



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, May 1, 2019

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS MEETING

EDWARD MARTINEZ (Chair)

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

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

Glenn Martin ~ Tom Niskala ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	----
2.	Roll Call	D. Leyendecker	2 min.	----
3.	Safety Briefing	M. Rendón	2 min.	----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	3 min.	----
5.	Opportunity for Public Comment	E. Martinez	3 min.	----
6.	Update on RCAT Committee Activities	S. Montez	3 min.	----
7.	Action to Confirm New Member Appointment to CCRTA's Committee on Accessible Transportation (RCAT) to Mr. Robert Box	S. Montez	3 min.	Page 1
8.	Engie Automated Bus Technology	Kilian Ollivier	5 min.	<i>PPT</i>
9.	Update – South Texas Military Facilities Task Force	Joe Guzman	5 min.	<i>PPT</i>
10.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of April 3, 2019	E. Martinez	2 min.	Pages 2-7
11.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Shelter Option No. 3 for the Cunningham at South Park Middle School Project	S. Montez	3 min.	Pages 8-11 <i>PPT</i>
12.	CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
			3 min.	Pages 12-22
	<ul style="list-style-type: none"> a) Action to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage b) Action to Adopt a Revised 2019 Emergency Preparedness Policy c) Action to Authorize Executing and Submitting the Federal Transit Administration (FTA) 2019 Certifications and Assurances d) Action to Approve Issuing an Invitation for Bids (IFB) for Two four post Wireless Mobile Column Lifts 			

	e) Action to Authorize Exercising the First Option Year with Bridgestone Americas Tire Operations L.L.C. for Bus Tire Leasing and Service Charges			
13. Presentations:				
a) March 2019 Financial Report	R. Saldaña	4 min.	Pages 23-31 PPT	
b) Procurement Update	R. Saldaña	4 min.	PPT	
c) March 2019 Safety & Security Report	M. Rendón	4 min.	PPT	
d) March 2019 Operations Report	G. Robinson	4 min.	Pages 32-40 PPT	
14. CEO's Report	J. Cruz-Aedo	5 min.	-----	
15. Board Chair's Report	E. Martinez	5 min.	-----	
16. Adjournment	E. Martinez	1 min.	-----	
17. Information Items:			<i>Attachments</i>	
a) RCAT Meeting Minutes–March 21, 2019				
b) Member Inquiry Forms:				
1. Board Meeting–April 3, 2019				
2. Committee Meetings–March 27, 2019				
<i>Note: No committee meetings were held</i>				

Total Estimated Time: 59 min.

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On **Friday, April 26, 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 Memo

May 1, 2019

Subject: Confirm the Appointment of Ms. Robert Box by the Chief Executive Officer (CEO) to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background

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

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

At this time, the RCAT Chairman has recommended Mr. Robert Box for an appointment to RCAT to fill a vacancy.

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

Recommendation

The CEO requests the Board of Directors confirm the appointment of Mr. Robert Box to fill an RCAT vacancy.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 3, 2019**

Summary of Actions

1. Pledge of Allegiance
2. Conducted Roll Call
3. Held Safety Briefing
4. Award Recognition by CEO
 - a) Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
5. Action to Receive Conflict of Interest Affidavits
6. Provided Opportunity for Public Comment
7. Update on RCAT Committee Activities
8. Action to Administration & Finance Committee Meeting Minutes of February 27, 2019
9. Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 27, 2019
10. Action to Approve Board of Directors Meeting Minutes of March 6, 2019
11. Action to Enter into Negotiations to Award a Contract to Hanson Professional Services, Inc., for General Architectural and Engineering Services
12. Action to Enter into Negotiations to Award a Contract for Architectural and Engineering Design Services to Gignac & Associates, LLP, for the Demolition of Kleberg Bank Building at Port/Ayers
13. Heard Presentations –
 - a) Procurement – Leveling the Playing Field
 - b) February 2019 Financial Report
 - c) Procurement Update
 - d) February 2019 Safety & Security Report
 - e) February 2019 Operations Report
14. Heard CEO's Report
15. Heard Chairman's Report
16. Adjournment
17. Information–
 - a) RCAT Route Analysis– February 21, 2019
 - b) Member Inquiry Forms:
 1. Board Meeting– March 6, 2019
 2. Committee Meetings– February 27, 2019

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, 2nd Floor Board Room, Corpus Christi, Texas.

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.

Board Members Present: Edward Martinez, Board Chair; Dan Leyendecker, Board Secretary (via GoToMeeting); Glenn Martin, Tom Niskala, Scott Harris; Patricia Dominguez; Anne Bauman; Philip Skrobarczyk and Matt Woolbright.

Board Members Absent: Michael Reeves, Board Vice Chair and George B. Clower.

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; Gina Salazar, Local 1769 ATU; Gabriel Ortiz and J.Eric Rivera, Hanson.

Held Safety Briefing

Mr. Miquel Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out the area in the Employee Parking Lot where individuals are to assemble outside of the building, including shelter in-place instructions, and said Ms. Linnehan would be responsible for guiding the Board Members to the Muster Point. He also told us once you leave the building, you may not enter until an 'all clear' is given by Security personnel if or when you may re-enter.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Award Recognition by CEO

Mr. Jorge Cruz-Aedo commended Mr. Robert Saldana and his team as the Agency has been awarded again, the Government Finance Officers Association (GFOA) Certificate for Achievement for Excellence in Financial Reporting.

Provided Opportunity for Public Comment

No one spoke under Public Comment.

Update on RCAT Committee Activities

Ms. Sharon Montez commented the meeting was held Thursday, March 21ST, the 3rd quarter Unsung Hero was awarded to Mr. Curt Bauman and Willis Kirk for providing excellent service while driving for the agency. She said the 4TH quarter nominee was reviewed and Mr. Richard Ponce was selected to be presented at the May monthly meeting. Mr. Richard Balli presented for the Persons with Disabilities update and stated there were 112 disabled parking citations given for the month of January, along with 277 blocking sidewalks. Ms. Montez commented included in the Board Packet, as part of her RCAT Liaison Report, is her summary of the RCAT Route Evaluation from February. The



next meeting will be held Thursday, April 18TH where members will ride Route 76, with a regular meeting to be held on Thursday, May 16, 2019.

Action to Approve Administration & Finance Committee Meeting Minutes of February 27, 2019

MR. TOM NISKALA MADE A MOTION TO ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 27, 2019. MR. SCOTT HARRIS SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND CLOWER.

Action to Approve Operations & Capital Projects Committee Meeting Minutes of February 27, 2019

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF FEBRUARY 27, 2019. MR. HARRIS SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND CLOWER.

Action to Approve Board of Directors Meeting Minutes of March 6, 2019

MS. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE BOARD OF DIRECTORS MEETING MINUTES OF MARCH 6, 2019. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND CLOWER.

Action to Enter into Negotiations to Award a Contract to Hanson Professional Services, Inc., for General Architectural and Engineering Services

Mr. Montez commented this item aligns with our Board Priority of Facilities. She provided background information, purpose for A&E and why the agency needs these types of contracts. A chart analysis was displayed of the points given to each vendor who submitted a proposal. Ms. Montez also commented Hanson has been a customer of the agency since 2016 and in business since 1954. She said our financial impact will meet a 7 percent DBE goal, and is estimated at a total of \$750,000 for the 3-year project, or \$150,000 annually.

MR. HARRIS MADE A MOTION TO ENTER INTO NEGOTIATIONS TO AWARD A CONTRACT TO HANSON PROFESSIONAL SERVICES, INC., FOR GENERAL ARCHITECTURAL AND ENGINEERING SERVICES. MR. PHILIP



SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND CLOWER.

Action to Enter into Negotiations to Award a Contract for Architectural and Engineering Design Services to Gignac & Associates, LLP, for the Demolition of Kleberg Bank Building at Port/Ayers

Ms. Montez commented the Board Priority for this item again aligns with Facilities. The background information included the purchase of the bank in 2017, and was purchased to relocate and rebuild the Port/Ayers Station. She commented on the Request for Qualifications (RFQ) was issued February 11TH, statements received March 15TH with 4 proposals received. Evaluation criteria was also shown and she stated proposals received for the demolition with 4 firms included Gignac & Associates, who rated the highest score. Ms. Montez provided details of projects Gignac & Associations have done at the agency and other areas within the City of Corpus.

Ms. Montez stated this project will be funded with local funds and does not have a DBE component, estimated costs is \$300,000 and basic service fees will range from 7.5 percent to 10 percent of construction costs, contingent on any unforeseen items that may occur.

MR. NISKALA MADE A MOTION AS AMENDED TO VERIFY POINTS TOTALS ARE CORRECT AND ENTER INTO NEGOTIATIONS TO AWARD A CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES TO GIGNAC & ASSOCIATES, LLP, FOR THE DEMOLITION OF KLEBERG BANK BUILDING AT PORT/AYERS. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED MARTINEZ, LEYENDECKER, NISKALA, MARTIN, HARRIS, DOMINGUEZ, BAUMAN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT REEVES AND CLOWER.

Heard Presentations –

a) Procurement – Leveling the Playing Field

Ms. Anna Hinojosa stated this item aligns with the Board Priority Transparency and she commented on the process of the Procurement Department and annual attendance the PTAC Seminar to provide details how to become a bidder at the Agency, and also how to become a DBE vendor. At this year's seminar, the Agency received a rate of 4.8 out of 5. Our representatives were able to interact with the numerous business owners and others who attended. She also commented on the future outreach program the Agency will start up this coming Fall. Ms. Hinojosa commented on the DBE program and the Agency has 68 certified Disadvantaged Business Enterprises (DBE), and we are one of six in the State of Texas able to certify businesses for the U.S. DOT DBE program.



b) February 2019 Financial Report

Mr. Saldaña commented the Board Priority aligns with Transparency. He reported highlights showed passenger service is up 4.74 percent and investment income up 75.83 percent ahead of budget in February, and total expenses are 16.17 percent under budget. He said the February revenues at \$2.8 million on a budget of \$3.4 million, or \$516,017 under budget. He said operating expenses are at \$2.9 million on a budget of \$3.5 million, or \$571,366 savings. He commented on the breakdown for both revenues and expenses, monthly and year-to-date, and which categories the monies are spent or saved. For the month of January 2018 to January 2019, there is a \$32,242 increase.

c) Procurement Update

Mr. Saldaña commented on the Board Priority aligns with Financial Transparency. He said there are currently 3 projects; video surveillance, engineering services for ADA bus stop improvements and security guard services. He gave the status of each project in the procurement process. He said for the next 4 months, there are four projects which 2 are up for their first option year approvals,

Next 4 months outlook include 6 projects and all require the CEO's approval.

