

AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, February 3, 2021

TIME: 8:30 a.m.

LOCATION: Staples Street Center – 2ND Floor Boardroom (602 North Staples St., Corpus Christi, TX)

BOARD OF DIRECTORS OFFICERS

EDWARD MARTINEZ, Chairman
Michael Reeves, Vice Chairman (Adm)
Dan Leyendecker, Board Secretary (Ops)

BOARD OF DIRECTORS MEMBERS

<u>Administration & Finance</u>	<u>Operations & Capital Projects</u>
Patricia Dominguez (Chair)	Anna Jimenez (Chair)
Lynn Allison	Anne Bauman
Dan Leyendecker	Glenn Martin
Eloy Salazar	Michael Reeves
Philip Skrobarczyk	Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Linnehan	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	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST 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>				
6.	Safety & Security Award Recognitions a) CCPD Officer of the Year – Gilbert Casas b) Security Officer of the Year – Michael Perry	M. Rendón	3 min.	-----
7.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of January 6, 2021	E. Martinez	3 min.	Pages 1-9
8.	CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.		5 min.	Pages 1-7
	<p>a) Action to Enter into an Agreement with Frost Bank for Safekeeping Services of Securities (pgs. 1-2)</p> <p>b) Action to Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations (pg. 3)</p> <p>c) Action to Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Services (pgs. 4-5)</p> <p>d) Action to Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Filters (pgs. 6-7)</p>			
9.	Update on CCRTA's Response to COVID-19	J. Cruz-Aedo	5 min.	<i>PPT</i>
10.	Update on 2021 System Changes	G. Robinson	5 min.	<i>PPT</i>

AGENDA MEETING NOTICE

11.	Presentations: a) December 2020 Financial Report b) Procurement Update c) December 2020 Safety & Security Report d) December 2020 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	Pages 8-19 PPT <i>PPT</i> <i>PPT</i> Pages 20-29 PPT
12.	CEO's Report	J. Cruz-Aedo	10 min.	-----
13.	Board Chair's Report	E. Martinez	10 min.	-----
14.	Discussion (in CLOSED SESSION) and Possible Action Thereafter in Open Session Concerning: a) CEO Evaluation and Employment Agreement	E. Martinez	10 min.	-----
15.	Adjournment	E. Martinez	1 min.	-----
	Information Items: a) Member Inquiry Forms 1. Board Meeting–January 6, 2021			

Total Estimated Time: 1 hr., 21 min.

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On **Friday, January 29, 2021** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

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

Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JANUARY 6, 2021**

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. Announcement of CCRTA Board of Directors Committee Appointments by the Board Chair and Action to Confirm Committee Appointments
7. Heard Briefing on Port Ayers Transfer Station Reconstruction Project
8. Heard Update on CCRTA's Response to COVID-19
9. Action to Approve the Board of Directors Meeting Minutes of December 2, 2020
10. Action to Approve the FY2021 Budget Workshop Meeting Minutes:
 - a) 072220 – Budget Workshop #1
 - b) 080520 – Budget Workshop #2
 - c) 082620 – Budget Workshop #3
 - d) 090220 – Budget Workshop #4
 - e) 092320 – Budget Workshop #5
 - f) 102820 – Budget Workshop #6
11. Action to Approve the FY2021 Operations & Capital Budget Public Hearing Meetings Minutes:
 - a) 103020 – Public Hearing #1
 - b) 110420 – Public Hearing #2
12. Action to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance. This will be a Three-Year Agreement with One 2-Year Option
13. Action to Award a Contract to Mako Contracting, LLC for Bear Lane Bus Parking Lot Improvements
14. Heard Presentations –
 - a) November 2020 Financial Report
 - b) November Procurement Update
 - c) November 2020 Safety & Security Report
 - d) November 2020 Operations Report
15. Heard CEO's Report
16. Heard Chairman's Report
17. Adjournment
18. 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

Chairman Edward Martinez called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.



Board Members Present

Edward Martinez, Board Chair; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; Directors – Lynn Allison, Anne Bauman, Patricia Dominguez, Anna Jimenez, Glenn Martin, Eloy Salazar, Philip Skrobarczyk and Matt Woolbright.

Board Members Absent

None.

Staff Present

Jorge G. Cruz-Aedo, CEO; Dena Linnehan, Derrick Majchszak, Robert Martin, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson and Robert Saldaña.

Public Present

Mr. Roland Barrera, Roland Barrera Insurance.

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 three exits to the Board of Directors room, to the back by the kitchen, my immediate right, and to the back of this boardroom. He said during an emergency you will utilize the west side door, report to the clock tower adjacent to the transfer station, Ms. Linnehan will account for the Board of Directors members, and that he will make sure everyone exits properly. Mr. Rendón also commented do not use the elevator, do not return to the building unless an 'all clear' has been given, and if we have to shelter in place, we will shelter in place in the west side of the building.

Action to receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

None received online or in-person. Public Comment has been made available online to the Public on the CCRTA website at the following link below. No online comments were received.

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

Held Announcement of CCRTA Board of Directors Committee Appointments by the Board Chair and Action to Confirm Committee Appointments

Chairman Edward Martinez commented once a year we have the prerogative of assigning committee appointments and moving folks around and for 2021, I have made some modifications. If each of you will keep your ears open, I will read the committees appointments for 2021. He stated for the Administration & Finance Committee, Director Patricia Dominguez will continue to be the Committee Chair, and Directors Lynn Allison, Dan Leyendecker, Eloy Salazar and Philip Skrobarczyk will be on this committee. Chairman Martinez said for the Operations & Capital Projects Committee, Director Anna Jimenez will become the Committee Chair, and Directors Anne Bauman, Glenn Martin, Michael Reeves and Matt Woolbright will be on this committee. Chairman Martinez also stated that the members will also be required to confirm these appointments by a vote.

DIRECTOR ELOY SALAZAR MADE A MOTION TO CONFIRM THE COMMITTEE APPOINTMENTS AS STATED BY CHAIRMAN MARTINEZ. VICE CHAIRMAN MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES,



**SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT
NONE.**

Held Briefing on Port Ayers Transfer Station Reconstruction Project

Ms. Sharon Montez presented on this project. She commented on the background in 2017 when the Agency purchased the Kleberg Bank and surrounding property. Ms. Montez said the bank requested a leaseback on the property for 18 months which expired at the end of May 2019. The Agency applied for a competitive Federal Transit Administration (FTA) grant in 2017 and 2018 to reconstruct the Port Ayers Transfer Station, and we were not selected for a grant in 2017. CCRTA hired Cassidy and Associates in 2019 to assist with review of the grant prior to submittal and guide us during the grant submittal process. She said in late 2019 the agency was notified we had been selected to receive a competitive grant for three projects submitted. Construction cost for the Port/Ayers reconstruction is estimated at \$5,811,645. Ms. Montez stated the FTA notified us that a 106 Environmental Review had to be completed because federal funds would be used, and that the building was built in 1969. She mentioned this 106 environmental review is a very lengthy process. Ms. Montez displayed a slide with a timeline of steps completed to-date.

She commented that after presentations, conference calls with FTA and the Texas Historical Commission (THC), strategies selected by both parties was to issue a request for proposals (RFP) for the sale/use of the bank and 68 parking spaces during a two-year time frame to give interested parties an opportunity to purchase the property. She stated that if the property was not purchased during the two-year timeframe, then the CCRTA would demolish the bank and repurpose the land for future development. Several slides of pictures of the site and area were shown.

Ms. Montez provided another slide with a timeline of steps that needed to forward progress for the project's design and construction as approved by the FTA who will also reach out to the THC to let them know there is no-impact strategy for the bank and surrounding parking. Once the CCRTA receives a letter from the FTA, we will move forward with the issuance of a request for qualifications for the architectural services and design services. Ms. Montez stated upon completion of design services, an IFB for construction will be issued and award and we estimate a start date in the Fall of 2021.

Heard Update on CCRTA's Response to COVID-19

Mr. Jorge Cruz-Aedo commented that 2020 has been a very interesting year where we have had a reduction in ridership, especially the last few months nearly into the 50 to 60 percentile, and the ridership being down, the riders we do have, need the service. Another thing this year has affected is budgets and we have been fortunate to have received the CAREs Action funding, and just recently received notice that the agency is eligible for the second round of COVID funding waiting to find out how much it will be. Mr. Cruz-Aedo stated for 2021, our emphasis will be to stay the course through the year. He said we will continue to provide extra security officers onsite and law enforcement, and the possibility to enhance those programs once we identify how much new money we are going get as part of the second round of funding. He commented we want to obviously communicate to the community what is happening at the RTA so we can build confidence that we are a clean and safe environment to use, and again we are getting the latest technology on all of our equipment and supplies that will help us fight COVID. Mr. Cruz-Aedo stated that we monitor our employees with their health programs, and in particular, are working currently right now either with the county, and with Christus Spohn to see when, or how we can get our employees vaccinated for COVID 19. He said we encourage this although not requiring, and the possibly to extend the benefit to the employee's immediate family members so that the whole family is vaccinated by the CCRTA. Mr. Cruz-Aedo said we also want to ensure that employees have all of the PPEs that is necessary, and that we follow all of the protocols that are



established for COVID 19. He said we will continue to monitor the community to see the services that we need to be offering to help build the service back up to where it was prior to COVID 19.

A slide of a table was displayed to show the service the agency has maintained and never closed. He commented that as an indication of the ridership you can see at the 53 and 42 percentiles, depending on the days of service, have really affected the frequency of service and the quality of service and that is not as available as it used to be.

He said in the new Administration Pandemic Plan, there is going to be a call for at least 100 days of wearing masks in all federal and governmental facilities. He commented they will also distribute the vaccinations at an accelerated rate, although right now it is a little traumatic way to try to get things done, and we do not want to wait in line because we have to drive buses and fix buses, and do this quickly and so we are trying to work through all of that. Mr. Cruz-Aedo stated the key in 2021 is to mitigate the spread of COVID 19 and much emphasis of what we do from a healthcare perspective and we will also be monitoring what ridership demands we have. He said the one thing that all of us in transit are pretty much agreeing to, is the transit that was pro-COVID 19, is going to look different post-COVID 19, and we want to be in the position to be able to respond to the demands of our ridership and be able to provide the services that our community deserves.

