



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

# AGENDA MEETING NOTICE

## Committees

**DATE:** Wednesday, May 27, 2020

**TIME:** 8:30 a.m. Administration & Finance Committee Meeting, and  
Operations & Capital Projects Committee Meeting  
(estimated at 9:30 a.m., although to be held immediately  
following the Administration & Finance Committee Meeting)

**LOCATION:** Staples Street Center  
602 North Staples Street, 2<sup>ND</sup> Floor Board Room • Corpus Christi, TX

### ADMINISTRATION & FINANCE COMMITTEE

**PATRICIA DOMINGUEZ (Chair)**

Lynn Allison ~ George Clower ~ Glenn Martin ~ Michael Reeves

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----
2.	Safety Briefing	M. Rendón	2 min.	----
3.	Receipt of Conflict of Interest Affidavits	P. Dominguez	2 min.	----
4.	Opportunity for Public Comment 3 min. limit – no discussion	P. Dominguez	3 min.	----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, SPACE MAY BE LIMITED FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and <b>MUST</b> be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 22, 2020	P. Dominguez	3 min.	Pages 1-5
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System	R. Saldaña	3 min.	Pages 6-7 PPT
7.	Adjournment	P. Dominguez	1 min.	----

Total Estimated Time: 16 min.

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### OPERATIONS & CAPITAL PROJECTS COMMITTEE

**DAN LEYENDECKER (Chair)**

Anne Bauman ~ Anna Jimenez ~ Philip Skrobarczyk ~ Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	D. Linnehan	2 min.	----



2.	<b>Safety Briefing</b>	M. Rendón	2 min.	----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	D. Leyendecker	2 min.	----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	D. Leyendecker	3 min.	----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, SPACE MAY BE LIMITED FOR INDIVIDUALS ATTENDING THE MEETING.</b></p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and <b>MUST</b> be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Finance Committee Meeting Minutes of April 22, 2020	D. Leyendecker	3 min.	<b>Pages 1-5</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing and Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits	D. Majchszak	3 min.	<b>Pages 6-7 PPT</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields	D. Majchszak	3 min.	<b>Page 8 PPT</b>
8.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for Eight (8) Transportation Supervisor and Support Vehicles	D. Majchszak	3 min.	<b>Page 9 PPT</b>
9.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuing an Invitation for Bids (IFB) for a CNG Defueling Station	D. Majchszak	3 min.	<b>Pages 10-11 PPT</b>
10.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two (2) Year Option on the Contract with Brad Hall & Associates for Diesel Fuel Supply	D. Majchszak	3 min.	<b>Page 12 PPT</b>
11.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year on the Contract with Bridgestone Tire Operations, LLC for Bus Tire Leasing and Services.	D. Majchszak	3 min.	<b>Pages 13-14 PPT</b>
12.	<b>Adjournment</b>	D. Leyendecker	1 min.	----

**Total Estimated Time: 31 min.**

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On **Friday, May 22, 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 Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.



**Vision Statement**

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





CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 22, 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 Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP
6. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies
7. Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC
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 Windstorm and Hail Insurance for Fiscal Year 2020-2021
9. Action to Recommend the Board of Directors to Adopt the Revised 2020 Emergency Preparedness Policy
10. Action to Adopt the Revised 2020 Emergency Preparedness Plan
11. 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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Ms. Patricia Dominguez called the meeting to order at 8:32 a.m., and called Roll and Ms. Dena Linnehan stated a quorum was present.

**Board Members Present** Patricia Dominguez, Committee Chair, Lynn Allison, George Clower, Glenn Martin and Michael Reeves. All board members attended remotely.

