

REVISED AGENDA-1



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

Committees

DATE: Wednesday, February 27, 2019
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)

Glenn Martin ~ Scott Harris ~ Anne Bauman ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	J. Cruz-Aedo	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	T. Niskala	2 min.	-----
4.	Opportunity for Public Comment	T. Niskala	3 min.	-----
5.	Human Resources Department Update	A. Gaitan	3 min.	PPT
6.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of January 23, 2019	T. Niskala	3 min.	Pages 1-4
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Amending the Drug and Alcohol Abuse Policy	A. Gaitan	3 min.	Page 5 PPT Attachment A
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet	R. Saldaña	3 min.	Page 6 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize awarding a Three Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services	R. Saldaña	3 min.	Pages 7-9 PPT

REVISED AGENDA-1

10.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution to add the Port of Corpus Christi to the Interlocal Corporation Agreement between City of Corpus Christi, CCRTA and Nueces County for Radio Communications System	R. Saldaña	3 min.	Page 10 <i>PPT</i> <i>Attachment B</i>
11.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee in Support of a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant	J. Fehribach	3 min.	Page 11 <i>PPT</i> <i>Attachment C</i>
12.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Updated No-Show Policy for the B-Line Eligibility Program	S. Montez	3 min.	Pages 12-14 <i>PPT</i>
13.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 31 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

Dan Leyendecker ~ George B. Clower ~ Patricia Dominguez ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	-----
2.	Safety Briefing	J. Cruz-Aedo	2 min.	-----
3.	Receipt of Conflict of Interest Affidavits	M. Reeves	2 min.	-----
4.	Opportunity for Public Comment	M. Reeves	3 min.	-----
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 23, 2019	M. Reeves	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Vanpool Services to Enterprise Holdings, dba Commute with Enterprise and Enterprise Rent-A-Car	G. Robinson	3 min.	Pages 4-5 <i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts	J. Fehribach	3 min.	Pages 6-8 <i>PPT</i>

REVISED AGENDA – 1

8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise a Three-Year Option and a Two-Year Option for Clean Energy CNG Maintenance Services	S. Montez	3 min.	Pages 9-11 <i>PPT</i>
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank	S. Montez	3 min.	Pages 12-13 <i>PPT</i>
10	Adjournment	M. Reeves	1 min.	-----

Total Estimated Time: 25 min.

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On **Friday, February 22, 2019** 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. Secondly, 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 23, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment**
5. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc.**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet8**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services**
8. **Adjournment**

The Corpus Christi Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Corpus Christi 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; Anne Bauman, and Philip Skorbarczyk.

Committee Members Absent: Glenn Martin and Scott Harris.

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Dena Linnehan, Michelle Martinez, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, JoAnna Serna and Susan Teltschik.

Public Present: Gina Salazar, President, ATU Local 1769 Union.

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.

Held Safety Briefing

Mr. Miquel Rendon provided safety information in the event of an emergency for the Board members and guests in the audience. He explained where individuals are to assemble outside of the building, including shelter in-place instructions. He commented where the



building exits and muster points are and that once out of the building, no one is allowed back in until an 'all clear' is given.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc.

Mr. Robert Saldaña reported on this item as meeting the financial transparency board priority. Background information, he stated, falls under the 451.101 Texas Government Code that allows the agency's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed. He said since the agency is self-funded, a third party administrator is contracted to manage and administer the medical benefit plan. Entrust has been the administrator since 2008, and they provide administration of our health care plan claims. He stated CCRTA funds the expenses of the plan and Entrust manages the client services bank account from which payments are issued. Mr. Saldaña commented the agency maintains a claims bank account used to record all activity associated with claims, and the agency's Finance department reconciles the account. Bi-weekly checks for claims are processed by Entrust, who submits to the agency's Finance staff for approval and posting. A claims payment process slide was shown to include the various steps used by both Entrust and the agency's Finance department.

With recent changes from Wells Fargo Bank to Frost Bank, we need to identify the Entrust signers on the account and proceed with the resolution and signature page to the Frost agents; Ms. Robyn Jacobson and Dixie Gunning. Mr. Saldaña also commented there is no DBE goal or financial requirements associated with the action.

MR. PHILIP SKROBARCZYK MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO ADOPT A RESOLUTION DESIGNATING CERTAIN PERSONS TO SIGN CHECKS ON THE CLAIMS ACCOUNT ADMINISTERED BY ENTRUST, INC.. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT MARTIN AND HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet

Mr. Saldaña stated the board priority in line with this item is Safety and Security, and Innovations. He commented all buses have a on-board security system dependent upon size, and current video is provided to management staff, security and/or law enforcement



as requested. He said these video systems on the buses help to deter safety and security issues, and our risk management. He said with technology always updating and evolving to the next new system, the agency would like to replace our current mobile surveillance. Current retention of videos is only 5 day as it loops, and the new system will allow to capture 30 days retention with a much better quality of the video. The estimated project costs are \$323,030 and will be funded using the 5307 Formula Funds (80/20 local) to purchase 29 DVRs and cameras. He commented staff will pursure DBE participation for this project.

