

# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, March 3, 2021

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center – 2<sup>ND</sup> 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

Administration & Finance

**Patricia Dominguez** (Chair)

**Lynn Allison**

**Dan Leyendecker**

**Eloy Salazar**

**Philip Skrobarczyk**

Operations & Capital Projects

**Anna Jimenez** (Chair)

**Anne Bauman**

**Glenn Martin**

**Michael Reeves**

**Matt Woolbright**

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	E. Martinez	1 min.	-----
2.	<b>Roll Call</b>	D. Linnehan	2 min.	-----
3.	<b>Safety Briefing</b>	M. Rendón	5 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	E. Martinez	2 min.	-----
5.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	E. Martinez	3 min.	-----
<p><b>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) 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="http://www.ccrta.org/news-opportunities/agenda">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 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.	<b>Personnel Recognitions</b> a) Bus Operator of the Year – James Brown b) Employee of the Year – Natalie Grady	A. Gaitan & J. Serna	5 min.	-----
7.	<b>Committee Chair Reports</b> a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
8.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of February 3, 2021	E. Martinez	3 min.	<b>Pages 1-8</b>
9.	<p><b>CONSENT ITEMS:</b> 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. <span style="float: right;">5 min. <b>Pages 9-20</b></span></p> <p>a) <b>Action</b> to Authorize the Chief Executive Officer (CEO) or Designee and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration’s Fiscal Year 2021 Certifications and Assurances (pgs. 9-10, <i>ATTACHMENT A</i>)</p> <p>b) <b>Action</b> to Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment (pgs. 11-12)</p> <p>c) <b>Action</b> to Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply (pgs. 13-14)</p> <p>d) <b>Action</b> to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center (pgs. 15-16)</p> <p>e) <b>Action</b> to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts (pgs. 17-18)</p>			

# AGENDA MEETING NOTICE

	<b>f) Action to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply (pgs. 19-20)</b>			
<b>10.</b>	<b>4<sup>TH</sup> Quarter 2020 Investment Update</b>	Linda Patterson David McElwain Patterson & Associates	10 min.	<i>PPT</i> <b>ATTACHMENT B</b>
<b>11.</b>	<b>4<sup>TH</sup> Quarter 2020 DB Plan and DC Plan Update</b> a) RTA Defined Benefit Plan & Trust b) RTA Employees Defined Contribution Plan & Trust	Lisa Keckler Chris Koeller Wells Fargo Institutional Retirement	10 min.	<i>PPT</i> <b>ATTACHMENT C</b> <b>ATTACHMENT D</b>
<b>12.</b>	<b>CCRTA's Response to COVID-19 &amp; February 2021 Winter Storm</b>	J. Cruz-Aedo	10 min.	<i>PPT</i>
<b>13.</b>	<b>Briefing on Capital Projects Funded by 5339 (b) Competitive Grant</b>	S. Montez	5 min.	<i>PPT</i>
<b>14.</b>	<b>Presentations:</b> a) January 2021 Financial Report b) Procurement Update c) January 2021 Safety & Security Report d) January 2021 Operations Report	R. Saldaña R. Saldaña M. Rendón G. Robinson	4 min. 4 min. 4 min. 4 min.	<b>Pages 21-29</b> <i>PPT</i> <i>PPT</i> <i>PPT</i> <b>Pages 30-39</b> <i>PPT</i>
<b>15.</b>	<b>CEO Report</b>	J. Cruz-Aedo	10 min.	-----
<b>16.</b>	<b>Board Chair Report</b>	E. Martinez	10 min.	-----
<b>17.</b>	<b>Adjournment</b>	E. Martinez	1 min.	-----
<b>18.</b>	<b>Information Items:</b> a) Member Inquiry Forms 1) Board Meeting–February 3, 2021 2) Committees Meetings–January 27, 2021 a) Administration & Finance b) Operations & Capital Projects			

**Total Estimated Time: 1 hr., 48 min.**

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On **Friday, February 26, 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. Secondarily, 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, FEBRUARY 3, 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. Held Safety & Security Award Recognitions; a) CCPD Officer of the Year – Gilbert Casas; b) Security Officer of the Year – Michael Perry
7. Action to Approve the Board of Directors Meeting Minutes of January 6, 2021
8. Heard Consent Items –
  - a) Action to Enter into an Agreement with Frost Bank for Safekeeping Services of Securities (pgs. 1-2)
  - 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)
  - c) Action to Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Services (pgs. 4-5)
  - d) Action to Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Filters (pgs. 6-7)
9. Heard Update on CCRTA's Response to COVID-19
10. Heard Update on 2021 System Changes
11. Heard Presentations –
  - a) December 2020 Financial Report
  - b) December Procurement Update
  - c) December 2020 Safety & Security Report
  - d) December 2020 Operations Report
12. Heard CEO's Report
13. Heard Chairman's Report
14. Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a) CEO Evaluation and Employment Agreement
15. Adjournment
16. 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, 2<sup>nd</sup> 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. Robert Lott, SEC-OPS Security Service.

### **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 Safety & Security Award Recognitions; a) CCPD Officer of the Year – Gilbert Casas; b) Security Officer of the Year – Michael Perry**

Mr. Miquel Rendón commented we will present two awards this morning the Security Officer of the Year and the Corpus Christi Police Officer of the Year. He started with Security Office of the Year award to Mr. Michael Perry. He said Mr. Perry has 22 years of experience in the security guard industry, and has worked all over Texas, Houston, Austin, San Antonio, Dallas and other areas. Mr. Perry has a passion for what he does here at the CCRTA and has been with us for 4-1/2 years. Mr. Rendón said that the Staples Street Center (SSC) tenants trust him, our employees love him and I can say that the criminal element do not like him because he does his job very well. He commented when he leaves the SSC, I know this area is well secured. Mr. Perry will find any door that is left unsecured and secure it. He also keeps Sharon and Thomas busy, because if anything here at the building needs to be fixed he reports it immediately. Mr. Rendón stated there are a lot more reasons that Mr. Perry is the Security Officer of the Year and, Mr. Perry, thank you for your service, thank you for having passion for CCRTA employees, staff and tenants, we really appreciate your work. Mr. Rendón said that Mr. Perry will also get a \$50 gift card for his great performance.

Mr. Perry spoke and wanted to thank each and every one of you for taking the time to present this award to me. He said he will continue to do outstanding job for CCRTA, and also that Mr. Rendon and I, like you say, we work closely together. Mr. Perry continued and said he does his best to protect everyone here from all harm and report everything that is wrong with this

building. He again said, he thanks each and every one of you very much for taking the time to do so, to listen to me. I appreciate you all. Thank you.

Mr. Rendón commented our other award goes to the Police Officer of the Year, and we are presenting it to Mr. Gilbert Casas of the Corpus Christi Police Department (CCPD). He stated that Officer Casas is a 10-year U.S. Navy veteran, who has worked in law enforcement for 19 years, born in Robstown where he started his police career, and has 2-1/2 years with Precinct 5 Constable in Robstown. Mr. Rendón said for the last 12 years, he has been a Sr. Officer with CCPD, and has worked for us as a Rover for the last 3 years. Officer Casas is an excellent communicator with our customers, our bus operators, and excellent, and I mean excellent, Report Writer. Mr. Rendón said we really get excellent details when Officer Casas is out there and communicates or visits with our customers. He said Officer Casas gets a detail of who they are, names, where they are going, if they need anything in law enforcement, so he is very approachable, and he also he treats the homeless population with compassion and respect. Overall, a great police officer and we are lucky to have Officer Casas working for us. Mr. Rendón said Officer Casas gets with business owners in our area, especially at the Port area and goes in and visits with them, communicates with them of what is going on, gives them a business card, tells them he is here in the area, if you need anything, call me. Mr. Rendón said this is the type of police officers that we want to represent CCRTA.

Officer Casas thanked the agency very much for bestowing this award to him and that it means a lot. He said since he was four years old, he knew he was going to be a police officer and serve the community. He commented that this is just a small way for me to give back to everybody and thank you for allowing me the opportunity to represent and work for the CCRTA.

#### **Action to Approve the Board of Directors Meeting Minutes of January 6, 2021**

**DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JANUARY 6, 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.**

#### **Heard Consent Items**

- a) **Action to Enter into an Agreement with Frost Bank for Safekeeping Services of Securities (pgs. 1-2)**
- 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)**
- c) **Action to Approve Issuing an Invitation for Bids (IFB) for Bus Tire Leasing and Services (pgs. 4-5)**
- d) **Action to Approve Issuing an Invitation for Bids (IFB) for Heavy-Duty Filters (pgs. 6-7)**

**VICE CHAIRMAN REEVES MADE A MOTION TO APPROVE THE CONSENT ITEMS A) THROUGH D). DIRECTOR PHILIP SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Heard Update on CCRTA's Response to COVID-19**

Mr. Jorge Cruz-Aedo commented on the race to vaccinate is underway. He said there seems to be a limited number of inventory, yet government is pursuing active and mass production of quality vaccines to vaccinate our community. Mr. Cruz-Aedo commented we are very busy trying to get our employees vaccinated, for those wanting the drug and to be able to get off from work to go get vaccinated. He commented we are coordinating with the County Judge to secure vaccines for our employees which sometimes is last minute with not much warning for employees to go get. He said although we are working to have our employees ready immediately should there be vaccine available. He said we vaccinated 74 employees to-date with 46 have requesting a shot, and there are 56 employees that do not want the vaccine. He also stated it is not a mandatory requirement, so we will just note that they have signed documents that say they are not interested. For MV Transportation, 23 employees have been vaccinated, 19 wanting to receive a shot, and 42 that do not want the vaccine. Mr. Cruz-Aedo commented that we are working with the community leaders to attempt to secure more vaccine, working with Christus Spohn, Corpus Christi city and others to ensure shots are provided and second shots are available.

Mr. Cruz-Aedo said we continue to provide a safe and secure environment for our employees and customers, free masks are also provided to all of our riders as we have installed mask dispensers in every bus in the fleet. We deep clean buses, equipment and facilities, have extra security officers on site and continue to keep our employees aware of all of the prevention efforts for COVID 19. He continued and mentioned that we have received two portions of federal funding and is very proud to be one of those entities that receive funds. Mr. Cruz-Aedo stated that last year, we received a little over \$60M, and in 2021 we have received \$6.8M, which goes to the operating accounts, the intent of this 6.8 million is to keep people working and that helps us to do our job and be able to help our subordinate vendors that provide us the services that we need. He said unfortunately the ridership is still low, averaging around 6,500 that used to be 15K to 17K, so we are less than half to-date. He did mention a little increase in ridership due to the university coming back online although still not as it was, and some improved activity the past few days.

