



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, February 5, 2020

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)

Lynn Allison ~ Anne Bauman ~ George B. Clower ~ Patricia Dominguez

Anna Jimenez ~ Glenn Martin ~ 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 3 min. limit – no discussion	E. Martinez	3 min.	----
6.	Update on RCAT Committee Activities	S. Montez	3 min.	----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of January 8, 2020	E. Martinez	2 min.	Pages 1-8
8.	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 9-10
	a) Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bid (IFB) for a Bus Engine Supplier Contract (pgs. 9-10)			
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance	A. Gaitan	3 min.	Page 11 <i>PPT</i>
10.	Discussion and Possible Action to Recommend the Board of Directors Confirm the CEO's Execution of an Amendment to the 2013 Contract with MV Transportation, Inc. In Order to Include the Autonomous Bus Service at TAMU-CC for a Term Ending December 2021	D. Majchszak	3 min.	Pages 12-13 <i>PPT</i>
11.	Presentations:			
	a) 4th Quarter Defined Benefit & Defined Contribution Plan & Trust Performance	Lisa Keckler Wells Fargo	10 min.	<i>PPT</i>
	b) 4th Quarter Investment Report	David McElwain Patterson & Assoc.	10 min.	<i>PPT</i>

	c) December 2019 Financial Report d) Procurement Update e) December 2019 Safety & Security Report f) December 2019 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	Pages 14-23 PPT <i>PPT</i> <i>PPT</i> Pages 24-32 PPT
12.	CEO's Report	J. Cruz-Aedo	5 min.	-----
13.	Board Chair's Report	E. Martinez	5 min.	-----
14.	Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a) CEO Evaluation, Compensation and Benefits	E. Martinez	10 min.	-----
15.	Adjournment	E. Martinez	1 min.	-----
16.	Information Items: a) Member Inquiry Forms: 1. Board Meeting–January 8, 2020			

Total Estimated Time: 82 min.

On **Friday, January 31, 2020** 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
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JANUARY 8, 2020

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Opportunity for Public Comment
6. Presentation – Safety & Security Awards
 - a) Security Officer of the Year
 - b) Police Officer of the Year
7. Action to Approve the Board of Directors Meeting Minutes of December 4, 2019
8. Action to Ratify the Agreement to-date with Cassidy & Associates for Additional Services
9. Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee
10. Heard Presentations –
 - a) November 2019 Financial Report
 - b) Procurement Update
 - c) November 2019 Safety & Security Report
 - d) November 2019 Operations Report
 - e) Short Term Service Plan and Facility Improvements Overview
11. Heard CEO's Report
12. Heard Chairman's Report
13. Adjournment

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. Michael Reeves, Board Vice Chairman, 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: Michael Reeves, Board Vice Chair; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin and Matt Woolbright.

Board Members Absent: Edward Martinez, Board Chair, Dan Leyendecker, Board Secretary and Philip Skrobarczyk.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak; Sharon Montez, Rita Patrick, Gordon Robinson, Sandy Roddel, Robert Saldaña and Susan Teltschik.



Public Present: Benjamin Schmit and Letty James, MV Transportation; Robert Lott and Trace Dennis, SEC-OPS, Inc.; Rob MacDonald, MPO.

Held Safety Briefing

Mr. Mike 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

None received.

Provided Opportunity for Public Comment

No one spoke.

Presentation – Safety & Security Awards

- a) **Security Officer of the Year**
- b) **Police Officer of the Year**

Mr. Mike Rendón presented the Security Officer of the Year Award to Mr. Gilbert Smith who is one of the security officers at the Staples Street Center. Mr. Rendón stated Mr. Smith's is receiving this award due to his performance, and also commented that Mr. Smith maintains a work-safe environment at the Staples Street Center for customers, employees and staff. He helps to protect the people and property and has excellent working knowledge of this facility and surrounding areas and his post. Mr. Rendón commented Mr. Smith stays calm and focused as he has shown during medical emergencies and physical confrontations, and performs well above and beyond the call of duty, delivers a high level of customer service. His report writing is also excellent in factual and detailed. Mr. Rendón commented on his 30 years in the security industry and pointed out Mr. Smith is in the top 10 percent as a security professional. Mr. Smith is following in his father's 20-year tenure with the Corpus Christi Police Department (CCPD), looks to him for guidance, and has plans to become a CCPD officer.

Mr. Smith thanked Mr. Rendón for his kind words and appreciates the opportunity to receive this award. He said he performs his job on a daily basis for SEC-OPS company and for this site, and is very honored to again receive this award.

Mr. Rendón also presented the Police Officer of the Year Award to Constable Felipe Martinez and said he is well-rounded law enforcement officer who has exceeded the duties requirements expected of his position and has demonstrated a distinct pattern of community service. Mr. Rendón commented that not only does Constable Martinez protects our customers and employees while on duty, he also responds to accidents and emergency situations with CCPD. Mr. Rendón said Constable Martinez has our roving patrol every evening from 4:00 p.m. to 10:00 p.m., and has built a good relationship with the local police department. There was a recent accident in the city where Constable Martinez was the first responder on the scene, went to the aid of the front passenger and they expired, then immediately went to the minor child in the backseat and cut straps and removed the child due to fire and steam coming from the engine. Mr. Rendón commented he has been on patrol with Constable Martinez and has noticed the he has a great ability in communicating with the public. This is a very valuable trait Constable

Martinez exhibits when assessing the situations and handling the individuals all with respect and dignity. Mr. Rendón also stated there are normal routine situations Constable Martinez performs on a daily basis, yet he keeps in good communication with Mr. Rendón on all incidents, emergency situations and contacts with individuals. Mr. Rendón thanked him for his service in protecting the employees, customers and staff.

Constable Martinez thanked this opportunity to receive the award, and to be a part of the CCRTA community. He said as first responders, we do not look for recognition personally, because what we do is our devotion in helping the public. Constable Martinez said he became a police officer because he wanted to help the public, his fellow citizens, not be a super hero, just perform his daily job and be the best he can.

Action to Approve the Board of Directors Meeting Minutes of December 4, 2019

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 4, 2019. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ, LEYENDECKER AND SKROBARCZYK.

Action to Ratify the Agreement to-date with Cassidy & Associates for Additional Services

Mr. Jorge Cruz-Aedo commented last year he brought to the Board's attention the need to have some grant assistance in Washington, DC, and said he brought the names of Cassidy & Associates to the Board as a bipartisan governmental consulting group that could provide this assistance to the agency. He said the 5339(b) competitive Grant was successful with the assistance led by Cassidy & Associates, and the net proceeds the agency received was \$7.23 million. Mr. Cruz-Aedo stated we were facilitated in Washington, DC, had the opportunity to visit numerous influential people that helped us along the way to receive this award.

Mr. Cruz-Aedo commented in November he was made aware of some scheduling concerns with National Highway Traffic Safety Administration (NHTSA) to hear our presentation, and consider our request, to have our route approved for the Autonomous Vehicle program at the TAMU-CC university. He said we were on the agenda although there was no emergency with NHTSA and we were to be scheduled with them in January 2020 which is the month the agency was to unveil the Autonomous Vehicle Pilot Program with the university. He said he reached out to Cassidy & Associates to help us with NHTSA due to the urgency of the program to schedule our scheduling with them in early December, and within a week's time Cassidy & Associates reported back to us that it was a successful endeavor.

Mr. Cruz-Aedo reported the original request to work with Cassidy & Associates was \$49,000, the fee for the one week of service to expedite the NHTSA request was \$12,500 and put him over the CEO Signature Authority amount of \$50,000. Mr. Cruz-Aedo also commented we now have the Port/Ayers project under review on a historical perspective and so I've Cassidy & Associates to work Washington, DC on this initiative so Tris Castaneda may work the historic initiative in Austin, TX. He said the fee for this work will be about \$20,000, and his reasons for contacting Cassidy & Associates is that they have delivered the service and the outputs we've needed for this.

To proceed with their services and this relationship with Cassidy & Associates has us at a total of \$81,000. Mr. Cruz-Aedo asked the Board for them to approve his actions so the agency can pay

for the Port/Ayers project, and begin with the other historical work as mentioned earlier and again to ratify his actions today.

MR. CLOWER MADE A MOTION TO RATIFY THE AGREEMENT TO-DATE WITH CASSIDY & ASSOCIATES FOR ADDITIONAL SERVICES. MS. LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ, LEYENDECKER AND SKROBARCZYK.

Action to Adopt a Resolution Adopting the New Fare Structure Subject to the Approval of the Fare Approval Committee

Mr. Robert Saldaña commented this item aligns with our Board Priority – Transparency. He provided background information to say the CCRTA has seen a downturn in our fare recovery ratio from as high as 7 percent to 4.5 percent, with year-to-date at 5.69 percent. He said our fare recovery ratio is the amount or percent our fares pay for our operating expense. Mr. Saldaña added that all fares received for bus rides, pays for about 4.5 to 5.5 percent our total operations costs, and standard for the industry is around 17 percent.

He commented on September 4, 2019, our Board of Directors approved the findings of the Fare Equity Analysis which does a lot of research to find out where we stand with our fares, and part of the approval was to make an adjustment to minimize the negative effect. He mentioned on October 2, 2019, Staff brought to the Board of Directors an initial fare recommendation, and if the Board of Directors indicates we are on the right track, then we move forward and start holding public meetings and based on those meetings, we will come back with final recommendations which we are doing at this meeting today.

Mr. Saldaña said the financial impact will depend on the ridership's reaction to the adjustment that will be made, and any increases we see will be used to offset operational costs as well as the amenities program. He said there is no Disadvantaged Business Enterprise (DBE) effort for this item.

A Fare Recommendations Summary was shown with the base fare of \$0.75 increasing to \$1.00, day pass priced twice the base fare, uniform pass and reduced fare options. He said there would be a free service for seniors aged 65 and older, and we will formalize existing policy related to token upcharge on B-line service. He also said \$0.10 reduced fare during off-peak, the 11-trip commuter pass and free transfers will be eliminated, for B-Line pricing a modification to increase fares to match new \$1.00 fare structure with the 31-Day Pass costing \$70.

A chart was displayed of the fare categories with existing costs and the final proposed costs, and included both the reduced regular fixed route costs. Mr. Saldaña also presented a slide with the subsidies the CCRTA currently provides and what the agency will provide for new proposed costs.

