



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, August 4, 2021

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

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

BOARD OF DIRECTORS MEMBERS

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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	E. Martinez	1 min.	-----
2.	Roll Call	D. Linnehan	2 min.	-----
3.	Safety Briefing	M. Rendón	5 min.	-----
4.	Receipt of Conflict of Interest Affidavits	E. Martinez	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	E. Martinez	3 min.	-----
<p>NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.</p> <p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	CCRTA's Response to COVID-19 & Invited Guest – Director of Corpus Christi Nueces County Public Health District	J. Cruz-Aedo & Annette Rodriguez	10 min.	PPT
7.	Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects	P. Dominguez A. Jimenez	5 min. 5 min.	-----
8.	Discussion and Possible Action to Approve the Public Hearing No. 1 Meeting Minutes held on July 07, 2021 for FY2021 Operating and Capital Budget – Amendment #1	E. Martinez	3 min.	Pages 1-2
9.	Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of July 07, 2021	E. Martinez	3 min.	Pages 1-15
10.	<p>CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</p> <p style="text-align: right;">5 min. Pages 1-18</p> <p>a) Action to Approve Contract Modification No.7 to the existing SEC-OPS 5-Year Security Guard Service Contract, No. 2019-S-06, for the required increase in security services through FY2024 totaling \$1,543,940.04 (pgs. 1-3)</p> <p>b) Action to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System (pg. 4)</p> <p>c) Action to Authorize Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi (pg. 5)</p>			

AGENDA MEETING NOTICE

	<ul style="list-style-type: none"> d) Action to Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank (pgs. 6-7, ATTACHMENT A) e) Action to Authorize Issuing a Request for Proposal (RFP) for Long-Term Disability and Short-Term Disability Insurance (pgs. 8-9) f) Action to Authorize Issuing a Request for Proposal (RFP) for GenFare Bus Pass Media (pg. 10) g) Action to Authorize Awarding a Contract to L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies (pgs. 11-12) h) Action to Authorize Issuing a Request for Proposals (RFP) for a Long-Range System Plan (pgs. 13-14) i) Action to Authorize Executing a Contract Modification for the Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 15-16) j) Action to Authorize Awarding a Contract to Ti-Zack Concrete Inc., for the ADA Bus Stop Improvements – Phase VII (pgs. 17-18) 			
11. Presentations:				
	a) June 2021 Financial Report	R. Saldaña	4 min.	Pages 19-33 <i>PPT</i>
	b) Procurement Update	R. Saldaña	4 min.	
	c) June 2021 Safety & Security Report	M. Rendón	4 min.	
	d) June 2021 Operations Report	G. Robinson	4 min.	
12. CEO Report		J. Cruz-Aedo	10 min.	<i>PPT</i>
13. Board Chair Report		E. Martinez	10 min.	----
14. Adjournment		E. Martinez	1 min.	----
15. Information Items:				
	Member Inquiry Forms			
	a) Board Meeting–July 7, 2021			
	b) Committees Meetings–June 23, 2021			
	1. Administration & Finance			
	2. Operations & Capital Projects			

Total Estimated Time: 1 hr., 21 min.

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BOARD OF DIRECTORS BUDGET WORKSHOPS #1 & #2

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2022 Budget Workshop #1			
	a) Revenue Trends & Assumptions	R. Saldaña	15 min.	<i>PPT</i> <i>Attachment</i>
2.	2022 Budget Workshop #2			
	a) Administrative Budgets	R. Saldaña	15 min.	<i>PPT</i> <i>Attachment</i>

Total Estimated Time: 30 min.

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On **Friday, July 30, 2021** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

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

Mission Statement

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

Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETINGS MINUTES
PUBLIC HEARING NO. 1 – HELD JULY 7, 2021 FOR
FY2021 OPERATING & CAPITAL BUDGET – AMENDMENT #1**

Summary of Actions

- 1. Held Public Hearing No. 1 for FY2021 Operating & Capital Budget – Amendment #1**
- 2. Adjournment**

Call to Order

Mr. Robert Saldaña called the Public Hearing No.1 meeting to order at 8:45 a.m.

Held Public Hearing No. 1 – FY2021 Operating & Capital Budget – Amendment #1

Mr. Robert Saldaña reported the is for our Budget Public Hearing – Amendment #1 for the FY2021 Operating and Capital Budget. He commented this item aligns with the Board Priority – Public Image and Transparency. Mr. Saldaña said the Board approved the 2021 Operating and Capital budgets on November 4, 2020 for revenues totaling \$51,694,538, \$38,628,906 in operating revenues, and \$9,715,577 in capital grant revenue, and to balance the budget we would transfer-in \$3,350,055 from un-restricted reserves. He commented from the expense side, we have about 25 projects totaling \$12,218,667, and \$39,475,871 in operating expenses, or total approved budget amount of \$51,694,538. Mr. Saldaña commented for today, our intent is to include the second wave of the appropriations bill, or Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) grant where we received \$6.8M federal dollars. He provided a slide to show a summary of the whole impact and stated total revenues will increase by \$3.2M, as the driving factor is due to the \$6.8M from the CRRSSA grant that we will incorporate into our revenues that eliminates the need for the transfer-in from unrestricted reserves. This will give us a positive cash flow of \$2.1M as expenses will increase by \$1.1M; proposed amended revenues at \$54,946,253, and proposed amended expenses \$52,815,135. A chart of the adjustments was displayed on a slide and he explained the separate items and columns for the approved 2021 budget total of \$51.7M, adjustment of \$3.25M for an amended 2021 budget of \$54.9M. Mr. Saldaña said we are expecting a fare revenue shortfall of \$338K with an increase of \$337K in sales tax revenues to counteract this, and we are trending in a positive direction this year. He reported other revenue would be down by \$258K due to investments lower interest rates and CNG credit we normally receive we will not receive due to traveling less miles. He said we add in our \$6.8M in grants, gives us a \$6.6M net revenue. He commented then we back out the need for the \$3.35M revenue transfer-in, total adjustment to the budget of \$3.25M.

Mr. Saldaña reported on the Key Changes in revenues to include passenger fares down at \$102K, TAMU-CC and Del Mar contracts down at \$163K, sales tax revenues increase of \$337K, investment income down at \$173K, federal CNG Tax Credit down at \$87K and the CRRSSA Operating Assistance funds increase of \$6.8M. He commented on the revenue adjustments and mentioned he had presented this at the committee meeting previously, and the change requested is \$6.6M from the CRRSSA grant and other increases and decreases to the line items, so that the approved 2021 budget of \$38M giving a total line items at \$45,230,676. He also provided a slide with a chart of departmental line item of expenses, and the increase of the \$1.1M at the bottom is driven by Purchased Transportation he will detail in a separate slide to show the breakout. He mentioned that Purchased Transportation is about \$600K due to B-Line bounce back faster than we anticipated, and we are giving Purchased Transportation more fixed routes which are lower volume routes to run and this is offset by \$85K.



He provided a summary and explained each line item, and displayed various slides of charts describing categories for Revenues, Expenditures Adjustments and key areas where this amendment #1 for the FY2021 Operating and Capital Budget included \$6,857,205 in supplemental appropriations allocated to support the transit industry during the pandemic emergency, and through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021. Mr. Saldaña said if total revenues increased by \$3,251,715, the driving factor for the increase is due to the second round of COVID relief funds of the CRRSSA grant, and total expenses would increase by \$1,120,596. Mr. Saldaña stated that this would eliminate the need for us to transfer-in from our unrestricted reserves and would give us a positive cash flow of \$2,2M overall.

Action to Approve the Public Hearing No. 1 to Approve the FY2021 Operating and Capital Budget – Amendment #1

DIRECTOR PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE FY2021 OPERATING AND CAPITAL BUDGET – AMENDMENT #1. BOARD SECRETARY DAN LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. *MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*

Adjournment

There being no further review of items, the meeting adjourned at 9:05 a.m.

Reviewed by: Ashlee Winstead-Sherman

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JULY 7, 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 Public Hearing – Approve the FY2021 Operating and Capital Budget – Amendment #1
7. Action to Approve the FY2021 Operating and Capital Budget – Amendment #1
8. Action to Adopt a Resolution for City Appointed Board Member Ms. Anne Bauman, who served from December 6, 2017 until March 11, 2021
9. Action to Approve a Resolution to Create a Contracted Services Committee, and Action to Confirm Appointments by Board Chair to Contracted Services Committee
10. Heard Update on RCAT Committee Activities
11. Heard Committee Chair Reports; a) Administration & Finance, b) Operations & Capital Projects
12. Action to Approve the Board of Directors Meeting Minutes of June 2, 2021
13. Heard Consent Items –
 - a) Action to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022 (pg. 17)
 - b) Action to Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building (pg. 18, ATTACHMENT D)
 - c) Action to Award a Contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply (pgs. 19-20)
 - d) Action to Approve Revisions to CCRTA's Service Standards (pgs. 21-22, ATTACHMENT E)
 - e) Action to Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Maintenance Services (pgs. 23-24)
14. Heard Update on Autonomous Vehicle (SURGE) Pilot Program at Texas A&M- Corpus Christi
15. Action to Terminate Autonomous Vehicle Pilot Program
16. Heard CCRTA's Response to COVID-19
17. Heard Presentations –
 - a) May 2021 Financial Report
 - b) Procurement Update
 - c) May 2021 Safety & Security Report
 - d) May 2021 Operations Report
18. Heard CEO's Report
19. Heard Chairman's Report
20. Adjournment
21. Informational Items

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



Call to Order & Roll Call

Chairman Edward Martinez called the meeting to order at 8:31 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

None.

Staff Present

Jorge G. Cruz-Aedo, CEO; David Chapa, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, Susan Teltschik and Ashlee Winstead-Sherman.

Public Present

Ben Schmit, MV Transportation; Carol Olivier, Anne Bauman's Daughter; Yoshiko Bulon, MPO.

Held Safety Briefing

Mr. Mike Rendón provided safety information, if we have an emergency, there is an exit in the kitchen for the Board of Directors to utilize, and two other exits to my immediate right. We ask for all Board of Directors to report to the clock tower, adjacent to the transfer station platform. He said he would make sure everybody exits properly, and Ms. Dena Linnehan will account for our Board of Directors. Mr. Rendón stated, please do not return back to the building unless an all clear is given, and please do not utilize the elevators during the emergency. Mr. Rendón also commented if we have to shelter in place, we will shelter in the west side stairwell of the building.

Action to Receive Conflict of Interest Affidavits

None received online or in-person.

Provided Opportunity for Public Comment

Public Comment has been made available online to the Public on the CCRTA website at the following link: <https://www.ccrta.org/news-opportunities/agendas/>.

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Action to Approve the FY2021 Operating and Capital Budget – Amendment #1

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Action to Adopt a Resolution for City Appointed Board Member Ms. Anne Bauman, who served from December 6, 2017 until March 11, 2021

Mr. Jorge Cruz-Aedo commented on our board member Celeste 'Anne' Bauman and described her as an outstanding representative of not just the CCRTA, but of Public Transportation. He said



prior to her joining the Board of Directors in 2017, Anne was the Advisory Chair on the RTA's Committee of Accessible Transportation, we call RCAT. As a board member, Anne served on both the Operations & Capital Projects Committee, and the Administrative & Finance Committee, and advocated for those affected by their disabilities. He commented that whether Anne was attending Board meetings, or RTA events, she was actively engaged and serving the Coastal Bend Community. Transportation was Anne's passion and it was in her heart, he commented, and we all witnessed that passion when we shared a room with her. Mr. Cruz-Aedo said she was born into transit family, worked in the transit industry, and married into a transit family. He said throughout her lifetime, Anne used cars, buses, airplanes, trains, and boats, in her travels across North America. Anne used the CCRTA transportation system for her daily needs, including to board meetings and events. He commented that when you think of transportation, you think of buses, trains and planes, yet Anne always thought of transportation as a need the CCRTA was meeting for the people of the Coastal Bend. He said Anne cared about the people in the vehicles and how she could help them happier and more successful at the CCRTA. He stated he could speak for the Board, and our employees, to say that she continuously put a smile on our faces, and genuinely cared about who we were and how our families were doing. He said she also loved to share stories about her 4 children, 12 grandchildren, 20 great-grandchildren and 2 great-great-grandchildren, and her 2 bonus daughters related to her out of love. Mr. Cruz-Aedo commented that Anne was a remarkable individual with an exceptional selfless personality. He said she will be greatly missed by the CCRTA, the Coastal Bend Community, and the entire Transportation Industry.

