



# AGENDA MEETING NOTICE

## BOARD OF DIRECTORS

**DATE:** Wednesday, March 6, 2019  
**TIME:** 8:30 a.m.  
**LOCATION:** Staples Street Center  
 602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

### BOARD OF DIRECTORS MEETING

**EDWARD MARTINEZ (Chair)**

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

**Anne Bauman ~ George B. Clower ~ Patricia Dominguez ~ Scott Harris**

**Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	E. Martinez	1 min.	-----
2.	<b>Roll Call</b>	D. Leyendecker	2 min.	-----
3.	<b>Safety Briefing</b>	M. Rendón	2 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	E. Martinez	3 min.	-----
5.	<b>Opportunity for Public Comment</b>	E. Martinez	3 min.	-----
6.	<b>Update on RCAT Committee Activities</b>	S. Montez	3 min.	-----
7.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of February 6, 2019	E. Martinez	2 min.	<b>Pages 1-8</b>
8.	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
	a) <b>Action</b> to Approve Amending the Drug and Alcohol Abuse Policy b) <b>Action</b> to Issue a Request for Proposals (RFP) for On-Board Automated Passenger Counters (APC) System for Bus Fleet c) <b>Action</b> to Authorize awarding a Three-Year Contract with One (1) Two-year Options to Carr, Riggs & Ingram for Financial Auditing Services d) <b>Action</b> to Approve the Updated No-Show Policy for the B-Line Eligibility Program e) <b>Action</b> to Award a Contract for Vanpool Services to Enterprise Holdings, dba as Commute with Enterprise and Rent-A-Car f) <b>Action</b> 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 g) <b>Action</b> to Support a Grant Application with Texas A&M Transportation Institute for a United States Department of Transportation (USDOT) Automated Driving System (ADS) Demonstration Grant h) <b>Action</b> to Award Three Individual Contracts to Multiple Vendors for Bus and Engine Parts i) <b>Action</b> to Exercise a Three-Year Option and a Two-Year Option for Clean Energy CNG Maintenance Services j) <b>Action</b> to Issue an Invitation for Bids (IFB) for the Demolition of the Kleberg Bank			



9.	<b>Discussion and Possible Action to:</b> a) Adopt a Resolution to Implement a Cost of Living Adjustment Under the CCRTA Employees' Defined Benefit Plan and Trust b) Approve the Fourth Amendment to the CCRTA Employees Defined Benefit Plan and Trust (As Amended and Restated Effective January 1, 2010)	R. Saldaña	3 min.	<b>Page 9</b>  <b>Page 10</b>  <i>PPT</i>
10.	<b>Presentations:</b> a) January 2019 Financial Report b) Procurement Update c) January 2019 Safety & Security Report d) January 2019 Operations Report e) Discontinue Pilot Route 99 Port Aransas Ferry Shuttle Seasonal Service Performance	R. Saldaña R. Saldaña M. Rendón G. Robinson G. Robinson	4 min. 4 min. 4 min. 4 min. 4 min.	<b>Pages 11-18</b> <i>PPT</i> <i>PPT</i> <i>PPT</i> <b>Pages 19-27</b> <i>PPT</i> <i>PPT</i>
11.	<b>CEO's Report</b>	J. Cruz-Aedo	5 min.	-----
12.	<b>Board Chair's Report</b>	E. Martinez	5 min.	-----
13.	<b>Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning:</b> a) Real Estate Matters	E. Martinez	20 min.	-----
14.	<b>Adjournment</b>	E. Martinez	1 min.	-----
15.	<b>Information Items:</b> a) RCAT Meeting Minutes–January 17, 2019 b) Member Inquiry Forms: 1. Board Meeting–February 6, 2019 2. Committee Meetings–January 23, 2019			<i>Attachments</i>

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

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On **Friday, March 1, 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  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, FEBRUARY 6, 2019**

**Summary of Actions**

- 1. Pledge of Allegiance**
- 2. Conducted Roll Call**
- 3. Held Safety Briefing**
- 4. Action to Receive Conflict of Interest Affidavits**
- 5. Provided Opportunity for Public Comment**
- 6. Held Personal Recognition – Felipe Martinez**
- 7. Action to Approve Board of Directors Meeting Minutes of January 2, 2019**
- 8. Action to Approve Consent Agenda Items a) thru d) – a) Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc.; b) Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet; c) Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services; and d) Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane *Operations***
- 9. Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment**
- 10. Heard Presentations –**
  - a) Update on Fare Recovery**
  - b) December 2018 Financial Report**
  - c) Procurement Update**
  - d) December 2018 Safety & Security Report**
  - e) December 2018 Operations Report**
- 11. Heard CEO's Report**
- 12. Heard Chairman's Report**
- 13. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: CEO Evaluation, Compensation and Benefits**
- 14. Adjournment**
- 15. Information–**
  - a) RCAT Meeting & Retreat Minutes– No Meeting scheduled in December 2018**
  - b) Member Inquiry Forms:**
    - 1. Board Meeting– January 2, 2019**
    - 2. Committee Meetings– No meetings scheduled in December, 2018**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.





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

**Board Members Absent:** Tom Niskala

**Staff Present:** Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Angelina Gaitan, Monica Jasso, Dena Linnehan, Derrick Majchszak, Michelle Martinez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, and Jeremy Sirio

**Public Present:** John Bell, Wood, Boykin, Wolter, CCRTA Legal Counsel; Roland Barrera, Barrera Insurance (ENTRUST); Gina Salazar, Local 1769 ATU; Kara Rivas, KCS/PR; Ray Hernandez, ICONIC Signs; John Valls.

**Call to Order & Roll Call**

Mr. Edward Martinez called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Held Safety Briefing**

Mr. Miquel Rendón provided information of building exits, muster point, and the processes for board members and attendees in the event of an emergency, and noted that no one is to return to the building until an 'all clear' has been issued.

**Action to receive Conflict of Interest Affidavits**

No affidavits received.

**Provided Opportunity for Public Comment**

Ms. Gina Salazar of the ATU-Local 1769 Union said there are three items she would like to mention. The first was to thank Mr. Rendón and his team for the 'Ride-A-Long with Officers' opportunity she experienced three weeks ago. As an operator for the agency, Ms. Salazar had an officer ride on her route, and was excited to see the passenger's positive demeanor. She also said she had received similar comments from other operators who had officers ride with them.

**Held Personal Recognition – Felipe Martinez**

Mr. Rendón commended Officer Felipe Martinez for his recent actions at a vehicle accident over the weekend involving a family with minors. He said Officer Martinez's quick response in accessing the situation by checking the driver who had succumbed to his injuries, then checking the female passenger who eventually required the 'jaws of life' to free her from the wreckage, to retrieving an infant from the vehicle which most likely helped to save the child's life. Officer Martinez works at the CCRTA as part of our Safety and Security program and he thanked agency for just doing his job.

Messrs. Martinez and Cruz-Aedo presented the certificate to Officer Martinez along with taking pictures.





**MR. MICHAEL REEVES MADE A MOTION TO CONFIRM COMMITTEE APPOINTMENTS AS STATED. MR. TOM NISKALA SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NISKALA.**

**Action to Approve Board of Directors Meeting Minutes of January 2, 2019**

**MR. REEVES MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 2, 2019. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NISKALA.**

**Action to Approve Consent Agenda Items a) thru d) – a) Adopt a Resolution Designating Certain Persons to Sign Checks on the Claims Account Administered by Entrust, Inc.; b) Issue a Request for Proposals (RFP) for an On-Board Mobile Video Surveillance System Replacement for Bus Fleet; c) Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services; and d) Issue a Request for Proposals (RFP) for Security Guard Services at CCRTA Staples Street Center and CCRTA Bear Lane Operations**

**MR. SCOTT HARRIS MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS A), B) & D) – A) ADOPT A RESOLUTION DESIGNATING CERTAIN PERSONS TO SIGN CHECKS ON THE CLAIMS ACCOUNT ADMINISTERED BY ENTRUST, INC.; B) ISSUE A REQUEST FOR PROPOSALS (RFP) FOR AN ON-BOARD MOBILE VIDEO SURVEILLANCE SYSTEM REPLACEMENT FOR BUS FLEET; AND D) ISSUE A REQUEST FOR PROPOSALS (RFP) FOR SECURITY GUARD SERVICES AT CCRTA STAPLES STREET CENTER AND CCRTA BEAR LANE OPERATIONS. MR. HARRIS ASKED FOR ADDITIONAL INFORMATION REGARDING ITEM C). MR. REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, MARTIN, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. MR. HARRIS ABSTAINED. ABSENT NISKALA.**

Mr. Harris commented he would like to get more information on item c). Numerous questions were asked and answered regarding the 2nd year option. Mr. Eddie Martinez asked for another motion to approve item no. 8c). Mr. Reeves was the 1st motion with Mr. Skrobarczyk 2nd motion, and the additional motion passed.

**MR. REEVES MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS C); C) EXERCISE THE SECOND OPTION YEAR FOR HEALTH CARE CONSULTING**





**SERVICES/RISK MANAGEMENT WITH ROLAND BARRERA INSURANCE FOR INSURANCE CONSULTING SERVICES MR. PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NISKALA.**

**Action to Issue a Request for Proposals (RFP) for Bus Stop Shelter Refurbishment**

Ms. Sharon Montez presented the item from the Board Priority of Public Image. She commented on a background and provided numbers of shelters, bus stops, trash receptacles in this program. She also provided the costs associated with the refurbishment of the shelters and stops, the DBE impact and estimated at \$300,000 per year for the the 5 year program being \$1.5 million. Ms. Anne Bauman asked if the shelters would be lighted, and Ms. Montez stated majority of the shelters are lighted, both solar and by pressing a button, and this refurbishment program will provide lighting to the older shelters which currently do not have lighting. Mr. Reeves asked for timeline of the RFP, to which Ms. Montez, stated this will be put into the procurement process over the next few weeks. Mr. Dan Leyendecker asked if this five year program will refurbish or replace all the shelters, and she commented the program is set up to touch all of our shelters and stops and will run tandem to the replacement program as well. Mr. Cruz-Aedo stated, this plan is to touch all bus stops and shelters every three years.