MR. MATT WOOLBRIGHT MADE A MOTION TO ADOPT A RESOLUTION ADOPTING THE NEW FARE STRUCTURE SUBJECT TO THE APPROVAL OF THE FARE APPROVAL COMMITTEE. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, MARTIN AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ, LEYENDECKER AND SKROBARCZYK.



Heard Presentations –

a) November 2019 Financial Report

Mr. Saldaña said this item aligns with our Transparency Board Priority and highlights for the month of November are our bus advertising is up by 7 percent, the investment income also up over 22 percent, and said total expenses are 26 percent under budget. He commented we have an uptick in sales tax revenue we are projecting at 3.48 percent for November, although our sales tax for November has not yet been received, as it is usually received the second Tuesday of the month. He said part of the items not talked about Mr. Leyendecker what the impact would be for the new internet sales tax, Mr. Saldaña said we received our first sales tax with it included on December 10, 2019 and the agency's share totaled \$10,058 after the breakdown by the State Comptroller.

He reported for the month of November we are at \$3.5M on revenue and \$3.7M on expenses which is a typical trend for the months of October, November and December as we start the year fairly conservative waiting to see what the sales taxes are going to produce so we spend a little bit more towards the end of the year. Mr. Woolbright asked about the transfer-in and Mr. Saldaña said that is from the pension plan we spread over the last four months of the year. He reported the revenues extreme has two big items that are Capital Gains and Donations being \$1.1M behind and Passenger Fares also being \$31,000 behind pace, and our line share of Sales Tax Revenues are right at projections although will be received in the next few days at around \$2.5M.

A chart showing where money goes by category, and said Salaries and Benefits are the largest at \$1.6M or 52 percent, with \$567,664 or 18 percent for Purchased Transportation. Other items were detailed with the amounts and percentages. Another chart of Expenses by category for November, he reported on each line item, again with Salaries and Benefits being the largest at \$1.61M on a budget of \$1.65M for the month, and all showed savings with the exception of Purchased Transportation coming in at \$567,664 on a budget of \$538,703, and said we are at \$145,000 to the good according to our budget.

Mr. Saldaña reported on highlights for the year-to-date showing our revenues excluding capital grants at almost 1 percent ahead of budget, investment income is at 66 percent ahead of budget also with our total expenses being 11 percent under budget. He also commented our revenues are at \$38M with expenses being \$37.9M giving us an \$85,254 to the good year-to-date wise. He presented a slide of the revenue stream and commented \$31.4M for sales tax revenues, \$1.7M for passenger fares and capital grants at almost \$800,000, investment income a little over half-million dollars, and our operating grant which is the Federal, State, Local grants we get for operating at almost \$800,000, or \$38M in revenues.

Another chart by category for year-to-date was shown, and he said 50 percent is for Salaries and Benefits at \$15M, 10 percent for Services at \$3.1M, 8 percent towards Materials and Supplies at \$2.5M, 9 percent is for Insurance at \$3M, and our Purchased Transportation another high of 20 percent at \$6.1M. Mr. Saldaña stated year-to-date expenses has \$3.1M savings, Salaries and Benefits have around \$1M in savings and he said Insurance has been a good year for it and we have close to \$1M in savings as well.

The month over month comparison for October 2019 we received \$2.89M versus October 2018 of \$2.77M for an increase of \$113,000, or 4 percent increase in sales tax. He said for October 2019 we budgeted \$2.87M and came in at \$2.89M so we are at \$16,000



increase. Mr. Saldaña displayed a chart graph showing the sales tax highs and lows from October 2018 to October 2019. Mr. Cruz-Aedo said we will end year-to-date in positive gains as we are slightly over budget in revenues and significantly under in expenses.

b) Procurement Update

Mr. Saldaña reported there are no current procurements for the month as towards the end of the year there are not a lot of procurements going out as people take vacations, not a lot of Request for Proposal (RFP) are being written as there will be less price competition with the year slowing down. He commented there are two items for the 4 Month Outlook for Insurance Consulting Services at \$60,000 to approve the final option year, and Heavy-Duty Vehicle Filters at \$122,578, a 2-year.

Mr. Saldaña commented under the CEO signature authority of \$50,000 or less, there are 11 projects and include Pre-Employment Background Screening, 1-year agreement, Courier Services we spend about \$5K a year, Website Maintenance we spend about \$14,600 a year, our Wireless and VOIP Equipment and Service is \$7K a year, and Quarterly Maintenance of the CCTV System at \$4,800 a year. Mr. Saldaña he continued with the Coin Sorter agreement being less than \$2K a year and we will exercise their 1st Option Year, we have two Employment Labor Law attorneys and together we spend about \$45K, the Digital Destination Signage at our station is \$5,600 a year, for the Boardroom Audio Support we spend almost \$34K a year, and our Licensing for our Budget Software is around \$5K a year. He reported on the month-to-month contracts for our Radio Communications contingent on City of Corpus Christi, Nueces County and Port of Corpus Christi runs about \$37K a year, currently we for our Fire and Burglar system we spend about \$2,700 a year, and our Satellite Phones is around \$2,400 a year. He also reported we still maintain the Harbor Ferry marina space at \$5,600.

c) November 2019 Safety & Security Report

Mr. Mike Rendón commented this November report aligns with our Board Priority – Facilities-Safety & Security. He said there were 3 accidents and all were non-preventable giving us a collision rate for the month at 1.13. Mr. Rendón reported the CCRTA operators drove a total of 265,000 miles in the month of November, and our collision rate at 1.46 meeting the industry standard of 2.0. A slide showing the Security statistics was displayed and included there were 427 contacts with individuals where he detailed each for the month and explained the percentages and said the top 4 items took about 90 percent of our contacts and 36 percent was for Quality of Life and 23.4 percent for Loitering. He stated the agency continues to utilize the Canine Unit from Precinct 5 once a month where we board different buses and routes at all transfer stations. Mr. Rendón commented we have updated the Emergency Evacuation Route at the Bear Lane maintenance shop as some maps were missing and there will be a fire drill in the next few weeks. He said the CEO approved our department to host the 1st Quarterly Meeting with Texas Transportation Safety & Security Professional Association (TTSSPA) on January 31, 2020 here at Staples Street in the Boardroom from 8:30 am to 2:00 pm with lunch being provided and you are all invited.

d) November 2019 Operations Report

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported the monthly highlights to show passenger trips just over 412,000 and was down by 6.2 percent from last November, service hours we consumed



are 28,000, service miles almost 439,000. He displayed a graph chart showing the comparison of monthly ridership from prior years with ups and downs by the months. Mr. Robinson commented on the mode split and said the monthly breakdown where B-Line dropped a little overall compared to last year, historically over 2019 it has been up several times, and Fixed Route down and system overall down by 6.2 percent. Mr. Robinson said the year-to-date we are tracking 2 percent below this time last year, Vanpool is way up, B-Line also still up by 7 percent.

He said no issues with On-Time Performance almost 91 percent for November, and early departures were standard within our system. A slide showing projects that will be impacted by the city construction, and said there is 15 percent being of our services are on detour and several heavy ridership routes will be impacted in the next few months. The B-Line Service performance is 2.67 for productivity, slight dip in Miles Between Road Calls (MBRC) below the standard and little over 4,000 for wheelchair boardings. We received 7 CAFs a low for the month is very good for us and historically has been down for the year. Mr. Robinson said Miles Between Road Calls are over 14,000 and meeting the standard.

e) Short Term Service Plan and Facility Improvements Overview

Mr. Gordon Robinson said he would be giving you information on our 2020 Service Plan and where we are heading, and information on our Capital Projects. He provided an overview of our system-wide services which now include a Pilot Autonomous E-Shuttle, the SURGE, a Pilot FLEX Route 93, 8 Commuter EXPRESS Routes, 28 Fixed Route, 2 Demand Response Taxi Services, 1 Demand Response Shuttle (Flexi-B), B-Line Paratransit Services and 20 Vanpool Services. He said we operate 846 square miles in 9 communities, 76 peak Fixed Route vehicles and 93 total vehicles, and there are 27 B-Line peak vehicles with 34 in total. He said our facilities has 4 Transfer Stations, 3 Park 'N Rides; 1 each in Calallen, Gregory and Robstown. There are 1,343 bus stops and 128 of them have Sunshade Canopies, 70 have Tolar Shelters, 860 have Trash Containers with 150 have Metal Benches, and 801 have a Concrete/Wooden Advertising Bench. Mr. Robinson stated we are tracking the year-to-date service performance and it currently is close to 2 percent below last year for our passenger trips, service hours are just over 354,000, and miles driven are almost 6 million.

He commented the 2020 Service Plan will have the New Pilot Autonomous E-Shuttle Service on Texas A&M University-Corpus Christi and is the First Gen3 Autonomous Vehicle in North America that will operate in a Mixed Traffic and Public Pedestrian environment, and covers 1.5 miles with 8 bus stops. The vehicle holds up to 13 passengers at a time including the Service Ambassador.

Mr. Robinson commented on the Pilot Route 95 Port Aransas Express Service starting on March 1, 2020 through October 1, 2020. The Express service again will serve Aransas Pass and Ingleside HEB stop locations, and we plan to expand the program by adding service from Southside Station to Port Aransas.

He spoke on the outreach survey effort in early 2019 with the riders and public and they said our buses do not go where they want them to go, or travel when we want to travel. He said we are going to expand on those answers by expanding more Pilot services and routes by adding a new Pilot FLEX Service in Flour Bluff area and also one in Annville, Calallen and Tuloso-Midway areas.



Mr. Robinson also stated we will continue the Pilot FLEX Route 93 at the TAMU-CC campus, Pilot Route 66, the VIP or Viking Islander Program, we plan to expand the Vanpool Program and transition riders from B-Line to Fixed Route or FLEX Services.

He provided a slide with a timeline for the 2020 Major Capital Projects to include their start date and completion date. There was a chart showing a Grant for Electric Charging Stations and status due date and estimated award date for an application for Electric Charging Stations, and when the 80 Shelter Refurbishment program will be completed by. Mr. Cruz-Aedo commented we will be aggressively busy in 2020. He also commented on our contractor MV Transportation who will operate the Pilot Autonomous E-Shuttle SURGE service for us, and they have a new mobile site OneMV App for iPhone and Android equipment. In addition, MV implemented a new phone system in mid-December to improve customer experience with better call quality and fewer dropped calls.

