

# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, April 7, 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.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Linnehan	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p><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>Committee Chair Reports</b> a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
7.	<b>Discussion and Possible Action</b> to reschedule the September 1, 2021 Board Meeting to September 8, 2021 due to Board Member Travel to Annual APTA EXPO & Conference	J. Cruz-Aedo	3 min.	-----
8.	<b>Discussion and Possible Action</b> to Approve the Board of Directors Meeting Minutes of March 3, 2021	E. Martinez	3 min.	<b>Pages 1-8</b>
9.	<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.			
			5 min.	<b>Pages 9-12</b>
	a) <b>Action</b> to Exercise the First Option Year to The Doctor's Center for Occupational Medical Services (pg. 9) b) <b>Action</b> to Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup (pg. 10-11) c) <b>Action</b> to Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022 (pg. 12)			
10.	<b>Discussion and Possible Action</b> to Accept the Findings of the Quadrennial Performance Audit and RTA's Response and Approve Distribution of the Report as Per the State Transportation Code	R. Saldaña Jarod Varner First Transit	10 min.	<i>PPT</i>

# AGENDA MEETING NOTICE

11.	<b>CCRTA's Response to COVID-19</b>	J. Cruz-Aedo	10 min.	<i>PPT</i>
12.	<b>Discussion and Possible Action</b> to Issue a Request for Qualifications (RFQ) for General Architectural Services	S. Montez	3 min.	<b>Pages 13-14</b> <i>PPT</i>
13.	<b>Discussion and Possible Action</b> to Execute a Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of a New Bus Stop and One Bus Turn-In at the New Mary Carroll High School	S. Montez	3 min.	<b>Pages 15-16</b> <i>PPT</i> <i>ATTACHMENT A</i>
14.	<b>Discussion and Possible Action</b> to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements - Phase VIII	S. Montez	3 min.	<b>Pages 17-18</b> <i>PPT</i>
15.	<b>Discussion and Possible Action</b> to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure	S. Montez	3 min.	<b>Page 19</b> <i>PPT</i>
16.	<b>Discussion and Possible Action</b> to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities	S. Montez	3 min.	<b>Pages 20-21</b> <i>PPT</i>
17.	<b>Discussion and Possible Action</b> to Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems	D. Majchszak	3 min.	<b>Page 22</b> <i>PPT</i>
18.	<b>Discussion and Possible Action</b> to Award a Contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services	D. Majchszak	3 min.	<b>Pages 23-24</b> <i>PPT</i>
19.	<b>Presentations:</b> a) February 2021 Financial Report b) Procurement Update c) February 2021 Operations Report	R. Saldaña R. Saldaña G. Robinson	4 min. 4 min. 4 min.	<b>Pages 25-35</b> <i>PPT</i> <i>PPT</i> <b>Pages 36-45</b> <i>PPT</i>
20.	<b>CEO Report</b>	J. Cruz-Aedo	10 min.	<i>PPT</i>
21.	<b>Board Chair Report</b>	E. Martinez	10 min.	-----
22.	<b>Adjournment</b>	E. Martinez	1 min.	-----
23.	<b>Information Items:</b> a) Member Inquiry Forms 1) Board Meeting–March 3, 2021 2) Committees Meetings–February 24, 2021 a) Administration & Finance b) Operations & Capital Projects			

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

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On **Thursday, March 31, 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.

## AGENDA MEETING NOTICE

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

### **Mission Statement**

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

### **Vision Statement**

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, MARCH 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 Personnel Recognitions; a) Bus Operator of the Year – James Brown, and b) Employee of the Year – Natalie Grady**
7. **Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects**
8. **Action to Approve the Board of Directors Meeting Minutes of February 3, 2021**
9. **Heard Consent Items –**
  - a) **Action 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, ATTACHMENT A)**
  - b) **Action to Execute First Option Year with Minnesota Life for Life Insurance and Accidental Death and Dismemberment (pgs. 11-12)**
  - c) **Action to Issue an Invitation for Bid (IFB) for Rebuilt Transmission Supply (pgs. 13-14)**
  - d) **Action to Exercise the Option Year on the Bus Engine Supplier Contract with French Ellison Truck Center (pgs. 15-16)**
  - e) **Action to Exercise Option Year Two on Three Individual Contracts to Multiple Vendors for Bus and Engine Parts (pgs. 17-18)**
  - f) **Action to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply (pgs. 19-20)**
10. **Heard 4<sup>TH</sup> Quarter 2020 Investment Update**
11. **Heard 4<sup>TH</sup> Quarter 2020 DB Plan and DC Plan Update; a) RTA Defined Benefit Plan & Trust, and b) RTA Employees Defined Contribution Plan & Trust**
12. **Heard CCRTA’s Response to COVID-19 & February 2021 Winter Storm**
13. **Heard Briefing on Capital Projects Funded by 5339(b) Competitive Grant**
14. **Heard Presentations –**
  - a) **January 2020 Financial Report**
  - b) **January Procurement Update**
  - c) **January 2020 Safety & Security Report**
  - d) **January 2020 Operations Report**
15. **Heard CEO’s Report**
16. **Heard Chairman’s Report**
17. **Adjournment**
18. **Informational Items**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.



### **Call to Order & Roll Call**

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

### **Board Members Present**

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

### **Board Members Absent**

Edward Martinez, Board Chair and Anne Bauman.

### **Staff Present**

Jorge G. Cruz-Aedo, CEO; James Brown, David Chapa, Natalie Grady, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and JoAnna Serna.

### **Public Present**

Messrs. Ben Schmit, Kurt Brenham and Willis Massey, MV Transportation.

### **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 Personnel Recognitions; a) Bus Operator of the Year – James Brown, and b) Employee of the Year – Natalie Grady**

Mr. Jorge Cruz-Aedo introduced Ms. JoAnna Serna who was speaking on behalf of Ms. Angelina Gaitan who was out on medical leave. Ms. Serna recognized the Bus Operator of the Year, Mr. James Brown, and the Employee of the Year, Ms. Natalie Grady. Each were awarded a framed certificate for their service and accolades. Ms. Serna spoke on each of their accomplishments, tenure and also provided additional details how these individuals were selected by the employees of the agency for their excellent contribution to the CCRTA.



### **Heard Committee Chair Reports; a) Administration & Finance, and b) Operations & Capital Projects**

Director Patricia Dominguez, Committee Chair for Administration & Finance commented on two items as presented and approved during the last meeting; one was to execute the FTA's Fiscal Year 2021 Certificate & Assurances; and the other was to execute the first option year with Minnesota Life for life insurance and accidental death and dismemberment.

Director Anna Jimenez, Committee Chair for Operations & Capital Projects commented on four items as presented and approved during the last meeting. These were IFB to rebuild the transmission supply; executed option year one for bus and engine supplier contract with French Ellison Truck Center; executed option year two on three individual contracts with multiple vendors for bus and engine parts, all of which were local vendors. The last item the committee executed the option year on two individual contracts to multiple vendors for bus part supply and there were local vendors also on a few contracts.

### **Action to Approve the Board of Directors Meeting Minutes of February 3, 2021**

**DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF FEBRUARY 3, 2021. DIRECTOR LYNN ALLISON SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ AND BAUMAN.**

### **Heard Consent Items**

- a) **Action 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, ATTACHMENT A)**
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**BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO APPROVE THE CONSENT ITEMS A) THROUGH F). DIRECTOR GLENN MARTIN SECONDED THE MOTION. THE MOTION CARRIED. REEVES, ALLISON, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT MARTINEZ AND BAUMAN.**

### **Heard 4TH Quarter 2020 Investment Update**

Ms. Linda Patterson of Patterson & Associates introduced herself and commented on the agency's portfolio and how it is being affected by the market. She said in January, we have a new set of players at the administration with new agendas that are dealing with some of our economic and COVID issues, and even through all of the pandemic, the Federal Reserve has stayed stable. Ms. Patterson said everyone agrees we need to have a stimulus to keep the economy moving, and what the bond market is fighting against is the fact we have rapidly-



rising savings rate and people are not spending money. She said they are saving and keeping liquid in money market accounts. Ms. Patterson commented that the debt to gross domestic product is 100.01 percent, and is projected to be 107 percent by 2023. The economists and why the market is reacting the way it is, is because they are very concerned about the fact of this huge debt that is building. She said since she first sent us this presentation, changes happened all the time, the confidence is actually moving up very slowly, and we actually do have a little bit of inflation building, and this is good. This means that prices are going up because people are buying things, and of course, this very much affects the portfolio of the agency. A slide was display with two graph charts. You can see there is really nothing happening as it is very, very flat as people and institutions are holding so much cash.

Ms. Patterson stated at the end of December, the agency had \$45.8M, and since it is liquid, the book and market are exactly the same, or totally liquid to match our needs. She said staff continues to work with them closely to make sure they know when we can go out a little farther. In the fourth quarter, it is very discouraging to see the kinds of earnings being only \$18K on \$45M, the rates are at .164 percent. She said the portfolio had 91 percent sitting in the pool gathering what yield it could get. Ms. Patterson commented this is fully liquid money and at our call, a need for operating funds that go through the portfolio all the time for payrolls, payable, and 8 percent of it sits in the bank, thus resulting in a zero percent earnings because banks have so much liquid money.

Other slides were displayed showing charts and tables of asset allocation by market sector, the agency versus its benchmark, and a look back in the 2020 quarters to see where earnings, value, yield of the portfolio. She mentioned the agency operates under the Public Funds Investment Act which is the statutory control for the state of Texas on investments, and our policy as annually approved by the Board of Directors, keeps our portfolio very, very safe, very high credit quality. She said only fixed income and money market securities are allowed and a maximum maturity of two years which we are very low right now. The pandemic forced the Federal Reserve to take overnight rates to zero, and this does not mean the rest of the curve will not move as people gain more confidence, even with the Feds and Chairman Powell have mentioned that they intend to keep this at zero through 2022.

#### **Heard 4TH Quarter 2020 DB Plan and DC Plan Update; a) RTA Defined Benefit Plan & Trust, and b) RTA Employees Defined Contribution Plan & Trust**

Ms. Lisa Keckler of Wells Fargo, now Principal Financial Group (PFG), for the institutional retirement and trust line, introduced herself and provided some background information regarding the migration process from Wells Fargo to Principal Financial Group. On April 15<sup>TH</sup>, participants in the plan will have normal trade activity options, and on April 16<sup>TH</sup> it will be a no trade day. The participants will be able to see their accounts in inquiry only through April 20<sup>TH</sup> when the plan will be back up live in the PFG system. Ms. Keckler introduced Chris Koeller, Portfolio Manager of Wells Fargo IRT, who presented on these items.

For the Defined Benefit Plan and Trust (DBPT), Mr. Koeller commented on where things ended up for 2020 with Small Caps leading the charge. He displayed a slide of Asset Class Returns as of December 31, 2020 and commented that the agency had a nice summary although a tumultuous year, the portfolio finished strong seeing gains of 4,707,608, an extremely strong quarter. Mr. Koeller stated that some parts of the market and asset classes reached all of the gains for the year in the fourth quarter, and year-to-date at 5,473,470. A slide was presented of the Investment Policy Summary. Mr. Koeller commented the target we are looking at is 55 percent, so we look to see where any monies are under-weighted, over-weighted or neutral-weighted, and the agency is broadly neutral on cash, slightly



overweight to large cap value and growth. He said we are broadly overweight to that safer, more stable piece of the equity markets in domestic large cap stocks, neutral on midcap, and you see the middle column where we are just under 10 percent on midcaps at this time of the December 31<sup>st</sup> capture, then small caps again. It has been a tumultuous ride with lots of lows, many highs, much to what the Feds have done. Mr. Koeller commented that we are roughly neutral and slightly underweight on the international equity side, and the real estate sector have suffered dramatically, so we have remained a little underweight.

Mr. Koeller reported the portfolio for the full year is up 1,296 versus the benchmark of 1,260, or the three year just over 8 percent, five year just over 9 percent. He said for 10 years, we are analyzed at 767, and broadly when we go through these numbers, we will call it 30 percent of the portfolio's passive and index to keep the costs down, and that goes right to the bottom line, or 70 percent is active. He said the active piece is doing very well in this environment with the Feds dropping rates to zero, those passive pieces have rallied back strongly.

He reported that this last year, a passive piece to the international portion of the portfolio was introduced that made sense, and does not matter whether you are in international, if you are in small cap, large cap, the indexes are doing extremely well, and this is what we are benchmarking the portfolio against. He said the portfolio is doing extremely well, slightly underweight, large cap has done extremely well and large cap value also has done well. He said the Defined Benefit Plan and Trust (DBPT) has been managed in a less aggressive way that when you look at the returns, it is vindication and validation for taking some of that risk off the table and still being able to generate some outperformance.

For the Defined Contribution Plan and Trust (DCPT), Mr. Koeller reported this plan ended up at 12,823,605 million, no big movements in terms of participation, and assets remained stable during this period. He said we look at contribution for the year at 1,081,227, distributions right in the same area, and investment gains of 1.254M over the course of the year. A slide was displayed of a table of Participation by Fund as of December 31, 2020, and he detailed each item and said during this pandemic, we outperformed which is not a recipe for long-term bond investing, although we have our balanced fund that is broadly providing that 60/40 allocation. He said this balance fund is by and large a value driven on the equity side and we are starting to see growth roll over to value. There are other funds also starting to outperform. He commented that we are managing this as perpetuity and our goal is as much capital preservation, even with equities in the portfolio. He said this is growth and we are trying to keep this moving in the right direction and the portfolio is positive.