**MR. HARRIS MADE A MOTION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BUS STOP SHELTER REFURBISHMENT. MS. PATRICIA DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NISKALA.**

**Heard Presentations –**

**a) Update on Fare Recovery**

Mr. Robert Saldaña commented on the Fare Recovery process as part of the board priority of financial transparency. He stated this item has been in discussion for the past 9 months, and is a 2 year process in research, information gathering, decisions making, and scheduling meetings with City, Commissioners and others. A slide was displayed showing the timeline and he commented on each date with details. He said the process began in March 2018 and will go to March 2019. It began at a Staff Retreat with a timeline developed in April 2018, research in June 2018, and provided to RCAT Committee in July 2018, all of which are now complete. He said we are currently in the fare equity analysis stage that began July 10, 2018 and goes to July 9, 2019. Mr. Saldaña commented in August of this year, we will begin discussion on options to agree with a recommendation on base fare, transfers, Discounts for students, seniors, off-peak and daily, along with weekly and monthly passes.





After analyzing the information, and only if the recommendation is to make a fare adjustment, the next steps will involve setting up a meeting with a Local Government Fare Approval (LGFA) Committee made up of 5 city council members, 3 county commissioners, and 3 mayors and would be done this November. He said if the results indicate no fare adjustment, it will go direction to the Administration & Finance Committee meeting on November 27, 2019 for committee approval, then to December Board meeting for final approval.

He also commented for a fare adjustment and after the LGFA Committee meets, results and their recommendation would presented to the Administration & Finance Committee meeting on November 27, 2019 for approval, the agency will Post for a Public Hearing to be held at the December 4, 2019 Board of Directors meeting for final approval from our Board of Directors.

Mr. Saldaña then said a marketing campaign to educate ridership along with operators being trained, then all these including the implementation will take place on March 2, 2020.

Ms. Anne Bauman commented on the slide giving a seniors age of 60+, and Mr. Saldaña stated the agency's age of seniors is at 60, where other agencies generally are at 65. The subsidies are what the agency needs to look at in order to increase our fare recovery. He said the base fare would apply to everyone, then would be dependent on what subsidy a rider would fall under. As an example, if the fare doubled \$0.75 to \$1.50, it would only show a 10 percent recovery rate. That is why we look at the subsidies to make some type of impact. The CCRTA is not looking to double our fares, the first thing we will do is to look at our subsidies. Currently, the industry's percentage is at 14 percent with the CCRTA at 5.8 percent, and we would like to make this in 2019.

**b) December 2018 Financial Report**

Mr. Saldaña commented the Board Priority for this item is Transparency. He reported December operating revenues at \$163,567, or \$4,326 short. Departmental Expense at \$2.7 million, depreciation \$366,535 giving a total operating expense amount at \$3.1 million on a budget of \$2.7 million, or short by \$326,049. Sales tax revenue with other expenses for \$178,489 change in net assets. He displayed a chart with the expense by function which does not include depreciation, debt service and street improvements. Year to date came in at \$2.41 on \$2.43, or \$20,236 short. Departmental expense came in at \$30.1 million add \$4.3 million in depreciation for total operating expenses at \$34.5 million on a budget of \$34.1, or \$369,264 short due to health care costs. Sales tax revenue came in at \$33.4 million, or \$1.2 million to the good. Factor in grants, investment income, Staples Street Center Expenses, Port Ayers cost Center, debt service, street improvements for a non-operating income at \$30.0 million, or negative net asset at \$2.1 million, yet with the depreciation as a non-cash outlay leaves us with a positive \$2.3 million for the year.





A year-to-date chart was also displayed with where the money goes excluding the depreciation, debt service, and street improvements. Sales tax update for 2018 month to month from November 2017 to November 2018 decreased \$140,163, or a decline by 5.45 percent. Actual November budget is \$2.54 million and came in at \$2.57 million, or a decrease of 4.32 percent.

**c) Procurement Update**

Mr. Robert Saldaña commented on the Board Priority meets the Facilities – Maintain our facilities, inventory and Innovative equipment. He reported on four current procurements of Financial Auditing Services, Vanpool Services, General Architectural and Engineering Services and Bus Parts Supply. Mr. Saldaña provided statistics for each project on the outreach, pre-proposal meeting attendance and number of proposals submitted and bids received. A slide showing an item over the \$50,000 four-month outlook is for CNG Fueling Station Maintenance to take to the committee in February and to the Board in March to exercise the option year one.

Mr. Saldaña charted the seven contracts for the CEO's signature authority. Those listed are for Monitor Security & Fire System at \$2,700; Labor and Employment Law Services at \$5,400 and Labor and Employment Law Services at \$19,600; Server Support Services at \$19,000; Budget software at \$5,000 and B2GNow Management program at \$15,000, and Commercial Janitorial Services at \$50,000. These contracts are not to exceed the amounts shown on the chart. Mr. Saldaña reported the month-to-month contract for the Marina Rental Space is a continuous agreement with the City at \$6,300.

**d) December 2018 Safety & Security Report**

Mr. Rendón commented this item meets the Board Priority of Facilities – Safety & Security. He stated there were 9 vehicle collisions, 6 non-preventable and 3 preventable, and our collision rate for the month at 3.70. The comparison rate from 2017 for December at 1.51 which was lower in December 2018 at 1.22. He commended Marketing and Operations for their help in providing operators training to include accidents and how they happen.

A chart was shown with the breakdown of 434 contacts with individuals. He commented on the doors are currently being worked on, access card readers have been installed in all restrooms at the SSC with exception to the 1st floor which will be active next week. Mr. Rendón gave a brief discussion on the monitoring and schedules currently without the Administrative Coordinator.

Mr. Rendón also commented again on the 'If you See Something, Say Something' campaign and how it is working at the facility.





**e) December 2018 Operations Report**

Mr. Gordon Robinson commented the Board Priority met was for Public Image & Transparency. He reported December's monthly ridership was at 415,137 boardings. He said Vanpool is up by 660.6 percent, as well as majority of the modes increased for the month. System-wide year-to-date we finished flat, although Vanpool was at 64.2 percent.

He displayed several charts of performance statistics of highest and lowest weekdays productivity, highest wheelchair and bicycle boardings with Fixed Route On-Time Performance was 86.1 percent. Additional slides displayed the City Bond Projects and the Harbor Bridge Project detours with 8 out of 32 routes being on detour, or 25 percent of our routes. He reported B-Line service met their metrics, we received 10 CAFs for the month and was the lowest in the past 6 years. Miles between Roadcalls came in at 14,604 for the month.

**Heard CEO's Report**

Mr. Cruz-Aedo commented on the Small Cities Committee of Mayors (SCCM) meeting held yesterday in Robstown. Next Tuesday we will present to the City Council. He also talked about the Board Retreat in the Spring, April 5, April 12, April 26 as our date. This Sunday is the CCRTA Roadeo and DART and VIA will be participating in our roadeo and at 11:00 am we invite the Board Members to come compete with each other by driving a bus in the course.

**Heard Chairman's Report**

Mr. Martinez Board Chairman deferred his time to other members to comment. Ms. Anne Bauman commented on the recent riding of the bus service. Ms Jennifer Fehribach responded to Ms. Bauman's concerns that our software and reservations system are old and will be updated where we go manual over the weekend as new system is being installed. Mr. Martinez thanked Staff for all their hard work.

He then called the closed session at 9:40 a.m. for Possible Action Thereafter in Open Session Concerning CEO Evaluation, Compensation and Benefits.

**Held Closed Session and Possible Action Thereafter in Open Session Concerning CEO Evaluation, Compensation and Benefits**

Mr. Martinez opened the session at 10:57 am. Mr. Reeves made a motion to extend Mr. Jorge Cruz-Aedo's contract as Chief Executive Officer for two additional years until 2022, and to increase his salary by 3 percent, issue a performance incentive of 5 percent and add 3 additional vacation days, or 5 weeks.

**MR. REEVES MADE A MOTION TO EXTEND MR. JORGE CRUZ-AEDO'S CONTRACT AS CHIEF EXECUTIVE OFFICER FOR TWO ADDITIONAL YEARS UNTIL 2022, AND TO INCREASE HIS SALARY BY 3 PERCENT, ISSUE A PERFORMANCE INCENTIVE OF 5 PERCENT AND ADD 3 ADDITIONAL VACATION DAYS, OR 5 WEEKS. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, LEYENDECKER, CLOWER,**





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

**Adjournment**

There being no further review of items, the meeting adjourned at 10:58 a.m.

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 6, 2019

**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.

**Committee Review**

This item has been reviewed and approved at the Administration & Finance Committee meeting held on February 27, 2019.

**Recommendation**

Staff recommends 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

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## Drug and Alcohol Policy

Effective as of [03/06/2019]

Adopted by: \_\_\_\_\_

Date Adopted: [03/06/2019]

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## 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

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,

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.



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](http://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.

## 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.



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. Employees are prohibited from reporting for work or working while the influence of alcohol, a controlled substance, or illegal drug.



## 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](mailto:aolivares@ccrta.org)

### **Designated Employer Representative**

JoAnna Serna  
Human Resources Analyst  
5658 Bear Lane, Corpus Christi, TX 78405  
361.903.3528  
[jserna@ccrta.org](mailto: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





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 6, 2019

**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.

### **Committee Review**

This item has been reviewed and approved at the Administration & Finance Committee meeting held on February 27, 2019.

### **Recommendation**

Staff recommends 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





Board of Directors Meeting Memo

March 6, 2019

**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:

<b>Name of Auditing Firm</b>	<b>Total Points Out of 100</b>
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.

**Committee Review**

This item has been reviewed and approved at the Administration & Finance Committee meeting held on February 27, 2019.



**Recommendation**

Staff recommends 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



Board of Directors Meeting Memo

March 6, 2019

**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 <sup>st</sup>

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.

**Committee Review**

This item has been reviewed and approved at the Administration & Finance Committee meeting held on February 27, 2019.

**Recommendation**

Staff recommends 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





Board of Directors Meeting Memo

March 6, 2019

**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.

**Committee Review**

This item has been reviewed and approved at the Operations & Capital Projects Committee meeting held on February 27, 2019.

**Recommendation**

Staff recommends 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





Board of Directors Meeting Memo

March 6, 2019

**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 Christi 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 (7<sup>th</sup>) 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.

**Committee Review**

This item has been reviewed and approved at the Administration & Finance Committee meeting held February 27, 2019.

**Recommendation**

Staff recommends 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 6<sup>th</sup> 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 6<sup>th</sup> day of March 2019.

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Dan S. Leyendecker



Board of Directors Meeting Memo

March 6, 2019

**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.

**Committee Review**

This item has been reviewed and approved at the Operations & Capital Projects Committee meeting held February 27, 2019.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee 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 6<sup>th</sup> day of March, 2019.