Mr. Niskala commented these 29 systems purchased will not cover the entire fleet, and Mr. Saldaña stated the newer buses would be equipped with the new systems with the remaining fleet coming on board at a later date.

MR. SKROBARCZYK MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR AN ON-BOARD MOBILE VIDEO SURVEIL-LANCE SYSTEM REPLACEMENT FOR BUS FLEET. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT MARTIN AND HARRIS.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services

Mr. Jorge Cruz-Aedo stated the agency has looked at our health programs and risk management insurance over the years, and recognize our staff has certain skill sets, we needed professionals with additional skill sets to help us manage our health benefits and insurance programs. Mr. Cruz-Aedo commented the original contract period was February 20, 2017 through February 19, 2018, at \$48,000. A contract modification in 2018 added two additional years to the agreement to cover the Risk Management support services at \$12,000 annually. Recently, Mr. Barrera was elected to the City Council, so we asked legal counsel to find out if there are any conflicts of interest with Roland Barrera Insurance agreement, there are none.

Mr. Cruz-Aedo commented the agency needs to exercise the second year option. He said this will strengthen the overall management of the various insurance/benefits/risk management contracts that has already provided us \$80,000 in savings. He stated the estimate cost of this project is \$60,000 and is budgeted in the 2019 Operating Budget, and since the agreement is not funded with federal monies, no DBE participation will be performed.

MS. ANNE BAUMAN MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO EXERCISE THE SECOND OPTION YEAR FOR HEALTH CARE CONSULTING SERVICES/ RISK MANAGEMENT WITH ROLAND BARRERA INSURANCE FOR INSURANCE



**CONSULTING SERVICES. MR. SKROBARCZYK SECONDED THE MOTION.
THE MOTION CARRIED. NISKALA, BAUMAN AND SKROBARCZYK VOTING
IN FAVOR. ABSENT MARTIN AND HARRIS.**

Adjournment

There being no further review of items, the meeting adjourned at 8:45 a.m.

Submitted by: Dena Linnehan



Subject: Action to Recommend the Board Adopt the updated Drug and Alcohol Abuse Policy

Background

The RTA's current Drug and Alcohol Abuse Policy was last revised and approved by the Board of Directors on July 6, 2016.

Identified Need

The Omnibus Transportation Employee Testing Act of 1991 requires Federal Transit Administration (FTA) to issue regulations requiring recipients of Federal Transit funds under 49 U.S.C. 5307, 5309, and 5311 and 23 U.S.C. 103(e) (4) to test safety-sensitive employees for the use of alcohol or drugs in violation of law or federal regulation. The CCRTA receives funds under 5307 and 5309.

The CCRTA recently received findings as a result of the FTA's Drug & Alcohol Compliance Audit from January 2019 to the RTA's Drug and Alcohol Program. Noted in this finding was a change that needed to be made to the Drug and Alcohol Abuse Program Policy related to verbiage in regards to the format of the policy. The policy in place at the time of the audit was accurate but the FTA recommended a new template policy that would include up-to-date requirements.

Please note that our standards and practices were not found to be deficient by the FTA, therefore, staff has not changed anything in this policy with regards to our testing procedures.

Board Priority

This item aligns with the Board Priority - Workforce Development.

Fiscal Impact

This item has no budgetary cost impact.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt the updated Drug and Alcohol Abuse Policy.

Respectfully Submitted,

Submitted Angelina Gaitan
& Reviewed by: Director of Human Resources

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority



Drug and Alcohol Policy

Effective as of [03/06/2019]

Adopted by: _____

Date Adopted: [03/06/2019]

Table of Contents

1.	Purpose of Policy	3
2.	Covered Employees	3
3.	Prohibited Behavior	4
4.	Consequences for Violations	5
5.	Circumstances for Testing	5
6.	Testing Procedures	7
7.	Test Refusals	8
8.	Voluntary Self-Referral	9
9.	Prescription Drug Use	10
10.	Drug-Free and Alcohol-Free Premises	10
11.	Drug & Alcohol Testing Program Administration	11

I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Corpus Christi Regional Transportation Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Corpus Christi Regional Transportation Authority employees, including both safety-sensitive and non-safety-sensitive employees are subject to the provisions of the Drug-Free Workplace Act of 1988. It also covers contracted employee and independent contractors when they are on RTA property or they are performing RTA-related business.

The RTA will impose disciplinary action, including termination of employment, upon notification of confirmed positive drug and/or alcohol test results. COMPLIANCE WITH THIS POLICY IS MANDATORY.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Director of Human Resources no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

If an employee tests between 0.02 and 0.39 on an alcohol test, the employee will be removed from service for a minimum of eight (8) hours, unless a retest results in a concentration of less than 0.02. Employees so removed may be subject to disciplinary action, up to and including termination of employment. Employee so removed will be allowed one (1) opportunity during the duration of his or her employment to utilize available paid leave for this purpose, either personal or health hours available.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Corpus Christi Regional Transportation Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5. Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Corpus Christi Regional Transportation Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific,

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Corpus Christi Regional Transportation Authority using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Corpus Christi Regional Transportation Authority using the best information available at the time of the decision, will be tested.