He commented that we ask that the board continue to support us and that we, when given the opportunity, will notify the media of any special efforts that we are doing. He said this is an item that we discuss every day so we are current with what the industry is doing to prevent the spread of this virus amongst our community.

### **Heard Update on 2021 System Changes**

Mr. Gordon Robinson commented on the Transit Services here at CCRTA that include 'SURGE' the autonomous shuttle at TAMU-CC campus. This is a free service that works in that area to provide flexible options for students and riders to go down to Flour Bluff for shopping, medical appointments and other. He said we have 10 commuter express routes which are the fastest traveling routes that serve the naval air station, areas in Gregory, Robstown and Calallen, and we have other routes which serve different parts of our service area. Mr. Robinson stated we have several pilot programs we been trying over the last couple of years, with Route 95 being one we will start again this year to serve Port Aransas. He also commented other services include 25 Fixed Routes that go up and down the primary streets, stopping at various stops to get our community riders to where they need to go. There are also 2 Rural On-Demand services out there in western Nueces County area with a Demand Response Shuttle Flexi-B. He commented we have 1,375 bus stops, B-Line Paratransit services and Vanpool services of 12 vans to-date and had 25 vans serving our areas prior COVID Pandemic.

Mr. Robinson displayed a slide to show the Service Plan Accomplishments for 2020 and the TAMU-CC 'SURGE' shuttle of course is a big for us. We have navigated multiple, multiple, service



adjustments during the COVID pandemic, and now we are all well aware of what that means in terms of scaling our services to meet the ridership demand. He said we rerouted Route 37 to provide more travel options to Momentum Campus and TAMU-CC university. We are also operating Route 66 service for the first time which was the service designed to get riders in the Viking Islander program between campuses of Delmar and TAMU-CC. He also mentioned we have continued our Pilot Route 95 port express service. Mr. Robinson stated we actually served the South Side stations and that is something we will look at again, the greater broader work force to bring more folks into Port Aransas. He said if we go further here in the core service, we will have more folks who want to work out there. Mr. Robinson displayed a slide with a table to show the comparison of 2019 versus 2020 to see ridership service hours and service miles.

He continued with an additional slide with a table comparison of 2020 versus 2021, and stated that in terms of 2021, we are expecting an increase in passenger trips as more riders get vaccinated, riders are hired and employment comes back to for some, somewhat of a new normal status, we expect ridership to increase. He mentioned we are still navigating multiple detours and construction projects, and having to deviate outside of our route alignment. We are planning on starting new pilot flex services. He said we are also preparing guidelines to help us in policy decisions, including fares with the services, and in addition, we are proposing to operate an On-Demand Service which is something we have been hearing about throughout the nation.

I would like to comment that this area here is a new transit initiative that we are looking to undertake. Not an On-Demand service, not where you called to schedule something, this is the ability to access transportation that is not on a fixed route, it is transportation that will get you one-on-one to where you need to go. So this is where we are going to be taking steps to look at enhancing fixed routes with the ability to call and get you a ride, get you to work or to get you to work after hours. Mr. Robinson commented in terms of other things we are planning to do, is the transfer station to be rebuilt, and with that, the Port Ayers transfer station, we will try to keep the services out as long as we can. It is important to keep the riders as long as it is safe for riders, and as long as we can stay there before the construction really starts. He said we are ready and prepared to adjust the services in that area to move them a little bit outside of the construction zone, but we are not going to be too far away so still going to be available to our riders, the eight different bus routes that serve that station. Mr. Robinson stated we are all excited about that because it is a definite improvement. He commented on various 2021 service plan highlights and what the agency is going to do and said the Del Mar south campus is something we are getting ready for, that's going to be open in the spring of 2022, there is another area along Saratoga that will be opened in fall of 2022, so we have those on our radar and are getting ready to finalize those plans for one service at Carroll High School. He said this is near the Del Mar South campus we are thinking of more of an On-Demand approach to start, which would be something that would fill the needs of the ridership at the time of the first initial days of the campus and turn that more into a Flex service that ultimately could become a Fixed Route if the ridership increased.

### **Heard Presentations –**

#### **a) December 2020 Financial Report**

Mr. Robert Saldaña reported on highlights for the month of December 2020 that total expenses exceeded revenues of about \$120K and this typically happens in the last month where we are finishing off capital projects, along with some expenses before the year closes out to make sure we stay within budget. He said we do a little more spending at the end of the month. Operating revenues were 110.06 percent of budget, and departmental operating expenses at 9.45 percent below budget. He commented on the monthly budget of \$3.48M, on a budget of \$3.27M, and our expenses are \$3.6M on a budget of \$4.0M. He said typically this is how the last month reports due to more expenses



come in at the last month of the year. He displayed a slide and detailed each line item for revenues of \$3.0M and add in capital grants of \$328K and transfers-in of \$146K, our total revenues are at \$3.48M. A pie chart was displayed with expenses by object and Mr. Saldaña detailed on the breakdown of each category and stated we had about a \$300K savings on a budget of \$2.97M for expenses.

He reported on the year-to-date of 12 months and total revenue was at 62 percent of what we had budgeted for. He said total departmental expenses came in at \$3.0M, or 8.43 percent less than budget, so a good year of savings for the agency. For the income statement year-to-date, revenues were at \$56.3M on a budget of \$41.6M, and said a lot of that was over because of the grant we had the \$15.3M. Our expenses year-to-date are at \$43.0M on a budget of \$45.5M. He said at the end of year, we have a positive cash flow of \$13.2M, some of this is the CAREs Act dollars, yet we had added expenses because of the pandemic, so we have had a very good year so far. He also commented that we are setting up for a good 2021 with the \$6.8M we have secured as well, so we should have another good year. Mr. Saldaña said we are applying for the \$6.8M, that is already appropriated which means the money is there and we have to apply for the grant. He said that total operating expenses year-to-date are at \$53M on a budget of \$41M, and said how we spent this is we submit \$16M, yet we have to reimburse or back out our fares we receive to get to the \$15.3M, we spent \$5.8M on salaries, plus another \$4M for benefits and services, then materials and supplies, masks, everything we used, hand sanitizers and all at about \$1.4M, utilities \$120K, insurance \$64K, purchased transportation which is our B-Line at \$4.7M and we are at \$16M less the fares received of \$690K. He displayed a slide showing the Sales Tax Trend on the month to actual, month to budget, and month to prior year. For the November comparison 2019 versus 2020, sales tax increased by \$32K, and for actual versus budget, we budgeted \$3.7M, and received \$2.6M, so almost \$1.1M less than budgeted.

**b) December Procurement Update**

Mr. Saldaña reported there is one current project; maintenance uniform rental services agreement at \$60K to go for approval at the April board meeting. For the 3-monthly outlook; there are 6 procurement projects; life and AD&D insurance at \$90K, occupational medical services at \$96K, bus brake systems at \$280K, electrical bus engine bus parts at \$99K, internal and external bus engine parts at \$328K and bus engine supply at \$766K. He said for projects under \$50K and the CEO's authority there are 7 agreements; 2 separate agreements with separate vendors for labor and employment law at \$40K each, heavy duty vehicle filters at \$43K, towing services at \$26K, server support services at \$19K, AT&T fleet complete at \$20K and commercial janitorial services at \$30K. Mr. Saldaña reported for our month-to-month contracts, we still maintain our marina rental space, not to exceed \$6,100; and two MOA's for demand response services with REAL at \$34K and Paisano Transit at \$13K.

**c) December 2020 Safety & Security Report**

Mr. Mike Rendón commented for the month of December collision rate was at 1.52 and we had 3 accidents with all determined to be preventable. Mr. Rendón said he would like to acknowledge Mr. Bob Lot, the owner of SEC-OPS, who visits periodically to make sure the security guards are doing a good job for the CCRTA. Mr. Rendón continued and stated operators drove a little over 196K that brought the December year-to-date collision rate to 0.86. He said there were 741 contacts with individuals, 82 percent is the top three on his statistics chart, and 292 were under quality of life. He displayed a slide showing the collision comparison 2019 versus 2020 and said there were 52 collisions in 2019





compared to 22 in 2020, or 30 less. He displayed a new slide to show the yearly preventable and non-preventable collision rates between 2019 and 2020. He said there were 15 preventable and 37 non-preventable vehicle collisions, or a total of 52 vehicle collisions in 2019. For 2020, there were 8 preventable and 14 non-preventable vehicle collisions, or a total of 22 vehicle collisions. In comparison, for preventable there was about a 50 percent reduction, and non-preventable about 60 percent reduction from 2019 versus 2020, and is attributed to less people on the road due to the pandemic.

Mr. Rendón provided a security statistics comparison for 2019 versus 2020 and reported that there were 6,699 versus 5,876 of contacts with individuals, or 823 less due to less people at the stations and lower ridership. He also reported on the Robstown Police Department Canine Unit and we are back on schedule since the pandemic. He said the unit board 13 buses and held inspections. Mr. Rendón commented that our Rover continues to do well. He also reported that a concerned area is the Airline and Williams street area, Staples and Williams street area, although has been a task for us, we have the CCPD Crime unit to help us move individuals away from our bus stops and stations that are just hanging around because of some business owners concerns.

Mr. Rendón also reported on the recent shooting where two individual's confrontation at the Stripes Store escalated past our station down Artesian street, car followed and met up with the victim as he ran back toward Messina, the victim was shot and died near our back parking lot exit. Individuals know that this area is secure 24 hours a day. Mr. Rendón reported staff came in early that morning to pull video for CCPD who had contacted us. Our video was instrumental in helping CCPD apprehend the perpetrator in this crime and they arrested Mr. Robert Moore for the shooting and murder. Mr. Rendón commented it was a sad situation, but is just a perfect example of having good relationship with our police department here and working together and we feel with the leadership of our CEO, keeping them up to date on what is going on so it feels good that things like this happen and we are a part of a successful investigation with the Corpus Christi Police Department.