Mr. Robinson ended his presentation with Beyond 2020 Short Term Service Plan and said with the new Carroll High School near Saratoga and Kostoryz, Route 15 is being restructured to serve this campus. He said we also will be implementing a new FLEX Service to serve Del Mar's Southside campus to include key more service around Saratoga, Yorktown and Cimarron, and we are looking at how Southside is growing and expanding towards Chapman Ranch. He said there also will be a Flex Service implemented in the Hillcrest and Washington Cove area to increase coverage.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented have on calendars 11:00 am to 2:00 pm on Tuesday, January 14, 2020 as our VIP Autonomous Vehicle unveiling and a luncheon. Mr. Scott Ellis will be the Master of Ceremony at the event, and serve lunch to 150 to 250. There will be several dignitaries and Texas A&M Corpus Christi (TAMU-CC) officers will be presenting at the luncheon. Houston Metro, VIA, DART and will be in attendance. There will be a video during the luncheon detailing the vehicle and after lunch there will be opportunity for those in attendance to ride in the AV. He said this is the first GEN3 EasyMile AV in North America, and has been tested when a student walked in front of it while it was being tested. CCRTA is the only one in North America who will have this route service of the AV.

The actual service will begin on January 21, 2020 at the university when we launch the service with the students.

Heard Chairman's Report

Mr. Mike Reeves, Board Vice Chairman commented on the AV event and said this a huge, huge accomplishment and thanked staff and team for making this happen. He deferred time to other board members. Messrs. Woolbright, Clower and Martin thanked staff and Mr. Cruz-Aedo for all they have done and their hard work. Ms. Anna Jimenez, Patricia Dominguez, Lynn Allison and Anne Bauman

Adjournment

There being no further review of items, the meeting adjourned at 9:49 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 5, 2020

Subject: Authorize Issuance of an Invitation for Bid (IFB) for a Bus Engine Supplier Contract

Background

Federal State of Good Repair (SOGR) best practices recommend assets be maintained to Original Equipment Manufacturer (OEM) standards. The RTA Preventative Maintenance Program includes midlife engine overhauls to ensure rolling stock reaches mandated useful life thresholds. Additionally, RTA is required to meet Local, State, and Federal EPA standards. The 2012 and 2015 fixed route coaches have reached or will soon reach their engine midlife in years and miles.

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 18-20 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

Identified Need

The 2012 and 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next two (2) years; up to thirty-five (35) 2012-2015 CNG Gillig Low Floor units. Twenty (20) engines in 2020 and fifteen (15) engines in 2021 are expected to be replaced.

A supply agreement assures RTA will maintain firm pricing, prompt competitive bidding, and meet OEM specifications. Replacement engines and or parts will be used to perform midlife overhauls.

The Bus Engine Contract Supplier Invitation for Bid (IFB) is structured as a one-year firm supply agreement with one (1) one-year option following Board approval.

Disadvantaged Business Enterprise

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

Financial Impact

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2020 operating budget. The project is contingent upon the award of 5307 funding.

Expenditures for this 2020 CIP item is expected to be \$815,020.00. The local match is 20% with an estimated cost of \$163,004.00 and a federal estimated cost of \$652,016.00.

Board Priority

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

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on January 22, 2020.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for a Bus Engine Supplier Contract.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Acting Managing Director of Operations

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



Subject: Exercise Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance

Background

The CCRTA entered into an Insurance Consulting Services Agreement with Roland Barrera Insurance for the period of February 20, 2017 through February 19, 2018. The original agreement was a fixed one-year contract with a one-option year.

In March of 2018, two additional option years were added and the contract was increased from \$48,000 to \$60,000 to incorporate Risk Management Services. The Chief Executive Officer had identified a need for additional insurance coverage expertise to assist the Risk Management functions of the CCRTA.

During the last few years, the consultant has provided support/guidance services in regards to Risk Management Services, renewal of the TML policy, Employee Health Benefit Plan, and the Wellness Program implementation process.

Identified Need

Exercising the final year will allow the continuity of all the various insurance and benefits programs through February 20, 2021. The additional support services provided by the consultant, strengthens the overall management of the various services listed in the agreement.

Disadvantaged Business Enterprise (DBE)

This item is not funded with federal funds.

Financial Impact

The estimated agreement cost is \$60,000 per year, and is budgeted in the 2020 Operating Budget.

Board Priority

This Board Priority is Transparency.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Final Option Year for Health Care Consulting/Risk Management Services with Roland Barrera Insurance.

Respectfully Submitted,

Submitted by: Angelina Gaitan
Director of Human Resources

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



Subject: Confirm the CEO's Execution of an Amendment to the 2013 Contract with MV Transportation, Inc. In Order to Include the Autonomous Bus Service at TAMU-CC for a Term Ending December 2021

Background

Currently, CCRTA contracts for a variety of transportation services including Paratransit, known as B-Line, which is an origin-to-destination transportation service provided to riders who have been deemed eligible under the Americans with Disabilities Act (ADA) guidelines. In 2019, Paratransit customer trips totaled 209,023.

In addition to transportation services, MV Transportation Inc. provides administrative staff, operators, safety training, and maintenance for 45 support vehicles and a fleet of 53 vans (Paratransit and Fixed route vehicles).

The current contract was set to expire on December 31, 2020.

Identified Need

The Board of Directors authorized entering into a five-year base contract with MV Transportation Inc. to provide Paratransit and Small Bus Operations on September 9, 2013. The Board of Directors authorized exercising the one (1) two-year option on November 7, 2018.

The Autonomous Vehicle project at TAMU-CC is a two (2) year pilot that will end December 31, 2021. The AV Pilot extended beyond the current contract with MV and required CCRTA to amend the contract's end date. The process took longer than anticipated to work through all of the set-up and operating costs associated with the vehicle so the Amendment could not be ready in time for the January Board meeting but the RTA needed to execute the Agreement for service to start on January 21, 2020. MV worked with the RTA in good faith in order to acquire the vehicle and bring it to Corpus Christi to implement the service but as a new type of vehicle and new type of service, neither MV nor the RTA could identify all of the expenses in advance.

Disadvantaged Business Enterprise

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

Financial Impact

Purchased Transportation Services are budgeted within the local operating budget. The estimated total cost for the amendment is \$8,445,776.12. This includes an estimated cost of \$807,085.92 for the two (2) year Autonomous Vehicle Pilot and an estimated cost of \$7,638,690.20 for service contracted to MV in 2021.

Board Priority

This item aligns with the Board Priority – Innovations: Target Younger Riders.

Recommendation

Staff recommends the Board of Directors to Confirm the CEO's Execution of an Amendment to the 2013 Contract with MV Transportation, Inc. In Order to Include the Autonomous Bus Service at TAMU-CC for a Term Ending December 2021.

Respectfully Submitted,

Reviewed by: Derrick Majchszak
 Acting Managing Director of Operations

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



Subject: December 2019 Financial Report

SUMMARY: Results from all Activities Compared to Budget

REVENUES

The period of **December** brings a close to the Agency's fiscal year. For the month of December, total revenues exceeded expenses by **\$2,106,772**. For the year, total revenues exceeded expenses by **\$2,260,898**.

Revenues from Operations experienced a positive variance of **\$744,971** or **16.82%**. The variance is primarily attributable to **Other Operating Revenues** which includes **\$520,194** in fuel rebates from 2018. On December 20, 2019, legislation was signed into law that passed an extension of the Federal Alternative Fuels Credit, retroactively for 2018, and extended through 2020. Through this program, the Agency is eligible for a rebate of \$0.50 per gallon of CNG fuel used in revenue vehicles. As a result of this legislation, revenue of \$520,194 and \$559,664 for CNG consumption in 2018 and 2019, respectively, is recognized in December's financial report.

The other notable variance was related to **Federal Operating Grant** revenue, which experienced a positive variance of \$120,960. This high variance is due to the nature of the Subrecipient Grant program which passes through the Agency. In December, one of the subrecipients submitted invoices dating back to June 2019, which results in the Agency having to post the charges and corresponding revenues to the current month of December.

In other areas:

- **Passenger Service revenue** for the month came in \$523 or 0.35% less than budget,
- **Passenger Service revenue** for the year closed with a negative variance of \$17,448 or 0.93%,
- **Bus Advertising** exceeded budget by \$1,292 or 11.48%,
- **Investment Income** for the month exceeded budget by \$32,247 or 11.11%,
- **Investment Income** for the year earned \$552,566 in interest exceeding budget of \$341,724 by \$210,842 or 61.70%,
- **Federal Capital Grant revenue** totaling \$151,308 was earned during the month of December and is related to reimbursements for CIP projects including Bus Stop Improvements Phase VII, a Genfare Encoding machine, Bus DVRs, and equipment for the Vehicle Maintenance department.
- **Sales Tax Revenue** showed an uptick of \$29,173 or 0.79% over budget for the month and \$50,963 or 0.15% for the year. In terms of growth 2019 generated \$1,231,581 more in revenues than 2018 or 3.63%.

The **Investment Portfolio** closed with a Market Value of **\$27,375,449** a decrease of **\$1,332,318** from the beginning of the year. The decrease in Market Value is due to the \$4.1 Million in cash outlay that were pulled out to fund the \$2.5 Million for the pension contribution and the \$1.6 Million that was transferred in connection with the bond refunding. Notwithstanding, invested funds managed to earn over half a million dollars in interest revenue. In addition, 2019 saw the Federal Reserve make three cuts to the federal funds rate. Speculation in the market is that

there may be a 33% chance of a **rate cut** announced at the June 2020 meeting of the Federal Open Markets Committee. However, some traders are hedging against the 13% odds of a **rate increase**. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of December 31, 2019 was 1.832, or 66 basis points lower than December 31, 2018 (2.493%), and reflects the impact of the three rate cuts that took place in 2019.

Sales tax revenue for December 2019 is estimated at \$3,710,104, which is equal to the amount budgeted for the month. Because we are on a full accrual accounting system and sales tax payments reflect a two-month lag, estimates equal budget. Meanwhile, the sales tax estimate is \$124,737, or 3.48% higher than December 2018 and comparable to the 3.65% YOY.