He said the agency still maintains the Marina Rental Space contract at \$6,300 monthly.

d) February 2019 Safety & Security Report

Mr. Rendón commented this item falls under the Board Priority of Facilities – Safety & Security. He stated there were 3 accidents for the month of February with all deemed non-preventable giving us a collision rate for the month at 1.14, or 48 percent and collision rate YTD dropped by 27 percent. Mr. Rendón reported the CCRTA operators drove a total of 263,000 miles in the month of February. A slide showing the Security statistics was displayed and included there were 452 contacts with individuals for the month. He detailed each of the Security Statistics for the month and explained the percentages for each. Mr. Rendon commented the agency added two additional security guards this month who are working late hours at the Staples Street Center to keep employees, tenants, visitors and customers safe.

The 'See Something, Say Something' campaign remains in force and is working.

e) February 2019 Operations Report

Mr. Gordon Robinson commented the Board Priority for this item aligns with Public Image & Transparency. He reported February's monthly ridership was down just under 5 percent overall compared to February 2018. He commented the Vanpool services are through the roof at almost 3,000 passenger trips, and B-Line was up 14 percent. Mr. Robinson reported on the year-to-date being at 0.2 percent to the good, overall system performance of highest and lowest weekday productivity by



route, by wheelchair and bicycle boardings, and the On-Time Performance at 89.2 percent with no issues. Mr. Robinson displayed a list of fixed route detours still working with City on their bond projects and harbor bridge projects. He said the B-line service and MV Transportation both met metrics of 2.7 which is great. The number of Customer Assistance Forms (CAF) came in at 11 for the month, and 24 for year-to-date. He stated the miles between road calls for miles driven for the month of February were at 15,959 and very good compared to last year. He displayed a slide highlighting items for the month and coming year.

Heard CEO's Report

Mr. Cruz-Aedo commented on the Board Retreat to be held on Friday, April 26, 2019, and described some of the agenda items to include fare recovery review, autonomous vehicle pilot programs and others. He said we met with the TAMU-CC regarding the Autonomous Vehicle Pilot Program with details on how the program will be designed for their campus and costs associated. Mr. Cruz-Aedo also commented on the 'SeaTown' program and he met with the County and City to discuss the program and will report back to the Board once they commit to the program.

Heard Chairman's Report

Mr. Martinez Board Chairman deferred his time to other members to comment.

Adjournment

There being no further review of items, the meeting adjourned at 9:42 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Subject: Approve Shelter Option No. 3 for the Cunningham at South Park Middle School Project

Background

CCRTA Staff presented to the Board of Directors the Memorandum of Agreement requesting approval to partner with CCISD on the Cunningham at South Park Middle School Project. CCISD would provide the land for the bus turn-in/shelter pad and the CCRTA will pay for cost of the concrete infrastructure and the shelters at the location. CCISD will also provide for enhancements near the bus stop shelter in front of the school, that will complement the style of the new design.

Identified Need

CCRTA Staff was asked to bring back cost breakdowns on styles similar to what the CCRTA currently has in place. Three options were developed for consideration. Option 1 contains two 9 foot shelters, Option 2 contains two 13 foot shelters and Option 3 contains two 17 foot shelters, along with digital signage.

The table listed below contains the cost for the concrete infrastructure and bus turn in costs. This cost has already been approved by the Board of Directors.

GIGNAC ARCHITECTS
Prepared By: Paul Rybalka

CCRTA - NEW BUS TURN-IN/OUT LANE AND BUS SHELTERS
CUNNINGHAM MIDDLE SCHOOL @ SOUTH PARK

02/19/19

PRELIMINARY PROJECT BUDGET ESTIMATE SUMMARY - INFRASTRUCTURE

Description		Total
A	Construction Cost Estimate - Bus Stop 1 (Eastbound) & Bus Stop 2 (Westbound)	\$135,450.00
1	Demolition & Earthwork - Bus Stops 1 & 2	\$10,000.00
2	Concrete Pad (10'X40') - Incl. ADA Boarding Area & Bicycle Rack Area - Bus Stops 1 & 2	\$16,000.00
3	Turn-In And Turn-Out Lane - Bus Stop 1 Only	\$65,000.00
4	Sidewalk Improvements - Bus Stops 1 & 2	\$5,000.00
5	Landscape & Irrigation Revisions - Bus Stop 1 Only	\$3,000.00
6	Rosa Parks Memorial Plaque - Bus Stop 1 Only	\$5,000.00
7	Permit & Fees/General Conditions/Contractor Fees	\$25,000.00
8	5% Contingency	\$6,450.00
B	A/E Services Fees Estimate - Bus Turn-In/Out Lane & Bus Shelters 1 & 2	\$29,545.00
1	Civil Engineering Services	\$15,000.00
2	Landscape & Irrigation Services For Shelter 1 Only	\$1,000.00
3	Project Management - Infrastructure Items Only (Gignac Architects)	\$13,545.00
C	Materials Testing Services Fees Estimate (TBD)	\$4,500.00
D	TDLR/ADA Fees Estimate	\$1,500.00
Total (A+B+C+D)		\$170,995.00

OPTION 1

Description		Total
A	Construction Cost Estimate - Bus Stop 1 (Eastbound) & Bus Stop 2 (Westbound)	\$54,285.00
1	Two - 9'-0" Bus Shelters with Solar Lighting, Bench & Trash Can by Tolar Manuf.	\$15,500.00
2	Shelter Freight - Both Shelters	\$4,200.00
3	Shelter Assembly/Installation by Contractor - Both Shelters	\$20,000.00
4	Bicycle Rack - Both Shelters	\$2,000.00
5	Permit & Fees/General Conditions/Contractor Fees - Both Shelters	\$10,000.00
6	5% Contingency	\$2,585.00
B	A/E Services Fees Estimate - Bus Shelters 1 & 2 (Option 1 Only)	\$9,015.00
1	Architectural Services by Gignac Architects	\$6,515.00
2	Windstorm Engineering Services	\$2,500.00
C	Windstorm Certification Services Fees Estimate	\$1,200.00
D	TDLR/ADA Fees Estimate	\$600.00
Total (A+B+C+D)		\$65,100.00

Description	Cost
Infrastructure	\$170,995
Option One Cost	\$ 65,000
Total Option One Cost	\$236,095

OPTION 2

Description		Total
A	Construction Cost Estimate - Bus Stop 1 (Eastbound) & Bus Stop 2 (Westbound)	\$59,010.00
1	Two - 13'-0" Bus Shelters with Solar Lighting, Bench & Trash Can by Tolar Manuf.	\$17,000.00
2	Shelter Freight - Both Shelters	\$4,200.00
3	Shelter Assembly/Installation by Contractor - Both Shelters	\$22,000.00
4	Bicycle Rack - Both Shelters	\$2,000.00
5	Permit & Fees/General Conditions/Contractor Fees - Both Shelters	\$11,000.00
6	5% Contingency	\$2,810.00
B	A/E Services Fees Estimate - Bus Shelters 1 & 2 (Option 2 Only)	\$9,580.00
1	Architectural Services by Gignac Architects	\$7,080.00
2	Windstorm Engineering Services	\$2,500.00
C	Windstorm Certification Services Fees Estimate	\$1,200.00
D	TDLR/ADA Fees Estimate	\$600.00
Total (A+B+C+D)		\$70,390.00

Description	Cost
Infrastructure Cost	\$170,995
Option Two Cost	\$ 70,390
Total Option Two Cost	\$241,385

OPTION 3

	Description		Total
A	Construction Cost Estimate - Bus Stop 1 (Eastbound) & Bus Stop 2 (Westbound)		\$150,570.00
1	Two - 17'-0" Bus Shelters with Solar Lighting, Solar-Powered Digital Signage, Bench & Trash Can by Tolar Manufacturing.	\$79,200.00	
2	Shelter Freight - Both Shelters	\$4,200.00	
3	Shelter Assembly/Installation by Contractor - Both Shelters	\$30,000.00	
4	Bicycle Rack - Both Shelters - Both Shelters	\$2,000.00	
5	Permit & Fees/General Conditions/Contractor Fees - Both Shelters	\$28,000.00	
6	5% Contingency	\$7,170.00	
B	A/E Services Fees Estimate - Bus Shelters 1 & 2 (Option 3 Only)		\$21,060.00
1	Architectural Services by Gignac Architects	\$18,060.00	
2	Windstorm Engineering Services	\$3,000.00	
C	Windstorm Certification Services Fees Estimate		\$1,200.00
D	TDLR/ADA Fees Estimate		\$600.00
Total (A+B+C+D)			\$173,430.00

Description	Cost
Infrastructure Cost	\$170,995
Option Three Cost	\$173,430
Total Option Three Cost	\$344,425

The recommendation is Option 3. The reasons for the recommendation of Option 3, are listed below:

- Two middle schools are being combined and enrollment is estimated to go from 500 to almost 1,000 students.
- The Route 19, which is a Primary Transit Network (PTN) route, and is listed in the top ten highest productive routes, and travels by the new middle school.
- More and more shelter manufacturers are starting to incorporate "smart technology" into shelter designs and the CCRTA is interested in sharing/piloting that new technology with the riders.
- The basic purpose of the bus shelter is to safeguard the passengers from wind and rain, but an extra effort like better designs and attractive colors can enhance the overall experience of the passengers waiting for the bus. The design of the shelter would complement the design of the middle school.
- Complies with a federal act that mandates that shelters and other transit amenities be shared equally over the service area. This project will be similar to the bus stop shelter placed at Veterans Memorial High School several years ago, thereby equally sharing equity on the south side and west side of Corpus Christi.
- To provide a positive, memorable, educational rider's experience for the students and potential future adult riders of the CCRTA. This is a unique opportunity to educate/showcase the CCRTA to the community.

When determining what types of shelters to place at various bus stops, numerous Service Standards criteria is used. But, when unique opportunities come along that allows the CCRTA to partner with another entity, to maximize the benefits of the transit experience for CCRTA riders, the CCRTA works towards a holistic outcome for both entities.

Disadvantaged Business Enterprise (DBE)

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

Financial Impact

The estimated costs for the bus stop project is \$350,000 and is budgeted in the 2019 Capital Budget.

Board Priority

This item is classified under the Facilities Board Priority category.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve Shelter Option 3 for the Cunningham at South Park Middle School Project.

Respectfully Submitted,

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

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

May 1, 2019

Subject: Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance Coverage

Background

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2019.

Identified Need

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

Financial Impact

The 2018-2019 premium for windstorm and hail coverage for identified CCRTA assets was \$84,000.

