day proposed service suspension. One proposed service suspension was dismissed due to extenuating circumstances. One proposed service suspension was enforced due to prior history.

There were 9 warning notices issued in September, 11 seven day proposed service suspensions and 4 thirty day proposed service suspensions.

Eligibility Appeals:

None scheduled for September.

Discussion of Route Evaluation Form:

Mr. John Longoria discussed the draft of the Route Evaluation Form to be used for feedback to the Board of Directors. Mr. Longoria requested the committee members look over the form and make any suggestions and/or edits they deem necessary. Committee members can scan, email, fax or bring the form back to Ms. Susan Teltschik. Ms. Sharon Montez informed the committee that after the form is finalized by the RCAT members, the form will be sent to the Board for final approval along with the necessary changes to the Bylaws.

RCAT Liaison's Report:

Ms. Sharon Montez presented the proposed 2019 Budget to the committee.

Ms. Montez informed the committee about the Public Meeting for the Demolition of the Six Points Transfer Station to be held at the November 7, 2018 Board of Directors meeting at 8:30 a.m.

Ms. Montez introduced Rita Patrick, Marketing Director and Jeremy Sirio, Marketing Production Coordinator.

Chairperson's Report:

Mr. John Longoria shared the upcoming meeting dates with the committee.

Informational Items:

Mr. John Longoria advised that these items were made available to the committee members in their packets.

Mr. John Longoria adjourned the meeting at 12:45 p.m. The next meeting will be held on Thursday, November 15, 2018.

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
11/7/2018 Board	13.c.	Ann Bauman	In reference to the September 2018 Safety & Security Report and the Staples Street Center Security Update, Ms. Bauman asked if there would be signage directing riders and visitors where to walk to be able to enter through the south doors.	Mr. Rendon answered in the affirmative and stated the signs have already been printed and will be posted as soon as the security measures are in place.	11/7/2018
11/7/2018 Board	13.c.	Dan Leyendecker	In reference to the September 2018 Safety & Security Report and the Staples Street Center Security Update, Mr. Leyendecker asked if the new security policy been developed.	Mr. Rendon stated the policy is being finalized. Mr. Cruz-Aedo stated the Agency will not implement any new security measures until the policy is adopted by the Board of Directors.	11/7/2018
11/7/2018 Board	13.c.	Dan Leyendecker	In reference to the September 2018 Safety & Security Report and the Staples Street Center Security Update, Mr. Leyendecker asked for the timeline for the new security procedures to be in place.	Mr. Rendon stated hopefully within the first few months of 2019.	11/7/2018
11/7/2018 Board	13.d.	Matt Woolbright	In reference to the September 2018 Operations Report, Mr. Woolbright asked for clarification on the Miles Between Roadcalls on Bline, asking if the Agency was concerned with the miles being down over the last three months.	Ms. Fehribach stated there are CNG engines nearing the end of their life cycle. The last three months were the hottest months of the year and with the air conditioning running, these elements put an added strain on these engines.	11/7/2018

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
10/24/2018 Ops	5.	Dan Leyendecker	In reference to the recommendation to Award the Unleaded Fuel Supplier Contract to James River Petroleum, Mr. Leyendecker asked for clarification on the column "Either Discount (Per Gallon)"	Ms. Fehribach stated James River Petroleum is giving the Agency a discount per gallon where the other companies are giving the Agency a markup per gallon. Day one the Agency will be saving money.	10/24/2018
10/24/2018 Ops	5.	Matt Woolbright	In reference to the recommendation to Award the Unleaded Fuel Supplier Contract to James River Petroleum, Mr. Woolbright for clarification on the Financial Impact Year 2 estimate, asking if it was usage or estimated cost increase.	Ms. Fehribach stated it is an estimated cost increase, when the Agency purchases fuel the Agency purchases in large quantities. Fuel prices are not in the Agency's control, the fuel prices are controlled by OPEC.	10/24/2018
10/24/2018 Ops	5.	Matt Woolbright	In reference to the recommendation to Award the Unleaded Fuel Supplier Contract to James River Petroleum, Mr. Woolbright asked if the expectation was that the fuel prices are going to triple in the next year.	Mr. Cruz-Aedo stated the Agency is going to be phasing out CNG engines in smaller vehicles and therefore consuming more unleaded fuel.	10/24/2018
10/24/2018 Ops	6.	Dan Leyendecker	In reference to the recommendation to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc., Mr. Leyendecker asked the percentage of cost increase from last year to this year.	Ms. Fehribach stated she would have to retrieve the specific percentage increase. There were increases in all categories of the contract, of approximately \$200,000. Mr. Cruz-Aedo stated the Agency moved services to MV that were not in the original contract, and there's a percent increase overall in the contract and those two reasons explain the increase.	10/24/2018
10/24/2018 Ops	6.	Tom Niskala	In reference to the recommendation to Approve the Two-Year Extension of the 2013 Contract with MV Transportation, Inc., Mr. Niskala asked for verification that the contract of \$12 million is the total for the two years, \$6 million a year.	Ms. Fehribach answered in the affirmative.	10/24/2018