Chairman Edward Martinez read the Resolution. He commented that Anne was special and very special to us. He told a story of a trip the board attend, and said Anne could talk, she could walk and talk. We were all in the middle of the street for a photos and we were like Anne, we gotta get out of the street (laughter). He said she was a wonderful woman and we all had several conversations with her. She will be truly missed by all. He thanked Ms. Oliver and said we would all like to take a photograph with you and the items we have for you of Anne from her tenure here. The board members assembled in front of the podium with Ms. Carol Oliver, Anne Bauman's daughter for a photo op and to present her the framed Resolution signed by the Board Chair and CEO, along with Ms. Bauman's framed photograph as previously displayed at the CCRTA Staples Street Building in the Lobby.

Ms. Oliver commented yes, she loved to talk, and it really usually was very well worth listening to. She also commented that her mother would be very touched by all of this and embarrassed by all this attention (laughter). Ms. Oliver, her oldest daughter, said that she knew that being on the Board and serving the community was one of her mother's proudest accomplishments in life, and she was very honored to have been chosen to do this. Ms. Oliver said that not many people would be as excited as her mother was as going to the Rolling Stones Concert when she was 82 years old. She commented that her mother had attended an APTA conference in Jacksonville, Florida, I believe. Ms. Oliver commented that Anne was passionate about everything she did in her life, and I would like to really thank you for this honor and for honoring her mother, and I know that I speak for her when she says that you know, she would like to acknowledge all of the bus drivers, because without the bus drivers there would be no one in public transportation. Ms. Oliver commented to the Board, Staff and CCRTA to thank them all very much.

Chairman Martinez offered the board members for comments. Director Glenn Martin commented Anne and he were friends for the 13 years he has been on the board, and said Anne was a valuable resource and never forgot her time in Port Aransas. He said she would be truly missed and she was quite the stage woman. Vice Chairman Michael Reeves commented if you were in her circle, she would defend you whole-heartedly, and those in that circle knew that. He said she



was a lady, a mentor in this industry, we all looked up to her with true respect, wonderful lady. Director Anna Jimenez echoed that Anne was a great mentor that we all looked up to in the industry, and we both have a passion for education, she will be truly missed and she is sorry for your loss. Director Lynn Allison commented she was fortunate to serve alongside of her on the CCRTA Board, but also as a community activist. She said as strong of an opinion as Anne had, she was incredibly diplomatic. Director Philip Skrobarczyk commented God Bless you and your family. Director Patricia Dominguez commented Anne mentored her on this Board since joining a few years back, a great lady that truly will be missed. Director Eloy Salazar commented a great lady who treated everybody the same. Director Gabi Canales said she did not have the opportunity to meet Anne, yet sounds like an amazing woman, and stories I have heard most of her advocacy and passion, and those are admirable. I am sorry I did not get to work with her and I know she will be missed by her family. Director Matt Woolbright commented he and Anne joined the Board of Directors close to the same time, and the one thing he respected the most about Anne were two things. He said one; her ability to understand the very basic functions of being in the ridership so much, and two; her analytics when she looked at a decision we talked about it before or after, she always wanted to talk about it and she would consider numerous angles to get to where she was comfortable to make the very best decision.

BOARD SECRETARY DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR CITY APPOINTED BOARD MEMBER MS. ANNE BAUMAN, WHO SERVED FROM DECEMBER 6, 2017 UNTIL MARCH 11, 2021. VICE CHAIRMAN MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Action to Approve a Resolution to Create a Contracted Services Committee and to Confirm Appointments by Board Chair to Contracted Services Committee

Chairman Martinez stated we will do two actions for this item with the first being to approve the resolution to create the committee, and second I will appoint 4 board members to the committee once approved.

Chairman Martinez commented he did not have the resolution in front of him, and asked Mr. John Bell, CCRTA legal counsel for comments. Mr. Bell stated the resolution is Exhibit C in the Board Packet. He said this paratransit and small bus operations contract is proceeding probably the biggest, well, it is the biggest contract that the RTA has, probably most important procurement and you have a need to preserve the integrity of this process, the confidentiality of all of the proposals received. Mr. Bell commented to make sure that your professional staff is able to make their professional evaluation and recommendation, and also at the same time, to make sure that the Board is totally informed as to the decision that you are going to be making in this process. He said that the Chairman requested at the last meeting, that we set up a committee of a group of the board members to participate in this process. First, the proposals will be made available to you in this secure DropBox link, and please keep in mind, these proposals are confidential until the contract is awarded. He said there is a lot of proprietary information in these proposals but we want you to be able to look at them as you like. The staff will do the scoring, and there will be finalists invited for interviews, and this committee will participate in the interview process, and then the committee will present their comments to the Board when the statue makes the Staff's presentation to the Board. He said also keep in mind this committee is not going to change, or influence the staff presentation, as your professional Staff under the law needs to make the presentation as to what it recommends, but then the Board is the final decision maker and you obviously need to be as informed as much as possible in order to make this decision as well. Mr.



Bell commented so with that, the process under the bylaws is that the Board creates the committee, and this is what this resolution is for. He commented, then the Board Chairman will make appointments to the committee, and the board will confirm those appointments under the bylaws. He said this is kind of a three step process on this one agenda item, but the first action would be to adopt the resolution/motion to approve the creation of the committee and then the chair can announce the appointments, so we would then we need another motion for you to confirm those appointments. Chairman Martinez asked for a motion to create the contracted services committee.

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE A RESOLUTION TO CREATE A CONTRACTED SERVICES COMMITTEE. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Chairman Martinez commented I will appoint four members to this subcommittee so it does not get to the point where we are having to worry about quorum issues. He said, that he will appoint Board Secretary Dan Leyendecker as Chairman of this Committee, and appoint Directors Patricia Dominguez, Anna Jimenez, and Matt Woolbright to make up the 4 board members on this committee to work alongside the Staff with regard to the interviews as such, and follow the processes.

DIRECTOR GLENN MARTIN MADE A MOTION TO CONFIRM APPOINTMENTS BY BOARD CHAIR TO THE CONTRACTED SERVICES COMMITTEE. VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Update on RCAT Committee Activities

Ms. Sharon Montez commented the RCAT Committee resumed their meetings on Thursday, May 20, 2021 and everyone was excited to be back. The regional committee on accessible transportation or RCAT met on Thursday, June 17th. She commented that the CCRTA's Eligibility Coordinator, Melanie Gomez provided a recap of the city of Corpus Christi committee for persons with disabilities of the May meeting. Ms. Gomez sits on the committee and she made a presentation that day regarding information on our B-line services. Ms. Montez commented the committee also requested a presentation on the CCRTA's travel training program which is currently being scheduled. She commented the following items were presented as well. She stated the proposed 2021 system changes which include changes to Route 28 along Leopard and Navigation to extend services to the food bank. Also, presented was the proposed new pilot flex services and proposed non-ADA on demand services to address service gaps in the evenings from 8:00 p.m. to 12:00 p.m. Ms. Montez stated she provided an update on the addition of hours to the SEC-OPS security guard agreement to add more hours to the transfer stations, and mentioned to them, the issuance of the Request for Proposals (RFP) for Paratransit and Small Bus Operations, which is currently out for solicitation and this contract provides primarily the paratransit services, yet also they provide some fixed route as well. She commented the last item presented was the 2021 stakeholders review presentation, and the Fare Review timeline summary was reviewed, and they were informed that the CCRTA is currently working on creating the Fare Review Committee to review the proposed new fare changes. She said the RCAT committee will not meet in July but we will resume meetings in August.



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

Chairwoman Patricia Dominguez, Committee Chair for Administration & Finance commented that she just wanted to everything was business as usual, and we will be going over those consent items here shortly. She said she wanted to add that she is really enjoying the meetings out in the community, and especially enjoyed going out to Port Aransas, and it is interesting seeing the communities that we serve. Committee Chairwoman stated that she believes it is very important we are visible, including the Board.

Chairwoman Anna Jimenez, Committee Chair for Operations & Capital Projects commented there was nothing new to report, although she did want to highlight our Marketing Department for seeing all of the photos on our social media sites of our bus riders to the Mayor's Big Bang fireworks event, and hearing really positive and good things about our services that we provided. She also mentioned the other good reviews regarding the team that came to the Richard Borchard Fairgrounds that was able to help them get to and from the places where they needed to go into the community to help out, so a big Thank You.

Action to Approve the Board of Directors Meeting Minutes of June 2, 2021

BOARD SECRETARY LEYENDECKER MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JUNE 2, 2021. VICE CHAIRMAN REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items

- a) **Action to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022 (pg. 17)**
- b) **Action to Authorize the Lease Renewal with Nueces County for Lease Space at the Staples Street Center Building (pg. 18, ATTACHMENT D)**
- c) **Action to Award a Contract to Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply (pgs. 19-20)**
- d) **Action to Approve Revisions to CCRTA's Service Standards (pgs. 21-22, ATTACHMENT E)**
- e) **Action to Authorize the Issuance of a Request for Proposals (RFP) for Bus Stop Maintenance Services (pgs. 23-24)**

Director Woolbright asked to pull item 13d) for further discussion. Director Lynne Allison made a motion to approve the Consent Items 13a, 13b, 13c and 13e.

DIRECTOR ALLISON MADE A MOTION TO APPROVE THE CONSENT ITEMS 13A), 13B), 13C) AND 13E). DIRECTOR SALAZAR SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Director Woolbright asked Mr. Derrick Majchszak to brief item 13d). Mr. Majchszak reported on the prior presentation at the committee on June 28, 2021. Mr. Majchszak commented that we added some additional criteria for bus stop placement and installation of amenities, and we added some safety criteria that helps us decide whether to add or move a shelter or benches as needed. He said, also added was more flexibility to add shelters or benches when new developments



occur. A lot of times the ridership data may preclude new businesses opening or closing, so we have a little additional flexibility in deciding that could be a high ridership stop. He said we also added some pilot service criteria for new implementations and performance monitoring, and some of that is, that we added language to evaluate seasonal service different than traditional service. He commented like the Express Service is one example, it is only operating three months a year and it is hard to justify deciding whether to establish that as a permanent route or to terminate that after three months so we have more time to develop it. Mr. Majchszak said we added some Demand Response service performance measurements and what this is, is kind of precluding the late night non-ADA service we were going to ask for at some point in time to incorporate into our services or to pilot. Board Chairman Martinez asked for a motion for item 13d).

DIRECTOR WOOLBRIGHT MADE A MOTION TO APPROVE THE CONSENT ITEM 13D). DIRECTOR DOMINGUEZ SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Update on Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi

Mr. Majchszak said that this will be a similar presentation as previously presented to the Operations Committee, yet have added additional information and there will be a follow-up presentation after this as well. He said to highlight the typical items, we began operating on 2-year pilot program that operates during the spring, summer and fall semesters at the university, and operating hours are 7:30 a.m. to 3:30 p.m. He said the vehicle does begin operating before that as it has to complete a full trip before it is allowed to begin revenue service which is picking up passengers. In 2020 we had 651 passenger trips, 1,071 service hours and 2,024 service miles, and as of this weekend we had 88 passengers for 2020. A timeline of events was shown.

