



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, April 1, 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	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	0 min.	-----
<p>NOTE: For meetings of the Corpus Christi Regional Transportation Authority (CCRTA); Board of Directors Meeting or Board Committees, Public Comment may be provided, in writing, in the form of an e-mail limited to 1,000 characters or by using this Public Comment, and shall be e-mailed to the e-mail address provided here at: dlinnehan@ccrta.org, and 5 minutes prior to start of meeting.</p> <p>The written Public Comment will be provided to members of the CCRTA Board of Directors for consideration and review for that meeting and shall be placed into the record of that specific meeting.</p>				
6.	Update – CCRTA's COVID-19 Response	J. Cruz-Aedo	5 min.	-----
7.	Discussion and Possible Action to Approve the Meeting Minutes for the following: a) Administration & Finance Committee Minutes of February 26, 2020 b) Operations & Capital Projects Committee Minutes of February 26, 2020 c) Board of Directors Meeting Minutes of March 4, 2020	E. Martinez	5 min.	Pages 1-3 Pages 1-3 Pages 1-5
8.	Discussion and Possible Action to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with Two One-Year Options	J. Cruz-Aedo	5 min.	Pages 1-2 PPT Attachment A
9.	Discussion and Possible Action to Authorize the Chief Executive Officer and CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit	R. Saldaña	5 min.	Pages 3-4 PPT Attachment B

	Administration (FTA) Fiscal Year 2020 Certifications and Assurances			
10.	Discussion and Possible Action to Approve Exercising the Two-Year Option for General Legal Services	R. Saldaña	5 min.	Page 5 <i>PPT</i>
11.	Discussion and Possible Action to Approve Exercising the First Option Year on Individual Contracts to Multiple Vendors for Bus Parts Supply	D. Majchszak	5 min.	Pages 6-7 <i>PPT</i>
12.	Presentations: a) February 2020 Financial Report b) February Procurement Update c) February 2020 Safety & Security Report d) February 2020 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	5 min. 5 min. 5 min. 5 min.	Pages 8-17 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 18-27 <i>PPT</i>
13.	CEO's Report	J. Cruz-Aedo	10 min.	-----
14.	Board Chair's Report	E. Martinez	10 min.	-----
15.	Adjournment	E. Martinez	1 min.	-----
16.	Information Items: a) Member Inquiry Forms: 1. Board Meeting–March 4, 2020 2. Committees Meetings–February 26, 2020			

Total Estimated Time: 1 hr., 21 min.

On **Friday, March 27, 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.

CCRTA BOARD OF DIRECTORS & COMMITTEES MEETINGS
Instructions for Public Comment Form

For meetings of the Corpus Christi Regional Transportation Authority (CCRTA); Board of Directors Meeting or Board Committees, Public Comment may be provided, in writing, in the form of an e-mail limited to 1,000 characters or by using this [Public Comment](#), and shall be e-mailed to the e-mail address provided here at: dlinnehan@ccrta.org, and *5 minutes prior to start of meeting*.

The written Public Comment will be provided to members the CCRTA Board of Directors for consideration and review for that meeting and shall be placed into the record of that specific meeting.



Corpus Christi Regional Transportation Authority
CCRTA's Public Comment Form

Check 'X' name of meeting:

Board of Directors Meeting

Date of Meeting:

Click or tap to enter a date.

Administration & Finance Committee

Agenda Item* No.:

Operations & Capital Projects Committee

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

**If no agenda item is specified, then this will be considered a general public comment.
Email comments to dlinnehan@ccrta.org 5 minutes prior to start of meeting.*

Topic for Discussion: Click or tap here to enter text.

Click or tap here to enter text.



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 26, 2020

Summary of Actions

1. Roll Call
2. Safety Briefing
3. Receipt of Conflict of Interest Affidavits
4. Opportunity for Public Comment
5. Action to Approve the Administration & Finance Committee Meeting Minutes of January 22, 2020 – NO QUORUM
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposal (RFP) for an Interactive Voice Response (IVR) System
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure
8. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options
9. 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

Ms. Patricia Dominguez called the meeting to order at 8:30 a.m., and called Roll. She stated a quorum was present.

Board Members Present: Patricia Dominguez, Committee Chair; Lynn Allison, George B. Clower and Glenn Martin.

Board Members Absent: Michael Reeves.

Staff Present: David Chapa, John Esparza, Bryan Garner, Dena Linnehan, Sharon Montez, Mike Rendon, Gordon Robinson, Robert Saldaña, Jeremy Sirio, Susan Teltschik and Ashlee Winstead-Sherman.

Public Present: None.

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.

Action to Approve the Administration & Finance Committee Meeting Minutes of January 22, 2020 – NO QUORUM

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JANUARY 22, 2020 – NO QUORUM. MS. LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, MARTIN, ALLISON AND CLOWER VOTING IN FAVOR. ABSENT REEVES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposal (RFP) for an Interactive Voice Response (IVR) System

Mr. Robert Saldaña stated this item aligns with the Board Priority of Innovation. He reported on the background being an IVR system and provided a slide with a flow chart showing the current Rideline with details of the process for this software. He said the agency needs to make the system be a little more human to be customer friendly. Mr. Saldaña commented the financial impact is 80 percent Federal with a local match of 20 percent, and the Disadvantaged Business Enterprise (DBE) goal for this item is to encourage the successful bidder to outreach with minority, women owned, and disadvantaged businesses.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR AN INTERACTIVE VOICE RESPONSE (IVR) SYSTEM. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, MARTIN, ALLISON AND CLOWER VOTING IN FAVOR. ABSENT REEVES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure

Ms. Sharon Montez provided background information and commented this item was presented a version at the December 2019 Board meeting, and was for a resolution for the installation of four electric charging stations that the Board adopted. Ms. Montez commented this action will give the agency a resolution in place for the additional 10 locations. She mentioned she attended a webinar at TCEQ in January and they announced if funds were available, they would have a second call for projects, and we want to be staged in order to take advantage of these funds once available. She said these installations would be over a five-year period and applicants must meet all State requirements, and there are no limitations on the number of grants an eligible applicant may receive at different locations with a maximum grant funding cap at \$600,000. She also said this will be brought back to the Board for approval once we receive funding and details would be provided on locations and other criteria.

Ms. Montez commented the total estimated cost for this project would be \$1,000,000 with TCEQ funding \$500,000, although a maximum they would provide is \$600,000, and would have a 50 percent local match of \$500,000 designated from unobligated reserves. She said the per location



cost is \$100,000 based on a Level 3 unit and a Level 2 unit with dual plugs with the related infrastructure costs.

MS. ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT A RESOLUTION IN SUPPORT OF A GRANT APPLICATION FROM TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) FOR THE ALTERNATIVE FUELING FACILITIES PROGRAM (AFFP) FOR ELECTRIC CHARGING STATIONS AND INFRASTRUCTURE. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, MARTIN, ALLISON AND CLOWER VOTING IN FAVOR. ABSENT REEVES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options

Mr. Saldaña presented this item for Ms. Rita Patrick who is attending an APTA Marketing & Communication conference. He reported the project aligns with our Board Priority of Transparency. He provided the 2015 background on the contract for both bus and bench advertising with Iconic Sign Group, and said the contract was for 3-years with two, one-year options, and it will complete the last one-year option on July 27, 2020. The need for this bus and bench advertising allows CCRTA to expand its revenue stream. He reported on the inventory of 35 – 40 foot buses, 35 – 35 foot buses and 54 – 26 foot paratransit/cutaways. Mr. Saldaña stated there are also 740 estimated bus benches. Mr. Saldaña provided a slide with a chart showing details of the percentage of the contract gross, revenue to CCRTA and the minimal annual guarantee to CCRTA. He displayed another chart showing the years from 2017 through 2019 of costs associated with the three-base year contract with two, one-year options and amendment costs last year.

MR. MARTIN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR A BUS AND BENCH ADVERTISING THREE-YEAR CONTRACT WITH TWO 1-YEAR OPTIONS. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, MARTIN, ALLISON AND CLOWER VOTING IN FAVOR. ABSENT REEVES.

Adjournment

There being no further review of items, the meeting adjourned at 8:58 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 26, 2020**

Summary of Actions

1. **Roll Call**
2. **Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits**
4. **Opportunity for Public Comment**
5. **Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 22, 2020**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts**
8. **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. Dan Leyendecker called the meeting to order at 8:58 a.m., then called Roll and stated a quorum was present.

Board Members Present: Dan Leyendecker, Committee Chair, Anne Bauman, Anna Jimenez and Matt Woolbright

Board Members Absent: Philip Skrobarczyk

Staff Present: David Chapa, John Esparza, Bryan Garner, Dena Linnehan, Sharon Montez, Mike Rendon, Gordon Robinson, Robert Saldaña, Jeremy Sirio, Susan Teltschik and Ashlee Winstead-Sherman.

Public Present: None.

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.



Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 22, 2020

MR. MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 22, 2020. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys

Mr. Gordon Robinson said this item aligns with Board Priority with Transparency, and stated transit data reporting has been required by United States Congress since 1974. Transit agencies record the financial, operating and asset condition of their systems, and recipients of FTA grants under the 5307 Urbanized Area Formula, or 5311 Rural Formula Programs are required by law to submit their data to the NTD. He said there are over 660 transit providers reporting to the NTD. The agency's need is FTA's requirement for passenger miles traveled, and this is the sampling year where surveyors will collect ridership and performance data in the Fall of 2020 that will be included in the 2020 NTD Annual Report. There is no DBE goal as this is funded with local funds. The financial impact has been budgeted in the 2020 Service Development Operating Budget.

MS. BAUMAN MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR THE NATIONAL TRANSIT DATABASE PASSENGER MILES TRAVELED SAMPLING SURVEYS. MR. WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts

Mr. Robinson reported on the background of 70 large buses with lots of parts to include 1,900+ replacement parts. The agency's need is to guarantee product availability and competitive pricing. He said this item has multiple vendors with multiple contracts due to the unique parts required for inventory. Mr. Robinson commented the DBE goal is zero percent, and budgeted in the FY2020 Maintenance budget. Combined one-year cost is \$542,186.68, and each contract has cost specific to parts needed from the vendor. The vendors are Gillig, Muncie, French Ellison, Mohawk Manufacturing, Neopart, C.C. Battery, New Flyer, C.C. Freightliner, Kirk's Automotive and Rush Truck Center.

MR. WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR 1 ON THREE INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS AND ENGINE PARTS. MS. BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT SKROBARCZYK.



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Adjournment

There being no further review of items, the meeting adjourned at 9:10 a.m.

Submitted by: Dena Linnehan



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MARCH 4, 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. Award Recognitions by CEO
 - a) APTA Marketing & Communication Conference 'Call Center Challenge' – Ms. Dayna DeLa Fuente for Your Outstanding Effort and Performance
 - b) Government Finance Officers Association (GFOA) – Distinguished Budget Presentation Award for the 2019 CCRTA Operating and Capital Budget
7. Heard Update – South West Transit Association (SWTA) Resolution of Commitment by CCRTA to Train Employees on Recognizing Human Trafficking
8. Action to Approve the Board of Directors Meeting Minutes of:
 - a) SPECIAL Meeting January 2, 2020
 - b) Meeting Minutes of February 5, 2020
9. Heard Consent Items –
 - a) Action to Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposal (RFP) for an Interactive Voice Response (IVR) System (pg. 12)
 - b) Action to Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure (pgs. 13-14)
 - c) Action to Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options (pgs. 15-16)
 - d) Action to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys (pgs. 17-18)
 - e) Action to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts (pgs. 19-20)
10. Heard Presentations –
 - a) January 2020 Financial Report
 - b) Procurement Update
 - c) January 2020 Safety & Security Report
 - d) January 2020 Operations Report
11. Heard CEO's Report
12. Heard Chairman's Report
13. Adjournment
14. Informational Items

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: Edward Martinez, Board Chair; Dan Leyendecker, Board Secretary; Michael Reeves, Board Vice Chair; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin, Philip Skrobarczyk and Matt Woolbright.