**Board Members Absent** None.

**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Rita Patrick, Mike Rendón and Robert Saldaña.

**Public Present** None at this time due to COVID-19 Pandemic. Public Comment has been made available online to the Public on the CCRTA website at the following link:

<https://www.ccrtta.org/news-opportunities/agendas/>





### **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 Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Contract for State Legislative Consulting Services for a Three-Year Period Effective June 2020, and a One 2-Year Option with Longbow Partners, LLP**

Mr. Jorge Cruz-Aedo commented on the background for legislative consulting services for the agency. He said not only do we have a federal consultant in Washington, D.C., we also have the need for a State of Texas legislative consultant. In the past Longbow Partners, LLP group in Austin has represented the agency with the consultant Mr. Tristen Castaneda, assigned to CCRTA. He said they have done a remarkable job and we are very pleased with their services. After several discussions with them, we have agreed upon a 5-year base contract, with one 2-year option term upon board approval. He continued to say they have submitted a work plan which represents the interests of the agency very well, and stated over the 3-year period would increase only \$6,000 in the 3 session years, and not in the non-session years. The total of \$222,000 would be for the first 3 years of the contract, with a \$500 a month expense allowance provided to them. He said if they respond to additional requests by the agency, additional expenses could be approved by the CEO above and beyond the \$500 to ensure there are no expenses they could not cover. He asked for questions and recommended their approval.

**MS. LYNN ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE A CONTRACT FOR STATE LEGISLATIVE CONSULTING SERVICES FOR A THREE-YEAR PERIOD EFFECTIVE JUNE 2020, AND A ONE 2-YEAR OPTION WITH LONGBOW PARTNERS, LLP. MR. GEORGE CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

### **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for On-Board Automated Passenger Counters (APC) System for Bus Fleet to Passio Technologies**

Mr. Robert Saldaña stated that annually the agency is required to produce passenger trip miles into data and submit this data to the NTD (National Transit Database) reporting, and is how the government projects the agency's federal funding monies. He said we currently track passenger counts manually and compare it to fare ridership for accuracy, and this is labor intensive and also creates room for human error. Mr. Saldaña commented on background work done where a Request for Proposals (RFP) was issued January 23, 2020, although was structured as an On-Board Automated Passenger Counter (APC) system for 15 buses, and included installation, sensors and cameras, software maintenance, training, and a warranty. A chart was displayed on a slide to show the breakdown details of the bidders, and Passio Technologies scored the highest at 65.20 points at \$112,037 for the contract. He said the contract would be funded using 5339





Formula grant monies of 80/20. Mr. Saldaña recommended this vendor and asked the board for approval.

**MR. MIKE REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT FOR ON-BOARD AUTOMATED PASSENGER COUNTERS (APC) SYSTEM FOR BUS FLEET TO PASSIO TECHNOLOGIES. MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Extending the Bus and Bench Advertising Contract until December 31, 2020 with Iconic Sign Group, LLC**

Ms. Rita Patrick commented this item with board approval will extend the current contract with Iconic Sign Group. She said the agency contracted both bus and bench advertising with Iconic in 2015 in a 3-year base contract and two 1-year options with the last option expiring July 27, 2020. Ms. Patrick said board priority aligns with Transparency. She commented that Iconic's services with the agency have been excellent and by extending their contract to December 31, 2020, this would allow us to delay issuance of Request for Proposals (RFP) request for bus and bench advertising. Ms. Patrick provided the reasons for this request in that due to the current impact of the COVID-19 Pandemic, advertisers are unable to pay monthly contracts resulting in a significant loss of revenue. She said with the long-term impacts of the virus still yet to be determined, if an RFP was issued at this time, there could be little or no participation, and a possibility of long-term reduction in the revenue for the agency.

Ms. Patrick stated that the contract is at 37 percent revenue with no minimum. A slide shown provided the financial history of revenue costs from 2017 to 2019 between Iconic and the agency. She also commented the contract has allowed the agency to expand its revenue stream to provide the transit riders quality transportation, security and customer service. In addition, they also help with removal of graffiti and general appearance of the advertisement itself. Ms. Patrick recommended to the board and asked for their approval of the extension of this contract. She also displayed a slide detailing the bus and bench inventories.

**MR. REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE EXTENDING THE BUS AND BENCH ADVERTISING CONTRACT UNTIL DECEMBER 31, 2020 WITH ICONIC SIGN GROUP, LLC. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2020-2021**

Mr. Mike Rendón commented on the board priority aligning with Safety and Security. He provided background of the agency's windstorm and hail insurance coverage being underwritten through Carlisle Insurance for a one-year term. The parent company is Acrisure, LLC dba Carlisle Insurance and the agency contracted with Carlisle for the past two years from 2018-2019, and again for 2019-2020. The 2019-2020 premium of \$92,589 for the agency's assets covered expires on July 27, 2020. Mr. Rendón recommended the board to approve this request so the agency can move forward to issue the RFP for windstorm and hail insurance coverage for the 2020-2021 fiscal year.