Board Priority

This item aligns with the Board Priority – Facilities – Safety and Security

Committee Review

This item was review and approved at the Administration & Finance Committee meeting held on August 24, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Proposals (RFP) for windstorm and hail insurance for fiscal year 2019-2020.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón
Director of Safety and Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: Adopt a Revised 2019 Emergency Preparedness Policy

Background

It is the responsibility of the Corpus Christi Regional Transportation Authority (CCRTA) to take measures to safeguard passengers, personnel, and the general public, and also to protect transportation vehicles and facilities. As a public employer, the CCRTA assists before, during and immediately after an emergency situation.

The CEO designates which individuals will be assigned to both the City and County Emergency Operation Centers (EOC). CCRTA's current Emergency Preparedness Board Policy was last revised on May 2, 2018 and originally adopted by the Board of Directors on May 30, 2000.

Identified Need

As a public entity, the CCRTA is a critical component in the network of public sector employers that are responsible for providing essential services to this community. Transportation services are needed even more when there are community disasters such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EOC or the CEO.

The CCRTA's CEO or his designee is responsible for initiating and directing all emergency efforts. The CEO declares when emergency procedures will be activated. Members of the Executive Management Team are responsible for ensuring that all employees are aware of proper emergency procedures and abide by guidelines provided in the CCRTA's Emergency Preparedness Plan.

The revised Emergency Response Board Policy (Attachment A) guides CCRTA personnel in preparing for emergencies. The 2019 Emergency Response Board Policy was modified to update position titles, to clarify employee roles and potential pay.

Financial Impact

This item has no budgetary cost impact in itself but if an evacuation order is given the cost would be eligible for reimbursement by FEMA.

Committee Review

This item was review and approved at the Administration & Finance Committee meeting held on August 24, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt the 2019 Emergency Preparedness Policy.
Respectfully Submitted,

Reviewed & Submitted by: Mike Rendón
Director of Safety & Security

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Response Plan (the “Plan”), which is issued annually.

CCRTA has a responsibility to the citizens of Corpus Christi to work cooperatively with the City’s Emergency Management Office (“EMO”). While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** are those natural or man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as a major fire, explosion, civil disturbance, or chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.

3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.

4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.

5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.

6. **“Emergency Operations Center”** or **“EOC,”** as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. PHASES OF THE EMERGENCY EVENT: The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. Beginning of the Disaster Vulnerability Season: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. Condition 3 - Readiness Phase: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop, which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Department Head or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, Emergencies by their very nature are unpredictable and CCRTA makes no guarantees.

2) Approved scheduled leave that conflicts with an employee’s assigned responsibilities during the emergency will be cancelled. Department Heads will reassess and determine whether to cancel

personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Department Head's discretion.

3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Department Head, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.

4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return to Work phase is announced.)

5) After securing all CCRTA property, Department Heads will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**

6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-289-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

1) The CEO or his/her designee will declare that this Policy is in effect.

2) As stated in the Plan, Department Heads are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct Department Heads to assist in any other areas deemed necessary for the protection of CCRTA property.

3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Department Heads of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.

4) All essential employees, not already on duty, will report to work upon the declaration of Condition 2, unless advised otherwise by the Department Head or the CEO. Employees must advise

the Department Head or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time, and are required to report back to work as outlined in the Return to Duty Phase.

D. Activation Phase: Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a “Condition One” declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if to do so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. Return to Duty Phase: The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-289-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Department Head to call in or report sooner. **Employees who have prior approved leave must still call in.**

3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.

4) **It is important that Department Heads have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.**

RESPONSIBILITIES:

CEO and Department Heads:

CEO: The CEO and Department Heads share the responsibility to communicate the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

Department Heads:

1) Each Department Head is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.

2) Department Heads will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.

3) Department Heads must maintain an up-to-date list designating the essential and non-essential positions in their department, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.

4) Each Department Head will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.

5) Department Heads will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Department Head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."
- 3) Supervisors, in conjunction with Department Heads, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

- 1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.
- 2) Unless instructed otherwise by the Department Head, all employees must assist with securing CCRTA property prior to the emergency/disaster.
- 3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.
- 4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.
- 5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.
- 6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO and Department Heads in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

1) Essential Positions: EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director of Administration
Managing Director of Operations
Operations Supervisors*
Managing Director of Customer Services
Director of Transportation
Director of Marketing
Director of Safety & Security
Director of Planning (<i>OEM Representative-City</i>)
Director of Maintenance
Assistant Director of Maintenance
Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
DBE/EEO Compliance Officer
Dispatchers*
Bus Operators*
Road Operations Monitors*
Transportation Supervisors*
Vehicle Maintenance Technicians*
Garage Service Technicians*
Training Instructors*
Sr. Transit Planner*
Outreach Coordinator*
Data Technician*
IT Systems Administrator*
Vehicle Electronics Technician*
Customer Service Administrator
Facilities Building Manager
Facilities Maintenance Technician Lead
Facilities Maintenance Technicians II*

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Maintenance
 - Assistant Director of Maintenance
 - 2 Vehicle Maintenance Technicians
 - 1-2 Garage Service Technicians (GST)
 - Maintenance Manager of Contracted Services
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Operations Supervisors
- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Road Operations Monitors
 - 1-2 Dispatchers
 - 1-5 Bus Operators
- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Training Instructors
 - 1-3 Road Monitors
 - 1-4 Dispatchers
 - 1-30 Bus Operators
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Bus Operators
 - Saturday level service
 - 54(L)-72(F) Bus Operators
 - Weekday service
 - 78(L)-105(F) Bus Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (EOC)
 - Sr. Transit Planner (SSC)
- Essential on-duty (post event) – shift(s) to be determined by RTA
 - Outreach Coordinator

- Data Technician

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of IT (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

FACILITIES MAINTENANCE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Facilities Building Manager
 - Facilities Maintenance Technician Lead
 - 4 – Facilities Maintenance Technicians II

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Department Head *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as Non-Essential:

Custodian I
Interns
Custodian II
Receptionist (FT)
Maintenance Technician I
Revenue Counters
Customer Service Representatives
Parts Clerks
Junior Buyer
Mechanic’s Assistant
Marketing Communication Liaison
Human Resources Technician
IT Systems Technician
Payroll Coordinator
Senior Administrative Assistant
Safety & Security Coordinator
Procurement Administrator
Customer Service Advocate
Eligibility Coordinator

Executive Administrative Assistant
Garage Service Supervisor
Human Resources Analyst
DBE Certification Specialist
Marketing Production Coordinator
Mechanic Supervisor
Accountant
Budget Analyst
Comptroller
Accounts Payable Specialist

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

1) Making Request: Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

2) Review of Requests: Waiver Requests will be initially reviewed and approved by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Department Head’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.

3) Waiver Considerations: Department Heads will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee’s family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?
- d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

4) **Documentation:** CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. **Exempt Employees:**

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.
- 2) Compensatory time off reported must be verified and approved by the Department Head.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. **Non-Exempt Employees (hourly):**

1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.

2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.

3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

4) By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

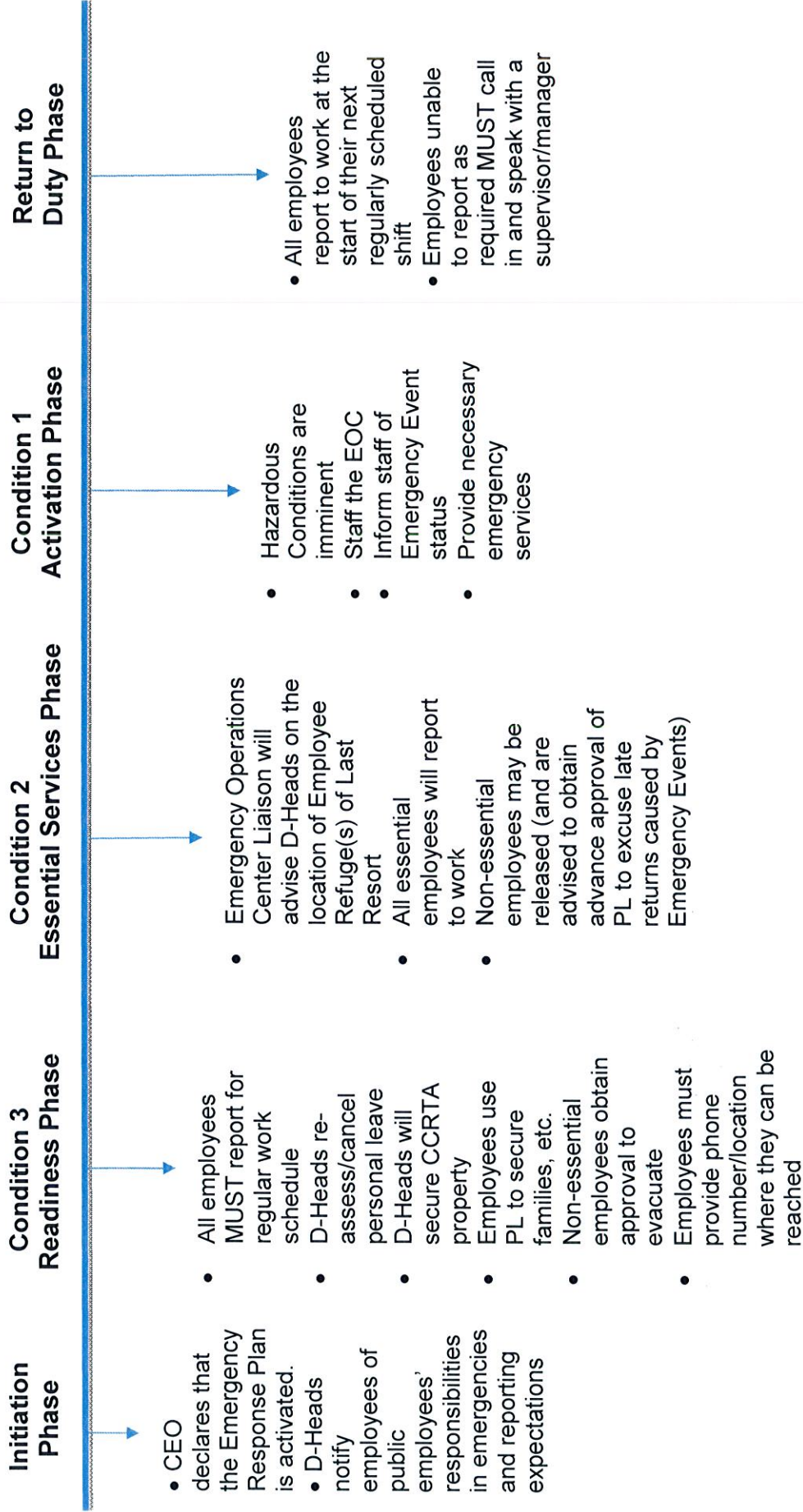
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a Department Head reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- 6) Compensatory time off earned for emergency response activity may not exceed 240 hours.
- 7) When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- 8) CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; _____, 2019

Emergency Preparedness Phases





Board of Directors Meeting Memo

May 1, 2019

Subject: Authorize Executing and Submitting Federal Transit Administration (FTA) 2019 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see attached "FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES").