Action to Approve the Board of Directors Meeting Minutes of December 2, 2020

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 2, 2020. VICE CHAIRMAN MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve the FY2021 Budget Workshop Meeting Minutes: a) 072220 – Budget Workshop #1; b) 080520 – Budget Workshop #2; c) 082620 – Budget Workshop #3; d) 090220 – Budget Workshop #4; e) 092320 – Budget Workshop #5; f) 102820 – Budget Workshop #6

BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO APPROVE THE FY2021 BUDGET WORKSHOP MEETING MINUTES: A) 072220 – BUDGET WORKSHOP #1; B) 080520 – BUDGET WORKSHOP #2; C) 082620 – BUDGET WORKSHOP #3; D) 090220 – BUDGET WORKSHOP #4; E) 092320 – BUDGET WORKSHOP #5; F) 102820 – BUDGET WORKSHOP #6. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve the FY2021 Operations & Capital Budget Public Hearing Meetings Minutes: a) 103020 – Public Hearing #1 and b) 110420 – Public Hearing #2

VICE CHAIRMAN REEVES MADE A MOTION TO APPROVE THE FY2021 OPERATIONS & CAPITAL BUDGET PUBLIC HEARING MEETINGS MINUTES: A) 103020 – PUBLIC HEARING #1 AND B) 110420 – PUBLIC HEARING #2. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN,



**REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR.
ABSENT NONE.**

Action to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance. This will be a Three-Year Agreement with One 2-Year Option

Chairman Martinez let the Board know he would move a few items around so that Mr. Roland Barrera of Roland Barrera Insurance was able to present before the other items due to Mr. Barrera's time constraints. Mr. Jorge Cruz-Aedo commented on this item with a little background information and said in 2013, as the administrative chief to the CEO that we consider soliciting qualifications for an individual to help the agency with our self-insured health program. Mr. Cruz-Aedo commented that over the past several years we have engaged with the solicitation, and selected Mr. Roland Barrera back in 2013 as the individual with the most skills with our individual healthcare program. Mr. Cruz-Aedo said that with this contract, we have also added the risk management because we needed the expertise with our health program, as well as our insurance programs, and just general risk management of looking at our facilities and customer service areas that we have, bus stops to be sure that they are in as safe of a condition as possible. Mr. Cruz-Aedo stated this has been a tremendous aid because this individual works very closely with me, obviously, yet also works very closely with Mr. Rendón, our Safety and Security, and Risk Manager. He commented this has been a complement to the service, and that the contract and the savings over time have reached near a million dollars, and I know Mr. Barrera will be discussing some of that.

Mr. Cruz-Aedo said that because of the uniqueness of risk management insurance and healthcare programs, he finds this contract especially beneficial since most of our staff are transit people and not necessarily healthcare providers or claims administrators. He stated that we are recommending a new contract with Roland Barrera Insurance (RBI), without going for another request for qualifications. He added that he asked Mr. Barrera to put together a few slides to kind of illustrate the things that are actually going on daily with this contract. He then introduced Mr. Barrera who gave a presentation.

Mr. Barrera said it is a privilege to be here for you today, obviously many of you know that I have had a long history with the agency dating back to 1999. He commented when I tell the story, I've actually learned more as an administrator sitting on your side and/or policymaker sitting on your side on financing healthcare than I was learning, what the insurance companies were telling you and so that way we came to something that was very productive. He went over the services RBI provides to include renewals and requests for proposals for a third party administration, long and short term disability, life insurance, voluntary product offerings, Texas Municipal League (TML), and he said his staff, also manages the relationship with the carriers that RBI is the one that integrate with them. Mr. Barrera said along with his staff, they handle the coverage and eligibility issues with several of the agency's employees. Should there be complex cases that require some claims resolutions where an individual has a difficulty whether getting a claim paid or access to a provider, RBI has a great relationship with Christus Spohn, and also with pharmacy benefit management. He said we also provide legislative updates formally on a regular basis, and also provide benefits statements and communication. There is an online portal we provide so that way we can communicate to your employees on your behalf, particularly with certain items, and sometimes we will integrate those with items that, not necessarily related to our contract, but informs that the staff asks us to send out to all of the employees. Mr. Barrera stated with the technology resources he indicated regarding the online enrollment portal communicates to the employees. This way when this comes in, we review it and authorize it to get paid and we make sure it is exactly what you are receiving.



He said they also review monthly, profit and loss statements to ensure that claims are being paid accurately and to monitor any trends. Another item we handle is to do payroll deduction discrepancy reviews with staff in regard to, a result of the online enrollment portal we provide. He also added RBI does the bill reconciliation services for the Go365 wellness program.

Mr. Barrera continued with other services RBI includes as part of their contract for the Benefit Administration system to coordinate with CCRTA Staff, EASE and Carriers Entrust, United Healthcare, Minnesota Life and the Humana Go365. Mr. Barrera also commented they have an attorney on staff for review of the plan documents, ACA compliance, Section 125 premium for the Purchase Plan, COBRA, HIPAA and Medicare Part D. Other wellness program services include the engagement report review, newsletter, and online support.

He mentioned RBI provides continuity of various insurance and benefit program, compliance, technology and wellness support, and strengthens overall management of all the services that are listed in the agreement. He stated the estimated cost per year is \$60K and is budgeted in the FY2021 Operating Budget under the Human Resources Department. Mr. Barrera spoke on a few complex cases where RBI was able to keep the agency from getting into a risky situation with a provider that would have jeopardized coverage. Another case was where RBI was able to automate payroll deductions for a coverage that had some discrepancies, and received a refund from a vendor back to the agency. He spoke on another case of a monthly drug costing in the thousands and RBI negotiated the stop loss and were able to renegotiate the plan so the individual would have another option to purchase. This ended up saving the agency \$600K.

Mr. Barrera commented that in the 20 years, RBI has actually improved the benefits and been able to maintain a budget that fits with inflation. RBI continues to fine-tune and find any additional savings throughout the plan. Mr. Barrera presented a slide with pictures of his staff and provided a bio on each one. Several board members commended Mr. Barrera and his Staff for the great job they continue to do for the CCRTA.

DIRECTOR LYNN ALLISON MADE A MOTION TO ISSUE A PROFESSIONAL SERVICES AGREEMENT FOR HEALTH CARE CONSULTING/RISK MANAGEMENT SERVICES WITH ROLAND BARRERA INSURANCE. THIS WILL BE A THREE-YEAR AGREEMENT WITH ONE 2-YEAR OPTION. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Award a Contract to Mako Contracting, LLC for Bear Lane Bus Parking Lot Improvements

Ms. Sharon Montez commented this item aligns with the Board Priority of Facilities – Safety & Security. She provided background information in 2019 where the FTA announced the opportunity to apply for funding under the grants for Buses and Bus Facilities Infrastructure Investment Program. The CCRTA submitted 3 projects for the grant funding and was awarded fully funding for all 3 projects where the Bear Lane Bus Parking Lot Improvement project was one of the three. She stated that the Bear Lane facility was purchased in the mid-80's and had been previously owned by a trucking company. Ms. Montez mentioned the original concrete in the parking lot was 5-inches thick, and to properly support buses, the requirement is for 8-inch thick concrete. She mentioned over the years sections have been replaced with the correct thickness of 8 inches, and now with the new grant funding, other areas will be improved.



The scope of work will be to remove 4,900 sq. yds. of existing concrete and base, construct new 8-inch concrete pavement section including 8-inch of limestone base and compacted subgrade. It will also include replacement of a section of the security fence with new posts, re-striping pavement in these areas, re-installation of fencing loop detectors in replacement areas, and is expected to take 6 months to complete once construction begins. A slide was presented with the analysis of the IFB that was issued on October 26, 2020, and 3 responsive bids received December 7, 2020. Mako Contracting, LLC submitted the lowest responsive bid at \$683,962, has been in business since 2012 and located in Corpus Christi.

Ms. Montez commented there is a 7 percent DBE participation goal, and the contractor who meets and exceeds this goal with a commitment of 10.1 percent for the contract. Engineer costs estimate is \$802,480, is federally funded at 80 percent, or \$547,169.60 and 20 percent local funds, or \$136,792.40.

DIRECTOR SALAZAR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF DECEMBER 2, 2020. BOARD SECRETARY LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) November 2020 Financial Report

Mr. Robert Saldaña reported on highlights for the month of November total expenses exceeded revenues by \$363,539 which typically happens in the last quarter when we are winding down projects, operating revenues at 100 percent and departmental operating expenses at 8 percent under budget. He said the first column is our annual budget, the second column is our actual for the month, and then our third column, which is the middle column, is our budget for the month. Mr. Saldaña said the total revenues for November are at \$3.3M, and total expenses for the month at \$3.7M, or \$383,539 over revenues. Mr. Saldaña reported the \$3.1M revenue line items has the bulk coming from sales tax at \$2.5M. He said this is a projected number as sales tax revenues will come in tomorrow or Friday for the actual, as we receive our sales tax 2 months in arrears for reporting. He said you add in the capital grants and donations and transfer-ins, gives us the \$3.3M for total revenues. He provided a slide with a pie-chart breakdown for each category and the amounts and percentages for the month for revenues. He reported that expenses' \$2.7M totals bulk comes from salaries of \$1.09M.

For year-to-date numbers, he said we are at 92 percent for the 11 months of the year, passenger service revenues collected are 62 percent of our budget, Staple Street Center leases collected are at 100 percent, and total departmental expenses came in at \$2.7M, under than budget. He said with staff reacting to the COVID crisis and making some adjustments, we have been able to save about \$2.7M from projected expenses. Year-to-date revenues are \$51M with \$48M being for operational expenses and a big portion \$15.3M coming from our CAREs Act monies, and \$2.5M of capital funding. He said for operating expenses total of \$38.4M with \$33.8M being for operating expenses and \$4.6M of capital projects we have done to-date. Mr. Saldaña commented the agency is \$12.7M to the good for year-to-date expenditures with the bulk coming from the CAREs Act funding getting us over the top, or \$15.3M we have pulled down in operation expenses. He detailed a table by category by line share of the year-to-date revenues totaling \$51M on a budget of \$56M. He presented a slide with the breakdown of COVID reimbursements to-date by line item total of \$16M, less fare revenue received and total grant reimbursement



of \$15,359,362M which is the grant award we received for operational expenses. He provided a slide with a pie-chart breakdown for each category for year-to-date along with the amounts and percentages for expenses. He reported that expenses' \$29.9M totals and the bulk comes from salaries and benefits of \$22M. He commented on the trend in fuel pricing. In September 2020 we received \$3M and last year we received \$2.7M, and a comparison of budget to actual, we budgeted \$3.3M and came in at \$3.0M or a \$325,065 savings in sales tax.

b) November Procurement Update

Mr. Saldaña reported there are no current solicitations for November. He said for the 3 Month Outlook, there are 3 procurements; Insurance Consulting Services at \$180, Life and AD&D Insurance for a three-year contract with two one-year options at \$90,150, and Occupational Medical Services at \$96K three-year contract with two one-year options. He reported for the CEO's Signature Authority of less than \$50K we have 5 items; Labor and Employment Law 1-year agreement at \$40K; Labor and Employment Law 1-year agreement at \$40K, Heavy Duty Vehicle Filters at \$43,566 one year agreement, Towing Services at \$26,734 three-year agreement and Server Support Services one-year agreement at \$19K. He said we still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi not to exceed \$6,100.

c) November 2020 Safety & Security Report

Mr. Mike Rendón commented for the month of November collision rate was 1.06, and there were 2 preventable vehicle collisions, and for year-to-date, we are at 0.81 percent. He said for the month we are averaging 40 to 50 individuals entering the building, and during the holidays and it has increased to 75. Mr. Rendón said that Greyhound Bus has had the increased movement. For the stats on quality of life is at 205, or 35.4 percent and for contacts with individuals, there were 692. Our security guards here continue to enforce the mask requirement and social distance to make sure everybody is safe in this area.

