



AGENDA MEETING NOTICE

Committees

DATE: Wednesday, June 26, 2019
TIME: 8:30 a.m. Administration & Finance Committee Meeting,

**** CANCELLED ****

Operations & Capital Projects Committee Meeting
(estimated at 9:30 a.m., although to be held immediately following the Administration & Finance Committee Meeting)

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

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Glenn Martin ~ Scott Harris ~ Anne Bauman ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	T. Niskala	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	T. Niskala	3 min.	----
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of May 22, 2019	T. Niskala	2 min.	Pages 1-5
6.	Discussion and Possible Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage	M. Rendón	5 min.	Page 6
7.	Discussion and Possible Action to Amend the 2019 Fiscal Year Operating Budget to include an increase of \$2.5 million, and Approve a one-time payment of \$2.5 million for the Defined Benefit Pension Trust to obtain 90% funding level	R. Saldaña	5 min.	Pages 7-8
8.	Discussion and Possible Action to Award a Contract to IVS, Inc. AngelTrax for On-Board Mobile Video Surveillance System Replacement for Bus Fleet	R. Saldaña	5 min.	Pages 9-10
9.	Discussion and Possible Action to Award a Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement	R. Saldaña	5 min.	Pages 11-12
10.	Adjournment	T. Niskala	1 min.	----

Total Estimated Time: 32 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

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

**** CANCELLED ****

OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING

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On **Friday, June 20, 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 Corpus Christi Regional Transportation Authority was created by the people to provide quality transportation and enhance the regional economy in a responsible manner consistent with its financial resources and the diverse needs of the people.



Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 22, 2019**

Summary of Actions

1. **Conducted Roll Call**
2. **Held Safety Briefing**
3. **Action to Receive Conflict of Interest Affidavits**
4. **Provided Opportunity for Public Comment**
5. **Action to Approve the Administration & Finance Committee Meeting Minutes of April 24, 2019**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Adjustments to the Actuarial Assumption utilized for the RTA Employees' Defined Benefit Plan and Trust and amending the Plan to increase the calculation of retirement income**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Amending Employee Pay Grades and Employee Pay Ranges**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to SEC-OPS Security for Security Services at the Staples Street Center and Bear Lane Operations Facility**
9. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt Resolutions:**
 - a) **In Support of a Grant Application for the Buses and Bus Facilities Infrastructure Investment Program, for Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements**
 - b) **In Support of a Grant Application for "Better Utilizing Investments to Leverage Development", or "BUILD Transportation grants," for Port/Ayers Station Reconstruction**
10. **Adjournment**

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

Committee Members Present: Tom Niskala, Committee Chairman; Glenn Martin, Scott Harris, Anne Bauman and Philip Skorbarczyk

Committee Members Absent: None.

Staff Present: David Chapa,, Angelina Gaitan, Dena Linnehan, Michelle Martinez, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, and Susan Teltschik.



Public Present: Benjamin Schmit, MV Transportation; Robert Lott, SEC-OPS, Inc.; Laura Stewart, Findley; Daniel Carrizales, MPO.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:30 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Held Safety Briefing

Mr. Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He explained location to assemble outside of the building, and included shelter in-place instructions. He commented where building exits are located, and instructed individuals to not use elevators. He also stated once out of the building, to not enter until an 'all clear' is given by Security personnel. Ms. Dena Linnehan will lead board members to the muster point.

Action to receive Conflict of Interest Affidavits

No affidavits received.

Provided Opportunity for Public Comment

No one spoke under public comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of April 24, 2019.

MR. SCOTT HARRIS MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 24, 2019. MR. GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Adjustments to the Actuarial Assumption utilized for the RTA Employees' Defined Benefit Plan and Trust and amending the Plan to increase the calculation of retirement income

Mr. Robert Saldaña introduced Laura Stewart of Findley who would be presenting this item to the Board. Ms. Stewart commented she would be discussing items presented at the April Board Retreat meeting for further clarification.

She commented on the actuarial assumptions, review of the asset valuation method to smooth the assets over 5 years to make less volatile, analysis of the unfunded liability amortization period and 2019 cost for that, and 5-year projections. Other items also was to lower the discount rate from the 7.5 to 7.4 percent as proposed, and continue to lower until a rate 7.0 percent is reached, updating the RP-2000 Mortality Table to the RP-2014 Blue Collar Table since people are living longer, updating the retirement percentage of 100 at age 62 to a table of rates by age based on plan experience, and termination rate update from Turnover Table 5 (1955) to SOA Small Plan Service Table (2003).