The annual Certifications and Assurances for federal fiscal year 2019 (October 2018 through September 2019) covers all projects for which the CCRTA seeks funding for in 2019. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2019 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2019 Certifications and Assurances were published in the Federal Register on March 19, 2019.

There are 18 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Tax Liability and Felony Convictions
03. Lobbying
04. Private Sector Protections
05. Transit Asset Management Plan
06. Rolling Stock Buy America Reviews and Bus Testing
07. Urbanized Area Formula Grants Program
08. Formula Grants for Rural Areas
09. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
10. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
11. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
12. State of Good Repair Grants
13. Infrastructure Finance Programs
14. Alcohol and Controlled Substances Testing
15. Rail Safety Training and Oversight
16. Demand Responsive Service
17. Interest and Financing Costs
18. Construction Hiring Preferences

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

Identified Need

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

Financial Impact

None.

Board Priority

This item aligns with Board Priority – Public Image & Transparency.

Committee Review

This item was review and approved at the Administration & Finance Committee meeting held on August 24, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer and CCRTA's Attorney, John Bell, to execute the Federal Transit Administration's Fiscal Year 2019 Certifications and Assurances.

Respectfully Submitted,

Reviewed & Submitted by: Robert M. Saldaña
Managing Director of Administration

Approval: 

Jorge Cruz-Aedo
Chief Executive Officer

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–18. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

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

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

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

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

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

Signature _____ Date: _____

Name _____ Attorney for Applicant

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



Board of Directors Meeting Memo

May 1, 2019

Subject: Approve Issuing an Invitation for Bids (IFB) for Two four post Wireless Mobile Column Lifts

Background

The RTA Maintenance Department facility currently houses eight bays and five stationary vehicle lifts. Lifts undergo monthly equipment Preventative Maintenance Inspections (PMI) or repairs and are out of service to vehicle Technicians, causing disruptions in vehicle servicing. A four-post wireless mobile column lift allows for bays without equipment to be used and thus maximize the existing square footage allotted to maintain rolling stock.

Identified Need

The CCRTA Maintenance Department is responsible for maintaining a fleet of 70 buses (35' - 40'). Four post wireless mobile column lifts have an 18,500-pound weight capacity and are able to accommodate any size wheel base. Wireless mobile lifts offer the flexibility of being powered with single phase, three phase, or a battery system.

Disadvantaged Business Enterprise

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

Financial Impact

The Four Post Wireless Mobile Column Lift project is budgeted for \$80,000 and is a 2019 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$16,000, and a federal estimated cost of \$64,000.

Board Priority

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget

Committee Review

This item was review and approved at the Operations & Capital Projects Committee meeting held on August 24, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing an Invitation for Bid (IFB) for Two (2) Four Post Wireless Mobile Column Lifts.

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



Board of Directors Meeting Memo

May 1, 2019

Subject: Authorize Exercising the First Option Year with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service Charges

Background

CCRTA utilizes a contractor for tire leasing and service charges for the bus fleet. Tires are leased based on actual miles driven and have a minimum operating tread depth, front 4/32nds and rear 2/32nds.

A contracted Tire Technician provides a turnkey service to include; conduct monthly inventory, document all tire transactions, mount and dismount tires, repair damaged tires, ensure proper tire pressure, and identify/mitigate tire related concerns. In addition, the contractor is responsible for the disposal of scrap tires in accordance with all state and federal laws.

CCRTA staff analyzed performing services in-house. However, the high capital investment and implementation cost, additional staffing and liability of scrap tire disposal, were deemed not to be cost effective.

Identified Need

On June 1, 2016, the Board of Directors approved the award of a contract for Bus Tire Leasing and Service Charges to Bridgestone Americas Tire Operations, LLC. The contract is structured as a three-year base with two (2) one-year options, option years requiring Board of Directors approval.

The turnkey service ensures a specialized technician, trained on current and new advances, will maintain the fleet's tires to industry standards; tire wear, alignment, repair or replacement due to road hazards, tire installs and demounting processes.

Disadvantaged Business Enterprise

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

Financial Impact

Total estimated cost is \$228,161.58 and is budgeted in the FY2019 Operating Budget. Actual expenditures are determined by usage.

- Estimated annual tire lease: \$155,273.58
- Estimated annual tire specialist service charge: \$72,888.00

Bus Tire Leasing and Service Charges				
DESCRIPTION	LEASE RATE PER MILE	ESTIMATED FLEET MILES	ESTIMATED COST PER TIRE	ESTIMATED FLEET LEASE (INCLUDES EST. SPARES)
Tire Lease	\$ 0.00622	3,782,401	\$ 336.09	\$ 155,273.58
DESCRIPTION	SERVICE CHARGE RATE	OPTION YEAR MONTHS	ANNUAL SERVICE CHARGE	
Service Charge	\$ 6,074.00	12		\$ 72,888.00
Option Year One, Estimated Total Cost				\$ 228,161.58

Board Priority

This item aligns with the Board Priority – Budget: Service delivery is aligned with the budget

Committee Review

This item was review and approved at the Operations & Capital Projects Committee meeting held on August 24, 2019.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the first option year with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service Charges.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer



Subject: March 2019 Unaudited Financial Report

SUMMARY:

Results from all Activities Compared to Budget

REVENUES

For the month of March, **Total Revenues** exceeded budget expectations by \$134,528, or 3.68%.

Passenger Service exceeded budget expectations by \$81,677, or 54.60%. The majority of this positive variance is associated with a lump-sum payment in the amount of \$79,622 received from Flatiron/Dragados, LLC for Harbor Bus Bridge bus shuttle services.

Other Operating Revenues exceeded budget by \$27,955 and is due to insurance settlement proceeds associated with an accident claim that occurred January 2019.

The **Investment Portfolio** of the Agency continues to perform well, and exceeded budget expectations by \$22,998. The non-cash portion of the portfolio yielded 2.857% in March. Our investment firm, Patterson & Associates, constantly reviews CCRTA's portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. Current market conditions indicate 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 is up 0.58% YOY and short of budget by -1.7%. The actual allocation for March 2019 will be received May 10, 2019.

Sales tax represented **87.25%** of total revenue realized in March and 89.16% of total revenues YTD. The detail of all revenue categories is presented in the following table, along with the fare recovery ratio for March 2019:

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>
	A	B	A vs B (\$)
Revenues			
Passenger service	\$ 231,272	\$ 149,595	\$ 81,677
Bus advertising	13,218	11,250	1,968
Other operating revenues	28,770	816	27,955
Sales Tax Revenue	3,311,292	3,311,292	-
Federal, state and local grant assistance	3,663	3,663	-
Investment Income	52,021	29,023	22,998
Staples Street Center leases	39,761	39,831	(70)
Capital Grants & Donations	115,145	115,145	-
Total Revenues	\$ 3,795,142	\$ 3,660,614	\$ 134,528

Revenue Source	Mar-19	%	YTD	%
Passenger Service	\$ 231,272	6.09%	\$ 531,771	5.64%
Bus Advertising	\$ 13,218	0.35%	\$ 37,815	0.40%
Other Revenue	\$ 28,770	0.76%	\$ 35,999	0.38%
Sales Tax Revenue	\$ 3,311,292	87.25%	\$ 8,412,050	89.16%
Grants Operating	\$ 3,663	0.10%	\$ 5,802	0.06%
Grants Capital	\$ 115,145	3.03%	\$ 145,332	1.54%
Investment Income	\$ 52,021	1.37%	\$ 146,584	1.55%
SSC lease income	\$ 39,761	1.05%	\$ 119,303	1.26%
Total Revenue	\$ 3,795,142	100.00%	\$ 9,434,657	100.00%

Fare Recovery Ratio

Description	3/31/2019	Year to Date
Fare Revenue	\$ 231,272	\$ 531,771
Operating Expenses*	2,528,972	7,336,056
FRR	9.14%	7.25%

*Excluding Depreciation

Note: Same period last year the FRR was 5.29%

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of March 2019, total departmental operating expenses realized a favorable variance of approximately \$364,561.

The most significant positive variance came from **Services**. This is a primarily a timing difference in the receipt of invoices from service providers. The most significant negative variance is from **Purchased Transportation**, and is due to fuel costs that have been allocated in accordance with GAAP, along with increased services provided by the contractor. Salaries & Benefits continues to present a favorable variance in relation to the additional budgeted costs for pension which have not yet been realized.

<u>Operating Expense Object Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance \$</u>
	A	B	A vs B (\$)
Salaries & Benefits	\$ 1,179,842	\$ 1,257,210	\$ 77,368
Services	186,107	410,185	224,078
Materials & Supplies	224,783	272,196	47,413
Utilities	54,867	58,676	3,809
Insurance	285,022	354,520	69,498
Purchased Transportation	602,408	526,203	(76,205)
Miscellaneous	34,875	53,475	18,600
Total Expenses	\$ 2,567,904	\$ 2,932,466	\$ 364,561

NET POSITION

The Total Net Position at the end of the month was \$89,972,002, an increase of \$56,645 from December 2018. Of the net position, \$30,190,117 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 \$9,842,388.