**MR. REEVES 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 WINDSTORM AND HAIL INSURANCE FOR FISCAL YEAR 2020-2021. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2020 Emergency Preparedness Policy**

Mr. Rendón spoke on the highlights of the policy and read excerpts directly from it. He also commented on the table on the last page as being the most important of the phases of the policy. He recommended the board to approve this policy for 2020.

**MS. ALLISON MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT THE REVISED 2020 EMERGENCY PREPAREDNESS POLICY. MR. MARTIN SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2020 Emergency Preparedness Plan**

Mr. Rendón commented on the background and that the agency, in the event of an emergency situation, has a responsibility to provide service to the citizens of all small cities in our service areas. He stated once Corpus Christi city and Nueces County activate the emergency operation center, the agency has representatives serving at both emergency center locations. The agency immediately suspends fares and evacuees may proceed to any bus stop to travel to transfer stations to be transported to dedicated buses to the Natatorium, with the rural area evacuees transported to Richard M. Boarchard Fairgrounds. He said our contractor MV Transportation provides this service and includes the B-Line paratransit services. Mr. Rendón commented that as long as the wind speeds of 35 mph or less are attained, buses will continue to transport evacuees. He also commented once the wind speed is more than 35 mph and water levels increase for flooding, the agency's service levels will be suspended and the City will process evacuees at the Natatorium.

He provided a slide with pre-landfall actions taken once the Chief Executive Officer (CEO) declares the Emergency Response Plan is activated and what roles the essential and non-essential employees are to follow. Mr. Rendón said MV Transportation and the agency buses pre-positioned at four separate locations to minimize exposure and damages to our equipment. For the potential post-landfall actions, the agency transports county jail inmates from the annex to the Nueces County Jail, Corpus Christi Fire Department fire fighters from the FEMA Dome to the Natatorium along with all Emergency Operation Center (EOC) staff to the Corpus Christi Airport complex. He stated there are staged buses as security barriers for possible dignitaries also at the CC Airport complex. Mr. Rendón mentioned the agency's fleet has had two separate visits from the U.S. President, and one from the U.S. Vice President.

As he continued with phases of return to duty, the agency will reverse service once the City of Corpus Christi declares an All Clear and when evacuees may come back to their areas. The dedicated buses will transport the evacuees from the Natatorium to the transfer stations where they will ride regular bus routes to their homes. The agency's employees will all report to work at



the start of the next regularly scheduled shift, and anyone who is unable to report must call and talk with a supervisor or manager. He stated this Plan is an internal plan of what the agency requirements are to execute during an emergency situation. Mr. Rendón recommended the board approve the adoption of the annual 2020 Emergency Preparedness Plan.

**MR. REEVES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ADOPT THE REVISED 2020 EMERGENCY PREPAREDNESS PLAN. MR. CLOWER SECONDED THE MOTION. THE MOTION CARRIED. DOMINGUEZ, CLOWER, MARTIN AND REEVES VOTING IN FAVOR. ABSENT NONE.**

**Adjournment**

There being no further review of items, the meeting adjourned at 9:15 a.m.

Submitted by: Dena Linnehan





**Subject:** Award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System

**Background**

CCRTA provides paratransit, demand response, and commuter route services to the City of Corpus Christi and its member cities. CCRTA's services approximately 5.4 Million passenger trips each year, and is currently using an outdated IVR system. The IVR System is known as the RIDELINE on our website and marketing documents.

**Identified Need**

With the Board of Directors approval, a Request for Proposals (RFP) was issued on March 4th, 2020, structured as an Interactive Voice Response (IVR) System purchase with warranty and installation. The proposals were received from Enghouse Transportation, Information Logistics, Aumtech, Vocantas and Mnet. These proposals were evaluated for:

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

The table below represents the results of the evaluation.