**d) December 2020 Operations Report**

Mr. Gordon Robinson commented for the month of December and reported background highlights of just over 195K passenger trips, had almost 23K in revenue service hours and a little over 330K of revenue service miles. He said the service hours decreased by 22 percent over last December, and revenue miles down about 26 percent. In terms of where we are and have been in the past, you see that in December, passenger trips of just over 195,000 has been basically what has been seen over the last several months, and of course, lower than in previous years. Mr. Robinson reported overall we are down system wide by 43.1 percent year-to-date. He also commented On Time Performance of 90 percent was recorded with 163 out of 181 randomly surveyed trips on time between 0 and 5 minutes late; 18 trips were 6 minutes or more late out of 181. He said there were no early or hot trips for the month.

OTP percentage of 90.0% was recorded with 163 out of 181 randomly surveyed trips on time (between 0-5 minutes late). 18 trips were 6 minutes or more late out of 181. There were No early or hot trips for the month of December. He also commented that although we are in early February, Fixed Route has 9 out of 32, or 28 percent directly impacted by construction projects, and 12 routes upcoming projects already impacted by detours. For B-Line performance, passengers per hour is 1.53 and we are waiving the standard for this item because of social distancing criteria. He reported 8 CAFs for December as compared to 7 CAFs in 2019, and miles between roadcalls met the standard at 10,210 miles.



### **Heard CEO's Report**

Mr. Jorge G. Cruz-Aedo commented he wanted to provide a couple of reminders that on Friday, February 5th at 10:00 o'clock will the morning, CCISD Rose Park Memorial Dedication will occur at the new bus stop at Cunningham and South Park and we would love to see you there. He said another reminder is that we have a date of Friday, March 26<sup>TH</sup> at the Solomon Ortiz Center, we will hold the Board Retreat. This date was chosen as the most available date for that worked for each of you, so we hope you can make it.

### **Heard Chairman's Report**

Chairman Martinez opened his time for board members to comment. Most board members responded none at this time with a few thanking staff for all their great efforts and thank you for all they are doing during this pandemic.

### **Held Discussion (in Closed Session) and Possible Action Thereafter in Open Session Concerning: a) CEO Evaluation and Employment Agreement**

Chairman Martinez called the members into a closed session at 9:44 a.m. Chairman Martinez returned to the open meeting at 10:59 a.m. and read the item and asked for a motion.

**BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO EXTEND THE CEO CONTRACT TO FEBRUARY 2023, TO INCREASE THE SALARY BY 5 PERCENT, AND TO ALSO GIVE A 7 PERCENT PERFORMANCE BONUS. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. VICE CHAIRMAN REEVES MENTIONED TO PLEASE MAKE SURE OF RECORD THE RETIREMENT AT 6 PERCENT IS STILL PRESENT AND ALL OTHER FACTORS ARE THERE. MARTINEZ, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, REEVES, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

### **Adjournment**

There being no further review of items, the meeting adjourned at 11:00 a.m.

Submitted by: Dena Linnehan

\_\_\_\_\_  
Dan Leyendecker, Board Secretary



Board of Directors Meeting Memo

March 3, 2021

**Subject:** Authorize to Execute and Submit the Federal Transit Administration (FTA) 2021 Certifications and Assurances

### **Background**

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see attached "*FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES*").

The annual Certifications and Assurances for federal fiscal year 2021 (October 2020 through September 2021) covers all projects for which the CCRTA seeks funding for in 2021. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2021 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2021 Certifications and Assurances were published in the Federal Register on January 15, 2021.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants
14. Infrastructure Finance Programs

15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Construction Hiring Preferences
20. Cybersecurity Certification for Rail Rolling Stock and Operations
21. Tribal Transit Programs

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

**Identified Need**

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

**Financial Impact**

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

**Board Priority**

This item aligns with Board Priority – Public Image & Transparency.

**Disadvantaged Business Enterprises (DBE)**

This item does not consist of spending any federal funds, thereby no need for DBE consideration.

**Committee Review**

This item was discussed and approved at the Administration & Finance Committee meeting held on February 24, 2021.

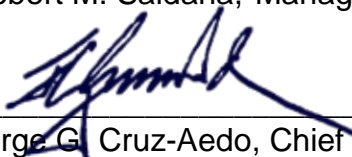
**Recommendation**

Staff recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2021 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by:

  
Jorge G. Cruz-Aedo, Chief Executive Officer

**FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES  
FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of categories 01–21. \_\_\_\_\_

Or,

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

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



**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES  
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2021)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

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

**Certifications and Assurances**

**Fiscal Year 2021**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of the Applicant): \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Attorney for Applicant

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



Board of Directors Meeting Memo

March 3, 2021

**Subject:** Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment

**Background**

The authority provides group life term and accidental death and dismemberment (AD&D) coverage at no cost to the employees. Employees are provided with coverage \$100,000 in both areas. In addition, employees may voluntarily purchase \$25,000 life coverage for their spouse and/or \$10,000 for each eligible dependent at a monthly cost of \$2.00 and up to an additional \$100,000 (in \$5,000 increments) in supplemental life coverage. The current contract is set to expire on March 13, 2021.

**Identified Need**

The Group Life Insurance was awarded to Minnesota Life in February of 2018 for a three-year base contract with two (2) one year options. Exercising the first option year of this contract will ensure continuous coverage to our employees. The authority has identified the need for our employees to have life insurance options available to them when unexpected incidents occur. The authority has been pleased with the services that Minnesota Life has offered to our Human Resources department and our employees.

**Disadvantaged Business Enterprise**

Staff will monitor DBE and collaborate with contractors to pursue DBE participation.

**Financial Impact**

The cost of having Life Insurance available for our employees on an annual basis is estimated to be approximately \$98,342. This cost is split with a portion of about \$43,391 being paid by the employee for additional voluntary products and the remaining \$54,950 paid by the CCRTA. These monies are 100% budgeted within individual operating department budgets.

**Board Priority**

This item aligns with the Board Priority Transparency.

**Committee Review**

This item was discussed and approved at the Administration & Finance Committee meeting held February 24, 2021.

**Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the First Option year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment Insurance.

Respectfully Submitted,

Submitted by: JoAnna Serna  
EEO/ADA Compliance Officer

Reviewed by: Angelina Gaitan  
Director of Human Resources

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



Board of Directors Meeting Memo

March 3, 2021

**Subject:** Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply.

### **Background**

The Agency is in need of a contractor to provide refurbished Allison transmissions to keep the fleet in state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now 7 years, this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. The IFB will be structured as a two-year agreement with a one-year option.

This contract will be specified to meet or exceed “Original Equipment Manufacturer” (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this Agreement. It would be advantageous for the Agency to lock-in this supply contract price, as the alternative of paying out-of-contract prices, results in higher annual parts expenses in a volatile market, and the excessive administration time of staff for parts procurement processes.

### **Identified Need**

A transmission rebuilder is needed to ensure the fleet will be maintained to the state of good repair. This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands for our riding public.

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

Total expenditures will be determined by actual usage and are accounted for in the annual operating budget. The expected cost of the two-year base contract is approximately \$90,000 based on replacing 18 transmissions in those two years.

### **Board Priority**

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

### **Committee Review**

This item was discussed and approved at the Operation & Capital Projects Committee meeting held on February 24, 2021.

### **Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to Issue and Invitation for Bid (IFB) for Rebuilt Transmission 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



Board of Directors Meeting Memo

March 3, 2021

**Subject:** Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center

### **Background**

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

The Maintenance Department's Oil Analysis Program helps monitor and identify the internal wear of the engines. Oil analysis testing allows staff to forecast major repair timelines and determine the most cost-effective solution. Wear indicators include copper and iron. Current testing identified 15 engines are showing wear indicating copper and iron thus require an engine overhaul within the next year.

### **Identified Need**

On May 6, 2020 the Board of Directors awarded a Bus Engine Supply Contract to French Ellison Truck Center with a one-year base and a one-year option following Board approval. The one-year base contract will expire on May 19, 2021.

The 2015 fixed route coaches have reached or will reach their engine midlife in years and miles within the next year; up to fifteen (15) 2015 CNG Gillig Low Floor units. Fifteen (15) engines in 2021 are expected to be replaced.

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

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

Total expenditures will be determined by actual usage. Funding sources will include Federal 5307 funds in addition to a 20% local match which is included in the FY2021 operating budget. The project is contingent upon the award of 5307 funding.

Expenditures for this 2021 CIP item is projected to be \$587,250.00. The local match is 20% with an estimated cost of \$117,450.00 and a federal estimated cost of \$469,800.00.

Bus Engine Supplier Contract (Option Year)			
Contract IFB No. 2020-FP-03			
Projected Usage	Cost Per Engine	Total	Awardee
15	\$39,150.00	\$587,250.00	French Ellison Truck Center

**Board Priority**

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

**Committee Review**

This item was discussed and approved at the Operation & Capital Projects Committee meeting held on February 24, 2021.

**Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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



Board of Directors Meeting Memo

March 3, 2021

**Subject:** Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts

**Background**

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals. A multiple vendor contract was secured for supplying Internal and External Engine Parts, Electrical Bus Parts, and Brake Bus Parts. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

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

The Board authorized awarding the contracts on March 6, 2019. The initial contracts were for one (1) year with two (2) one-year options following Board approval.

**Identified Need**

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

**Disadvantaged Business Enterprise**

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

**Financial Impact**

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2021 operating budget. The estimated one-year project cost of \$501,935.00 is based on usage in 2020 and expected future service levels.

**Multiple Bus and Engine Parts Contracts**

Internal & External Engine Bus Parts (Option Year 2)	\$276,291.00
Electrical Bus Parts (Option Year 2)	\$109,991.00
Brakes Bus Parts (Option Year 2)	\$115,653.00
<b>Estimated One-Year Combined Project Costing</b>	<b>\$501,935.00</b>

**Board Priority**

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

**Committee Review**

This item was discussed and approved at the Operation & Capital Projects Committee meeting held on February 24, 2021.

**Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts; Internal and External Engine, Electrical Bus, and Brakes.

The ten (10) vendors listed below are on the three individual contracts staff is requesting to exercise the Option Year One.

**VENDORS**

Gillig	C. C. Battery
Muncie	New Flyer
French Ellison Truck Center	C. C. Freightliner
Mohawk Manufacturing	Kirk's Automotive
Neopart	Rush Truck Center

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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





Board of Directors Meeting Memo

March 3, 2021

**Subject:** Exercise Option Year Two of Individual Contracts to Multiple Vendors for Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission Bus Parts Supply

### **Background**

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

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

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

### **Identified Need**

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

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2021 operating budget. The estimated one-year project cost of \$366,717.00 is based on usage in 2020 and expected future service levels.