#### **Heard CCRTA's Response to COVID-19 & February 2021 Winter Storm**

Mr. Jorge Cruz-Aedo reported on the events over the last couple of weeks and we have been focusing on securing vaccinations for our employees. He said we have been able to work with the County Judge, local hospital and were provided a spot in line to get the vaccinations. Mr. Cruz-Aedo stated that 61 individuals have had their first shot and are now waiting on their second shot, and in total to date, we have 81 vaccinated. There are 38 additional who have requested vaccines from the County and 53 who do not want to receive a vaccination. He said we want to make sure we have all the opportunities available to our employees wanting to be vaccinated.

Mr. Cruz-Aedo stated we also continue to provide the safety to our community by doing our part to ensure the environments we provide through our facilities, equipment, stations are cleaned regularly and disinfected and reviewed daily so we can keep up with where we are. He added we monitor where we are health-wise and continue to update this daily so our workforce is healthy. Mr. Cruz-Aedo said we continue to expense out some of the expenses



through our normal operations, although they are still being funded from the Federal Government.

The winter storm, it was cold here, Mr. Cruz-Aedo commented. He stated he read where our area had just gone through the lowest temperature since 1894 for Nueces County. We began monitoring the situation on February 12<sup>TH</sup> to ensure that not only were we prepared, but we were prepared from a finance operation, safety, marketing operation, so we geared up, ready to respond to whatever came through the storm. We too received power outages and water restrictions. Mr. Cruz-Aedo said we looked at things throughout the week to ensure we were able to provide services at all our locations, coordinated with City and County to provide a special service getting people to warming centers. He said our service was suspended on Sunday and we worked with the emergency operations centers and others to ensure everything was protected from our equipment perspective and our communication being established. Mr. Cruz-Aedo stated our service remained suspended through Thursday due to road restrictions and lighting situations creating traffic issues in the community. He reported that on Friday, we were able to bring back service.

#### **Heard Briefing on Capital Projects Funded by 5339(b) Competitive Grant**

Ms. Sharon Montez provided background information of CCRTA purchasing the Kleberg Bank and surrounding property in late 2017, the bank requesting a lease back on the property for 18 months where expired end of May 2019. She said the agency was notified in late 2019 that we were selected to receive a competitive grant for three projects as submitted. Construction costs for Port/Ayers reconstruction is estimated at \$5,811,645. Ms. Montez reported the FTA notified the agency in first quarter of 2019 and stated that a 106 Environmental Review had to be completed since federal funds were to be used and the building was built in 1969, and this is a lengthy process. The agency collaborated with the FTA and the Texas Historical Commission to close out this review by development of a Request for Proposals (RFP) for the repurposing, restoration or sale of the bank property. She said the scope of work has been completed by the Agency's Legal Counsel and we will submit a revised environmental report to the FTA as requested. We estimate the construction start date is Fall 2021. Several slides displayed showed renderings of what the station will look like.

Ms. Montez commented on the improvements project for the Bear Lane Parking Lot and said the grant was awarded in late 2019, estimate cost is \$945,011, engineering design and IFB of concrete improvements have been completed. She said the contract was awarded to Mako Construction, pre-construction meeting held on February 23<sup>RD</sup>, site visit for logistical phasing held on February 26<sup>TH</sup>, notice to proceed received March 1<sup>ST</sup>, and estimated completion date will be August 27<sup>TH</sup>. Ms. Montez also displayed a before picture and a rendering in her presentation.

For the bus stops at Del Mar College, she provided a slide with a timeline of when grant was awarded in late 2019, estimated cost at \$2.884M and will include two super bus stop locations at Yorktown and at Rodd Field Road. Currently the easement agreement is in the process of development, the agency has substantially completed the RFQ for the architectural and design services. Ms. Montez stated the estimated completion date of this project is 2022, and the two CCRTA super bus stops also completion date estimated in 2022. She displayed rendering pictures of what the bus stop will look like and where they will be located.



## Heard Presentations –

### **a) January 2020 Financial Report**

Mr. Robert Saldaña reported on highlights for the month of January, total revenues exceeded expenses a little over \$25K, operating revenue fell a little short at 95 percent of budget, made up of operating expenses coming in about 15 percent under budget. In the second column is our actual and January is at \$2.6M, a good portion is sales tax we will not receive for another 4-5 days, and this is the assumption from what we are projecting or budgeting. He said total revenues come in at \$2.96M with total expenses of \$2.93M, or a \$25K surplus. Mr. Saldaña stated we adjusted our passenger services as we typically budget \$1.8-1.9M and have downgrade that to \$1.3M because of ridership concerns, and even with this, we are at 80 percent of what we budgeted. Bus stop advertising is doing well, exceeding a little of \$12K on a budget of \$11K, and we expect sales tax revenues to come in right where it is at. Mr. Saldaña reported for federal, state and local grants, until we start pulling down preventative maintenance funds, the number will stay low and will make up the spread between the \$69K – \$70K difference and we will make up in the coming couple of months. He said our investment income came in at \$4,300 on a budget of about \$18,600, Staples Street came in a little over budget for our total operating revenues at \$2.67M on a budget of \$2.82M. Mr. Saldaña displayed a pie chart of expenses by object and he provided a breakdown of each category, and we had a savings from our budget as we budgeted \$2.9M and it came in at \$2.46M, or a 15 percent savings on our expenses. Mr. Saldaña displayed a slide with a Sales Tax Trend to show from December 2019 to December 2020 and that we came in at \$3.3M, or \$900K more than previous year for sales tax. A comparison table showed a budget of \$3.97M and we came in about \$600K less than actual of \$3.35M.

### **b) January Procurement Update**

Mr. Saldaña reported on two procurements; Maintenance Uniforms at \$60K and Heavy-Duty Filters at \$125,532, and said both go to the Board in April and May for approval. For the 3-monthly outlook; there are 5 procurements; occupational medical services at \$96K, bus brake systems at \$280K, internal and external bus engine parts at \$280,554, metro and internet fiber contract at \$178,700 and lubricant and fluid supply at \$408K. He said for projects under \$50K and the CEO's authority there are 8 agreements; 2 separate agreements with separate vendors for labor and employment law at \$40K each; towing services at \$26,734; server support services at \$19K; B2GNow diversity management system at \$15K; AT&T fleet complete at \$20,706; commercial janitorial services at \$37,161; rebuilt transmissions at \$44,950; and plant leasing and monthly maintenance at \$23,684. Mr. Saldaña reported for our month-to-month contracts, we still maintain our marina rental space, not to exceed \$6,100.

### **c) January 2020 Safety & Security Report**

Mr. Mike Rendón commented for the month of January the collision rate was 1.03, and we had 2 non-preventable accidents. Mr. Rendón stated operators drove a little over 193K. He said there were 584 contacts with individuals, 90 percent is the top four on his statistics chart, and 225 were under quality of life. Mr. Rendón reported that during the freeze, the Staples Street Center had no power for 3-1/2 days, security personnel performed their rounds in the interior and exterior of this building to make sure there were no water leaks. He said the water pressure was very, very low and we only experienced one leak that we found on the Waco St. side of the building. Entries into this building remains around 80. Mr. Rendón commented that there has been a change of the K-9 handler as the current handler is traveling to San Antonio to get certified with a K-9 unit. He mentioned that the



K-9 handler was able to do a search two weeks prior and that he was transferred to the Sheriff's office, so we will begin to have our K-9 units out here again.

**d) January 2020 Operations Report**

Mr. Gordon Robinson reported just over 193K passenger trips across all modes in our system, just over 23,600 service hours and over 215K service miles. He commented this is down from last January, although in-line with our ridership demand. Mr. Robinson stated that due to the pandemic, we are starting the year off overall 56 percent down as compared to last January. He said vanpool is starting up 5 new vans this month, serving the boarder patrol station in Falfurrias, so vans will be traveling from Corpus Christi to Falfurrias to get people to work and this is very positive for us. On-time performance no issues here and over 94 percent even with the construction on the streets, we have a number of services still impacted. He said 12 out of 32 fixed Route are affected and this has been pretty constant. Mr. Robinson said more will be impacted, and one thing of mention is that six points intersection will begin construction April 2021 and said this will be a very large project for us to navigate through. For B-Line, no real issues here and the passengers per hour metric has been waived because of social distancing measures still in place. Mr. Robinson reported there were 8 Customer Assistance Forms (CAF) reports for the month, and in-line with what we are seeing lately. Miles between road calls definitely met the standard just over 9K.

**Heard CEO's Report**

Mr. Jorge G. Cruz-Aedo commented he has three items; recognition of the department winning some awards; draft agenda for the upcoming board retreat and the recent trip the board chair, myself and Mr. Mike Rendón took to Washington, D.C. He commented on the Marketing Awards known as the 'Addys' where our Marketing Department was awarded the bronze award for our internet commercial 'Safe & Clean'. He said this award highlights the steps our organization has taken against the spread of germs because of COVID. He said the silver award for local television commercial, 'Recruitment Pride' that focuses on a day in the life of one of our longest tenured bus operators, Maria Flores, who expresses her passion for providing public transit to the community. The Marketing Director was presented these awards.

Mr. Cruz-Aedo also read over the draft agenda and asked board members is there any other items they would like to be discussed during the board retreat.

Mr. Cruz-Aedo commented on the visit to Washington were they met with our legislative consultants to discuss ideas, talk about long-term projecting, recovery from COVID and how things are going and shaping up overall in the legislative areas under this new administration. Several meetings were scheduled with Congressmen and Officials regarding ridership trends and all were very productive.

**Heard Chairman's Report**

Vice Chairman Reeves opened this time for board members to comment. Board members again congratulated those who were recognized, to those who were presented awards, and commended and thanked staff on the outstanding job they continue to do for this organization.

**Adjournment**

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

Submitted by: Dena Linnehan

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Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 7, 2021

**Subject:** Exercise the First Option Year to The Doctor's Center for Occupational Medical Services

**Background**

The RTA provides medical occupational services as noted below, through The Doctor's Center. The current contract is set to expire on April 17, 2021. The services currently provided include, but is not limited to:

- Post Job Offer Physicals
- DOT Physicals & Recertification
- Return to Work Medical Examinations
- Medical Services for Work Related Injuries
- Drug & Alcohol Test Screening
- Employee Health Education

**Identified Need**

This contract was initially awarded in April of 2018. The Doctor's Center has proven their ability to provide the necessary compliance with the FTA's regulations and has provided a satisfactory level of service to the RTA and its employees.

**Disadvantaged Business Enterprise**

There is no DBE goal.

**Financial Impact**

The cost of utilizing The Doctor's Center on an annual basis is estimated to be approximately \$28,945.00. These funds are budgeted in the Human Resources Department.

**Board Priority**

This item aligns with the Board Priority – Workforce Development.

**Committee Review**

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

**Recommendation**

Staff recommend that the Board of Directors Exercise the First Option Year with The Doctor's Center for Occupational Medical Services.

Submitted & Reviewed by: Angelina Gaitan  
Director of Human Resources

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



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 7, 2021

**Subject:** Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup

### **Background**

The CCRTA's current data backup solution has been in place since 2012 and provides data backups, redundancy, and encryption for approximately 4 terabytes (TB) of data to support the CCRTA's file, email, website, and database servers. At the time that it was put in place, it was a leap forward in technology, as it replaced a legacy tape-based backup solution, and offered secure backup solution to meet all of the security and privacy standards.

### **Identified Need**

In the recent years, the CCRTA has implemented, or is in the process of implementing, a large number of technology initiatives, including Management Systems replacement project, and the possible migrating the current email solution to the Office 365 cloud, and implementing a new virtual server infrastructure to support the growing needs of the CCRTA. The Abtech Technologies Dell backup solution offers a modern, scalable backup solution geared towards supporting modern technology and future needs for the CCRTA. The Disaster Recovery Solution will help against Ransomware, and protect backups by isolating them from the internal network so it can prevent the spreading of the infection to protected data.

### **Disadvantaged Business Enterprise**

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

### **Financial Impact**

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for a 5-year contract will be \$160,705.73. Funds for the Disaster Recovery Services and Cloud Backup were identified in the MIS 2021 Capital Budget using local funds.

### **Board Priority**

The Board Priority is Innovation.

### **Committee Review**

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

### **Recommendation**

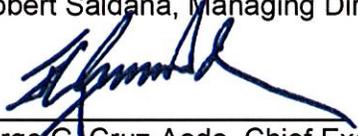
Staff recommend that the Board of Directors Award a Contract to Abtech Technologies for Disaster Recovery Services and a Cloud Backup.

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo, Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

April 7, 2021

**Subject:** Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2021-2022

**Background**

Windstorm and Hail Insurance coverage was underwritten through Acrisure LLC DBA Carlisle Insurance for a one-year term. The coverage will expire on July 27, 2021.

**Identified Need**

The Authority's assets need to be adequately insured for any and all damages incurred as a result of wind or hail damage.