**ATTEST:**

**CORPUS CHRISTI  
REGIONAL TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Dan S. Leyendecker  
Board Secretary

By: \_\_\_\_\_  
Edward Martinez  
Board Chair

Federal Tax ID# 74-2390259



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 6<sup>th</sup> day of March 2019.

---

Dan S. Leyendecker



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 6, 2019

**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	\$170,882.71	\$10,474.00	\$53,616.15	\$149,553.10	\$129,379.91
External Engine Parts - IFB NO. 2018-FP-14	\$507,952.40	\$107,810.89	\$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
	\$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 <b>Internal &amp; External Engine Parts</b>	\$303,932.30
Estimated 2019 Usage Consumption <b>Electrical Bus Parts</b>	\$ 99,992.36
Estimated 2019 Usage Consumption <b>Brakes Bus Parts</b>	\$ 94,758.87
<b>Estimated 2019 Total Combined Consumption Usage</b>	<b>\$498,683.53</b>

**Board Priority**

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

**Committee Review**

This item has been reviewed and approved at the Operations & Capital Projects Committee meeting held on February 27, 2019.

**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.

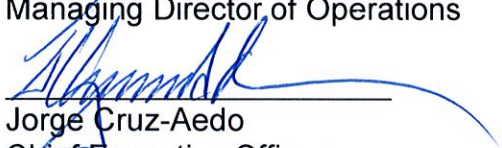
The following ten (10) vendors are being recommended for award;

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





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 6, 2019

**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.

**Committee Review**

This item has been reviewed and approved at the Operations & Capital Projects Committee meeting held on February 27, 2019.

**Recommendation**

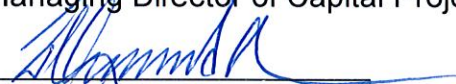
Staff recommends the Board of Directors to authorize the Chief Executive Officer (CEO) to exercise a Three-Year Option, and a Two-Year Option, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services.

Respectfully Submitted,

Submitted &  
Reviewed by:

Sharon Montez  
Managing Director of Capital Projects and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



Board of Directors Meeting Memo

March 6, 2019

**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”.

**Committee Review**

This item has been reviewed and approved at the Operations & Capital Projects Committee meeting held on February 27, 2019.

**Recommendation**

Staff recommends 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.

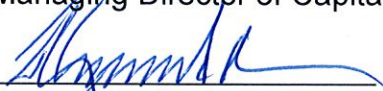


Respectfully Submitted,

Submitted &  
Reviewed by:

Sharon Montez  
Managing Director of Capital Projects and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge Cruz-Aedo  
Chief Executive Officer



Board of Directors Meeting Memo

March 6, 2019

**Subject:** Action to Adopt a Resolution to Implement a Cost of Living Adjustment under the CCRTA Employees' Defined Benefit Plan and Trust

**Background**

Management has presented recommendations to the Board of Directors requesting a one-time COLA increase of 2.5% to CCRTA's Retirees based on the calculation studies from the Authority's Actuarial Consultant. The 2019 Adopted Operating Budget reflects estimated costs as presented by these studies to be effective as of the Board Approval Date.

**Identified Need**

The Defined Benefit Plan and Trust document requires an amendment to the plan to implement this one-time cost-of-living adjustment of 2.5%. The proposed resolution and amendment to the plan are included.

**Disadvantage Business Enterprise**

There are no federal monies associates with this action; therefore, there recommendation does not require DBE participation.

**Board Priority**

The Board Priority is Financial Transparency.

**Recommendation**

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution to Implement a Cost of Living Adjustment (COLA) under the CCRTA Employee's Defined Benefit Plan and Trust.

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



**Corpus Christi  
Regional Transportation Authority**



**Resolution**

**IMPLEMENTING A COST OF LIVING ADJUSTMENT UNDER THE RTA  
EMPLOYEES' DEFINED BENEFIT PLAN AND TRUST FOR  
PARTICIPANTS RECEIVING MONTHLY RETIREMENT BENEFITS**

**WHEREAS**, the Corpus Christi Regional Transportation Authority, (the "RTA") has adopted and maintains the RTA Employees Defined Benefit Plan and Trust (the "Plan") in order to provide monthly retirement benefits to its employees; and

**WHEREAS**, the Plan authorizes the Board of Directors from time to time to provide cost of living adjustments for participants receiving monthly retirement benefits in order to confirm for current employees the RTA's commitment to providing an equitable retirement benefit in lieu of the Social Security benefits not provided to RTA employees;

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

Section 1. The Board hereby adopts a cost of living adjustment in the amount of two and one-half percent (2.5%) for participants receiving monthly retirement benefits whose benefits began on or prior to January 1, 2015, as provided in the 2019 Operating Budget, such adjustments to be effective as of January 1, 2019.

**DULY PASSED AND ADOPTED** this 6<sup>th</sup> day of March, 2019.

**ATTEST:**

**CORPUS CHRISTI  
REGIONAL TRANSPORTATION AUTHORITY**

\_\_\_\_\_  
Dan S. Leyendecker  
Board Secretary

By: \_\_\_\_\_  
Edward Martinez  
Board Chair

Federal Tax ID# 74-2390259



Board of Directors Meeting Memo

March 6, 2019

**Subject:** Approve the Fourth Amendment to the CCRTA Employees' Defined Benefit Plan and Trust

**Background**

Management has presented recommendations to the Board of Directors requesting that the benefit formula of the Employee Defined Benefit Plan & Trust be increased from 2.0% to 2.5%. This recommendation is based on the results of Studies conducted by the Authority's Actuarial Consultant. The 2019 Adopted Operating Budget reflects estimated costs as presented by these studies to be effective as of the Board Approval Date.

**Identified Need**

The Defined Benefit Plan and Trust document requires an amendment to the plan be approved changing the benefit formula from 2.0% to 2.5%. This would be the Fourth Amendment to the Plan.

**Disadvantage Business Enterprise**

There are no federal monies associates with this action; therefore, there recommendation does not require DBE participation.

**Board Priority**

The Board Priority is Financial Transparency.

**Recommendation**

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to approve the Fourth Amendment to the CCRTA Employees' Defined Benefit Plan and Trust and execute all documents required to effectuate this change.

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





CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**FOURTH AMENDMENT  
TO THE  
CCRTA EMPLOYEES DEFINED BENEFIT PLAN AND TRUST  
(As Amended and Restated Effective January 1, 2010)**

Pursuant to Section 7.01 of the RTA Employees Defined Benefit Plan and Trust (the "Plan"), the Corpus Christi Regional Transportation Authority (the "RTA") hereby amends the Plan to revise Section 3.01(b) concerning the "Amount of Retirement Income" in order to increase the benefit from 2% to 2.5% of an employee's Final Three-Year Average Compensation multiplied by Years of Service. As amended, such subsection shall read as follows:

**3.01 NORMAL RETIREMENT**

- (b) **Amount of Retirement Income.** The amount of annual retirement income payable to a Participant who retires on his or her Normal Retirement Date Shall be an amount equal to 2.5% of his or her Final Three-Year Average Compensation multiplied by his or her Years of Service. The annual retirement income shall be converted to a monthly retirement benefit by dividing by twelve.

IN WITNESS WHEREOF, the Corpus Christi Regional Transportation Authority has caused this Fourth Amendment to the RTA Employee Defined Benefit Plan and Trust to be executed by its authorized officers on this 6th day of March, 2019.

CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Edward Martinez  
Chairman of the Board

Amended:  
December 11, 2011  
December 5, 2012  
June 1, 2016  
March 6, 2019



**Subject:** January 2019 Financial Report

**SUMMARY:**

**Results from all Activities Compared to Budget**

**REVENUES**

For the month of January, **Total Revenues** fell short of budget projections by \$488,492 or -14.38%. The majority of this shortfall is related to federal capital grant reimbursements, which are dependent on completion of eligible capital projects. This revenue category will improve throughout the year as these projects reach completion. Additional category shortfalls were for federal operating grants, which are tied to reimbursement for preventive maintenance and subrecipient grants. This is similar to the capital grants, in that the revenue will only be recognized when eligible expenses are submitted for reimbursement by the recipient of the subaward. In this case, the shortfall in reimbursements is offset by a positive variance in the subrecipient expenditures. For preventive maintenance, the grant was awarded February 28, 2019, so the January shortfall will be made up for in the months to follow.

In other categories, **Passenger Service** exceeded budget expectations by \$2,803, or 1.90%. The mild January has clearly been of benefit to ridership.

The **Investment Portfolio** of the Agency continues to perform well, and exceeded budget expectations by \$19,449. The non-cash portion of the portfolio yielded 2.639% in January. Our investment firm constantly reviews RTA portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Current market conditions indicates the need to extend portfolios and extending now will lock in yields even though rates may decrease but at the same time provide for extra safety.

**Sale tax revenue** for January is estimated at \$2,623,007, or 3.48% higher than 2018. The conservative approach to sales tax is in line with the recent *Survey of Business Conditions* <http://stedc.tamucc.edu/files/SBC> Report 2018/q4, published by the South Texas Economic Development Center in collaboration with American Bank, Corpus Christi Regional Economic Development Corporation and United Corpus Christi Chamber of Commerce. The majority of survey respondents indicate improving business conditions in quarter four of 2018, though the decline in oil prices remains a concern for a regional so dependent on industry related to the resource. Management will continue to monitor sales taxes as the year progresses.



The detail of all revenue categories is presented in the following table, along with the fare recovery ratio for January 2019:

	Actual	Budget	Favorable (Unfavorable) Variance \$
	A	B	A vs B (\$)
<b>Revenues</b>			
Passenger service	\$ 149,934	\$ 147,131	\$ 2,803
Bus advertising	12,153	11,250	903
Other operating revenues	3,645	4,808	(1,163)
Sales Tax Revenue	2,623,007	2,623,007	-
Federal, state and local grant assistance	1,968	66,667	(64,699)
Investment Income	48,472	29,023	19,449
Staples Street Center leases	39,697	39,730	(33)
Gain (Loss) on Disposition of Property	-	-	-
Capital Grants & Donations	30,187	475,937	(445,750)
<b>Total Revenues</b>	<b>2,909,062</b>	<b>3,397,553</b>	<b>(488,491)</b>

### Fare Recovery Ratio

Description	1/31/2019	Year to Date
Fare Revenue	\$ 149,934	\$ 149,934
Operating Expenses*	2,489,755	2,489,755
FRR	6.02%	6.02%

\*Excluding Depreciation

Note: Same period last year the FRR was 5.24%

### EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of January 2019, total departmental operating expenses realized a favorable variance of approximately \$396,000. The unfavorable variance in the Purchased Transportation category is offset by the positive variance in the Salaries & Benefits category as a result of the utilization of more contracted hours for fixed route services.