### **Board Priority**

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

### **Committee Review**

This item was discussed and approved at the Operation & Capital Projects Committee meeting held on February 24, 2021.

**Recommendation**

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise Option Year Two of Individual Contracts to Multiple Vendors for Air, Air Conditioning, Body, Cooling System, Glass, Suspension, Wheelchair Ramp, and Transmission Bus Parts Supply.

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

**VENDORS**

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

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Derrick Majchszak  
Managing Director of Operations

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

## **Quarterly Investment Report**

### **As of December 31, 2020**

*Click title to view document*

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

# RTA DEFINED BENEFIT PLAN & TRUST

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**Institutional Asset Advisors**  
**Period Ending December 31, 2020**

*Click title to view document*

Christopher R. Koeller  
832-374-0279

Together we'll go far



# RTA Employees Defined Contribution Plan & Trust

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## Institutional Asset Advisors Period Ending December 31, 2020

*Click title to view document*

Christopher R. Koeller  
832-374-0279

Together we'll go far





**Subject:** January 2021 Financial Report

**SUMMARY: Results from all Activities Compared to Budget**

**Total Revenues** reported for the month of **January** totaled **\$2,958,941**, of which **\$2,679,770** is income from the **Operating Budget** and **\$279,171** from the **Capital Budget**. The revenues from the **Operating Budget** reached **94.87%** of the **\$2,824,631** budget expectation, generating **\$151,478** less than forecasted. Please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on March 11, 2021. Out of the seven (7) sources included in this revenue category, 94.74% of total revenue came from the sales tax revenue estimate as indicated in the below:

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	\$ 2,532,147	94.49
2	Passenger Service	89,432	3.34
3	SSC Lease Income	40,858	1.52
4	Bus Advertising	12,649	0.47
5	Investment Income	4,294	0.16
6	Grant Assistance Revenue	290	0.01
7	Other Revenue	100	0.00
	<b>Total</b>	<b>\$ 2,679,770</b>	<b>100.00</b>

The remaining revenue sources recorded fare revenues at **79.93%**, while bus and bench advertising reached **112.50%** 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 January 2021 with a Market Value of **\$45,312,719**, a decrease of **\$565,559** from the end of 2020 which closed at **\$45,878,278**. In comparison to the Market Value ending in December 2020, the Market Value for January 2021 decreased by **\$565,559** as a result of the differences in ending balances in the **Cash on Hand** operating bank account and the ending balances from the TexPool accounts. In January 2021, the ending balance of the operating account **decreased by \$962,905** while TexPool balances **increased by \$397,346**. The combined effect resulted in the Market Value decrease of **\$565,559**. Included in this mix was the January 2021 of \$1,306,947 to the RTA Employee Defined Benefit Plan (pension).

The **Sales tax** allocation is estimated at **\$2,532,147** and represents the amount equal to the same period in 2020 to remain conservative. The estimate is necessary since allocations lag two months behind and will not be received until March 2021.

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (estimate)	\$ 2,532,147	\$ 2,532,147	\$ 0	0.00%
February (estimate)	-	-	0	0.00%
March (estimate)	-	-	0	0.00%
April (estimate)	-	-	0	0.00%
May (estimate)	-	-	0	0.00%
June (estimate)	-	-	0	0.00%
July (estimate)	-	-	0	0.00%
August (estimate)	-	-	0	0.00%
September (estimate)	-	-	0	0.00%
October (estimate)	-	-	0	0.00%
November (estimate)	-	-	0	0.00%
December (estimate)	-	-	0	0.00%
	<b>\$ 2,532,147</b>	<b>\$ 2,532,147</b>	<b>\$ 0</b>	<b>0.00%</b>

The **Sales Tax revenue payment of \$3,355,470 for December 2020** was received February 12, 2021, and exceeded the baseline estimate by \$906,168. The payment included the allocation from internet sales of \$28,690, an increase of 14.12% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$290,984**. 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	<b>23.41%</b>	<b>decrease</b> from prior month
March 2020	18,756	37.80%	increase from prior month
April 2020	16,441	<b>12.34%</b>	<b>decrease</b> 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	<b>23.63%</b>	<b>decrease</b> 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	<b>0.82%</b>	<b>decrease</b> from prior month
November 2020	25,141	10.06%	increase from prior month
December 2020	28,690	14.12%	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 January 2021:

### Operating Revenue – January 2021 – Revenue Composition

Revenue Source	January 2021	%	YTD	%
Passenger Service	\$ 89,432	3.34%	\$ 89,432	3.34%
Bus Advertising	12,649	0.47%	12,649	0.47%
Other Revenue	100	0.00%	100	0.00%
Sales Tax Revenue	2,532,147	94.49%	2,532,147	94.49%
Grants - Operating	290	0.01%	290	0.01%
Grants - Capital	0	0.00%	0	0.00%
Investment Income	4,294	0.16%	4,294	0.16%
SSC Lease Income	40,858	1.52%	40,858	1.52%
<b>Total Revenue</b>	<b>\$ 2,679,770</b>	<b>100.00%</b>	<b>\$ 2,679,770</b>	<b>100.00%</b>

### January 2021 Revenue – Operating and Capital Funding and Transfer-In

	01/2021				
	2021 Adopted Budget	January 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 89,432	\$ 111,889	6.66%	79.93%
Bus advertising	134,921	12,649	11,243	9.38%	112.50%
Other operating revenues	471,647	100	39,304	0.02%	0.25%
Sales Tax Revenue	35,119,095	2,532,147	2,532,147	7.21%	100.00%
Federal, state and local grant assistance	849,694	290	70,808	0.03%	0.41%
Investment Income	223,195	4,294	18,600	1.92%	23.09%
Staples Street Center leases	487,686	40,858	40,641	8.38%	100.54%
<b>Total Operating Revenues</b>	<b>38,628,906</b>	<b>2,679,770</b>	<b>2,824,631</b>	<b>6.94%</b>	<b>94.87%</b>
Capital Grants & Donations	9,715,577	-	-	0.00%	0.00%
Transfers-In	3,350,055	279,171	279,171	8.33%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 51,694,538</b>	<b>\$ 2,958,941</b>	<b>\$ 3,103,803</b>	<b>5.72%</b>	<b>95.33%</b>

### January 2021 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.

## January 2021 Total Expenses & Capital Expenditures

	01/2021				
	2021 Adopted Budget	January 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 34,877,101	\$ 2,468,031	\$ 2,906,425	7.08%	84.92%
Debt Service	1,408,431	-	117,369	0.00%	0.00%
Street Improvements	3,083,652	256,971	256,971	8.33%	100.00%
Subrecipient Grant Agreements	49,694	290	4,141	0.58%	7.00%
<b>Total Operating Expenses</b>	<b>39,418,878</b>	<b>2,725,292</b>	<b>3,284,906</b>	<b>6.91%</b>	<b>82.96%</b>
Grant Eligible Costs	9,715,577	-	-	0.00%	0.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 51,637,545</b>	<b>\$ 2,933,883</b>	<b>\$ 3,493,497</b>	<b>5.68%</b>	<b>83.98%</b>

## 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 January 2021, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation.

## January 2021 Departmental Expenses

	01/2021				
	2021 Adopted Budget	January 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expense Object Category</b>					
Salaries	\$ 13,269,291	\$ 1,022,981	\$ 1,105,774	7.71%	92.51%
Benefits	5,589,770	404,537	465,814	7.24%	86.85%
Services	4,970,013	244,004	414,168	4.91%	58.91%
Materials & Supplies	2,891,002	151,258	240,917	5.23%	62.78%
Utilities	736,149	49,847	61,346	6.77%	81.26%
Insurance	506,332	35,619	42,194	7.03%	84.42%
Purchased Transportation	6,243,888	532,285	520,324	8.52%	102.30%
Miscellaneous	670,655	27,500	55,888	4.10%	49.20%
<b>Total Departmental Operating Expenses</b>	<b>\$ 34,877,101</b>	<b>\$ 2,468,031</b>	<b>\$ 2,906,425</b>	<b>7.08%</b>	<b>84.92%</b>

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.

For January 2021, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$1,022,981**, and was within 7% of the baseline expectation. The **Benefits** category also performed well against the baseline expectation with a total of \$404,537. The **Purchased Transportation** category exceeded the baseline slightly, coming in at \$11,961 higher than anticipated. The **Services, Materials & Supplies, Utilities, and Insurance** categories all performed favorably against the baseline expectation.

## Fare Recovery Ratio

Description	1/31/2021	Year to Date
Fare Revenue	\$ 89,432	\$ 89,432
Operating Expenses*	2,397,983	2,397,983
Fare Recovery Ratio	3.73%	3.73%
*Excluding Depreciation		

Note: Same period last year (January) the FRR was 5.61%

## NET POSITION

The Total Net Position at the end of the month was **\$94,320,461**, a decrease of \$201,343 from December 2020 which closed at **\$94,521,804**. The Total Net Position is made up of two (2) components: Net Investment in Capital Assets, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$94,320,461**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$40,759,631**, but only **\$23,606,126** 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 JANUARY 31, 2021:

<b>FUND BALANCE</b>	
Net Invested in Capital Assets	\$ 53,560,830
Restricted for Debt Service	-
Unrestricted	40,759,631
<b>TOTAL FUND BALANCE</b>	<b>94,320,461</b>
<b>RESERVES</b>	
Net Invested in Capital Assets	53,560,830
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	23,606,126
<b>TOTAL INVESTED IN CAPITAL &amp; RESERVES</b>	<b>\$ 94,320,461</b>