Month Revenue was Recognized	2019 Actual	2018 Actual	\$ Growth	% Growth
January	\$ 2,567,060	\$ 2,534,818	\$ 32,242	1.27%
February	2,533,698	2,536,544	(2,846)	-0.11%
March	2,969,520	3,199,962	(230,442)	-7.20%
April	2,776,441	2,584,842	191,599	7.41%
May	2,862,654	2,758,195	104,458	3.79%
June	3,371,490	2,812,691	558,799	19.87%
July	3,169,718	2,897,307	272,411	9.40%
August	2,970,409	2,834,233	136,175	4.80%
September	2,759,470	2,981,496	(222,026)	-7.45%
October	2,891,664	2,778,625	113,039	4.07%
November	2,583,995	2,430,561	153,434	6.31%
December (Estimate)	3,710,104	3,585,367	124,737	3.48%
	\$ 35,166,223	\$ 33,934,642	\$ 1,231,581	3.63%

The actual allocation for December 2019 will be received February 14, 2020. Sales tax represented **69.68%** of total revenue realized in December and **85.08%** of total revenues YTD.

The \$2,583,995 sales tax payment received on January 10th included the allocation from internet sales. Retailers started collecting sales tax on internet sales October 1, 2019. RTA's share totaled \$12,664.

Sales tax represents the largest component of CCRTA's total income however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. The sales tax revenue over the last five years' averages to **76.80%** of total income.

To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, over 50% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

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

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 149,309	\$ 149,831	\$ (522)	-0.35%
Bus advertising	12,542	11,250	1,292	11.48%
Other operating revenues	1,106,685	515,816	590,869	114.55%
Sales Tax Revenue	3,710,104	3,680,931	29,173	0.79%
Federal, state and local grant assistance	122,460	1,500	120,960	8064.00%
Investment Income	32,247	29,023	3,224	11.11%
Staples Street Center leases	40,194	40,218	(24)	-0.06%
Capital Grants & Donations	151,308	1,323,885	(1,172,577)	-88.57%
Total Revenues	5,324,849	5,752,454	(427,605)	-7.43%
Transfers-In	416,667	416,667	-	0.00%
Total Revenues & Transfers-In	\$ 5,741,516	\$ 6,169,121	\$ (427,605)	-7.43%

Revenue Source	Dec-19	%	YTD	%
Passenger Service	\$ 149,309	2.80%	\$ 1,857,989	4.50%
Bus Advertising	\$ 12,542	0.24%	\$ 148,374	0.36%
Other Revenue	\$ 1,106,685	20.78%	\$ 1,226,149	2.97%
Sales Tax Revenue	\$ 3,710,104	69.68%	\$ 35,166,223	85.08%
Grants Operating	\$ 122,460	2.30%	\$ 951,766	2.30%
Grants Capital	\$ 151,308	2.84%	\$ 948,307	2.29%
Investment Income	\$ 32,247	0.61%	\$ 552,566	1.34%
SSC lease income	\$ 40,194	0.75%	\$ 480,047	1.16%
Total Revenue	\$ 5,324,848	100.00%	\$ 41,331,420	100.00%

Fare Recovery Ratio

Description	12/31/2019	Year to Date
Fare Revenue	\$ 149,309	\$ 1,857,989
Operating Expenses*	2,860,730	32,914,075
FRR	5.22%	5.64%
*Excluding Depreciation		

Note: Same period last year the FRR was 5.65%. The 2019 YTD FRR of 5.64% includes \$79,621 of revenues from the special services provided to Flatiron/Dragados Winnebago in February and March 2019.

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of December 2019, total departmental operating expenses realized a favorable variance of approximately **\$359,969**.

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Operating Expense Object Category				
Salaries & Benefits	\$ 1,628,270	\$ 1,694,592	\$ 66,321	3.91%
Services	254,005	319,666	65,661	20.54%
Materials & Supplies	220,111	267,696	47,586	17.78%
Utilities	55,419	58,676	3,257	5.55%
Insurance	151,017	354,520	203,503	57.40%
Purchased Transportation	549,687	538,704	(10,984)	-2.04%
Miscellaneous	65,129	49,752	(15,377)	-30.91%
Total Expenses	\$ 2,923,639	\$ 3,283,606	\$ 359,969	10.96%

The most significant positive variance came from the **Insurance** and **Salaries & Benefits** expense categories. The variance **Insurance** is due to lower employee health coverage costs and the year-end adjustment to Other Post-Employment Benefits (OPEB), while the variance for **Salaries & Benefits** is attributable to job vacancies that have not yet been filled. The negative variance in the **Miscellaneous** category is attributable to the timing of invoices which indicates that invoices from prior periods were recorded in December. The **Miscellaneous** category consists of line items for Dues & Subscriptions, Travel & Training, and Advertising & Promotion.

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Operating Expenses				
Departmental Operating Expenses	\$ 2,923,639	\$ 3,283,606	\$ 359,967	10.96%
Debt Service	-	87,334	87,334	100.00%
Depreciation	357,309	357,309	-	0.00%
Street Improvements	256,931	250,581	(6,350)	-2.53%
Subrecipient Grant Agreements	96,865	62,155	(34,710)	-55.84%
Total Expenses	\$ 3,634,744	\$ 4,040,984	\$ 406,240	10.05%

Total Expenses of \$3,634,743 experienced a positive variance of \$406,242 or 10.1% versus the budget.

NET POSITION

The Total Net Position at the end of the month was **\$85,671,264**, a decrease of \$508,553 from December 2018, which is largely due to depreciation. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, restricted for Debt Service (Bond Contract), and Unrestricted which represents the residual amount of the net position that is available for spending. ***The Debt Service restriction of \$1.6 Million was removed as a result of the November 2019 bond refunding. Of the unrestricted portion, 45% has been designated by the Board.***

Of the Total Net Position of **\$85,671,264**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$30,766,641**, but only **\$14,025,271** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$16,741,371**.

One of the reserves listed in the **Unrestricted Funds Section** of the Fund Balance is the **Unamortized Pension Contribution** which resulted from the one-time contribution of \$2,500,000 made to the Defined Benefit Plan. The contribution has been fully-amortized and reflects a balance of zero in the chart below.

FUND BALANCE AS OF DECEMBER 31, 2019:

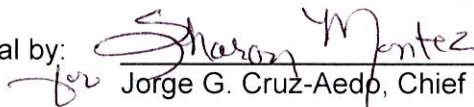
Fund Balance	
Net Invested in Capital Assets	54,904,623
Restricted for Debt Service	-
Unrestricted	30,766,641
Net Position	<u>85,671,264</u>
Total Unrestricted Funds	
Assigned for Operating Reserve	9,387,915
Assigned for Capital Reserve	6,641,238
Assigned for Health Care Costs Reserve	712,218
Unamortized Pension Contribution	-
Total Assigned	<u>16,741,371</u>
Available Unrestricted Funds	<u>\$ 14,025,271</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: 
for Jorge G. Cruz-Aedo, Chief Executive Officer

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

	Current Month			
	Actual	Budget	Favorable (Unfavorable) Variance \$	Favorable (Unfavorable) Variance %
	A	B	A vs B (\$)	A vs B (%)
Revenues				
Passenger service	\$ 149,309	\$ 149,831	\$ (522)	-0.35%
Bus advertising	12,542	11,250	1,292	11.48%
Other operating revenues	1,106,685	515,816	590,869	114.55%
Sales Tax Revenue	3,710,104	3,680,931	29,173	0.79%
Federal, state and local grant assistance	122,460	1,500	120,960	8064.00%
Investment Income	32,247	29,023	3,224	11.11%
Staples Street Center leases	40,194	40,218	(24)	-0.06%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	151,308	1,323,885	(1,172,577)	-88.57%
Total Revenues	5,324,849	5,752,454	(427,605)	-7.43%
Expenses				
Transportation	644,146	595,005	(49,141)	-8.26%
Customer Programs	25,537	27,998	2,461	8.79%
Purchased Transportation	549,687	538,704	(10,983)	-2.04%
Service Development	30,812	36,796	5,984	16.26%
MIS	70,831	78,815	7,984	10.13%
Vehicle Maintenance	349,791	406,438	56,647	13.94%
Facilities Maintenance	169,288	173,036	3,748	2.17%
Contracts and Procurements	9,208	18,601	9,393	50.50%
CEO's Office	55,456	54,417	(1,039)	-1.91%
Finance and Accounting	41,757	39,895	(1,862)	-4.67%
Materials Management	14,825	11,489	(3,336)	-29.03%
Human Resources	687,903	934,489	246,586	26.39%
General Administration	43,023	51,137	8,114	15.87%
Capital Project Management	12,424	14,333	1,909	13.32%
Marketing & Communications	50,010	48,767	(1,243)	-2.55%
Safety & Security	106,033	113,586	7,553	6.65%
Depreciation	357,309	357,309	-	0.00%
Staples Street Center	61,201	82,359	21,158	25.69%
Port Ayers Cost Center	1,707	28,703	26,996	94.05%
Debt Service	-	87,334	87,334	100.00%
Special Projects	-	29,037	29,037	100.00%
Subrecipient Grant Agreements	96,865	62,155	(34,710)	-55.84%
Street Improvements Program for CCRTA Region Entities	256,931	250,581	(6,350)	-2.53%
Total Expenses	3,634,744	4,040,984	406,240	10.05%
Transfer-In from Fund Balance	416,667	416,667	-	0.00%
Revenues & Transfers over Expenses \$	2,106,772	2,128,137	(21,365)	-1.00%