**Financial Impact**

The 2020-2021 premium for windstorm and hail coverage for identified CCRTA assets was \$109,410.00. The 2021-2022 10% premium estimate for windstorm and hail coverage is \$120,351.00 a difference of \$10,941.00.

**Board Priority**

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

**Committee Review**

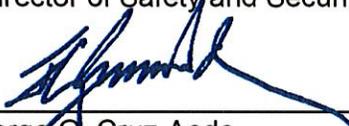
This item was discussed and approved at the Administration & Finance Committee meeting held on March 24, 2021.

**Recommendation**

Staff recommend that the Board of Directors Approve Issuing a Request for Proposals (RFP) for Windstorm and Hail Insurance for fiscal year 2021-2022.

Respectfully Submitted,

Submitted & Reviewed by: Mike Rendón  
Director of Safety and Security

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



**Subject:** Issue a Request for Qualifications (RFQ) for General Architectural Services

### **Background**

The CCRTA has used various architectural firms over the years to design various buildings/transfer stations. The practice involved hiring one architectural firm for each project. This process typically ranges from four to six months based on the following steps:

- Present to Operations and Capital Projects Committee a request for authorization to Issue a Request for Qualifications for Architectural Service
- Present to the Board of Directors a request for authorization to Issue a Request for Qualifications for Architectural Services
- Issued according to Procurement Department schedule
- Conduct a 45-day bid process, followed by a panel evaluation process, and at times, hold interviews with the top firms before making a final recommendation
- Return to the Committee and Board of Directors with a recommendation to enter into negotiations for a contract for architectural services.

The CCRTA in reviewing the existing process, for enhanced effectiveness, concluded that creating a pool of architectural firms would not only expedite the overall project schedules, but would also allow different architectural firms a potential opportunity to work with the CCRTA, if they are selected for the pool.

### **Identified Need**

It is CCRTA's intent, to develop a pool of qualified firms to provide architectural services, for various Projects. As Projects are scheduled to be implemented, the CCRTA will assign Projects to qualified firms. The assignment of firms to specific Projects is at the sole discretion of the CCRTA. While it is the CCRTA's desire to use all firms in the qualified pool developed by the CCRTA, firms are not guaranteed any minimum amount of work and may not be assigned to any future Projects if deemed in the best interest of the CCRTA.

The purpose of having architects of record serves the following objectives:

- Assists with the design of "shovel ready projects" in anticipation of additional grant funding.
- Expedites unforeseen work assignments that might require a quick response.
- Supports CCRTA staff with projects that might run parallel/simultaneously and that might need to be fast tracked.

The structure of the term of the contract will be a fixed 3-year contract with one 2-year option. The option year will be brought back to the Board for approval providing the services have been responsive and satisfactory.

Currently, there are two major projects that will require architectural design services:

- The new Port Ayers Transfer Station – Estimated construction costs \$5,143,227
- The two new Bus Stops at Del Mar College South Campus – Estimated construction costs \$2,110,848

Potential projects that may require design services over the next few years include:

- Park and Ride lots
- Electric Charging Station lots
- Southside Transfer Station Improvements

**Financial Impact**

Architectural fees are based on a percentage of construction. Please see the CCRTA's schedule of fees below:

Project Cost	Percent of Total Construction Cost	Percent of Total Renovation Cost
Under \$500,000	8.75%	9.25%
\$500,000 - \$750,000	8.25%	8.75%
\$750,000 - \$1 million	8.00%	8.50%
\$1 - \$2 million	7.75%	8.25%
\$2 - \$3 million	7.625%	7.725%
Over \$3 million	7.50%	8.00%

It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

**Recommendation**

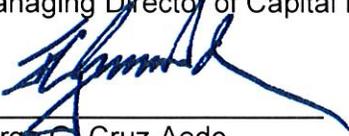
Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Qualifications (RFQ) for General Architectural Services for a Fixed 3-Year Contract with one 2-Year Option.

Respectfully Submitted,

Submitted and Sharon Montez

Reviewed by: Managing Director of Capital Programs and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Execute a Memorandum of Agreement with Corpus Christi Independent School District (CCISD) for the Design and Construction of a New Bus Stop and One Bus Turn-In at the New Mary Carroll High School

**Background**

This project is similar to the joint partnerships that were developed between CCRTA and CCISD for the Veterans Memorial High School Bus Stop and Cunningham at South Park Bus Stops.

The CCRTA/CCISD Memorandum of Agreement will include, the architectural/engineering design fees, bus turn-in, bus shelter and concrete infrastructure to support the bus stop shelter.

The new Mary Carroll High School is being built near the corner of Kostoryz Road and Saratoga Boulevard. The high school is scheduled for completion in August 2022.

**Identified Need**

Currently, the CCRTA does not have a bus stop at the new location, or in the area, however by the time the high school opens, a route will be developed to serve the new high school and other trip generators along the new route.

The 2019-2020 student enrollment for Carroll High School was 1,415 students.

**Disadvantaged Business Enterprise (DBE)**

This project is funded with local funds and does not have a DBE requirement.

**Financial Impact**

The estimated design costs for the bus stop shelter is \$150,000.

GIGNAC ARCHITECTS  
Prepared By: Paul Rybalka

CCRTA - NEW BUS TURN-IN/OUT LANE AND BUS SHELTER  
NEW MARY CARROLL HIGH SCHOOL

03/18/21

**PRELIMINARY PROJECT BUDGET/ESTIMATE**

	Description		Total
A	Construction Cost Budget		\$125,500.00
	1 Bus Turn In-Out Lane & Adjacent 5' Wide Sidewalk (For 45 Mph Speed Limit Street)	\$70,000.00	
	2 Bus Shelter Concrete Pad - Includes Extensions For Bus ADA Ramp & Bicycle Rack	\$3,500.00	
	3 Bus Shelter (Incl. Benches, Solar Powered Digital Screen)	\$40,000.00	
	4 Site Furnishings (Trash Receptacle, Bicycle Rack, & Bicycle Repair/Pump Stand)	\$2,000.00	
	5 Permit & Fees/General Conditions/CMAR (Fulton Construction) Fees	\$10,000.00	
B	A/E Services Fees Estimate - Bus Turn-In/Out Lane, Bus Shelter & Site Furnishings		\$22,500.00
	1 Civil (Urban Engineering)	\$9,500.00	
	2 Architectural & Project Management (Gignac Architects)	\$13,000.00	
C	Materials Testing Services Fees Estimate (RETL)		\$2,000.00
Total (A+B+C)			\$150,000.00

See Attachment A for CCRTA Memorandum of Agreement to be presented to CCISD to be used as the financial instrument to allow for the full reimbursement to CCISD for the

**Board Priority**

This item is classified under the Facilities Board Priority category.

**Recommendation**

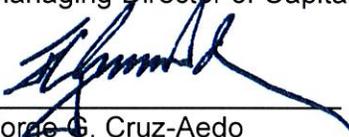
Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Execute a Memorandum of Agreement (MOA) in the estimated amount of \$150,000 with Corpus Christi Independent School District for the design and construction of a new bus stop with bus stop amenities, and one bus turn-in at the new Mary Carroll High School.

Respectfully Submitted,

Submitted and  
Reviewed by:

Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer

**MEMORANDUM OF AGREEMENT**  
**Corpus Christi Independent School District**  
**and Corpus Christi Regional Transportation Authority**  
**Construction of 1 Bus Stop and a Bus Turn-In at Mary Carroll High School**

This Memorandum of Agreement is entered into by and among the Corpus Christi Regional Transportation Authority (CCRTA) and the Corpus Christi Independent School District (CCISD).

**WHEREAS**, CCISD is in the process of constructing a new high school, to replace the existing Mary Carroll High School, at the intersection of Kostoryz Road and Saratoga Boulevard, in Corpus Christi, Texas; and

**WHEREAS**, the CCRTA have will a route that travels on Kostoryz Road in front of the new high school and will provide public transportation services to that location; and

**WHEREAS**, the CCRTA and CCISD desire to collaborate in the design and construction of one new improved bus stop with shelter and a bus turn-in in front of the new high school (the "Transit Improvements"); and

**WHEREAS**, in the spirit of cooperation, CCISD and the CCRTA have agreed to retain CCISD's architect for the middle school, Gignac & Associates, LLP ("Gignac"), to design the Transit Improvements to ensure that they adhere to the architectural appearance of the new high school, and CCISD shall utilize its contractor for the high school, Fulton Construction Corporation, to construct the Transit Improvements; and

**WHEREAS**, the CCRTA has agreed to reimburse CCISD for the cost to design and construct the Transit Improvements at the new high school up to a maximum specified amount;

**NOW, THEREFORE, the CCRTA and CCISD agree as follows:**

1. Design of Transit Improvements. CCISD has entered into a contract with Gignac to design the new high school and administer the construction of improvements in connection with the new high school. CCISD agrees to retain Gignac to design the Transit Improvements. CCISD and the CCRTA jointly shall approve the plans and specifications for the Transit Improvements to be designed by Gignac. The Transit Improvements shall include one stop on the school side of the street with a bus turn-in, along with a 17' bus stop shelter/amenities.

2. Construction. Upon joint approval of the plans and specifications, CCISD shall negotiate a change order with its construction contractor to construct the Transit Improvements. The change order additionally shall be reviewed and approved by the CCRTA. Upon approval, CCISD shall cause the Transit Improvements to be constructed by its contractor. CCISD shall be responsible for contract administration and management including occasional periodic site observations by the architect. The CCRTA or its designees reserves the right to conduct its own inspections of all work to ensure that the work complies with the plans and specifications for the Transit Improvements. Upon completion of the work and concurrence by CCRTA, CCISD will be responsible for final acceptance of the Transit Improvements.

3. CCRTA Funding. The CCRTA agrees to pay an amount not to exceed \$150,000.00 to defray all the costs of the Transit Improvements. Such funds shall be paid to CCISD as and when the Transit Improvements are constructed pursuant to draw requests submitted by CCISD and approved by CCISD's consulting architect. Under no circumstances shall the CCRTA be in any way responsible for more than this amount. CCISD shall be solely liable for all other costs in connection with the construction of the new middle school.

4. Maintenance. CCISD owns the new high school and shall be responsible for all maintenance of sidewalks, fencing, lighting, parking lot improvements, green space, and ADA and crosswalk enhancements related to the Transit Improvements. Notwithstanding the foregoing, the CCRTA will maintain the bus shelter portion of the Transit Improvements and will be responsible for trash pick-up for the trash receptacle located thereon.

5. Easement and Use of Transit Improvements. CCISD agrees to grant the CCRTA an easement for the Transit Improvements to the extent any portion of the Transit Improvements are not in the public right of way. CCISD covenants and agrees that throughout the useful life of the new high school, the Transit Improvements shall be used and remain available for public transit and transportation purposes.

6. Insurance. Throughout the period of construction, CCISD agrees to require its construction contractor to carry general liability insurance naming the CCRTA as an additional named insured on the same basis as provided for CCISD.

7. Notice. Written notice to the parties shall be provided as follows:

If to the CCRTA:  
Regional Transportation Authority  
Attn: Chief Executive Officer  
602 North Staples  
Corpus Christi, Texas 78401

If to CCISD:  
Corpus Christi Independent School District  
Attn: Superintendent  
801 Leopard St  
Corpus Christi, Texas 78401

8. Term. This Agreement shall begin upon approval by CCISD and its execution by the RTA Chief Executive Officer and shall continue for the useful life of the respective components of the new high school and the Transit Improvements, the same being a minimum of twenty (20) years from the date of completion of the new high school.

9. Remedies. If there is a breach of this Agreement by any party, the party not in breach will have against the defaulting party all lawful remedies for breach of contract. The prevailing party shall be entitled to recover reasonable attorney's fees. This Agreement is for the exclusive benefit of CCISD and the CCRTA and in no way may be construed to be for the benefit of any third party.

10. Amendment. This Agreement may be amended only by mutual agreement in writing by duly authorized officials of CCISD and the CCRTA. Modifications that do not change the essential scope and purpose of this Agreement may be approved by the Superintendent on behalf of CCISD and by the Chief Executive Officer of the CCRTA. This Agreement and any rights of either party may not be assigned in whole or in part by such party without the express written consent of the other party, however, such consent shall not be unreasonably withheld.

11. Authority of Parties. Each party by its signature hereon states that the person signing is a duly authorized official of that party and that all acts necessary to authorize this Agreement have been taken.

12. Inclusion of Federal and State Provisions. CCISD agrees to include such provisions in its construction documents as reasonably required by the RTA in order to meet the requirements of the federal government for providing federal transit assistance and applicable State laws.

13. Indemnification. CCISD agrees, subject to the limitations of applicable law and without the establishment of a sinking fund, to defend and fully indemnify the CCRTA against all claims, liabilities, and expenses (including reasonable attorney's fees and expenses incurred in defense of such claims) caused by the acts or omissions of their agents, employees, invitees or subcontractors which are in any way connected with the new high school constructed, maintained and operated under this Agreement. CCISD shall assume the defense and payment of any such claims without the requirement of any consent or approval by the CCRTA.

14. Entire Agreement. This Agreement represents the entire agreement between the parties and may not be modified by any oral agreements or understandings.