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 January 2021

OPERATING BUDGET	01/2021				
	2021 Adopted Budget	January 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 89,432	\$ 111,889	6.66%	79.93%
Bus advertising	134,921	12,649	11,243	9.38%	112.50%
Other operating revenues	471,647	100	39,304	0.02%	0.25%
Sales Tax Revenue	35,119,095	2,532,147	2,532,147	7.21%	100.00%
Federal, state and local grant assistance	849,694	290	70,808	0.03%	0.41%
Investment Income	223,195	4,294	18,600	1.92%	23.09%
Staples Street Center leases	487,686	40,858	40,641	8.38%	100.54%
<b>Total Revenues</b>	<b>38,628,906</b>	<b>2,679,770</b>	<b>2,824,631</b>	<b>6.94%</b>	<b>94.87%</b>
<b>Expenses</b>					
Transportation	9,981,604	725,087	831,800	7.26%	87.17%
Customer Programs	519,249	35,410	43,271	6.82%	81.83%
Purchased Transportation	6,243,888	532,285	520,324	8.52%	102.30%
Service Development	577,315	41,284	48,110	7.15%	85.81%
MIS	1,369,447	92,812	114,121	6.78%	81.33%
Vehicle Maintenance	5,784,405	406,482	482,034	7.03%	84.33%
Facilities Maintenance	3,041,861	190,689	253,488	6.27%	75.23%
Contracts and Procurements	332,805	25,019	27,734	7.52%	90.21%
CEO's Office	1,036,502	72,522	86,375	7.00%	83.96%
Finance and Accounting	817,140	50,798	68,095	6.22%	74.60%
Materials Management	197,259	16,499	16,438	8.36%	100.37%
Human Resources	750,276	38,768	62,523	5.17%	62.01%
General Administration	565,974	28,754	47,164	5.08%	60.97%
Capital Project Management	287,597	23,540	23,966	8.18%	98.22%
Marketing & Communications	674,737	33,137	56,228	4.91%	58.93%
Safety & Security	1,545,127	84,900	128,761	5.49%	65.94%
Staples Street Center	1,008,909	69,853	84,076	6.92%	83.08%
Port Ayers Cost Center	-	192	-	0.00%	0.00%
Debt Service	1,408,431	-	117,369	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	49,694	290	4,141	0.58%	7.00%
Street Improvements Program for CCRTA Region Entities	3,083,652	256,971	256,971	8.33%	100.00%
<b>Total Expenses</b>	<b>39,475,871</b>	<b>2,725,292</b>	<b>3,289,656</b>	<b>6.90%</b>	<b>82.84%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>(45,522)</b>	<b>(465,025)</b>		
<b>CIP BUDGET</b>					
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Transfer In	\$ 3,350,055	279,171	279,171	8.33%	100.00%
Grant Revenue	9,715,577	-	-	0.00%	0.00%
<b>Total Funding Sources</b>	<b>13,065,632</b>	<b>279,171</b>	<b>279,171</b>	<b>2.14%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	-	-	0.00%	0.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
<b>Total Expenditures</b>	<b>12,218,667</b>	<b>208,591</b>	<b>208,591</b>	<b>1.71%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>846,965</b>	<b>70,580</b>	<b>70,580</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>(45,522)</b>	<b>(465,025)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>846,965</b>	<b>70,580</b>	<b>70,580</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>25,059</b>	<b>(394,445)</b>		

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended January 31, 2021, and year ended December 31, 2020**

	Unaudited January 31 2021	Unaudited December 31 2020
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 45,120,058	\$ 45,627,726
Receivables:		
Sales and Use Taxes	5,885,639	5,944,715
Accrued Interest	-	-
Federal Government	71,175	166,877
Other	696,542	553,208
Inventories	1,020,879	1,128,966
Prepaid Expenses	1,752,603	466,226
<b>Total Current Assets</b>	<b>54,546,896</b>	<b>53,887,719</b>
<b>Non-Current Assets:</b>		
Capital Assets:		
Land	4,847,445	4,847,445
Buildings	53,744,210	53,744,210
Transit Stations, Stops and Pads	24,409,826	24,409,826
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,901,294	62,901,294
Construction in Progress	973,871	973,871
Current Year Additions	189,501	0
Total Capital Assets	152,591,270	152,401,769
Less: Accumulated Depreciation	(83,068,305)	(82,859,714)
Net Capital Assets	69,522,965	69,542,054
<b>Total Non-Current Assets</b>	<b>69,522,965</b>	<b>69,542,054</b>
<b>TOTAL ASSETS</b>	<b>124,069,862</b>	<b>123,429,773</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	4,131,381	4,131,381
Deferred outflow on extinguishment of debt	3,487,864	3,487,864
<b>Total Deferred Outflows</b>	<b>7,619,245</b>	<b>7,619,245</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>131,689,106</b>	<b>131,049,018</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	1,083,667	617,652
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	-
Compensated Absences	276,864	276,864
Sales Tax Audit Funds Due	301,114	328,488
Distributions to Regional Entities Payable	6,803,934	6,546,963
Other Accrued Liabilities	979,600	833,781
<b>Total Current Liabilities</b>	<b>9,445,179</b>	<b>8,603,748</b>
<b>Non-Current Liabilities:</b>		
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	821,234	821,234
Net Pension Liability	2,455,449	2,455,449
Net OPEB Obligation	970,134	970,134
<b>Total Non-Current Liabilities</b>	<b>23,966,702</b>	<b>23,966,702</b>
<b>TOTAL LIABILITIES</b>	<b>33,411,881</b>	<b>32,570,450</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	3,956,764	3,956,764
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>37,368,645</b>	<b>36,527,214</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	53,560,830	53,579,919
Unrestricted	40,759,631	40,941,885
<b>TOTAL NET POSITION</b>	<b>\$ 94,320,461</b>	<b>\$ 94,521,804</b>

**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**For the month ended January 31, 2021**

	<u>1/31/2021</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 54,494
Cash Received from Bus Advertising and Other Ancillary	38,251
Cash Payments to Suppliers for Goods and Services	(2,242,186)
Cash Payments to Employees for Services	(710,475)
Cash Payments for Employee Benefits	(174,864)
<b>Net Cash Used for Operating Activities</b>	<b><u>(3,034,781)</u></b>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	2,616,619
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(290)
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<b><u>2,616,329</u></b>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	95,992
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	(189,501)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<b><u>(93,509)</u></b>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	4,294
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<b><u>4,294</u></b>
<b>Net decrease in Cash and Cash Equivalents</b>	<b>(507,667)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 1, 2021</b>	<b>45,627,726</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), January 31, 2021</b>	<b>\$ <u><u>45,120,058</u></u></b>





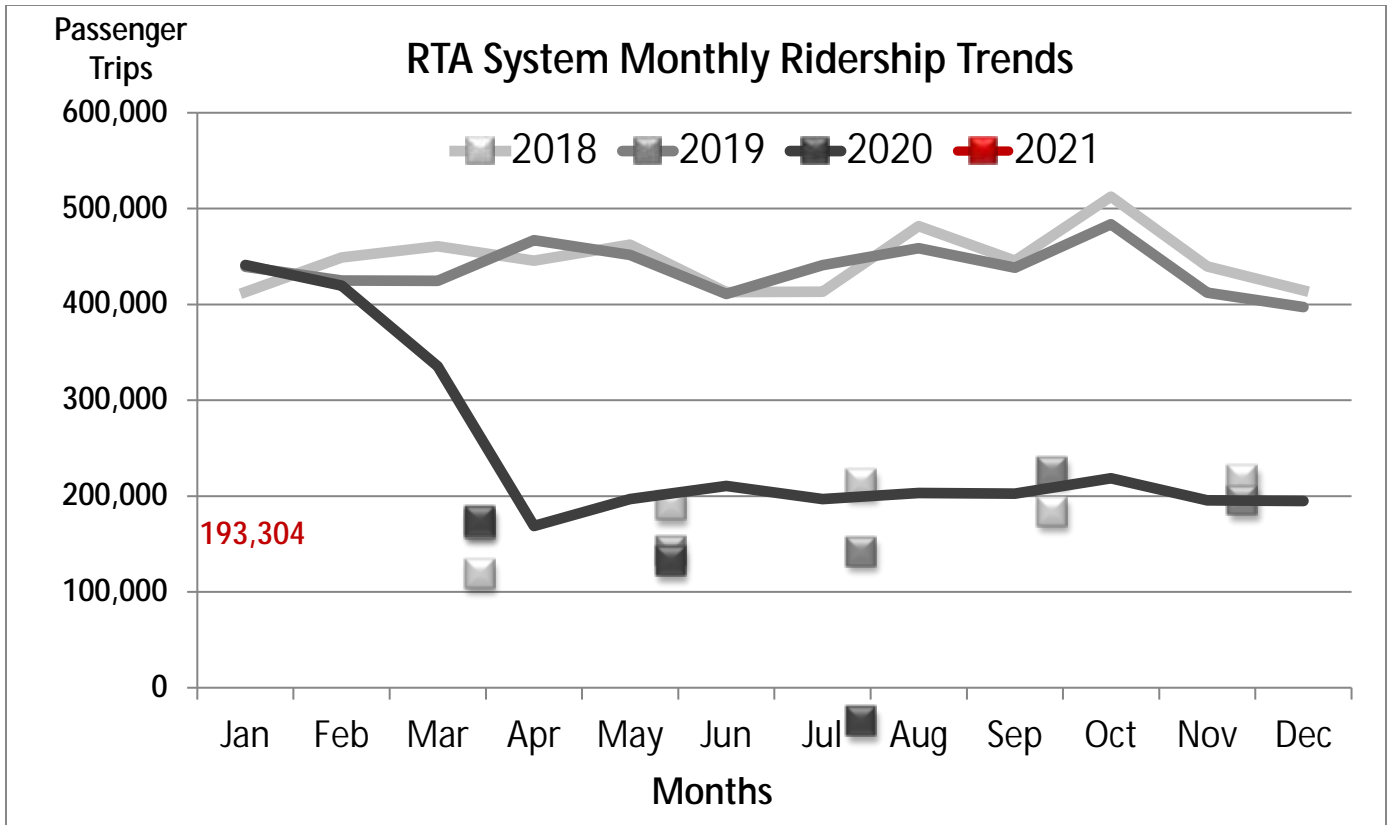
**Subject:** January 2021 Operations Report

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 January 2021, system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 193,304 which represents a decrease of 56.2% as compared to 411,207 passenger trips in January 2020 or 247,903 fewer trips this month.