In addition to the departmental operating expenses, the category of Subrecipient Grant Recipients experienced a positive variance of \$60,187. Combined, this brings the positive variance in total expenses to just over \$456,000. The following table presents the departmental operating expenses by object, excluding the subrecipient grant.

Expenses for street improvement allocations and depreciation are included in the detailed report following this memo.

<u>Operating Expense Object Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>
	A	B	A vs B (\$)
Salaries & Benefits	\$ 1,172,992	\$ 1,330,983	\$ 157,991
Services	199,103	346,602	147,499
Materials & Supplies	219,790	272,196	52,406
Utilities	54,515	58,676	4,161
Insurance	319,844	354,520	34,676
Purchased Transportation	566,909	538,703	(28,206)
Miscellaneous	26,183	53,475	27,292
<b>Total Expenses</b>	<b>\$ 2,559,337</b>	<b>\$ 2,955,156</b>	<b>\$ 395,819</b>

#### NET POSITION

The Total Net Position at the end of the month was \$89,632,925, a decrease of \$260,132 from December 2018. Of the net position, \$29,215,622 is the portion of the fund balance that is not restricted. However, \$20,347,729 has been assigned by policy to specific reserves leaving the amount available for spending at \$8,867,894.

#### UNAUDITED FUND BALANCE AS OF JANUARY 31, 2019:

Net Invested in Capital Assets	\$ 58,806,001
Restricted for Debt Service	1,611,302
Assigned for Operating Reserve	8,279,831
Assigned for Capital Reserve	3,348,353
Assigned for Local Share of CIP	4,544,000
Assigned for Health Care Costs Reserve	1,200,000
Assigned for Emergency Fund Reserve	1,910,000
Restricted Deferrals Related to Pensions	1,065,545
Unassigned	8,867,894
	<u>\$ 89,632,925</u>



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

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)**  
**For the month ended January 31, 2019**

	<u>Current Month</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>	<u>Favorable (Unfavorable) Variance %</u>
	A	B	A vs B (\$)	A vs B (%)
<b>Revenues</b>				
Passenger service	\$ 149,934	\$ 147,131	\$ 2,803	1.90%
Bus advertising	12,153	11,250	903	8.02%
Other operating revenues	3,645	4,808	(1,163)	-24.18%
Sales Tax Revenue	2,623,007	2,623,007	-	0.00%
Federal, state and local grant assistance	1,968	66,667	(64,699)	-97.05%
Investment Income	48,472	29,023	19,449	67.01%
Staples Street Center leases	39,697	39,730	(33)	-0.08%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	30,187	475,937	(445,750)	-93.66%
<b>Total Revenues</b>	<b><u>2,909,062</u></b>	<b><u>3,397,553</u></b>	<b><u>(488,491)</u></b>	<b><u>-14.38%</u></b>
<b>Expenses</b>				
Transportation	588,415	625,663	37,248	5.95%
Customer Programs	29,237	33,592	4,355	12.97%
Purchased Transportation	566,909	538,703	(28,206)	-5.24%
Service Development	32,577	38,019	5,442	14.32%
MIS	64,994	80,177	15,183	18.94%
Vehicle Maintenance	385,042	414,371	29,329	7.08%
Facilities Maintenance	123,298	175,257	51,959	29.65%
Contracts and Procurements	16,858	19,340	2,482	12.83%
CEO's Office	47,689	59,920	12,231	20.41%
Finance and Accounting	35,722	49,572	13,851	27.94%
Materials Management	11,895	11,990	96	0.80%
Human Resources	427,044	518,506	91,462	17.64%
General Administration	44,904	52,855	7,950	15.04%
Capital Project Management	11,302	14,958	3,656	24.44%
Marketing & Communications	27,035	49,435	22,401	45.31%
Safety & Security	76,835	114,220	37,386	32.73%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	44,582	83,019	38,437	46.30%
Port Ayers Cost Center	-	28,703	28,703	100.00%
Debt Service	-	-	-	0.00%
Special Projects	25,000	46,853	21,853	46.64%
Subrecipient Grant Agreements	1,968	62,155	60,187	96.83%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
<b>Total Expenses</b>	<b><u>3,169,194</u></b>	<b><u>3,625,201</u></b>	<b><u>456,007</u></b>	<b><u>12.58%</u></b>
<b>Change in Net Assets</b>	<b><u>\$ (260,132)</u></b>	<b><u>\$ (227,648)</u></b>	<b><u>(32,484)</u></b>	<b><u>-14.27%</u></b>



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended January 31, 2019 and year ended December 31, 2018**

	<b>Unaudited January 31 2019</b>	<b>Unaudited December 31 2018</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 22,474,894	\$ 21,222,857
Investments	5,107,072	5,104,907
Receivables:	-	
Sales and Use Taxes	6,208,374	6,015,928
Accrued Interest	47,742	38,377
Federal Government	243,280	252,402
Other	356,225	225,802
Inventories	587,632	603,224
Prepaid Expenses	558,482	261,394
<b>Total Current Assets</b>	<u>35,583,701</u>	<u>33,724,891</u>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	1,651,926	1,648,277
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	23,592,451	23,592,451
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	60,369,147	60,369,147
Construction in Progress	666,827	666,827
Current Year Additions	37,734	-
Total Capital Assets	<u>149,307,461</u>	<u>149,269,726</u>
Less: Accumulated Depreciation	<u>(71,256,460)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>78,051,001</u>	<u>78,370,575</u>
<b>Total Non-Current Assets</b>	<u>79,702,927</u>	<u>80,018,852</u>
<b>TOTAL ASSETS</b>	<u>115,286,628</u>	<u>113,743,743</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	2,932,452	2,932,452
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<u><u>118,219,080</u></u>	<u><u>116,676,195</u></u>

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position (cotinued)**  
**Month ended January 31, 2019 and year ended December 31, 2018**

	<b>Unaudited January 31 2019</b>	<b>Unaudited December 31 2018</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	2,938,351	1,622,132
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	595,000	595,000
Compensated Absences	354,908	354,908
Distributions to Regional Entities Payable	2,028,116	1,777,536
Other Accrued Liabilities	956,993	720,774
<b>Total Current Liabilities</b>	<b>6,873,368</b>	<b>5,070,350</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,650,000	18,650,000
Compensated Absences	195,210	195,210
Net Pension Liability	628,913	628,913
Net OPEB Obligation	371,757	371,757
<b>Total Non-Current Liabilities</b>	<b>19,845,880</b>	<b>19,845,880</b>
<b>TOTAL LIABLITES</b>	<b>26,719,248</b>	<b>24,916,230</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	1,866,907	1,866,907
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>28,586,155</b>	<b>26,783,137</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	58,806,001	59,125,575
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	29,215,622	29,156,180
<b>TOTAL NET POSITION</b>	<b>\$ 89,632,925</b>	<b>\$ 89,893,057</b>



**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
For the month ended January 31, 2019**

	<u>1/31/2019</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 119,538
Cash Received from Bus Advertising and Other Ancillary	66,531
Cash Payments to Suppliers for Goods and Services	(317,927)
Cash Payments to Employees for Services	(684,532)
Cash Payments for Employee Benefits	(397,002)
Net Cash Used for Operating Activities	<u>(1,213,391)</u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,430,561
Grants and Other Reimbursements	9,281
Distributions to Subrecipient Programs	(1,968)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,437,874</u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	31,996
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	(37,734)
Net Cash Provided by Capital and Related Financing Activities	<u>(5,738)</u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	36,942
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Non-Capital Financing Activities	<u>36,942</u>
<b>Net Increase in Cash and Cash Equivalents</b>	1,255,686
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 1, 2019</b>	22,871,134
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 31, 2019</b>	<u>\$ 24,126,820</u>



**Subject:** Operations Report for January 2019

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



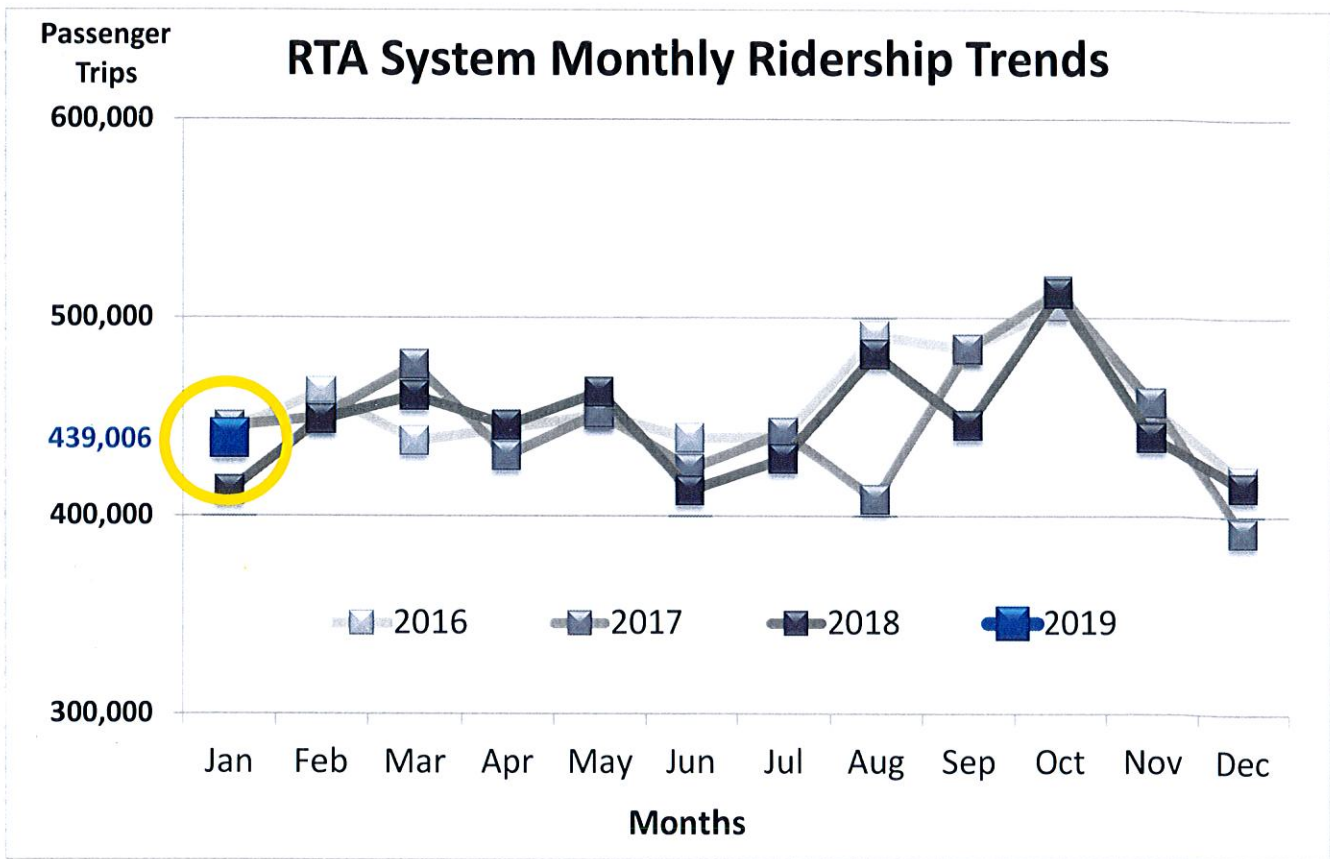


## 1. System-wide Ridership and Service Performance Results

Boardings for all services in January 2019 totaled 439,006. This represents a 6.3% increase as compared to 412,867 boardings in January 2018 or 26,139 more boardings this month.