Post-Accident testing will be done as soon as possible, and no later than eight (8) hours after the accident for alcohol testing and thirty-two (32) hours after the accident for drug testing. If the test for alcohol is not administered within the two (2) hours following the accident, the supervisor must document the reasons why the test was not performed. An employee involved in an accident must not use alcohol until after the employee undergoes an accident testing or eight (8) hours have elapsed, whichever comes first.

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a computer-based random system. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed and will be transported by a supervisor to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **[Employer decides how far in advance they must be notified]** before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

Dilute Urine Specimen

If there is a negative dilute test result, Corpus Christi Regional Transportation Authority will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Corpus Christi Regional Transportation Authority guarantees that the split specimen test will be conducted in a timely fashion. All costs for such tests will be the responsibility of the employee unless the results of such tests invalidate the results of the original test. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR, Part 40, as amended.

The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the original sample verified test results. Results after 72 hours will be considered only if the delay was due to verified facts that were beyond the employee's control.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Corpus Christi Regional Transportation Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Corpus Christi Regional Transportation Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Corpus Christi Regional Transportation Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, subject to termination and referred to a SAP.

Refusal can include the inability to provide a sufficient urine specimen or breath sample without a medical explanation, as well as, a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Possessing or wearing a prosthetic or other device used to tamper or interfere with the collection process is also a refusal. Another form of refusal is admitting to the collector of MRO that you adulterated or substituted the specimen. The MRO's verification of a test as adulterated or substituted test results, you have refused to take a drug test is also considered a refusal. For a complete list of current refusal conditions, please refer to 49CFR, part 40.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Director of Human Resources, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Self-referral after notification of selection for a drug or alcohol test will not eliminate the requirement to take the test, nor will it preclude the imposition of disciplinary action, including termination of employment, should the individual fail the test.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Director of Human Resources. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Drug-Free and Alcohol-Free Premises

The RTA has established all of its premises as alcohol-free and drug-free workplaces. This provision does not apply to alcohol beverages provided by sponsors for use at sponsored activities by the RTA. Employee are prohibited from reporting for work or working while the influence of alcohol, a controlled substance, or illegal drug.

ATTACHMENT A

FTA Drug and Alcohol Policy – Corpus Christi Regional Transportation Authority

II. Drug & Alcohol Testing Program Administration

The RTA will conduct education and training programs for all covered employees in compliance with 49 CRF 655.14. Any questions regarding the policy or any other aspects of the RTA's substance abuse program should be addressed to the following transit system representatives:

Drug & Alcohol Program Manager

Angelina Gaitan
Director of Human Resources
5658 Bear Lane, Corpus Christi, TX 78405
361.903.3513
aolivares@ccrta.org

Designated Employer Representative

JoAnna Serna
Human Resources Analyst
5658 Bear Lane, Corpus Christi, TX 78405
361.903.3528
jserna@ccrta.org

Medical Review Officer

Dr. J. Keith Rose, MD
The Doctors' Center Physician
4637 S.P.I.D., Corpus Christi, TX 78411
361.852.6824

Substance Abuse Professional

Dr. Frederick Capps, PhD
A New Direction
5866 S. Staples, Suite 330, Corpus Christi, TX 78413
361.857.6653

Attachment A: Covered Positions

- Assistant Director of Maintenance
- Bus Operators
- Garage Service Supervisors
- Garage Service Technicians
- Mechanic's Assistant
- Director of Maintenance
- Director of Safety & Security
- Director of Transportation
- Dispatchers
- Maintenance Supervisors
- Road Operations Monitors
- Security Officers (Contracted)
- Training Instructors
- Transportation Supervisors
- Vehicle Electronics Technicians
- Vehicle Maintenance Technicians



Subject: Action to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet

Background

The CCRTA is required to produce system wide passenger mile data for the National Transit Database (NTD) reporting. The Federal Transit Administration (FTA) allows transit systems to utilize sampling procedures to determine an "average trip length" figures. Transit agencies must report data, including Passenger Miles Traveled (PMT), by mode and service type for the urbanized and rural areas they serve. This data is an important part of NTD reporting because they directly affect the amount of funding FTA apportions to each area. FTA uses this information to support the §5307, §5337, §5339, and §5311 formula funding programs.

Identified Need

Currently, passenger counts are tracked manually by staff and compared to fare ridership for accuracy. This method leaves room for human error and its labor intensive. As a result, Corpus Christi Regional Transportation Authority seeks to install Automated Passenger Counters (APC) System on Fourteen (14) buses to improve customer service, record keeping and reporting compliance, accountability and overall effectiveness of the transit service.

Disadvantaged Business Enterprise

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

Financial Impact

Funds for the Automated Passenger Counters (APC) System for the bus fleet were identified in the MIS 2019 capital budget using funding provided by the 5339 Formula Funds with an estimated cost of \$196,601.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for bus fleet.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Action to Authorize awarding a Three Year Contract with One (1) Two-year Option to Carr, Riggs & Ingram for Financial Auditing Services

Background

Pursuant to state and federal laws, CCRTA is required to have three (3) types of audits performed annually by external auditing firms, specifically:

- Financial Statements of CCRTA
- Single Audit of grant assistant funding
- Financial Statements of the CCRTA Retirement Plan

The audit requirement of the Financial Statements of CCRTA is pursuant to the Texas Administrative Code Chapter 452.10; “the Corpus Christi Regional Transportation Authority’s governing Board of Directors shall “...appoint auditors...and prescribe their duties, compensation, and tenure.” The Single Audit Act of 1984, as amended in 1996 governs the requirement of a compliance audit by an independent public accounting firm for organizations receiving federal grant assistance. In addition, the Texas Administrative Code Chapter 802.102, requires a separate audit of retirement plans.