**EXECUTED ON** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Name: Jorge Cruz-Aedo  
Title: Chief Executive Officer



**Subject:** Issue a Request for Qualifications (RFQ) for Engineering Design Services and an Invitation for Bids (IFB) for ADA Bus Stop Improvements – Phase VIII

### **Background**

To date the CCRTA has completed six ADA Bus Stop Improvement Phases and is in the process of starting the seventh phase. Currently, there are an estimated 1,375 bus stops and 831 are ADA compliant stops, bringing us to a compliancy percentage of 60.

Historically, the overall project model consisted of several bus stop zones, in our service area, which allowed for bidding opportunities for several different engineering firms and contractors.

The model also assists the CCRTA in meeting the Disadvantaged Business Enterprise (DBE) percentage goal, which is required due to the receipt of federal funds. The model provides more prospects for the CCRTA's DBE Program, which enhances the success of meeting the DBE requirements set forth by the Federal Transit Administration.

### **Identified Need**

The RTA continues to pursue 100% ADA compliance with the remaining non-compliant bus stops in the service area and has budgeted funds in the 2021 Capital Projects Budget for ADA Bus Stop Improvement Project Phase VIII.

The project model will be similar to the previous ADA Bus Stop Improvement Projects, in the sense that there will be two zones to bid on and two engineering firms selected for the design of the ADA bus stops. By dividing the work into zones this creates opportunities for more construction firms to be awarded an ADA Bus Stop Improvement zone.

The scope of work will include the construction of bus stop shelter pads, sidewalk improvements, curb cuts and some curb and gutter work.

Initially, the Request for Qualifications for Engineering Design Services will be released. Once the proposals are submitted they will be evaluated by a panel of CCRTA staff and a recommendation of two firms will be presented to the Board of Directors.

After the engineering firms complete the design work for the two zones an Invitation for Bids will be issued for the construction component of the project model. This will also be presented to the Board of Directors for authorization to issue contracts.

### **Financial Impact**

The estimated project budget is \$500,000 and is federally funded.

**Recommendation**

Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Qualifications (RFQ) for Engineering Design Services, and an Invitation for Bids (IFB) for ADA Bus Stop Improvements – Phase VIII.

Respectfully Submitted,

Submitted and Reviewed by: Sharon Montez  
Managing Director of Capital Programs and Customer Services

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo  
Chief Executive Officer



**Subject:** Issue an Invitation for Bids for Concrete Bus Pad Infrastructure

**Background**

Throughout the years that the CCRTA has been in operation, numerous bus pads, located in the streets have been constructed. The bus pads are typically 60 ft. x 12 ft. of 8" concrete to support the weight of the buses.

The construction of concrete bus pads in the street better supports the weight of the buses on the streets, which makes for a smoother ride for our riders during stopping and departing service. Also, it extends the useful life of that section of roadway.

**Identified Need**

The CCRTA has budgeted for the installation of an estimated 16 bus pads, which will be constructed at high ridership/high frequency bus stops. The locations/design of the bus pads will be presented to the local municipalities impacted by the construction, for their review and discussion.

**Board Priority**

The Board Priority for this item is Facilities.

**Financial Impact**

The estimated project budget is roughly \$721,315 and is federally funded.

**Recommendation**

Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bids (IFB) for Concrete Bus Pad Infrastructure.

Respectfully Submitted,

Submitted and Reviewed by: Sharon Montez  
Managing Director of Capital Programs and Customer Services

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



**Subject:** Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities

**Background**

The CCRTA has the following number of bus stops and bus stop amenities:

- 1375 Bus stops
- 71 Existing Tolar shelters
- 128 Sun shade shelters
- 40 new 13' Tolar Shelter sets (inclusive of solar lighting, 6' advertising bench, and a trash receptacle)
- 874 Benches and 12 Simme Seats
- 647 Trash receptacles

The CCRTA started a new Shelter Expansion/Replacement Program in 2020. In 2020 40 new shelter sets were added to the existing number of shelters, bringing the total number of shelters in the service area to 239. The oldest shelters in the service area, are the 128 sun shades, and will be the first to be replaced.

**Identified Need**

The CCRTA, as part of the "American Rescue Plan Act", is expected to receive an estimated 17.6 million in additional federal funding. As part of the plan to allocate that funding, shelter procurement timelines will be accelerated to include the purchase of 300 sets of shelter amenities this year.

The process will require the release of a Request for Proposals (RFP) for the procurement of 300 sets of shelters this year, with additional opportunities for future procurements, through 2025. The RFP will be structured as a 3-year fixed contract with a one 2-year option.

The overall master plan, encompasses the continuation of the Shelter Expansion/Replacement Program for the enhancement of the CCRTA's shelter amenities in the service area and to meet the goals of the Federal Transit Administration's State of Good Repair Program mandate.

Below is the proposed capital schedule for bus stop shelter amenities for 3 years:

No.	Description	Total Est. Quantities for 3 Years	Est. Unit Costs	Total Est. Costs
1	13' X 5' Shelter	350	\$ 11,252.00	\$ 3,938,200.00
2	6' Advertising Bench	566	\$ 860.00	\$ 486,760.00
3	44 Gallon Trash Can	453	\$ 1,135.00	\$ 514,155.00
4	Solar Lighting	350	\$ 2,572.00	\$ 900,200.00
5	Smart 13' Shelter	1	\$ 26,000.00	\$ 26,000.00
6	Beacon Light	230	\$ 2,172.00	\$ 499,560.00
7	Simme Seat	230	\$ 515.00	\$ 118,450.00
8	Antibacterial Coating	350	\$ 500.00	\$ 175,000.00
9	Labor			\$ 240,000.00
10	Freight			\$ 80,000.00
	Total Estimated Costs for 3 Years			\$ 6,978,325.00

The Request for Proposal for the procurement of shelter amenities will be evaluated on the following criteria:

- Bus Shelter Design
- Experience and Past Performance
- Maintainability/Durability
- Responsiveness to RFP instructions
- Delivery Timeframe
- Price

**Board Priority**

The Board Priority for this item is Facilities.

**Disadvantaged Business Enterprise (DBE)**

The contract will be a turnkey project, and will include a request for a crew to install the shelters, in order to expediate the placements of the shelters. This will afford an opportunity to support the DBE federal requirement, when using federal funds, where possible.

**Financial Impact**

The procurement would be structured as a 3-year fixed contract with one 2-year option. The estimated total cost for the three-year fixed contract would be approximately \$6,978,325. CCRTA will fund part of the cost, with \$3,771,350 from the American Rescue Plan Act funding, and the balance of \$3,206,975 will be funded through other federal funding, along with the CCRTA's 20% local match.

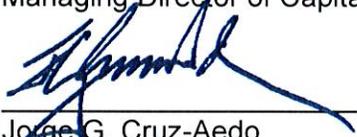
Upon completion of the three-year fixed contract, the two-year option award would be based on a satisfactory performance in the prior years and budget availability. The option year contract would require the Board of Directors authorization to move forward with the contract.

**Recommendation**

Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue a Request for Proposals (RFP) for Bus Stop Shelter Amenities.

Respectfully Submitted,

Submitted and Reviewed by: Sharon Montez  
Managing Director of Capital Programs and Customer Services

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



**Subject:** Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems

**Background**

Staff is requesting to retrofit eleven (11) of our 2017 Gillig 35' buses with fully automatic wheelchair securement systems. On October 9 of 2020, CCRTA began a pilot program utilizing a Q'Straint Quantum fully automatic wheelchair securement system on vehicle 1022, a 2015 Gillig 40' bus.

A fully automatic wheelchair securement system allows customers in a wheelchair or scooter to secure and release themselves without assistance. Customers back their wheelchair or scooter into the system, press a button and independently secure themselves in less than 25 seconds. A motorized arm lowers and hugs the wheel safely, securing the wheelchair.

**Identified Need**

A fully automatic wheelchair securement system assists in improving the safety of our customers and Operators by minimizing unnecessary physical contact. These securement systems also help provide increased independence for our customers who utilize wheelchairs and scooters.

**Disadvantaged Business Enterprise**

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

**Financial Impact**

The estimated cost of this project is \$160,000.00. This project will qualify for a full 100 percent grant funding under the CARES act.

**Board Priority**

This item aligns with the Board Priority – Safety & Security.

**Recommendation**

Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Issue an Invitation for Bid (IFB) for Eleven (11) Fully Automatic Wheelchair Securement Systems.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Managing Director of Operations

Final Approval by:

Jorge G. Cruz-Aedo, Chief Executive Officer



**Subject:** Award a contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services

**Background**

Due to the nature of the work conducted by Facilities and Vehicle Maintenance, CCRTA rents the uniforms for these employees. Each employee is provided eleven (11) sets of shirts and pants. All garments and related items are furnished, laundered, maintained, picked-up, and delivered to the CCRTA facility by the contractor on a weekly basis. The contractor also provides lockers, entrance mats, and shop towels as part of this service. Approximately sixty (60) employees consisting of Facilities Maintenance, Vehicle Maintenance, and Garage Service Technicians along with Janitorial and Materials Management staff are serviced by this contract.

**Identified Need**

In order to maintain a professional image, the CCRTA follows strict uniform guidelines. Uniform components require maintenance and replacement in order to ensure front line employees represent CCRTA in a professional manner.

On December 07, 2016, the Board of Directors awarded a two-year base contract with one 2-year option to UniFirst.

**Disadvantaged Business Enterprise**

For this procurement the 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**

The contract is structured as a three-year base contract with a one 2-year option following Board approval.

The estimated total cost of the three-year contract is \$69,187.56 for Maintenance Uniform Rental Services. Total amount of expenditures will be determined on actual usage. Funds are accounted for in the annual operating budgets in the Vehicle and Facility Maintenance departments and the program is locally funded.

There were three bid submittals and two were deemed responsive. Brite Star Services, Ltd. was the low bid of the responsive bidders.

**MAINTENANCE UNIFORM RENTAL SERVICES**

IFB NO. 2021-SP-01			
	Unifirst	CINTAS	Brite Star Services Ltd.
3-Year Base - Uniforms	\$ 16,653.00	\$ 19,038.76	\$ 17,742.92
3-Year Base - Related Items	\$ 2,959.84	\$ 6,402.24	\$ 5,319.60
Total Cost per 52 weeks (1-yr.)	\$ 19,612.84	\$ 25,441.00	\$ 23,062.52
Final Cost 3-Year Base	\$ 58,838.52	\$ 76,323.00	\$ 69,187.56
	Nonresponsive		

**Board Priority**

This Board Priority aligns with Public Image & Transparency.

**Recommendation**

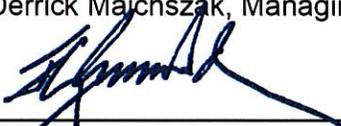
Staff recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services.

Respectfully Submitted,

Submitted by: Bryan Garner, Director of Maintenance

Reviewed by: Derrick Majchszak, Managing Director of Operations

Final Approval by:

  
\_\_\_\_\_  
Jorge G. Cruz-Aedo, Chief Executive Officer



**Subject:** February 2021 Financial Report

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

**Total Revenues** reported for the month of **February** totaled **\$2,837,998** of which **\$2,715,358** is income from the **Operating Budget** and **\$122,640** is grant income from the **Capital Budget**. In addition to the revenues recognized, there is a transfer-in of **\$279,171** which is not considered a revenue source but an inflow from reserves which is in accordance with the approved budget. The revenues from the **Operating Budget** reached **94.09%** of the **\$2,885,981** budget expectation, generating **\$170,623** 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 April 9, 2021. Out of the seven (7) sources included in this revenue category, 91.38% of total revenue came from the sales tax revenue estimate as indicated in the below:

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	2,593,497	91.38%
2	Passenger Service	65,633	2.31%
3	SSC Lease Income	40,858	1.44%
4	Bus Advertising	11,442	0.40%
5	Investment Income	3,178	0.11%
6	Grant Assistance Revenue	650	0.02%
7	Other Revenue	122,640	4.32%
	<b>Total (excluding transfer-in)</b>	<b>\$ 2,837,998</b>	<b>100.00</b>

The remaining revenue sources recorded fare revenues at **58.66%**, while bus and bench advertising reached **101.76%** of the **baseline expectation**. Fare revenues in February moved lower due to the winter storm that struck the area mid-month and the associated loss in sales. 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 February 2021 with a Market Value of **\$46,171,716**, an increase of **\$858,997** from the end of January 2021 which closed at **\$45,312,719**. In comparison to the Market Value ending in December 2020, the Market Value for February 2021 increased by **\$293,438** 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 February 2021, the ending balance of the operating account **increased by \$155,819** while TexPool balances **increased by \$703,178**. The combined effect resulted in the Market Value increase of **\$858,997**.

The **Cash on Hand** that is required to sustain the obligations of the Authority is managed daily and invested in TexPool Prime (includes commercial paper) that can allow the transacting of business quickly and efficiently while maintaining the daily required \$2M compensating balance in the operating account.

Now that the Safekeeping Services are in place, a gradual shift from the current investment holdings to other investments will be taking place to achieve a prudent level of portfolio diversification as defined by the Investment Policy and governed by the Public Funds Investment Act.

The **Sales tax** allocation is estimated at **\$2,593,497** 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 April 2021.