Board Members Absent: None.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Dayna De La Fuente, Angelina Gaitan, Melanie Gomez, Dena Linnehan, Derrick Majchszak; Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Sandy Roddel, Robert Saldaña, JoAnna Serna, Daniel Shelton, Susan Teltschik, Ashlee Winstead-Sherman and Laura Yaunk.

Public Present: Benjamin Schmit, MV Transportation; Adan Herrera, Citizen.

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.

Heard Award Recognitions by CEO

Mr. Jorge G. Cruz-Aedo recognized Ms. Dayna De La Fuente for her Outstanding Effort and Performance at the recent APTA Marketing & Communication Conference 'Call Center Challenge'. The CEO and Chairman presented an award to Ms. De La Fuente and had a photo shoot with Board members and Ms. De La Fuente.

Mr. Cruz-Aedo also recognized the Administration & Finance Departments on the Government Finance Officers Association (GFOA) Award 'Distinguished Budget Presentation' for the 2019 CCRTA Operating and Capital Budget. He asked Mr. Robert Saldana, Managing Director of Administration, and Mr. Alejandro Augustin, Budget Analysis to come forward to accept the Award and for a photo shoot with our Board Chairman.

Held Update on South West Transit Association (SWTA) Resolution of Commitment by CCRTA to Train Employees on Recognizing Human Trafficking

Mr. Cruz-Aedo provided details on the Resolution that he was asked by Staff to sign at the recent SWTA Annual Conference regarding training of employees on identifying human trafficking situations. His motto is 'Not in my Bus, Not in my Authority, Not in my City, and Not in the United States'. He commented that this will become one of the Board Priorities for this agency.



Action to Approve the Board of Directors Meeting Minutes of a) SPECIAL Meeting January 2, 2020, and b) February 5, 2020

MR. GLENN MARTIN MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF A) SPECIAL MEETING JANUARY 2, 2020, AND B) FEBRUARY 5, 2020. MR. MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items –

- a) Action to Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposal (RFP) for an Interactive Voice Response (IVR) System (pg. 12)
- b) Action to Authorize the Chief Executive Officer (CEO) or Designee to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP) for Electric Charging Stations and Infrastructure (pgs. 13-14)
- c) Action to Approve Issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options (pgs. 15-16)
- d) Action to Approve Issuing a Request for Proposals (RFP) for the National Transit Database Passenger Miles Traveled Sampling Surveys (pgs. 17-18)
- e) Action to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts (pgs. 19-20)

MR. GEORGE CLOWER MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH E). MR. PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, CLOWER, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) January 2020 Financial Report

Mr. Saldaña said this item aligns with our Transparency Board Priority and commented on the highlights for the month of January as they have restructured presentations so that they line up with their budgets, and are comparing apples to apples. He commented based on the annual spread, we are one-twelfth of our budget, or 8.33. The Passenger Service and Staples Street Center revenues are about on average of our budget, or 99.99 percent, and total expenses for the year, the agency has saved \$280,672, or 8.44 percent less than targeted. He displayed a slide with an Income Statement Snapshot chart in the new format that showed total revenues and total expenses, and actual costs for the month of January. A slide by Category was displayed of total revenues and capital funding cost estimate of \$2.8M as January revenues will come in around the 12TH of the month.

Mr. Saldaña had a pie-chart detailing where the monies go with 56 percent towards Salaries & Benefits, 22 percent for Purchased Transportation and 10 percent for Services. He provided the January actual expenses by category with total expenses coming in at \$2.8M on a budgeted baseline of \$2.9M, or \$160,000 savings on the operating expenses.



Mr. Saldaña said as a footnote, we have only received December's sales tax as January's will post in a little over a week. He commented in December we were supposed to receive \$3.5M sales tax, yet the State had a negative adjustment of \$1.1M which we only received \$2.4M. He said we had an option to take the \$1.1M in that month, or what we chose to do was to carry it over the next 43 months so we get the total \$3.5M giving us a \$26K hit over the next few months. Mr. Saldaña commented we asked for an open records request from the City, and in September they had a \$60K positive adjustment. Due to that, this negative adjustment did not happen in the City, it came from the outlying areas. This is something we could not project. A graph chart was displayed to show the Sales Tax Update from December 2018 through December 2019 as we have not received the January sales tax yet.

b) Procurement Update

Mr. Saldaña reported there are three current procurements for the month for On-board Automated Passenger Counters (APC) system for bus fleet at \$196,601, Bus Stop Shelter Amenities at \$608,000 and Bus Engine Supply at \$815,020. He commented on the board items coming up for review and approval by the board in January through March for 7 projects; Bus Brake System Parts, Electrical Bus Engine Parts Internal and External Bus Engine Parts, State Legislative Consulting, General Legal Services, Bus Parts Supply and Federal Legislative Consultant.

Mr. Saldaña displayed slides under the CEO signature authority of \$50,000 or less for 10 projects; Two Employment Labor Law Attorney agreements, Digital Destination Signage, HD Vehicle Filters, Boardroom Audio Support, Licensing for Budget Software, B2GNow Diversity Management Annual Service Fee and Janitorial Services, a Cisco Firewall and Switch Support Agreement. He reported on month-to-month contracts; Marina Rental Space, and two MOA's; Rural Economic Assistance League and Demand Response.

c) January 2020 Safety & Security Report

Mr. Mike Rendón commented this January report aligns with our Board Priority – Facilities-Safety & Security. He said there were 3 accidents and 2 were non-preventable and 1 preventable, giving us a collision rate for the month at 1.60. Mr. Rendón reported the CCRTA operators drove a little over 282,000 miles for January, and our collision rate at 1.06. A slide of security stats indicated there were 578 contacts with individuals and he detailed each line item of percentages. The top 4 items took about 80 percent of our contacts and also added a year-to-date security stats slide. 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. He also reported on the security updates at the Staples Street Center, the recent TTSSPA Training and the recent K-9 units who came out and boarded 25 buses, with 17 alerts. He mentioned the two agencies that we utilize their K-9 units.

Mr. Rendón introduced Constable Felipe Martinez and Deputy Constable Dwayne Sada, who were currently working for the CCRTA and they received a call of an armed robbery at a pawn shop in progress on February 5, 2020. They were able to apprehend the one of four suspects at the burglary. Mr. Rendon commended both officers for serving and protecting the community.



d) January 2019 Operations Report

Mr. Gordon Robinson commented this item aligns with our Board Priority Public Image and Transparency. He reported monthly highlights to show passenger trips at 441,126, or up almost half a percent from last January, service hours we consumed are 30,961 and service miles driven at 481,186. He said monthly ridership is good for the month as in previous years for January. He displayed a graph chart showing the comparison of monthly ridership from prior years with ups and downs by the months. Mr. Robinson commented B-Line is even, Fixed Route slightly down, and Vanpool up over 200 percent. Mr. Robinson said the year-to-date overall being up almost half a percent, on-time performance good month for January at 92 percent. Route detours are down 15 percent for the month with 5 out of 32 routes being impacted, and road closure numbers are going back up a bit with new bond projects coming online early next year. The B-Line service performance is 2.71 for productivity, MV met all their metrics and Miles Between Road Calls at 14,552, banner month for January. We received 10 CAFs for the month with one commendation. Mr. Robinson said Miles Between Road Calls just over 14,000 and meeting the standard.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo announced the promotion of Ms. Laura Yaunk as the Disadvantaged Business Enterprises (DBE) Liason. He spoke on her background and came to the United States in 2001 from the Philippines and became a citizen of the United States. In 2007, she joined the agency as Administrative Executive Assistant to the General Manager, and promoted to the DBE division. In 2011, she was promoted to the DBE Coordinator with another promotion in 2016 to the DBE Certification Specialist. He mentioned the DBE Program is a program is being a certifying entity for the State of Texas for Disadvantaged Business Enterprise businesses.

On February 25, 2020 after his presentation at the SWTA Annual Conference, and said the DOT issued an order to suspend all autonomous vehicles in the United States due to an incident in Columbus, Ohio which was a sudden stop where a lady fell or slipped while riding a shuttle and is being investigated. We have not heard anything from DOT as to when they will release this stop order.

On the Coronavirus, our facilities are being supplies with the necessary cleaning supplies to also clean offices, buses, all agency equipment and hand-washing supplies for employees and customers to protect our facilities.

Heard Chairman's Report

Mr. Mike Reeves, Board Vice Chairman deferred time to other board members. Mr. Woolbright asked if the SURGE vehicle payments continue. Ms. Anna Jimenez commended Ms. Yaunk, Ms. DeLa Fuente and the GFOA Awards. Ms. Anna Bauman commended the Bus 6 who pulled over at a recent funeral she was attending. Mr. Dan All members congratulated Mr. Derrick Majchszak on the promotion, and also thanked Mr. Cruz-Aedo and Staff for all they do including their hard work and making the AV project come to life.

Adjournment

There being no further review of items, the meeting adjourned at 9:20 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



Subject: Approve a Three-Year Contract for Federal Legislative Services with Cassidy & Associates, LLC, Ending in 2023 with Two One-Year Options

Background

CCRTA is in need of a federal legislative consultant to assist with legislative action, Federal Transit Administration requests, grant applications, and other congressional related items. The Board of Directors approved a federal legislative consulting services agreement with Meyers & Associates, LLC on June 18, 2018, to provide aforementioned needed services. The contract with Meyers & Associates, LLC expires on June 26, 2020.

CCRTA has also utilized Cassidy & Associates, LLC to provide specialized grant work and follow up legislative actions. In addition, Cassidy & Associates, LLC has provided assistance with two other crucial projects, the autonomous shuttle and the Port Ayers Transfer Station. The services provided by Cassidy & Associates, LLC were approved by the Board of Directors on an as-needed basis.

In view of the fact of budget constraints and current operational reductions, the CEO recommends that the CCRTA not have two separate federal legislative consultants. The CEO would recommend that the CCRTA not renew the Meyers & Associates, LLC contract, and provide Meyers & Associates, LLC with a 30-day notice.

Meyers & Associates have done a good job for the CCRTA. However, the recent specialty work of Cassidy & Associates in assisting the CCRTA in receiving its first competitive grant, 5339(b) Grant for Buses and Bus Facilities, worth \$7,231,023, was extremely valuable.

In addition, Cassidy & Associates, LLC completed congressional coordination multiple times throughout the year. Cassidy & Associates, LLC have also contributed assistance with recent legislation on COVID-19, and other new Federal Transit Administration grant programs. Cassidy & Associates, LLC, are also extremely responsive to CCRTA needs, engaging in numerous trips to CCRTA offices to assist, review, and follow-up on important action.

It is critical that CCRTA has an influential associate like Cassidy & Associates, LLC, representing the organization. Cassidy & Associates, LLC through arranged meetings and social engagements, have displayed an extensive legislative, congressional, and Federal Transit Administration network.

CCRTA received a contract proposal from Cassidy & Associates, LLC for their representation.

Identified Need

CCRTA requires the services of a federal legislative contract.

Disadvantaged Business Enterprise (DBE)

This item is not funded with federal funds.

Financial Impact

Meyers & Associates, LLC's contract is \$6,500 monthly, and \$78,000 annually. Cassidy & Associates, LLC's most recent contract was for \$49,000 for five months. CCRTA paid Cassidy & Associates, LLC an added \$32,500 for additional services: \$12,500 for AV Shuttle Service Agreement and \$20,000 for Port Ayers Service Agreement for One Month.

Cassidy & Associates, LLC's three-year contract would cost \$10,000 monthly, and \$120,000 annually. The contract would include two one-year options, maintaining the monthly and annual rates.

Board Priority

The Board Priority for this agenda item is Transparency.