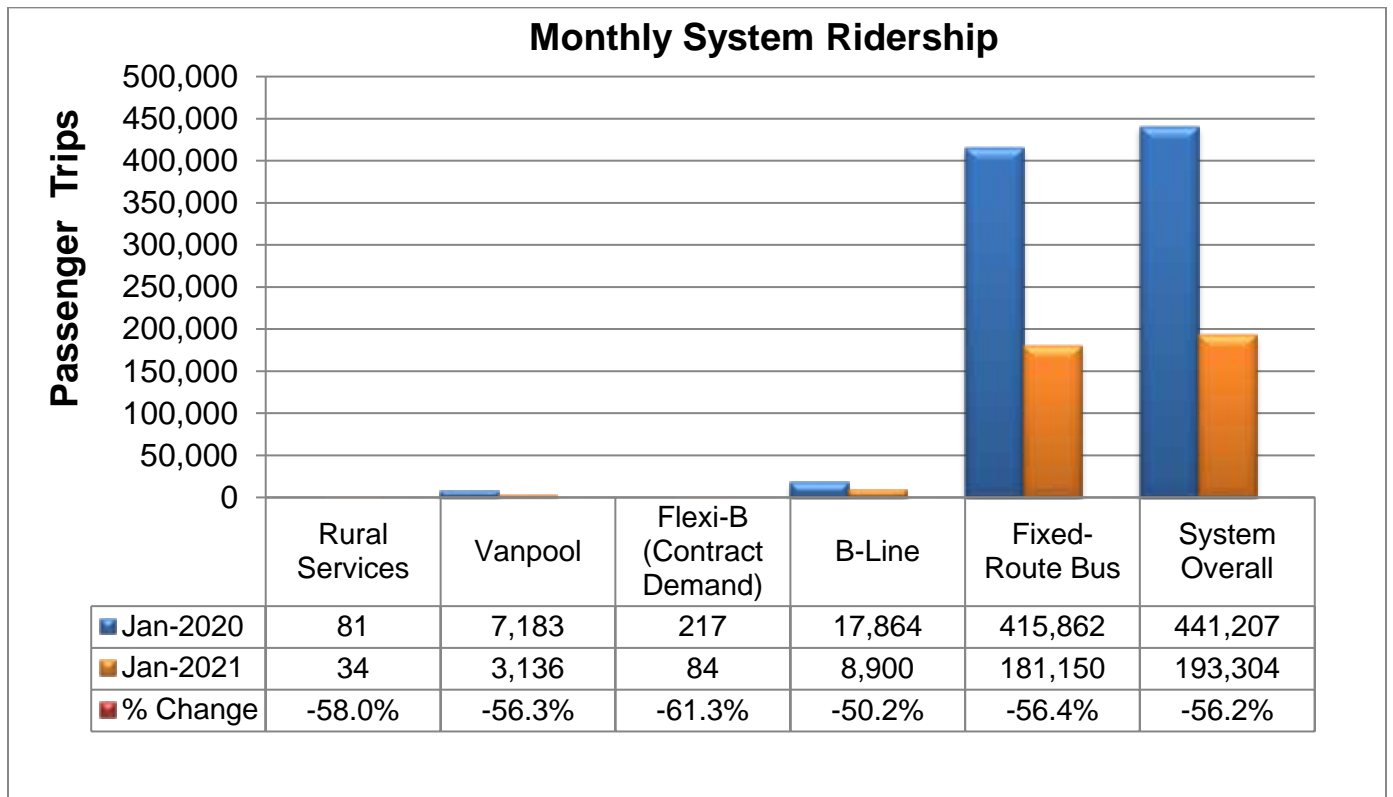


January 2020	January 2021	Variance
22 Weekdays	20 Weekdays	-2
4 Saturdays	5 Saturdays	+1
4 Sundays	5 Sundays	+1
1 Holiday	1 Holiday	-
31 Days	31 Days	-

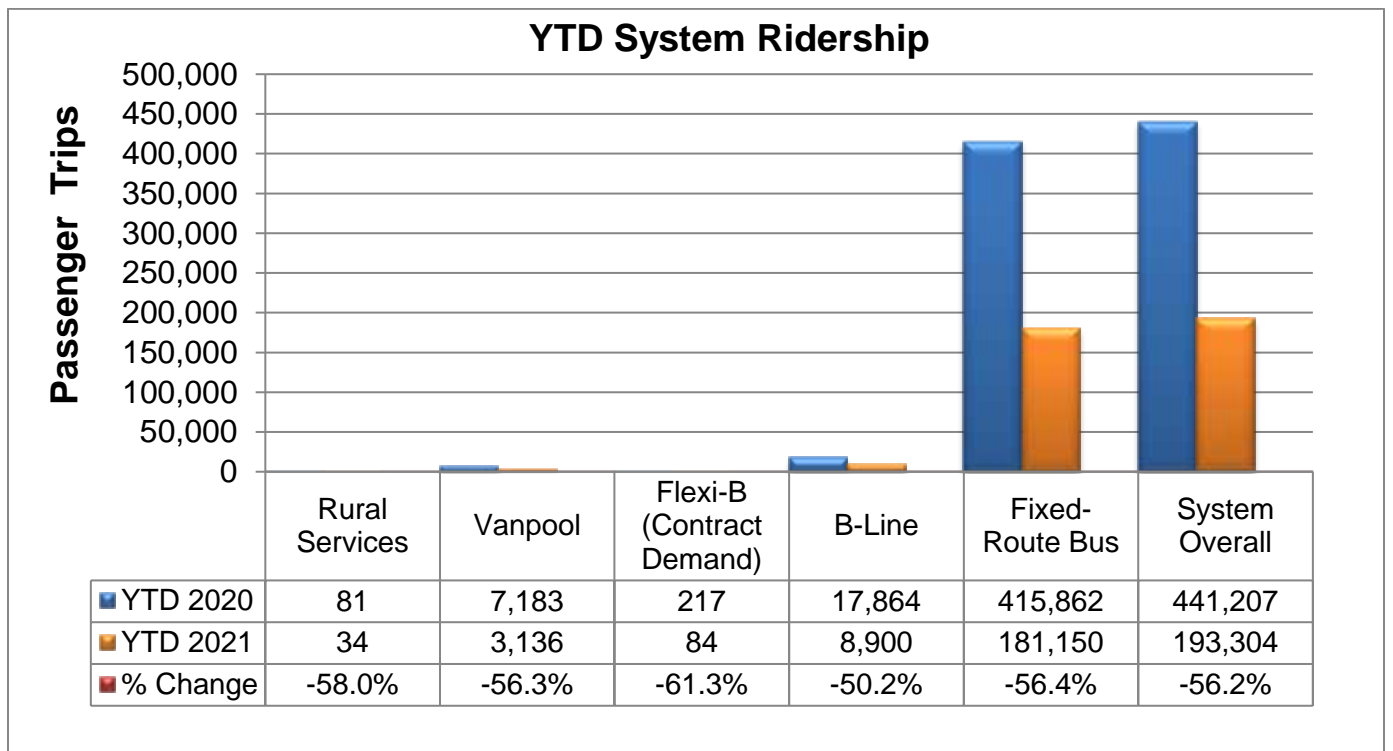
In January 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.04 per gallon compared to about \$2.24 per gallon in January 2020<sup>1</sup>. January rainfall was below normal at 1.11 inches but three times more than last year with 0.31 inches in January 2020. Historically, the average rainfall in January is 1.54 inches.<sup>2</sup> The average high temperature was normal at 67 degrees.

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

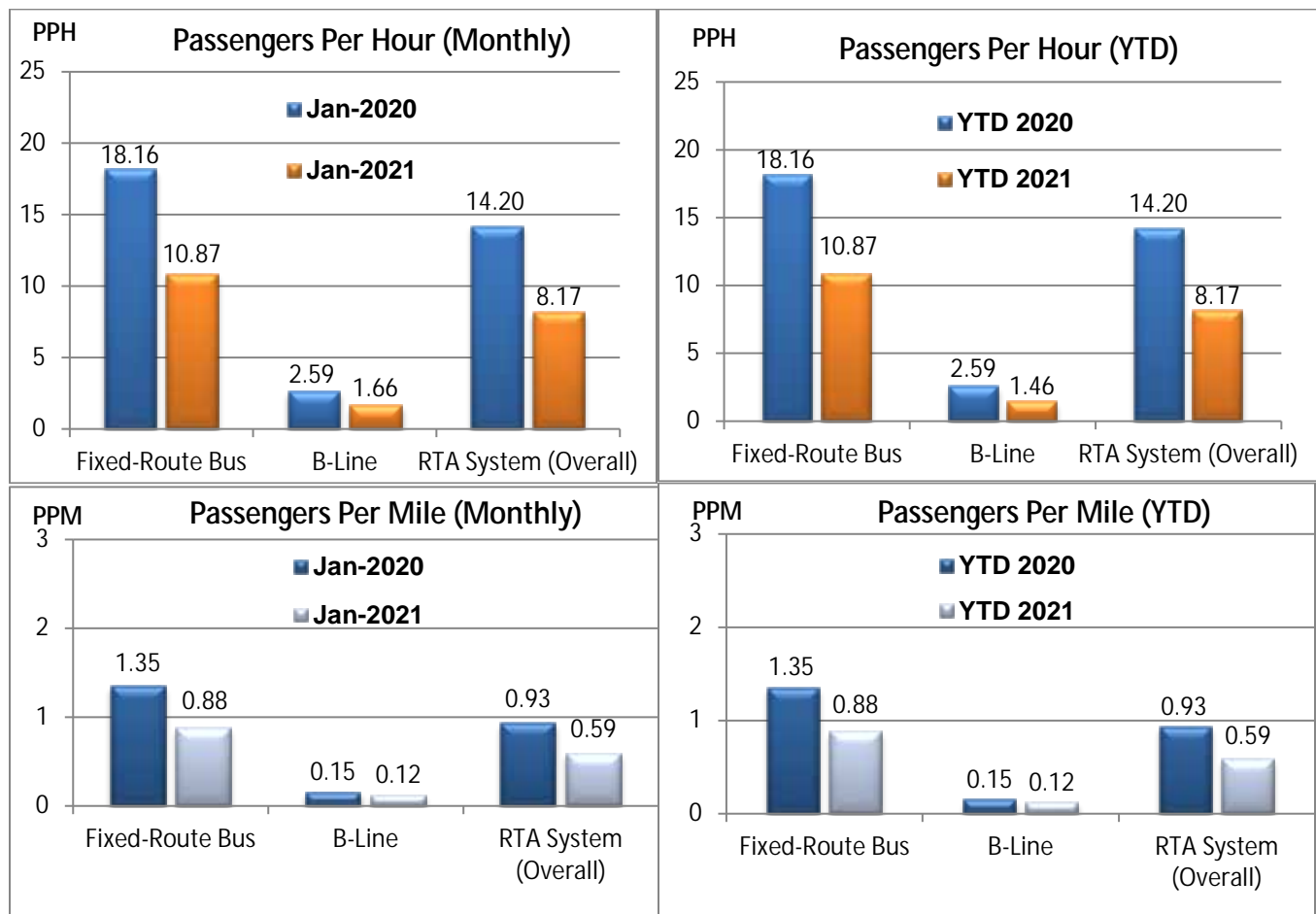
The chart below shows monthly ridership results for all services. CCRTA recorded 247,903 fewer passenger trips for a decrease of 56.2% as compared to January 2020.