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (actual)	\$ 2,497,985	\$ 2,532,147	\$ (34,162)	-1.35%
February (estimate)	2,593,497	2,593,497	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>\$ 5,091,483</b>	<b>\$ 5,125,644</b>	<b>\$ 0</b>	<b>0.00%</b>

The **Sales Tax revenue payment of \$2,497,985 for January 2020** was received March 12, 2021, and fell short of the baseline estimate by \$34,162. The payment included the allocation from internet sales of \$22,006, a decrease of 23.30% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$312,990**. 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
January 2021	22,006	<b>23.30%</b>	<b>decrease</b> 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 2021, sales tax revenue collected in comparison to other revenue was 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 February 2021:

**Operating Revenue – February 2021 – Revenue Composition**

Revenue Source	February 2021	%	YTD	%
Passenger Service	\$ 65,633	2.31%	\$ 155,065	2.75%
Bus Advertising	11,442	0.40%	24,091	0.43%
Other Revenue	100	0.00%	216	0.00%
Sales Tax Revenue	2,593,497	91.38%	5,253,433	93.05%
Grants - Operating	650	0.02%	940	0.02%
Grants - Capital	122,640	4.32%	122,640	2.17%
Investment Income	3,178	0.11%	7,472	0.13%
SSC Lease Income	40,858	1.44%	81,716	1.45%
<b>Total Revenue</b>	<b>\$ 2,837,998</b>	<b>100.00%</b>	<b>\$ 5,645,573</b>	<b>100.00%</b>

**February 2021 Revenue – Operating and Capital Funding and Transfer-In**

	02/2021				
	2021 Adopted Budget	February 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 65,633	\$ 111,889	4.89%	58.66%
Bus advertising	134,921	11,442	11,243	8.48%	101.76%
Other operating revenues	471,647	100	39,304	0.02%	0.25%
Sales Tax Revenue	35,119,095	2,593,497	2,593,497	7.38%	100.00%
Federal, state and local grant assistance	849,694	650	70,808	0.08%	0.92%
Investment Income	223,195	3,178	18,600	1.42%	17.09%
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>2,715,358</b>	<b>2,885,981</b>	<b>7.03%</b>	<b>94.09%</b>
Capital Grants & Donations	9,715,577	122,640	122,640	1.26%	100.00%
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>\$ 3,117,169</b>	<b>\$ 3,287,794</b>	<b>6.03%</b>	<b>94.81%</b>

## 2021 Year to Date Revenue – Operating and Capital Funding and Transfer-In

	02/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 155,065	\$ 223,778	11.55%	69.29%
Bus advertising	134,921	24,091	22,487	17.86%	107.13%
Other operating revenues	471,647	216	78,608	0.05%	0.27%
Sales Tax Revenue	35,119,095	5,253,433	5,125,644	14.96%	102.49%
Federal, state and local grant assistance	849,694	940	141,616	0.11%	0.66%
Investment Income	223,195	7,472	37,199	3.35%	20.09%
Staples Street Center leases	487,686	81,716	81,281	16.76%	100.54%
<b>Total Operating Revenues</b>	<b>38,628,906</b>	<b>5,522,933</b>	<b>5,710,613</b>	<b>14.30%</b>	<b>96.71%</b>
Capital Grants & Donations	9,715,577	122,640	122,640	1.26%	100.00%
Transfers-In	3,350,055	558,343	558,343	16.67%	100.00%
<b>Total Revenues &amp; Capital Funding</b>	<b>\$ 51,694,538</b>	<b>\$ 6,203,916</b>	<b>\$ 6,391,596</b>	<b>12.00%</b>	<b>97.06%</b>

## February 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.

## February 2021 Total Expenses & Capital Expenditures

	02/2021				
	2021 Adopted Budget	February 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 34,877,101	\$ 2,307,657	\$ 2,906,425	6.62%	79.40%
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	650	4,141	1.31%	15.70%
<b>Total Operating Expenses</b>	<b>39,418,878</b>	<b>2,565,278</b>	<b>3,284,906</b>	<b>6.51%</b>	<b>78.09%</b>
Grant Eligible Costs	9,715,577	122,640	122,640	1.26%	100.00%
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>\$ 2,896,508</b>	<b>\$ 3,616,137</b>	<b>5.61%</b>	<b>80.10%</b>

## 2021 Year to Date Total Expenses & Capital Expenditures

	02/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 34,877,101	\$ 4,775,991	\$ 5,812,850.10	13.69%	82.16%
Debt Service	1,408,431	-	234,738.50	0.00%	0.00%
Street Improvements	3,083,652	513,942	513,942	16.67%	100.00%
Subrecipient Grant Agreements	49,694	940	8,282.33	1.89%	11.35%
<b>Total Operating Expenses</b>	<b>39,418,878</b>	<b>5,290,873</b>	<b>6,569,813</b>	<b>13.42%</b>	<b>80.53%</b>
Grant Eligible Costs	9,715,577	122,640	122,640	1.26%	100.00%
Depreciation Expenses	2,503,090	417,182	417,181.73	16.67%	100.00%
<b>Total Expenses &amp; Capital Expenditures</b>	<b>\$ 51,637,545</b>	<b>\$ 5,830,694</b>	<b>\$ 7,109,635</b>	<b>11.29%</b>	<b>82.01%</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 February 2021, total departmental operating expenses realized a favorable variance against the monthly budget as well as the baseline expectation.

### February 2021 Departmental Expenses

Departmental Operating Expense Object Category	02/2021				
	2021 Adopted Budget	February 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries	\$ 13,269,291	\$ 930,659	\$ 1,105,774	7.01%	84.16%
Benefits	5,589,770	366,918	465,814	6.56%	78.77%
Services	4,970,013	237,333	414,168	4.78%	57.30%
Materials & Supplies	2,891,002	189,407	240,917	6.55%	78.62%
Utilities	736,149	56,573	61,346	7.68%	92.22%
Insurance	506,332	35,619	42,194	7.03%	84.42%
Purchased Transportation	6,243,888	475,805	520,324	7.62%	91.44%
Miscellaneous	670,655	15,341	55,888	2.29%	27.45%
<b>Total Departmental Operating Expenses</b>	<b>\$ 34,877,101</b>	<b>\$ 2,307,657</b>	<b>\$ 2,906,425</b>	<b>6.62%</b>	<b>79.40%</b>

### 2021 Year to Date Departmental Expenses

Departmental Operating Expense Object Category	02/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Salaries	\$ 13,269,291	\$ 1,953,640	\$ 2,211,549	14.72%	88.34%
Benefits	5,589,770	771,472	931,628	13.80%	82.81%
Services	4,970,013	481,338	828,335	9.68%	58.11%
Materials & Supplies	2,891,002	340,951	481,834	11.79%	70.76%
Utilities	736,149	106,420	122,692	14.46%	86.74%
Insurance	506,332	71,238	84,389	14.07%	84.42%
Purchased Transportation	6,243,888	1,008,091	1,040,648	16.15%	96.87%
Miscellaneous	670,655	42,841	111,776	6.39%	38.33%
<b>Total Departmental Operating Expenses</b>	<b>\$ 34,877,101</b>	<b>\$ 4,775,991</b>	<b>\$ 5,812,849</b>	<b>13.69%</b>	<b>82.16%</b>

Total departmental operating expenses are within 18 percentage points of the baseline expectation for year-to-date budget 2021, with monthly expenses to-date representing 86.31% of the annual budget.

For February 2021, most expense categories were within a reasonable degree of distance from the baseline expectation. The largest expense category, **Salaries totaled \$930,659**, and was within 16% of the baseline expectation. The **Benefits** category also performed well against the baseline expectation with a total of \$366,918. The **Purchased Transportation, Services, Materials & Supplies, Utilities**, and **Insurance** categories all performed favorably against the baseline expectation.

**Fare Recovery Ratio**

<b>Description</b>	<b>2/28/2021</b>	<b>Year to Date</b>
Fare Revenue	\$ 65,633	\$ 155,065
Operating Expenses*	2,246,625	4,644,914
Fare Recovery Ratio	2.92%	3.34%
*Excluding Depreciation		

Note: Same period last year (February) the FRR was 5.37%

**NET POSITION**

The Total Net Position at the end of the month was **\$89,775,473**, a decrease of \$96,644 from December 2020 which closed at **\$89,872,117**. 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 **\$89,775,473**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$40,060,540**, but only **\$22,907,035** 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, 43% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF FEBRUARY 28, 2021:**

<b><u>FUND BALANCE</u></b>	
Net Invested in Capital Assets	\$ 49,714,933
Unrestricted	<u>40,060,540</u>
<b>TOTAL FUND BALANCE</b>	<b><u>89,775,473</u></b>
<b><u>RESERVES</u></b>	
Net Invested in Capital Assets	49,714,933
Designated for Debt Service	-
Designated for Operating Reserve	9,310,463
Designated for Capital Reserve	3,157,831
Designated for Local Share of CIP	3,972,993
Designated for Employee Benefits Reserve	712,218
Unrestricted	<u>22,907,035</u>
<b>TOTAL INVESTED IN CAPITAL &amp; RESERVES</b>	<b><u>\$ 89,775,473</u></b>

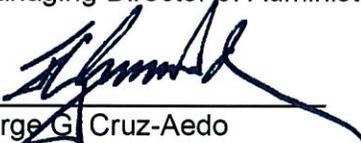
Please refer to the following pages for the detailed financial statements.

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 February 2021

OPERATING BUDGET	02/2021				
	2021 Adopted Budget	February 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	\$ 65,633	\$ 111,889	4.89%	58.66%
Bus advertising	134,921	11,442	11,243	8.48%	101.76%
Other operating revenues	471,647	100	39,304	0.02%	0.25%
Sales Tax Revenue	35,119,095	2,593,497	2,593,497	7.38%	100.00%
Federal, state and local grant assistance	849,694	650	70,808	0.08%	0.92%
Investment Income	223,195	3,178	18,600	1.42%	17.09%
Staples Street Center leases	487,686	40,858	40,641	8.38%	100.54%
<b>Total Revenues</b>	<b>38,628,906</b>	<b>2,715,358</b>	<b>2,885,982</b>	<b>7.03%</b>	<b>94.09%</b>
<b>Expenses</b>					
Transportation	9,981,604	644,232	831,800	6.45%	77.45%
Customer Programs	519,249	33,274	43,271	6.41%	76.90%
Purchased Transportation	6,243,888	477,645	520,324	7.65%	91.80%
Service Development	577,315	37,974	48,110	6.58%	78.93%
MIS	1,369,447	88,877	114,121	6.49%	77.88%
Vehicle Maintenance	5,784,405	402,585	482,034	6.96%	83.52%
Facilities Maintenance	3,041,861	182,370	253,488	6.00%	71.94%
Contracts and Procurements	332,805	24,386	27,734	7.33%	87.93%
CEO's Office	1,036,502	78,143	86,375	7.54%	90.47%
Finance and Accounting	817,140	44,876	68,095	5.49%	65.90%
Materials Management	197,259	15,004	16,438	7.61%	91.28%
Human Resources	750,276	50,090	62,523	6.68%	80.11%
General Administration	565,974	28,450	47,164	5.03%	60.32%
Capital Project Management	287,597	22,426	23,966	7.80%	93.57%
Marketing & Communications	674,737	31,613	56,228	4.69%	56.22%
Safety & Security	1,545,127	84,681	128,761	5.48%	65.77%
Staples Street Center	1,008,909	60,800	84,076	6.03%	72.32%
Port Ayers Cost Center	-	231	-	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	650	4,141	1.31%	15.70%
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>2,565,278</b>	<b>3,289,656</b>	<b>6.50%</b>	<b>77.98%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>150,081</b>	<b>(403,674)</b>		
<b>CIP BUDGET</b>					
	2021 Adopted Budget	February 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	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	122,640	122,640	1.26%	0.00%
<b>Total Funding Sources</b>	<b>13,065,632</b>	<b>401,811</b>	<b>401,811</b>	<b>3.08%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	122,640	122,640	1.26%	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>331,231</b>	<b>331,231</b>	<b>2.71%</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>150,081</b>	<b>(403,674)</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>220,661</b>	<b>(333,094)</b>		

Corpus Christi Regional Transportation Authority  
 Operating and Capital Budget Report  
 For the month ended February 2021