Mr. Majchszak commented that on December 10, 2019, the national highway traffic safety association (NHTSA) approved the route on a one-year basis, on January 14, 2020, is when we had to start the showcase at the university, and then January 21, 2020, we held the student event and began picking up passengers. He said February 5, 2020, the Board approved a contract amendment no. 3 and 10, February 26, 2020, the NHTSA issued the letter stopping all autonomous services for an incident that occurred in Columbus, Ohio, so on February 20, 2020, we received an actual verbal notification from the NHTSA telling us that the letter would be forthcoming. Mr. Majchszak commented that on March 9, 2020, the university went on spring break and COVID hit as well, and they transitioned to fully online learning which created changes for the dynamics of the service. May 14, 2020, the NHTSA approved the return to service plan and allowed autonomous vehicles to resume their service. July 2, 2020 is when we received the letter saying we officially could reinstate the services, so on July 20, 2020, CCRTA resumed picking up passengers at the university.

Mr. Majchszak commented that the next date, December 17, 2020, is a key one as the NHTSA gave us a letter extending the operational date that is basically a request that you have to make annually to them, yet this is the first time they officially notified us that the vehicle has an expiration date of November 29, 2021. He said this expiration date can be extended by a year which extends a penalty, and that extended year is all they are willing to give to you, although the vehicle will still end and must leave the country. He said this is the first time the RTA received any official notification; this is the first official letter from the NHTSA that had it declared at the bottom of it. Mr. Majchszak commented we were never told nor notified there was an exit from the country, and there still are not any formal guidelines on these vehicles, with something in the works



probably for five years, however, this is the first time that they notified us officially that the vehicle had to leave the country November 29, 2022. He said this was not stated in the letter, but we upon a call to them, there is a penalty you can pay in order to get a year extension. Mr. Majchszak commented that EasyMile said there is always a risk associated with it, because these vehicles are on a special use basis that has to be approved, and we actually received the vehicle November 2019 and did not yet have the route approved. He said we had to use our consultants to get this passed, and the vehicle could have sat here longer. He stated, this is on a case by case basis as approval by the NHTSA, and while they are not willing to divulge everything, that was obviously something a decision that was made after the incident that occurred in Columbus. He said sort of like how we all see Tesla in the news at times.

Mr. Majchszak reported on additional background is where we had a Memorandum of Agreement (MOA) with the university which will expire July 31, 2021. He said as mentioned earlier, we have the operation expiration date of January 11, 2022 that can be extended by just submitting a request, and we have the entry expiration date of November 29, 2022. A short-term option is we extend the MOA to the end of 2021, and the cost to operate the service beyond July 31, 2021, is approximately \$161,900 as by our contractual agreement. He pointed out to end the pilot program effective July 31, 2021, the cost to terminate the contract early is \$97,915 plus any variable costs that could not be cancelled. He said there is a credit available for ending the pilot before November 2022, so the end cost to the CCRTA is approximately \$33,232.

He commented that Staff proceeded with the decision to end the pilot program early, and we did include input from the university in this decision. They liked the Surge, yet did not realize all the dynamics that come with the maintaining program and infrastructure, parking lots and when they have all kinds of events, and other issues. He said lessons learned were one; the key date of Spring Break of 2020, the dynamics of the program changed for this vehicle with when first purchased, it was to hold 15 people, and Americans are a little healthier (in size) than Europeans, so this downgraded to 12 people. He said now with COVID, there can only be 2 people in the vehicle comfortably as the SURGE has to have an attendant in it at all times, and with social distancing, so even if we put it back in service, we would be limited to 3 passengers plus the attendant and does not maintain the six feet distancing. Mr. Majchszak said we learned about the planning and scheduling for electric vehicles, many of the peers did not attempt to operate the vehicle for a full day and were not even in a South Texas type of environment. He described several more issues learned with Texas heat, running it for a full day service, programming the vehicle, pedestrian traffic, butterfly migration and it recognizing them and stopping and starting infrequently, and sea mist, he said these are just a few. Mr. Majchszak also commented on the ADA considerations that it does not meet the laws and requirements of the U.S., and the United States rules are a lot more robust when it comes to ADA. He also mentioned other challenges with the vehicle, and a discussion we need to have, there are other openings between battery and electric, and we are working to incorporate the collision avoidance technology in human operated vehicles. He commented on several other items and how Staff got to the decision to look at ending the program.

Mr. Cruz-Aedo commented that with our sponsor now being somewhat less interested in having the autonomous vehicle, this is a concern that we should address. Another thing is, if the program is going to come to an end, he would suggest it come to an end earlier, versus later, because of the savings that we can experience by terminating early. He said the final point is from a vehicle design perspective, with that of what started off as a good pilot program with a small vehicle on a campus, now is an extremely small vehicle, because it can only carry two people and one of them an attendant, and best we could hope for is just one student in a virtual campus. Vice Chairman Reeves commented he just want to say and echo what our CEO commented about the program



itself. Vice Chairman Reeves said as mentioned in the meeting in Port Aransas, this was not a failure, as many, many years ago, those on the board at that time and staff who looked at how could we provide a need to the riders in this segment with the university, and be a great partner and to innovate and achieve the goal that we set forth. He said that we put it into place, we talked about it, we researched it, we executed a plan, and the only thing that changed was that the obvious pandemic changed that need, and the service we provided for that program. We should not look back and be disappointed at all. He commented that we should look at what we gained from this lesson and what the needs are moving to now. Vice Chairman Reeves said he very proud of staff, our leadership, our board at the time, that brainchild this and wanted this to happen, we did it, and we are going to learn from it. He commented that we should end this pilot program because the success we had is passed, and he proud to have been a part of it, and those on the board as well, thank you, staff for all of your due diligence and results.

Action to Terminate Autonomous Vehicle Pilot Program

VICE CHAIRMAN REEVES MADE A MOTION TO TERMINATE AUTONOMOUS VEHICLE PILOT PROGRAM. DIRECTOR SKROBARCZYK SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, CANALES, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard CCRTA's Response to COVID-19

Mr. Cruz-Aedo reported we continue to focus the safety element as part of our COVID 19 ongoing response. He said we are working to try to accommodate giving free vaccines for those most vulnerable in our community as well as our agencies, and have partnered with the city health department. He commented there several events where you can get vaccinated at our transfer stations, and have been working with the 3 vaccine manufacturers and the health department to come up with an available resource of upcoming clinics in our communities including Port Aransas, so we are working with those elected officials to ensure their communities are provided vaccines as well. He stated the most important thing you can do right now, is to get yourself vaccinated. He has read that 97 percent of the people that have died from COVID 19 have been those non-vaccinated, so our efforts have been to help the community in their moves to accommodate sites for vaccinations. He said we continue to provide the marketing, so people see they are readily available, there are vaccines in the community, and a number for them to call.

Mr. Cruz-Aedo stated the mask issue still remains for us from the TSA, and that all of our transit related equipment and facilities require the mask, those that are not required are clearly denoted in our areas that says masks are encouraged but not required. Also, health wellness and safety remain our priority, so we do all of our hygiene that we need to provide a disinfected clean environment for our riders and our equipment and facilities.

As he commented, we again do everything we can to allow our employees the opportunity to get vaccinated, and have provided a \$250 incentive to get vaccinated that will help defer any costs that you may incur in getting your vaccines.

He reported that our effort continues to be on the health and safety side, and that we have gotten all of the equipment needed. There is still federal funding available to help with those added costs and we believe we have done a fair job in ensuring that everyone who comes in contact with the CCRTA, whether here at the Staples Street Center, Bear Lane, Transfer Stations, and on our buses, is in a helpful and healthful environment.



Heard Presentations –

a) May 2021 Financial Report

Mr. Robert Saldaña reported this item aligns with the Board Priority of Financial Transparency. Highlights for the month are total revenues exceeded expenses of \$1.3M and driven by our third drawdown of the CRRSSA grant of about \$1.42M. He reported operating revenue is about 97 percent of budget, and departmental expenses about 2 percent under budget. He said if you look at total revenues for May, they came in at \$4.9M on a budget of \$3.6M, expenditures came in at \$3.62M on a budget of \$3.78M, and we had our \$1.3M revenue over expenses. For the Revenue Categories, we obviously want everything to be over 100 percent, and on passenger services, or our fares, we are at 71 percent for the month, or \$78,958, and investment income is a little under \$3K, on a budget of \$18K; these are the two categories that came in under budget, and the rest of the categories are coming in at budget or little higher. He said our sales tax is an estimate of \$2.79M as we will receive our sales tax early next week, so you have a total revenues and capital funding of \$4.9M.

He displayed a pie chart of where the monies go and detailed each expense by object; purchased transportation is 20 percent, or at \$558K; miscellaneous at \$131K at 5 percent, and other allowed supplies to keep the buses on the street at \$207K, or 5 percent. He said we spent about \$8K on COVID supplies; a little over a \$1M for salaries, or 36 percent; benefits a little shy of \$500K, or 17 percent; services came in at \$343K at 12 percent; utilities just shy of \$61K, or 2 percent; and insurance a little over \$35K at 1 percent. Another slide displayed, Mr. Saldaña commented as we go through all the department expense, we are at about \$2.85M on a budget of \$2.9M, or about \$100K in savings on operating expenses. He said we want expenses to be below 100 percent. The benefits are a little above due to some medical expenses being a little higher than what we anticipated for the month, and then purchased transportation with the amendment to the capital and operating budget, will get this a little more in line, from the services that we transferred over today. Mr. Saldaña said miscellaneous is a little over budget due mostly due to the APTA dues we paid this month.

Mr. Saldaña reported the year-to-date revenues exceeded expenses of \$6.5M, driven by the \$6.25M drawdown from the third wave of the CRSSA grant, and have \$688K left of the \$6.8M. He said operating revenues are 105 percent of budget, and operating expenses about 10 percent under budget, total revenues \$22,771,048 of actual revenue on a budget of \$16M, and total expenses at \$16.1M on a budget of \$17.8M, giving us a \$6.6M revenue over expenses. He reported you can see revenue category that passenger services is at \$418,812 on a budget of \$559,445, or 74 almost 75 percent, and again like everything to be over 100 percent.

Mr. Saldaña provided another pie chart for year-to-date expenses by object and reported that purchase transportation at 21 percent or \$2.7M, miscellaneous were almost \$225K at 2 percent, supplies to keep our buses running at almost \$872K at 7 percent, \$51K for COVID supplies, little over \$5M for salaries at 38 percent, benefits \$2.2M at 17 percent, services at \$1.5M at 12 percent, utilities \$258K at 2 percent, and insurance at \$178K at 1 percent. He reported on the departmental expenses by category with the breakdown per line item for total departmental operating expenses at \$13.1M on a budget of \$14.5M, or a \$1.4M under budget for year-to-date.