Committee Review

This item has not been reviewed, as the Administrative & Finance Committee meeting scheduled to be held on March 25, 2020 was cancelled due to the COVID-19 outbreak.

Recommendation

Staff requests the Board to Approve a Three-Year Contract for Federal Legislative Services with Cassidy & Associates, LLC, Ending in 2023 with Two One-Year Options.

Respectfully Submitted,

Submitted by &
Final Approval by:



Jorge G. Cruz-Aedo
Chief Executive Officer

CASSIDY&ASSOCIATES

607 Fourteenth Street, N.W., Suite 400
Washington, D.C. 20005

(202) 347-0773
www.cassidy.com

To: Corpus Christi Regional Transit Authority (CCRTA)

From: Cassidy & Associates

Subject: Federal Transit Strategy Proposal 2020-2021

Date: March 27, 2020

Current Successes on behalf of CCRTA

BUS AND BUS FACILITY GRANT PROGRAM

Background

Cassidy & Associates (“Cassidy”) was contacted in May of 2019 by CCRTA to request assistance in filing their application for the Bus and Bus Facility Grant Program. After a site visit by the Cassidy team and consultation with our transportation specialists, Cassidy constructed a single application that covered all three proposed projects and followed the narrative of providing services to veteran communities and increasing mobility to the local Hispanic Serving Institution (HSI). After submission of the grant application, the Cassidy team supported CCRTA’s efforts in advocating for their project.

Goal

Secure a \$7.23 million grant from the U.S. Department of Transportation (DOT)’s Bus and Bus Facility Program.

Actions

- Drafted letters for Senator Cornyn and Representatives Cloud and Gonzalez in support of the project.
- Discussions with Sec. Chao’s Deputy Chief of Staff in support of the project.
- Set up key meetings with DOT and FTA officials to advocate for the application.
- Successfully secured \$7.23 million from DOT for three critical projects in the CCRTA system.

AUTONOMOUS VEHICLE TESTING WAIVER

Background

On a November 25th conference call, Cassidy was informed of an issue facing the Corpus Christi Regional Transit Authority (CCRTA) related to the approval of EasyMile autonomous shuttles for training and operation. EasyMile had applied for a waiver from the Federal Motor Vehicle Safety Standards on September 11, and without the waiver, CCRTA could not map

the routes or train operators on the Texas A&M Corpus Christi campus beginning on Dec. 16th and over the winter break. Facing this tight deadline, Cassidy immediately began to work to free up that waiver at the National Highway Traffic Safety Administration (NHTSA).

Goal

Obtain an on-time delivery of the Federal Motor Vehicle Safety Standards autonomous vehicle testing waiver.

Actions

- Requested that staff from Senator Cornyn’s office reach out to NHTSA government affairs.
- Sen. Cornyn’s staff sent an email to NHTSA staff on Dec. 2.
- Cassidy SVP Jen Adler called and emailed NHTSA government affairs separately to request a phone call to discuss waiver.
- Jen provided NHTSA with appropriate background material to help brief staff before an internal meeting to decide the status of the waiver.
- Jen had a phone call with the Deputy Director for Government Affairs, Head Engineer and Director of Policy on Dec. 3rd to brief them before their internal meeting.
- Waiver was issued on Dec. 6th, letter was delivered on Dec. 10.

Potential Opportunities 2020

We have included competitive grants below that may present new opportunities for acquiring funds for CCRTA in 2020. As the FY 2020 Department of Transportation funding bills passed into law at the end of 2019, we plan to monitor our resources for the notices of funding opportunities (NOFO) throughout 2020. In long-term planning, it is important to note that the included programs that were authorized in the FAST Act in 2015 will be expiring in 2020—requiring reauthorization work over the next year. Cassidy has maintained strong relationships with staff and members on the House Transportation and Infrastructure and Senate Environment and Public Works Committees, and will advocate for CCRTA’s goals with the appropriate targets as they craft robust surface transportation reauthorization bills.

ACCELERATING INNOVATIVE MOBILITY (AIM)

On January 14, 2020, Acting Administrator for the Federal Transit Administration (FTA) Jane Williams announced the plan for implementing the AIM program. FTA plans to provide \$11 million in grants to assist transit agencies with implementing new methods of agency operation that may include new service models and service delivery. In addition to grant funding to transit agencies, AIM will also establish a national network of transit agencies that will test and share project results and use FTA’s technical assistance center to promote promising innovations across the network. Getting CCRTA designated as a model of innovative transportation would be a top priority in the future to guarantee your inclusion in the network of cities and future funding opportunities. FTA expects to publish a Notice of Funding Opportunity (NOFO) in the Spring of 2020.

ACCESS AND MOBILITY PARTNERSHIP GRANTS

Access and Mobility Partnership Grants seek to improve access to public transportation by building partnerships among health, transportation and other service providers. This program provides competitive funding to support innovative projects for the transportation disadvantaged that will improve the coordination of transportation services and non-emergency medical transportation services. In 2018, there were two funding opportunities under the initiative: the Innovative Coordinated Access and Mobility (ICAM) Pilot Program and Human Services Coordination Research (HSCR) grants.

BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) GRANTS

The BUILD Grant program, formerly known as Transportation Investment Generating Economic Recovery (TIGER), provides funds to road, rail, transit and port projects with a significant local or regional impact. Over the last ten years, BUILD has provided \$8 billion for more than 600 projects in all 50 states. The Fiscal Year 2020 appropriations package for the Department of Transportation provided \$1 billion for national infrastructure investments, increasing the funds available by \$100 million from FY 2019. BUILD grants may be a powerful tool in securing funds for larger system improvements around \$10 million.

INTEGRATED MOBILITY INNOVATION PROGRAM

FTA's Integrated Mobility Innovation (IMI) Program funds projects that demonstrate innovative and effective practices, partnerships and technologies to enhance public transportation effectiveness, increase efficiency, expand quality, promote safety and improve the traveler experience.

FTA's IMI 2019 funding opportunity provides \$15 million for demonstration projects focused on three areas of interest: Mobility on Demand, Strategic Transit Automation Research, and Mobility Payment Integration. These focus areas will:

- Explore new business approaches and technology solutions that support mobility;
- Enable communities to adopt innovative mobility solutions that enhance transportation efficiency and effectiveness; and
- Facilitate the widespread deployment of proven mobility solutions that expand personal mobility.

LOW OR NO EMISSION COMPETITIVE PROGRAM

The Low or No Emission Competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. Under the FAST Act, \$55 million per year is available until fiscal year 2020.

MOBILITY FOR ALL PILOT PROGRAM GRANTS

This funding opportunity seeks to improve mobility options through employing innovative coordination of transportation strategies and building partnerships to enhance mobility and access to vital community services for older adults, individuals with disabilities, and people of low income. As required by federal transit law, funds will be awarded competitively to finance innovative capital projects for the transportation disadvantaged that will improve the coordination of non-emergency medical transportation (NEMT) services.

Some examples include: employing mobility management strategies, vehicle purchase, IT purchase, leasing equipment or a facility for use in public transportation etc.

TRANSPORTATION SECURITY ASSISTANCE

Opportunities exist with the Department of Homeland Security Transportation Security Administration to identify and support security concerns within a regional transportation authority. While these programs are generally targeted at larger metropolitan centers, we believe there will be an opportunity in the next year to support CCRTA's continued need for security improvement assistance. Mass transit systems are some of the top targets of terrorist organizations around the world, and we support your interests to provide, and your riders' rights to enjoy, safe travel conditions.

Pricing

For an engagement of this size, Cassidy proposes a monthly fee of \$10,000 plus business expenses and pre-approved travel outside of the National Capital Region. Cassidy sends a statement at the end of each month for expenses incurred during the previous month. This agreement does not include work pertaining to a "Better Utilizing Investments to Leverage Development" (BUILD) grant application. The initial contract will be for 12 months from April 1, 2020, until March 31, 2021.

We look forward to continuing our work on behalf of CCRTA in Washington, DC. As we discussed in this document, we see real growth potential for CCRTA with Cassidy as your federal advocates. We look forward to talking to you about continuing our work for improving the quality of life of people living, working, and visiting in Corpus Christi.

Sincerely,

Barry D. Rhoads

Barry D. Rhoads, Chairman



Subject: Authorize the Chief Executive Officer and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration's Fiscal Year 2020 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (*see attached "FTA FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES"*).

The annual Certifications and Assurances for federal fiscal year 2020 (October 2019 through September 2020) covers all projects for which the CCRTA seeks funding for in 2020. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2020 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2020 Certifications and Assurances were published in the Federal Register on March 2, 2020.

There are 20 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

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

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

Identified Need

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

Financial Impact

None

Board Priority

This item aligns with Board Priority – Public Image & Transparency

Committee Review

This item has not been reviewed, as the Administrative & Finance Committee meeting scheduled to be held on March 25, 2020 was cancelled due to the COVID-19 outbreak.

Recommendation

Staff requests the Board of Directors to Authorize the Chief Executive Officer and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration's Fiscal Year 2020 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

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

**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES
FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–20. _____

Or,

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

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

**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2020)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

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

Certifications and Assurances

Fiscal Year 2020

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

Signature: _____ Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of the Applicant): _____

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

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

Signature: _____ Date: _____

Name: _____
Attorney for Applicant

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



Subject: Approve Exercising the Two-Year Option for General Legal Services

Background:

The Corpus Christi Regional Transportation Authority is reviewing the current contract with Wood, Boykin and Wolter to determine the future needs of the CCRTA's interest regarding General Legal Services.

The legal services scope of work includes, but is not limited to, interpretation and advice concerning Chapter 451 of the Texas Transportation Code, Federal Transit Administration Third-party Contracting Guidelines, Texas Local Government code and Texas Open Meetings Act along with civil rights laws and regulations applicable to governmental entities under state and federal law.

Identified Need

The CCRTA hires an attorney to give advice on legal matters that arise from the operation of the transit agency and compliance matters as related to state and federal laws and regulations. Due to the special needs directly related to the transportation industry, having an attorney that understands our business is very important to ensuring that the CCRTA stays within its legal boundaries in its day-to-day operations.

Disadvantaged Business Enterprise

Not Applicable.

Financial Impact

Previous contract for General Legal Services was not to exceed \$70,000 per year.

Committee Review

This item has not been reviewed, as the Administrative & Finance Committee meeting scheduled to be held on March 25, 2020 was cancelled due to the COVID-19 outbreak.

Recommendation

Staff requests the Board of Directors to Approve Exercising the Two-Year Option for General Legal Services.

Respectfully Submitted,

Submitted by: Robert M. Saldaña
Managing Director of Administration

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



Subject: Approve Exercising the First Option Year on Individual Contracts to Multiple Vendors for Bus Parts Supply

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus part contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. A multiple vendor contract was secured for supplying Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission bus parts.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. Non-contracted pricing will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts' procurements.

The Board authorized awarding the contracts on June 5, 2019. The initial contracts were for one (1) year with two (2) one-year options following Board approval.

Identified Need

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

Disadvantaged Business Enterprise

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

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2020 operating budget. The estimated one-year project cost of \$390,756.80 is based on usage in 2019.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Committee Review

This item has not been reviewed, as the Operations & Capital Projects Committee meeting scheduled to be held on March 25, 2020 was cancelled due to the COVID-19 outbreak.

Recommendation

Staff requests the Board of Directors to Approve Exercising the First Option Year of Individual Contracts to Multiple Vendors for Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission Bus Parts Supply.

The eight (8) vendors listed below are on the individual contracts that staff is requesting to exercise Option Year One on.

VENDORS

Gillig	Allison Trans Tech
Muncie	Janek
Mohawk Mfg.	Kirk's Automotive
Neopart	Rush Truck Center

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: February 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

New Format: The results of operations will now be reported in comparison to the annual adopted budget. The operating budget will be reported separately from the CIP budget. A year to-date baseline for each component has been established to improve the analytics and provide a gauge as measurement of information. The Actual to Baseline column is a fixed point of reference that compares the results of each component against budgeted target goals at a specific point in time. The standard information will also be included to provide continuity and reference.