<b>Firms</b>	<b>Subtotal - Maximum Points (80 Points Max.)</b>	<b>Cost (20 Points Max.)</b>	<b>Totals - Maximum Points 100</b>	<b>Price (Total Cost)</b>
<b>Enghouse Transportation</b>	<b>73.80</b>	<b>20</b>	<b>93.80</b>	<b>\$151,920</b>
<b>Information Logistics,Inc</b>	<b>69</b>	<b>6.87</b>	<b>75.87</b>	<b>\$442,559.74</b>
<b>Aumtech,Inc</b>	<b>58</b>	<b>11.13</b>	<b>69.13</b>	<b>\$272,960</b>
<b>Vocantas,Inc</b>	<b>49.80</b>	<b>18.85</b>	<b>68.65</b>	<b>\$161,155</b>
<b>Mnet,Inc</b>	<b>57.80</b>	<b>9.49</b>	<b>67.29</b>	<b>\$320,103.16</b>

The firm that was deemed as being the best overall value is Enghouse Transportation which has been in the business for 35 years and specializes in many transit enterprise systems which include scheduling, dispatching, workforce management, operations and transit telecommunications.

**Disadvantaged Business Enterprise**

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

**Financial Impact**

Funds for the Interactive Voice Response (IVR) System were identified in the MIS 2020 Capital Budget using funding provided by the VTCLI Grant with an 80/20 match. The total cost for the Interactive Voice Response (IVR) System is \$151,920.

**Board Priority**

The Board Priority is Innovation.

**Recommendation**

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a Contract to Enghouse Transportation for an Interactive Voice Response (IVR) System

Respectfully Submitted,

Submitted by: David Chapa  
Director of IT

Reviewed by: Robert Saldaña  
Managing Director of Administration

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





**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 22, 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 Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving**
6. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Bus Engine Supplier Contract to French Ellison Truck Center**
7. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800**
8. **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800**
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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Mr. Dan Leyendecker called the meeting to order at 9:22 a.m., called Roll and stated a quorum was present.

**Board Members Present** Dan Leyendecker, Committee Chair, Anne Bauman, Anna Jimenez and Philip Skrobarczyk. All board members attended remotely.

**Board Members Absent** Matt Woolbright.

**Staff Present** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Rita Patrick, Mike Rendón and Robert Saldaña.

**Public Present** None at this time due to COVID-19 Pandemic. Public Comment has been made available online to the Public on the CCRTA website at the following link:

<https://www.ccrta.org/news-opportunities/agendas/>



### **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 Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve Issuing an Invitation for Bids (IFB) for Parts Inventory Storage Cabinets and Shelving**

Mr. Derrick Majchszak stated this item aligns with the board priority Public Image & Transparency. He provided background information of 3 parts clerks and 1 leader, parts inventory of approximately \$865K and utilization of heavy-duty storage cabinets. Mr. Majchszak said the shelving and storage cabinets support the agency's fleet of 70 buses for preventative maintenance and any necessary repairs. Cabinets are well over 35 years and have significant wear and tear of daily usage. Mr. Majchszak stated the item is budgeted for \$150K in the 2020 CIP and is partially funded by grants from the 5307 Formula Funds. He commented the local match of \$30K with the 5307 funds match of \$120K. Mr. Majchszak recommended the board approve the issuance of the IFB.

**MS. ANNA JIMENEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING AN INVITATION FOR BIDS (IFB) FOR PARTS INVENTORY STORAGE CABINETS AND SHELVING. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Bus Engine Supplier Contract to French Ellison Truck Center**

Mr. Derrick Majchszak commented the items aligns board priority of Budget as Service Delivery aligns with Budget. Background information noted that as part of the Federal State of Good Repair (SOGR) Best Practices, the agency is required to maintain their assets to original equipment (OEM) standards, perform oil analysis testing to monitor and identify wear and tear of engines and internal part, and that engine overhauls are performed by the agency to meet the useful life thresholds. He said the CNG fleet is powered by an 8.9 Liter Cummins Engine. Mr. Majchszak commented the agency is proactive in their preventative maintenance procedures that mitigate major engine failures, safeguarding the CNG valve recessions, and maintain the EPA emissions standard as required.