He displayed a chart showing the 13-month sales tax trend, and commented the blue is our actual month, red is budgeted, and the green is the prior year, so our current month of April we came in higher than what we budgeted, and from what we did last April. He reported for the month-to-month comparison, if you look at April 2020, we came in at \$2.46M, and this month we came in at \$3M or about \$542K more than April of last year. which shows the economy is rebounding and our sales tax is getting healthier. Mr. Saldaña reported when compared to budget, we budgeted \$2.55M and it came in at \$3.0M, or about a \$447K over budget.

b) May Procurement Update

Mr. Saldaña reported this item aligns with the Board Priority of Financial Transparency and there are 3 open procurements for the month; fasteners and miscellaneous shop supplies of a 3-year firm fixed supply contract at \$120K annually; paratransit and small bus operations which is out on the street, and this is what we did prior to COVID yearly cost at \$6M; and general architectural services fixed-price 3-year contract at \$779,685. He reported for the CEO signature authority of \$50K or less there are 3 procurements; Trapeze Software 1-year contract at \$19,932; solid waste collection and disposal services we are exercising the 2ND of the two 1-year options at \$20,214; and HVAC services contract we are also exercising the 2ND of the two 1-year options at \$39,681. He said we still maintain our marina space not to exceed the \$6,100 a year.

c) May 2021 Safety & Security Report

Mr. Mike Rendón commented this item aligns with the Board Priority of Safety & Security. He reported for the month of May there were two collisions; one non-preventable and one preventable. He said the collision rate is at 1.00 for the month and our operators drove about 200K miles bringing the year-to-date collision rate to 1.17. Mr. Rendón commented Mr. Majchszak and his team of trainers, do very well to keep the drivers updated on the weather, road conditions, especially with all the construction in the city and having to maneuver around these areas on our routes. When there is an accident, the operator is taken in and given training on how to avoid the accident, what happened, so we spend a good amount of time after a collision that we do not just put them back on the road. We help them to think about safety, the riders and how to avoid collisions.

Mr. Rendón reported on the security stats at 569 with the top four; quality of life at 45.34 percent; loitering at 18.28 percent; house rules at 15.29 percent and security issues at 8.44 percent. He commented that now we have added security guards, they are doing very, very well in helping individuals with questions. He said with the hot weather, this has caused our customers to fall ill, diabetics that have issues with their pills, has averaged between 7 to 8 ambulance calls to our transfer stations. The security guards and the security police are aware of the temperature and the climate changing, so when they walk up and down the platforms, they are always looking for the ill or anybody that is just not doing well. He said we created a good safe zone in our transfer stations that sometimes, they are not even customers but just in the area and are not feeling well, will go and sit down, and ask for an ambulance, or they themselves call an ambulance to tell them where they are located. Mr. Rendón stated it is a challenging time right now with our customers and the surrounding areas at the transfer stations, so we do our very best to help the community also.



He reported on the Staples Street Center, the Rovers, and Robstown Police K-9 Unit security. He said we currently have one rover, yet will be adjusting hours where we can utilize them in the morning and evening. We are hoping to make some changes with the rover and add more security personnel with the federal monies available for employment purposes. As you remember, about maybe three months ago, I asked you for approval to add security guards to our transfer stations. He commented we do not have, and the reason we were asking for this, is that we cannot put an officer at all transfer stations at all times because of their schedule. The security guards do good work with good supervision, and I asked for a certain amount of hours to make sure, or to see how it was going to work out. Mr. Rendón said he did not want to, not be asking for the right amount of hours, so what I did about three months ago, I asked for a certain amount of hours, and we found out that it is working very, very well, so in the next couple of weeks we will bring this back to the board to present for approval.

For the Staples Street Center he said we are seeing more traffic at the security checkpoint, and higher traffic during the weekends due to Greyhound being busy. We are at 150 to 180 on weekends moving through the bus line. He added comments on the K-9 unit that is was down for a couple of months, yet they are now back in service, so we recently did a health and welfare inspection at all transfer stations and board 13 buses with the canines. He said there have been no incidents and customers like to see when the canines are brought on the buses. It makes them feel safe and appreciate the police being visible.

d) May 2021 Operations Report

Mr. Derrick Majchszak commented this item aligns with Public Image and Transparency Board Priority. He reported on the highlights for the month of May there were 183,478 passenger trips, or 6.9 percent decrease; 23,824 revenue service hours, or 16.8 percent increase; and 404,995 revenue service miles, or a 38.6 percent increase from last May. He displayed a slide with a monthly ridership trending chart to show it is a little off from last year, yet still much lower than pre-COVID. Mr. Majchszak said our system-wide monthly ridership by mode, overall was down 6.9 percent from last year but is still 59.4 percent down from pre-COVID. He stated the Fixed Route was down 10.9 percent May-to-May, and the record rainfall in May also did not help. B-Line increased 38.4 percent from last May, and down about 36.5 percent from pre-COVID numbers. The Flex-B that operates out of Port Aransas had a 91.7 percent increase, and still down 49.6 percent pre-COVID.

Mr. Majchszak commented on year-to-date overall is down 40.5 percent from last year, and as a reminder, we had about 2-1/2 months of good ridership before the pandemic hit, everything shut down, so about 57.9 percent is from the Fall of 2019, pre-COVID numbers. He stated that September will be a key moment when students go back to school, public schools open back up. The universities are not entirely back to in-person. He said the new reality is there will be a difference; the hope is as the vaccines continue to roll out and we continue to reopen and people go back to work, we will start seeing increased ridership in the Fall.

Mr. Cruz-Aedo commented that transit today is not going to be what we see transit tomorrow, and our service delivery will have to go through the modifications necessary so we in essence get the riders that are going to be available. He said currently, we have lost the schools, whether it be Del Mar or Texas A&M or CCISD, with their virtual programs, we lost a lot of student ridership which made up a third of our ridership, and



also lost a third of the lower wage hourly employees who are not out there right now at levels they were before, and now we have added some that are doing more virtual work than they ever have before. He commented so there is going to be a process of looking at what types of services we should position ourselves for, and will also have to consider, we have agreed to receive the grants that we are going to keep people employed doing what they were doing before, which is now not a level of productivity, but we will be looking at maintaining the workforces that we had in place.

Mr. Majchszak reported that for Fixed Route On-Time Performance there were no issues, no early departures and our routes were 88.9 percent on time. He commented Fixed Routes that are impacted by long term detours, 13 are impacted and 30 percent of our bus routes, that affects 121 bus stops closed rights now as a result of these long-term projects. He said these are the future projects that are coming up and will impact an additional 43 bus stops. B-line performance, you see the escalation of the passengers per hour in May, at 2.0, or the standard, as we continued to work towards returning to 2.5 passengers per hour. Mr. Majchszak mentioned that in June and July, the contractor had been told the standard is 2.25, and in August will be the return to 2.5 passengers per hour. For Miles Between Road Calls, were below standard due to the fact that probably about 80 percent of our Arbocs are well beyond their useful life, and the new Arbocs are not fully in service yet, so none of them entered service in May. He said there were 3 CAFs for the month; an accommodation was one and no issues here, and the MBRC for our large bus fleet well exceeded our standards at 12,075 miles.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo have been rescheduled by the City twice and it is now tentatively on the calendar for July 20, 2021. He said once we are on their agenda, we will get back to the Board when we have the confirmed agendize date.

Heard Chairman's Report

Chairman Martinez commented as always, I would like to open this up to the other board members for any comments. I always enjoy opening this time up to the rest of the board members for any comments and closing comments. Director Woolbright commented Staff good job and the MBRC is particularly impressive with an aging fleet. Director Allison commented I am just really impressed with the image campaign that is underway, and to the marketing department. She said also to everyone's credit, even my colleagues at TX DOT who operate the ferry, are talking to me about how great this campaign is sounded to them, and that is a high compliment because they do not just throw them out very often but serve doing a really great job.

Chairman Martinez commented thank you all for coming and thank you for all for what you do. He said first I want to thank you all, staff, for the ground breaking ceremony as it was a fantastic job all around, everyone did a did a phenomenal job, and well received. He said I thank you, thank the community, the attendees, they were all impressed with all of the work you put into it so I applaud you all and thank you for the hard work that you put into that, and you made it look good, so thank you.

He continued, second to that, I would like to look at getting a federal update in the next 30 to 60 days, as there is a lot of funding talking about transportation, and would like to see what we can get back on that. Chairman Martinez stated that with regard to the autonomous vehicle program, I applaud the entire staff and team, and obviously the Board for taking a big step in that innovation. He said he will continue to challenge this Board and future boards, to be in that mindset, of always pushing a path forward with Tesla up in Austin. This is going to be the future, and I would rather



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

be a part of that and lead that than be behind, so, we learned a lot from it. He commented we can take those lessons learned and move it to for future endeavors, other than that, I thank you all for your time. Please be safe and obviously we will talk soon in the coming days.

Adjournment

There being no further review of items, the meeting adjourned at 10:05 a.m.

Submitted by: Dena Linnehan

Dan Leyendecker, Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Approve Contract Modification #7 for Security Guard Services, No. 2019-S-06, for \$81,071.04 FY2021; and \$1,462,869.00 for Fiscal Years 2022 through FY2024, for a Total of \$1,543,940.04

Background

In January 2019 an RFP was issued for Security Guard Service at the Staples Street Center. On June 5, 2019, the Board approved and awarded a 5-year contract in the amount of \$1,797,846 to SEC-OPS Security. Since contract award there have been six contract modifications to meet the changing security needs of the Authority. Security coverage is provided at Staples Street Center by a commissioned officer 24 hours a day/7 days a week; at Bear Lane Operations facility on Saturdays and Sundays; and at Southside Transfer, Port Ayers, and Staples Street Stations at 60 hours a week excluding Sunday. The Law Enforcement services contract includes support for the transfer stations, bus stops and buses.

Identified Need

CCRTA strives to provide a safe and secure environment at all of its facilities for staff and customers. To accomplish this mission, proposed is increasing security guard coverage at Staples Street, Port Ayers, and Southside Transfer Stations from 60 hours per week to 84 hours per week and adding coverage at the Robstown Station at 84 hours per week. In addition, a Rover position is being proposed at 45 hours per week to inspect each CCRTA facility and to support guards on the platforms and patrol all bus routes. Overtime subsidy is proposed for 40 hours to safeguard any unforeseen security needs beginning August 19, 2021 through December 31, 2021.

In an effort to attract quality personnel and improve retention, a 3-tier pay scale is proposed for commissioned and non-commissioned officers. Overtime funding is proposed in order to provide 80 hours of unforeseen security needs in 2021, 2022, 2023 and 2024.

For FY2022, FY2023, and FY2024 proposed is inclusion of the 3-tier pay scale for non-commissioned and commissioned security officers and also for the new Rover position and the project management costs. Also provision for overtime to cover additional security needs.

Financial Impact

The financial impact from the proposed contract modification spans over the budget years 2021, 2022, 2023 and 2024 totaling \$1,543,940.04. This will be funded with Sales Tax Revenues that will be freed up from the inflow of grant revenues from the American Rescue Plan Grant (ARPG). The cost for each year is being presented in separate tables below.

FY-2021 - The table below reflects the total incremental costs to FY2021 of **\$81,071.04** for the **19-week period starting August 19, 2021 through December 31, 2021**. The increase in hours will we paid through by local funds.

August 19 thru December 31, 2021					
	Current Contract Hours	Proposed Increased Hours	Hourly Rate	Number of Weeks	Cost
Rover	0	45	\$24.30	19	\$20,776.50
Staples Street Center	60	14	\$21.21	19	\$5,641.86
Port-Ayers Transfer Station	60	24	\$21.21	19	\$9,671.76
South Side Transfer Station	60	24	\$21.21	19	\$9,671.76
Robstown Transfer Station	0	84	\$21.21	19	\$33,851.16
Commission Guard (Overtime) If needed	0	40	\$36.45	0	\$1,458.00
Total					\$81,071.04

FY 2022 through 2024 – The table below reflects the annual cost for each budget year from 2022-2024. The Commissioned and Non-Commissioned service costs factor the billing rates based on the above-mentioned pay levels, the addition of the Rover Position, and the annual project manager cost of \$14,000.00.