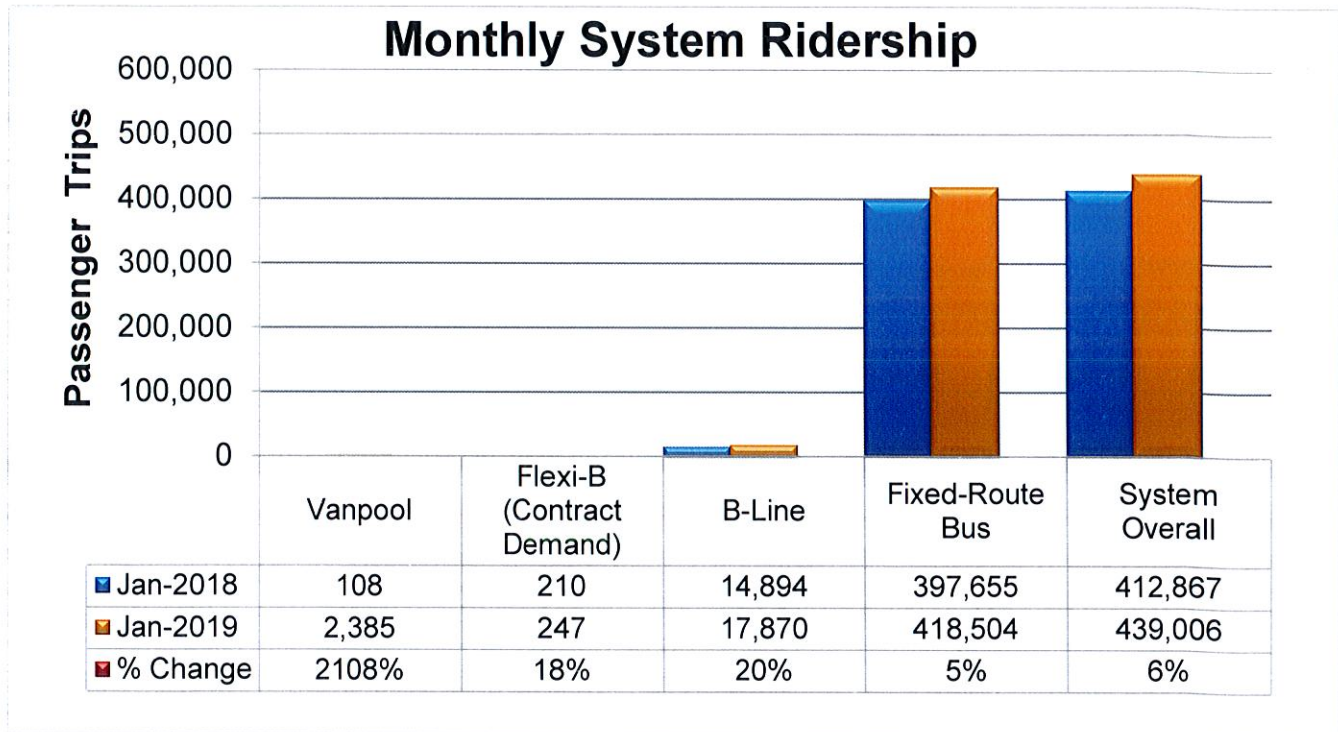
January 2019	January 2018	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
1 Holiday reduced service level	1 Holiday reduced service level	-
31 Days	31 Days	-

Average retail unleaded gas prices in the Corpus Christi area was approximately \$1.90 per gallon compared to approximately \$2.23 per gallon in January 2018<sup>1</sup>. January rainfall was approximately 1.73 inches compared to January 2018 which was 1.27 inches. Normal or average rainfall is 1.54 inches.<sup>2</sup> Temperatures were an average of 57.7 degrees. The range was between 47.7 and 67.7 degrees.

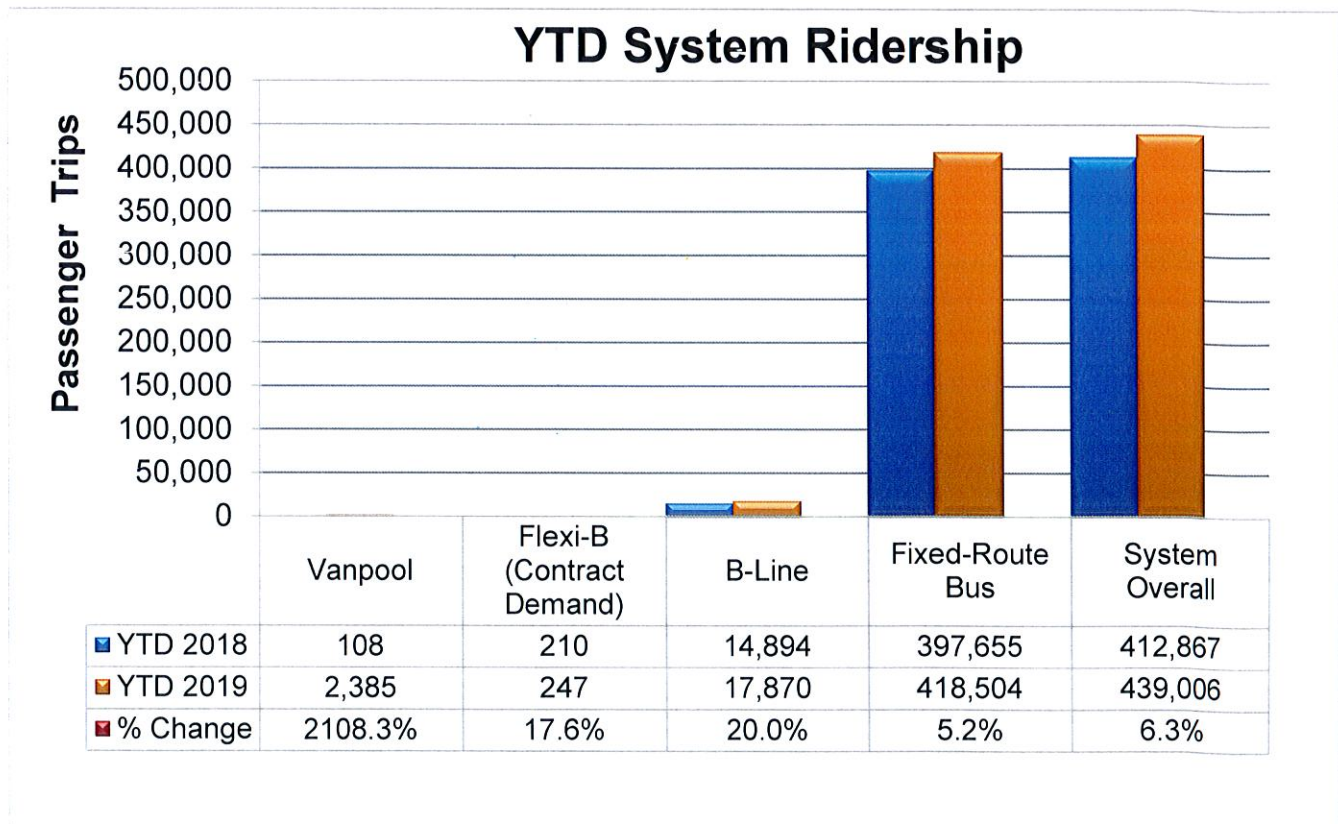


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.  
 2. [https:// www.usclimatedata.com/climate/corpus-christi/texas/united-states](https://www.usclimatedata.com/climate/corpus-christi/texas/united-states)

The chart below shows monthly ridership results for all services. CCRTA recorded 26, 139 more boardings for an increase of 6.3% this month as compared to January 2018.