UNAUDITED FUND BALANCE AS OF MARCH 31, 2019:

Net Invested in Capital Assets	\$ 58,170,583
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	9,842,388
	<u>\$ 89,972,002</u>

Please refer to the following pages 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 March 31, 2019

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 231,272	\$ 149,595	\$ 81,677	54.60%
Bus advertising	13,218	11,250	1,968	17.49%
Other operating revenues	28,770	816	27,955	3426.94%
Sales Tax Revenue	3,311,292	3,311,292	-	0.00%
Federal, state and local grant assistance	3,663	3,663	-	0.00%
Investment Income	52,021	29,023	22,998	79.24%
Staples Street Center leases	39,761	39,831	(70)	-0.18%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	115,145	115,145	-	0.00%
Total Revenues	3,795,142	3,660,614	134,528	3.68%
Expenses				
Transportation	622,053	596,807	(25,246)	-4.23%
Customer Programs	24,730	31,404	6,674	21.25%
Purchased Transportation	602,408	526,203	(76,205)	-14.48%
Service Development	28,032	35,573	7,541	21.20%
MIS	64,517	77,454	12,937	16.70%
Vehicle Maintenance	385,505	400,229	14,724	3.68%
Facilities Maintenance	138,797	170,815	32,018	18.74%
Contracts and Procurements	17,814	17,861	47	0.26%
CEO's Office	46,319	70,518	24,198	34.32%
Finance and Accounting	35,078	46,756	11,678	24.98%
Materials Management	10,319	10,988	669	6.09%
Human Resources	394,545	559,502	164,957	29.48%
General Administration	36,962	49,420	12,458	25.21%
Capital Project Management	10,396	13,709	3,313	24.16%
Marketing & Communications	34,422	48,099	13,676	28.43%
Safety & Security	77,075	112,951	35,877	31.76%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	38,933	81,699	42,766	52.35%
Port Ayers Cost Center	-	28,703	28,703	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	38,774	38,774	100.00%
Subrecipient Grant Agreements	1,258	62,155	60,897	97.98%
Street Improvements Program for CCRTA Region Entities	250,581	250,581	-	0.00%
Total Expenses	3,177,052	3,587,510	410,458	11.44%
Change in Net Assets	\$ 618,090	\$ 73,104	544,986	745.50%

Corpus Christi Regional Transportation Authority
Statement of Revenues and Expenditures By Cost Center (Unaudited)
For the month ended March 31, 2019

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
Operating Revenues:				
Passenger service	\$ 531,771	440,479	91,292	20.73%
Bus advertising	37,815	33,750	4,065	12.04%
Other operating revenues	35,999	2,447	33,551	1371.02%
Sales Tax Revenue	8,412,050	8,559,092	(147,042)	-1.72%
Federal, state and local grant assistance	5,802	5,802	-	0.00%
Investment Income	146,584	84,261	62,324	73.97%
Staples Street Center leases	119,303	119,476	(173)	-0.14%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	145,332	145,332	-	0.00%
Total Operating Revenues	9,434,657	9,390,639	44,018	0.47%
Operating Expenses:				
Transportation	1,771,639	1,768,849	(2,789)	-0.16%
Customer Programs	87,802	95,307	7,505	7.87%
Purchased Transportation	1,702,078	1,628,610	(73,468)	-4.51%
Service Development	87,452	107,942	20,490	18.98%
MIS	190,666	233,724	43,058	18.42%
Vehicle Maintenance	1,088,759	1,199,209	110,450	9.21%
Facilities Maintenance	397,213	514,667	117,454	22.82%
Contracts and Procurements	49,849	54,323	4,473	8.23%
CEO's Office	176,377	203,255	26,878	13.22%
Finance and Accounting	100,128	141,676	41,547	29.33%
Materials Management	32,574	33,464	890	2.66%
Human Resources	1,178,366	1,594,463	416,096	26.10%
General Administration	120,160	149,978	29,818	19.88%
Capital Project Management	31,623	41,751	10,128	24.26%
Marketing & Communications	90,081	144,964	54,883	37.86%
Safety & Security	231,289	339,489	108,200	31.87%
Depreciation	1,071,926	1,071,926	-	0.00%
SSC Expenses	136,971	245,756	108,785	44.27%
Port Ayers Cost Center	-	86,110	86,110	100.00%
Debt Service	-	-	-	0.00%
Special Projects	-	117,472	117,472	100.00%
Subrecipient Grant Agreements	5,199	186,466	181,267	97.21%
Street Improvements Program for CCRTA Region Entities	751,742	751,742	-	0.00%
Total Expenses	9,301,894	10,711,143	1,409,249	13.16%
Change in Net Assets	\$ 132,763	(1,320,504)	1,453,267	110.05%

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

	Unaudited March 31 2019	Unaudited December 31 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 23,111,605	\$ 21,212,691
Investments	3,054,507	5,104,907
Receivables:	-	
Sales and Use Taxes	5,844,990	6,015,928
Accrued Interest	38,320	38,377
Federal Government	217,073	252,402
Other	305,058	226,291
Inventories	578,949	603,224
Prepaid Expenses	1,560,263	261,394
Total Current Assets	<u>34,710,767</u>	<u>33,715,212</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	1,658,853	1,658,443
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	23,592,450	23,592,450
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	60,369,148	60,369,148
Construction in Progress	666,827	666,827
Current Year Additions	116,935	-
Total Capital Assets	<u>149,386,661</u>	<u>149,269,726</u>
Less: Accumulated Depreciation	<u>(71,971,077)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>77,415,583</u>	<u>78,370,575</u>
Total Non-Current Assets	<u>79,074,436</u>	<u>80,029,018</u>
TOTAL ASSETS	<u>113,785,203</u>	<u>113,744,231</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	2,932,452	2,932,452
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>116,717,655</u></u>	<u><u>116,676,683</u></u>

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

	Unaudited March 31 2019	Unaudited December 31 2018
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	562,553	1,621,321
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	2,508,278	1,756,536
Other Accrued Liabilities	1,012,128	720,774
Total Current Liabilities	<u>5,032,866</u>	<u>5,048,539</u>
Non-Current Liabilities:		
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
Total Non-Current Liabilities	<u>19,845,880</u>	<u>19,845,880</u>
TOTAL LIABLILITES	<u>24,878,746</u>	<u>24,894,420</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,866,907	1,866,907
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>26,745,653</u>	<u>26,761,327</u>
Net Position:		
Net Invested in Capital Assets	58,170,583	59,125,575
Restricted for Debt Service	1,611,302	1,611,302
Unrestricted	30,190,117	29,178,479
TOTAL NET POSITION	<u>\$ 89,972,002</u>	<u>\$ 89,915,356</u>

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

	<u>3/31/2019</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 260,519
Cash Received from Bus Advertising and Other Ancillary	70,034
Cash Payments to Suppliers for Goods and Services	(1,441,176)
Cash Payments to Employees for Services	(701,028)
Cash Payments for Employee Benefits	(413,956)
Net Cash Used for Operating Activities	<u>(2,225,609)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,567,060
Grants and Other Reimbursements	3,941
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,571,001</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	141,245
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	(140,273)
Net Cash Used by Capital and Related Financing Activities	<u>972</u>
Cash Flows from Investing Activities:	
Investment Income	42,550
Purchases of Investments	-
Maturities and Redemptions of Investments	2,081,874
Net Cash Provided by Non-Capital Financing Activities	<u>2,124,425</u>
Net Increase in Cash and Cash Equivalents	2,470,789
Cash and Cash Equivalents (Including Restricted Accounts), March 1, 2019	22,299,669
Cash and Cash Equivalents (Including Restricted Accounts), March 31, 2019	\$ <u><u>24,770,458</u></u>



Subject: March 2019 Operations Report

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.

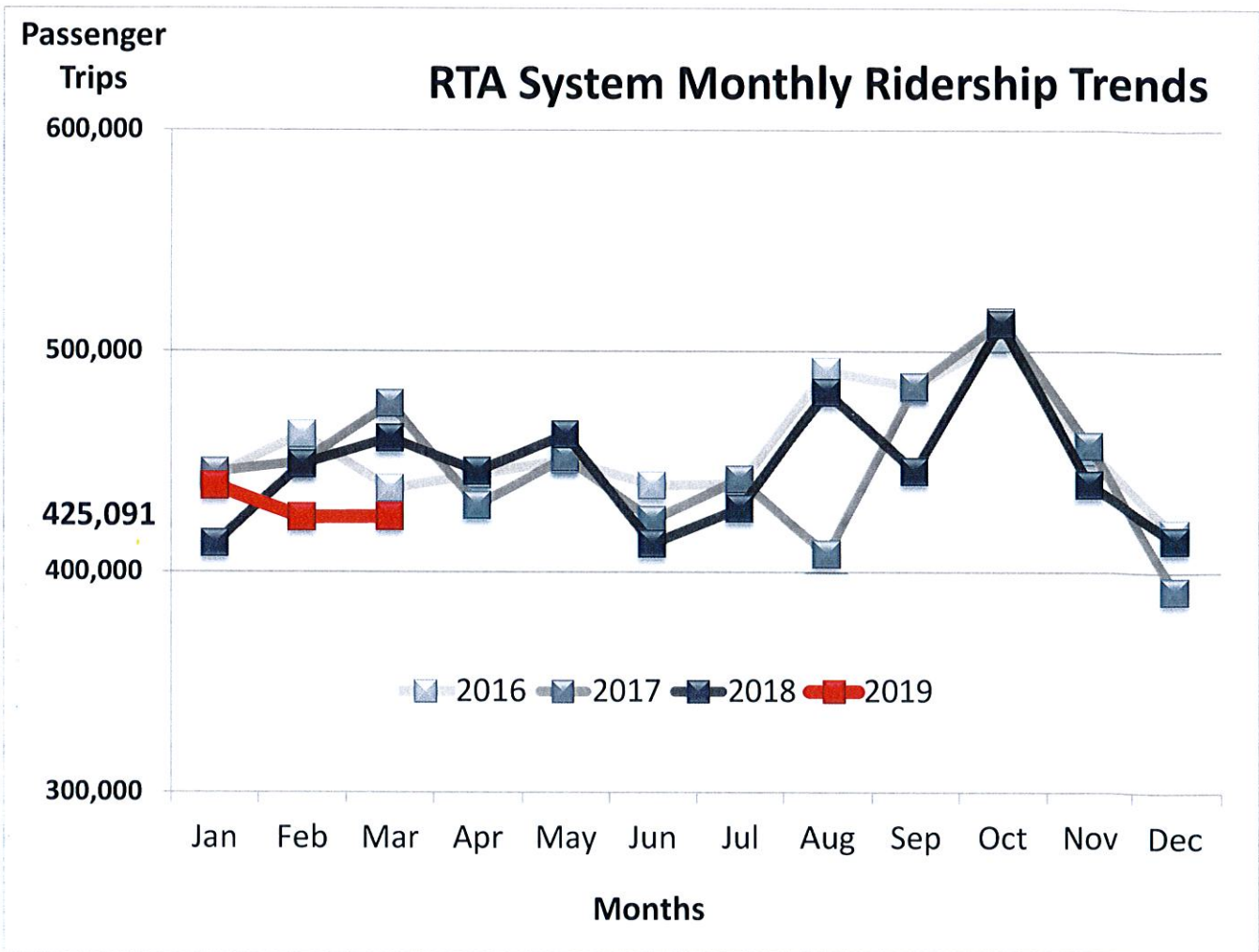


1. System-wide Ridership and Service Performance Results

Boardings for all services in March 2019 totaled 425,091. This represents a -7.7% decrease as compared to 460,668 boardings in March 2018 or 35,577 fewer boardings this month.