Identified Need

The completion of the 2017 Audit ended the Audit Engagement with Collier, Johnson, and Woods who has performed the audits of the Authority for the past 14 years. As a result, a request for proposal was used to solicit bids for the required auditing services. Three (3) responses to RFP-2018-S-13 were received and the evaluation team has selected the Auditing Firm of **Carr, Riggs & Ingram**. The evaluation methodology used was a point scoring system whereby each element of the RFP was ranked according to the degree and priority specified in the RFP. The firms were rank as follows:

Name of Auditing Firm	Total Points Out of 100
Carr, Riggs & Ingram	88.70
RSM US LLP	88.60
Collier, Johnson & Woods	85.80

The evaluation criteria selection was difficult as all three (3) firms are reputable qualified firms that provide professional services through a highly qualified auditing team that understands the transit industry. After the initial scoring, firms were given the opportunity to present their Best and Final Offer (BAFO) which resulted in the above ranking. Although, CCRTA does not have a mandatory audit firm rotation requirement in place, best practices suggest that selecting audit firms through the competitive bidding process ensures that the audit service contract is won on the basis of merit and open competition and that changing auditing firms every five (5) years is good practice.

Services include the auditing of the financial statements of CCRTA, a separate audit of the Employee Defined Benefit Plan, and the Single Audit for the base period of three (3) years with one (1) two-year option beginning with the fiscal year of 2018.

The Audit Scope includes but not limited to:

1. Expression of opinion as to whether primary financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information accompanying the basic financial statements.
2. Report on Internal Control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Governmental Auditing Standards*.
3. Report on Internal Control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
4. Assistance with CAFR preparation.

It is also noted that the services of Ernest R Garza, CPA, were obtained through a Professional Service Agreement for the sole purpose of complying with the generally accepted auditing standards requiring an auditor to physically observe the inventory count and make independent tests of the physical count of inventory. The end-of-year inventory of bus parts and fuel inventory was conducted on Friday, December 28, 2018.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

The annual cost to perform the financial auditing services for 2018 is set at \$70,833.33 and sufficient funds from local sources have been appropriated in the Finance Department operating budget.

Board Priority

This item aligns with the Board Priority – Financial Transparency.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize awarding a Three Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services, beginning with the fiscal year ending December 31, 2018.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Adopt a Resolution Adding the Port of Corpus Christi to the Interlocal Cooperation Agreement Between the City of Corpus Christi, Corpus Christi Regional Transportation Authority and Nueces County for Radio Communications System

Background

The City of Corpus Christ and the Corpus Christi Regional Transportation Authority entered into an Interlocal Cooperation Agreement to develop and operate an advanced 800 MHz public safety radio system on September 23, 1991.

Identified Need

Since entering into the Interlocal Cooperation Agreement with the City of Corpus Christi for the development of an advanced 800 MHz radio system, the City of Corpus Christi and the Corpus Christi Regional Transportation Authority have amended the Interlocal Agreement on six (6) different occasions. Each time the Interlocal Cooperation Agreement has been amended to add another principle user for the radio system.

This seventh (7th) amendment is to include the Port of Corpus Christi on the Interlocal Cooperation Agreement with the City of Corpus Christi, the Regional Transportation Authority, and Nueces County.

Disadvantaged Business Enterprises (DBE)

Since this is a required procedure associated with a service procurement there is no DBE goal.

Financial Impact

There are no costs associated with this action.

Board Priority

The Board Priority is Financial Transparency.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution adding the Port of Corpus Christi to the Interlocal Cooperation Agreement between the City of Corpus Christi, the Corpus Christi Regional Transportation Authority and Nueces County

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority



Resolution

Adding the Port of Corpus Christi to the Interlocal Cooperation Agreement between the City of Corpus Christi, Corpus Christi Regional Transportation Authority and Nueces County for Radio Communications System

WHEREAS, the City of Corpus Christi, a home-rule municipal corporation, Corpus Christi Regional Transportation Authority, a Metropolitan Transit Authority under Article 1118x, and Nueces County, provides that the Authority may amend the Interlocal Cooperation Agreement authorizing the inclusion of the Port of Corpus Christi to participate in the Radio Communications System; and

WHEREAS, in Article 4 of the Interlocal Cooperation Agreement, the system annual service fee; as well as, the system monthly maintenance fee will apply;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

Section 1. The City of Corpus Christi, the Corpus Christi Regional Transportation Authority and Nueces County amend the Interlocal Cooperation Agreement to include the Port of Corpus Christi allowing their participation in the Radio Communications System.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the rights, duties and responsibilities listed in the original Interlocal Cooperation Agreement as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

DULY PASSED AND ADOPTED this 6th day of March, 2019.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Dan S. Leyendecker
Board Secretary

By: _____
Edward Martinez
Board Chair

Exhibit "A"

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day shall authorize according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to amend the Interlocal Cooperation Agreement between the City of Corpus Christi, Corpus Christi Regional Transportation Authority and Nueces Count to allow the Port of Corpus Christi to participate in the Radio Communications system.