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

	Year to Date			
	Actual	Budget	Favorable (Unfavorable) Variance	Favorable (Unfavorable) Variance %
	A	B	A vs B	A vs B (%)
Revenues:				
Passenger service	\$ 1,857,989	1,875,437	(17,448)	-0.93%
Bus advertising	148,374	135,000	13,374	9.91%
Other operating revenues	1,226,149	529,167	696,982	131.71%
Sales Tax Revenue	35,166,223	35,115,260	50,963	0.15%
Federal, state and local grant assistance	951,766	800,000	151,766	18.97%
Investment Income	552,566	341,724	210,842	61.70%
Staples Street Center leases	480,047	479,804	243	0.05%
Gain (Loss) on Disposition of Property	-	-	-	0.00%
Capital Grants & Donations	948,307	5,711,247	(4,762,940)	-83.40%
Total Revenues	41,331,420	44,987,639	(3,656,219)	-8.13%
Expenses:				
Transportation	7,382,708	7,135,538	(247,170)	-3.46%
Customer Programs	384,187	385,521	1,334	0.35%
Purchased Transportation	6,719,314	6,464,442	(254,872)	-3.94%
Service Development	417,989	437,883	19,894	4.54%
MIS	868,119	941,702	73,583	7.81%
Vehicle Maintenance	4,551,894	4,846,441	294,547	6.08%
Facilities Maintenance	1,787,060	2,069,772	282,712	13.66%
Contracts and Procurements	193,847	220,988	27,141	12.28%
CEO's Office	782,589	823,526	40,937	4.97%
Finance and Accounting	516,664	573,744	57,080	9.95%
Materials Management	148,401	136,364	(12,037)	-8.83%
Human Resources	7,011,385	8,782,181	1,770,796	20.16%
General Administration	559,634	634,593	74,959	11.81%
Capital Project Management	136,629	170,127	33,498	19.69%
Marketing & Communications	418,184	583,200	165,016	28.29%
Safety & Security	1,035,471	1,361,127	325,656	23.93%
Depreciation	4,287,705	4,287,705	-	0.00%
Staples Street Center	752,490	986,323	233,833	23.71%
Port Ayers Cost Center	10,762	344,440	333,678	96.88%
Debt Service	419,524	1,605,570	1,186,046	73.87%
Special Projects	-	310,717	310,717	100.00%
Subrecipient Grant Agreements	172,649	745,864	573,215	76.85%
Street Improvements Program for CCRTA Region Entities	3,013,317	3,006,967	(6,350)	-0.21%
Total Expenses	41,570,522	46,854,735	5,284,213	11.28%
Transfer-In from Fund Balance	2,500,000	2,500,000	-	0.00%
Revenues & Transfers over Expenses \$	2,260,898	\$ 632,904	1,627,994	257.23%

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

	Unaudited December 31 2019	Audited December 31 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 27,157,466	\$ 21,259,832
Investments	-	5,104,907
Receivables:		
Sales and Use Taxes	6,294,099	6,015,928
Accrued Interest	-	38,377
Federal Government	408,136	258,243
Other	1,261,105	245,913
Inventories	879,693	654,774
Prepaid Expenses	509,201	261,394
Total Current Assets	<u>36,509,700</u>	<u>33,839,367</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	-	1,611,302
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	1,086,752	-
Total Capital Assets	<u>150,356,479</u>	<u>149,269,727</u>
Less: Accumulated Depreciation	<u>(75,186,856)</u>	<u>(70,899,151)</u>
Net Capital Assets	<u>75,169,623</u>	<u>78,370,576</u>
Total Non-Current Assets	<u>75,169,623</u>	<u>79,981,878</u>
TOTAL ASSETS	<u>111,679,323</u>	<u>113,821,245</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	5,170,677	5,170,677
Deferred outflow on extinguishment of debt	3,487,864	-
Total Deferred Outflows	<u>8,658,541</u>	<u>5,170,677</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>120,337,864</u></u>	<u><u>118,991,922</u></u>

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

	Unaudited December 31 2019	Audited December 31 2018
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	661,488	316,287
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	815,000	595,000
Compensated Absences	283,472	283,472
Distributions to Regional Entities Payable	3,525,322	3,077,888
Other Accrued Liabilities	643,213	470,120
Total Current Liabilities	5,928,495	4,742,767
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	18,650,000
Compensated Absences	344,752	344,752
Net Pension Liability	6,468,642	6,468,642
Net OPEB Obligation	970,134	1,101,367
Total Non-Current Liabilities	27,233,528	26,564,761
TOTAL LIABLILITES	33,162,023	31,307,528
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,504,577	1,504,577
TOTAL LIABILITIES AND DEFERRED INFLOWS	34,666,600	32,812,105
Net Position:		
Net Invested in Capital Assets	54,904,623	59,125,577
Restricted for Debt Service	-	1,611,302
Unrestricted	30,766,641	25,442,938
TOTAL NET POSITION	\$ 85,671,264	\$ 86,179,817

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

	<u>12/31/2019</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 116,681
Cash Received from Bus Advertising and Other Ancillary	78,811
Cash Payments to Suppliers for Goods and Services	(1,949,844)
Cash Payments to Employees for Services	(737,569)
Cash Payments for Employee Benefits	(188,522)
Net Cash Used for Operating Activities	<u>(2,680,442)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,891,664
Grants and Other Reimbursements	73,925
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,965,589</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	191,881
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	-
Net Cash Provided by Capital and Related Financing Activities	<u>191,881</u>
Cash Flows from Investing Activities:	
Investment Income	32,247
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Investing Activities	<u>32,247</u>
Net Increase in Cash and Cash Equivalents	509,274
Cash and Cash Equivalents (Including Restricted Accounts), December 1, 2019	26,648,192
Cash and Cash Equivalents (Including Restricted Accounts), December 31, 2019	\$ <u>27,157,466</u>



Subject: December 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.

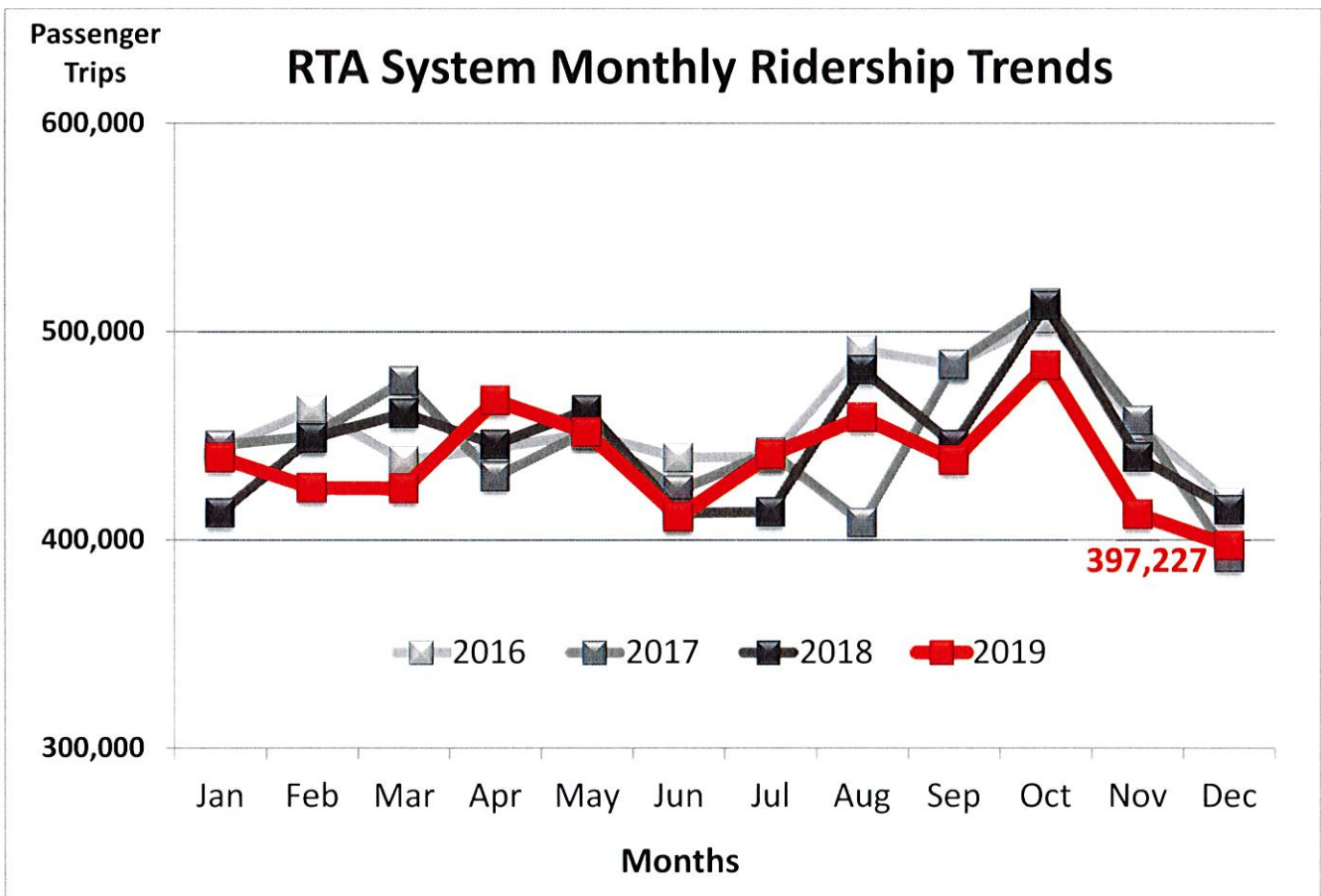


1. System-wide Ridership and Service Performance Results

December 2019 boardings for all services totaled 397,227. This represents a -4.1% decrease as compared to 414,398 boardings in December 2018 or 17,171 fewer boardings this month.