March 2019	March 2018	Variance
21 Weekdays	22 Weekdays	-1
5 Saturdays	4 Saturdays	+1
5 Sundays	5 Sundays	-
0 Holiday reduced service level	0 Holiday reduced service level	-
31 Days	31 Days	-

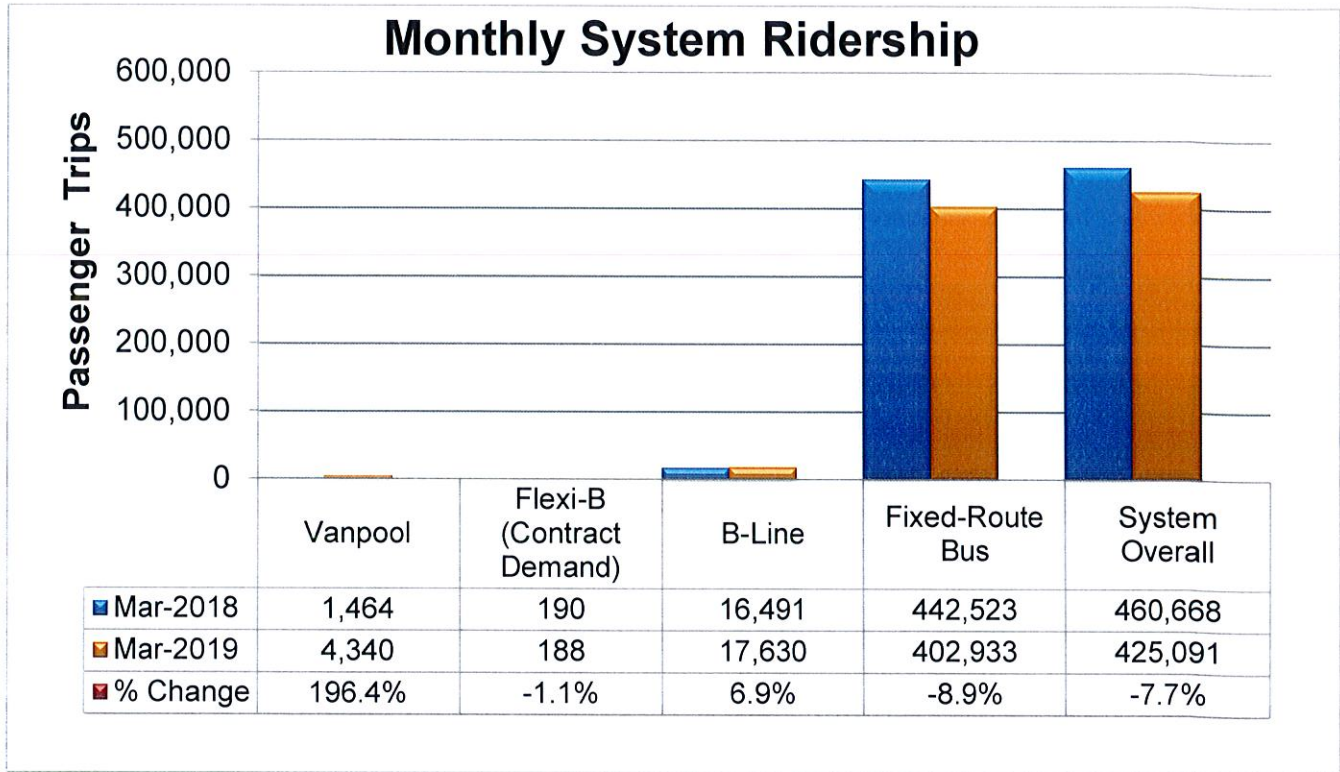
In March 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.37 per gallon compared to approximately \$2.22 per gallon in March 2018¹. March rainfall was below normal at approximately 0.25 inches as compared to March 2018 at 2.01 inches. Historically, average rainfall in March is 1.89 inches.² Average temperature was lower at 56.8 degrees. Historically, the average temperature for March is 66 degrees.



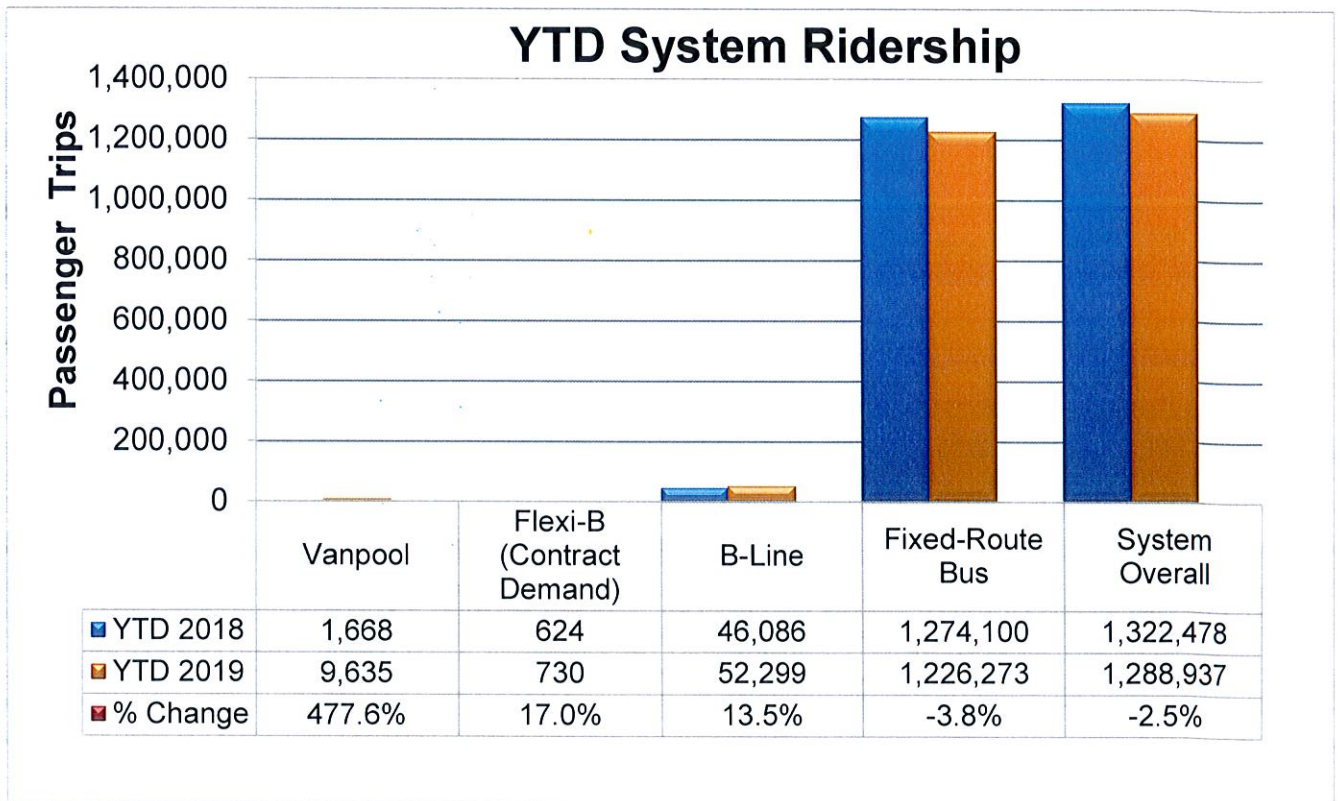
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

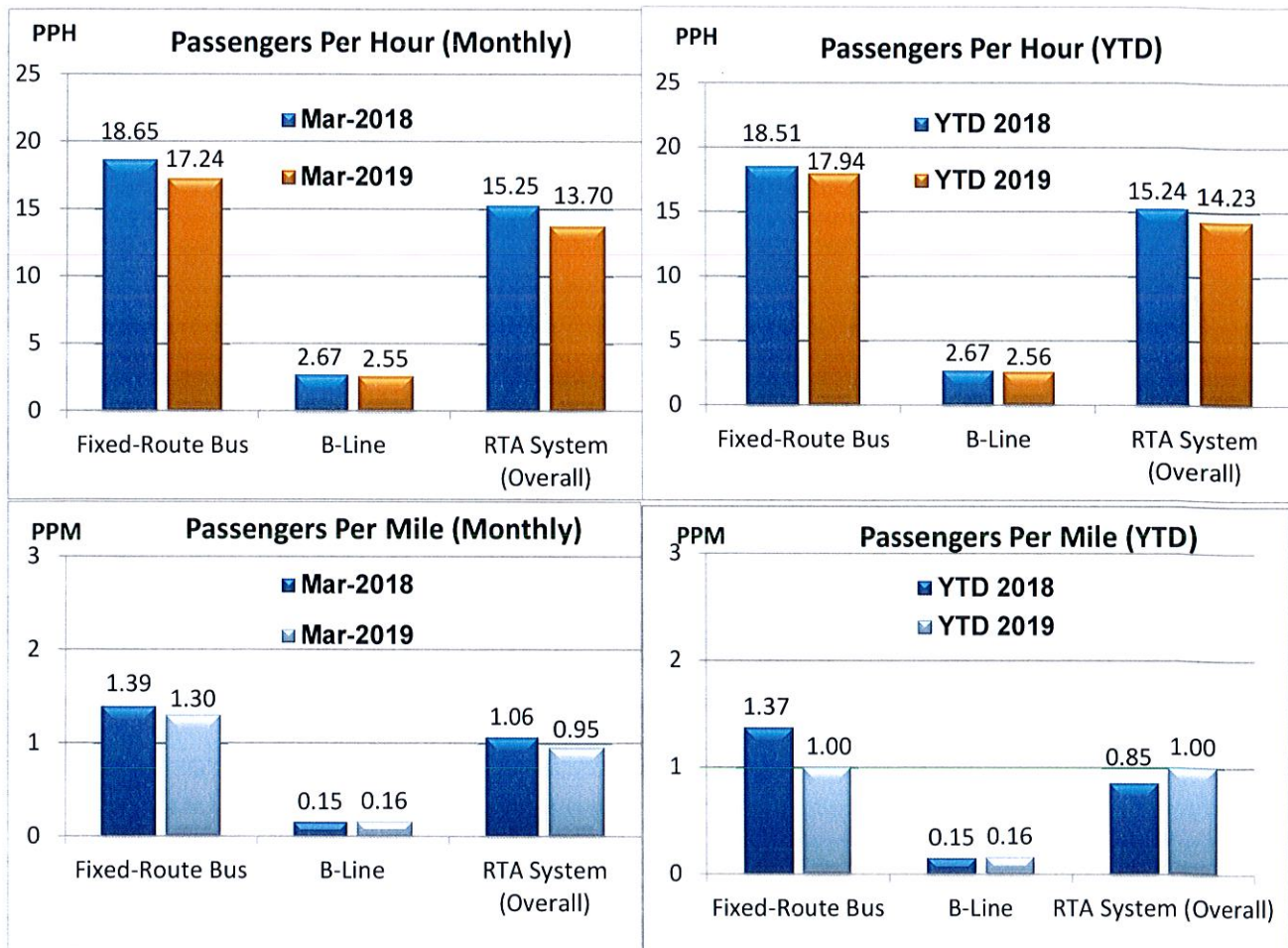
The chart below shows monthly ridership results for all services. CCRTA recorded 35,577 fewer boardings for a decrease of -7.7% this month as compared to March 2018.