Operating Revenues totaled \$2,827,796 in February, or 82.29% of the monthly baseline expectation. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data. Categories measuring favorably against the baseline expectation include **Passenger Service** (97.43%), **Bus Advertising** (96.39%), and **Staples Street Center lease income** (82.29%).

The **Investment Portfolio** closed the month of February with a Market Value of **\$26,762,454**, a decrease of **\$612,995** from the end of 2019 which closed at **\$27,375,449**. The majority of the Agency's holdings are in TexPool Prime which includes Commercial Paper Investments. The monthly average rate as of February 29, 2020 was 1.7636%, or 6 basis points lower than December 31, 2019 (1.832%), and reflects the beginning of the decline in the federal funds rate experienced thus far in the month of March. The yield on TexPool prime has fallen to 1.1016% as of March 26, 2020, as a result of action taken by the Fed in order to help falling capital markets as a result of the outbreak of the Covid-19 outbreak.

Other Operating Revenues, including federal and state fuel credits, income from facilities rental, proceeds from insurance claims, and other income had minimal activity in February 2020. These revenues are typically sporadic and will not usually align with the baseline expectation.

Sales tax revenue for February 2020 is estimated at **\$2,600,000**, 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 \$66,302, or 2.6% higher than February 2019 and was predicted to maintain a conservative forecast for what might emerge in early part of 2020. This strategy will assist in responding to revenue shortfalls by allowing ample time to adjust spending and or evaluate changes in spending patterns.

Month Revenue was Recognized	2020 Actual	2019 Actual	\$ Growth	% Growth
January (actual)	\$ 2,532,147	\$ 2,567,060	\$ (34,913)	-1.36%
February (estimate)	2,600,000	2,533,698	66,302	2.62%
March	-	-	-	0.00%
April	-	-	-	0.00%
May	-	-	-	0.00%
June	-	-	-	0.00%
July	-	-	-	0.00%
August	-	-	-	0.00%
September	-	-	-	0.00%
October	-	-	-	0.00%
November	-	-	-	0.00%
December	-	-	-	0.00%
	\$ 5,132,147	\$ 5,100,758	\$ 31,389	0.62%

The actual allocation for February 2020 will be received April 10, 2020. Sales tax represented **85.58%** of total revenue realized in February.

The **\$2,532,147** sales tax payment received March 13, 2020, included the allocation from internet sales of \$17,773. RTA's started receiving internet revenue in December 2019 and to date have received \$54,950. Retailers started collecting sales tax on internet sales October 1, 2019. Internet tax collections received by RTA is trending towards a significant increase each month. Here are how the internet sales came in for the last three months.

October 2019	\$10,059
November 2019	12,664
December 2019	14,454
January 2020	17,773

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 February 2020:

	02/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 16.7% into Budget	% YTD to Budget	Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 298,901	\$ 306,785	16.24%	97.43%
Bus advertising	158,731	25,500	26,455	16.06%	96.39%
Other operating revenues	622,779	111	103,797	0.02%	0.11%
Sales Tax Revenue	37,762,468	5,132,147	6,293,745	13.59%	81.54%
Federal, state and local grant assistance	874,476	194,429	145,746	22.23%	133.40%
Investment Income	565,803	71,180	94,301	12.58%	75.48%
Staples Street Center leases	486,015	80,594	81,003	16.58%	99.50%
Total Operating Revenues	42,310,982	5,802,861	7,051,830	13.71%	82.29%
Capital Grants & Donations	12,631,327	13,938	-	0.11%	0.00%
Transfers-In	1,763,046	293,841	293,841	16.67%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 6,110,640	\$ 7,345,671	10.78%	83.19%

Revenue Source	Feb-20	%	YTD	%
Passenger Service	\$ 142,453	4.69%	\$ 142,453	4.69%
Bus Advertising	\$ 12,900	0.42%	\$ 12,900	0.42%
Other Revenue	\$ 80	0.00%	\$ 80	0.00%
Sales Tax Revenue	\$ 2,600,000	85.58%	\$ 2,600,000	85.58%
Grants Operating	\$ 194,429	6.40%	\$ 194,429	6.40%
Grants Capital	\$ 13,938	0.46%	\$ 13,938	0.46%
Investment Income	\$ 34,222	1.13%	\$ 34,222	1.13%
SSC lease income	\$ 40,247	1.32%	\$ 40,247	1.32%
Total Revenue	\$ 3,038,268	100.00%	\$ 3,038,268	100.00%

Fare Recovery Ratio

Description	2/29/2020	Year to Date
Fare Revenue	\$ 142,453	\$ 142,453
Operating Expenses*	2,651,230	\$ 2,651,230
FRR	5.37%	5.37%
*Excluding Depreciation		

Note: Same period last year the FRR was 6.55%.

EXPENSES

Departmental operating expenses are presented below in accordance to their expense object category. For the month of February 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation.

	02/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 16.7% into Budget	% YTD to Budget	Actual to Baseline
Operating Expense Object Category					
Salaries & Benefits	\$ 18,769,383	\$ 3,046,683	\$ 3,128,230	16.23%	97.39%
Services	4,801,717	555,061	800,286	11.56%	69.36%
Materials & Supplies	3,047,162	409,729	507,860	13.45%	80.68%
Utilities	707,280	110,286	117,880	15.59%	93.56%
Insurance	454,522	61,848	75,754	13.61%	81.64%
Purchased Transportation	7,105,315	1,199,236	1,184,219	16.88%	101.27%
Miscellaneous	721,266	134,625	120,211	18.67%	111.99%
Total Expenses	\$ 35,606,645	\$ 5,517,467	\$ 5,934,441	15.50%	92.97%

New for 2020 is the allocation of the full labor burden to each respective department. In the past, line items such as **Health Insurance**, **Workers Compensation**, and **Unemployment Insurance** were all charged to the **Human Resources** department. Now, the benefit line is allocated proportionately to its respective department. As such, there is a significantly lower budget amount for the expense function of **Insurance**. The reduction in Insurance has been added to **Salaries & Benefits** as part of the allocation process.

For February 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries & Benefits**, was within two percentage points of the baseline expectation. Categories such as **Utilities** and **Miscellaneous** appear further from the baseline expectation, however these categories are subject to uncontrollable factors such as weather and the timing of travel. Total operating expenses are within seven percentage points of the baseline expectation for year-to-date budget 2020, and monthly expenses to-date are only 15.5% of the budget, compared to the baseline expectation of 16.7%.

The results of all expenditure activities, including capital are presented below. Again, the total activities compared well against the baseline. Timing of expenditures such as Debt Service (paid in May and November), and purchases of Capital contribute to the anticipated variance between the outcome of operations and the baseline.

	02/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 16.7% into Budget	% YTD to Budget	Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 5,517,467	\$ 2,967,220	15.50%	185.95%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Street Improvements	3,021,641	503,607	251,803	16.67%	200.00%
Subrecipient Grant Agreements	49,694	194,429	4,141	391.25%	4695.03%
Total Operating Expenses	40,101,034	6,215,504	3,341,754	15.50%	186.00%
Grant Eligible Costs	12,631,327	13,938	-	0.11%	0.00%
Depreciation Expenses	3,972,993	662,166	662,165.50	16.67%	100.00%
Total Expenses & Capital Expenditu	\$ 56,705,354	\$ 6,891,607	\$ 4,003,919	12.15%	172.12%

NET POSITION

The Total Net Position at the end of the month was **\$80,761,113**, a decrease of \$462,621 from December 2019, which is largely due to depreciation and the accrual for Street Improvements. 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 **\$80,761,113**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$29,897,963**, but only **\$12,744,458** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

FUND BALANCE AS OF FEBRUARY 29, 2020:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 50,863,150
Restricted for Debt Service	-
Unrestricted	29,897,963
TOTAL FUND BALANCE	<u>\$ 80,761,113</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	50,863,150
Restricted for Debt Service	-
Restricted for Operating Reserve	9,310,463
Restricted for Capital Reserve	3,157,831
Restricted for Local Share of CIP	3,972,993
Restricted for Employee Benefits Reserve	712,218
Unrestricted	12,744,458
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 80,761,113</u>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended February 29, 2020

OPERATING BUDGET	02/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline 16.67% into Budget	% YTD to Budget	Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 298,901	\$ 306,785	16.24%	97.43%
Bus advertising	158,731	25,500	26,455	16.06%	96.39%
Other operating revenues	622,779	111	103,797	0.02%	0.11%
Sales Tax Revenue	37,762,468	5,132,147	6,293,745	13.59%	81.54%
Federal, state and local grant assistance	874,476	194,429	145,746	22.23%	133.40%
Investment Income	565,803	71,180	94,301	12.58%	75.48%
Staples Street Center leases	486,015	80,594	81,003	16.58%	99.50%
Total Revenues	42,310,982	5,802,861	7,051,830	13.71%	82.29%
Expenses					
Transportation	10,158,674	1,693,994	1,693,112	16.68%	100.05%
Customer Programs	564,293	88,388	94,049	15.66%	93.98%
Purchased Transportation	7,105,315	1,200,661	1,184,219	16.90%	101.39%
Service Development	608,237	82,988	101,373	13.64%	81.86%
MIS	1,349,557	187,919	224,926	13.92%	83.55%
Vehicle Maintenance	5,738,762	834,389	956,460	14.54%	87.24%
Facilities Maintenance	2,834,107	416,258	472,351	14.69%	88.12%
Contracts and Procurements	323,102	40,829	53,850	12.64%	75.82%
CEO's Office	1,006,761	171,929	167,794	17.08%	102.46%
Finance and Accounting	771,199	101,380	128,533	13.15%	78.87%
Materials Management	188,618	34,149	31,436	18.10%	108.63%
Human Resources	701,471	76,314	116,912	10.88%	65.28%
General Administration	595,856	97,213	99,309	16.31%	97.89%
Capital Project Management	329,103	29,317	54,851	8.91%	53.45%
Marketing & Communications	685,721	131,853	114,287	19.23%	115.37%
Safety & Security	1,449,103	186,701	241,517	12.88%	77.30%
Staples Street Center	996,766	139,723	166,128	14.02%	84.11%
Port Ayers Cost Center	-	3,459	-	0.00%	0.00%
Debt Service	1,423,053	-	237,176	0.00%	0.00%
Special Projects	200,000	-	33,333	0.00%	0.00%
Subrecipient Grant Agreements	49,694	194,429	8,282	391.25%	2347.51%
Street Improvements Program for CCRTA Region Entities	3,021,641	503,607	503,607	16.67%	100.00%
Total Expenses	40,101,034	6,215,503	6,683,506	15.50%	93.00%
Revenues Over Expenses - Operating Budget	2,209,948	(412,641)	368,325		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended February 29, 2020 and year ended December 31, 2019

	<u>Unaudited February 29 2020</u>	<u>Unaudited December 31 2019</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 25,937,209	27,467,907
Investments	-	-
Receivables:		
Sales and Use Taxes	6,309,243	6,131,171
Accrued Interest	-	-
Federal Government	405,973	200,413
Other	1,257,672	1,385,932
Inventories	902,165	865,522
Prepaid Expenses	1,973,149	926,982
Total Current Assets	<u>36,785,411</u>	<u>36,977,927</u>
Non-Current Assets:		
Restricted Cash and Cash Equivalents	-	-
Capital Assets:		
Land	5,381,969	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,363,471	24,363,471
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,321,517	61,321,517
Construction in Progress	185,554	167,718
Current Year Additions	162,103	11,580
Total Capital Assets	<u>150,673,946</u>	<u>150,505,587</u>
Less: Accumulated Depreciation	<u>(79,545,796)</u>	<u>(79,214,713)</u>
Net Capital Assets	<u>71,128,150</u>	<u>71,290,874</u>
Total Non-Current Assets	<u>71,128,150</u>	<u>71,290,874</u>
TOTAL ASSETS	<u>107,913,561</u>	<u>108,268,801</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	3,487,864
Total Deferred Outflows	<u>8,658,541</u>	<u>8,658,541</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>116,572,102</u></u>	<u><u>116,927,342</u></u>