EXECUTED this 6th day of March 2019.

Dan S. Leyendecker



Subject: Adoption of Resolution In Support of a Grant Application with the Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant

Background

The United States Department of Transportation (USDOT) issued a nation-wide grant funding notice for Automated Driving System (ADS) Demonstration Grants. The estimated program funding is \$60,000,000. The USDOT is seeking applications to fund multiple demonstration projects that test the safe integration of automated driving systems into the Nation's on-road transportation system. The submission deadline is March 21, 2019. The Texas A&M Transportation Institute (TTI) is the lead applicant. TTI is forming partnerships from active programs in Texas which includes Arlington and Frisco (drive.ai), Houston (Easy Mile), City of Bryan (Texas A&M College Station shuttle with Polaris platform, golf cart), and the CCRTA autonomous vehicle project with Texas A&M Corpus Christi.

Identified Need

With the TTI as the lead applicant for obtaining grant funds, the CCRTA would be a sub-recipient along with other Texas properties if funding is awarded. The CCRTA would utilize the federal funds for the operations of the innovative autonomous vehicle pilot project with Texas A&M Corpus Christi. For this reason, a resolution is needed to support this grant funding opportunity. The resolution and signature page are attached.

Disadvantaged Business Enterprises (DBE)

There is no DBE goal associated with this grant funding opportunity.

Financial Impact

There are no costs associated with this action.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff recommends that the Board of Directors adopt a Resolution in support of a Grant Application with the Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority



Resolution

In Support of a Grant Application with the Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant

WHEREAS, the Corpus Christi Regional Transportation Authority has a goal of implementing innovative forms of transportation including autonomous vehicle services to provide attractive, state-of-the-art transit service options, enhance first/last mile connectivity, and to increase transit ridership within the service area.

WHEREAS, in partnership with the Texas A&M Transportation Institute, the USDOT ADS Demonstration grant would support the planning, direct research, and demonstration of an automated vehicle pilot project between CCRTA and Texas A&M Corpus Christi to test the safe integration of automated driving systems into the Nation's on-road transportation system.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

Section 1. The Board hereby declares its support for the grant application in coordination with the automated vehicle pilot project between CCRTA and Texas A&M Corpus Christi.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the rights, duties and responsibilities listed in the original Interlocal Cooperation Agreement as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

DULY PASSED AND ADOPTED this 6th day of March, 2019.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Dan S. Leyendecker
Board Secretary

By: _____
Edward Martinez
Board Chair

Exhibit "A"

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day shall authorize according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to support a grant application with the Texas A&M Transportation Institute for a USDOT ADS Demonstration grant.

EXECUTED this 6th day of March 2019.

Dan S. Leyendecker



Subject: Approve Updated No-Show Policy for the B-Line Eligibility Program

Background

To encourage responsible trip scheduling and paratransit use, the Americans with Disabilities Act (ADA) provides that public transit systems establish and enforce a No Show Policy.

Sporadic customer no shows, late cancellations, and cancellations at the door are an expected cost of doing business for a paratransit system. However, a pattern and practice of “no shows”, late cancellations and cancellations at the door adversely affect the efficiency and effectiveness of service and significantly add to the cost of providing ADA complementary paratransit service. No Shows and late cancellations result in wasted trips that could have been scheduled for use by other paratransit customers.

No shows are recorded each time a paratransit customer makes a late cancellation, forgets to cancel, declines their trip at the door, or is not available for pick-up for their scheduled trip. Excessive no shows may result in suspensions of service.

The Transportation Research Board did a survey of many transit agencies' No Show Policies and determined many policies were too restrictive. FTA states, “Three no shows in 30 days is not necessarily a pattern of abuse and thus would deny some, their ADA rights.”

Definitions regarding “no shows”:

- No-Show – when the vehicle arrives for a rider inside the trip window (vehicles may arrive up to 30 minutes after the ready time or pick up time) and the rider does not board the vehicle within five (5) minutes of arrival.
- Late cancellation – when a trip is cancelled less than one (1) hour before the rider’s scheduled pick-up time.
- Violation – when a rider has four (4) or more no-shows/late cancellations and the no-shows/late cancellations represent 11% or more of the rider’s total scheduled trips within a calendar month.

The changes to the “No Show Policy” has been presented to the RCAT Committee.