He continued to address the need for replacement engines of 20 replacements in this year, with 15 replacements in 2020. Mr. Majchszak said the CNG fleet consists of 6 – 2012 Gillig CNG buses and 29 – 2015 Gillig CNG buses. This award to French Ellison Truck Center will be a One (1) Year base contract and a 1-year option. He also commented the agency budgeted \$815,020 in the 2020 CIP. He said the expenditure is now \$766,500 due to lower than expected bid, and is partially funded by grant 5307 Formula Funds at 80 percent, or \$613,200, with the agency's portion being 20 percent, or \$153,300. Mr. Majchszak also mentioned French Ellison Truck Center was the sole bidder. He recommended the board approve the one-year contract with a one year option.

**MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD THE BUS ENGINE SUPPLIER CONTRACT TO FRENCH ELLISON TRUCK CENTER. MS. JIMENEZ SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Shelter Amenities Contract to Tolar Manufacturing, Inc. in an amount not to exceed \$598,800**

Ms. Sharon Montez commented the board priority aligns with Facilities. She presented background information of the agency's 1,343 bus stops, 198 Tolar shelters and sun shade structures, 951 benches, 12 Simme brand seats and 860 trash receptacles in our service areas. Ms. Montez stated the agency has a shelter program consisting of a maintenance program and an expansion/replacement program in place for our shelter amenities. As she continued, the Board previously awarded a contract to A. Ortiz Construction and Paving, Inc, in November last year for shelter refurbishment. She said Ortiz and the agency's Facilities maintenance crew have completed 33 bus stop shelters to date, and are near the 5-month mark on the first year of the contract. Ms. Montez stated our goal is to have 66 amenities completed each year. Also, as part of the shelter expansion program, we budgeted funds for an additional 40 shelters to be completed in 2020 to 198 shelters currently in place. Ms. Montez said our goal is to add to the existing number of shelter amenities within a 10-year period, so we have 700 bus stops with these amenities in place.

She added information regarding the Request for Proposals (RFP) issuance in January this year where we received three bids on March 10, 2020. This RFP is for procurement of 40 shelters, advertising benches, 44-gallon trash receptacles and solar lighting. She said each bid was evaluated for bus shelter design, experience and past performance, maintenance and durability, responsiveness to the RFP, delivery and price. A slide presented a table with the bid details of the evaluations and Tolar Manufacturing, Inc. scored the highest points at 98.33 for a total cost of \$598,800. She provided additional





background information on this firm who has worked with other transit agencies throughout the U.S. Ms. Montez also commented one of the agency's bus stop shelters previously purchased from Tolar, is located adjacent to the Dr. Hector P. Garcia Clinic. She said the agency will be ordering 40 additional shelter sets that include the 13-foot shelter and a matching 6 foot bench with raised separator bars, solar lighting and one 44-gallon trash receptacle. This item has no DBE goal to meet.

The agency's portion for this project is a 20 percent local match of \$119,760 with the Federal funds of 80 percent being \$479,040. Ms. Montez stated the total cost will be \$598,800, and the remaining balance of \$76,274 will be used for the Simme brand seats and standalone beacon lighting for current bus stops that do not have lighting. She recommended for the Board to approve the award of contract to Tolar not to exceed \$598,800.

**MS. JIMENEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A SHELTER AMENITIES CONTRACT TO TOLAR MANUFACTURING, INC. IN AN AMOUNT NOT TO EXCEED \$598,800. MR. SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Power Washing of the Transfer Stations to Phoenix Clean not to exceed \$121,800**

Ms. Sharon Montez commented stated this item aligns with the board priority Facilities. Background information she provided of our four transfer stations; Robstown, Southside, Port Ayers and the Staples Street station. Ms. Montez commented that prior to the current Pandemic, stations were being pressure washed once a month with our custodial staff cleaning them twice a day. She said now with the highly contagious spread of the COVID-19, we are strengthening all of the agency's cleaning processes. Current Facilities staff does not have enough personnel to increase frequencies of pressure washing the stations, and a decision was made to hire a contractor to support our staff for at least the next 3 months.