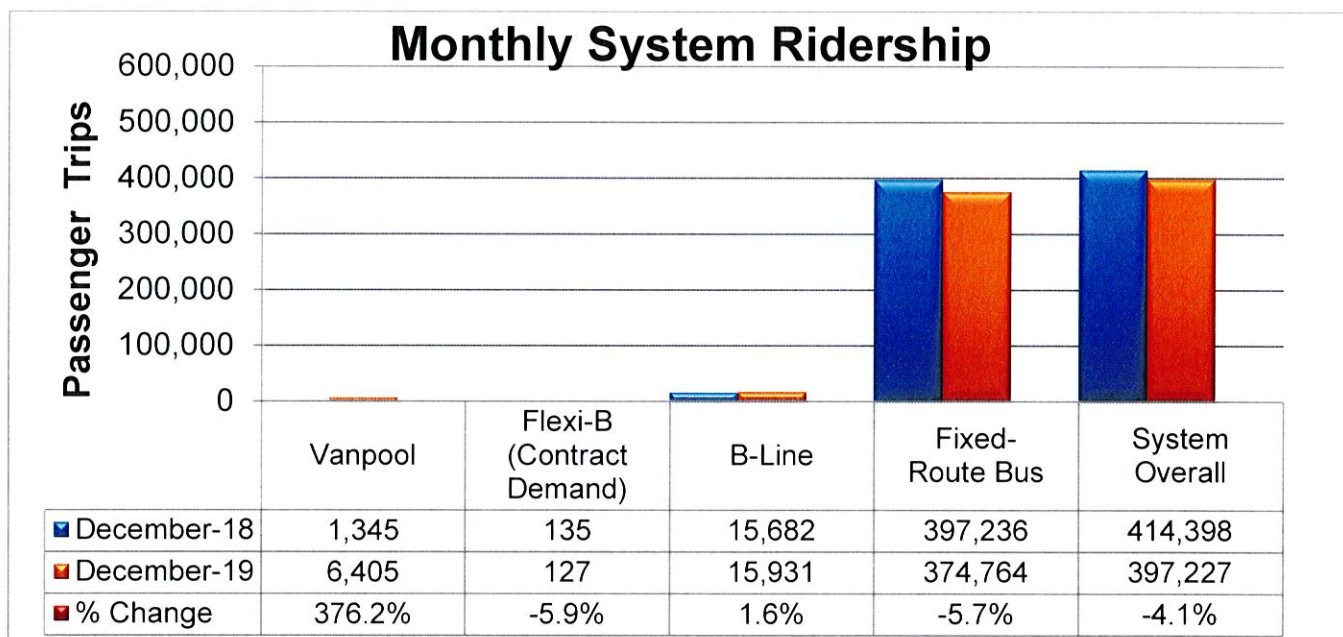
December 2019	December 2018	Variance
21 Weekdays	20 Weekdays	+1
4 Saturdays	5 Saturdays	-1
5 Sundays	5 Sundays	-
1 Holiday	1 Holiday	-
31 Days	31 Days	-

In December 2019, the average retail price for unleaded gas in Corpus Christi was approximately \$2.26 per gallon compared to approximately \$2.00 per gallon in December 2018¹. This month's rainfall was 1.71 inches as compared to 0.79 inches in December 2018. Historically, the average rainfall in December is 1.81 inches.² The average high temperature was normal at 68 degrees. Historically, the average high temperature for December is 68 degrees.

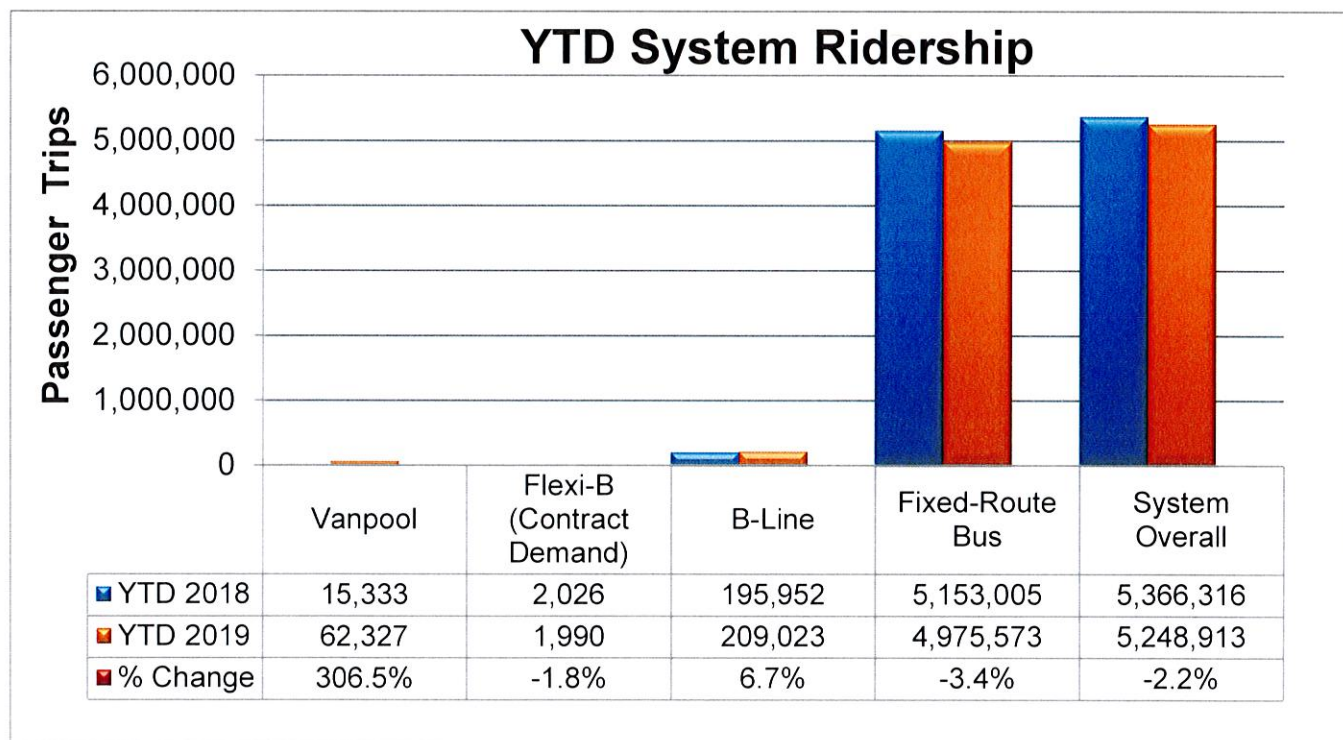


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

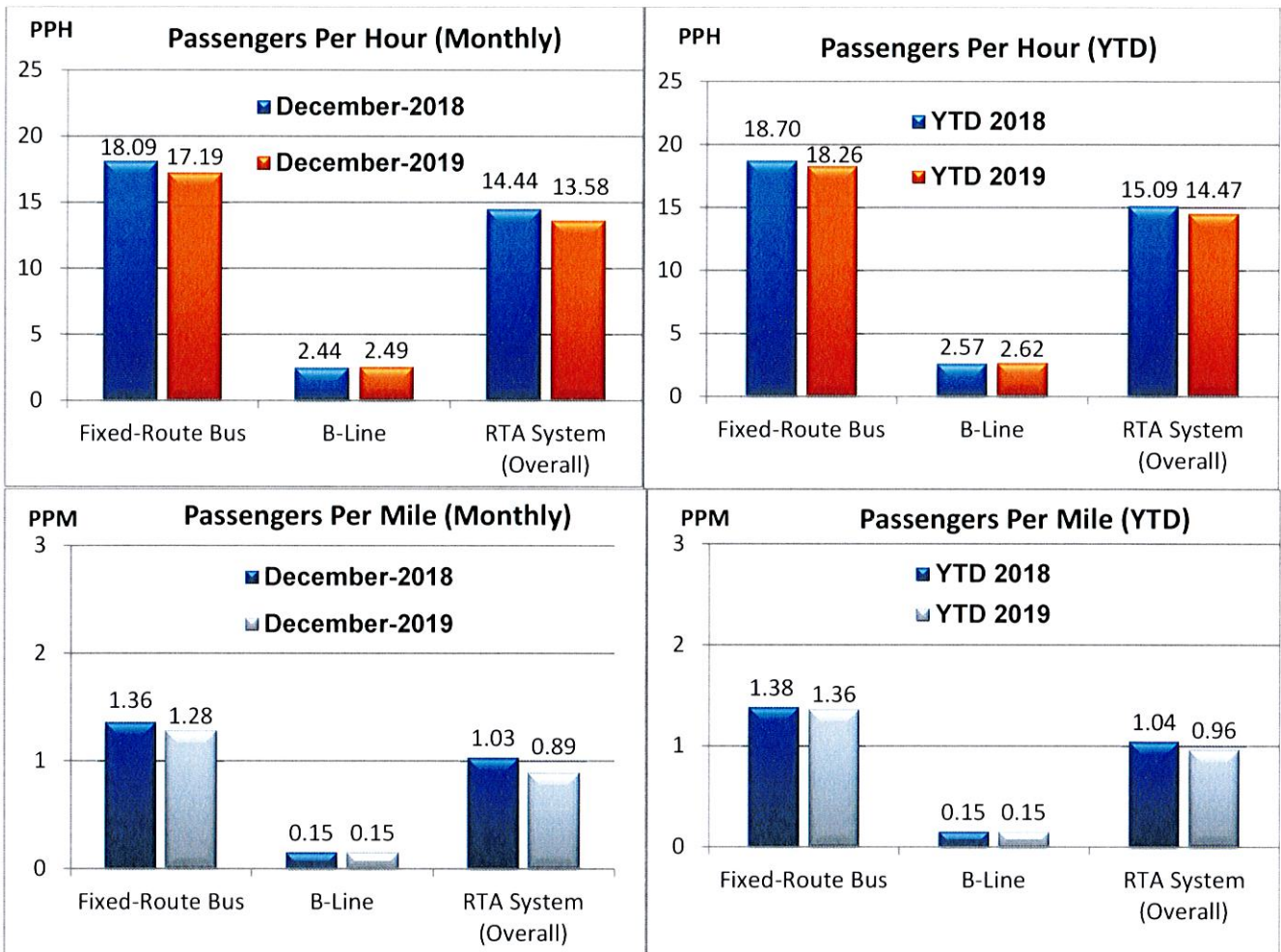
The chart below shows monthly ridership results for all services. CCRTA recorded 17,171 fewer boardings for a -4.1% decrease this month as compared to December 2018.



The chart below shows YTD ridership results for all services. CCRTA has recorded 117,403 fewer boardings for a -2.2% YTD decrease in 2019 as compared to the same period in 2018.