Ms. Stewart continued with details regarding the current asset valuation method of market value to consider the 5-year smoothing of gains and losses to reduce cash contribution volatility, an increase of asset value from \$34.9 million to \$36.9 million allows decreased contribution by \$700,000 in savings, increases the funded percentage from 87 to 94. She spoke on the amortization period of unfunded liabilities of past service since January 1, 2009 being amortized over 15 years. She said shorter periods lead to higher contributions and are more conservative as there are currently only 5 years left on the amortization schedule, yet if we reset the schedule this year to amortize over a longer period such as 10 or 15 years, the average future service of current actives is 6.5 years. Ms. Stewart gave her recommendations even without the multiplier increase, would be to approve the assumption changes, the asset valuation method and the amortization period as good reasonable changes, and the caveat will offset the increase in the benefit multiplier to almost pay for the changes.

Ms. Stewart commented on four scenarios of 1) baseline of current assumptions of the plan, 2) go with Findley's recommendations from April 26, 2019, 3) 5-year smoothing of assets, and 4) amortization period, and said each scenario would be building on each piece. All of the assumptions/methods scenarios were run under 3 separate conditions; 1) approve the recommended contribution, or 2) add additional contribution of \$1.2 million to pay for the increased accrued liability due to the changes, or 3) add an additional contribution to reach a 90 percent funded rate. She indicated these were calculated with the 2.0 percent and the 2.25 percent multiplier. Charts were displayed of these results. Board Members Skrobarczyk, Leyendecker, Woolbright, Martin and Niskala along with Mr. Saldaña discussed the various options in detail. Mr. Niskala asked members for more discussion or move the item to the Board meeting in June. He commented a motion was made to move it to the Board meeting in June, and to separate into three action items and be provided the information to reflect these action items.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THIS ITEM BY MOVING IT TO THE BOARD MEETING IN JUNE AND SEPARATE IT INTO THREE ACTIONS ITEMS AND BE PROVIDED THE INFORMATION TO REFLECT THESE ACTION ITEMS. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Amending Employee Pay Grades and Employee Pay Ranges

Ms. Angelina Gaitan reported this item relates to the Board Priority – Workforce Development. She commented the current compensation Plan Study was approved in March 2016; current employees receive increases based on a) merit associated with performance evaluation, and b) annual cost of living adjustment (COLA). She said under



the current study, the agency struggles for recruitments due to the ranges in salary of various positions. Ms. Gaitan said we retained Ray Associates, Inc. last November to perform a Comprehensive Compensation Study. She said they conducted a custom salary survey where they provided salary information for 60 comparable job positions, and from 10 separate employers. She said the Study included two components; a) classification – to ensure each position carries the appropriate job title for work performed, and b) internal equity – to ensure jobs are paid comparably with one another and within departments and across department lines. She indicated the Study resulted in pay range schedules adjustments across the board by 2.5 percent for entry, mid- and maximum level ranges, and most ranges are aligned with industry standards.

Ms. Gaitan commented there are 27 Operations positions and 4 Administrative positions that will need to be updated to align with others performing the same or similar position. She said the cost for 2019 from July to December is \$33,178, or 3.45 percent, and for 2020 from January to December is \$66,356, or 6.9 percent.

MR. HARRIS MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE AMENDING EMPLOYEE PAY GRADES AND EMPLOYEE PAY RANGES. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to SEC-OPS Security for Security Services at the Staples Street Center and Bear Lane Operations Facility

Mr. Mike Rendón reported the Board Priority relates to Facilities – Safety & Security. He said Vets Securing America (VS) is the current contractor and the two-year contract with one option year expires June 27, 2019. He said coverage is for both the Staples Street Center location and the Operations Facility located at Bear Lane. He provided the need for a 5-year contract with no option years and the agency received 7 proposals with 2 being deemed non-responsive. Mr. Rendón displayed a chart of the five bidders with SEC-OPS Security scoring the highest for a grand total of 93.52; maximum of 100. Mr. Rendón stated the 5-year base contract cost is \$1,797,846 and is budgeted in the Safety & Security 2019 Operating Budget.