As part of the process, a Request for Quote (RFQ) was issued with four proposals received, and one of the bidders quoted a once-a-week service schedule with none of the other bid options being quoted. Ms. Montez presented a table to show the details of cleaning of all four stations that included weekly frequency, square footage and the bidder costs. She said the firm of Phoenix Clean offered the lowest quote for the three-month period and stated a few of their customers have been American Bank Center, Charter Bank, Flint Hills and Walmart. No DBE goal for this project, and total cost for the contract award will be \$121,800. Also, as part of the financial support from the FTA during the COVID-19 pandemic, the cost will be submitted for reimbursement through the federal grant that has already been allocated to the agency. Ms. Montez recommended the





Board to approve this award of contract to Phoenix Clean for power washing the transfer stations.

**MR. SKROBARCZYK MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT FOR POWER WASHING OF THE TRANSFER STATIONS TO PHOENIX CLEAN NOT TO EXCEED \$121,800. MS. ANNE BAUMAN SECONDED THE MOTION. THE MOTION CARRIED. LEYENDECKER, BAUMAN, JIMENEZ, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Adjournment**

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

Submitted by: Dena Linnehan



**Subject:** Authorize Issuing an Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) Kits

### **Background**

RTA currently operates a fleet of 70 Gillig buses on our fixed route services, and staff is requesting to retrofit 52 of these buses with Ultraviolet Germicidal Irradiation (UVGI) kits. These UVGI kits will be installed in the HVAC system and will treat the air as it is pulled through the HVAC system.

RTA seeks to provide an environment that is clean of harmful bacteria and viruses for our bus operators and customers. UVGI technology has been proven to be 93 to 99.9 percent effective in killing a variety of harmful bacteria, mildew, mold, fungi, pathogens, and viruses including but not limited to; Coronaviruses, Influenza, H1N1, and MRSA.

### **Identified Need**

The Ultraviolet Germicidal Irradiation (UVGI) kits will add another layer of protection for our bus operators and customers. Retrofitting CRTA buses with an UVGI system will greatly reduce viruses, bacteria, mold, mildew, fungi and harmful pathogens such as COVID-19 by breaking down their DNA as air passes through the HVAC system.

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

The estimated total cost for this project is \$264,950. This project is expected to qualify for a full 100 percent grant funding under CARES act.

### **Board Priority**

The Board Priority is Safety & Security.

### **Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing an Invitation for Bids (IFB) for Ultraviolet Germicidal Irradiation (UVGI) kits.



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:** Authorize Issuing an Invitation for Bids (IFB) for Driver Safety Shields

**Background**

RTA currently operates a fleet of 70 Gillig buses on our fixed route services, and staff is requesting to retrofit 63 of these buses with an advanced Driver Safety Shield. These vehicles have recently been equipped with acrylic barriers that were designed and installed by our vehicle maintenance team. These barriers were installed to provide our bus operators with an additional level of protection from COVID-19 and other bacterial and viral threats.

**Identified Need**

The existing barriers are only intended to provide additional protection from bacterial and viral threats. Prior to COVID-19, the primary threat to a bus operator was the risk of a physical assault. The purchase and installation of Driver Safety Shields will provide our bus operators with protection from potential physical assaults, assaults using weapons, and from bacterial and viral threats.

**Disadvantaged Business Enterprise**

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

**Financial Impact**

The estimated total cost for this project is \$443,240. This project is expected to qualify for a full 100 percent grant funding under the CARES act.

**Board Priority**

The Board Priority is Safety & Security.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve issuing an Invitation for Bids (IFB) for Driver Safety Shields.

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:** Award Issuing an Invitation for Bid (IFB) for Eight (8) Transportation Supervisor and Support Vehicles

**Background**

RTA Transportation Supervisors and staff operate non-revenue support vehicles to travel throughout the 846 square mile CCRTA service area to provide street supervision and assistance to operators, customers, and overall service to include; detours, weather, special events, accidents/incidents, service interruptions etc. Additionally, Transportation Supervisors and staff respond to police incidents associated with CCRTA; safety and security, vehicle collision, unexpected closures etc.

**Identified Need**

Several SUV Transportation support vehicles have met their useful life and in need of replacement in order to avoid excessive maintenance costs and disruptions to daily operations.

**Disadvantaged Business Enterprise**

Staff will review DBE and collaborate with the successful bidder to pursue DBE participation.