He said for the Robstown K-9 unit, they help us twice for the month and sometimes three times a month to do a health and welfare checks at all transfer stations. He said they board buses, and we only performed one in the month of December because of the holidays. Mr. Rendón commented that recently 11 police officers on the Robstown unit tested positive. He said we talked to chief, who assured us that during the day and evening officers still patrol our station in Robstown, which was good to hear. He said Sgt. Gilbert Casas with CCPD here at Staples Street and the officers not only provide for customers and employees but also assist our community. He commented once a week we ride with them and also my assistant John Esparza, to see what they are doing, how they communicate with the individuals. It is not just patrolling and being a police officer but also protecting, being proactive with our community customers and of course our staff

d) November 2020 Operations Report

Mr. Gordon Robinson commented for the month of November and reported just over 195K passenger trips in total, revenue service hours were 21,921, or 24.2 percent less, and the revenue service miles were 330,271, or 25.2 percent less. Mr. Robinson said although ridership continues to be adversely impacted by the pandemic, November is down by nearly 53 percent than last year. Mr. Robinson said in terms of where we are, we are lower than the prior years for good reasons, with the COVID 19 pandemic. He commented the breakdown by mode overall is at minus 42.5 percent and just remember this includes the months of January and February, part of March before the pandemic really hit. In terms



of measuring costs per passenger you can see the 3RD quarter results here and for rural services, Paisano Transit recorded 24 rides and REAL transported no individuals in coordination with the CCRTA. He reported ridership has been consistent across all months so that is something we are going to keep tracking through end of the year, and have will the 4TH quarter results coming up here shortly. Mr. Robinson said for on time performance there were no issues there, and YTD ridership has decreased by 42.5 percent as compared to last year with the yearly decrease of 2,062,592 rides less. Mr. Robinson stated 9 out of 32 fixed route services are being impacted by construction projects, and our B-Line service performance metric has been waived to support social distance methods. He said the November MBRC at 6,849 does meet the standard requirement of 6,500 but is below the 13-month average of 11,587 by 4,738 miles. Compared to November of last year there is a difference of 7,179 miles.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented February is the month that you all of you will evaluate the CEO's performance. He said he asked our attorney, Mr. John Bell, to help evaluate this using the criteria we had the year before and give everybody a heads up on this opportunity. Mr. Cruz-Aedo stated we will have closed session discussions as have been done in the past, and we are working with our IT Department to make sure all technology is working correctly for these discussions.

Heard Chairman's Report

Chairman Martinez opened his time for board members to comment. Board Secretary Leyendecker commented he is looking forward to a better 2021. Director Allison commented she is grateful to the staff for all of their efforts in spite of this difficult time. She also said if we could get the Board Retreat on the calendar as soon as it is safe. Director Patricia Dominguez commented to keep up the good work. Director Anna Jimenez wished everyone a Happy new year, thanked everyone for their hard work, and continue to stay safe, social distance, wear your masks and thank you. Director Glenn Martin reiterated the hard work we are doing and he is ready to get back to meeting together. Director Salazar wished everyone Happy New Year, said it is difficult to meet in person, but would just like to see people's expressions when I make my comments sometimes and it is difficult with the virtual meeting to see you, some of them do not show their face, he said he is optimistic in getting his vaccine shot on January the 15th because I am over 65 and I look forward to in the next 45 days. Director Woolbright commented commended staff on the good job on the Barrera contract. He said he believes that this is good diligence, good use of tax dollars and so he wanted to commend the agency for finding value even when money was available and giving ourselves extra cushion is a great thing. He said for all others, Happy New Year and hopes 2021 is a little bit less crazy than 2020, and that he is very much looking forward to getting back to in-person meetings and the kind of life as we know it.

Adjournment

There being no further review of items, the meeting adjourned at 10:08 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 3, 2021

Subject: Approve Entering into Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities

Background

The current banking contract with Frost Bank does not include Safekeeping Services. This service has now become necessary as we move to a laddered portfolio strategy that will stagger the maturity dates of the Authority's investments in accordance with the desired cash flows and the requirements of Board Approved Investment Policy.

Frost Bank is the official depository bank for CCRTA and is under a three-year base contract that expires December 31, 2021 with an option to extend for an additional two-year term through December 31, 2023. Linda Patterson with Patterson Associates is the Authority's Investment Advisor under contract through December 31, 2021.

For protection and control purposes, best practices prescribe the following measures for complying with requirements necessary to achieve the greatest protection.

1. Separation of the safekeeping function from the investment function. This assures that the party other than the seller of the investment is providing for the transfer and safekeeping of the securities. This allows for investment transactions to be settled on a delivery-versus-payment (DVP) basis, whereby a secure delivery and payment occur simultaneously.
2. The safekeeping functions at Frost Bank are completely separate from where the depository cash assets that are being held which also enhances controls.
3. Specific internal controls are in place to separate the functions of the investing activities, the trade purchasing and the recording of transactions into the Authority's accounting system. Internal security mechanisms are in place to allow certain staff members to have full access while providing limited access to others in order to ensure the efficient operations throughout this process.
4. Investment Officers must maintain PFIA Public Funds Investment Training requirements.

Identified Need

The Safekeeping Services must be in place in order to begin the investment trading process. The primary functions from these services will provide:

1. Safekeeping of Securities: maintain proper indicia of ownership, valuation, accounting, and reporting of assets owned by CCRTA in both physical and electronic format along with security certificates.
2. Trade Processing: tracking, settling, and reconciling assets that are acquired and disposed of by CCRTA through prescribed instructions from CCRTA's delegated authority. This will include:
 - A new bank account

- On-line access to bank account by designated users. Some users will have viewing access in order to obtain information from trading confirmations and statement of holdings necessary to record the transactions in the financial accounting system of the Authority. Others will have full access in order to execute trades.

The documents that are required by Frost Bank in order to effectuate this service are listed below, and are being provided as attachments to this memo.

- Safekeeping Agreement
- Addendum to Safekeeping Agreement – Rider
- Addendum to Safekeeping Agreement – Online access
- Signature card for new required bank account
- Collateral Signature Card
- Resolution for designating a new depository account and naming users
- Addendum to Safekeeping Fees – listing rates

The Agreements contain a termination clause that requires a 10-day advance written notice which is standard in the industry. It is the intention of staff to have the term of this service correspond with the same terms of the current banking contract with Frost Bank for the depository services.

Financial Impact

The fees for the year 2021 consist of fixed and variable costs. The variable costs are determined by the level of trading activities. The 2021 costs are estimated at \$2,500, and fully funded with local funds that are budgeted in the 2021 Approved Budget of the Finance Department.

Board Priority

This item aligns with Board Priority – Transparency.

Disadvantaged Business Enterprises (DBE)

This item is not federally funded.

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting held on January 27, 2021.

Recommendation

Staff request that the Board of Directors Approve Entering into an Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities and to execute the banking documents necessary to effectuate the services.

Respectfully Submitted,

Submitted by: Sandy Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority



Resolution

Resolution to Approve Entering into an Agreement with Frost Bank for Safekeeping Services of CCRTA's Securities and to Execute the Banking Documents Necessary to Effectuate the Services

WHEREAS, the Corpus Christi Regional Transportation Authority (the "CCRTA") is required to designate from time to time a depository for the safekeeping of securities and authorize persons to deposit, withdraw and otherwise deal with such securities;

NOW THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD OF DIRECTORS THAT:

Section 1. The CCRTA hereby designates Frost Bank to be its depository for the safekeeping of securities.

Section 2. The CCRTA is authorized to enter into a Safekeeping/Custody Services Agreement with Frost Bank upon such terms and conditions as may be approved by the CEO and the individuals listed below are hereby authorized in the name and on behalf of the CCRTA to deposit securities, to withdraw and otherwise deal with same, all pursuant to the provisions of said agreement, subject to the limitations provided below:

Jorge-Cruz Aedo	CEO	Full Access
Robert Saldana	MDOA	Full Access
Sandy Roddel	DOF	Full Access
Daniel Benavidez	Comptroller	Full Access
Angelica Acevedo	Accountant	Viewing Access Only
Linda Patterson Investment	Advisor	Viewing Access Only
Rikki Ramirez	Investment Advisor Assistant	Viewing Access Only

DULY PASSED AND ADOPTED this 3RD day of February, 2021.

CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Edward Martinez
Chairman of the Board

The undersigned Assistant Secretary hereby certifies that the foregoing is a true copy of a resolution duly adopted by the Board of Directors at a meeting duly held on February 3, 2021, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with this Resolution.

Dated: February 3, 2021.

Assistant Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 3, 2021

Subject: Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations

Background

In January 2019 an RFP was issued for Security Services at the Staples Street Center and Bear Lane Operations Facilities. On June 5, 2019, the Board approved and awarded a 5-year contract in the amount of \$1,797,846 to SEC-OPS Security and was budgeted in the 2019 CIP.

Identified Need

Due to the homeless population loitering at and around the transfer stations, Staff request a modification to the agreement in order to add additional hours for non-commissioned security guards at the transfer stations for the safety of our customers and our community. Over the past 10 months this issue has been a concern especially during this pandemic. In November and December additional security guards worked the Port/Ayers Transfer Station that helped in keeping our customers safe. The security guards schedule will be 10 hours per day at \$21.21 per hour, and additional number of hours added to the agreement will be 7,920 hours.

Financial Impact

The total cost for this additional service is \$180,067.40 and funding will be supplied by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 Grant.

Schedule (Mon-Sat / 10 Hrs/Day)	Hours Requested	Hourly Rate	Sub-Total	Administrative Costs	Total Costs
7:00 am – 5:00 pm	7,920	\$21.21	\$167,983.20	\$12,084.20	\$180,067.40

Board Priority

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

Committee Review

This item was discussed and approved at the Administration & Finance Committee meeting on January 27, 2021.

Recommendation

Staff request that the Board of Directors Approve a Modification to the SEC-OPS Security Guard Service Agreement to Add Additional Hours for Non-Commissioned Security Guards at our Transfer Stations.

Respectfully Submitted,

Reviewed by: Miguel Rendón
Director of Safety & Security

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 3, 2021

Subject: Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Service

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

The current contract with Bridgestone Americas Tire Operations, LLC for Bus Tire Leasing and Service will expire in August of 2021.

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.

The Bus Tire and Leasing Services Invitation for Bid (IFB) is structured as a three (3) year base contract with two (2) one-year options following Board approval.

Disadvantaged Business Enterprise

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

Financial Impact

The projected cost for the three (3) year base contract is \$685,623.56. Expenditures will be determined on actual usage. Funds will be budgeted within the Operating Budget for each year.

- Includes estimated annual tire lease services (420 lease tires)
- Includes estimated annual full-time tire specialist service charge for onsite personnel to maintain the fleet.

Bus Tire Leasing and Services			
Year	Est. Lease Costs	Est. Service Costs	Est. Total Costs
1	\$ 149,958.85	\$ 60,000.00	\$ 209,958.85
2	\$ 162,214.02	\$ 66,000.00	\$ 228,214.02
3	\$ 175,450.68	\$ 72,000.00	\$ 247,450.68
Total			\$ 685,623.56

Board Priority

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

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting on January 27, 2021.

Recommendation

Staff requests that the Board of Directors approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Service.

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

February 3, 2021

Subject: Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Vehicle Filters

Background

The RTA purchases the majority of filters needed to maintain the Fixed Route buses utilizing an Invitation for Bid (IFB) process. The Heavy-Duty Vehicle Filters bid represents 11-line items of filters. The vendors will be asked to submit bids for individual filters based on expected usage during a twelve-month period at our current service levels.

Heavy-Duty Vehicle Filters were specified to meet minimum requirements as outlined in the vehicle service manual by Cummins Inc. RTA's fixed-route buses utilize Cummins Compressed Natural Gas (CNG) and Diesel engines, of which half are still under a manufacturer's warranty. Any non-compliance with the engine manufacturer could result in denial of warranty services and claims.

Identified Need

The RTA utilizes OEM filters to ensure the state of good repair for the fleet. In addition, following this process clearly demonstrates to the original OEM manufacturers that we are performing our preventative maintenance of our fleet according to their specifications. This keeps the fleet in compliance with all warranty protocols meeting the OEM's standards for maintaining our assets.