MR. HARRIS MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO SEC-OPS SECURITY FOR SECURITY SERVICES AT THE STAPLES STREET CENTER AND BEAR LANE OPERATIONS FACILITY. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt Resolutions: a) In Support of a Grant Application for



the Buses and Bus Facilities Infrastructure Investment Program, for Port/Ayers Station Reconstruction, Del Mar South Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements; and b) In Support of a Grant Application for “Better Utilizing Investments to Leverage Development”, or “BUILD Transportation grants,” for Port/Ayers Station Reconstruction

Ms. Sharon Montez reported the Board Priority relates to Facilities, and said we are looking to apply for the 5339(B) Grant Applications and a Build Grant Application for the 3 current projects; Port/Ayers Station Reconstruction, Del Mar Southside Campus Bus Stations, and Bear Lane Bus Parking Lot Improvements.

Ms. Montez said current cost estimate of the 5339(B) Grant is \$5.8 million, and for the Build Grant is \$6.3 million to include environmental sustainability elements requirement as part of a DOT build grant for the Port Ayers project. The only Build Grant Application will be for the Port Ayers project only. The 5339(B) Grant cost is estimate of \$2,884,509 is for the Del Mar Southside Campus Bus Stations. Several slides were shown of renderings of the proposed project. A 3rd 5339(B) Grant application for the Bear Lane Facility Pavement Master Plan cost estimate is \$945,011. Slides were displayed of the parking lot issues which would be improved under this project.

Ms. Montez asked the Board members to adopt a resolution in support of the Grant Applications submission for these projects. Total estimated cost of combined 5339(B) Grants is \$9,641,366 with a local 20% match of \$1.9 million.

MR. HARRIS MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT RESOLUTIONS: A) IN SUPPORT OF A GRANT APPLICATION FOR THE BUSES AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM, FOR PORT/AYERS STATION RECONSTRUCTION, DEL MAR SOUTH CAMPUS BUS STATIONS, AND BEAR LANE BUS PARKING LOT IMPROVEMENTS; AND B) IN SUPPORT OF A GRANT APPLICATION FOR “BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT”, OR “BUILD TRANSPORTATION GRANTS,” FOR PORT/AYERS STATION RECONSTRUCTION. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. NISKALA, MARTIN, HARRIS, BAUMAN AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.

Adjournment

There being no further review of items, the meeting adjourned at 9:29 a.m.

Submitted by: Dena Linnehan



Subject: Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage

Background

The current contract with Carlisle Insurance was a one-year contract and it expires on July 28, 2019. The expiring premium is \$84,000. Specifications of policy are as follows; deductible of 1% of the sum of the stated values for each building (affected by loss) identified in the State of Values subject to \$25,000 minimum per occurrence – Named storm wind/hail with \$25,000 per occurrence – all other wind/hail storms.

Identified Need

A Request for Proposals (RFP) was issued on Thursday, May 2, 2019. CCRTA covered asset values total \$45,871.02. Proposals were received on Wednesday, June 5, 2019. Two proposals were received, Carlisle Insurance the incumbent and Victor O. Shinnerer & Co., Inc. Evaluation results are as follows:

Firms	Carrier	Score	Price
Carlisle Insurance	United Specialty Insurance Company National Fire & Marine Insurance Company	89.60	\$117,915.00
Victor O'Schinnerer	AmRisc	89.54	\$123,926.25

The policy term is July 28, 2019 through July 27, 2020.

Financial Impact

Funds are budgeted in FY 2019 Operating Budget, local funds.

Board Priority

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

Recommendation

Staff request the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a one-year contract to Carlisle Insurance for windstorm and hail insurance coverage.

Respectfully submitted,

Submitted by: John Esparza
Safety & Security Administrator

Reviewed by: Mike Rendón
Director of Safety and Security

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



Subject: Fiscal 2019 Operating Budget Amendment #1 – Amend the 2019 Fiscal Year Operating Budget to include an increase of \$2.5 million. Approve a one-time payment of \$2.5 million for the Defined Benefit Pension Trust to obtain 90% funding level.

Background

By statute, the Board annually adopts an operating budget. A capital budget is adopted at the same time in order to properly allocate RTA financial resources in a way that meets current and future needs of the organization.

Identified Need

During the 2019 Operating budget process, staff accounted for the possibility of the Board adopting a potential budget amendment, and added \$717,000 for such amendment. During the May 2019 Administration and Finance Committee meeting Staff presented several amendment options. The choice of actuarial assumptions and pension cost methods are a critical part of identifying the target funded status required to financially sustain the plan's future pension obligations.