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



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

Schedule Adherence	Standard	Sep-19	Oct-19	Nov-19	Dec-19	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.5%	0.0%	0.1%
Departures within 0-5 minutes	>85%	88.4%	90.7%	91.6%	95.8%	91.6%
Monthly Wheelchair Boardings	No standard	4,373	4,759	3,643	3,669	4,111
Monthly Bicycle Boardings	No standard	8,115	8,780	7,188	7,066	7,787

The following construction projects potentially impact on-time performance:

On Detour	<ul style="list-style-type: none"> • North Beach-U.S. 181 realignment (Harbor Bridge reconstruction) <ul style="list-style-type: none"> ➤ Routes 76 & 78
On Detour	<ul style="list-style-type: none"> • Carroll Ln. (Houston-Gollihar) (27) month project-To be complete mid-2020. <ul style="list-style-type: none"> ➤ Route 17 (Final phase of a four-phase project has begun)
On Detour	<ul style="list-style-type: none"> • Leopard St. (at Crosstown/Brownlee) TxDOT project began June 2019. <ul style="list-style-type: none"> ➤ Route 28
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Staples-Crosstown) (14) month project began August 2019. • Morgan Ave. (Staples-Ocean Dr) (15) month project began August 2019. <ul style="list-style-type: none"> ➤ Route 23
Future Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project-To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • South Staples St. (Brawner Parkway-Kostoryz)-3/4 complete-traffic to be complete Jan. 2020. (Soon to be completed) <ul style="list-style-type: none"> ➤ Routes 17 & 29
No Detour	<ul style="list-style-type: none"> • Everhart Rd. (Holly Rd-SPID) (22) month project-Began September 2019. <ul style="list-style-type: none"> ➤ Routes 17 & 32
No Detour	<ul style="list-style-type: none"> • Ayers St. (SPID-Gollihar) (28) month project-Began December 2019. <ul style="list-style-type: none"> ➤ Routes 19G & 19M
No Detour	<ul style="list-style-type: none"> • Sea Town Improvements (5) month project-To begin January 2020. <ul style="list-style-type: none"> ➤ Routes 76 & 78
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project-To begin March 2020. <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Palm-Nueces Bay) (14) month project-To be complete late 2021. <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin early-2020
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Doss-Palm) (13) month project-To be complete late 2021. <ul style="list-style-type: none"> ➤ Routes 27 & 28 Detour to begin early-2020
No Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (9) month project-To be complete early-2021 <ul style="list-style-type: none"> ➤ Routes 26 & 65
Future Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month project-To begin mid 2020 complete late-2021 <ul style="list-style-type: none"> ➤ Routes 4

Currently, there are (5) detoured routes out of 32 fixed routes travelling on the local street network (15%). Detoured routes include: 17, 23, 28, 76 & 78. Future detours indicated in a dashed outline will account for an additional (4) or (14%) of detoured bus route services including routes: (4, 26, 27 & 65).

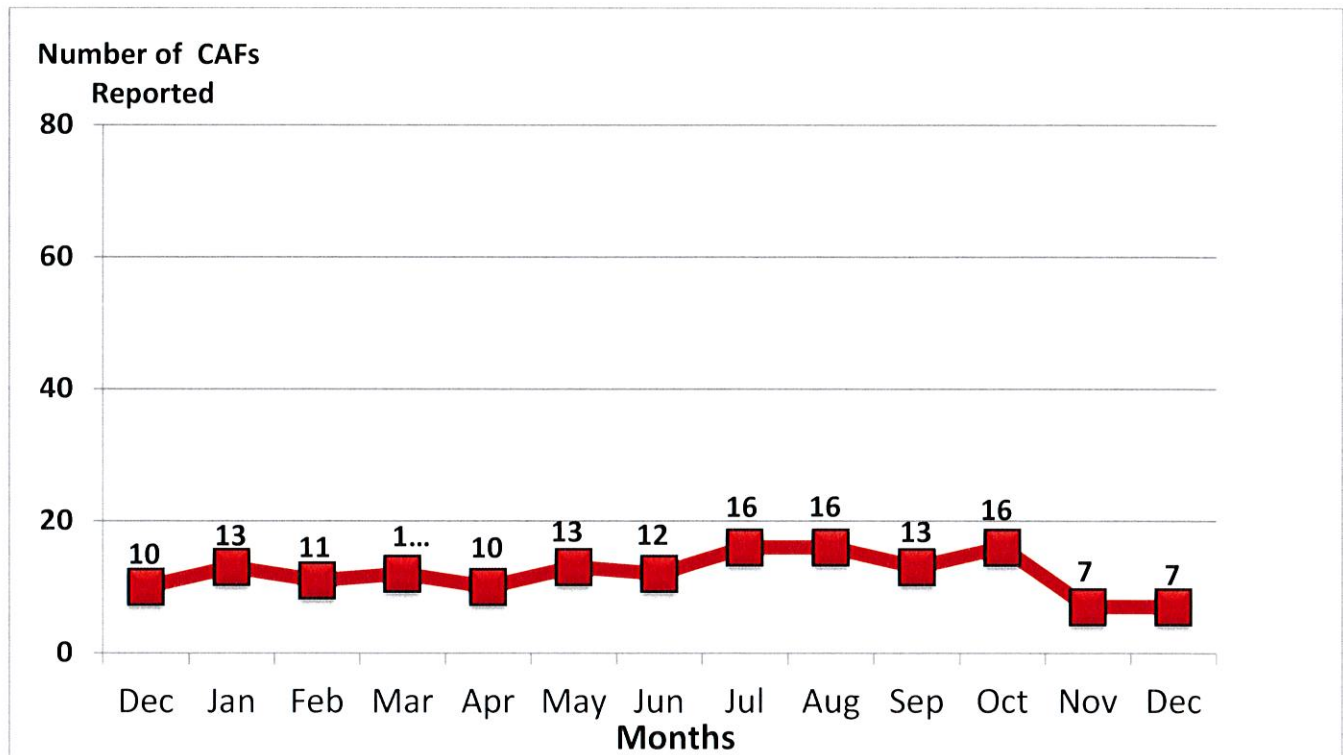
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.62** 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 (MBRC): **12,010** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,785** ambulatory boardings; **4,260** wheelchair boardings

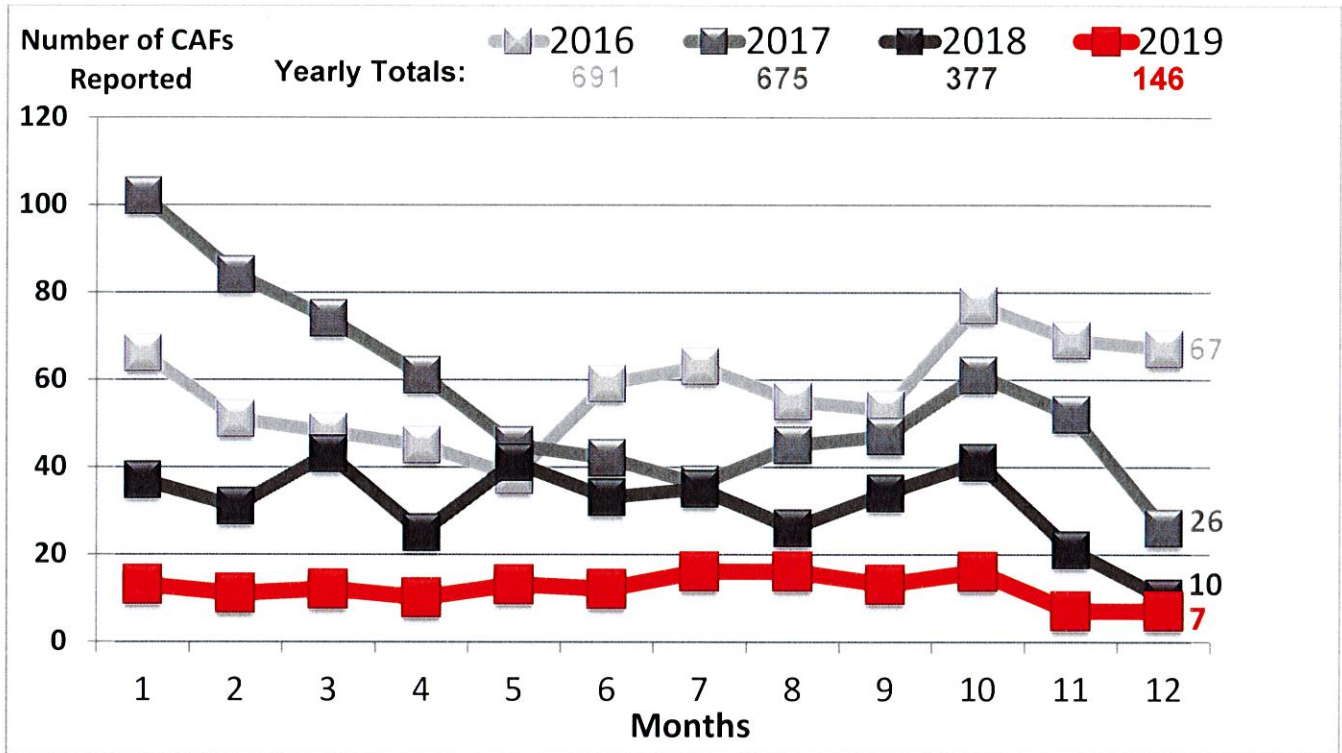
Metric	Standard	Sep-19	Oct-19	Nov-19	Dec-19	(4) Month-Ave.
Passengers per Hour	2.50	2.85	2.85	2.67	2.62	2.75
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	5,836	15,261	9,207	12,010	10,579
Monthly Wheelchair Boardings	No standard	4,305	4,779	4,089	4,260	4,358