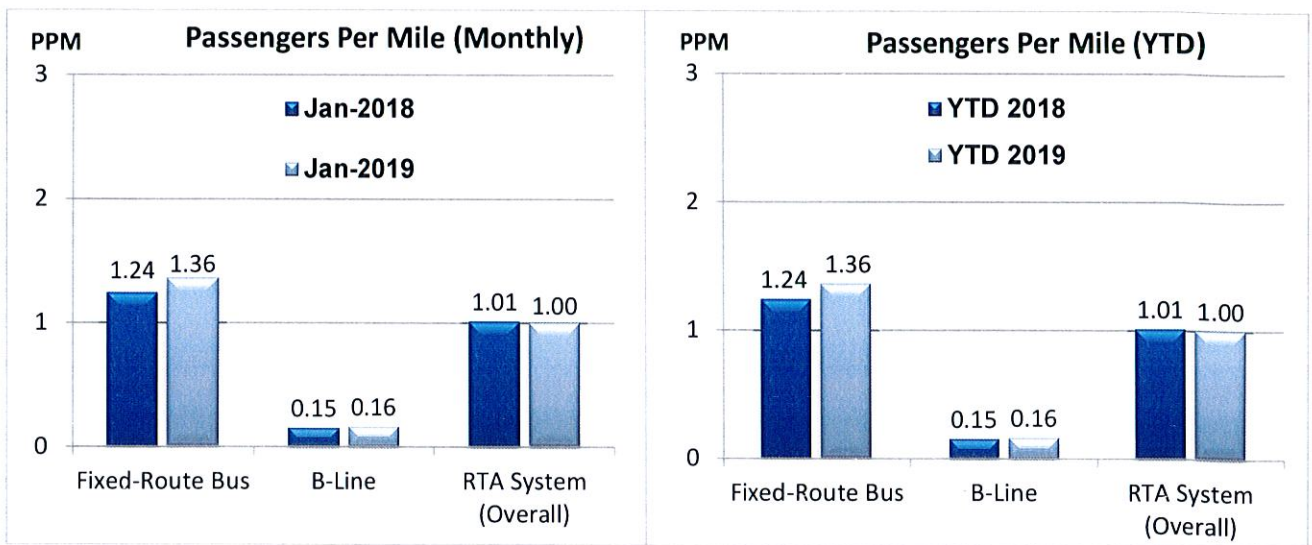
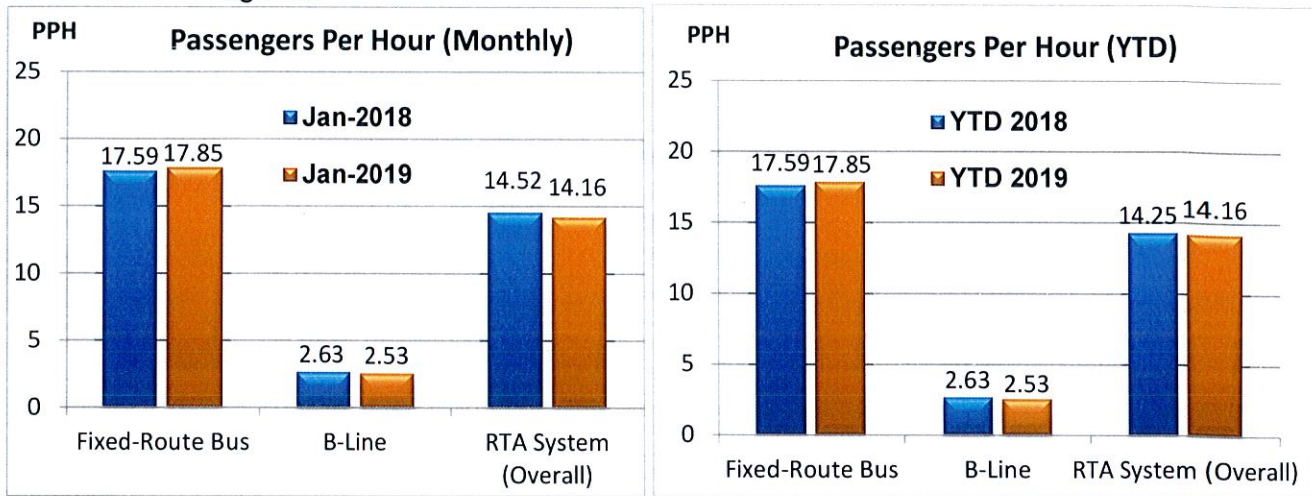


The chart below shows YTD ridership results for all services. CCRTA recorded 26,139 more boardings for a YTD increase of 6.3% in 2019 as compared to the same period in 2018.





The following charts report system-wide productivity for the month of January 2019 vs. January 2018 and YTD figures.



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

Schedule Adherence	Standard	Nov-18	Dec-18	Jan-19	3-Month Average
Early Departure	<1%	0.3%	0.2%	0.2%	0.2%
Departures within 0-5 minutes	>85%	87.9%	86.1%	88.3%	87.4%
Monthly Wheelchair Boardings	No standard	4,377	4,589	4,556	4,507
Monthly Bicycle Boardings	No standard	7,714	7,275	7,967	7,652

**The following detours potentially impact on-time performance:**

On Detour	<ul style="list-style-type: none"> <li>• <b>Comanche St. Overpass</b>-(9) month project-<u>Nearing completion</u>* <ul style="list-style-type: none"> <li>➤ Route 21</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>S. Alameda St.</b> (Ayers-Louisiana)-(19) month project-<u>Nearing completion</u>* <ul style="list-style-type: none"> <li>➤ Routes 5 &amp; 17</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Ayers St.</b> (Santa Fe-Alameda)-<u>Complete</u> Sunset detour March (Elizabeth &amp; 3<sup>rd</sup>)* <ul style="list-style-type: none"> <li>➤ Route 6 &amp; 19</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>North Staples St</b> (IH-37 Bridge Overpass)-To be complete mid-summer 2019 <ul style="list-style-type: none"> <li>➤ Route 12</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Corona Dr.</b> (Flynn-Everhart)-(10) month project-<u>Nearing completion</u>* <ul style="list-style-type: none"> <li>➤ Route 17</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Carroll Ln.</b> (Houston-McArdle)-(27) month project-To be complete October 2019 <ul style="list-style-type: none"> <li>➤ Route 17</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Gollihar Rd.</b> (Staples-Kostoryz)-(2) year project-To be complete March 2019 <ul style="list-style-type: none"> <li>➤ Routes 32 &amp; 37</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Old Robstown Rd.</b> (Leopard-Agnes-Hwy 44)-(1) year project-To be complete late April 2019 <ul style="list-style-type: none"> <li>➤ Route 12</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>South Staples St.</b> (Brawner Parkway-Kostoryz)-Half complete-traffic switched to south side lanes of travel. <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 29</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>North Beach Improvements</b> (5) month project-To be complete May 2019 <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Ayers St.</b> (SPID-Gollihar) (12) month project-To be complete March 2020 <ul style="list-style-type: none"> <li>➤ Routes 19G &amp; 19M</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Rd.</b> (Holly Rd-SPID) (22) month project-To be complete March 2021 <ul style="list-style-type: none"> <li>➤ Routes 17 &amp; 32</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Staples-Crosstown) (14) month project-To be complete April 2020 <ul style="list-style-type: none"> <li>➤ Routes 16 &amp; 23 <b>Detour to begin late-2019</b></li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Staples-Ocean Dr) (15) month project-To be complete Sept. 2020 <ul style="list-style-type: none"> <li>➤ Route 23 <b>Detour to begin late-2019</b></li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project-To be complete Dec. 2021 <ul style="list-style-type: none"> <li>➤ Route 29</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Palm-Nueces Bay) (14) month project-To be complete Nov. 2020 <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 <b>Detour to begin late-2019</b></li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Crosstown-Palm) (13) month project-To be complete Dec. 2020 <ul style="list-style-type: none"> <li>➤ Routes 27 &amp; 28 <b>Detour to begin late-2019</b></li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Sea Town Improvements</b> (5) month project-To be complete March 2019 <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>



Currently there are 8 detoured routes out of 32 fixed routes travelling on the local street network (25%). (4) Future detours will account for an additional 13% of detoured routing. However (4) projects are nearing completion.

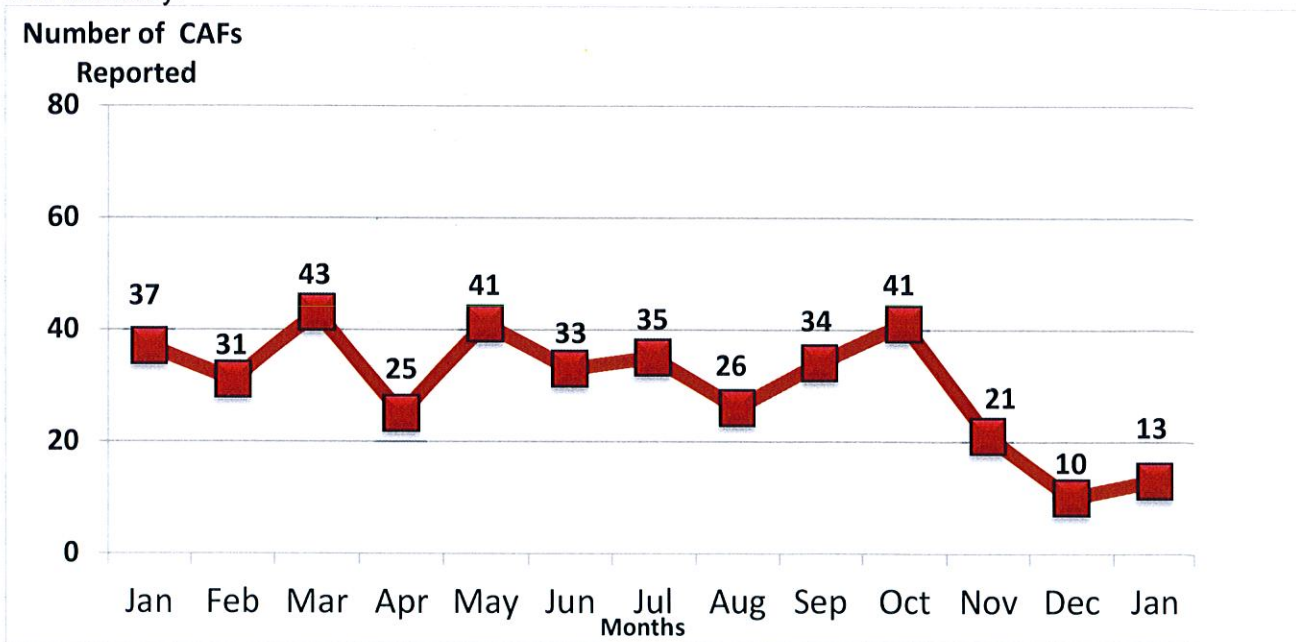
**2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics**

- 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: **15,640** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,460** ambulatory; **5,062** wheelchair boardings