OPERATING BUDGET	02/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,342,668	\$ 155,065	\$ 223,778	11.55%	69.29%
Bus advertising	134,921	24,091	22,486.83	17.86%	107.13%
Other operating revenues	471,647	216	78,607.83	0.05%	0.27%
Sales Tax Revenue	35,119,095	5,253,433	5,125,644	14.96%	102.49%
Federal, state and local grant assistance	849,694	940	141,615.67	0.11%	0.66%
Investment Income	223,195	7,472	37,199.17	3.35%	20.09%
Staples Street Center leases	487,686	81,716	81,281	16.76%	100.54%
<b>Total Revenues</b>	<b>38,628,906</b>	<b>5,522,933</b>	<b>5,710,612</b>	<b>14.30%</b>	<b>96.71%</b>
<b>Expenses</b>					
Transportation	9,981,604	1,369,335	1,663,601	13.72%	82.31%
Customer Programs	519,249	68,684	86,541	13.23%	79.37%
Purchased Transportation	6,243,888	1,009,930	1,040,648	16.17%	97.05%
Service Development	577,315	79,258	96,219	13.73%	82.37%
MIS	1,369,447	181,689	228,241	13.27%	79.60%
Vehicle Maintenance	5,784,405	809,353	964,067	13.99%	83.95%
Facilities Maintenance	3,041,861	373,059	506,977	12.26%	73.59%
Contracts and Procurements	332,805	49,405	55,468	14.84%	89.07%
CEO's Office	1,036,502	150,664	172,750	14.54%	87.22%
Finance and Accounting	817,140	95,674	136,190	11.71%	70.25%
Materials Management	197,259	31,503	32,876	15.97%	95.82%
Human Resources	750,276	88,858	125,046	11.84%	71.06%
General Administration	565,974	57,204	94,329	10.11%	60.64%
Capital Project Management	287,597	45,965	47,933	15.98%	95.90%
Marketing & Communications	674,737	64,750	112,456	9.60%	57.58%
Safety & Security	1,545,127	169,581	257,521	10.98%	65.85%
Staples Street Center	1,008,909	130,653	168,151	12.95%	77.70%
Port Ayers Cost Center	-	423	-	0.00%	0.00%
Debt Service	1,408,431	-	234,739	0.00%	0.00%
Special Projects	200,000	-	33,333	0.00%	0.00%
Subrecipient Grant Agreements	49,694	940	8,282	1.89%	11.35%
Street Improvements Program for CCRTA Region Entities	3,083,652	513,942	513,942	16.67%	100.00%
<b>Total Expenses</b>	<b>39,475,871</b>	<b>5,290,872</b>	<b>6,579,312</b>	<b>13.40%</b>	<b>80.42%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>232,061</b>	<b>(868,700)</b>		
<b>CIP BUDGET</b>					
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 6	B / A	C vs B
<b>Funding Sources</b>					
Transfer In	\$ 3,350,055	558,343	558,343	16.67%	100.00%
Grant Revenue	9,715,577	122,640	122,640	1.26%	0.00%
<b>Total Funding Sources</b>	<b>13,065,632</b>	<b>680,983</b>	<b>680,983</b>	<b>5.21%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	\$ 9,715,577	122,640	122,640	1.26%	0.00%
Depreciation Expenses	2,503,090	417,182	417,182	16.67%	100.00%
<b>Total Expenditures</b>	<b>12,218,667</b>	<b>539,822</b>	<b>539,822</b>	<b>4.42%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>846,965</b>	<b>141,161</b>	<b>141,161</b>	<b>16.67%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(846,965)</b>	<b>232,061</b>	<b>(868,700)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>846,965</b>	<b>141,161</b>	<b>141,161</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>0</b>	<b>373,222</b>	<b>(727,539)</b>		

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended February 28, 2021, and year ended December 31, 2020**

	Unaudited February 28 2021	Unaudited December 31 2020
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 45,497,511	\$ 45,627,726
Receivables:		
Sales and Use Taxes	5,164,523	5,944,715
Accrued Interest	-	-
Federal Government	179,211	187,266
Other	560,587	552,793
Inventories	1,148,014	1,108,301
Prepaid Expenses	2,056,257	454,705
<b>Total Current Assets</b>	<b>54,606,103</b>	<b>53,875,506</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	62,898,430	62,898,430
Construction in Progress	894,724	894,724
Current Year Additions	227,826	(0)
Total Capital Assets	152,547,583	152,319,757
Less: Accumulated Depreciation	(86,686,942)	(86,269,760)
Net Capital Assets	65,860,641	66,049,997
<b>Total Non-Current Assets</b>	<b>65,860,641</b>	<b>66,049,997</b>
<b>TOTAL ASSETS</b>	<b>120,466,744</b>	<b>119,925,503</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	2,274,783	2,274,783
Deferred outflow related to OPEB	13,413	13,413
Deferred outflow on extinguishment of debt	3,304,292	3,304,292
<b>Total Deferred Outflows</b>	<b>5,592,488</b>	<b>5,592,488</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>126,059,232</b>	<b>125,517,991</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	697,710	635,761
Current Portion of Long-Term Liabilities:		
Long-Term Debt	870,000	870,000
Compensated Absences	346,771	346,771
Sales Tax Audit Funds Due	273,740	328,488
Distributions to Regional Entities Payable	7,060,905	6,546,963
Other Accrued Liabilities	1,030,760	914,020
<b>Total Current Liabilities</b>	<b>10,279,886</b>	<b>9,642,001</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,580,000	18,580,000
Compensated Absences	352,583	352,583
Sales Tax Audit Funds Due	821,234	821,234
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
<b>Total Non-Current Liabilities</b>	<b>21,336,901</b>	<b>21,336,901</b>
<b>TOTAL LIABILITIES</b>	<b>31,616,786</b>	<b>30,978,902</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	4,666,972	4,666,972
Deferred inflow related to OPEB	39,401	39,401
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>36,283,758</b>	<b>35,645,874</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	49,714,933	49,904,289
Unrestricted	40,060,540	39,967,827
<b>TOTAL NET POSITION</b>	<b>\$ 89,775,473</b>	<b>\$ 89,872,117</b>

**Corpus Christi Regional Transportation Authority**  
**Statement of Cash Flows (Unaudited)**  
**For the month ended February 28, 2021**

	<u>2/28/2021</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 169,458
Cash Received from Bus Advertising and Other Ancillary	51,907
Cash Payments to Suppliers for Goods and Services	(2,305,735)
Cash Payments to Employees for Services	(724,133)
Cash Payments for Employee Benefits	(141,986)
<b>Net Cash Used for Operating Activities</b>	<u><b>(2,950,489)</b></u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,328,096
Grants and Other Reimbursements	-
Distributions to Subrecipient Programs	(650)
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<u><b>3,327,446</b></u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	35,643
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	(38,325)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<u><b>(2,682)</b></u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	3,178
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<u><b>3,178</b></u>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>377,453</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), February 1, 2021</b>	<b>45,120,058</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), February 28, 2021</b>	<b>\$ <u><u>45,497,511</u></u></b>



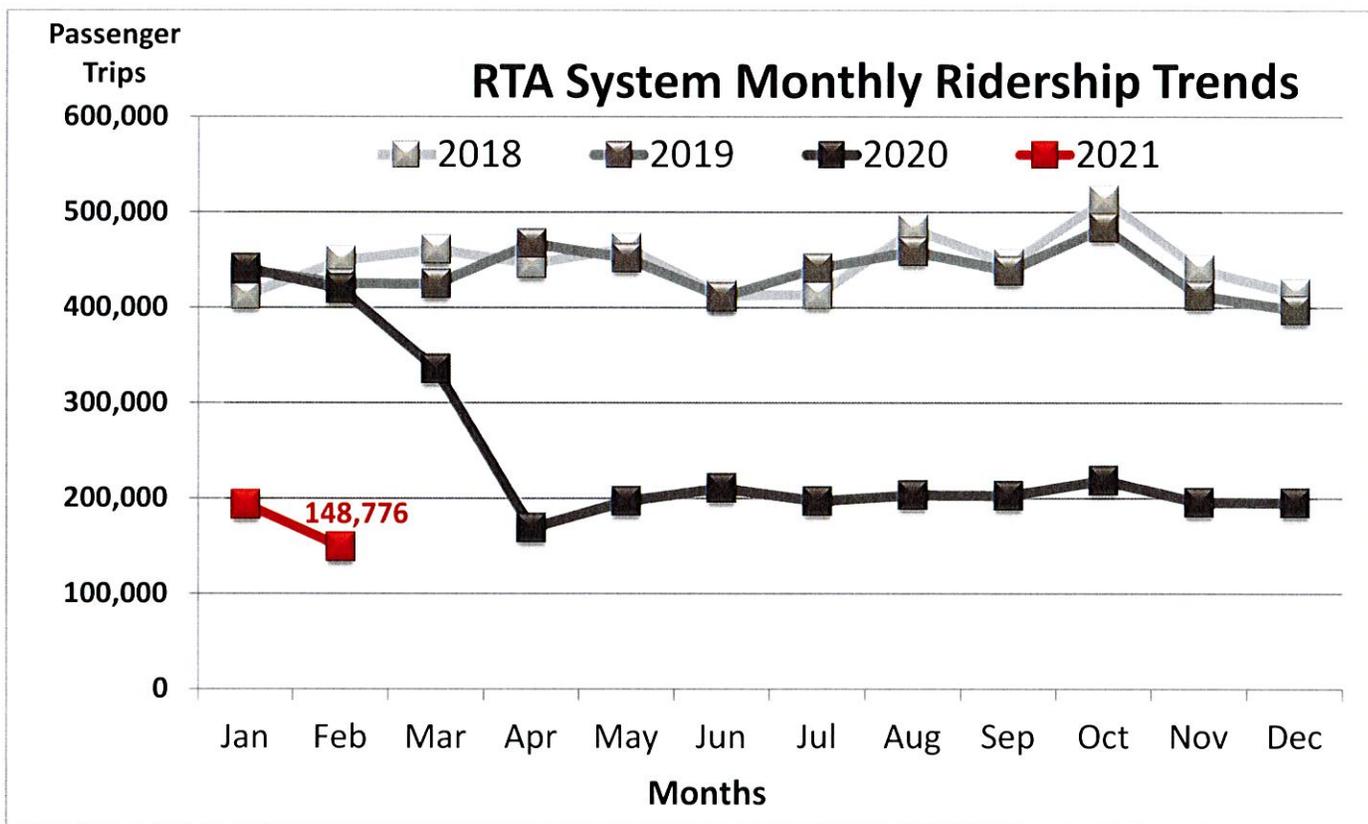
**Subject:** February 2021 Operations Report

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 February 2021, system-wide ridership levels were adversely impacted as no services, excluding vanpools, were operated between February 15-18 due to Winter Storms Uri and Viola. In addition, the COVID-19 pandemic contributed to the decline in ridership results. Passenger trips totaled 148,776 which represents a decrease of 64.6% as compared to 419,689 passenger trips in February 2020 or 270,913 fewer trips this month.



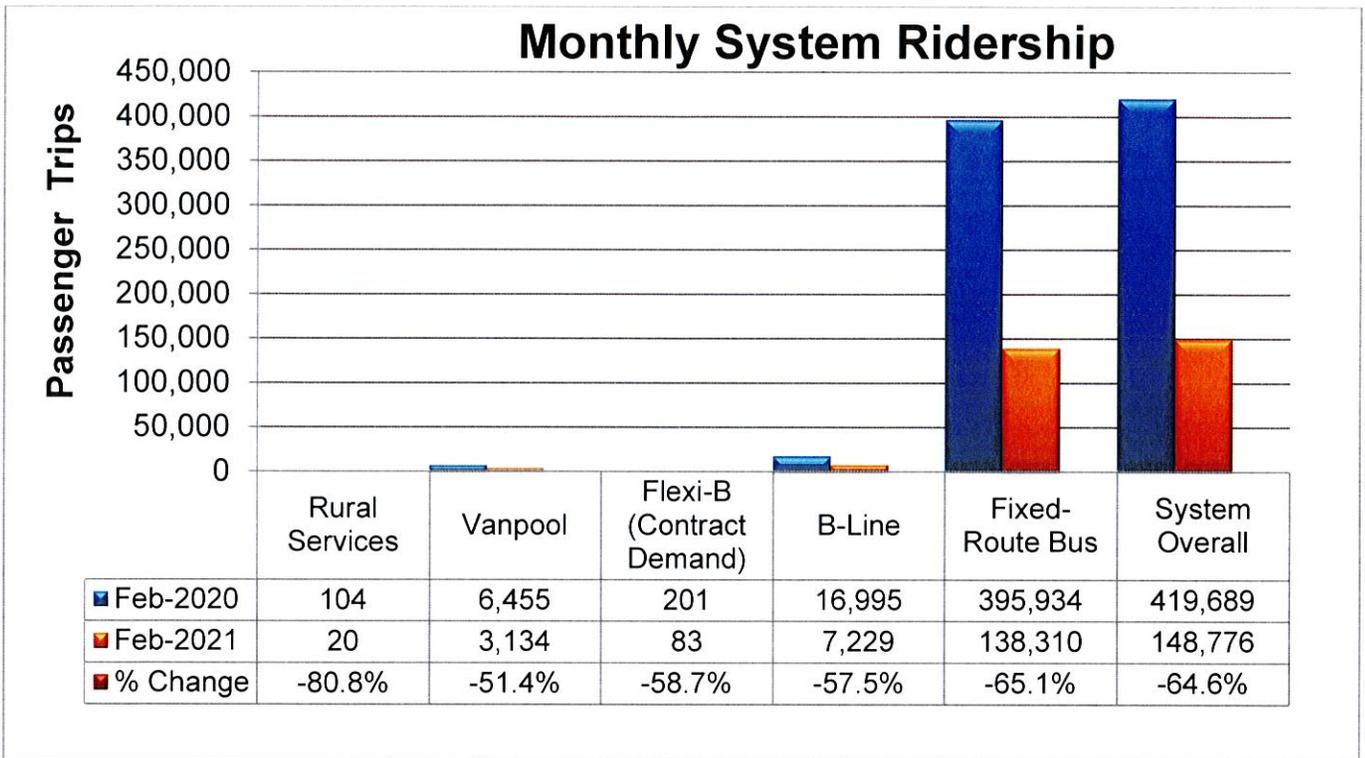
February 2020	February 2021	Variance
20 Weekdays	*16 Weekdays	-4
5 Saturdays	4 Saturdays	-1
4 Sundays	4 Sundays	-
No Holiday	No Holiday	-
29 Days	24 Days	-5

\*Note: No services, excluding vanpools, operated on February 15-18.