The chart below shows YTD ridership results for all services. CCRTA has recorded 247,903 fewer passenger trips for a YTD decrease of 56.2% in 2021 as compared to 2020.



The following charts report system-wide productivity for the month of January 2021 vs. January 2020 and YTD figures.



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

Schedule Adherence	Standard	Oct-20	Nov-20	Dec-20	Jan-21	4-Month Average
Early Departure	<1%	0.0%	0.8%	0.0%	0.5%	0.3%
Departures within 0-5 minutes	>85%	96.5%	93.6%	90.0%	94.4%	93.6%
Monthly Wheelchair Boardings	No standard	3,423	2,431	2,376	2,376	2,652
Monthly Bicycle Boardings	No standard	4,876	4,161	4,477	4,477	4,498

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

On Detour	<ul style="list-style-type: none"> <li>• <b>North Beach-U.S.181 realignment</b> (Harbor Bridge reconstruction): Began April 2019 Ø Routes 76 &amp; 78</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Winnebago &amp; Lake St.</b>-(Harbor Bridge reconstruction): Began August 2020 Ø Route 12</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Morgan Ave.</b> (Crosstown-Ocean) 15-month project: To be complete late April 2021 Ø Route 23</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Leopard Street TxDOT Project</b> (Mexico to Doss St.) (24) month project: To be complete late 2021 Ø Routes 27</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Road</b> (Holly Rd-SPID) (22) month project: Began September 2019-To be complete May 2021 Ø Route 32</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Road</b> (SPID-McArdle): Project to begin mid-2021. Ø Route 32</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Ayers Street</b> (SPID-Gollihar) (28) month project: Began January 2020 Ø Route 19</li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Staples St.</b> (Kostoryz- Baldwin) (29) month project: To begin late March 2021 Ø Route 29</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Laguna Shores Rd.</b> (SPID-Wyndale) (14) month, Began October 26, 2020 with anticipated completion in October 2022 Ø Routes 3 &amp; 4</li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Nueces Bay to Palm) (14) month project: To begin late-2021 with anticipated completion in late-2022 Ø Routes 27</li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Crosstown to Palm) (14) month project: To begin March 2021 with anticipated completion in late-2022 Ø Routes 27</li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Airline Rd.</b> (SPID-McArdle) (7) month project: Began January 2021 Ø Routes 26 &amp; 65</li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>McArdle Road</b> (Carroll-Kostoryz) (6) month project: To begin early-2021 Ø Route 19</li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Gollihar Road</b> (Greenwood-Crosstown) In design. To begin mid-2021 Ø Routes 23 &amp; 25</li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>S. Alameda St.</b> (Louisiana-Chamberlain) (12) month project: To begin mid-2021 Ø Routes 5 &amp; 17</li> </ul>

In January 2020, there were 12 detoured routes or 38% out of 32 fixed route services travelling on the local street network. Detoured services include: 3, 4, 12, 17, 19, 23, 26, 27, 32, 65, 76 & 78.

City of Corpus Christi Bond projects scheduled to begin in February, March and April will result in adverse impacts to additional CCRTA bus routes including: 5, 17, 19 & 29.

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

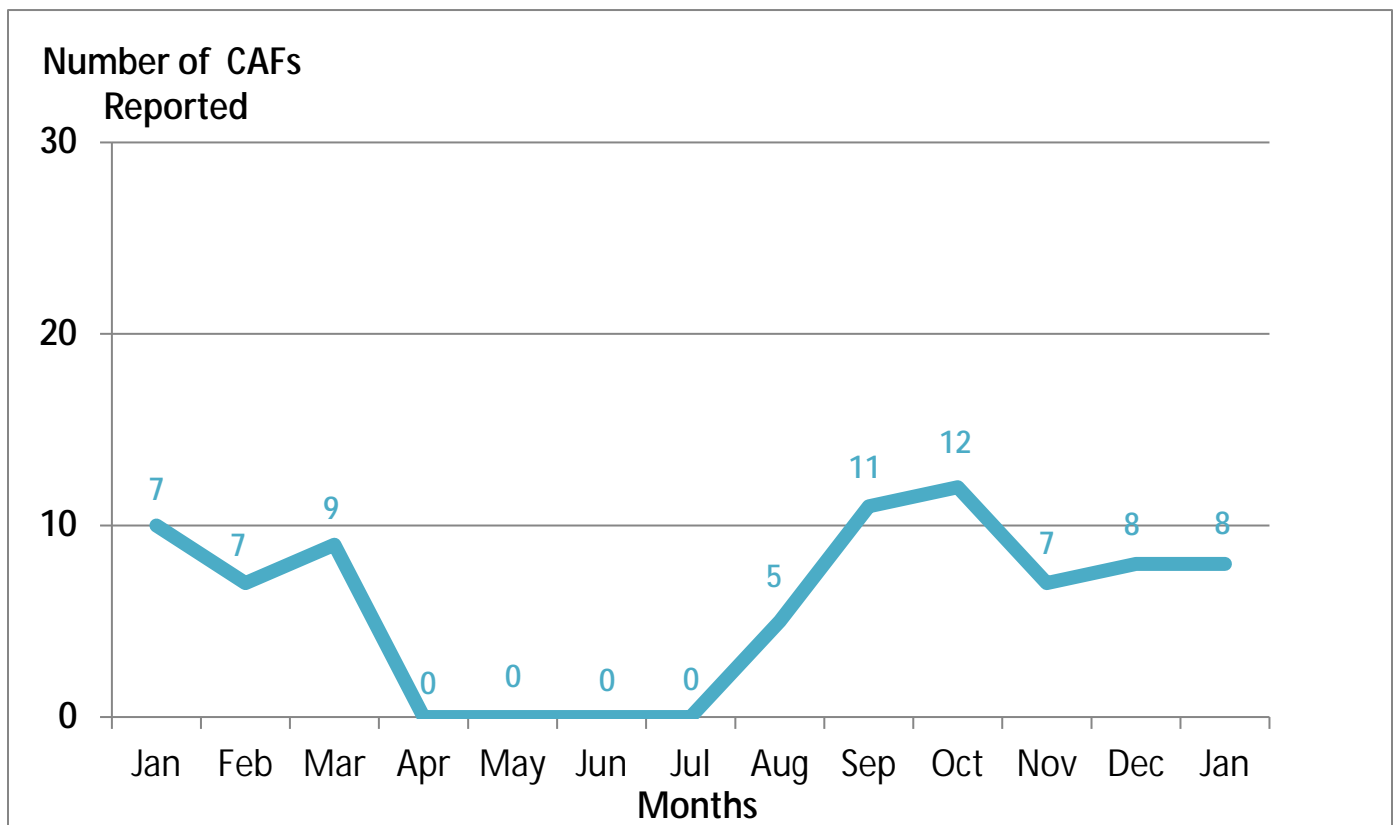
In January 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **1.66** Passengers Per Hour (PPH) did not meet the temporarily waived contract standard of 2.50 PPH to promote social distancing.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **20,411** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **6,130** ambulatory boardings; **2,123** wheelchair boardings

Metric	Standard	Oct-20	Nov-20	Dec-20	Jan-21	(4) Month-Ave.
Passengers per Hour	2.50	1.65	1.65	1.53	1.66	1.62
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	5,948	14,078	7,755	20,411	12,048
Monthly Wheelchair Boardings	No standard	2,631	2,331	2,289	2,123	2,344

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

For January 2021, Customer Service received and processed 8 Customer Assistance Forms (CAF's) of which all were verified as valid. No commendations were received this month.



**Route Summary Report for January 2021:**

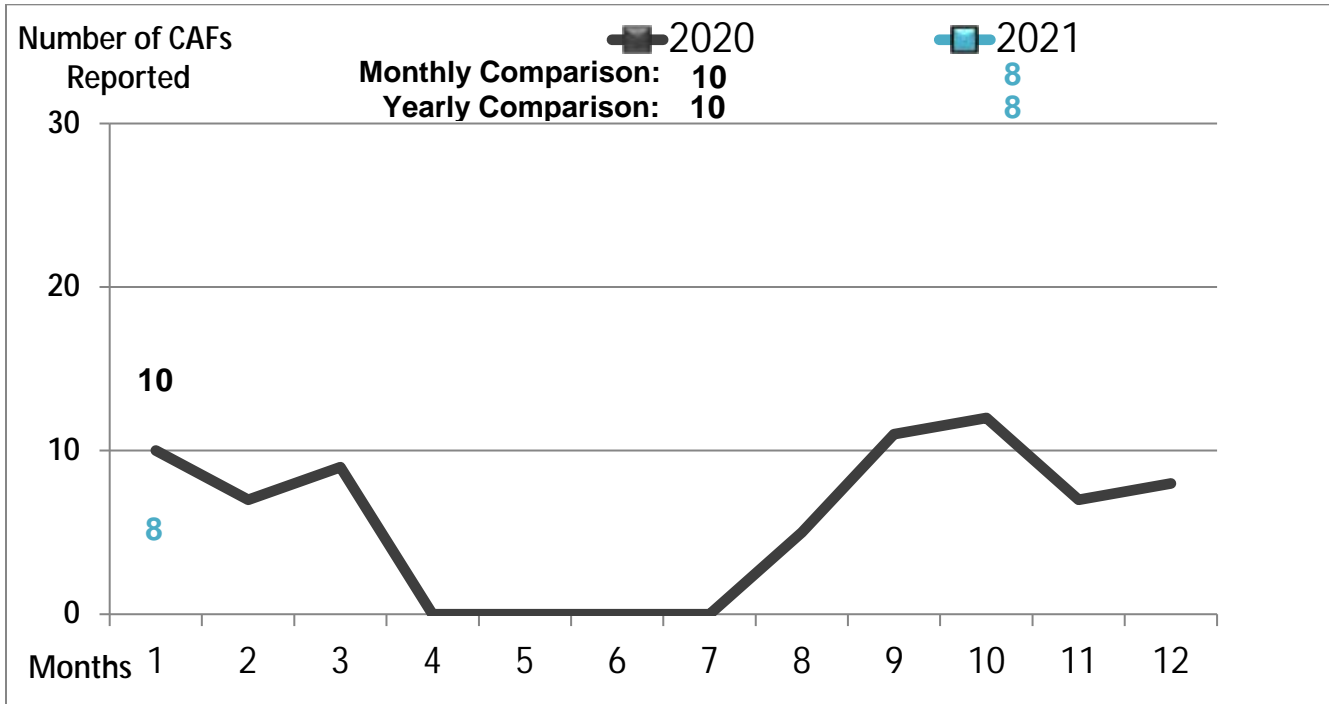
Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	
#4 Flour Bluff	1	#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside	1	#60 Islander Connection	
#19 Ayers		#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	1
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood	1	#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	1
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard/Omaha		Facilities Maintenance	1
#29 Staples	1	Customer Service Department	
#29F Staples/Flour Bluff		Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		<b>TOTAL CAF's</b>	<b>8</b>