SECURITY GUARD SERVICE						
PERIOD	2022 1 Jan-31 Dec Hours / Amount		2023 1 Jan-31 Dec Hours / Amount		2024 1 Jan-27 Jul Hours / Amount	
NON-COMMISSIONED SECURITY OFFICERS						
NC-Security Officer 2 (\$21.90)	6806	\$149,051.40	6806	\$149,051.40	3927	\$86,001.30
NC-Security Officer 3 (\$22.75)	7779	\$176,972.25	7779	\$176,972.25	4488	\$102,102.00
Sub-Total		\$326,023.65		\$326,023.65		\$188,103.30
COMMISSIONED SECURITY OFFICERS						
Commissioned Security Officer 2 (\$25.95)	3057	\$79,329.15	3057	\$79,329.15	1764	\$45,775.80
Commissioned Security Officer 3 (\$26.75)	3057	\$81,774.75	3057	\$81,774.75	1764	\$47,187.00
Sub-Total		\$161,103.90		\$161,103.90		\$36,315.00
ROVER POSITION						
Rover 1 (\$26.90)	2340	\$62,946.00	2340	\$62,946.00	1850	\$36,315.00
Sub-Total		\$62,946.00		\$62,946.00		\$36,315.00
PROJECT MANAGER		\$14,000.00		\$14,000.00		\$8,000.00
OVERTIME – Commissioned Security Officer 2 (\$38.92 x 80 hrs.)		\$3,113.60		\$3,113.60		\$3,113.60
Yearly-Total		\$567,187.15		\$567,187.15		\$328,494.70
GRAND TOTAL CHARGE – 2022, 2023, 2024						\$1,462,869.00

Board Priority

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

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Contract Modification #7 for Security Guard Services, No. 2019-S-06, for \$81,071.04 FY2021; and \$1,462,869.00 for Fiscal Years 2022 through FY2024, for a Total of \$1,543,940.04.

Respectfully Submitted,

Submitted by: Miguel Rendón
Managing Director Executive Affairs

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System

Background

The CCRTA's current Computer-Aided Dispatch (CAD), Automatic Vehicle Location (AVL) system, Clever Devices DRI, has been CCRTA's primary system since 2009. Replacement of the CAD/AVL system is imperative to meet future informational needs of the organization; particularly related to cloud services, new dispatch technological tools and electronic reporting.

Identified Need

The CCRTA's IT and Transportation departments have defined the need for a CAD/AVL System to help meet the requirements of the Authority. This CAD/AVL system will be robust enough for current and future needs, and have the capability to provide expansion. The replacement of the CAD/AVL system will address five major areas of need:

- 1. Improve On-Time Performance
- 2. Improve Dispatch Reliability and Efficiency
- 3. Improve Scheduling and Planning
- 4. Improve Data Management and Reporting
- 5. Increase Ridership

Disadvantaged Business Enterprise

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

Financial Impact

The Two (2)-phase CAD/AVL System project is budgeted under the 2021 & 2022 CIP's at an estimated cost of \$1,200,000 phase 1 and \$971,500 for phase 2 in 2022. The total estimated project cost of \$2,171,500. The 2021 & 2022 CIP project will be funded by a 5339 grant at an 80/20 split.

Board Priority

The Board Priority is Innovation.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize Issuing a Request for Proposals (RFP) for a Bus CAD/AVL System.

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Final Review 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

August 4, 2021

Subject: Approve Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi

Background

The CCRTA's current Bus Modem Cellular Routers Digi, have been in place since 2015 and has reached its end of life support. Replacement of the Modem Cellular Routers is imperative to meet future network and security needs of the organization; particularly related to Wi-Fi speeds, wireless coverage and cloud services.

Identified Need

The CCRTA's MIS department has identified the need for new cloud access cellular modems to help meet the requirements of the Authority. The modems will be robust enough for current and future needs, and have the capability to support AT&T FIRSTNET wireless services. FIRSTNET is the only nationwide wireless broadband communications platform dedicated to America's first responders and public safety community.

Financial Impact

The estimated cost for the Bus Modem Cellular Routers with Wi-Fi will be \$134,420. The 2021 CIP project will be funded by 5307 grant at an 80/20 split.

Board Priority

The Board Priority is Innovation.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for a Bus Modem Cellular Routers with Wi-Fi.

Respectfully Submitted,

Submitted by: David Chapa
Director of IT

Final Review 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

August 4, 2021

Subject: Adopt a Resolution Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank

Background

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

Identified Need

Due to personnel replacement and changes, it is necessary to revise the current authorizations on file for the Medical Claims Bank Account held at Frost Bank. Entrust LLC/90degrees is contracted to process medical claims along with other related functions such as the bookkeeping activities associated with stop loss coverage and health plan compliance. In this capacity, two of Entrust LLC/90degrees representatives have been delegated the authority to sign checks on behalf of Corpus Christi Regional Transportation Authority. The checks require two signatures for dual internal control purposes. With the retirement of one of the authorized check signer, it is necessary to remove this person from the banking records and delegate the authority to his replacement.

In addition, it has become necessary to make changes to the current CCRTA personnel listed on record with Frost Bank due to the addition of the new position of Managing Director of Executive Affairs.

The internal and external changes require a Board approved Resolution along with the processing of other banking documents which is needed to effectuate the process. The resolution and signature page are attached.

Once the Resolution is presented to the Bank along with the signed signature cards, the changes will reflect the following check signers.

The changes that are being requested are as follows:

Delete:

Robyn Jacobson, Entrust LLC/90degrees
Sharon Montez, CCRTA, Managing Director of Customer Service & Capital Projects

Add:

Lonnie M. Meadows, Entrust LLC/90degrees
Miguel Rendón, CCRTA, Managing Director of Executive Affairs

When the changes are effectuated, the list of authorized signers on the Medical Claims Bank Account will reflect the following:

1. Jorge Cruz-Aedo, CEO
2. Edward Martinez, Board Chair
3. Michael Reeves, Board Vice Chair

4. Dan Leyendecker, Board Secretary
5. Miguel Rendón, Managing Director of Executive Affairs
6. Robert Saldaña, Managing Director of Administration
7. Dixie Gunning, Entrust LLC/90degrees
8. Lonnie M. Meadows, Entrust LLC/90degrees

Disadvantaged Business Enterprises (DBE)

Since there is no cost associated with this requirement nor are any bank fees being charged by Frost Bank, there is no DBE goal.

Financial Impact

There are no costs associated with this action.

Board Priority

Financial Transparency and as part of the legal banking requirements for maintaining current bank information on record.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution (attached) Designating Certain Persons to Sign Checks on the Medical Claims Bank Account held at Frost Bank, the Authority's depository bank.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Final Review by: Robert Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority



Resolution

Designation of Persons to Sign Checks

WHEREAS, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

WHEREAS, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

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

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, Managing Director of Administration, and Managing Director of Legislative Affairs. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

DULY PASSED AND ADOPTED this 4TH day of August, 2021.

ATTEST:

**CORPUS CHRISTI
REGIONAL TRANSPORTATION AUTHORITY**

Dan S. Leyendecker
Board Secretary

By: _____
Edward Martinez
Board Chair

Exhibit "A"

REGIONAL TRANSPORTATION AUTHORITY

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

Edward Martinez, Board Chair

Michael Reeves, Board Vice-Chair

Dan S. Leyendecker, Board Secretary

Jorge G. Cruz-Aedo, Chief Executive Officer

Robert Saldaña, Managing Director of Administration

Miguel Rendón, Managing Director of Legislative Affairs

EXECUTED this 4TH day of August, 2021.

Dan S. Leyendecker
Board Secretary



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Approve Issuing a Request for Proposals (RFP) for Long-Term Disability and Short-Term Disability Insurance

Background

The Authority provides long-term disability insurance to full time employees who have been employed for one (1) year. The Authority pays for the premium cost. The current program provides coverage with a 90-day elimination period and benefits equal to 66.67% of an employee's base wages. The policy provides income protection to employees for total and permanent disabilities, as well as for occupational disabilities and mental and nervous related disabilities.

The Authority also offers short-term disability insurance to active employees working a minimum of 32 hours per week and the employee is responsible for the premium cost. The current plan provides coverage with a 14-day elimination period and the benefits equal to 60.00% of an employee's base wages. The policy provides income protection to employees for a benefit period of 11 weeks, for partial, total and permanent disabilities.

Identified Need

The current contract for the long-term and short-term disability is through United HealthCare and expires December 31, 2021. The current contract still has option years available but this first option year brought about a dramatic increase in the premiums due to CCRTA not meeting the required number of employees eligible in the area of long-term disability we would like to solicit an RFP in order to gain a better dollar value for our employees.

Financial Impact

The total annual amount for these benefit are approximately \$253,495. This cost is split with a portion of about \$36,604 being paid by the employee for the voluntary premium selection of the short-term disability and the remaining \$216,891 paid by the CCRTA for the long-term disability insurance. These dollar amount are an estimate based off of the current contract costs. These monies are budgeted out of individual department operating budgets.

Board Priority

This item aligns with the Board Priority – Workforce Development.

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to Authorize Issuing a Request for Proposals (RFP) for Long-Term Disability and Short-Term Disability Insurance.

Respectfully Submitted,

Submitted & Angelina Gaitan
Reviewed by: Director of Human Resources

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Approve Issuing an Invitation for Bids (IFB) for Purchasing Genfare Bus Pass Media

Background

The CCRTA is using an electronic fare box collection system called Genfare (GFI). This system uses specialized encoded bus passes to help provide a collection of data and reports.

Identified Need

The following list of passes have been utilized in CCRTA’s GFI system: 1 Day Bus Pass, 7 Day Bus Pass, 31 Regular Day Bus Pass, 31 Day Reduce Bus Pass, 31 Day B-Line, CCISD Late Run Passes, Token/Genfare Bus Pass, Transfers and Business Card Bus Pass for Board of Directors and staff. Staff would like to seek a three (3) year base contract with a two (2) one-year options.

CCRTA Staff have started preliminary discussions regarding a hybrid approach to bus pass media. Items being further investigated include smart cards, and a bus pass mobile application.

Financial Impact

The estimated annual amount of contract is \$35,000 for the purchasing of GFI Bus Passes, based on current ridership trends and usage.

Board Priority

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

Committee Review

This item was reviewed and approved at the Administration & Finance Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to Approve Issuing an Invitation for Bids (IFB) for purchasing Genfare Bus Pass Media.

Respectfully Submitted,

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

Final Approval by: 

Jorge G. Cruz-Aedo
Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Award a Contract to L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies

Background

RTA stocks various types of fasteners for the repair and maintenance of its bus fleet including nuts, bolts, washers, electrical connectors, tie wraps, and rivets. The RTA also stocks maintenance, repair, and operational supplies which include aerosols, adhesives, respirators and masks, safety glasses, protective gloves, and ear plugs.

Identified Need

The purpose for this supply contract is to allow the RTA to maintain firm pricing on fasteners and supplies. The vendor is also responsible for freight and associated delivery costs. The IFB was divided into twenty-five sections and awarded to the lowest overall bidder, based on estimated annual usage. This contract is structured with a three-year base and two one-year options following Board approval.

Disadvantaged Business Enterprise

For this procurement the DBE participation is zero percent (0%).

Financial Impact

The projected cost of the three (3) year base contract is \$80,073.20 for fasteners and miscellaneous shop supplies. Total expenditures will be determined by actual usage. Funds are accounted for in the FY2021 and future Board approved annual operating budgets.