The chart below shows YTD ridership results for all services. CCRTA has recorded 35,577 fewer boardings for a YTD decrease of -2.5% in 2019 as compared to the same period in 2018.



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



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

Schedule Adherence	Standard	Jan-19	Feb-19	Mar-19	3-Month Average
Early Departure	<1%	0.2%	0.5%	0.8%	0.5%
Departures within 0-5 minutes	>85%	88.3%	89.2%	87.6%	88.4%
Monthly Wheelchair Boardings	No standard	4,556	4,850	4,757	4,721
Monthly Bicycle Boardings	No standard	7,967	7,344	8,075	7,795

The following detours potentially impact on-time performance:

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

Currently, there are 8 detoured routes out of 32 fixed routes travelling on the local street network (25%). Four future detours in dashed outline will account for an additional 13% of detoured services. However, six projects are nearing completion.

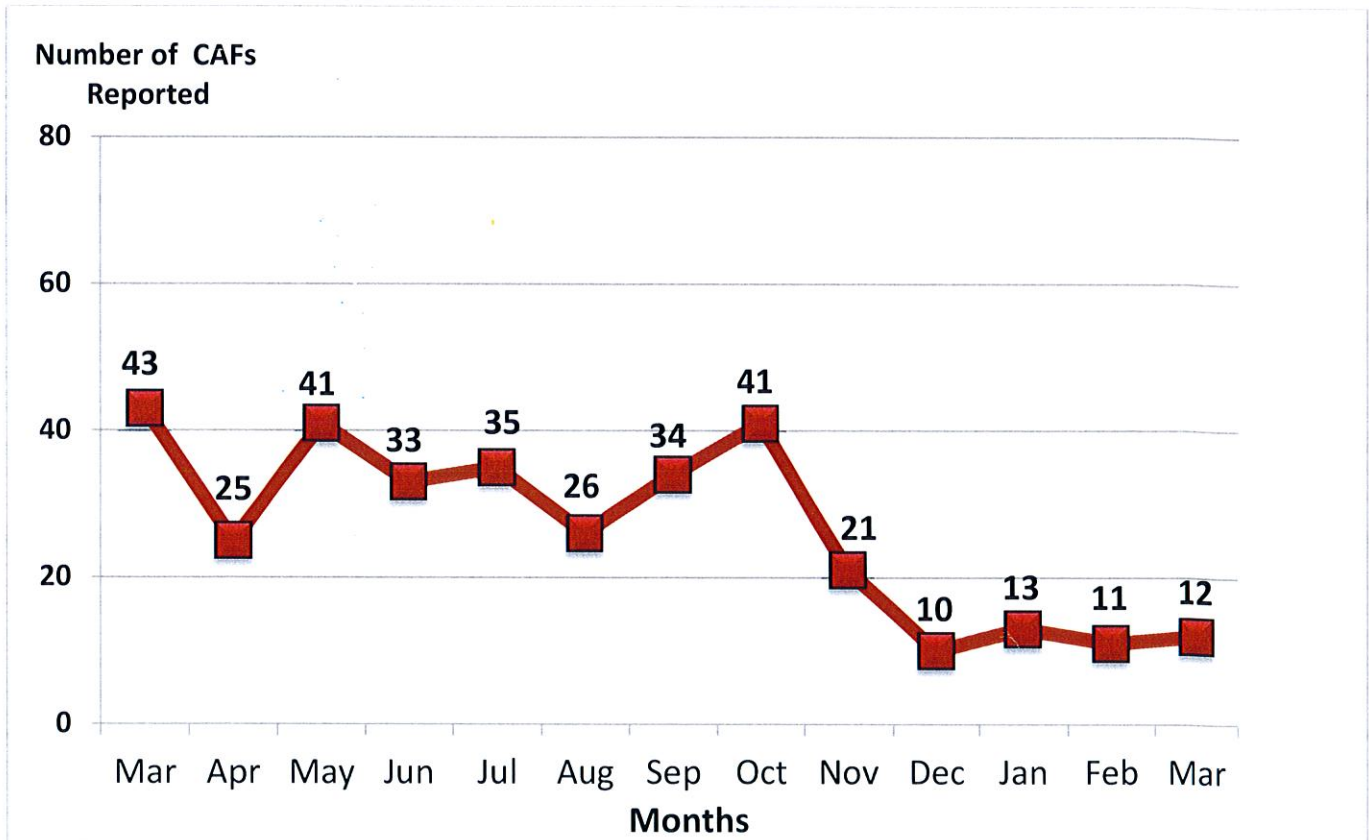
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.66** 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: **12,696** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,083** ambulatory; **5,195** wheelchair boardings

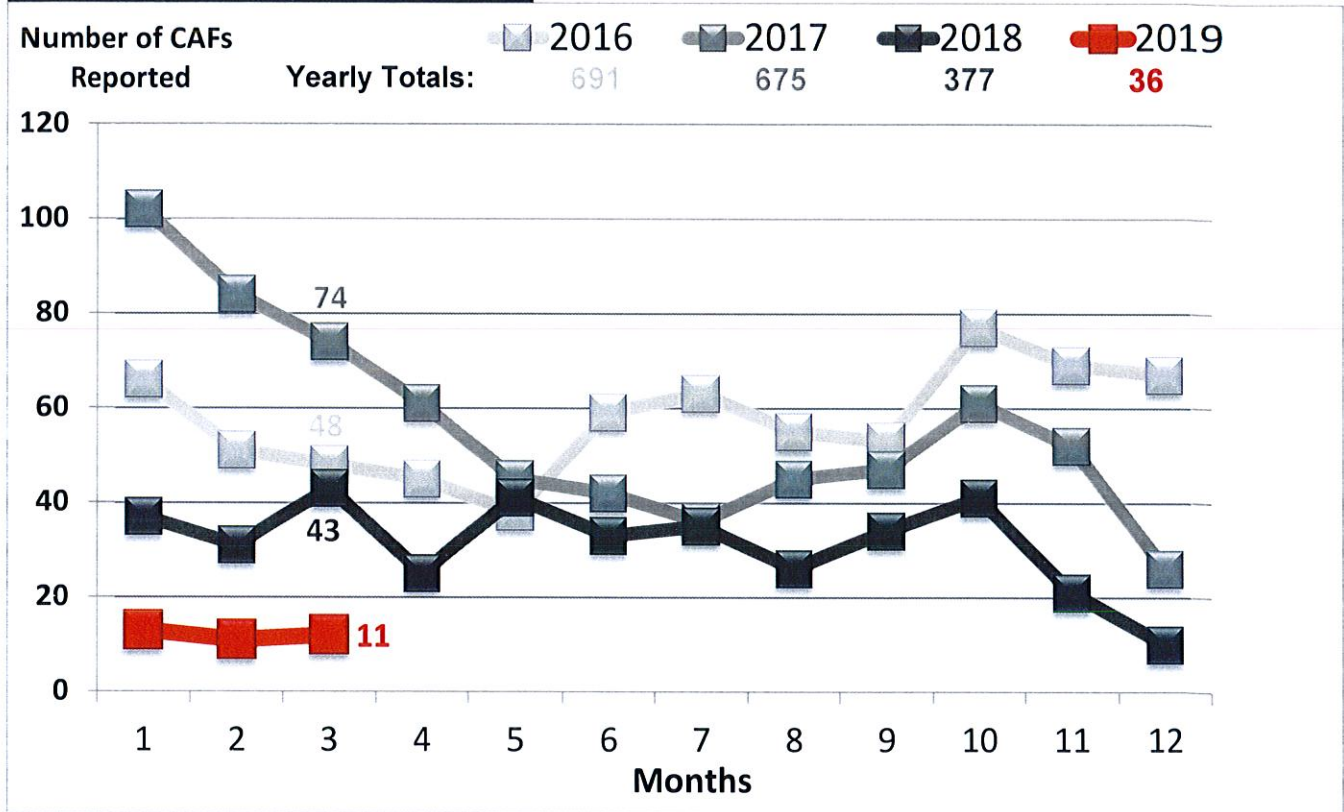
Metric	Standard	Jan-19	Feb-19	Mar-19	(3) Month-Ave.
Passengers per Hour	2.50	2.63	2.69	2.66	2.66
Denials	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Roadcalls	12,250	15,640	23,690	12,696	17,342
Monthly Wheelchair Boardings	No standard	5,062	4,914	5,195	5,057