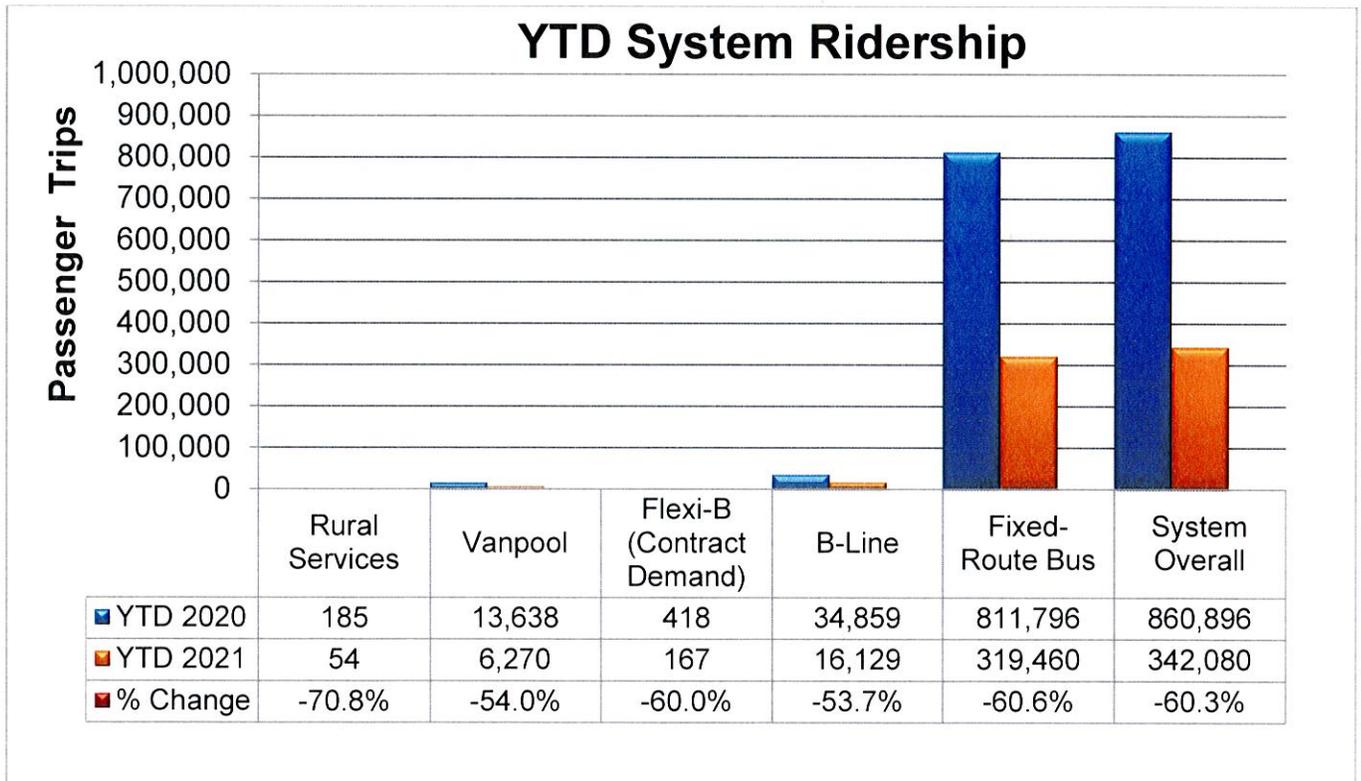
In February 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.08 per gallon compared to about \$2.13 per gallon in February 2020<sup>1</sup>. February rainfall was well below normal at 0.14 inches and half of last February’s total of 0.33 inches. Historically, the average rainfall in February is 1.93 inches.<sup>2</sup> The average high temperature was normal at 70 degrees despite record low temperatures of 17 to 32 degrees from February 14-20.

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)

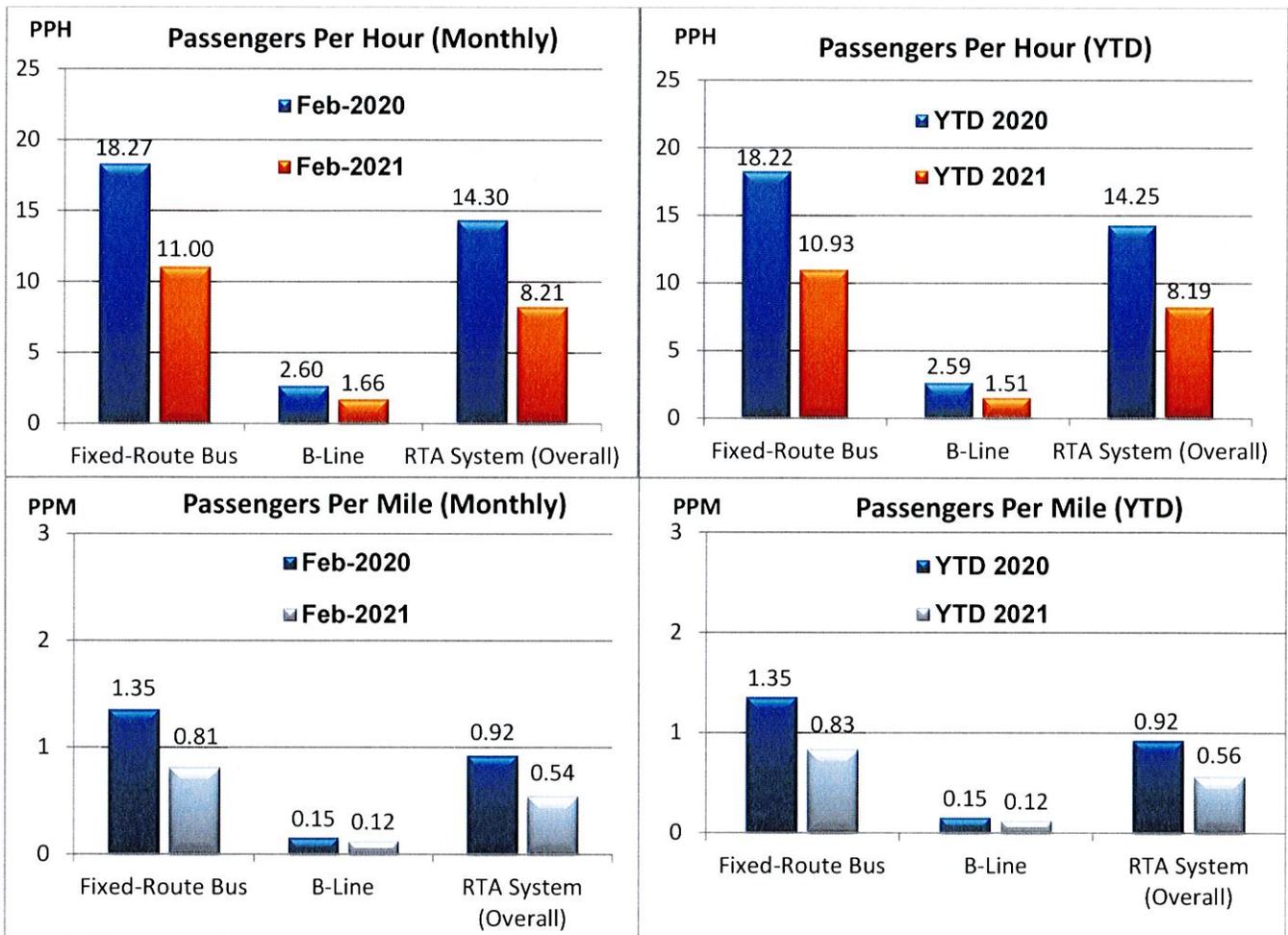
The chart below shows monthly ridership results for all services. CCRTA recorded 270,913 fewer passenger trips for a decrease of -64.6% as compared to February 2020.



The chart below shows YTD ridership results for all services. CCRTA has recorded 518,816 fewer passenger trips for a YTD decrease of -60.3% in 2021 as compared to 2020.



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



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

Schedule Adherence	Standard	Nov-20	Dec-20	Jan-21	Feb-21	4-Month Average
Early Departure	<1%	0.8%	0.0%	0.5%	0.7%	0.5%
Departures within 0-5 minutes	>85%	93.6%	90.0%	94.4%	92.7%	92.7%
Monthly Wheelchair Boardings	No standard	2,431	2,376	2,376	1,823	2,252
Monthly Bicycle Boardings	No standard	4,161	4,477	4,477	2,898	4,003

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               <ul style="list-style-type: none"> <li>➤ Routes 76 &amp; 78</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Winnebago &amp; Lake St.</b>-(Harbor Bridge reconstruction): Began August 2020               <ul style="list-style-type: none"> <li>➤ Route 12</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Route 23</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Routes 27</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Route 32</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Everhart Road</b> (SPID-McArdle): Project to begin mid-2021.               <ul style="list-style-type: none"> <li>➤ Route 32</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Ayers Street</b> (SPID-Gollihar) (28) month project: Began January 2020               <ul style="list-style-type: none"> <li>➤ Route 19</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Route 29</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Routes 3 &amp; 4</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Nueces Bay to Palm) (14) month project: To begin April 2021 with anticipated completion in late-2022               <ul style="list-style-type: none"> <li>➤ Routes 27</li> </ul> </li> </ul>
Future Detour	<ul style="list-style-type: none"> <li>• <b>Leopard St.</b> (Crosstown to Palm) (14) month project: To begin mid-2021 with anticipated completion in late-2022               <ul style="list-style-type: none"> <li>➤ Routes 27</li> </ul> </li> </ul>
On Detour	<ul style="list-style-type: none"> <li>• <b>Airline Rd.</b> (SPID-McArdle) (7) month project: Began January 2021               <ul style="list-style-type: none"> <li>➤ Routes 26 &amp; 65</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>McArdle Road</b> (Carroll-Kostoryz) (6) month project: To begin early-2021               <ul style="list-style-type: none"> <li>➤ Route 19</li> </ul> </li> </ul>
No Detour	<ul style="list-style-type: none"> <li>• <b>Gollihar Road</b> (Greenwood-Crosstown) In design. To begin mid-2021               <ul style="list-style-type: none"> <li>➤ Routes 23 &amp; 25</li> </ul> </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               <ul style="list-style-type: none"> <li>➤ Routes 5 &amp; 17</li> </ul> </li> </ul>

In February 2021, there were 12 detoured routes or 38% out of 32 fixed route services travelling on the local streets. Detoured services include: 3, 4, 12, 17, 19, 23, 26, 27, 32, 65, 76 & 78.

City of Corpus Christi Bond projects scheduled to begin mid-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**

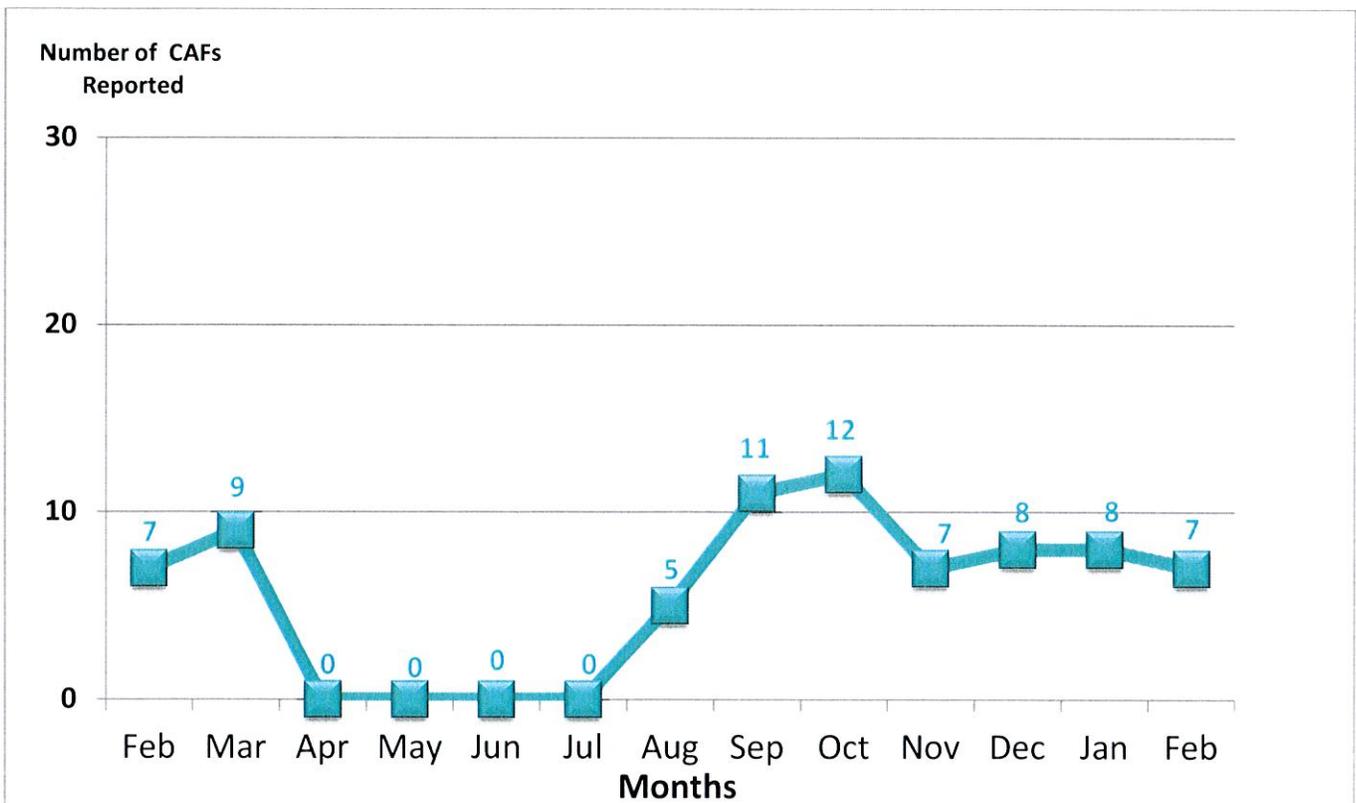
In February 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- 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): **10,867** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **4,840** ambulatory boardings; **1,848** wheelchair boardings

Metric	Standard	Nov-20	Dec-20	Jan-21	Feb-21	(4) Month-Ave.
Passengers per Hour	2.50	1.65	1.53	1.66	1.66	1.63
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	14,078	7,755	20,411	10,876	13,280
Monthly Wheelchair Boardings	No standard	2,331	2,289	2,123	1,848	2,148

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

For February 2021, Customer Service received and processed 7 Customer Assistance Forms (CAF's) of which all were verified as valid. No commendations were received this month.