Disadvantaged Business Enterprise (DBE)

This is being funded with local funds and not applicable to DBE.

Financial Impact

The CCRTA Board of Directors adopted the following assumption changes:

1. Update Mortality to RP-2014 Blue Collar Table, and update the Mortality table on an annual basis.
2. Change discount rate to 7.40% and commit to continuing to decrease over time until appropriate benchmark of 7.0% is attained.
3. Update withdrawal and retirement assumptions based on plan experience.
4. Change from Market Value to 5-year Smoothed.
5. Reset period to 15 years beginning 1/1/2019.

As a result of the adoption of the updated assumptions, the Board agreed to an additional one-time contribution of \$2.5 million to be paid in 2019 from **unrestricted reserves**, to cover the increase in liability from these changes; as well as, increase the funding level to the range of 85% - 90%.

Board Priority

This project aligns with Board Priority – Financial Transparency.

Committee Review

This item was presented at the May 22, 2019 Administration & Finance Committee meeting to review other costing options.

Recommendation

Staff requests the Administrative & Finance Committee to recommend the Board of Directors to approve Fiscal 2019 Operating Budget Amendment #1 – Amend the 2019 Fiscal Year Operating Budget to include an increase of \$2.5 million, and Approve a one-time payment of \$2.5 million for the Defined Benefit Pension Trust to obtain 90% funding level.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

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



Subject: Award a Contract to IVS, Inc. AngelTrax for On-Board Mobile Video Surveillance System Replacement for Bus Fleet

Background

The CCRTA bus fleet is equipped with On-Board Surveillance Systems to record internal and external video on the bus for deterrence, safety, and risk management. Currently video is provided to Management Staff, Security, and Law Enforcement daily as requested.

Identified Need

With the Board of Directors approval, a Request for Proposals (RFP) was issued on February 21, 2019, structured as an On-Board Mobile Video Surveillance System purchase with warranty and installation. The proposals were received from IVS, Inc. Angel Trax, Safe Fleet Bus and Rail and Eyeride. These proposals were evaluated for:

- Approach and Work Plan
- Qualifications and References
- Experience
- Price

The table below represents the results of the evaluation.

Firms	Subtotal - Maximum Points (70 Points Max.)	Cost (30 Points Max.)	Totals - Maximum Points 100	Price (Total Cost)
IVS, Inc.dba AngelTrax	65.8	30	95.80	\$139,179.01
Safe Fleet Bus and Rail	63.8	16	79.80	\$255,810.56
Eyeride	45	21	66.00	\$198,604.00

The firm that was deemed as being the best value is IVS, Inc. dba AngelTrax which has been in the business for many years worldwide and has specialized in vehicle mobile surveillance technologies. IVS, Inc. dba AngelTrax has worked with Student Transit, Mass Transit, Waste management, law enforcement and locomotive industries.

Disadvantaged Business Enterprise

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

Financial Impact

Funds for the On-Board Mobile Video Surveillance System Replacement for bus fleet were identified in the MIS 2019 Capital Budget using funding provided by the 5307 Formula Funds with and 80/20 match. The total cost for the On-Board Mobile Video Surveillance System Replacement with Alternative Options is \$155,483.8. The total estimated project budget was \$323,030.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to IVS, Inc. AngelTrax for On-Board Mobile Video Surveillance System Replacement for Bus Fleet.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: Award a Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement

Background

Various CCRTA personnel utilize copiers for business purposes. Currently Six (6) of the CCRTA's leased copiers are included in multiple lease agreements that are up for a new contract. The six (6) copiers are currently leased from Toshiba America Business Solutions, Inc.

Identified Need

In order to minimize cost the CCRTA is trying to phase out desktop printers, and centralize all network scanning, faxing and printing. The new copiers' multifunctional features would be a streamline these functions for all departments. The new agreement that the CCRTA is requesting will contain six (6) Multifunction Printers and Two (2) Personal Printers.

Toshiba is a worldwide company that specializes in Multifunction Printers technologies. Toshiba has worked with many commercial and local government agencies including City of Corpus Christi and local refineries.

Disadvantaged Business Enterprise

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

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. Estimated cost for a 5-year contract will be \$151,173. These monies are budgeted in the 2019 budget and will come from local funds.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Toshiba America Business Solutions, Inc. for Multifunction Printer/Copier Lease Agreement.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Reviewed by: Robert Saldaña
Managing Director of Administration

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