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position (continued)
Month ended February 29, 2020 and year ended December 31, 2019

	Unaudited February 29 2020	Unaudited December 31 2019
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	914,076	1,074,411
Contractors Retainage Payable	-	-
Current Portion of Long-Term Liabilities:		
Long-Term Debt	815,000	815,000
Compensated Absences	283,472	283,472
Distributions to Regional Entities Payable	4,028,929	3,777,125
Other Accrued Liabilities	900,174	884,261
Total Current Liabilities	<u>6,941,651</u>	<u>6,834,269</u>
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	344,752	344,752
Net Pension Liability	6,468,642	6,468,642
Net OPEB Obligation	1,101,367	1,101,367
Total Non-Current Liabilities	<u>27,364,761</u>	<u>27,364,761</u>
TOTAL LIABILITIES	<u>34,306,412</u>	<u>34,199,030</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	1,504,577	1,504,577
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u><u>35,810,989</u></u>	<u><u>35,703,607</u></u>
Net Position:		
Net Invested in Capital Assets	50,863,150	51,025,874
Restricted for Debt Service	-	-
Unrestricted	29,897,963	30,197,861
TOTAL NET POSITION	<u><u>\$ 80,761,113</u></u>	<u><u>81,223,735</u></u>

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended February 29, 2020

	<u>2/29/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 238,718
Cash Received from Bus Advertising and Other Ancillary	57,396
Cash Payments to Suppliers for Goods and Services	(1,885,098)
Cash Payments to Employees for Services	(732,685)
Cash Payments for Employee Benefits	(1,499,627)
Net Cash Used for Operating Activities	<u>(3,821,295)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,421,928
Grants and Other Reimbursements	2,807
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,424,735</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	-
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	(168,359)
Net Cash Used by Capital and Related Financing Activities	<u>(168,359)</u>
Cash Flows from Investing Activities:	
Investment Income	34,222
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Net Cash Provided by Investing Activities	<u>34,222</u>
Net decrease in Cash and Cash Equivalents	(1,530,698)
Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2020	27,467,907
Cash and Cash Equivalents (Including Restricted Accounts), February 29, 2020	\$ <u>25,937,209</u>



Subject: February 2020 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.

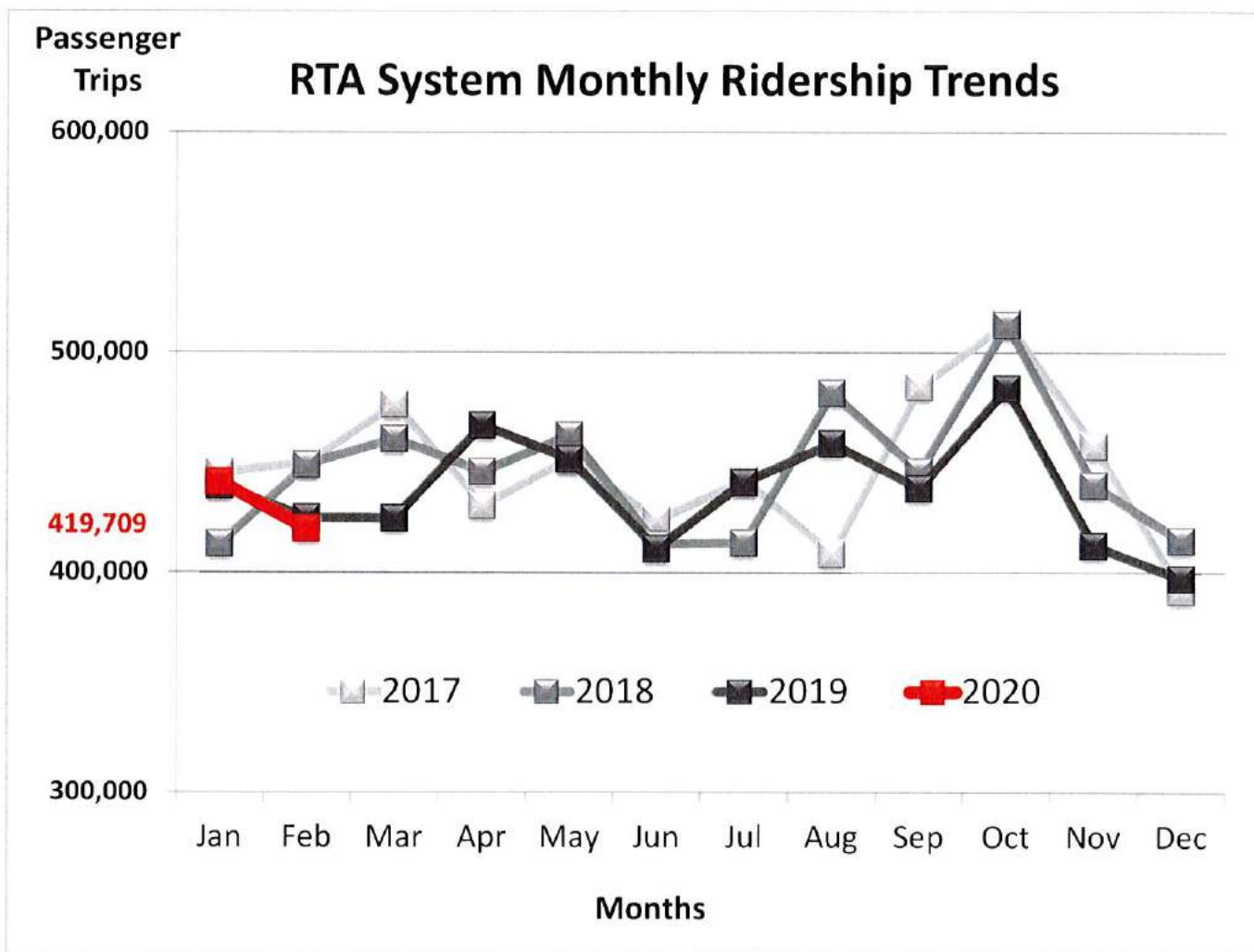


1. System-wide Ridership and Service Performance Results

February 2020 boardings for all services totaled 419,709. This represents a decrease of -1.2% as compared to 424,933 boardings in February 2019 or 5,224 fewer boardings this month.

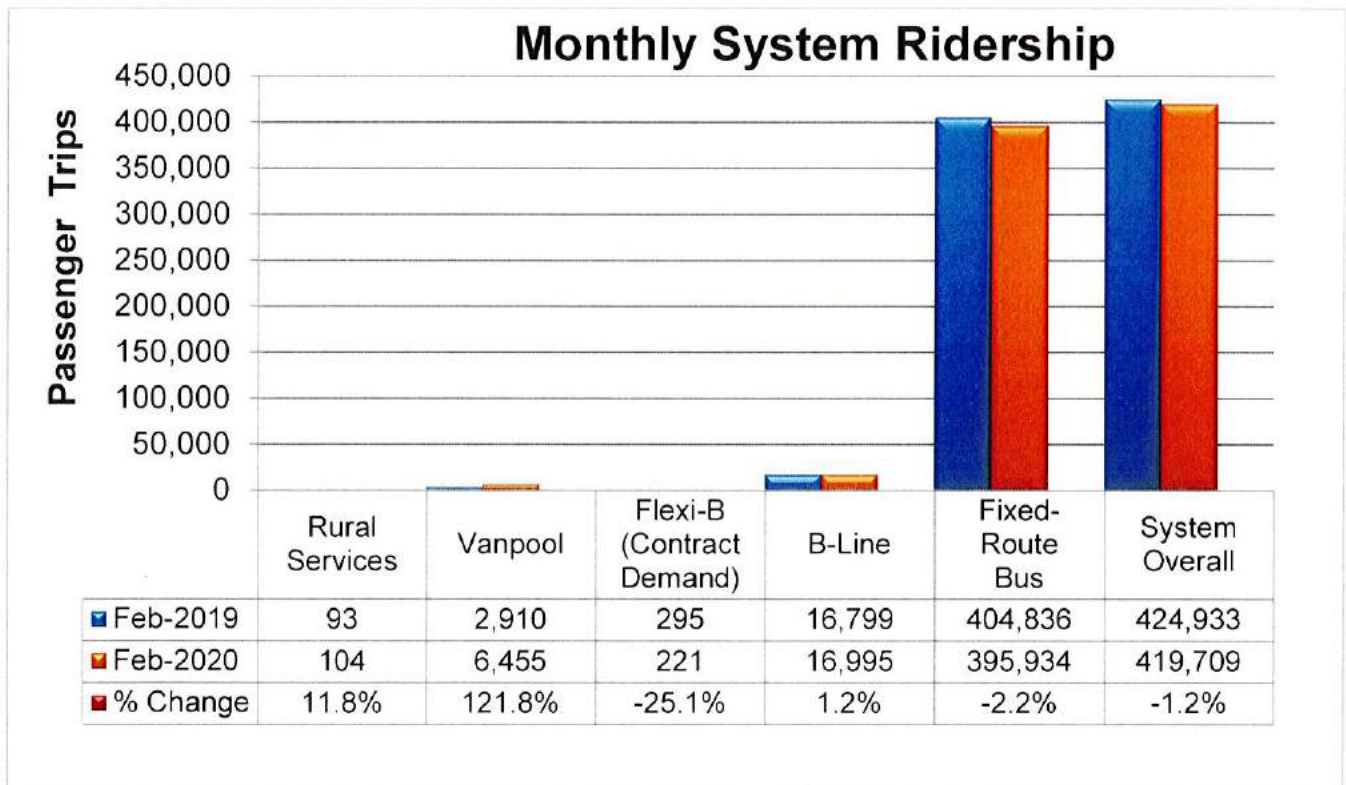
February 2019	February 2020	Variance
20 Weekdays	20 Weekdays	-
4 Saturdays	5 Saturdays	+1
4 Sundays	4 Sundays	-
No Holiday	No Holiday	-
28 Days	29 Days	+1

In February 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$2.01 per gallon compared to approximately \$2.05 per gallon in February 2019¹. This month's rainfall was below normal at 0.33 inches as compared to 0.68 inches in February 2019. Historically, the average rainfall in February is 1.93 inches.² The average high temperature was normal at 70 degrees.