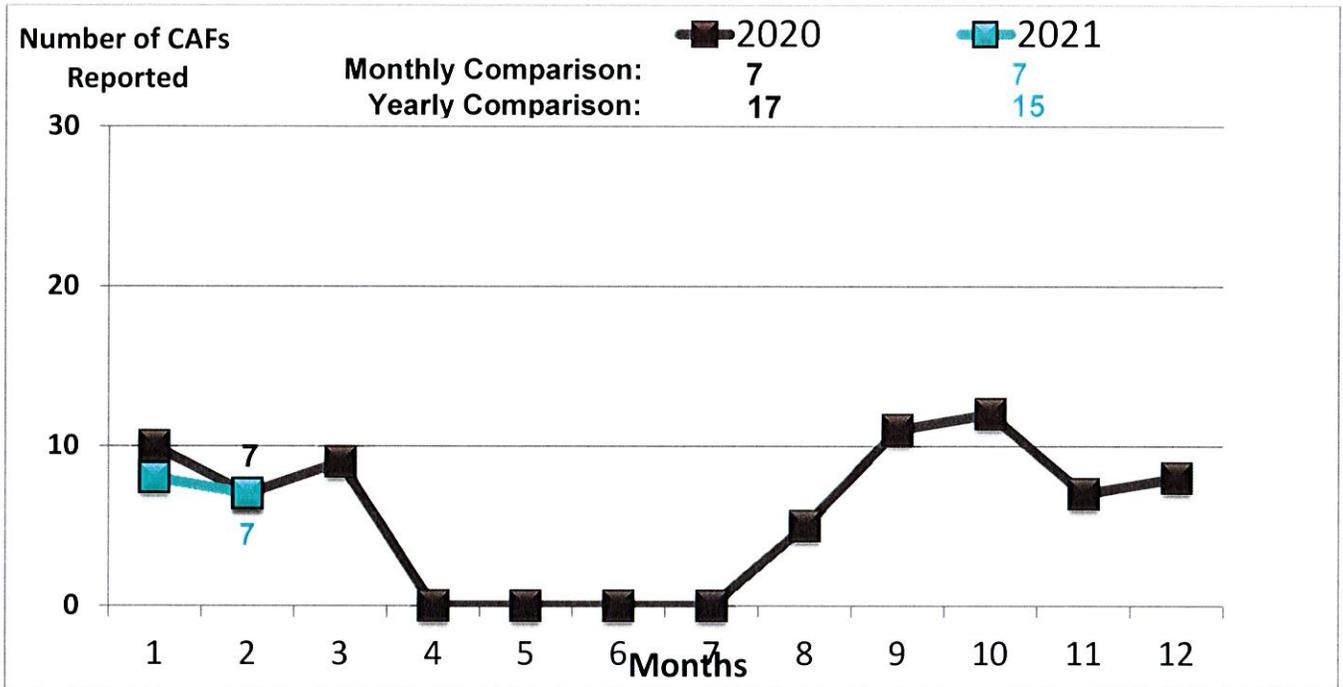
**Route Summary Report for February 2021:**

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle		#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMUCC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan	1	#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside		#60 Islander Connection	
#19 Ayers		#65 Padre Island Connection	
#19G Greenwood		#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#25 Gollihar/Greenwood		#94 Port Aransas Shuttle	
#26 Airline/Lipes		#95 Port Aransas Express	
#27 Northwest	1	B-Line (Paratransit) Services	2
#27x Northwest (Express)		Safety/Transportation	
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples	2	Customer Service Department	
#29F Staples/Flour Bluff	1	Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		<b>TOTAL CAF's</b>	<b>7</b>

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

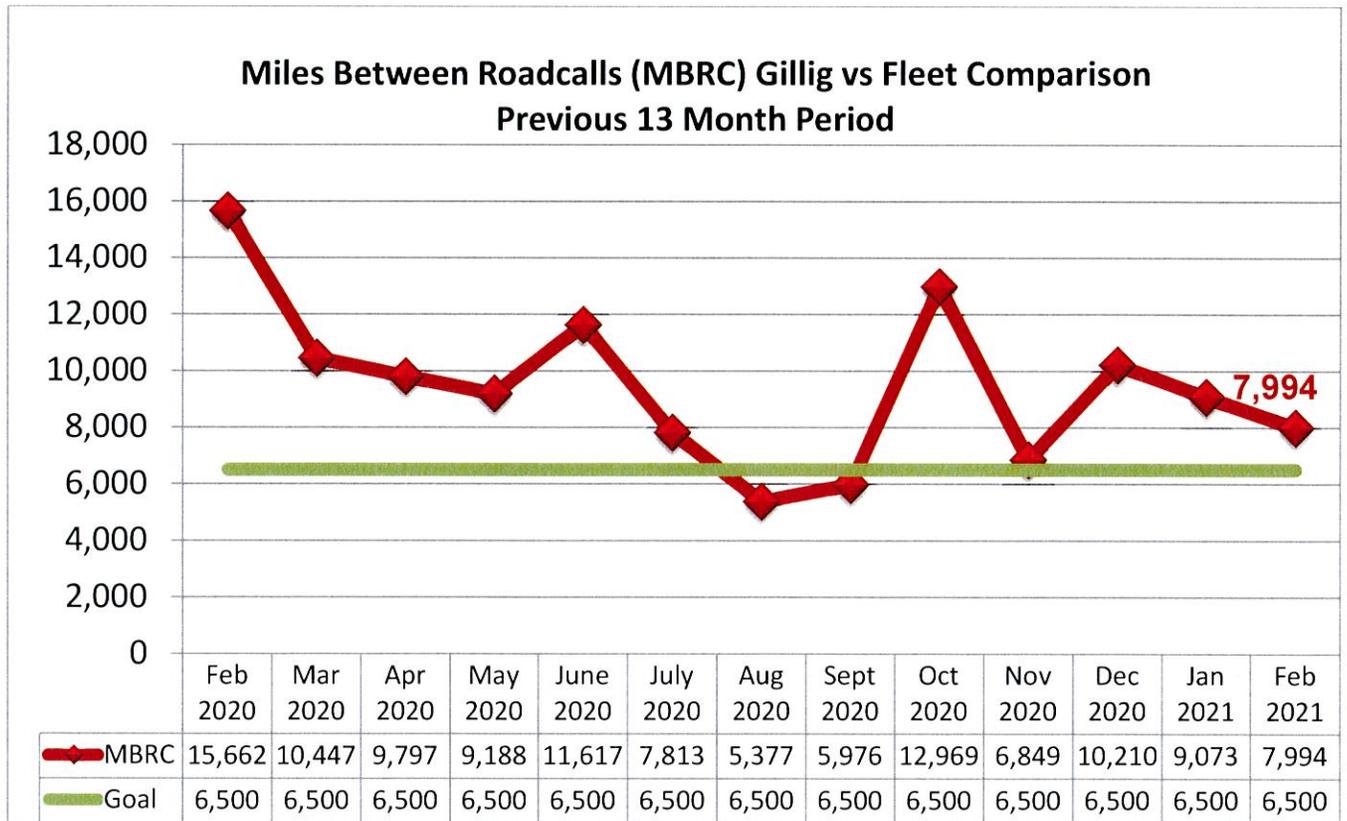
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	3			3
Driving Issues		1		1
Customer Services	1			1
Late/Early – No Show				
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior		1		1
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy/Cell Phone User				
Denial of Service				
Safety & Security				
Rude	1			1
Facility Maintenance				
Service Development				
Vehicle Maintenance				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance				
Commendations				
<b>Total CAFs</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>7</b>

**CAF Reports: Current and Historical Trends**



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

In February 2021, there were 7,994 miles between road calls (MBRC) recorded as compared to 15,662 MBRC in February 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
3/3/2021	10.	M.Woolbright	In regards to the 4TH Quarter 2020 Investment Update, Mr. Woolbright asked, are we over 6% or is the portfolio flat?	Ms. Patterson responded not 6%, .16%, it is a little bit higher, and this is because you're in the investment pool, text pool, which is run by the comptroller's office. The pool is using basically commercial paper and some other securities so they can return a little bit higher return than strictly being in the treasury.	3/3/2021
3/3/2021	10.	M.Woolbright	In regards to the 4TH Quarter 2020 Investment Update, Mr. Woolbright asked, what percentage, what is the actual rate of return, 2%?	Ms. Patterson responded the actual rate of return is .16%.	3/3/2021
3/3/2021	10.	M.Woolbright	In regards to the 4TH Quarter 2020 Investment Update, Mr. Woolbright asked, what percentage of the portfolio hold equities?	Ms. Patterson responded there are no equities allowed by any public entity in Texas, that is pretty much across the board.	3/3/2021
3/3/2021	10.	M.Woolbright	In regards to the 4TH Quarter 2020 Investment Update, Mr. Woolbright asked, we have an estimated rate of return of 7%, is that the same plan?	Ms. Patterson responded no, your talking about two different plans. The 7% that you're remembering is on your pension side. These are operating funds.	3/3/2021
3/3/2021	10.	D. Leyendecker	In regards to the 4TH Quarter 2020 Investment Update, Mr. Leyendecker asked, would it be smart for us to take a look at maybe putting some operating funds toward the debt to pay off that higher percentage rate on the debt side?	Ms. Patterson responded there are certain restrictions on the date repayment schedules, that we would have to take a look. I don't believe there's an opportunity to do that at this time.	3/3/2021

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3/3/2021	11.	D. Leyendecker	In regards to the 4TH Quarter 2020 DB Plan and DC Plan Update, Mr. Leyendecker asked, it's in our policy, correct, to have a 60-40 equity bond split or ratio?	Mr. Saldana responded we do have an investment policy, but we approve that every year and we can look at that split as we go along each year.	3/3/2021
3/3/2021	11.	D. Leyendecker	In regards to the 4TH Quarter 2020 DB Plan and DC Plan Update, Mr. Leyendecker asked, we're the trustees of this plan, we can change the investment policy we believe is in the best interest of the trust, correct?	Mr. Saldana responded in the affirmative.	3/3/2021
3/3/2021	12.	D. Leyendecker	In regards to the CCRTA's Response to COVID-19 & February 2021 Winter Storm, Mr. Leyendecker asked, did we have any damages that could be reimbursed by FEMA?	Mr. Cruz-Aedo responded yes we did, we are in the process of collecting that information for submission to whatever funding source comes available for us.	3/3/2021
3/3/2021	12.	P. Dominguez	In regards to the CCRTA's Response to COVID-19 & February 2021 Winter Storm, Ms. Dominguez asked, for an update regarding the Governor's executive order to lift the mask mandate?	Mr. Cruz-Aedo responded that the RTA falls under the Transportation Security Administration which has issued a mandatory mask order effect February 1, the next 100 days. We require masks at our facilities as well.	3/3/2021
3/3/2021	13.	D. Leyendecker	In regards to the Briefing on Capital Projects Funded by 5339 (b) Competitive Grant, Mr. Leyendecker asked, when did we award the contract to Mako for the Bear Lane improvements?	Ms. Montez responded January 4th.	3/3/2021

**Administration Finance Committee Member Inquiry**

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/24/2021			No Questions		

## Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
2/24/2021	9.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two on Individual Contracts to Multiple Vendors for Bus Parts Supply, Ms. Allison asked, how have they dealt with supply chain issues during the pandemic?	Mr.Majchszak responded these contracts that procurement helped us with helps because a lot of these vendors have contracts for the same part with different vendors. So we buy from whoever had the best pricing, but if they cannot provide the parts within an adequate time frame then we have other vendors under contract with pricing so we can shift over to the other vendors. We also work with some of the manufacturing companies to get parts as well which may take longer but they may ship from different parts of the country.	2/24/2021