The current contract with French-Ellison Truck Center for Heavy-Duty Vehicle Filters will expire in April of 2021. A new contract ensures a steady supply of Heavy-Duty Filters are available for Shop Technicians to maintain our fleet in a state of good repair.

The Heavy-Duty Filters Invitation for Bid (IFB) is structured as a three (3) year base contract with a two (2) year option following Board approval.

Disadvantaged Business Enterprise

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

Financial Impact

This is a firm price supply agreement for Heavy-Duty Vehicle Filters. The projected cost for the three (3) year base contract is \$132,803.91, but expenditures will be determined on actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funds are budgeted in the FY2021 budget.

Heavy-Duty Filters		
Year	Est. # of Filters	Estimated Cost
1	1846	\$ 40,782.24
2	1846	\$ 44,046.37
3	1846	\$ 48,002.30
Total	5538	\$ 132,830.91

Board Priority

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

Committee Review

This item was discussed and approved at the Operations & Capital Projects Committee meeting on January 27, 2021.

Recommendation

Staff requests that the Board of Directors approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Vehicle Filters.

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: December 2020 Financial Report

SUMMARY: Results from all Activities Compared to Budget

Total Revenues reported for the month of **December** totaled **\$3,333,340** of which **\$3,005,088** is income from the **Operating Budget** and **\$328,252** from the **Capital Budget**. The revenues from the **Operating Budget** reached **107.29%** of the **\$2,800,971** budget expectation, generating **\$204,117** more than forecasted. Out of the seven (7) sources included in this revenue category, 80.59% of total revenue came from sales taxes as indicated in the below illustration.

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue – Estimated due to 2 month lag	\$ 2,421,928	80.59
2	Other Operating Revenue	432,013	14.38
3	Passenger Service	87,915	2.93
4	Staples Street Center Lease Income	40,753	1.35
5	Bus Advertising	14,709	0.49
6	Investment Income	5,092	0.17
7	Grant Assistance Revenue	2,678	0.09
	Total	\$ 3,005,088	100.00

Another significant revenue source came from other operating revenues, which include the 2020 federal fuel tax credit of **\$420,296**. The remaining revenue sources recorded fare revenues at **57.31%**, while bus and bench advertising reached **111.20%** of the **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.

The **Investment Portfolio** closed the month of December with a Market Value of **\$45,878,278**, an increase of **\$18,502,829** from the end of 2019 which closed at **\$27,375,449** and largely due to the Authority's response to the pandemic and the federal funding received from the Cares Act. In comparison to the Market Value ending in November, the Market Value for December increased by **\$414,372**, of which \$5,092 is due to the interest earnings for the month while the remaining \$409,280 is primarily due to the timing of invoice payments.

Sales tax allocation is estimated at **\$2,421,928** and represents the amount equal to the same period in 2019 to remain conservative. The estimate is necessary since allocations lag two months behind and will not be received until February 2021.

Month Revenue was Recognized	2020 Actual	2019 Actual	\$ Growth	% Growth
January (actual)	\$ 2,532,147	\$ 2,567,060	\$ (34,913)	-1.36%
February (actual)	2,593,497	2,533,698	59,799	2.36%
March (actual)	2,856,393	2,969,520	(113,127)	-3.81%
April (actual)	2,463,919	2,776,441	(312,522)	-11.26%
May (actual)	2,791,009	2,862,654	(71,645)	-2.50%
June (actual)	3,348,797	3,371,490	(22,693)	-0.67%
July (actual)	2,744,819	3,169,718	(424,899)	-13.40%
August (actual)	2,792,247	2,970,409	(178,162)	-6.00%
September (actual)	3,024,935	2,759,470	265,465	9.62%
October (actual)	2,792,637	2,891,664	(99,027)	-3.42%
November (actual)	2,616,619	2,583,995	32,624	1.26%
December (estimate)	2,421,928	2,421,928	-	0.00%
	\$ 32,978,947	\$ 33,878,047	\$ (899,100)	-2.65%

The **Sales Tax revenue payment of \$2,616,619 for November** was received January 8, 2021, exceeded the budget estimate by \$32,624. The payment included the allocation from internet sales of \$25,141 and an increase of 10.06% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$262,294**. Retailers started collecting sales tax on internet sales October 1, 2019.

October 2019	\$10,059		
November 2019	12,664	25.89%	increase from prior month
December 2019	14,454	14.13%	increase from prior month
January 2020	17,773	22.96%	increase from prior month
February 2020	13,611	23.41%	decrease from prior month
March 2020	18,756	37.80%	increase from prior month
April 2020	16,441	12.34%	decrease from prior month
May 2020	19,191	16.73%	increase from prior month
June 2020	26,538	38.28%	increase from prior month
July 2020	20,267	23.63%	decrease from prior month
August 2020	21,522	6.19%	increase from prior month
September 2020	23,033	7.02%	increase from prior month
October 2020	22,844	0.82%	decrease from prior month
November 2020	25,141	10.06%	increase from prior month

The sales tax revenue over the last five years' averages to **76.80%** of total income. In 2019 Sales Tax Revenue represented 88% of total revenues. For the majority of 2020, sales tax revenue collected in comparison to other revenue has been significantly lower than normal due to the CARES funding. Sales tax typically 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 detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for December 2020:

Operating Revenue – December 2020 and Year-To-Date – Revenue Composition

Revenue Source	December 2020	%	YTD	%
Passenger Service	\$ 87,915	2.64%	\$ 1,140,636	2.09%
Bus Advertising	14,709	0.44%	128,874	0.24%
Other Revenue	432,013	12.96%	684,039	1.25%
Sales Tax Revenue	2,421,928	72.66%	34,503,413	63.26%
Grants - Operating	2,678	0.08%	15,931,812	29.21%
Grants - Capital	328,252	9.85%	1,488,575	2.73%
Investment Income	5,092	0.15%	181,431	0.33%
SSC Lease Income	40,753	1.22%	486,486	0.89%
Total Revenue	\$ 3,333,340	100.00%	\$ 54,545,266	100.00%

December 2020 Revenue – Operating and Capital Funding and Transfer-In

	12/2020				
	2020 Adopted Budget	December 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 87,915	\$ 153,393	4.78%	57.31%
Bus advertising	158,731	14,709	13,228	9.27%	111.20%
Other operating revenues	622,779	432,013	51,898	69.37%	832.42%
Sales Tax Revenue	37,762,468	2,421,928	2,421,928	6.41%	100.00%
Federal, state and local grant assistance	874,476	2,678	72,873	0.31%	3.67%
Investment Income	565,803	5,092	47,150	0.90%	10.80%
Staples Street Center leases	486,015	40,753	40,501	8.39%	100.62%
Total Operating Revenues	42,310,982	3,005,088	2,800,971	7.10%	107.29%
Capital Grants & Donations	12,631,327	328,252	328,252	2.60%	100.00%
Transfers-In	1,763,046	146,921	146,921	8.33%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 3,480,261	\$ 3,276,144	6.14%	106.23%

Year-to-Date 2020 Revenue – Operating and Capital Funding and Transfer-In

	12/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,840,710	\$ 1,140,636	\$ 1,840,710	61.97%	61.97%
Bus advertising	158,731	128,874	158,731	81.19%	81.19%
Other operating revenues	622,779	684,039	622,779	109.84%	109.84%
Sales Tax Revenue	37,762,468	34,503,413	33,878,047	91.37%	101.85%
Federal, state and local grant assistance	874,476	15,931,812	874,476	1821.87%	1821.87%
Investment Income	565,803	181,431	565,803	32.07%	32.07%
Staples Street Center leases	486,015	486,486	486,015	100.10%	100.10%
Total Operating Revenues	42,310,982	53,056,691	38,426,561	125.40%	138.07%
Capital Grants & Donations	12,631,327	1,488,575	1,488,575	11.78%	100.00%
Transfers-In	1,763,046	1,763,046	1,763,046	100.00%	100.00%
Total Revenues & Capital Funding	\$ 56,705,355	\$ 56,308,312	\$ 41,678,182	99.30%	135.10%

December 2020 Expenses

The results of all expenditure activities, including capital are presented below. 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.

December 2020 Total Expenses & Capital Expenditures

	12/2020				
	2020 Adopted Budget	December 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 2,686,756	\$ 2,967,220	7.55%	90.55%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Street Improvements	3,021,641	251,803	251,803	8.33%	100.00%
Subrecipient Grant Agreements	49,694	2,678	4,141	5.39%	64.67%
Total Operating Expenses	40,101,033	2,941,237	3,341,753	7.33%	88.01%
Grant Eligible Costs	12,631,327	328,252	328,252	2.60%	100.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 3,600,572	\$ 4,001,088	6.35%	89.99%

Year-to-Date 2020 Total Expenses & Capital Expenditures

	12/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 35,606,645	\$ 32,604,538	\$ 35,606,645	91.57%	91.57%
Debt Service	1,423,053	1,405,315	1,423,053	98.75%	98.75%
Street Improvements	3,021,641	3,021,641	3,021,641	100.00%	100.00%
Subrecipient Grant Agreements	49,694	572,450	49,694	1151.95%	1151.95%
Total Operating Expenses	40,101,033	37,603,944	40,101,033	93.77%	93.77%
Grant Eligible Costs	12,631,327	1,488,575	1,488,575	11.78%	100.00%
Depreciation Expenses	3,972,995	3,972,993	3,972,995	100.00%	100.00%
Total Expenses & Capital Expenditures	\$ 56,705,355	\$ 43,065,512	\$ 45,562,603	75.95%	94.52%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass through activities (Sub-recipients).

Accordingly, for the month of December 2020, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation. **The end of the budget year has been reached, and all departmental expenses closed the month at or below the established benchmark.**

December 2020 Departmental Expenses

Departmental Operating Expense Object Category	12/2020				
	2020 Adopted Budget	December 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 1,077,623	\$ 1,104,781	8.13%	97.54%
Benefits	5,512,012	364,052	459,334	6.60%	79.26%
Services	4,801,717	339,737	400,143	7.08%	84.90%
Materials & Supplies	3,047,462	251,253	253,955	8.24%	98.94%
Utilities	707,280	52,216	58,940	7.38%	88.59%
Insurance	454,522	35,939	37,877	7.91%	94.88%
Purchased Transportation	7,105,315	533,848	592,110	7.51%	90.16%
Miscellaneous	720,966	32,086	60,081	4.45%	53.41%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 2,686,756	\$ 2,967,220	7.55%	90.55%

2020 Year-to-Date Departmental Expenses

Departmental Operating Expense Object Category	12/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,257,370	\$ 12,569,951	\$ 13,257,370	94.81%	94.81%
Benefits	5,512,012	5,154,653	5,512,012	93.52%	93.52%
Services	4,801,717	3,519,643	4,801,717	73.30%	73.30%
Materials & Supplies	3,047,462	3,340,581	3,047,462	109.62%	109.62%
Utilities	707,280	628,574	707,280	88.87%	88.87%
Insurance	454,522	378,222	454,522	83.21%	83.21%
Purchased Transportation	7,105,315	6,609,131	7,105,315	93.02%	93.02%
Miscellaneous	720,966	403,783	720,966	56.01%	56.01%
Total Departmental Operating Expenses	\$ 35,606,645	\$ 32,604,538	\$ 35,606,645	91.57%	91.57%

Total operating expenses are within nine percentage points of the baseline expectation for year-to-date budget 2020, with monthly expenses to-date representing 91.57% of the annual budget.