Identified Need

The previous “No Show” Policy needs to be updated due to ADA/FTA regulation changes, which allow for a less restrictive “No Show Policy”. Below please find the differences between the previous and the updated “No Show Policy”:

Previous Policy	New Policy
Three (3) no-shows in a calendar month would result in a warning notice	No rider shall be suspended for having three (3) or less no-shows/late cancellations in a calendar month
Four (4) no-shows in a calendar month would result in a proposed seven (7) day service suspension	A violation is four (4) or more no-shows/cancellations and the no-shows/cancellations represent 11% or more of the rider's total scheduled trips within a calendar month
Five (5) or more no-shows in a calendar month would result in a proposed thirty (30) day service suspension.	Progressive suspensions for each violation
No progressive suspensions	Circumstances beyond a rider's control will not be counted against the rider
Rider trip history not taken into consideration	Riders will begin at zero violations every calendar year beginning on January 1 st

The next steps in implementing the updated “No Show Policy” include:

- Present proposed “No Show Policy to the Board of Director in March 2019 for approval.
- B-Line Riders will be notified through various avenues, such as the website, audio recordings, and during B-Line eligibility assessments.
- One-month grace period will be given.

Disadvantaged Business Enterprises (DBE)

Since this is a required procedure associated with a federal regulation there is no DBE goal.

Financial Impact

There are no costs associated with this action.

Board Priority

The Board Priority is Public Image and Transparency.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Approve the Updated No-Show Policy for B-Line Eligibility Program.

Respectfully Submitted,

Submitted and Reviewed 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
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 23, 2019**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Held Safety Briefing**
- 3. Action to Receive Conflict of Interest Affidavits**
- 4. Provided Opportunity for Public Comment**
- 5. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment**
- 6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane Operations**
- 7. Adjournment**

The Corpus Christi Regional Transportation Authority Operations & Capital Projects Committee met at 8:30 a.m. in the Corpus Christi 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 Chairman; George Closer, Dan Leyendecker, Patricia Dominguez and Matt Woolbright.

Committee Members Absent: None.

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Dena Linnehan, Michelle Martinez, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, JoAnna Serna and Susan Teltschik.

Public Present: Gina Salazar, President, ATU Local 1769 Union.

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 8:53 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Miquel Rendon provided safety information in the event of an emergency for the Board members and guests in the audience. He explained where individuals are to assemble outside of the building, including shelter in-place instructions. He commented where the building exits and muster points are and that once out of the building, no one is allowed back in until an 'all clear' has been given.



Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment

Mr. Sharon Montez stated the Board priority for this item is Public Image. She provided a little background information of 71 units of the Tolar shelter and 128 units of the basic sun shade canopy structures, and including 801 Iconic advertising benches, 150 metal seats and 12 Simmi seats with 3 different styles of trash receptacles; 90 older sturdy red box shaped, 460 round silver mesh stainless steel and 310 park view style. She commented the agency needs to maintain the assets in a 'state of good repair', extend the useful life of existing shelter amenities, and improve the public image in our service areas.

She commented we like to refurbish various shelter canopies and poles, Tolar style shelters, metal, concrete and wood benches and trash receptacles mainly due to age, environment and few other issues. The project is not funded with federal monies so no DBE participation is required, and cost is estimated at \$300,000. Mr. Cruz-Aedo commented he would like to see this added as an ongoing project every 3 years to keep our assets in state of good repair.

MR. DAN LEYENDECKER MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP SHELTER REFURBISHMENT. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane Operations

Mr. Mike Rendón commented the board priority Facilities-Safety & Security is what. provided background information where Vets Securing America (VSA) has provided security guard services for the past 2.5 years at both facilities. Mr. Rendón commented the CCRTA is open 7 days a week, nineteen hours a day, and requires security service during this period. The contract is based on three years with two one-year options and would be to issue a request for proposals (RFP).

A slide was shown with an evaluation of points received for key personnel, relevant experience, project approach, training and pricing totaling 100 points. He also displayed



a chart of costs associated with this RFP totaling \$1,004,142.96 million for 3 year total, or annual cost at \$334,714.32. He commented this includes both non-commissioned and commissioned guard officers.

MR. LEYENDECKER MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD SERVICES AT CCRTA STAPLES STREET CENTER AND CCRTA BEAR LANE OPERATIONS. MR. GEORGE CLOSER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, CLOWER, LEYENDECKER, DOMINGUEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 9:03 a.m.

Submitted by: Dena Linnehan



Subject: Action to Award a Contract to Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car for Vanpool Services

Background

The RTA vanpool program is a resource for businesses and community groups to access carpooling services through the CCRTA and is a cost-effective public transit option. Commuters travel together in high capacity vehicles between their homes or a designated location to a common work destination. The goal of the vanpool program is to reduce traffic congestion, improve air quality, and provide a cost-effective travel alternative for commuters.

Vanpool participants currently lease vehicles from Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car. Currently, the vanpool program includes 9 vans for Bechtel employees, 3 vans for Naval Air Station Kingsville employees, and 1 van for Naval Air Station Corpus Christi employees. The program has seen strong growth in the last year (1,300%).

Identified Need

The current contract with Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car, was awarded on March 31, 2014, as a three (3) year base contract with two (2) one-year options. The current contract is in its final option year and will expire on March 31, 2019.

The Request for Proposals (RFP) was issued on December 19, 2018. The RFP was posted in the CC Caller-Times, B2G Now System, the Transit Talent magazine and the Association for Commuter Transportation (ACT) web page. The RFP was structured as a three (3) year base contract with two (2) one-year options.