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

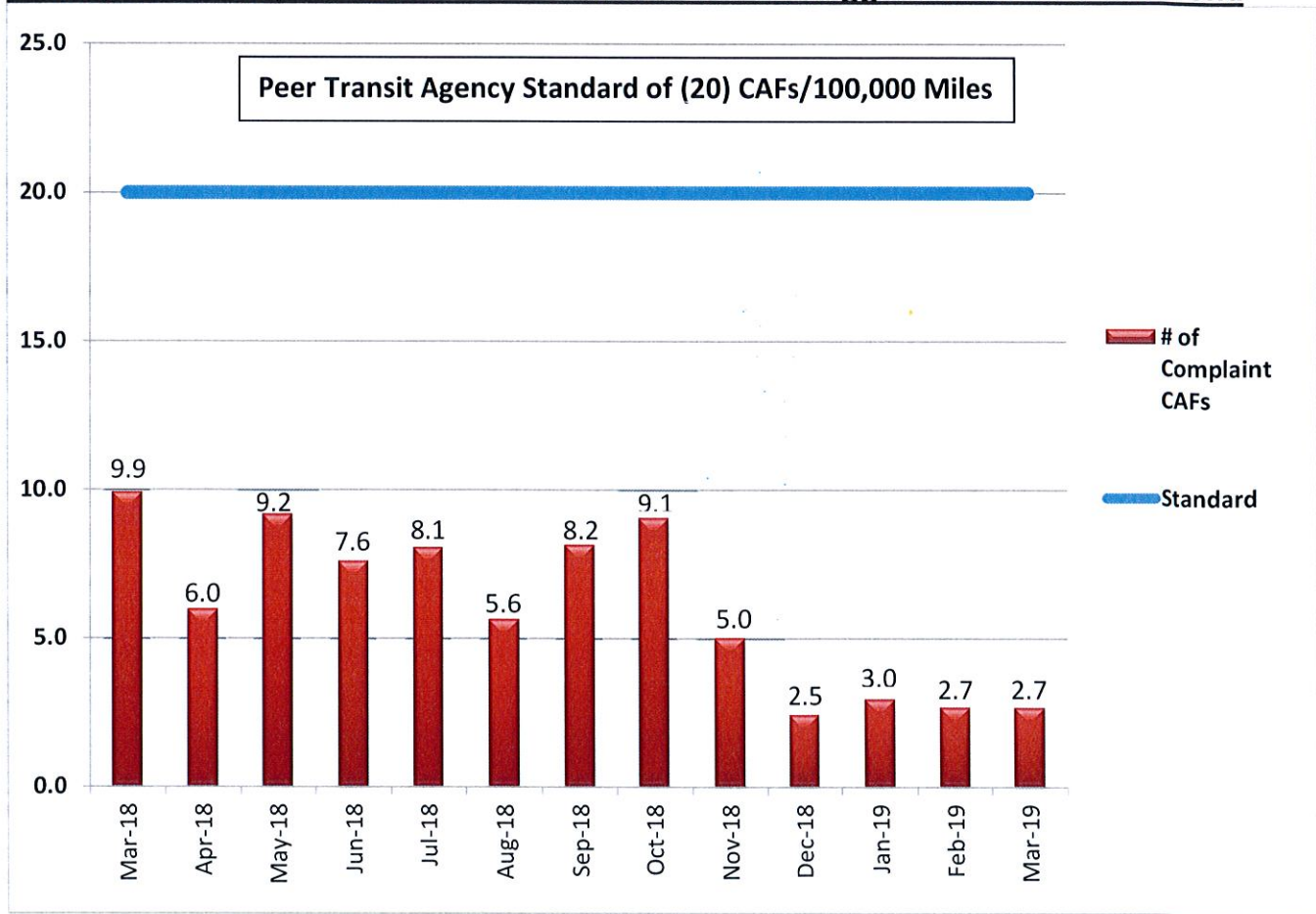
For March 2019, Customer Service received and processed 26 Customer Assistance Forms (CAF's) of which 12 or 46% were verified as valid. This represents an increase of only 1 CAF received and verified from the 11 CAF's in February 2018. For the third consecutive month, 4 commendations were received.



3a. CAF Reports: Historical Trends



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



3d. March 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	2			2
Service Stop Issues	1		1	2
Driving Issues	1	3		4
Customer Services	2		1	3
Late/Early – No Show	1		1	2
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop	4			4
Tie Down Issues				
Inappropriate Behavior	1			1
B-line Calls				
Incident at Stop				
Incident at Station				
Incident on Bus		1		1
No Wifi				
Denial of Service				
Safety & Security				
Rude	2			2
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Stop Location Dirty	1			1
Commendations	2	2	0	4
Total CAFs	17	6	3	26

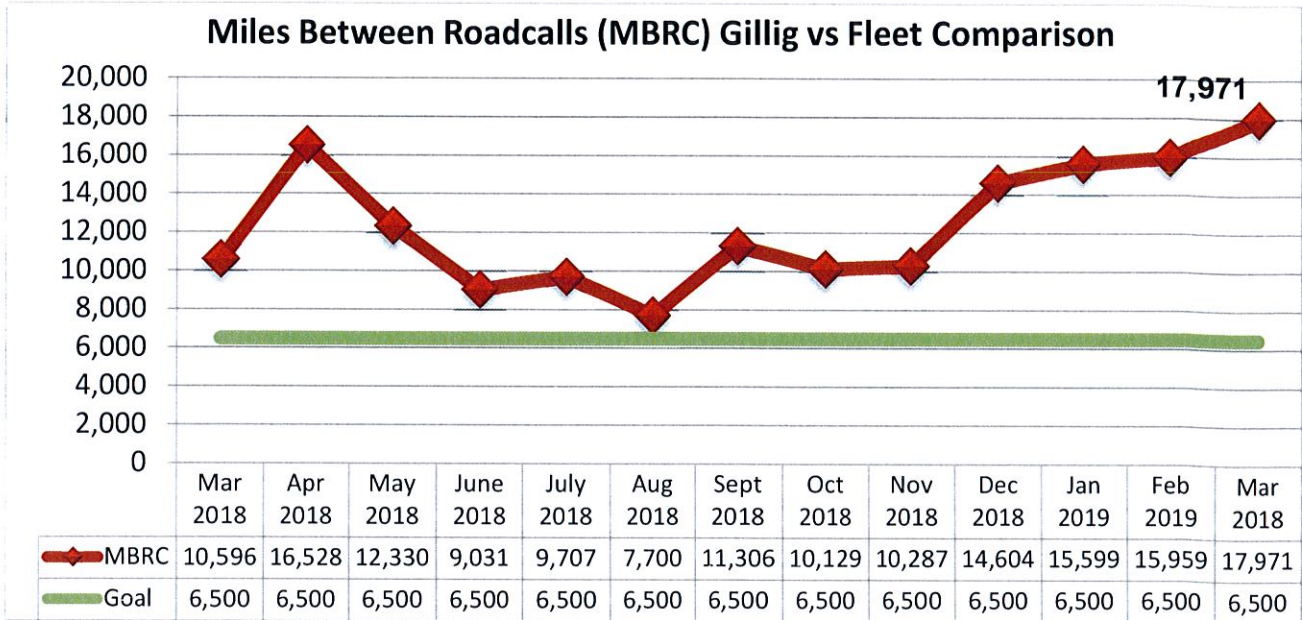
3c. Route Summary Report for March 2019:

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

#27 Northwest	1	Safety & Security	
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard /Omaha		Facility Maintenance	1
#29 Staples	1	Service Development/Facilities	4
#29F Staples/Flour Bluff		Transportation (Other)	
#29SS Staples/Spohn South		IT	
#30 Westside/Health Clinic		TOTAL CAF's	26

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For March 2019, 17,971 miles between road calls (MBRC) were recorded as compared to 10,596 MBRC in March 2018. A standard of 6,500 miles between road calls is used based on the fleet size, age, and condition of CCRTA vehicles.



Board Priority

The Board Priority is Public Image and Transparency.

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, March 21, 2019

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

Advisory Committee Members Absent: Randall Chisamore and Donnie Contreras

Board Members Present: None

Staff Present: Susan Teltschik, Sharon Montez, Michelle Martinez, Terry Klinger, Melanie Gomez and Jeremy Sirio

MV Present: Janessa Cano, Kyle Klika, Willis Massey

Employee Representative(s) Present:

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: No public comment.

Action to Approve Meeting Minutes of January 17, 2019: approved as presented.

Dr. Deborah Stanley made a motion to adopt the RCAT Minutes of January 21, 2019 as presented; 2nd by Mr. Longoria. Balli, Lopez, Alvarez, Rasche, Salinas, and Mendez voting for approval. Motion Passed. Mr. Chisamore and Mr. Contreras were not present.

Presentation of 3rd Quarter Unsung Hero Award to Kurt Beuhman & Willis Massey Kirk. Mr. Beuhman was not present.

Discussion of 4th Quarter Unsung Hero Award: A motion by Richard Balli to nominate Mr. Richard Ponce for 4th Quarter Unsung Hero Award. A second by Mr. John Longoria. All members in favor, Motion Passed.

Committee Reports:

Committee for Persons with Disabilities (CFPWD) Update: Mr. Balli informed the committee of the ADA Citation Count for January 2019; Blocking Sidewalk 277; Blocking the Architecture 4; (newly added) Scooter Complaints 4. ADA Citation Count for February 2019; Blocking Sidewalk 300; Blocking Architecture 8; Scooter Complaints 0; YTD 593

No-Show/Eligibility Appeals for February 2019

The committee did not meet, there were no appeals.

Eligibility Appeals:

None scheduled for February 2019.

RCAT Liaison's Report: Ms. Sharon Montez presented the following information to RCAT Members;

- RCAT Route Evaluation Analysis Discussion on Route 21 from February 21st 2019. Mr. Balli discussed the riding again recently and has submitted another evaluation form to Operator Number 10950. Operator was courteous and very observant. Members discussed a very positive experience on Route 21. Ms. Alvarez has also begun using the routes more frequently and complimented Operator Mary Lizzie.
- Discussion on the upcoming April 18, 2019 RCAT Route Evaluation Route 76. Boarding will begin at Corpus Christi City Hall.
- Board Approved On-Board Automated Passenger Counters (APC) System for Bus Fleet Board; Purchase of 14 APC's; Project would be funded using 5339 Formula Funds (80/20); Will pursue DBE participation for this project.
- Discussion on Board Approved B-LINE No-Show and Late Cancellation Policy at March 6th Meeting; CCRTA Staff will notify B-Line Riders through various avenues, such as the website, audio recordings, and during B-Line eligibility assessments, One month grace period will be given.

- Discussion on Board approved 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.
- Discussion on an invitation for bids for the demolition of Kleberg Bank and upon lease termination of Kleberg Bank, CCRTA will: Issue an Invitation for Bids for Demolition of the Kleberg Bank; remove items that benefit the organization; hold a furniture/vault disposition sale. Ms. Montez also discussed the scope of work for the bid; Includes demolition of bank and drive through canopy (approximately 28,000 sq. ft.), Asbestos abatement, footing removal up to 3 ft. below grade, debris removal, and backfill to fill in demolition area.

Chairperson’s Report:

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

Administration & Operation Committees of the Board

Wednesday, March 27, 2019 8:30 a.m.

RTA Board of Directors Meeting

Wednesday, April 3, 2019 8:30 a.m.

RCAT Route Evaluation

April 18, 2019 12:00 p.m.

No-Shows/Eligibility Appeals

Times to be Determined 11:30 a.m.

Informational Items:

Mr. Longoria shared upcoming Fiesta de la Flor.

Mr. Longoria shared upcoming Relay for Life of Corpus Christi.

Mr. John Longoria adjourned the meeting at 12:41 p.m. The next will be the RCAT Route Evaluation on Thursday, April 18, 2019, Route 76.