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 **Benefits** as part of the allocation process.

For December 2020, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$1,077,623**, and was within 3% of the baseline expectation. The **Benefits** category also performed well against the baseline expectation with a total of \$364,052. Meanwhile the **Materials & Supplies** category appears closer the baseline expectation, but did remain below the target by just over 1%.

The cost of fuel **used** in fleet vehicles falls under the Materials & Supplies category. The cost per gallon for 2020 is \$0.70 for CNG, diesel \$1.89 and unleaded at \$1.88.

Covid-19 Expenses

Because of the accounting treatment associated with the various types of **Covid-19** purchase it is necessary to provide clarification to explain the variances between the financials and any other internal reporting sources.

The financials only report expenditures that have completed the transaction cycle. **Covid-19** expenses in the financials are either a specialized direct expenditure resulting from the pandemic or **normal operating expenses** from specific departments that have been identified by the CARES Act as reimbursable eligible expenses (this includes wages and benefits of certain departments). These expenses when submitted for reimbursement have to be reduced by the amount of fare revenue received as of the reporting period. The specialized direct expenditures flow through a special inventory account for tracking and expensed to the department budgets when the items are taken out of inventory for use. The cost of the items still in inventory are reported in the Statement of Net Position (Balance Sheet) and the items used and taken out of inventory are reported in the Operating and Capital Budget Report.

As of the December financial statements the YTD total of **\$15,359,362** has been recognized as grant revenues from the CARES Act. This represents all eligible costs less the amount of fare revenue received as of this reporting date totaling **\$690,273**.

Eligible Reimbursable Expense	Amount
Salaries	\$ 5,798,041
Benefits	2,919,098
Services	1,044,873
Materials & Supplies	1,403,118
Utilities	119,691
Insurance	63,938
Purchased Transportation	4,700,876
Total	\$ 16,049,635
Less: Fare Revenue Received	(690,273)
Total Grant Reimbursement	\$ 15,359,362
Grant Award	\$ 15,359,362
Grant Balance Available	\$ -

Fare Recovery Ratio

Description	12/31/2020	Year to Date
Fare Revenue	\$ 87,915	\$ 1,140,636
Operating Expenses*	2,686,755	31,641,214
Fare Recovery Ratio	3.27%	3.60%
*Excluding Depreciation		

Note: Same period last year (December) the FRR was 4.95%

NET POSITION

The Total Net Position at the end of the month was **\$95,178,402**, an increase of \$13,861,614 from December 2019, which is due to the combined effect of the CARES Grant funding offset by accruals for depreciation and 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 due. The purchase of an insurance policy allowed the Authority to release the existing cash reserve of \$1.6 Million which had been restricted for debt service in 2019. Of the unrestricted portion, 42% has been designated by the Board.

Of the Total Net Position of **\$95,178,402**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$41,598,484**, but only **\$24,444,979** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$17,153,505**.

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, 42% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

FUND BALANCE AS OF DECEMBER 31, 2020:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 53,579,918
Restricted for Debt Service	-
Unrestricted	<u>41,598,484</u>
TOTAL FUND BALANCE	<u><u>95,178,402</u></u>
 <u>RESERVES</u>	
Net Invested in Capital Assets	53,579,918
Designated for Debt Service	-
Designated for Operating Reserve	9,310,463
Designated for Capital Reserve	3,157,831
Designated for Local Share of CIP	3,972,993
Designated for Employee Benefits Reserve	712,218
Unrestricted	<u>24,444,979</u>
TOTAL INVESTED IN CAPITAL & RESERVES	<u><u>\$ 95,178,402</u></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 December 2020

OPERATING BUDGET	12/2020				
	2020 Adopted Budget	December 2020 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 87,915	\$ 153,393	4.78%	57.31%
Bus advertising	158,731	14,709	13,228	9.27%	111.20%
Other operating revenues	622,779	432,013	51,898	69.37%	832.42%
Sales Tax Revenue	37,762,468	2,421,928	2,421,928	6.41%	100.00%
Federal, state and local grant assistance	874,476	2,678	72,873	0.31%	3.67%
Investment Income	565,803	5,092	47,150	0.90%	10.80%
Staples Street Center leases	486,015	40,753	40,501	8.39%	100.62%
Total Revenues	42,310,982	3,005,088	2,800,971	7.10%	107.29%
Expenses					
Transportation	10,158,674	710,249	846,556	6.99%	83.90%
Customer Programs	564,293	36,210	47,024	6.42%	77.00%
Purchased Transportation	7,105,315	570,920	592,110	8.04%	96.42%
Service Development	608,237	45,662	50,686	7.51%	90.09%
MIS	1,349,557	144,194	112,463	10.68%	128.21%
Vehicle Maintenance	5,738,762	416,017	478,230	7.25%	86.99%
Facilities Maintenance	2,834,107	201,896	236,176	7.12%	85.49%
Contracts and Procurements	323,102	28,705	26,925	8.88%	106.61%
CEO's Office	1,006,761	78,939	83,897	7.84%	94.09%
Finance and Accounting	771,199	63,229	64,267	8.20%	98.39%
Materials Management	188,618	22,262	15,718	11.80%	141.63%
Human Resources	701,471	87,768	58,456	12.51%	150.14%
General Administration	595,856	31,979	49,655	5.37%	64.40%
Capital Project Management	329,103	23,313	27,425	7.08%	85.01%
Marketing & Communications	685,721	34,407	57,143	5.02%	60.21%
Safety & Security	1,449,103	109,045	120,759	7.53%	90.30%
Staples Street Center	996,766	81,800	83,064	8.21%	98.48%
Port Ayers Cost Center	-	161	-	0.00%	0.00%
Debt Service	1,423,053	-	118,588	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	2,678	4,141	5.39%	64.67%
Street Improvements Program for CCRTA Region Entities	3,021,641	251,803	251,803	8.33%	100.00%
Total Expenses	40,101,033	2,941,237	3,341,753	7.33%	88.01%
Revenues Over Expenses - Operating Budget	2,209,949	63,852	(540,782)		
CIP BUDGET					
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	146,921	146,921	8.33%	100.00%
Grant Revenue	12,631,327	328,252	328,252	2.60%	0.00%
Total Funding Sources	14,394,373	475,173	475,173	3.30%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	328,252	328,252	2.60%	0.00%
Depreciation Expenses	3,972,995	331,083	331,083	8.33%	100.00%
Total Expenditures	16,604,322	659,335	659,335	3.97%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(184,162)	(184,162)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	63,852	(540,782)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(184,162)	(184,162)		
Revenues Over Expenses (including rounding)	(0)	(120,311)	(724,944)		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended December 2020

OPERATING BUDGET	12/2020				
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A	B / A	C vs B
Revenues					
Passenger service	\$ 1,840,710	\$ 1,140,636	\$ 1,840,710	61.97%	61.97%
Bus advertising	158,731	128,874	158,731	81.19%	81.19%
Other operating revenues	622,779	684,039	622,779	109.84%	109.84%
Sales Tax Revenue	37,762,468	34,503,413	33,878,047	91.37%	101.85%
Federal, state and local grant assistance	874,476	15,931,812	874,476	1821.87%	1821.87%
Investment Income	565,803	181,431	565,803	32.07%	32.07%
Staples Street Center leases	486,015	486,486	486,015	100.10%	100.10%
Total Revenues	42,310,982	53,056,691	38,426,561	125.40%	138.07%
Expenses					
Transportation	10,158,674	9,457,938	10,158,674	93.10%	93.10%
Customer Programs	564,293	508,465	564,293	90.11%	90.11%
Purchased Transportation	7,105,315	6,945,067	7,105,315	97.74%	97.74%
Service Development	608,237	529,571	608,237	87.07%	87.07%
MIS	1,349,557	1,259,642	1,349,557	93.34%	93.34%
Vehicle Maintenance	5,738,762	4,998,248	5,738,762	87.10%	87.10%
Facilities Maintenance	2,834,107	2,682,627	2,834,107	94.66%	94.66%
Contracts and Procurements	323,102	322,142	323,102	99.70%	99.70%
CEO's Office	1,006,761	935,415	1,006,761	92.91%	92.91%
Finance and Accounting	771,199	765,594	771,199	99.27%	99.27%
Materials Management	188,618	218,277	188,618	115.72%	115.72%
Human Resources	701,471	746,600	701,471	106.43%	106.43%
General Administration	595,856	390,586	595,856	65.55%	65.55%
Capital Project Management	329,103	221,582	329,103	67.33%	67.33%
Marketing & Communications	685,721	527,841	685,721	76.98%	76.98%
Safety & Security	1,449,103	1,131,619	1,449,103	78.09%	78.09%
Staples Street Center	996,766	949,923	996,766	95.30%	95.30%
Port Ayers Cost Center	-	13,401	-	0.00%	0.00%
Debt Service	1,423,053	1,405,315	1,423,053	98.75%	98.75%
Special Projects	200,000	-	200,000	0.00%	0.00%
Subrecipient Grant Agreements	49,694	572,450	49,694	1151.95%	1151.95%
Street Improvements Program for CCRTA Region Entities	3,021,641	3,021,641	3,021,641	100.00%	100.00%
Total Expenses	40,101,033	37,603,944	40,101,033	93.77%	93.77%
Revenues Over Expenses - Operating Budget	2,209,949	15,452,747	(1,674,472)		
CIP BUDGET					
	2020 Adopted Budget	YTD 2020 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A	B / A	
Funding Sources					
Transfer In	\$ 1,763,046	1,763,046	1,763,046	100.00%	100.00%
Grant Revenue	12,631,327	1,488,575	1,488,575	11.78%	0.00%
Total Funding Sources	14,394,373	3,251,621	3,251,621	22.59%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 12,631,327	1,488,575	1,488,575	11.78%	0.00%
Depreciation Expenses	3,972,995	3,972,993	3,972,993	100.00%	100.00%
Total Expenditures	16,604,322	5,461,568	5,461,568	32.89%	100.00%
Funding Sources Over Expenditures	(2,209,949)	(2,209,947)	(2,209,947)	100.00%	100.00%
Revenues Over Expenses - Operating Budget	2,209,949	15,452,747	(1,674,472)		
Revenues Over Expenses - CIP Budget	(2,209,949)	(2,209,947)	(2,209,947)		
Revenues Over Expenses (including rounding)	(0)	13,242,800	(3,884,419)		

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

	Unaudited December 31 2020	Audited December 31 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 45,630,577	\$ 27,157,466
Receivables:		
Sales and Use Taxes	6,595,637	6,183,019
Accrued Interest	-	-
Federal Government	131,635	410,980
Other	543,442	1,263,308
Inventories	1,128,966	675,774
Prepaid Expenses	466,226	509,201
Total Current Assets	54,496,484	36,199,748
Non-Current Assets:		
Capital Assets:		
Land	4,847,445	5,381,969
Buildings	53,734,210	53,734,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	61,437,834	61,437,834
Construction in Progress	313,237	246,866
Current Year Additions	2,134,094	-
Total Capital Assets	152,401,769	150,735,828
Less: Accumulated Depreciation	(82,859,714)	(78,886,722)
Net Capital Assets	69,542,054	71,849,106
Total Non-Current Assets	69,542,054	71,849,106
TOTAL ASSETS	124,038,538	108,048,854
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	4,131,381	4,131,381
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
Total Deferred Outflows	7,619,245	7,619,245
TOTAL ASSETS AND DEFERRED OUTFLOWS	131,657,783	115,668,099
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	573,217	705,808
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	815,000
Compensated Absences	276,864	276,864
Sales Tax Audit Funds Due	-	246,366
Distributions to Regional Entities Payable	6,546,963	3,525,322
Other Accrued Liabilities	803,008	748,990
Total Current Liabilities	8,200,053	6,318,349
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	19,450,000	19,450,000
Compensated Absences	269,885	269,885
Sales Tax Audit Funds Due	1,177,096	930,730
Net Pension Liability	2,455,449	2,455,449
Net OPEB Obligation	970,134	970,134
Total Non-Current Liabilities	24,322,564	24,076,198
TOTAL LIABILITIES	32,522,617	30,394,547
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,956,764	3,956,764
TOTAL LIABILITIES AND DEFERRED INFLOWS	36,479,381	34,351,311
Net Position:		
Net Invested in Capital Assets	53,579,918	55,071,970
Unrestricted	41,598,484	26,244,818
TOTAL NET POSITION	\$ 95,178,402	\$ 81,316,788