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

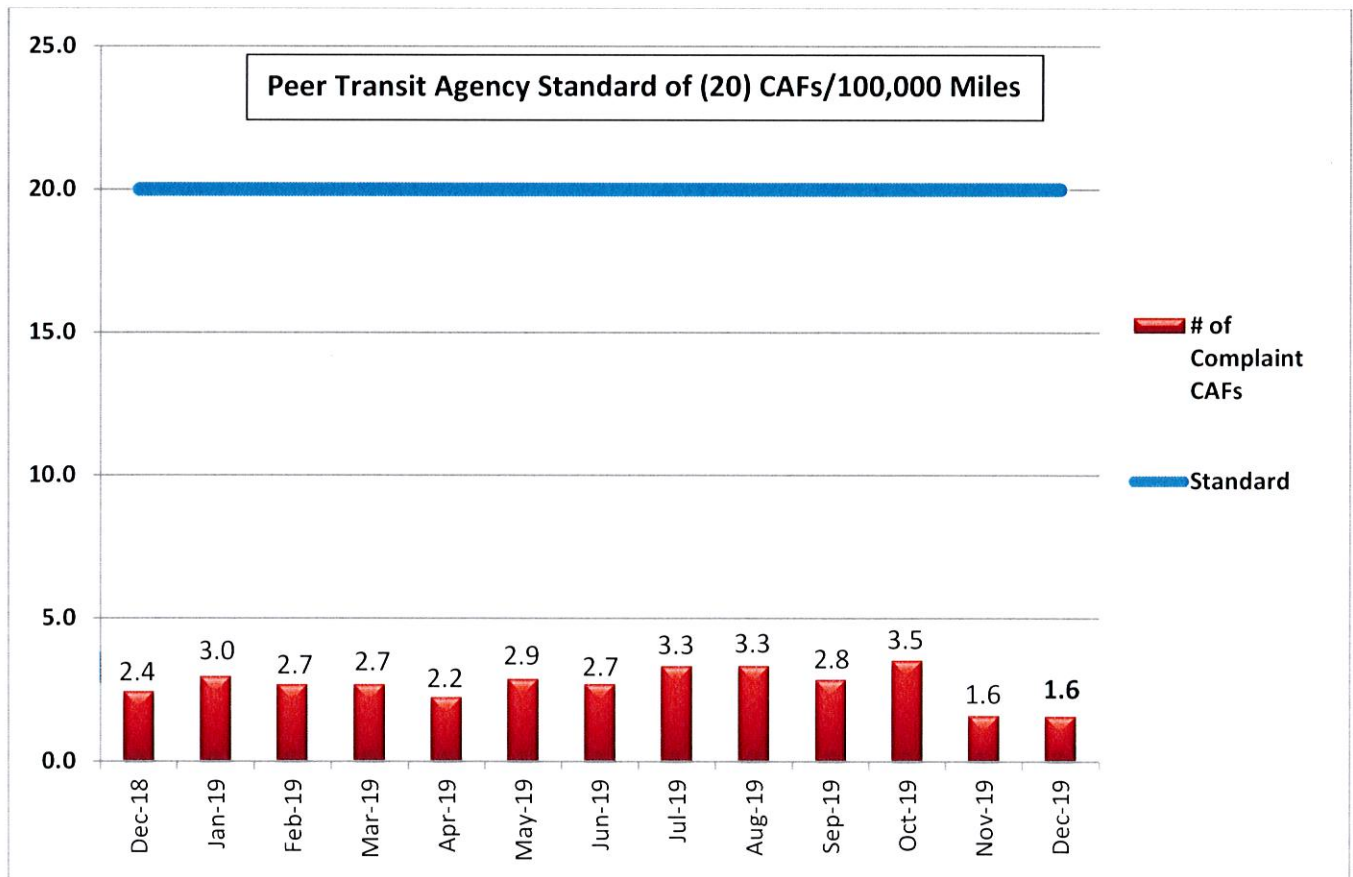
For December 2019, Customer Service received and processed 13 Customer Assistance Forms (CAF's) of which 7 or 53% were verified as valid. No commendations were received this month.



3a. CAF Reports: Historical Trends



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



3d. December 2019 CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	2			2
Driving Issues				
Customer Services	1	1		2
Late/Early – No Show				
Alleges Injury	1		1	2
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service		1		1
Safety & Security	2			2
Rude	3		1	4
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations				
Total CAFs	9	2	2	13

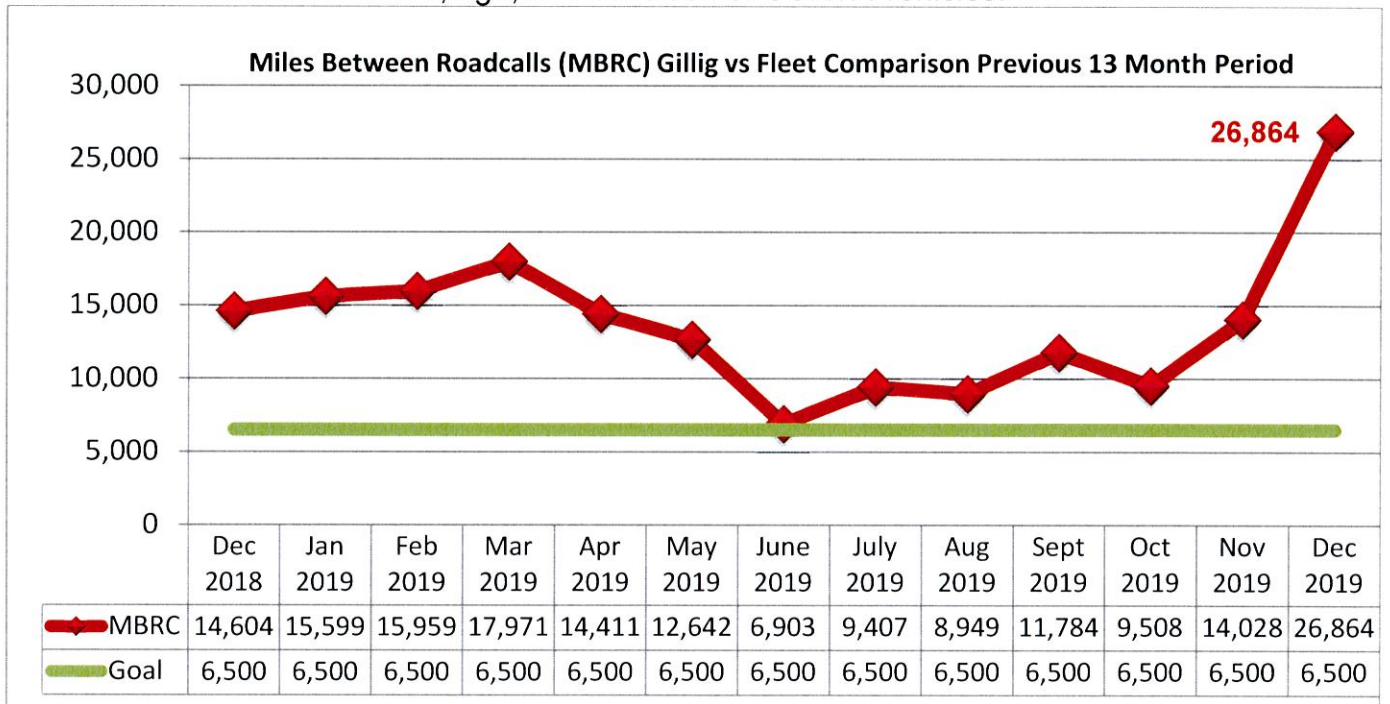
3c. Route Summary Report for December 2019:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#32 Southside	
#4 Flour Bluff		#34 Robstown North Circulator	1
#5 Alameda		#35 Robstown South Circulator	
#5x Alameda Express		#37 Crosstown/TAMUCC	
#6 Santa Fe/Malls		#50 Calallen/NAS Ex (P&R)	
#12 Saxet Oak Park	1	#51 Gregory/NAS Ex (P&R)	
#15 Kostoryz		#53 Robstown/NAS Ex (P&R)	
#16 Morgan		#54 Gregory/Downtown Express	
#17 Carroll/Southside		#56 Flour Bluff/Downtown Express	
#19 Ayers	1	#63 The Wave	
#19G Greenwood		#65 Padre Island Connection	
#19M McArdle		#76 Harbor Bridge Shuttle	
#21 Arboleda		#78 North Beach Shuttle	
#23 Molina	1	#90 Flexi-B Port Aransas	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes	1	#95 Port Aransas Express	

#27 Northwest	3	B-Line (Paratransit) Services	2
#27x Northwest (Express)		Safety/Transportation	2
#28 Leopard /Omaha		Facilities Maintenance	
#29 Staples	1	Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	
#29SS Staples/Spohn South		Transportation (Other)	
#30 Westside/Health Clinic		TOTAL CAF's	13

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For December 2019, there were 26,864 miles between road calls (MBRC) recorded as compared to 14,604 MBRC in December 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
Planning Outreach Coordinator

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Bryan Garner
Director of Maintenance

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

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/8/2020 Board	9.	Matt Woolbright	In reference to the New Fare Structure subject to the Approval of the Fare Approval Committee, Mr. Woolbright asked if the 31-Day pass is unlimited usage.	Mr. Saldana answered in the affirmative.	1/8/2020
1/8/2020 Board	9.	Glenn Martin	In reference to the New Fare Structure subject to the Approval of the Fare Approval Committee, Mr. Martin asked if the Fare Approval Committee has been organized.	Mr. Saldana answered not yet. After board approval, the Agency will proceed with convening a committee which is made up of the members from the City of Corpus Christi, Nueces County and the Small Cities Committee.	1/8/2020
1/8/2020 Board	9.	Matt Woolbright	In reference to the New Fare Structure subject to the Approval of the Fare Approval Committee, Mr. Woolbright asked what the estimate of the recovery ratio will be after this fare increase.	Mr. Saldana answered the Agency is hoping to get up to an 8% recovery ratio, but this depends on how many riders buy passes.	1/8/2020
1/8/2020 Board	9.	Matt Woolbright	In reference to the New Fare Structure subject to the Approval of the Fare Approval Committee, Mr. Woolbright asked why the recovery ratio is so low.	Mr. Saldana stated the answer is twofold, the Agency has a low base fare and the free transfers.	1/8/2020
1/8/2020 Board	9.	Lynn Allison	In reference to the New Fare Structure subject to the Approval of the Fare Approval Committee, Ms. Allison asked if there was an analysis done to project the change in ridership because of the increase in fares.	Mr. Saldana stated there was a Fare Equity Analysis presented in September that states with the fare increase, the drop in ridership will be approximately 6%. With the fare increase and the elimination of the transfer, ridership may drop approximately 16%. This analysis is an estimate based on history from other transit agencies.	1/8/2020
1/8/2020 Board	10.b.	Matt Woolbright	In reference to the Procurement Update, Mr. Woolbright asked which large contracts are coming up for approval in 2020.	Mr. Saldana stated the contract for MV was just renewed in December 2019 and comes up again in December of 2021, approximately \$6-7 million a year which now includes the autonomous vehicle. And we just exercised an option on healthcare for approximately \$400,000.	1/8/2020