FASTENERS AND MISCELLANEOUS SHOP SUPPLIES IFB NO. 2021-SP-09				
Vendor	Three Year Base Bid Total	Number of Business Days for Delivery	Option Year 1 Percentage	Option Year 2 Percentage
L&M Industrial Supply	\$80,073.20	2	5%	5%
KBN Corporation	\$266,642.08		3%	0%

Board Priority

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

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to L&M Industrial Supply for Fasteners and Miscellaneous Shop Supplies.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

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



Subject: Approve Issuing a Request for Proposals (RFP) for Long Range System Plan

Background

Approximately every 5 years, transit systems develop long range system plans to re-align system-wide services to meet public needs and to identify phased service and capital improvements in accordance with financial projections. The CCRTA Long Range System Plan (LRSP) will provide a road map aimed to boost ridership through the identification of innovative service improvements, defined service implementation timelines, and prioritize capital investments including bus stop amenities outlined within annual operating, capital improvement, and financial plans through year 2027 and beyond. In respect to the COVID-19 pandemic, the LRSP will provide a comprehensive action plan to increase ridership while meeting diverse customer needs.

In the past, the CCRTA has completed multiple short and long range service plans. In 2012, the Vamonos Long Range Plan aimed to provide a new vision for the transit system which included multi-year service implementation timelines and a financial projection. In 2016, the CCRTA completed Transit Plan 20/20 which included a five-year fixed route service improvement plan geared to attract riders, improve service effectiveness, intensify operational performance, and fulfill unmet customer needs. Multiple service improvements identified within each plan have been implemented within the CCRTA service area.

Identified Need

Since March 2020, the COVID-19 pandemic has had an impact on ridership and service levels. The issuance of a Request for Proposals for a LRSP is necessary to re-evaluate our system-wide service and capital improvement needs to effectively meet customer needs aimed at boosting ridership levels. The LRSP will outline and prioritize various transit needs and respective financial resources. Public and stakeholder outreach activities will guide LRSP recommended outcomes.

The LRSP will include the following scope of work items:

- Evaluate system-wide ridership performance
- Identify innovative service and capital improvement recommendations
- Analyze student needs involving Del Mar College and Texas A&M Corpus Christi University and other academic organizations
- Conduct Americans with Disabilities Act (ADA) bus stop assessment
- Complete Park and Ride site evaluation
- Perform passenger trip 100% count including required National Transit Database Passenger Miles Traveled sampling
- Develop phased service and capital improvements with financial projections

It is anticipated that the LRSP will require approximately 6-9 months to complete.

Below is the proposed project timeline:

Board Approval to Issue Request for Proposals	August 4, 2021
Issue Request for Proposals	August 31, 2021
Pre-Proposal Meeting	September 14, 2021
Requests for Information (RFI) Due	September 21, 2021
Responses to RFI's Due	September 28, 2021
RFP Submission Deadline	October 12, 2021
Staff Recommendation to the Board	November 3, 2021
Contract Award	November 10, 2021
Contract Effective Date	January 3, 2022

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement, but staff will collaborate with bidders to pursue DBE participation, including subcontracting opportunities.

Financial Impact

The estimated budget for this project is \$660,185.00. Funds have been identified in the proposed 2022 Operating Budget.

Board Priority

This item aligns with the Board Priority – Innovation.

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Approve Issuing a Request for Proposals (RFP) for Long Range System Plan.

Submitted by: Gordon Robinson
Director of Planning

Final Review by: Derrick Majchszak
Managing Director of Operations

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



Board of Directors Meeting Memo

August 4, 2021

Subject: Execute Modified Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

Background

The CCRTA has operated bus services for Texas A&M University – Corpus Christi (TAMU-CC) since the year 2000. Within the current 2020-21 academic year, the Memorandum of Agreement (MOA) consists of Route 60 Momentum Shuttle, Pilot Flex 93, and B-Line paratransit service. The Route 60 service operates during the Fall and Spring semesters only while the Pilot Flex 93 and B-Line paratransit services operate throughout the year.

Identified Need

For the upcoming 2021-22, and 2022-23 academic years, a modified MOA is required as the MOA will span a two-year term instead of an annual term. In addition, TAMU-CC has requested the removal of the Pilot Flex 93 service from the MOA. From a cost sharing standpoint, TAMU-CC will increase the contribution amount by 6% for the Route 60 service and will contribute to the fare-free ridership program for students, faculty, and employees which matches the MOA with Del Mar College. The term of the modified MOA is September 1, 2021 through August 31, 2023.

For the 2021-23 academic years, Route 60 will operate as follows:

Monday – Thursday	Friday	Saturday	Sunday
10-minute frequency, 7:30 a.m. – 1 p.m.	20-minute frequency, 7:30 a.m. – 6:00 p.m.	No Service	No Service
20-minute frequency, 1 p.m. – 7:30 p.m.			

Route 60 will begin operating service on student housing move-in dates and end service on the last day of final examinations. Route 60 will not operate service on select holidays, or during winter break, spring break, and summer sessions.

Financial Impact

The CCRTA and TAMU-CC share the cost of transportation services and fares. For the Route 60 service, CCRTA has negotiated an annual reimbursement from TAMU-CC for the 2021-23 academic years in the amount of \$126,817.74. In addition, TAMU-CC will contribute \$23,122 annually for the fare-free ridership program. The total TAMU-CC reimbursement amount for the 2021-23 academic years is \$299,879.48.

	Academic Year 2021-22	Academic Year 2022-23	Totals
Route 60 Momentum Shuttle	\$126,817.74	\$126,817.74	\$253,635.48
Fare-free Ridership Program	\$23,122.00	\$23,122.00	\$46,244.00
Totals	\$149,939.74	\$149,939.74	\$299,879.48

Disadvantages Business Enterprise (DBE)

DBE participation is zero percent (0%).

Board Priority

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

Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Execute a Modified Memorandum of Agreement (MOA) with TAMU-CC in the amount of \$299,879.48 for the Route 60 service and the fare-free ridership program.

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



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 4, 2021

Subject: Award a Contract to Ti-Zack Concrete Inc., for the ADA Bus Stop Improvements – Phase VII

Background

Currently, the CCRTA has completed six phases of the ADA Bus Stop Transition Plan for ADA compliancy. To date 831 bus stops, out of 1,375 bus stops, are compliant or 60 percent compliant. The overall goal is to reach 100% ADA compliancy, contingent on Right-of-Way, within the next eight to ten years.

Identified Need

There are 544 bus stops remaining, in the ADA Bus Stop Transition Plan. The CCRTA plans to improve 99 bus stops, as part of this phase of the ADA Bus Stop Improvement Plan.

Analysis

The bids were issued May 6th, the pre-bid was held May 20th, and the bid opening was June 17th. The CCRTA received six bids. One of the bids, was deemed non-responsive, due to missing documentation from their bid submittal. The table below displays the bids.

Company Name	Zone 1	Zone 2	Zone 3	Total Bids
Ti-Zack Concrete, Inc.	\$263,446.96	\$317,315.50	\$233,077.00	\$813,839.46
Reytec Construction	\$293,913.75	\$336,247.50	\$270,202.00	\$900,363.25
A. Ortiz Construction and Paving, Inc.	\$366,513.00	\$413,280.00	\$336,212.00	\$1,116,005.00
Mako Contracting	\$367,282.56	\$507,307.20	\$346,745.56	\$1,221,335.32
*DMB Construction	\$601,311.98	\$.---	\$.---	\$601,311.98
ARS Specialty Contractors, LLC.	\$1,070,802.00	\$.---	\$.---	\$1,070,802.00

**DMB Construction was non-responsive due to failure to submit all required DBE Forms & did not submit Appendix "C", Certifications and Statement of Qualifications.*

The lowest bidder was Ti-Zack Concrete, Inc., out of Minnesota. They have been in business since 1999. The company has previously provided construction services for the CCRTA and completed Phase II and Phase VI of the ADA Bus Stop Program, for a total of 155 bus stops. The quality of the work completed was superior and it was performed in an expeditious manner.

Financial Impact

The estimated amount of the contract is \$813,839.46 and is budgeted in the 2021 Capital Projects budget. This project is funded with 80% federal funds and 20% local funds.

Board Priority

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

Disadvantaged Business Enterprise

The DBE Goal for this project is 11%, and Ti-Zack Concrete, Inc. has stated that they would meet that goal with a subcontractor.


Committee Review

This item was reviewed and approved at the Operations & Capital Projects Committee meeting held on July 28, 2021.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a contract to Ti-Zack, Concrete Inc., for the ADA Bus Stop Improvements – Phase VII for the amount of \$813,839.46.

Respectfully Submitted,

Submitted by: Sharon Montez
Reviewed by: Managing Director of Customer Services
Final Approval by: 
Jorge G. Cruz-Aedo
Chief Executive Officer



Subject: June 2021 Financial Report

MID-YEAR FINANCIAL PERFORMANCE SUMMARY:

The end of June represents the midpoint of the 2021 fiscal year for the Authority. Accordingly, the June financial report will begin with a review of the overall financial performance.

A dashboard look at the mid-year results reflects a positive performance from operations as **operating revenues** exceeded **operating expenses** by \$975,116 for the month of June and by \$7,791,341 YTD. The grant income from the CRRSAA federal grant positively impacted operating revenues as the last reimbursement was recorded in June in the amount of \$688,545, and \$6,857,205 YTD. All funding from this grant has been expended and drawn as of June 30, 2021. The upward trend of sales tax revenue also improved the financial outlook for this period.

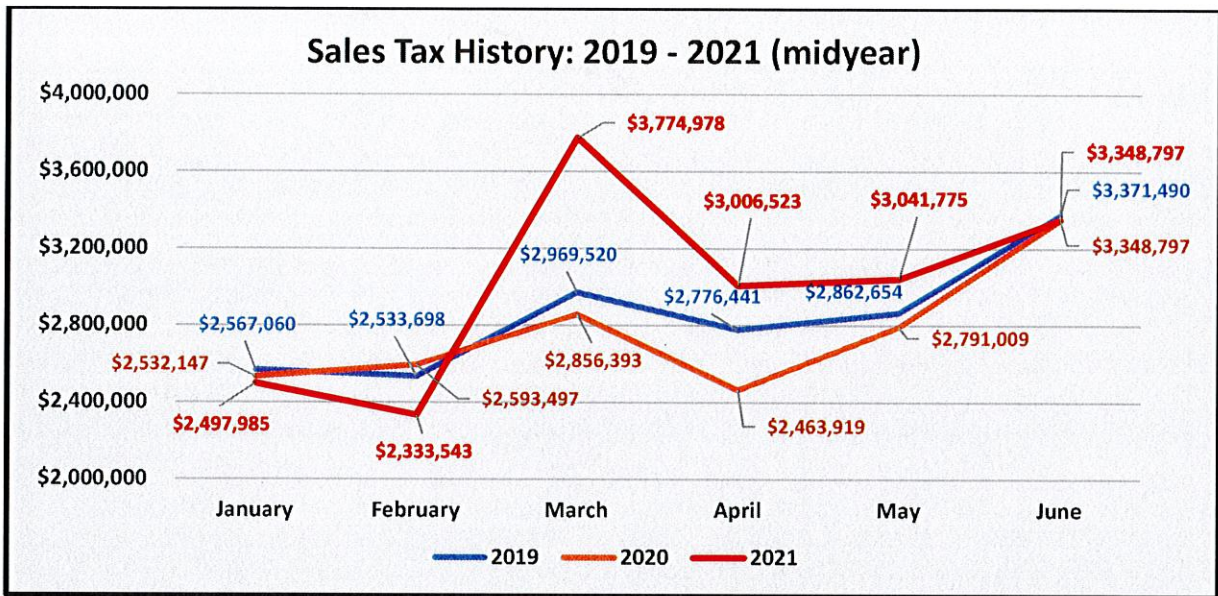
Operating Budget		
Description	Jun-21	YTD
Revenues	\$ 4,180,005	\$ 25,736,844
Expenses	3,222,889	17,945,503
Revenues Over Expenses	\$ 957,116	\$ 7,791,341

REVENUES

Beginning with operating revenues, it is apparent that the effects of the Covid-19 pandemic continue to strain ridership and the necessary service levels, as **Passenger Service** revenue totaled \$492,989 versus the baseline of \$671,334, a shortfall of \$178,345 or 26.57%.