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended December 31, 2020

	<u>12/31/2020</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 59,169
Cash Received from Bus Advertising and Other Ancillary	110,521
Cash Payments to Suppliers for Goods and Services	(1,849,285)
Cash Payments to Employees for Services	(736,817)
Cash Payments for Employee Benefits	(155,057)
Net Cash Used for Operating Activities	<u>(2,571,469)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,792,637
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(2,678)
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,789,959</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	502,760
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	(290,680)
Net Cash Provided by Capital and Related Financing Activities	<u>212,080</u>
Cash Flows from Investing Activities:	
Investment Income	5,092
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>5,092</u>
Net Increase in Cash and Cash Equivalents	435,663
Cash and Cash Equivalents (Including Restricted Accounts), December 1, 2020	45,194,915
Cash and Cash Equivalents (Including Restricted Accounts), December 31, 2020	\$ <u><u>45,630,577</u></u>



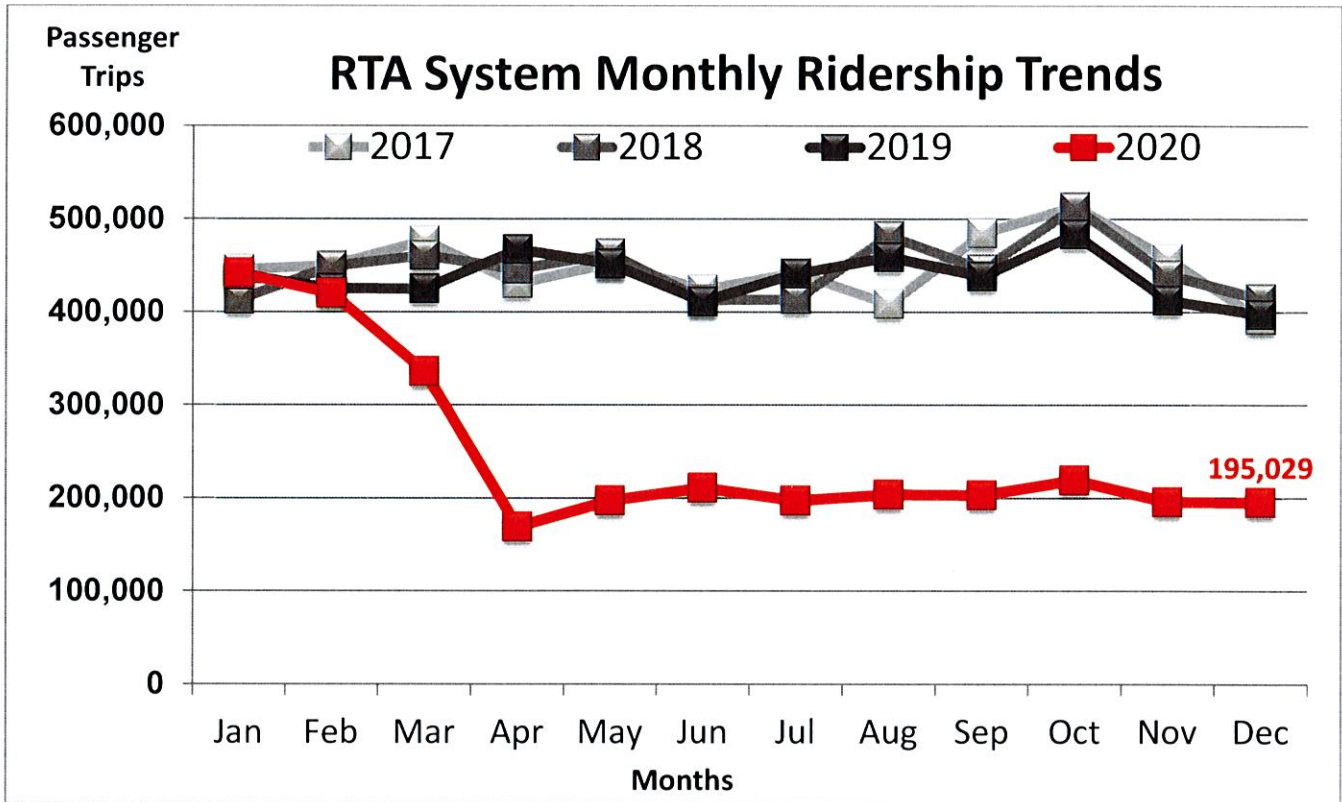
Subject: December 2020 Operations Report

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.



System-wide Ridership and Service Performance Results

In December 2020, system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 195,029 which represents a decrease of 50.9% as compared to 397,312 passenger trips in December 2019 or 202,283 fewer trips this month.



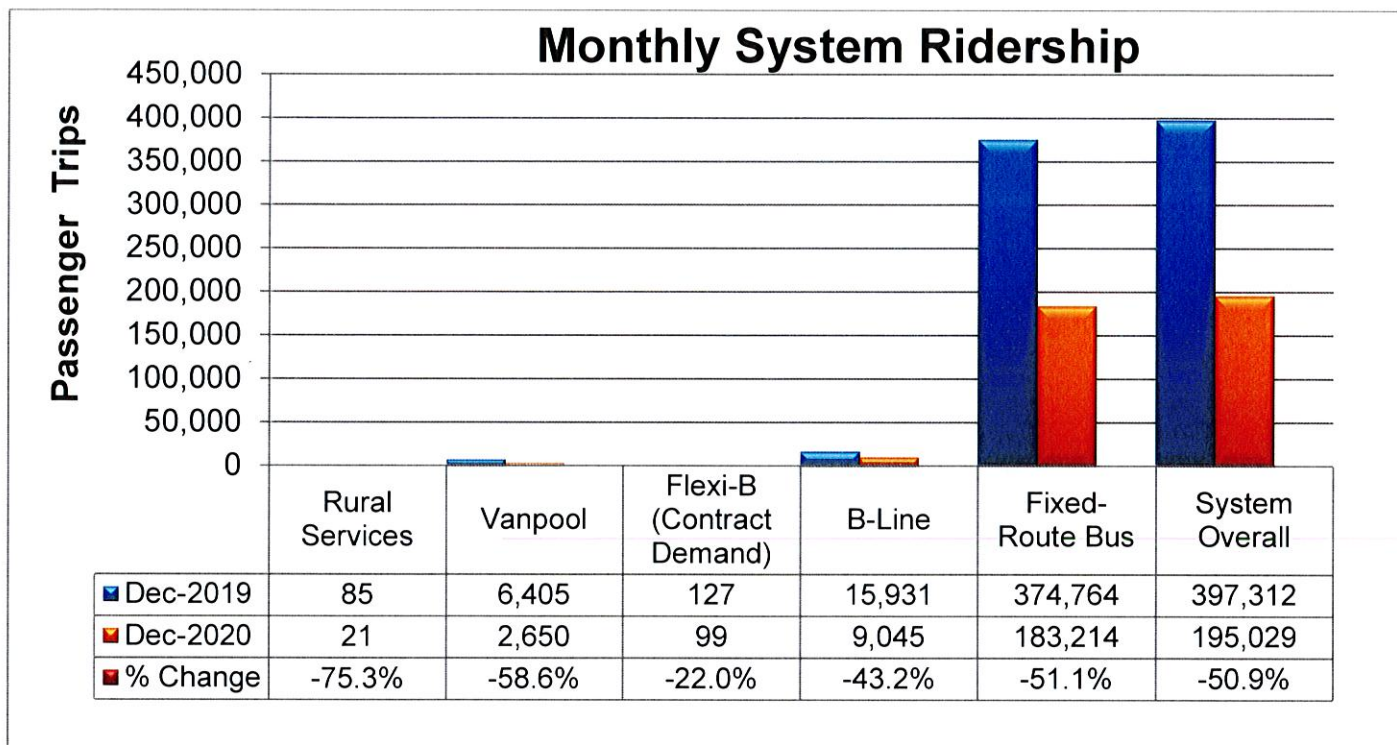
December 2019	December 2020	Variance
21 Weekdays	22 Weekdays	+1
4 Saturdays	4 Saturdays	-
5 Sundays	4 Sundays	-1
1 Christmas Holiday	1 Christmas Holiday	-
31 Days	31 Days	-

In December 2020, the average retail price for unleaded gas in Corpus Christi was approximately \$1.86 per gallon compared to approximately \$2.24 per gallon in December 2019¹. December rainfall was 1.5 inches as compared to 3.2 inches in December 2019. Historically, the average rainfall in December is 1.8 inches.² The average high temperature 72 was above the normal average of 68 degrees.

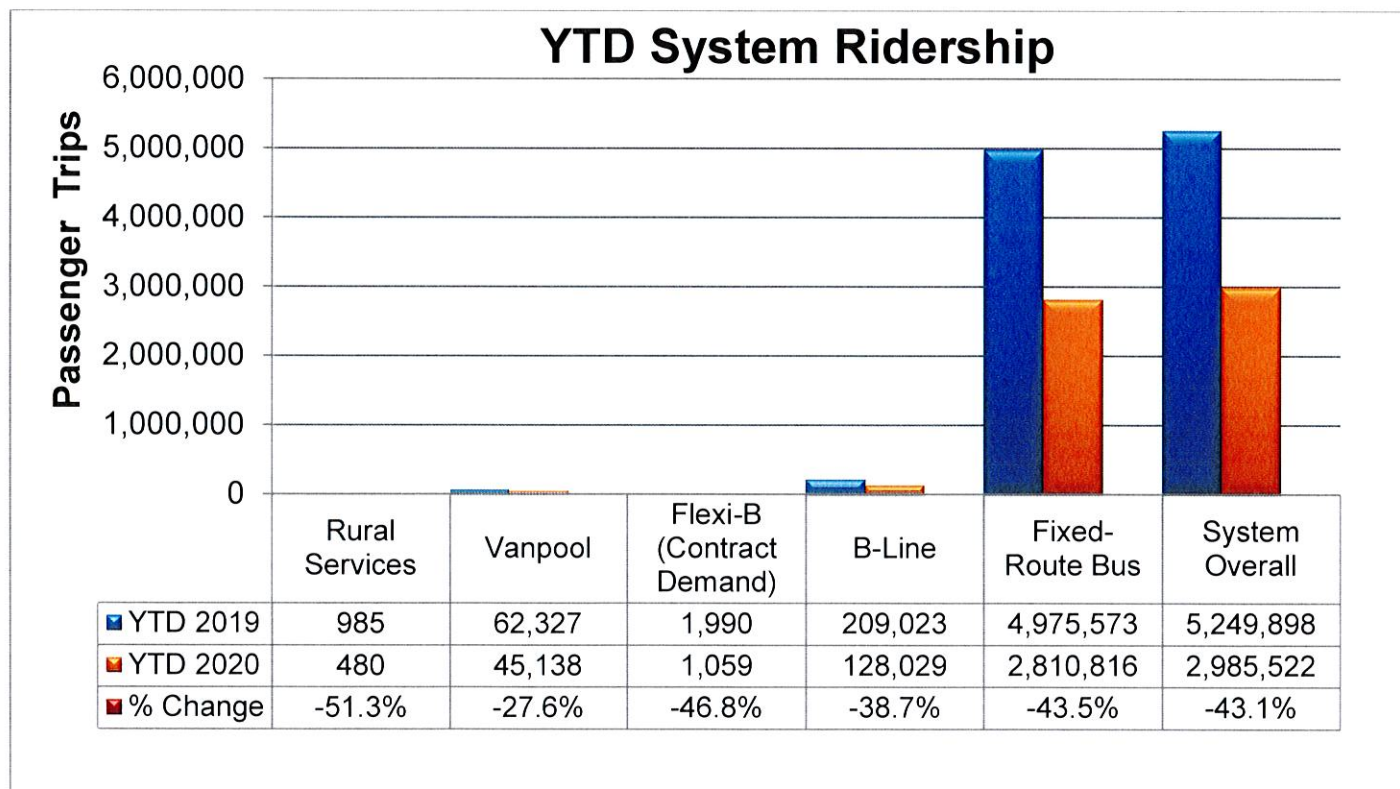
1. GasBuddy.com historical data at <http://www.gasbuddy.com>.