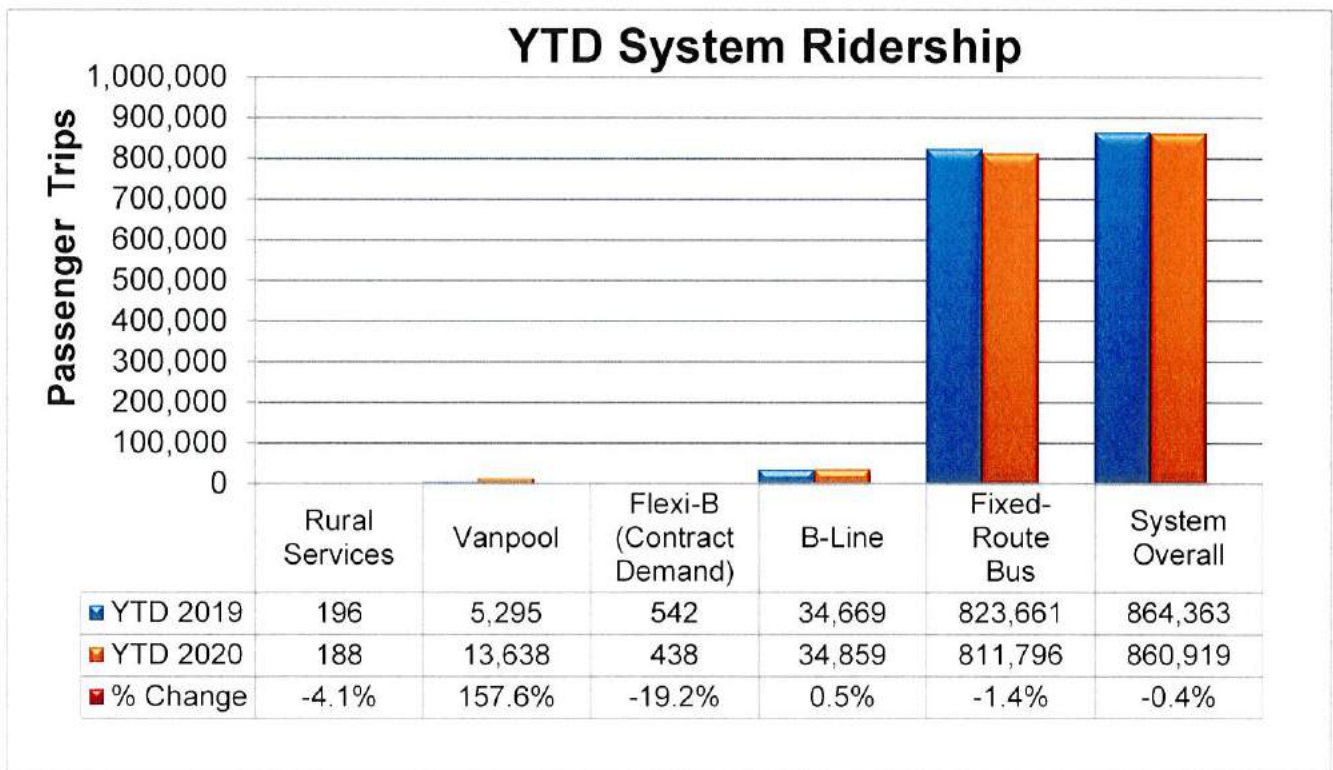


1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://www.usclimatedata.com/climate/corpus-christi/texas/united-states>

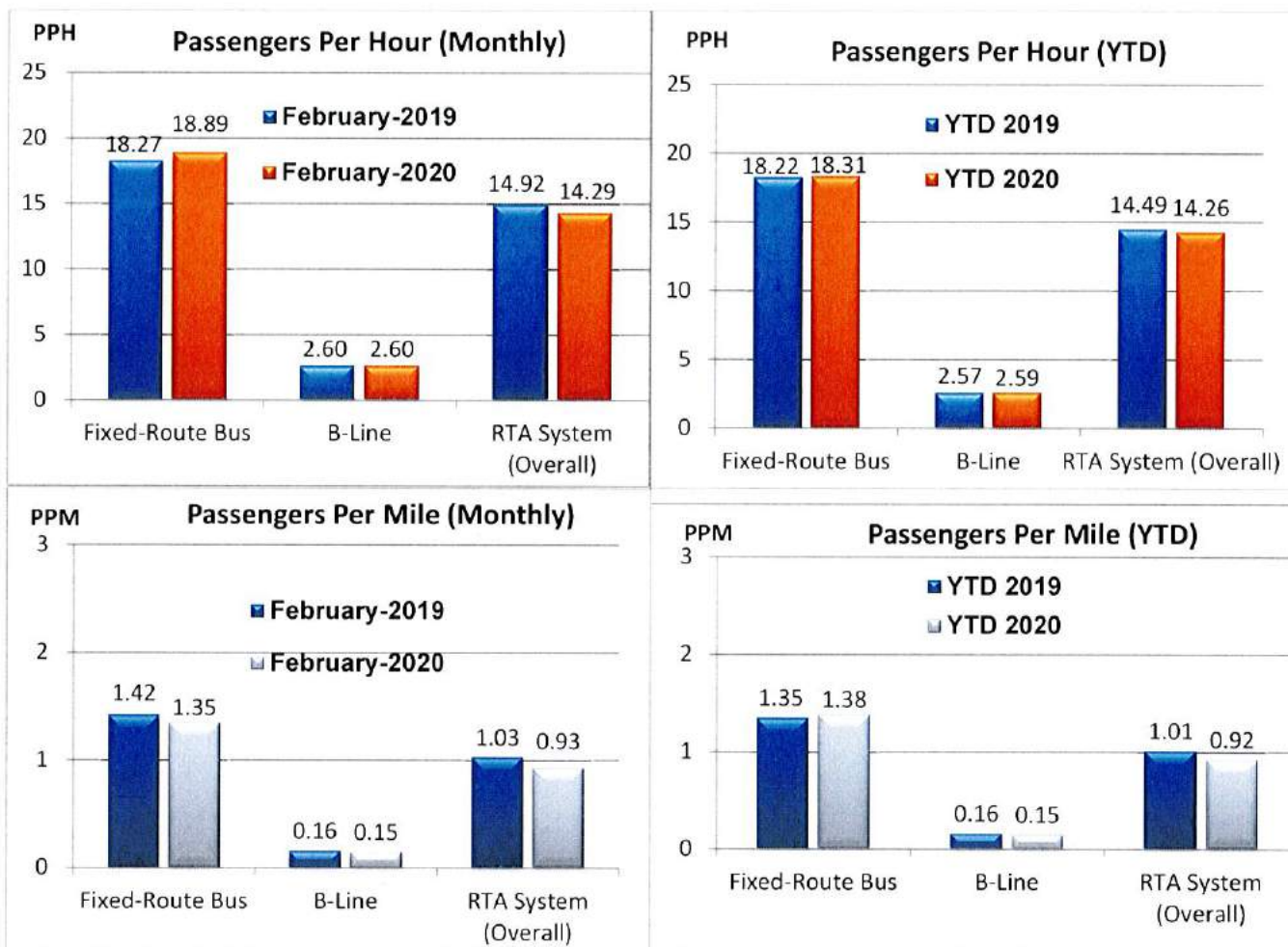
The chart below shows monthly ridership results for all services. CCRTA recorded 5,224 fewer boardings for a decrease of -1.2% this month as compared to February 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 3,444 fewer boardings for a YTD decrease of -0.4% in 2020 as compared to the same period in 2019.



The following charts report system-wide productivity for the month of February 2020 vs. February 2019 and YTD figures.



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

Schedule Adherence	Standard	Nov-19	Dec-19	Jan-20	Feb-20	4-Month Average
Early Departure	<1%	0.5%	0.0%	0.0%	0.3%	0.2%
Departures within 0-5 minutes	>85%	91.6%	95.8%	92.0%	89.0%	92.1%
Monthly Wheelchair Boardings	No standard	3,643	3,669	4,112	3,854	3,820
Monthly Bicycle Boardings	No standard	7,188	7,066	7,746	6,695	7,174

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-<u>To be complete Late March</u> <ul style="list-style-type: none"> ➤ Route 17
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. (Crosstown-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-<u>To be complete late 2021</u> <ul style="list-style-type: none"> ➤ Routes 27 & 28
No Detour	<ul style="list-style-type: none"> • South Staples St. (Brawner Parkway-Kostoryz): Nearly complete-<u>To be complete mid-2020.</u> <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-Began 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-<u>To begin mid-2020.</u> <ul style="list-style-type: none"> ➤ Route 29
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Doss-Nueces Bay) (14) month project-<u>To be complete late 2021.</u> <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-<u>To be complete early-2021</u> <ul style="list-style-type: none"> ➤ Routes 26 & 65
Future Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month (3) Phase project-<u>To begin mid-2020 complete late-2021</u> <ul style="list-style-type: none"> ➤ Route 4
No Detour	<ul style="list-style-type: none"> • McArdle Rd. (Carroll-Kostoryz) (6) month project-<u>To begin early 2021.</u> <ul style="list-style-type: none"> ➤ Route 19M
No Detour	<ul style="list-style-type: none"> • Gollihar Rd. (Greenwood-Crosstown) Still in design phase-<u>To begin mid-2021.</u> <ul style="list-style-type: none"> ➤ Routes 23 & 25
No Detour	<ul style="list-style-type: none"> • S. Alameda St. (Louisiana-Chamberlain) (12) month project-<u>To begin late 2021.</u> <ul style="list-style-type: none"> ➤ Routes 5 & 17

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.

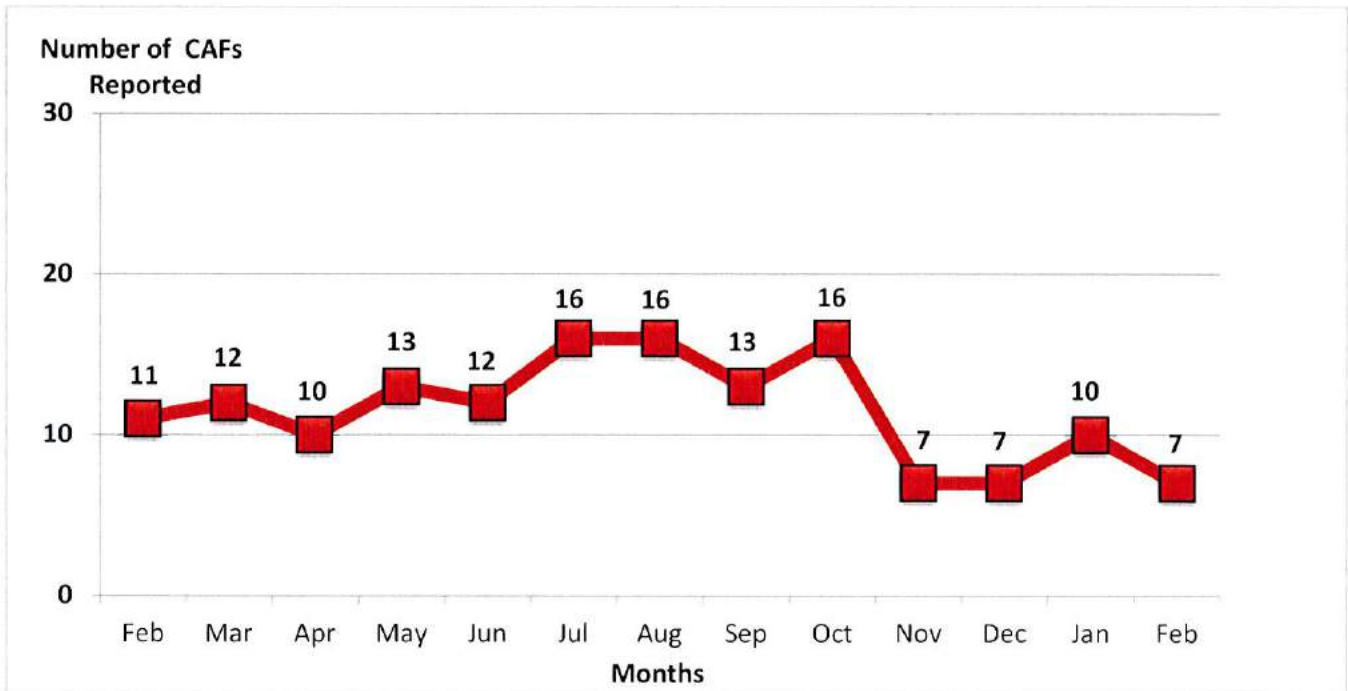
2. Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

- Productivity: **2.73** 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): **8,770** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **11,377** ambulatory boardings; **4,453** wheelchair boardings