While ridership trends do not yet show recovery, economic activity in the region has rebounded. Businesses are hiring and advertising for their products and service, as indicated by **Bus Advertising**, which beat the budget baseline by \$11,714 or 17.36%. The **Other Operating Revenues** category shows a considerable shortfall versus the baseline, however this category is primarily comprised of the federal alternative fuels credit utilized for CNG-fueled buses which is expected to be received in December 2021.

An additional positive indication of the economic recovery in the service area is **Sales Tax Revenue**, which has exceeded the budget baseline by \$1,417,839, or 8.55%. While the comparison of 2020 to 2021 sales tax data provides optimism about a return to normal, a deeper look reveals that 2021 has also beat pre-pandemic levels of sales tax revenue, with a growth of 5.40% for the same period in 2019 versus 2021.



The operations of the Authority have been further bolstered by the emergency assistance programs authorized by Congress, namely the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). Similar to the CARES Act in 2020, CRRSAA allocated \$6,857,205 for operating grant assistance for the Authority. As the grant revenue was not included during the formulation of the Authority's 2021 budget, a significant variance exists between the baseline and actual experience in the **Federal, State and Local Grant Assistance** category. As a result, management presented a budget amendment to the Board of Directors, which will take into account these grant funds and other adjustments. This budget amendment will take effect and be reflected in the July 2021 monthly financial report.

Rounding out revenues are **Investment Income** and **Staples Street Center Leases**. YTD investment income fell short of the baseline by \$92,210 or 82.63%. This trend will slowly improve when the necessary liquidity for the capital projects are determined to allow the shift from TexPool investments to longer term investments earning higher returns. Meanwhile, the leasing revenue for the Staples Street Center has managed to beat the budget expectation by 1%, or \$2,432.

EXPENSES

Shifting over to **departmental operating expenses**, the Authority has managed its budget well, and shows a positive variance of 7.80% when comparing actual results versus the budget baseline. The **Salaries** category comes in at 7.89% under budget, largely due to vacant positions in the Operations unit. Smaller expenditure categories such as **Services, Materials & Supplies, Utilities, Insurance, and Miscellaneous** all showed favorable variances as well, ranging from 14.90% to 28.10%. These variances are in some cases related to the timing of invoices, while others, such as Materials & Supplies, include the cost of fuel, which has been lower due to the continued reduction in service levels in response to Covid-19.

Meanwhile, the expense categories of **Benefits** and **Purchased Transportation** present negative variance of 2.76% and 5.18% respectively. The increased cost of benefits is related to higher claims costs associated with the Authority's employee self-insurance health plan, while higher costs for B-Line service provided by the Authority's third-party contractor have driven up the Purchased Transportation expenses. The recently board approved Budget Amendment #1 will add funds to the respective line items, improving comparative analysis.

In other areas related to financial performance, the **Fare Recovery Ratio (FRR)**, or the result of fare revenues divided by operating expenses excluding depreciation, is 3.15% for the YTD 2021. In comparison, the FRR for the same period in 2020 was 4.01%. The lower figure for 2021 comes as a result of the continued negative impact of the pandemic on ridership, coupled with the fact that the early months of 2020 were not subject to the same pandemic-related forces on service levels. The five-year history of the FRR is as follows.

<u>Period</u>	<u>FRR</u>
FY2016	5.75%
FY2017	5.50%
FY2018	4.86%
FY2019	5.67%
FY2020	3.59%
FY2021 (to-date)	3.15% six months January-June 2021

When evaluating the *Statement of Net Position*, **Cash and Cash Equivalents** have grown from \$34,878,465 to \$50,078,827, or 43.58%, when comparing June 2020 to June 2021. This growth in cash is largely attributable to funds drawn down for the CARES Act and CRRSAA. As a result, **Total Net Position** has grown from \$85,155,947 in June 2020 to \$99,118,441 to June 2021, an increase of \$13,962,494, or 16.40%. The majority of the increase has been attributable to **Unrestricted Net Position**, which grew from \$35,192,890 in June 2020, to \$45,513,165 in June 2021, an increase of \$10,320,275, or 29.32%.

SUMMARY: Results from all Activities Compared to Budget

Total Revenues reported for the month of **June** totaled **\$6,880,610** of which **\$1,422,241** is income from the **Operating Budget** and **\$2,700,605** 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 that was used to balance the 2021 Operating and CIP Budget. The \$3,350,055 Transfer-in will be eliminated during the month of July when to reflect the Board-approved budget amendment.

The revenues from the **Operating Budget** reached **97.61%** of the **\$3,570,474** budget expectation, generating **\$85,465** less than forecasted. The remaining revenue sources recorded fare revenues at **66.29%**, while bus and bench advertising reached **119.90%** of the **baseline expectation**. The baseline expectation provides an even 12-month spread to all revenue and expense categories and helps gauge the reasonableness of financial data.

For clarification, 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 August 13, 2021. Out of the seven (7) sources included in this revenue category, 59.78% of total revenue came from the sales tax revenue estimate as indicated in the below:

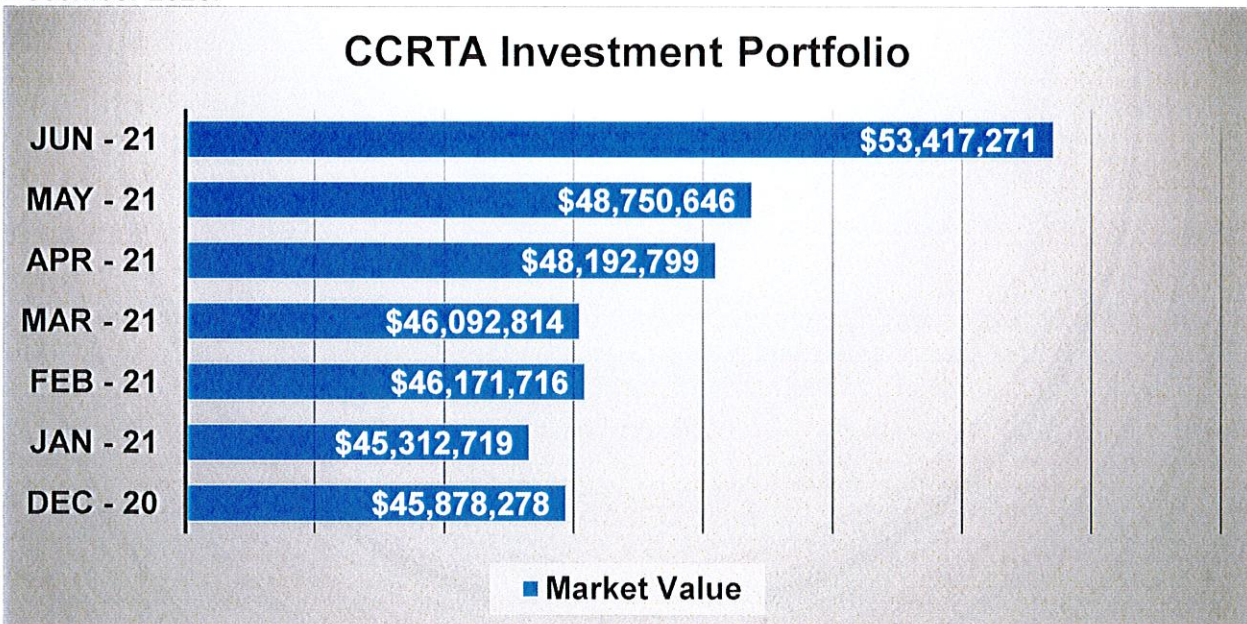
June 2021 Revenue Composition

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	3,348,797	80.11%
2	Passenger Service	74,177	1.77%
3	SSC Lease Income	41,208	0.99%
4	Bus Advertising	13,481	0.32%
5	Investment Income	2,632	0.06%
6	Grant Assistance Revenue	694,996	16.63%
7	Other Revenue	4,713	0.11%
	Total (excluding capital & transfer-in)	\$4,180,005	100.00%

Grant Revenues totaling \$2,117,237 includes the final drawdown of \$688,545 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). The CCRTA apportionment of CRRSAA funds totaled \$6,857,205 at 100% federal share. CCRTA chose to use the grant for operating expenses incurred from January 1, 2021. The final drawdown totaling \$688,545 reflects expenses incurred between June 1, 2021 and June 30, 2021, and includes costs related to staff wages and Medicare match, as well as life and disability insurance expenses. All grant funds have been expended and drawn as of June 30, 2021.

Date	Description	Drawdown #	Amount	Balance
4/8/2021	Grant Award			\$6,857,205
4/20/2021	Jan 1 – Mar 15	1	\$2,271,216	\$4,585,989
5/26/2021	Mar 16 – Apr 30	2	\$2,475,203	\$2,110,786
6/24/2021	May 1 – May 31	3	\$1,422,241	\$688,545
7/7/2021	June 1 – June 30	4	\$688,545	-

The **Investment Portfolio** closed the month of June 2021 with a Market Value of **\$53,417,271**, an increase of **\$4,666,626** from the end of May 2021 and an increase of **\$7,538,994** from December 2020.



The fluctuations to the market value are not only driven by interest rates but also the amount of cash required during the month to meet the obligations as they become due while maintaining the \$2 Million minimum compensating bank balance. This investment portfolio represents the assets from all operations including reserves and **does not include any assets from pension plans**.

The **Sales tax** allocation for June 2021 is **estimated at \$3,348,797** 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 August 13, 2021.

Meanwhile the Sales Tax revenue payment of \$3,041,775 for May 2021 was received July 12, 2021, and exceeded the \$2,791,009 estimate reported in the May financials as the baseline expectation by \$250,766. The payment included the allocation from internet sales of \$29,348, an increase of 10.36% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received \$424,480. Retailers started collecting sales tax on internet sales October 1, 2019. Although on line sales represent a small amount in comparison to total collections, we will continue to monitor the trend lines to determine consumer behavior in relationship to the regional and state statistics.

The sales tax revenue over the last five years' averages to 81.26% of total income. In 2019 Sales Tax Revenue represented 88% of total revenues. 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. During this reporting period sales tax representing 80.11% of total operating revenues as a result of the amount of revenues recognized from federal grants as illustrated in the first table presented at the beginning of this report. The following table illustrates the sales tax revenue trend from the beginning of the year.

Transparency Disclosure

The sales tax revenue reported as 2021 Actual is higher than what is reported by the state comptroller's website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 as a result of an audit. The repayment is over 43 months and as of June have made 7 installments.

This amount is added back in order to calculate the growth rate when comparison to the same period last year.