The Pre-Bid Meeting was held on January 9, 2019. There were two contractors in attendance and one attended the meeting via GoToMeeting. The bids were due February 15, 2019.

CCRTA received one (1) proposal from Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car. Current provider of vanpool services has demonstrated large program growth in the past year, and provides a Turn-Key Ride-Sharing Program. Enterprise is the most established service provider in Texas, providing service to the following transit properties: Capital Metro (Austin), DART (Dallas), Metro (Houston), Sun Metro (El Paso), and VIA (San Antonio). Enterprise provides an innovative Mobile App for National Transit Database reporting.

Financial Impact

Funding to support this program is included in the Fiscal Year 2019 operating budget and will be locally funded.

- Fiscal Year 2019 operating budget is \$98,379.
- Total estimated project cost for 3-year period, April 2019 – March 2022, is \$295,137.

Board Priority

The item aligns with the Board Priority – Innovation.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car for the Vanpool Services as a three (3) year base contract with two (2) one-year options.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Action to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. The Maintenance Department released an Invitation for Bid (IFB) for three individual contracts; Internal & External Engine Parts, Electrical Bus Parts, Brake Bus Parts. The contract(s) also includes new fleet bus parts not previously purchased or in inventory.

The Vehicle Maintenance Department may only purchase a portion of the parts listed under these agreements. RTA seeks to secure supply contract prices with various vendors to utilize volume discounts while acquiring parts only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

The following ten (10) vendors submitted pricing for various bus and engine parts.

Gillig	C. C. Battery
Muncie	New Flyer
French Ellison Truck Center	C. C. Freightliner
Mohawk Manufacturing	Kirk's Automotive
Neopart	Rush Truck Center

Identified Need

Competitive contracts for bus and engine parts will ensure the demand for parts are met, plus secure firm and discounted rates.

Disadvantaged Business Enterprise (DBE)

DBE participation is zero percent (0%) – Contractors are encouraged to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses.

Proposals Received

A total of 10 proposers were deemed responsive. The maintenance department conducted a comprehensive analysis for parts associated with Internal & External Engine Parts, **IFB No. 2018-FP-14**; Electrical Bus Parts, **IFB No. 2018-FP-15**; and Brake Bus Parts, **IFB No. 2018-FP-16**.

By awarding multiple vendors, the agency is achieving maximum reduced cost **per part** throughout the agreement term (i.e. estimated savings: \$226,778.42).

Note: the analysis demonstrates how utilizing multiple vendors garners a reduction in cost. Annual reduction fluctuates based upon consumption totals.

Single Vendor vs Multiple Vendor
YEAR ONE - Per Part Comparison Summary

Contract Description	Gillig	Muncie	French Ellison	Mohawk Mfg	Neopart
Brake Bus Parts - IFB NO. 2018-FP-16	\$139,000.82	\$77,310.12	\$233,871.31	\$201,480.71	\$213,234.07
Contract Description	Gillig	C.C. Battery	Mohawk	Muncie	New Flyer
Electrical Bus Parts - IFB NO. 2018-FP-15	\$544,639.36	\$93,918.19	\$100,340.06	\$192,348.93	\$139,650.50
Contract Description	FRENCH ELLISON	KIRK'S AUTOMOTIVE	MUNCIE	RUSH TRUCK CENTER	C.C. FREIGHTLINER
Internal Engine Parts - IFB NO. 2018-FP-14	\$170,682.71	\$10,474.00	\$83,616.15	\$149,553.10	\$129,379.91
External Engine Parts - IFB NO. 2018-FP-14	\$507,352.40	\$107,810.99	\$314,503.22	\$496,017.21	\$481,626.61

Single Vendor Per Part Pricing	Multiple Vendor Per Part Price	Single Vendor vs Multiple Vendor
Neopart	Lowest Bid Per Part	Estimated Savings
\$213,234.07	\$133,196.80	\$80,037.27
Gillig	Lowest Bid Per Part	Estimated Savings
\$544,639.36	\$487,444.10	\$57,195.26
RUSH TRUCK CENTER	Lowest Bid Per Part	Estimated Savings
\$149,553.10	\$144,075.23	\$5,477.87
\$496,017.21	\$411,949.19	\$84,068.02
Single Award Total	Lowest Bid Per Part	Estimated Savings
\$1,403,443.74	\$1,176,665.32	\$226,778.42

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2019 operating budget.

Estimated 2019 Usage Consumption Internal & External Engine Parts	\$303,932.30
Estimated 2019 Usage Consumption Electrical Bus Parts	\$ 99,992.36
Estimated 2019 Usage Consumption Brakes Bus Parts	\$ 94,758.87
Estimated 2019 Total Combined Consumption Usage	\$498,683.53

Board Priority

This Board Priority is Budget - Improved budget to actual reporting.

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts; Internal & External Engine Parts, Electrical Bus Parts, Brake Bus Parts, as a one-year base contract with two (2) one-year options following Board approval.