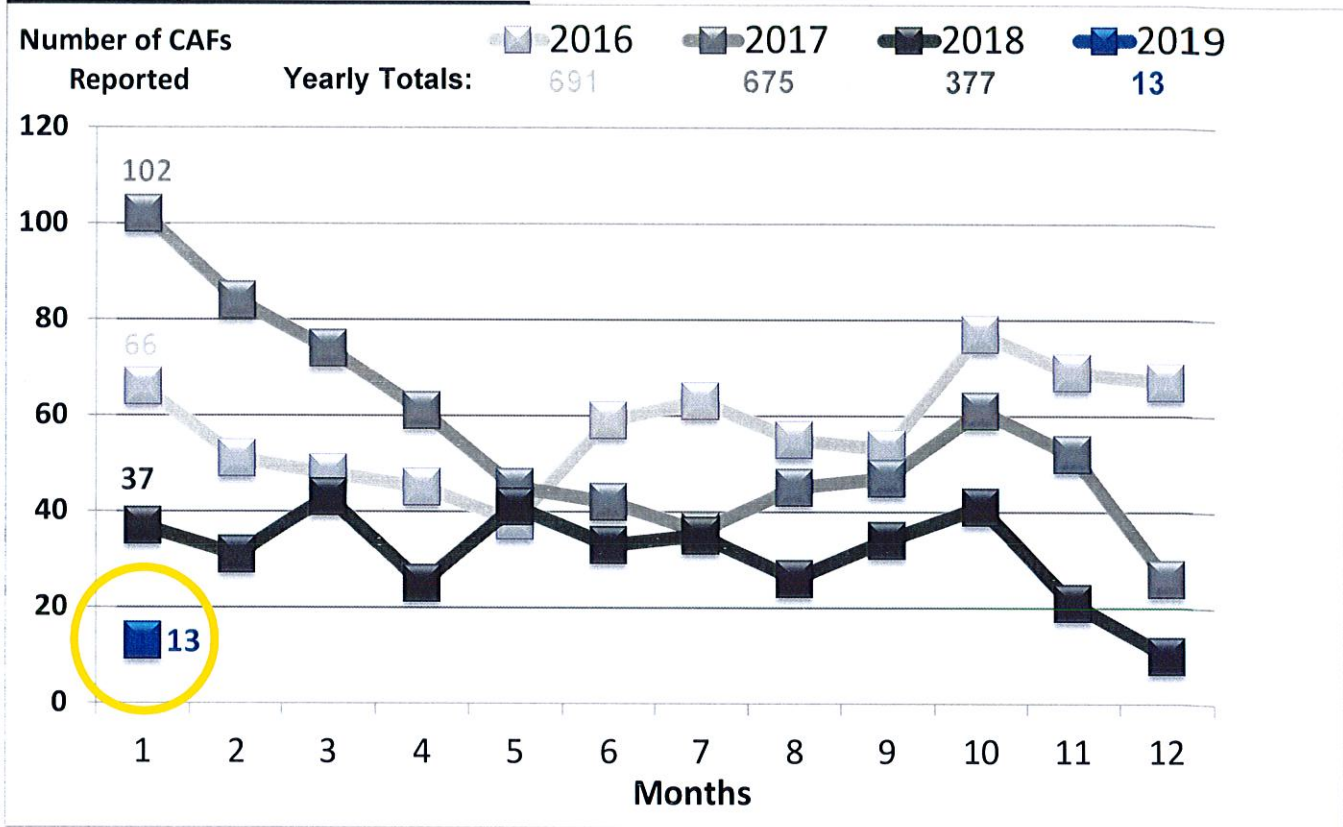
Metric	Standard	Nov-18	Dec-18	Jan-19	(3) Month-Ave.
Passengers per Hour	2.50	2.55	2.54	<b>2.63</b>	2.57
Denials	0.00%	0.00%	0.00%	<b>0.00%</b>	0.0%
Miles Between Roadcalls	12,250	15,924	19,449	<b>15,640</b>	17,004
Monthly Wheelchair Boardings	No standard	4,848	4,608	<b>5,062</b>	4,839

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

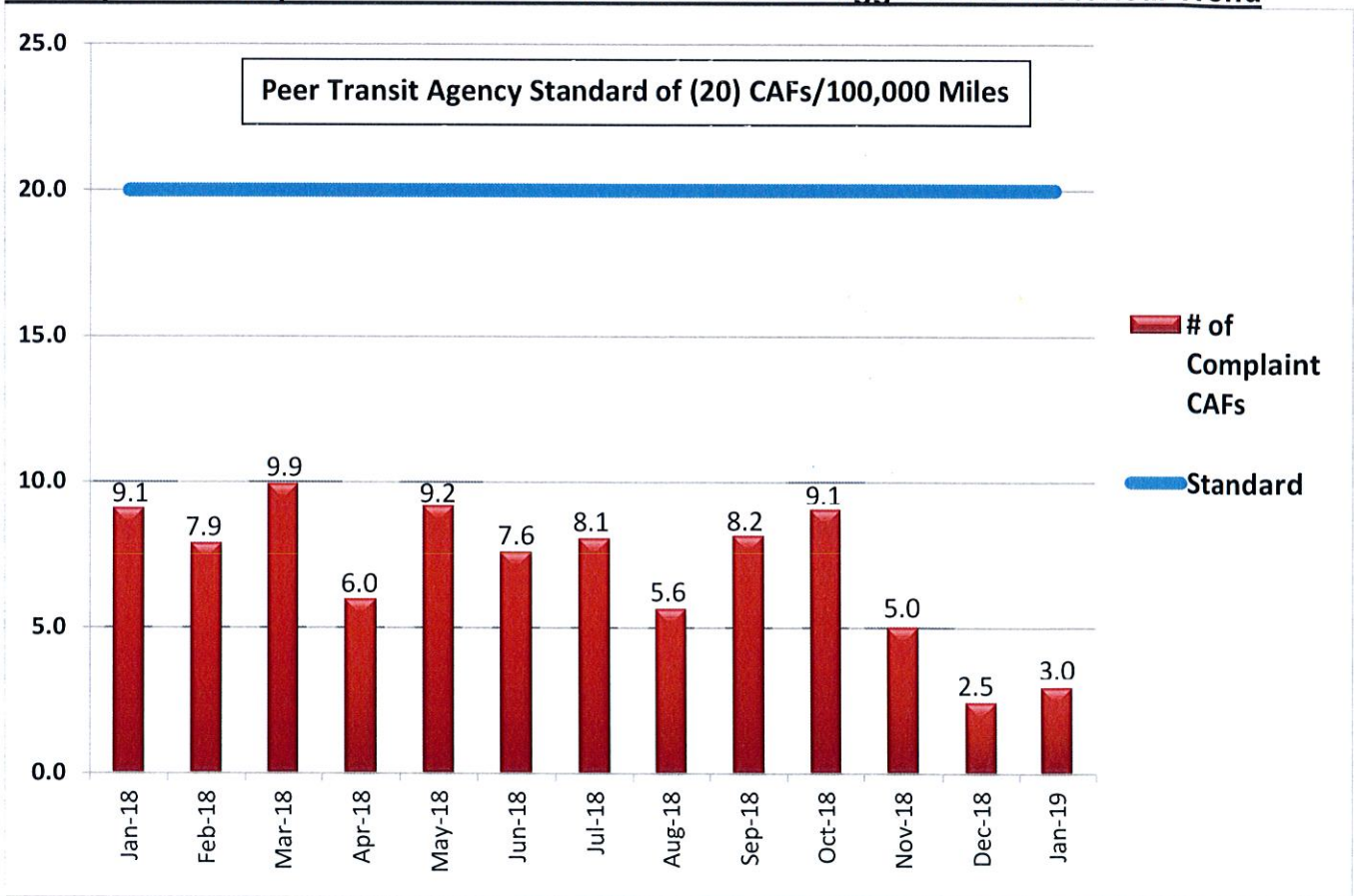
For January 2019, Customer Service received and processed 21 Customer Assistance Forms (CAF's) of which 13 or 61% were verified as valid. This represents a slight increase of 3 CAF's received and verified from the 10 CAF's in December 2018. One commendation was received this January.



### 3a. CAF Reports: Historical Trends



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





### 3d. January 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	1			1
Service Stop Issues	2			2
Driving Issues		2		2
Customer Services	2		1	3
Late/Early – No Show	1		1	2
Alleges Injury				
Fare/Transfer Dispute	1			1
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident at Station				
Incident on Bus				
No Wifi				
Denial of Service				
Safety & Security	4			4
Rude	2			2
Facility Maintenance				
Service Development				
Transportation (Other)	1			1
Over Crowded Vehicle				
Route Suggestion				
Stop Location Dirty	2			2
<b>TOTAL CAFs</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>20</b>
Commendations	1	0	0	1

### 3c. Route Summary Report for January 2019:

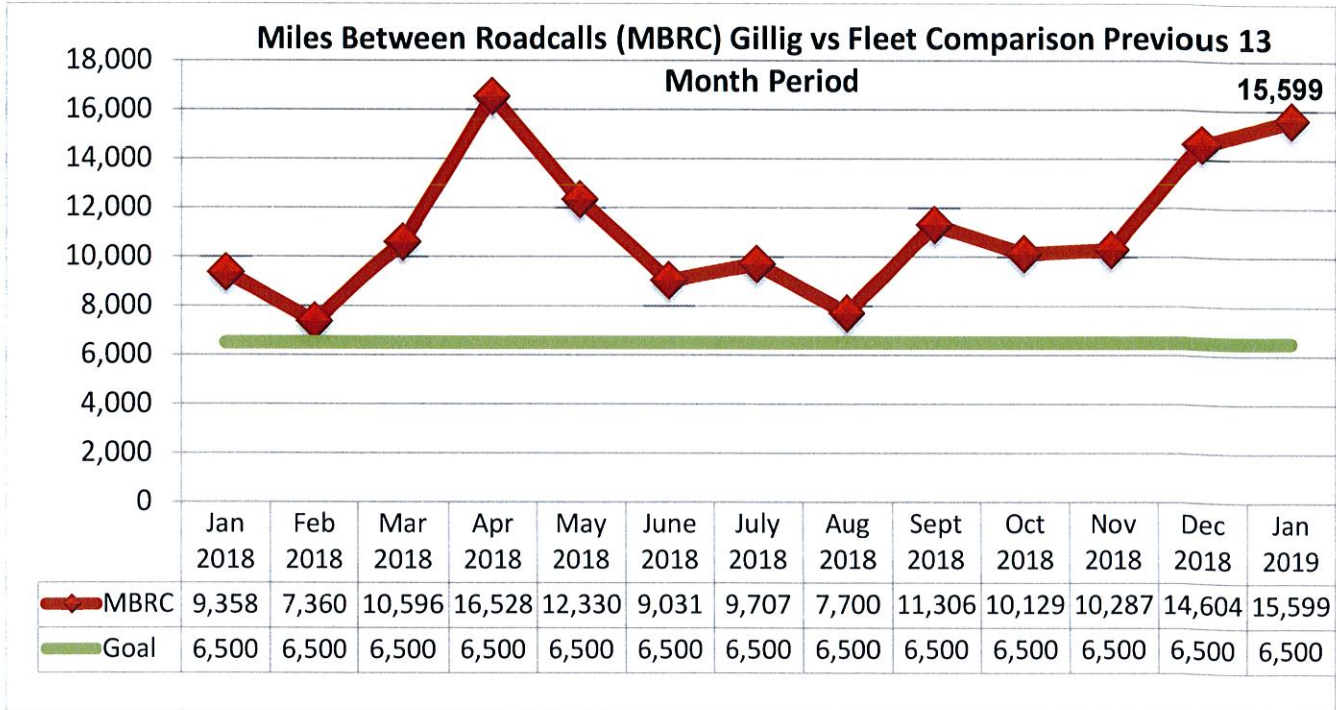
Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#32 Southside Mini-B	
#4 Flour Bluff Mini B		#34 Robstown North Circulator	1
#5 Alameda	1	#35 Robstown South Circulator	
#5x Alameda Express		#37 Crosstown/TAMUCC	
#6 Santa Fe/Malls	2	#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park		#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz		#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside	1	#56 Flour Bluff/Downtown Express	
#19 Ayers		#63 The Wave	
#19G Greenwood		#65 Padre Island Connection	2
#19M McArdle		#76 Harbor Bridge Shuttle	1
#21 Arboleda		#78 North Beach Shuttle	
#23 Molina		#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		B-Line (Para-transit) Services	2