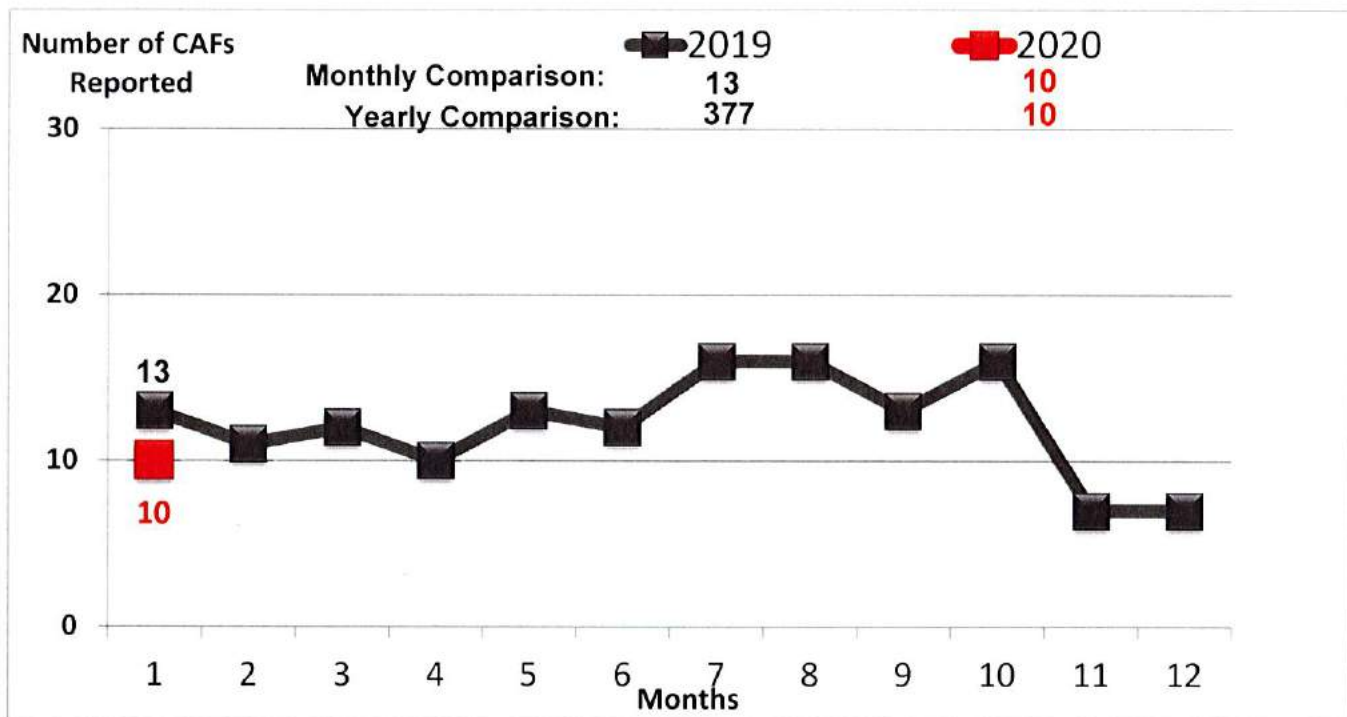
Metric	Standard	Nov-19	Dec-19	Jan-20	Feb-20	(4) Month-Ave.
Passengers per Hour	2.50	2.67	2.62	2.71	2.73	2.68
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	9,207	12,010	14,552	8,770	11,135
Monthly Wheelchair Boardings	No standard	4,089	4,260	4,612	4,453	4,354

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

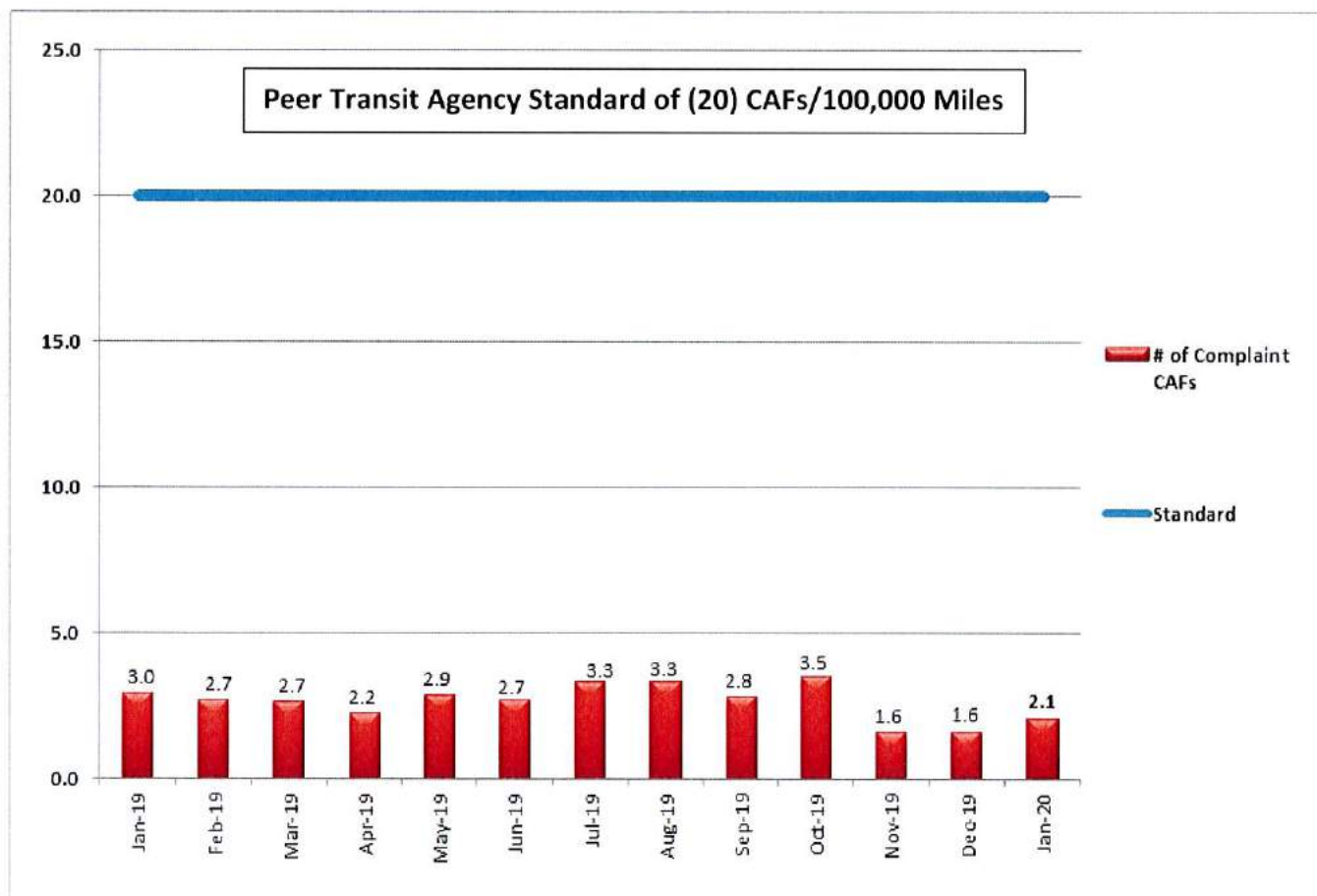
For February 2020, Customer Service received and processed 9 Customer Assistance Forms (CAF's) of which 7 or 77% were verified as valid. One commendation was received this month.



3a. CAF Reports: Historical Trends



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



3d. February 2020 CAF Breakdown by Service Type:

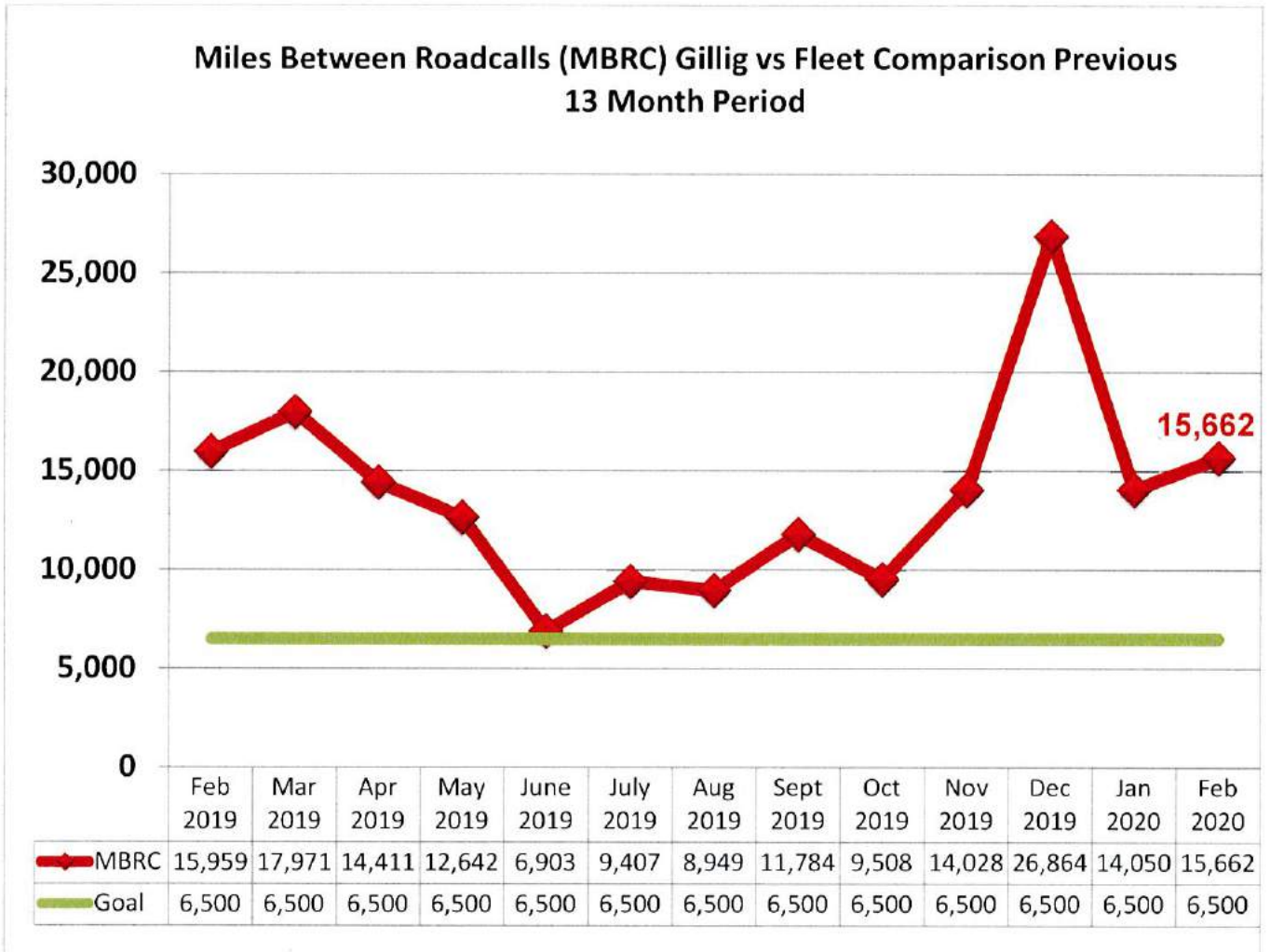
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues				
Driving Issues	2			2
Customer Services	1			1
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service				
Safety & Security				
Rude	3			3
Facility Maintenance	1			1
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance			1	1
Commendations	1			1
Total CAFs	8	0	1	9

3c. Route Summary Report for February 2020:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	1
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	1
#19 Ayers	1	#65 Padre Island Connection	1
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples	1	Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South	1	Facilities/Service Development	1
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		TOTAL CAF's	9

4. Vehicle Maintenance Department Monthly Miles Between Road Calls Report

For February 2020, there were 15,662 miles between road calls (MBRC) recorded as compared to 15,959 MBRC in February 2019. 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: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