**January 2021 CAF Breakdown by Service Type:**

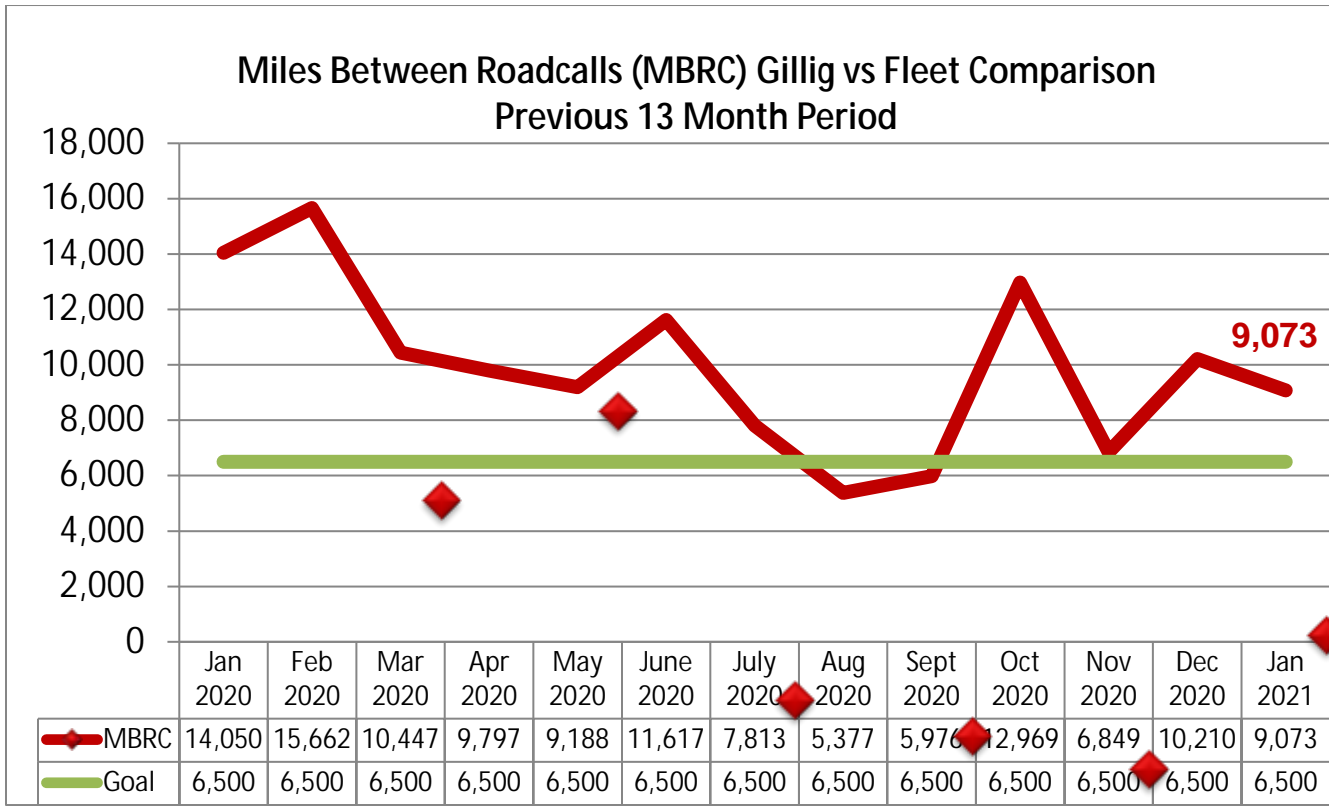
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	1			1
Driving Issues		1		1
Customer Services				
Late/Early – No Show			1	1
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy/Cell Phone User	2			2
Denial of Service				
Safety & Security				
Rude	2			2
Facility Maintenance				
Service Development				
Vehicle Maintenance	1			1
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations				
<b>Total CAFs</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>8</b>

**CAF Reports: Current and Historical Trends**



**Vehicle Maintenance Department: Miles Between Road Calls Report**

In January 2021, there were 9,073 miles between road calls (MBRC) recorded as compared to 14,050 MBRC in January 2020. 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
2/3/2021	10.	E. Martinez	In regards to the Update on 2021 System Changes, Mr. Martinez asked, how many flex routes do you have?	Mr. Robinson responded that there are nine flex routes.	2/3/2021
2/3/2021	10.	E. Martinez	In regards to the Update on 2021 System Changes, Mr. Martinez asked, do we have a demand for Del Mar trying to reach each campus?	Mr. Robinson answered that Route 66 was servicing Del Mar. The ridership was there but it wasn't meeting our standards. We are going to try to do something different hoping to kick that off next fall.	2/3/2021
2/3/2021	10.	M. Woolbright	In regards to the Update on 2021 System Changes, Mr. Woolbright asked, what is the current ridership of the autonomous vehicle?	Mr. Robinson answered a handful of riders each day. It is hard to social distance so only two people can ride at a time.	2/3/2021
2/3/2021	10.	E. Martinez	In regards to the Update on 2021 System Changes, Mr. Martinez asked, would the be a cut in like veterans?	Mr. Robinson answered in the affirmative.	2/3/2021
2/3/2021	10.	L. Allison	In regards to the Update on 2021 System Changes, Ms. Allison asked, Did we have this last year when the route ran and how does that work?	Mr. Robinson answered, We had it last year, and it worked well, you know. Sometimes the areas can get fairly congested based on peak demand into or in or out of Port Aransas, there could be some delays at times but for the bulk of the time it worked well where the Texas dot staff put us at the front of the line and got us the priority needed we, priority boarding we needed to get across the ferry.	2/3/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/3/2021	11.	M. Woolbright	In regards to December 2020 Financial Report, Mr. Woolbright asked, we budgeted a \$725,000 shortfall?	Mr. Saldana responded in the affirmative.	2/3/2021
2/3/2021	11.	E. Martinez	In regards to December 2020 Financial Report, Mr. Martinez asked, do you have any idea of what that is on online order?	Mr. Saldana responded so our sales tax we received in was about I will give you that here. Received over the last 12 months \$239,571.	2/3/2021
2/3/2021	11.	L. Allison	In regards to December 2020 Financial Report, Ms. Allison asked, that was the online portion?	Mr. Saldana responded in the affirmative.	2/3/2021
2/3/2021	11.	L. Allison	In regards to December 2020 Financial Report, Ms. Allison asked, regarding net net comparison to the losses in revenue in sales tax, how did we end up covering that?	Mr. Saldana responded we received about \$900,000 less this year than we did last year in sales tax, but the \$15.3 million that we have covered that, plus the expenses we had related to COVID, so we are \$13.2 million in good positive cash flow, \$13.2 million.	2/3/2021
2/3/2021	11.	P. Skrobarczyk	In regards to December 2020 Financial Report, Mr. Skrobarczyk asked, some kind of additional contribution to our retirement plan, is that something we can do?	Mr. Saldana responded yes, that's something we can talk to our actuarial about.	2/3/2021

## Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/3/2021	11.	M. Woolbright	In regards to December 2020 Safety & Security Report, Mr. Woolbright asked, what is quality of life?	Mr. Rendon responded the quality of life is our customers asking questions who are law enforcement, you know, direction of the buses, where they are going to. We have a lot of just questions from law enforcement, but more important also is we have our customers that are not feeling well and ask for assistance and we get them an ambulance as soon as possible.	2/3/2021
2/3/2021	11.	E. Martinez	In regards to December 2020 Safety & Security Report, Mr. Martinez asked, does this really focus in on the transfer stations or also on the with the rover running around?	Mr. Rendon responded it is mostly, I would say about 80 percent, 85 percent on transfer stations, which is our station outside here, Port Ayers, Robstown and south side and then also the context there of police officer rover does out there, he is roving, talking to individuals for maybe those individuals that are not utilizing our system, you know, we approach them and then we tell them to move along, so, yes.	2/3/2021

## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/27/2021	7.	P. Dominguez	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee 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, Ms. Dominguez asked, Is that a competitive hourly rate?	Mr. Rendon responded in the affirmative.	1/27/2021
1/27/2021	7.	P. Dominguez	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee 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, Ms. Dominguez asked, is this funding coming from the first of second round of coronavirus funding?	Mr. Cruz-Aedo responded that these funds are coming from the second round of funding.	1/27/2021
1/27/2021	7.	D. Leyendecker	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee 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, Mr. Leyendecker asked, is this an additional security guard that's noncommissioned that will be helping a commissioned security guard?	Mr. Rendon responded we do not have any security guards at the transfer stations, port ayers and southside. They will be there with the officers.	1/27/2021
1/27/2021	7.	D. Leyendecker	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee 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, Mr. Leyendecker asked, is there any additional liability by having a non commissioned guard versus a commissioned guard?	Mr. Rendon responded yes, it's better to have a non commissioned security officer at our transfer stations.	1/27/2021



## Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/27/2021	7.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee 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, Ms. Allison asked, does anyone at the RTA have a seat at the table with city about the ongoing conversations about the homeless situation and the impacts associated with that?	Mr. Rendon responded yes, we do have a conversation going with city hall regarding this issue.	1/27/2021

## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
1/27/2021			No Questions		