2. <https://www.weather.gov/crp/monthlyrainfall>

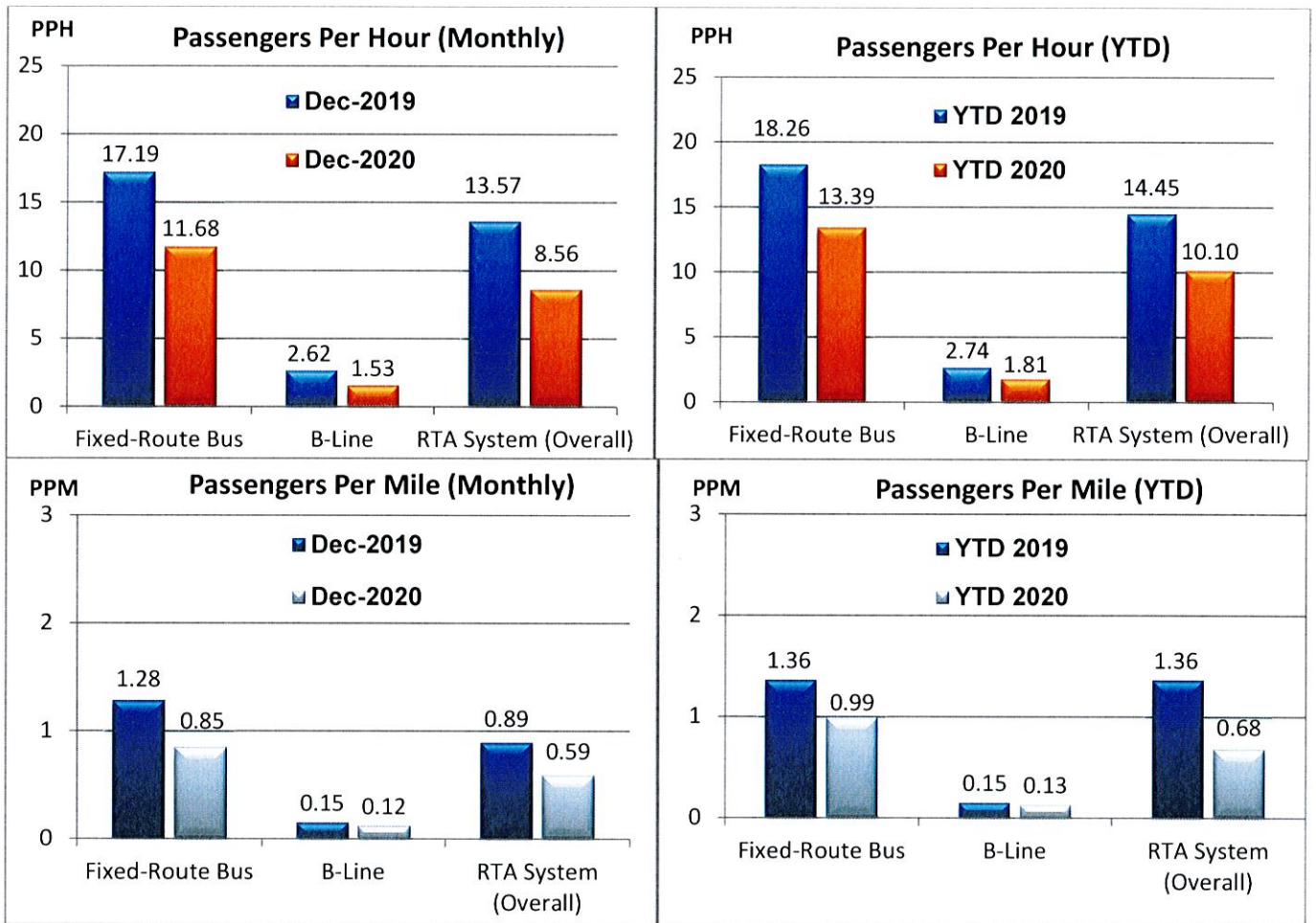
The chart below shows monthly ridership results for all services. CCRTA recorded 202,283 fewer passenger trips for a decrease of 50.9% as compared to December 2019.



The chart below shows YTD ridership results for all services. CCRTA has recorded 2,264,376 fewer passenger trips for a YTD decrease of 43.1% in 2020 as compared to 2019.



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



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

Schedule Adherence	Standard	Sep-20	Oct-20	Nov-20	Dec-20	4-Month Average
Early Departure	<1%	0.3%	0.0%	0.8%	0.0%	0.3%
Departures within 0-5 minutes	>85%	92.4%	96.5%	93.6%	90.0%	93.1%
Monthly Wheelchair Boardings	No standard	3,331	3,423	2,431	2,376	2,890
Monthly Bicycle Boardings	No standard	4,312	4,876	4,161	4,477	4,457

The following construction projects potentially impact current or future on-time performance:

On Detour	<ul style="list-style-type: none"> • North Beach-U.S.181 realignment (Harbor Bridge reconstruction): Began April 2019 <ul style="list-style-type: none"> ➤ Routes 76 & 78
On Detour	<ul style="list-style-type: none"> • Winnebago & Lake St. (Harbor Bridge reconstruction): Began August 2020 <ul style="list-style-type: none"> ➤ Route 12
On Detour	<ul style="list-style-type: none"> • Morgan Ave. (Crosstown-Ocean) 15-month project: To be complete July 2021 <ul style="list-style-type: none"> ➤ Route 23
On Detour	<ul style="list-style-type: none"> • Leopard Street TxDOT Project (Mexico to Doss St.) (24) month project: To be complete late 2021 <ul style="list-style-type: none"> ➤ Routes 27
On Detour	<ul style="list-style-type: none"> • Everhart Road (Holly Rd-SPID) (22) month project: Began September 2019 <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Everhart Road (SPID-McArdle): Portion of service on Everhart Road currently impacted. Project to begin mid-June 2021. <ul style="list-style-type: none"> ➤ Route 32
On Detour	<ul style="list-style-type: none"> • Ayers Street (SPID-Gollihar) (28) month project: Began January 2020 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • S. Staples St. (Kostoryz- Baldwin) (29) month project: To begin March 2021 <ul style="list-style-type: none"> ➤ Route 29
On Detour	<ul style="list-style-type: none"> • Laguna Shores Rd. (SPID-Wyndale) (14) month, (3) Phase project: Began October 26, 2020 with anticipated completion in October 2022 <ul style="list-style-type: none"> ➤ Routes 3 & 4
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Nueces Bay to Palm) (14) month project: To begin February 2021 with anticipated completion in mid-2022 <ul style="list-style-type: none"> ➤ Routes 27
Future Detour	<ul style="list-style-type: none"> • Leopard St. (Crosstown to Palm) (14) month project: To begin March 2021 with anticipated completion in mid-2022 <ul style="list-style-type: none"> ➤ Routes 27
Future Detour	<ul style="list-style-type: none"> • Airline Rd. (SPID-McArdle) (7) month project: To begin January 2021 <ul style="list-style-type: none"> ➤ Routes 26 & 65
No Detour	<ul style="list-style-type: none"> • McArdle Road (Carroll-Kostoryz) (6) month project: To begin early-2021 <ul style="list-style-type: none"> ➤ Route 19
No Detour	<ul style="list-style-type: none"> • Gollihar Road (Greenwood-Crosstown) In design. To begin mid-2021 <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: To begin mid-2021 <ul style="list-style-type: none"> ➤ Routes 5 & 17

In December 2020, there were 9 detoured routes or 28% out of 32 fixed route services travelling on the local street network. Detoured services include: 3, 4, 12, 19, 23, 27, 32, 76 & 78.

In January 2021, two additional Routes 26 and 65 will be detoured due to the Airline Road (SPID to McArdle) Bond 2012 reconstruction project.

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

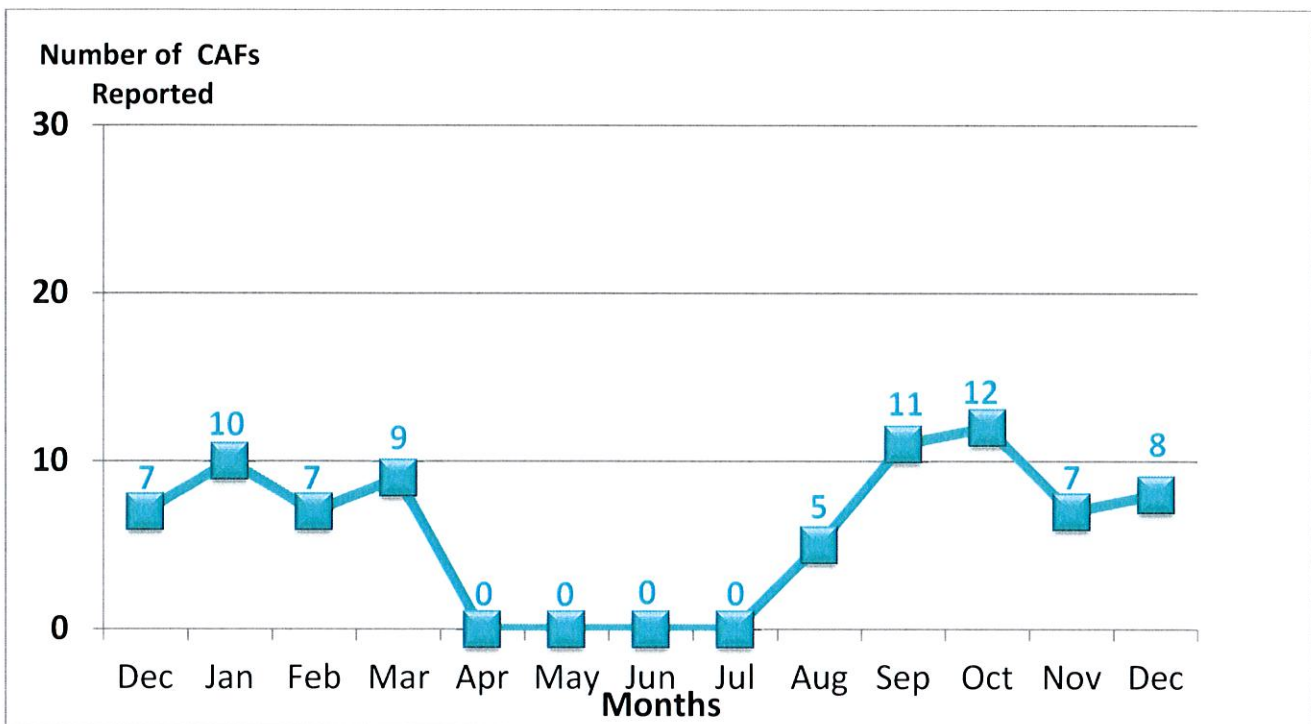
In December 2020, B-Line service metrics were impacted by the COVID-19 pandemic. The passengers per hour requirement has been removed to encourage social distancing.