#27 Northwest	3	Safety & Security	1
#27x Northwest (Express)		Safety/Transportation	3
#28 Leopard /Omaha		Facility Maintenance	2
#29 Staples		Service Development/Facilities	
#29F Staples/Flour Bluff		Transportation (Other)	
#29SS Staples/Spohn South		IT	
#30 Westside/Health Clinic		<b>TOTAL CAF's</b>	<b>21</b>

#### 4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For January 2019, 15,599 miles between road calls (MBRC) were recorded as compared to 9,593 MBRC in December 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, January 17, 2019**

---

**Advisory Committee Members Present:** John Longoria, Richard Balli, Joyce Lopez, Dr. Deborah Stanley, Rhonda Alvarez, Christa Rasche, Randall Chisamore, and Celia Mendez

**Advisory Committee Members Absent:** Tammye Salinas and Donnie Contreras

**Board Members Present:**

**Staff Present:** Susan Teltschik, Sharon Montez, Michelle Martinez, Terry Klinger, Gina Salazar, and Melanie Gomez

**MV Present:**

**Employee Representative(s) Present:**

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**Call to Order:** Mr. John Longoria called the meeting to order at 12:02 p.m. Ms. Michelle Martinez called the roll and determined that a quorum was present.

**Public Comment:** Ms. Gina Salazar, ATU 1769 commented that the route evaluation looked great but would like to reflect operator number and not name. Vehicles are equipped with Operator number plates and it will be more effective on the form if it reflects number. Another suggestion by Ms. Salazar was to add to the evaluation form whether name plate was displayed.

**Action to Approve Meeting Minutes of October 18, 2018:** approved as presented.

Mr. Randall Chisamore made a motion to adopt the RCAT Minutes of November 15, 2018 as presented; Mr. Longoria seconded the motion. Balli, Lopez, Stanley, Alvarez, Rasche, Chisamore, and Mendez voting for. Salinas and Contreras were not present.

## **Discussion of 3<sup>rd</sup> Quarter Unsung Hero Award:**

### **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, 4238 citations, disabled parking, blocking the architecture and blocking the sidewalks.

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

The No-Show/Eligibility Appeals Committee was scheduled to meet on Tuesday, November 13, 2018 for no show appeals. The committee did not meet, there were no appeals.

#### **Eligibility Appeals:**

None scheduled for November.

#### **Discussion and Approval of Route Evaluation Form:**

Ms. Sharon Montez discussed that a set of meetings were held throughout 2018 to approve the route evaluation form and tentatively looking at taking Route 21 to Port Ayers @ 11:50 am and return by 12:50 pm. Motion to approve Evaluation Form by Ms. Alvarez and Second by Mr. Balli. Longoria, Lopez, Stanley, Rasche, Chisamore, and Mendez voting for, Motion Carried. Salinas and Contreras were not present.

#### **Discussion and Approval RCAT 2019 Meeting Calendar:**

Motion to approve RCAT 2019 Meeting Calendar by Dr. Stanley and Second by Ms. Mendez. Balli, Alvarez, Longoria, Lopez, Rasche, and Chisamore voting for, Motion Carried. Salinas and Contreras were not present.

#### **Presentation CCRTA Transforming Transportation Survey Overview:**

Mr. Jeremy Sirio, CCRTA Marketing Production Coordinator discussed Transforming Transportation: Surveying our communities. Mr. Sirio discussed Understanding our audience, English and Spanish Survey options, Where we are surveying; digital media, transfer stations, outreach areas, and campuses. Mr. Sirio reviewed agency goals, data analysis, present results, data utilization and future survey themes.



**RCAT Liaison's Report:**

Ms. Sharon Montez presented service facts to assist newest committee members with understanding agency routes, ridership and passenger miles.

Ms. Sharon Montez presented the Hector P. Garcia Clinic Bus Stop Improvement partnership with Nueces County. Estimated cost of smart technology shelter is \$25,000.00 and is projected to be completed in 7.5 months.

Ms. Sharon Montez presented before and after Demolition of the Six Points Transfer Station pictures and cost of \$39,200.00.

Ms. Sharon Montez presented B-Line No Show Policy background, definitions, key changes to new policy and the next steps in which the policy will be presented to BOD in March 2019, Riders will be notified via mail-outs, websites, and audio recording.

Ms. Sharon Montez discussed new safety enhancements for CCRTA;  
1. Installed card readers in East and West doors. 2. Card readers for restrooms; on first floor customers service representatives will receive 4 programmed cards and if any are missing, they will be de-programmed at the end of day. 3. Adding two non-commissioned security guards that will work Monday through Friday 6 am through 6 pm. Contract is under revision.

**Chairperson's Report:**

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

**Informational Items:**

Mr. Longoria shared upcoming Career Fair at Mary Grett and Dr. Stanley expanded on the event.

Mr. Longoria shared upcoming Youth Resource Fair, March 2, 2019 and Jeremy Sirio expanded on the event.

Mr. John Longoria adjourned the meeting at 12:58 p.m. The next meeting will be held on Route Evaluation on Thursday, February 21, 2019.

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
02-06-19 Board	8.	Scott Harris	In reference to exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services, Mr. Harris asked what were original services and any additional services provided by the agency?	Mr. Jorge Cruz-Aedo responded that the health coverage was the original service and then we added Risk Management.	2/6/2019
02-06-19 Board	8.	Matt Woolbright	In reference to exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services, Mr. Woolbright asked if this contract was being approved retroactively because the date on the agenda read "c) Action to Exercise the Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance for Insurance Consulting Services through 2-28-19"	Mr. Jorge Cruz-Aedo responded that it is a typo. The Second Option Year for Health Care Consulting Services/Risk Management with Roland Barrera Insurance will be through 2-28-20.	2/6/2019
02-06-19 Board	9.	Anne Bauman	In reference to Authorizing a Request for Proposals (RFP) for Refurbishment of Shelter Amenities, Ms. Bauman asked how many are going to have solar panels and what determines where they are getting installed?	Ms. Sharon Montez responded that we are going forward all shelters will be equipped with Solar Panels, but this project will be for the Tolar panels.	2/6/2019
02-06-19 Board		Anne Bauman	In reference to Authorizing a Request for Proposals (RFP) for Refurbishment of Shelter Amenities, Ms. Anne Bauman asked are they motion activated.	Ms. Sharon Montez responded that they are sensors in there so when it turns dark they are activated.	2/6/2019



## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
02-06-19 Board		Mike Reeves	In reference to Authorizing a Request for Proposals (RFP) for Refurbishment of Shelter Amenities, Mr. Reeves asked if the RFP ready to go out and if not, then when might it be ready?	Ms. Sharon Montez responded that she will have it ready by the end of this week then move it to procurement.	2/6/2019
02-06-19 Board	9.	Dan Leyendecker	In reference to Authorizing a Request for Proposals (RFP) for Refurbishment of Shelter Amenities, Mr. Leyendecker asked if as part of this 5 year plan will be refurbishing all shelters?	Ms. Sharon Montez responded that it will be all of them, but we will be running the Refurbishment Shelter program in tandem.	2/6/2019
02-06-19 Board	10a.	Anne Bauman	In reference to Update on Fare Recovery, Ms. Bauman asked on discounts is the separation of Disabled and Senior intentional?	Mr. Robert Saldana responded yes because an individual could be disabled by not yet a Senior or a Senior and be perfectly healthy and not be disabled.	2/6/2019
02-06-19 Board	10a.	Matt Woolbright	In reference to Update on Fare Recovery, how has the Fare increases changed over the years?	Mr. Robert Saldana responded that during the last 10 years there have been 2 increases on the Fixed Route Side and one on the Paratransit Side.	2/6/2019
02-06-19 Board	10b.	Mike Reeves	In reference to December 2018 Financial Report any forecast for Sales Tax Revenue for CCRTA	Mr. Robert Saldana responded that they have not forecasted Sales Tax Revenue for CCRTA.	2/6/2019

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/23/2019	6	Tom Niskala	In reference to the Authorization and Adoption of a Resolution Designating Check Signers for the Entrust Healthcare Claims Account, Mr. Niskala asked whether there was a third signator.	Mr. Saldana stated that no we do not have a third individual and had not come across any incidents that may need us to require a third person.	1/23/2019
1/23/2019	7	Tom Niskala	In reference to issuance of a Request for Proposals (RFP) for an OnBoard Mobile Video Surveillance System Replacement for Bus Fleet, Mr. Niskala asked how was fleet selected for new system.	Mr. Saldana stated that the older fleet would be selected for the new video system.	1/23/2019
1/23/2019	7	Anne Bauman	In reference to issuance of a Request for Proposals (RFP) for an OnBoard Mobile Video Surveillance System Replacement for Bus Fleet, Ms. Bauman asked what was the age range of old equipment.	Mr. Saldana stated that the fleet ranges from 1-2 years through 8-10 years old. The 8-10 year fleet will be replaced.	1/23/2019



## Operations Capital Projects Committee Member Inquiry

Agenda Item #	Member Name	Inquiry	Response	Response Date
6	Matt Woolbright	In reference to the issuance of an Invitation for Bids for Bus Stop Shelter Refurbishment, Mr. Woolbright asked Mr. Cruz-Aedo what department is this item reflected in your budget.	Ms. Montez responded that Department 24 is the department.	1/23/2019
7	Michael Reeves	In reference to the issuance for a Request for Proposals (RFP) for Security Services at CCRTA Staples Street Center and CCRTA Bear Lane, Mr. Reeves asked what was the number reflected on the budget.	Mr. Rendon stated that it was a 5% increase.	1/23/2019