**Financial Impact**

Total expenditures for Eight (8) SUV Transportation Supervisor and Support Vehicles is estimated to be \$392,000 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$78,400. and a federal estimated cost of \$313,600. This project is contingent upon the award of 5307 funding.

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve Issuing an Invitation for Bid (IFB) for Eight (8) Transportation Supervisor and Support Vehicles.

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:** Approve Issuing an Invitation for Bids (IFB) for a CNG Defueling Station

**Background**

The RTA currently owns and operates a fleet of 110 CNG powered vehicles. The Maintenance Department conducts periodic CNG system and tank inspections with two employees who are certified CNG fuel storage inspectors. These inspections help ensure the fleet is in safe operating condition and that we maintain compliance with all EPA and Railroad Commission of Texas standards.

**Identified Need**

The Maintenance Department is responsible for maintaining the fleet of CNG vehicles. In the event a CNG fuel tank or related infrastructure needs repair, the CNG must be removed from the fuel tanks before any repair work may commence. The agency does not currently have the ability to safely discharge CNG from the vehicle fuel tanks with a defueling station. A grounded CNG Defueling Station will help ensure the RTA is safely maintaining our fleet while remaining compliant with the Railroad Commission of Texas guidelines and industry best safety practices.

**Disadvantaged Business Enterprise**

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

**Financial Impact**

The CNG Defueling Station project is budgeted for \$60,000.00 and is a 2020 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$12,000, and a federal estimated cost of \$48,000. The project is contingent upon the award of 5307 funding.

**Board Priority**

This Board Priority aligns with Safety & Security.

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to approve issuing an Invitation for Bid (IFB) for a CNG Defueling Station.



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:** Exercise the Two (2) Year Option on the Contract with Brad Hall & Associates for Diesel Fuel Supply

**Background**

The RTA requires approximately 155,464 gallons of diesel fuel annually to operate the fixed-route diesel buses. In compliance with the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the RTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

On June 7 of 2017, the Board of Directors awarded a diesel supply contract to Brad Hall & Associates with a three (3) year base contract and a two (2) year option following Board approval.

**Identified Need**

A diesel fuel supply agreement assures that the RTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of diesel fuel.

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with Brad Hall & Associates to pursue DBE participation, including subcontracting opportunities.

**Financial Impact**

Total amount of expenditures will be determined on actual usage. Expenditures in 2019 were \$333,810.58. Funds are budgeted in FY2020 Operating Budget.

**Board Priority**

This Board Priority aligns with Public Image & Transparency

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Two (2) Year Option on the contract with Brad Hall & Associates for Diesel Fuel Supply.

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:** Authorize Exercising the Second Option Year with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Services

### **Background**

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

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

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

### **Identified Need**

On June 1, 2016, the Board of Directors approved the award of a contract for Bus Tire Leasing and Services to Bridgestone Americas Tire Operations, LLC. The contract is structured as a three-year base with two (2) one-year options, with the option years requiring Board of Directors approval. The Board of Directors authorized exercising the first option year on May 1, 2019.

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

### **Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with Bridgestone Americas Tire Operations, LLC to pursue DBE participation, including subcontracting opportunities.

### **Financial Impact**

Total estimated cost is \$228,161.58 and is budgeted in the FY2020 Operating Budget. Actual expenditures are determined by usage.

- Estimated annual tire lease: \$152,357.58
- Estimated annual tire specialist service charge: \$75,804.00

<b>Bus Tire Leasing and Service Charges</b>				
DESCRIPTION	LEASE RATE PER MILE	ESTIMATED FLEET MILES	ESTIMATED COST PER TIRE	ESTIMATED FLEET LEASE <b>(INCLUDES SPARES)</b>
Tire Lease	\$ 0.00647	3,344,716	\$ 309.15	\$ 152,357.58
DESCRIPTION	SERVICE CHARGE RATE	OPTION YEAR MONTHS	ANNUAL SERVICE CHARGE	
Service Charge	\$ 6,317.00	12	\$ 75,804.00	
<b>Option Year Two, Estimated Total Cost</b>				<b>\$ 228,161.58</b>

**Board Priority**

This item aligns with the Board Priority – Public Image and Transparency

**Recommendation**

Staff requests the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Second Option Year on the contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Services.

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