- Productivity: **1.53** PPH did not 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): **7,755** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **6,095** ambulatory boardings; **2,289** wheelchair boardings

Metric	Standard	Sep-20	Oct-20	Nov-20	Dec-20	(4) Month-Ave.
Passengers per Hour	2.50	1.65	1.65	1.65	1.53	1.62
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road calls	12,250	6,130	5,948	14,078	7,755	8,478
Monthly Wheelchair Boardings	No standard	2,359	2,631	2,331	2,289	2,403

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

For December 2020, Customer Service received and processed 8 Customer Assistance Forms (CAF's) of which all were verified as valid. One commendation was received this month.



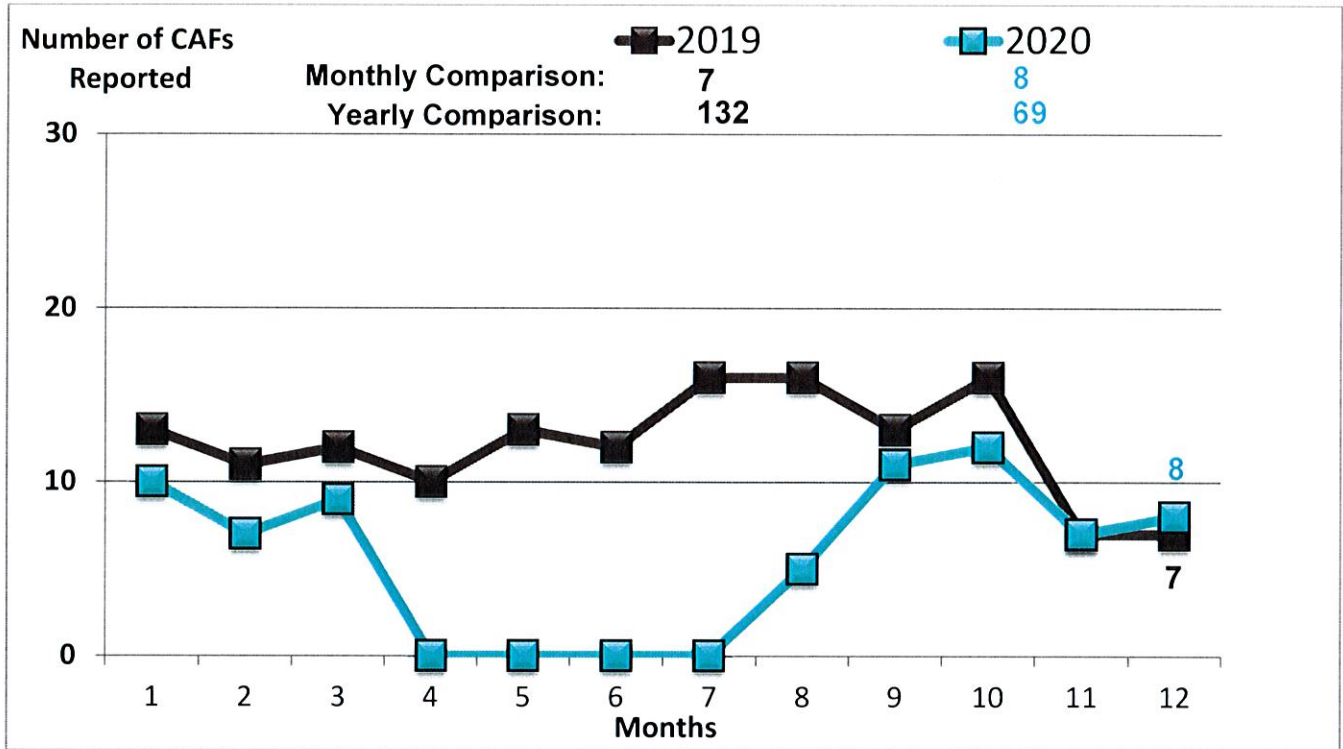
Route Summary Report for December 2020:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	
#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	
#19 Ayers	1	#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina	2	#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes	1	#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	1
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		TOTAL CAF's	8

December 2020 CAF Breakdown by Service Type:

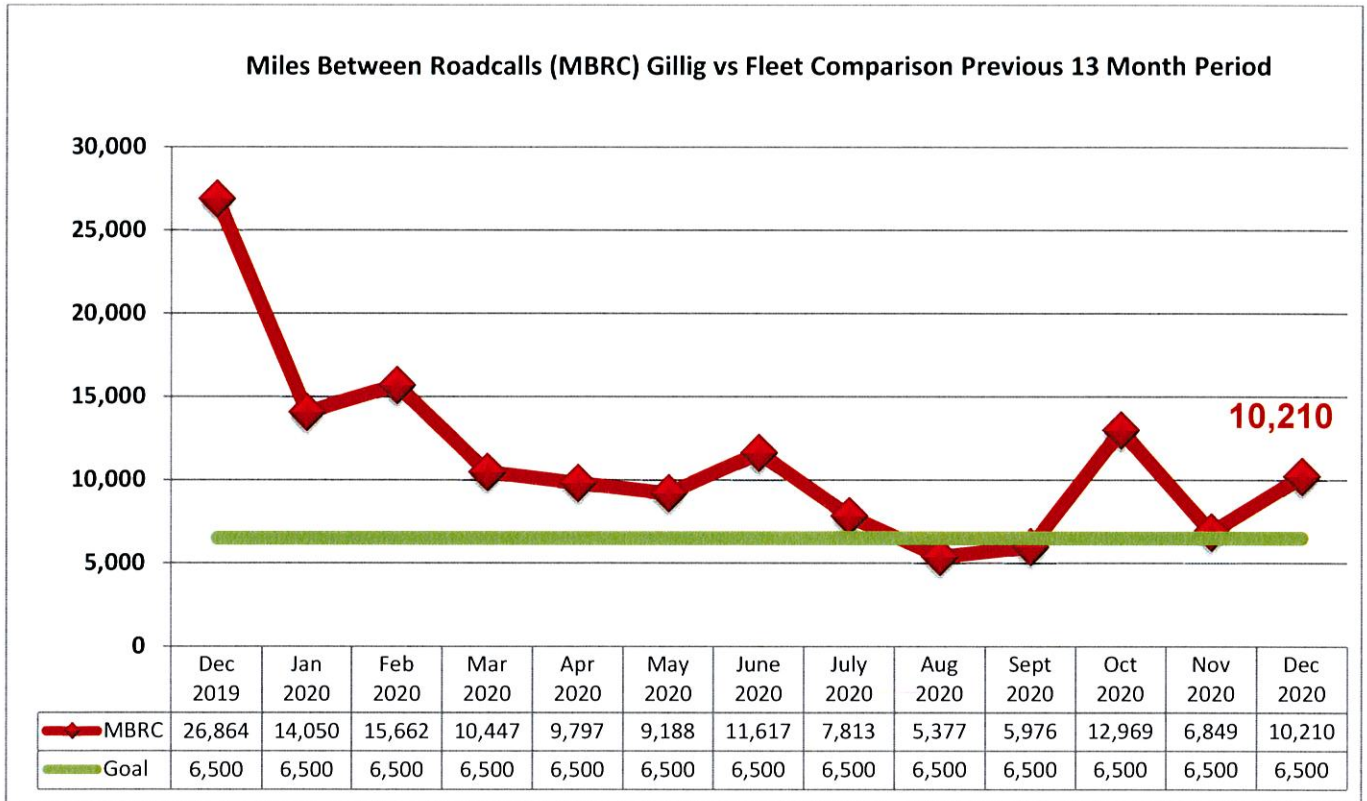
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	3			3
Driving Issues				
Customer Services	2			2
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy				
Denial of Service				
Safety & Security	1			1
Rude	1			1
Facility Maintenance				
Service Development				
Transportation (Other)				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations		1		1
Total CAFs	7	1	0	8

CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In December 2020, there were 10,210 miles between road calls (MBRC) recorded as compared to 26,864 MBRC in December 2019. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. In addition, seasonal high weather temperatures impact the number of road calls.



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
1/6/2021	12.	D. Leyendecker	In reference to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance, Mr. Leyendecker asked, if we could get this type of report each year?	Mr. Barrera responded in the affirmative.	1/6/2021
1/6/2021	12.	D. Leyendecker	In reference to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance, Mr. Leyendecker asked, did you make recommendations this year to help mitigate the risk of COVID-19?	Mr. Barrera responded in the affirmative. He stated that he worked with Mr. Rendon to help get the safety precautions out there on a weekly basis.	1/6/2021
1/6/2021	12.	M. Woolbright	In reference to Issue a Professional Services Agreement for Health Care Consulting/Risk Management Services with Roland Barrera Insurance, Mr. Woolbright asked, are we running into any potential fiduciary questions by not evaluating any other options?	Mr. Bell responded is to properly exercise your fiduciary duties you have to do exactly what is being done by the staff that you as a board today and taking a look at the contract, having it up for public discussion and review and hearing out exactly what are the services being provided.	1/6/2021
1/6/2021	7.	D. Leyendecker	In reference to the Briefing on Port Ayers Transfer Station Reconstruction Project, Mr. Leyendecker asked, we have not taken any kind of funds from the historical commission nor has Kleberg bank previously before we bought this?	Ms. Montez answered in the affirmative.	1/6/2021
1/6/2021	7.	M. Reeves	In reference to the Briefing on Port Ayers Transfer Station Reconstruction Project, Mr. Reeves asked, are you saying that up until this time that it has been the delay of the historic concern?	Mr. Cruz-Aedo responded that delay to date has been the FTA's concern that there is some historic impact, because the son of the architect had gone to the historic commission.	1/6/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/6/2021	7.	M. Reeves	In reference to the Briefing on Port Ayers Transfer Station Reconstruction Project, Mr. Reeves asked, once we get started on the demolition if we are able to do that is this going to in any way jeopardize us from receiving funding?	Mr. Cruz-Aedo responded no sir, we have taken great pains to get the FTA cleared of any concern.	1/6/2021
1/6/2021	7.	E. Salazar	In reference to the Briefing on Port Ayers Transfer Station Reconstruction Project, Mr. Salazar asked, what kind of time frame are we looking at for an architect consideration?	Ms. Montez responded, typically it takes about three months to release the bid, leave it up for so many days, bring it back, in evaluate it and bring it back to the board, so probably about a three month time frame	1/6/2021