The following ten (10) vendors are being recommended for award;

Gillig	C. C. Battery
Muncie	New Flyer
French Ellison Truck Center	C. C. Freightliner
Mohawk Manufacturing	Kirk's Automotive
Neopart	Rush Truck Center

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Action to Exercise a Three (3) Year Option, and a Two (2) Year Option, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services

Background

In November 2012, the Corpus Christi Regional Transportation Authority (CCRTA) completed the construction of the largest Compressed Natural Gas (CNG) fueling station in South Texas. It consists of three (3) 500 hp. Compressors, a dryer, buffer tanks and six (6) fueling dispensers.

Initially the CCRTA had an in-house staff person to perform the day-to-day maintenance, yet did not provide any redundancy in providing 24-7 service, the decision was made to hire a company that regularly handles the CNG Maintenance Equipment inspections and repairs. The goal was to select a company with well-trained, ample staff, along with a proven track record for reliable service and with a history of satisfactory performance.

A Request for Proposals was issued and Clean Energy ranked the highest in the evaluation process. The original contract was a three year fixed contract with two (2) one-year options.

Three proposals were received. The evaluation criteria consisted of the following:

- Ability and Approach 30%
- Personnel and Equipment 10%
- Experience 25%
- Disadvantaged Business Participation 5%
- Price 30%

The table below represents the results of the evaluation.

Firms	Subtotal Maximum Points (70 Points Max.)	Cost (30 Points Max.)	Price (Total Cost) for 3 Year Fixed (with two one year options)	Totals - Maximum Points 100
Clean Energy	67.10	14	\$ 852,933.36	81.10
Trillium CNG	48.50	30	\$ 734,106.00	78.50
Zeit Energy	51	27	\$ 754,678.00	78

Clean Energy has been in the business since 2001, for nineteen (19) years nationwide, specializing in the CNG maintenance arena. Clean Energy operates over 530 natural gas fueling stations, in 43 states and Canada. They have supported many transit agencies in a CNG maintenance capacity. Some of the transit agencies they have supported include Los Angeles Metro, Dallas Area Regional Transit (DART), El Paso Sun Metro and Foothills Transit.

The contract has provided for all maintenance, monitoring and repair services for the CCRTA CNG fueling station. The work has included maintaining all maintenance records, performing maintenance and/or repair of all structural, mechanical, electrical, programmable logic controls (PLC), monitoring computer and associated software and utility services and obtaining and maintaining current license requirements for the CNG Fueling Station, dispensers, and associated piping and systems.

The maintenance support services have been performed in a satisfactory manner.

Identified Need

The three year fixed contract will expire April 28, 2019. There are two (2) one-year options remaining. The CCRTA would like to approve a three (3) year option term and a two (2) year option term for a total of five years of CNG service support instead of just two more one-year options with Clean Energy.

The reasons for the contract extension include:

- Fixed price extended for 5 years – Clean Energy has agreed to hold their current pricing of \$0.27 a Gasoline Gallon Equivalent for the next five years, which allows for fixed rates for budget projections for the next five years.
- Clean Energy is well informed regarding the CNG equipment on our property and they know the history of the equipment's performance. They are better able to predict when a piece of equipment will need replacement.
- Continuity with a vendor that performs well and has been in operation for 19 years provides the CCRTA with the demonstration of CNG Maintenance expertise and financial stability.

Disadvantaged Business Enterprise (DBE)

This project is not funded with federal funds.

Financial Impact

Based on the scope of work and annual fuel consumption estimate (1,133,300 gallons), the estimated costs for maintenance services for the CNG fueling station are as follows:

- Annually - \$305,991
- Three year option - \$917,973
- Two year option - \$611,982
- Total estimated five year cost - \$1,529,955

The annual estimated cost is budgeted in the Facilities Maintenance Department 2019 Operating Budget.

Board Priority

The item aligns with the Board Priority – Facilities.

Recommendation

Staff requests the Operations Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to exercise a Three-Year Option, and a Two-Year Option, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services.

Respectfully Submitted,

Submitted &
Reviewed by:

Sharon Montez
Managing Director of Capital Projects and Customer Services

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer



Subject: Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank

Background

In November of 2017, the CCRTA purchased the Kleberg Bank property and surrounding parking lot. As part of the sale, Kleberg Bank signed a lease to continue occupying the bank up to 18 months, if needed. The end of the eighteen (18) months is in April of this year.

Identified Need

Upon the termination of the Kleberg Bank lease, the CCRTA will remove furniture/wall paneling for its own use, and hold a furniture/vault disposition sale for anything else that has value. The demolition of the bank will need to begin after the completion of the furniture/vault disposition.

The scope of work for the demolition will include asbestos abatement of the building, demolition of approximately 28,000 sq. ft. of building and concrete slab. This will include footing removal up to 3 ft. below grade.

The CCRTA seeks to issue an Invitation for Bids (IFB) once the demolition design work and the furniture disposition have been completed.

Disadvantaged Business Enterprise (DBE)

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

Financial Impact

The estimated amount of the demolition is budgeted at \$300,000 in the 2019 Operating Budget.

Board Priority

This project aligns with the Board Priority – Facilities – Port/Ayers/Del Mar Project”.

Recommendation


Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank.

Respectfully Submitted,

Submitted &
Reviewed by:

Sharon Montez
Managing Director of Capital Projects and Customer Services

Final Approval by:



Jorge Cruz-Aedo
Chief Executive Officer