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

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/4/2020	10a.	D. Leyendecker	In reference to January 2020 Financial Report, Mr. Leyendecker asked, did we receive January's sales tax?	Mr. Saldana responded, we should get it in about a week, these are just estimates you are currently viewing.	3/4/2020
3/4/2020	10a.	E. Martinez	In reference to January 2020 Financial Report, Mr. Martinez asked, when we hear about this adjustment after the fact, when do we write a check to the street improvements project?	Mr. Saldana answered, anytime after July when we close the year, they can start requesting the monies from us.	3/4/2020
3/4/2020	10a.	M. Woolbright	In reference to January 2020 Financial Report, Mr. Woolbright asked, if the adjustment was different than the one received for the year before ?	Mr. Saldana responded, in the affirmative.	3/4/2020
3/4/2020	10b.	M. Woolbright	In regards to the Procurement update, Mr. Woolbright asked, if the Bus Stop Shelter Amenities was part of the refurbishment contract we discussed a few month ago?	Ms. Montez answered, this is part of the expansion project so this would be part of that contract.	3/4/2020
3/4/2020	10b.	L. Allison	In regards to the Procurement update, Ms. Allison asked, if these shelters would be part of the capital campaign projects?	Mr. Saldana answered, no, that is not part of our CIP, that's separate from the grant.	3/4/2020

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/4/2020	10c.	L. Allison	In regards to the January 2020 Safety & Security update, Ms. Allison asked, what were the seventeen flagged incidents?	Mr. Rendon answered, they alert that someone may have used drugs sat in that area.	3/4/2020
3/4/2020	10c.	M. Woolbright	In regards to the January 2020 Safety & Security update, Mr. Woolbright asked, does that mean that out of 25 boarding's 17 of those individuals had drugs on them?	Mr. Rendon answered, not drugs but someone who had a scent of drugs on them had sat in that area.	3/4/2020
3/4/2020	10c.	D. Leyendecker	In regards to the January 2020 Safety & Security update, Mr. Leyendecker asked, if the K9s boarded the bus while passengers were on board?	Mr. Rendon confirmed that we do not board the K9s while passengers are on the bus.	3/4/2020
3/4/2020	10c.	G. Martin	In regards to the January 2020 Safety & Security update, Mr. Martin asked, how long will the scent of drugs stay on the seat once a passenger has left?	Mr. Rendon answered, at least one day because the buses are cleaned daily. He also stated that it depends on how much they used and if they changed their clothes that day.	3/4/2020

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
3/4/2020	10c.	P. Skrobarczyk	In regards to the January 2020 Safety & Security update, Mr. Skrobarczyk wanted to confirm that it is not our protocol to try to arrest someone that is on the bus with drugs or a gun?	Mr. Rendon confirmed that this method is just used as a deterrent.	3/4/2020
3/4/2020	12.	M. Woolbright	In regards to the SURGE project, Mr. Woolbright asked, while it is offline, are we paying for it?	Mr. Cruz-Aedo responded yes, it is a monthly fee for the service and we will continue paying for it. The vehicle still has to be paid for and the overhead still has to be paid.	3/4/2020

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/26/2020	6.	P. Dominguez	In reference to the Request for Proposals for an Interactive Voice Response (IVR) System, Ms. Dominguez asked, does this software system provide any data analytics on a monthly bases on what calls are coming, what's the wait time, what's the frequency?	Mr. Saldana responded, it will pull information that we have and it will be up to us when and how often we would like to pull that information either a monthly, weekly, or quarterly basis. As well as customer service calls will be kept through this system.	2/26/2020
2/26/2020	6.	L. Allison	In reference to the Request for Proposals for an Interactive Voice Response (IVR) System, Ms. Allison asked, is this a system that we own or is this a contract?	Mr. Saldana answered, it's a software system so, we don't own it, we have the rights to it.	2/26/2020
2/26/2020	7.	P. Dominguez	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Ms. Dominguez asked, do you have projected sites picked out for these charging stations?	Ms. Montez answered, yes, we are looking at Port Aransas, North Beach, our Robstown Station, Annanville/Calallen area, the Southside near Yorktown, Padre Island, Westside, Downtown, Flour Bluff, and the Northside of Corpus Christi. As part of the grant they would like you to be within a mile of a highway.	2/26/2020
2/26/2020	7.	P. Dominguez	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Ms. Dominguez asked, is that property that you are considering owned or leased?	Ms. Montez answered, some of these will be close to our existing bus stops, we are still defining the areas. Over the next five years, we will get those areas better defined. If we do not own the property we will request easements.	2/26/2020
2/26/2020	7.	P. Dominguez	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Ms. Dominguez inquired, if we do not own the property, will we incur more costs?	Ms. Montez responded, yes, but for the most part we will try to stay with these four locations Staples Street, Port/Ayers, Del Mar College and Bear Lane. Those are the locations we brought to the board originally but as we finalize the plans we will bring those back to the board.	2/26/2020

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/26/2020	7.	L. Allison	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Ms. Allison asked, does each station have one charging unit?	Ms. Montez answered, each location would have two, similar to what we brought to the board in December. We would want to provide options, not all vehicles use a level three so we would want to install a level two and a level three with dual plugs so ideally four cars could charge at one time.	2/26/2020
2/26/2020	7.	L. Allison	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Ms. Allison asked, and there is no fee for a vehicle to use this?	Ms. Montez answered, we will be charging for these services. The electricity will be covered by the cost.	2/26/2020
2/26/2020	7.	M. Woolbright	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Mr. Woolbright asked, is a level 3 what Tesla uses for their super chargers? Those are normally on interstates, is there a new policy on that?	Ms. Montez answered, a lot of vehicles can use level threes but there are a few cars that still need a level two. The advantages to a level three are you can fast charge to 80% within an hour. Whereas with your level twos it could take four to six hours to get a charge. So, we would like to have a variety of options.	2/26/2020
2/26/2020	7.	M. Woolbright	In reference to Adopt a Resolution in Support of a Grant Application from Texas Commission on Environmental Quality (TCEQ) for the Alternative Fueling Facilities Program (AFFP), Mr. Woolbright asked, you mentioned that it could be used for natural gas, do we have any CNG needs with our existing fleet?	Ms. Montez answered, at the current point in time we are still good with our compressor level. If we were to expand our fleet we may need to look at expansion but we built for the future so we should still have enough expansion opportunities.	2/26/2020

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/26/2020	8.	L. Allison	In reference to approve issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options, Ms. Allison asked, what are we at percentage wise, it looks like we are above the 37%?	Mr. Saldana answered, we have come in right about 34-36% gross. So, the minimum is what kicked in.	2/26/2020
2/26/2020	8.	E. Martinez	In reference to approve issuing a Request for Proposals (RFP) for a Bus and Bench Advertising Three-Year Contract with Two 1-Year Options, Mr. Martinez inquired about the new benches, and not being able to advertise on those benches, is that just lost revenue?	Mr. Saldana answered, yes, we have to decide if we want to replace it with benches that we can use for advertising or a bench that may better suit our purpose. As we have an RFP for amenities out we are looking at these options.	2/26/2020

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/26/2020	6.	A. Bauman	In reference to the Request for Proposals (RFP) for the National Transit Database Passenger Miles Travelled Sampling Surveys, Ms. Bauman asked, who does these surveys, do we do these in house or do we have someone outside do them for us, or are we required to hire specific people?	Mr. Robinson responded, that we have done both in the past. This year since we are doing a 100% check, we are going to hire a team to help us.	2/26/2020
2/26/2020	6.	D. Leyendecker	In reference to the Request for Proposals (RFP) for the National Transit Database Passenger Miles Travelled Sampling Surveys, Mr. Leyendecker asked, how much money is budgeted for this?	Mr. Robinson responded, that we have \$62,500 budgeted for this.	2/26/2020
2/26/2020	6.	A. Jimenez	In reference to the Request for Proposals (RFP) for the National Transit Database Passenger Miles Travelled Sampling Surveys, Ms. Jimenez asked, how long does it take to complete this project once the contract is issued?	Mr. Robinson responded, that we will conduct the survey in the fall when we see the highest ridership. It normally takes a month to complete once we start.	2/26/2020
2/26/2020	6.	A. Jimenez	In reference to the Request for Proposals (RFP) for the National Transit Database Passenger Miles Travelled Sampling Surveys, Ms. Jimenez asked, if we get the data back and if they enter it directly into the system?	Mr. Robinson replied that, the system be developed into a database so that we can use it for a number of reasons. We will also be using it to figure out where shelter amenities and other bus stop amenities need to be placed throughout the system.	2/26/2020
2/26/2020	7.	M. Woolbright	In reference to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts, Mr. Woolbright asked, if these vendors are doing a good job?	Mr. Robinson replied, yes, they are doing a good job.	2/26/2020

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/26/2020	7.	A. Jimenez	In reference to Exercise Option Year 1 on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts, Ms. Jimenez asked, are all of these local?	Mr. Robinson replied, yes four of the ten are local.	2/26/2020
2/26/2020	6.	M. Woolbright	Mr. Woolbright asked, can we get an update on the SURGE?	Ms. Montez replied, there was an incident in Ohio and the National Safety Board issued a cease and desist of the service throughout the United States so they can investigate. The vehicle hit a curb and the person slipped off of the seat. It is a Nationwide shut down so they can investigate.	2/26/2020



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE

BOARD OF DIRECTORS

DATE: Wednesday, April 1, 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	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	0 min.	-----
<p>NOTE: For meetings of the Corpus Christi Regional Transportation Authority (CCRTA); Board of Directors Meeting or Board Committees, Public Comment may be provided, in writing, in the form of an e-mail limited to 1,000 characters or by using this Public Comment, and shall be e-mailed to the e-mail address provided here at: dlinnehan@ccrta.org, and 5 minutes prior to start of meeting.</p> <p>The written Public Comment will be provided to members of the CCRTA Board of Directors for consideration and review for that meeting and shall be placed into the record of that specific meeting.</p>				
6.	Update – CCRTA’s COVID-19 Response	J. Cruz-Aedo	5 min.	-----
7.	Discussion and Possible Action to Approve the Meeting Minutes for the following: a) Administration & Finance Committee Minutes of February 26, 2020 b) Operations & Capital Projects Committee Minutes of February 26, 2020 c) Board of Directors Meeting Minutes of March 4, 2020	E. Martinez	5 min.	Pages 1-3 Pages 1-3 Pages 1-5
8.	Discussion and Possible Action to Approve a Contract with Cassidy & Associates, Inc. for Federal Legislative Consulting Services from June 2020 until June 2023 with Two One-Year Options	J. Cruz-Aedo	5 min.	Pages 1-2 PPT Attachment A
9.	Discussion and Possible Action to Authorize the Chief Executive Officer and CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit	R. Saldaña	5 min.	Pages 3-4 PPT Attachment B

	Administration (FTA) Fiscal Year 2020 Certifications and Assurances			
10.	Discussion and Possible Action to Approve Exercising the Two-Year Option for General Legal Services	R. Saldaña	5 min.	Page 5 <i>PPT</i>
11.	Discussion and Possible Action to Approve Exercising the First Option Year on Individual Contracts to Multiple Vendors for Bus Parts Supply	D. Majchszak	5 min.	Pages 6-7 <i>PPT</i>
12.	Presentations: a) February 2020 Financial Report b) February Procurement Update c) February 2020 Safety & Security Report d) February 2020 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	5 min. 5 min. 5 min. 5 min.	Pages 8-17 <i>PPT</i> <i>PPT</i> <i>PPT</i> Pages 18-27 <i>PPT</i>
13.	CEO's Report	J. Cruz-Aedo	10 min.	-----
14.	Board Chair's Report	E. Martinez	10 min.	-----
15.	Adjournment	E. Martinez	1 min.	-----
16.	Information Items: a) Member Inquiry Forms: 1. Board Meeting–March 4, 2020 2. Committees Meetings–February 26, 2020			

Total Estimated Time: 1 hr., 21 min.

On **Friday, March 27, 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.