Month Revenue was Recognized	2021 Actual	2020 Actual	\$ Growth	% Growth
January (actual)	\$ 2,497,985	\$ 2,532,147	\$ (34,162)	-1.35%
February (actual)	2,333,543	2,593,497	(259,954)	-10.02%
March (actual)	3,774,978	2,856,393	918,585	32.16%
April (actual)	3,006,523	2,463,919	542,604	22.02%
May (actual)	3,041,775	2,791,009	250,766	8.98
June (estimate)	3,348,797	3,348,797	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%
	<u>\$ 18,003,601</u>	<u>\$ 16,585,762</u>	<u>\$ 1,417,839</u>	<u>8.55%</u>

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for June 2021:

Revenue – June 2021 – Revenue Composition (Includes Operating and Capital Funding)

Revenue Source	June 2021	%	YTD	%
Passenger Service	\$ 74,177	1.08%	\$ 492,898	1.70%
Bus Advertising	13,481	0.20%	79,175	0.27%
Other Revenue	4,713	0.07%	7,173	0.02%
Sales Tax Revenue	3,348,797	48.67%	18,003,601	61.92%
Grants - Operating	694,996	10.10%	6,888,242	23.69%
Grants - Capital	2,700,605	39.25%	3,338,704	11.48%
Investment Income	2,632	0.04%	19,388	0.07%
SSC Lease Income	41,208	0.60%	246,275	0.85%
Total Revenue	<u>\$ 6,880,610</u>	<u>100.00%</u>	<u>\$ 29,075,547</u>	<u>100.00%</u>

Revenue – June 2021 Operating and Capital Funding and Transfer-In

	06/2021				
	2021 Adopted Budget	June 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,342,668	\$ 74,177	\$ 111,889	5.52%	66.29%
Bus advertising	134,921	13,481	11,243	9.99%	119.90%
Other operating revenues	471,647	4,713	39,304	1.00%	11.99%
Sales Tax Revenue	35,119,095	3,348,797	3,348,797	9.54%	100.00%
Federal, state and local grant assistance	849,694	694,996	70,808	81.79%	981.52%
Investment Income	223,195	2,632	18,600	1.18%	14.15%
Staples Street Center leases	487,686	41,208	40,641	8.45%	101.40%
Total Operating Revenues	<u>38,628,906</u>	<u>4,180,005</u>	<u>3,641,282</u>	<u>10.82%</u>	<u>114.79%</u>
Capital Grants & Donations	9,715,577	2,700,605	2,700,605	27.80%	100.00%
Transfers-In	3,350,055	279,171	279,171	8.33%	100.00%
Total Revenues & Capital Funding	<u>\$ 51,694,538</u>	<u>\$ 7,159,781</u>	<u>\$ 6,621,058</u>	<u>13.85%</u>	<u>108.14%</u>

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

	06/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,342,668	\$ 492,989	\$ 671,334	36.72%	73.43%
Bus advertising	134,921	79,175	67,461	58.68%	117.36%
Other operating revenues	471,647	7,173	235,824	1.52%	3.04%
Sales Tax Revenue	35,119,095	18,003,601	16,585,762	51.26%	108.55%
Federal, state and local grant assistance	849,694	6,888,242	424,847	810.67%	1621.35%
Investment Income	223,195	19,388	111,598	8.69%	17.37%
Staples Street Center leases	487,686	246,275	243,843	50.50%	101.00%
Total Operating Revenues	38,628,906	25,736,844	18,340,668	66.63%	140.33%
Capital Grants & Donations	9,715,577	3,338,704	3,338,704	34.36%	100.00%
Transfers-In	3,350,055	1,675,028	1,675,028	50.00%	100.00%
Total Revenues & Capital Funding	\$ 51,694,538	\$ 30,750,576	\$ 23,354,400	59.49%	131.67%

June 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. Departmental operating expenses came in \$48,293 higher than baseline expectations.

June 2021 Total Expenses & Capital Expenditures

	06/2021				
	2021 Adopted Budget	June 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 34,934,094	\$ 2,959,467	\$ 2,911,174	8.47%	101.66%
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	6,451	4,141	12.98%	155.78%
Total Operating Expenses	39,475,871	3,222,889	3,289,656	8.16%	97.97%
Grant Eligible Costs	9,715,577	2,700,605	2,700,605	27.80%	100.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
Total Expenses & Capital Expenditures	\$ 51,694,538	\$ 6,132,085	\$ 6,198,852	11.86%	98.92%

2021 Year to Date Total Expenses & Capital Expenditures

	06/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 34,934,094	\$ 16,103,824	\$ 17,467,047	46.10%	92.20%
Debt Service	1,408,431	268,816	704,216	19.09%	38.17%
Street Improvements	3,083,652	1,541,826	1,541,826	50.00%	100.00%
Subrecipient Grant Agreements	49,694	31,037	24,847	62.46%	124.91%
Total Operating Expenses	39,475,871	17,945,503	19,737,936	45.46%	90.92%
Grant Eligible Costs	9,715,577	3,338,704	3,338,704	34.36%	100.00%
Depreciation Expenses	2,503,090	1,251,545	1,251,545	50.00%	100.00%
Total Expenses & Capital Expenditures	\$ 51,694,538	\$ 22,535,752	\$ 24,328,185	43.59%	92.63%

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 June 2021, total departmental operating expenses realized an unfavorable variance against the monthly budget as well as the baseline expectation, including *Benefits and Purchased Transportation*. Meanwhile, expense categories including *Salaries, Services, Materials & Supplies, Utilities, and Insurance* realized favorable variances. The unfavorable variance in *Benefits* is due to health insurance claims that were higher than expected. Meanwhile, expenses related to B-Line contracted services trended higher than expected, leading to the unfavorable variance in *Purchased Transportation*.

June 2021 Departmental Expenses

	06/2021				
	2021 Adopted Budget	June 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Departmental Operating Expense Object Category					
Salaries	\$ 13,269,291	\$ 1,097,641	\$ 1,105,774	8.27%	99.26%
Benefits	5,589,770	590,174	465,814	10.56%	126.70%
Services	4,967,013	328,015	413,918	6.60%	79.25%
Materials & Supplies	2,891,002	228,322	240,917	7.90%	94.77%
Utilities	739,149	55,834	61,596	7.55%	90.65%
Insurance	506,332	35,619	42,194	7.03%	84.42%
Purchased Transportation	6,243,888	583,833	520,324	9.35%	112.21%
Miscellaneous	727,648	40,029	60,637	5.50%	66.01%
Total Departmental Operating Expenses	\$ 34,934,094	\$ 2,959,467	\$ 2,911,174	8.47%	101.66%

2021 Year to Date Departmental Expenses

	06/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Departmental Operating Expense Object Category					
Salaries	\$ 13,269,291	\$ 6,111,259	\$ 6,634,646	46.06%	92.11%
Benefits	5,589,770	2,872,087	2,794,885	51.38%	102.76%
Services	4,967,013	1,891,028	2,483,506	38.07%	76.14%
Materials & Supplies	2,891,002	1,152,226	1,445,501	39.86%	79.71%
Utilities	739,149	314,509	369,575	42.55%	85.10%
Insurance	506,332	213,713	253,166	42.21%	84.42%
Purchased Transportation	6,243,888	3,283,771	3,121,944	52.59%	105.18%
Miscellaneous	727,648	265,231	363,824	36.45%	72.90%
Total Departmental Operating Expenses	\$ 34,934,094	\$ 16,103,824	\$ 17,467,047	46.10%	92.20%

Total departmental operating expenses are within 8 percentage points of the baseline expectation for year-to-date budget 2021, with monthly expenses to-date representing 92.20% of the annual budget.

2021 Self-Insurance Claims, Medical & Vision and Dental

Month	Medical & Vision	Dental	Total
January	\$ 259,169	\$ 4,247	\$ 263,417
February	\$ 148,139	\$ 4,930	\$ 153,070
March	\$ 518,677	\$ 10,748	\$ 529,425
April	\$ 219,433	\$ 3,868	\$ 223,301
May	\$ 300,919	\$ 4,191	\$ 305,110
June	\$ 461,648	\$ 7,734	\$ 469,382
	\$ 1,907,985	\$ 35,719	\$ 1,943,704

Fare Recovery Ratio

Description	6/30/2021	Year to Date
Fare Revenue	\$ 74,177	\$ 492,989
Operating Expenses*	2,882,028	15,663,045
Fare Recovery Ratio	2.57%	3.15%
*Excluding Depreciation		

Note: Same period last year (June) the FRR was 2.47%

June 2021 and YTD Overall Performance

	2021 Adopted Budget	June 2021 Actual	Baseline into Budget
Operating Revenues	\$ 38,628,906	\$ 4,180,005	\$ 3,641,282
Capital Funding	13,065,632	2,979,776	2,979,776
Total Revenues	51,694,538	7,159,781	6,621,058
Operating Expenses	39,475,871	3,222,889	3,289,656
Capital Expenditures	12,218,667	2,909,196	2,909,196
Total Expenses	51,694,538	6,132,085	6,198,852
Revenue over Expenditures	\$ 0	\$ 1,027,696	\$ 422,206

	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget
Operating Revenues	\$ 38,628,906	\$ 25,736,844	\$ 18,340,669
Capital Funding	13,065,632	5,013,732	5,013,732
Total Revenues	51,694,538	30,750,576	23,354,400
Operating Expenses	39,475,871	17,945,503	19,737,935
Capital Expenditures	12,218,667	4,590,249	4,590,249
Total Expenses	51,694,538	22,535,752	24,328,184
Revenue over Expenditures	\$ 0	\$ 8,214,824	\$ (973,784)

For the month of June total Revenues exceeded Expenses by \$1,027,696 and \$8,214,824 year-to-date. A greater detail of the financial results is explained in the accompanied Power Point Presentation.

NET POSITION

The Total Net Position at the end of the month was **\$99,118,441**, an increase of \$10,008,162 from December 2020 which closed at **\$89,110,279**. The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Funds Restricted for the FTA’s Interest, and Unrestricted which represents the residual amount of the net position that is available for spending.

The FTA maintains a vested interest as a result of the sale of excess land near the Southside Transfer Station in November 2020. The amount of \$473,544 is restricted for use as the Authority’s contribution toward a future FTA-funded project.

Of the Total Net Position of **\$99,118,441**, the portion of the fund balance that is not restricted in accordance to GASB Concepts Statement No 4 is **\$45,513,165**, but only **\$30,522,922** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$14,990,243**. 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, 33% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

FUND BALANCE AS OF JUNE 30, 2021:

<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 53,131,732
Restricted for FTA Interest	473,544
Unrestricted	<u>45,513,165</u>
TOTAL FUND BALANCE	<u>99,118,441</u>
<u>RESERVES</u>	
Net Invested in Capital Assets	53,131,732
Restricted for FTA Interest	473,544
Designated for Operating Reserve	8,989,674
Designated for Capital Reserve	4,721,676
Designated for Local Share of CIP	264,809
Designated for Employee Benefits Reserve	1,014,084
Unrestricted	<u>30,522,922</u>
TOTAL INVESTED IN CAPITAL & RESERVES	<u>\$ 99,118,441</u>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

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

OPERATING BUDGET	06/2021				
	2021 Adopted Budget	June 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,342,668	\$ 74,177	\$ 111,889	5.52%	66.29%
Bus advertising	134,921	13,481	11,243	9.99%	119.90%
Other operating revenues	471,647	4,713	39,304	1.00%	11.99%
Sales Tax Revenue	35,119,095	3,348,797	3,348,797	9.54%	100.00%
Federal, state and local grant assistance	849,694	694,996	70,808	81.79%	981.52%
Investment Income	223,195	2,632	18,600	1.18%	14.15%
Staples Street Center leases	487,686	41,208	40,641	8.45%	101.40%
Total Revenues	38,628,906	4,180,005	3,641,281	10.82%	114.79%
Expenses					
Transportation	9,981,604	855,578	831,800	8.57%	102.86%
Customer Programs	519,249	47,176	43,271	9.09%	109.02%
Purchased Transportation	6,243,888	584,168	520,324	9.36%	112.27%
Service Development	577,315	48,713	48,110	8.44%	101.25%
MIS	1,369,447	104,378	114,121	7.62%	91.46%
Vehicle Maintenance	5,784,405	494,064	482,034	8.54%	102.50%
Facilities Maintenance	3,038,861	228,029	253,238	7.50%	90.05%
Contracts and Procurements	332,805	32,189	27,734	9.67%	116.06%
CEO's Office	1,036,502	71,389	86,375	6.89%	82.65%
Finance and Accounting	817,140	76,674	68,095	9.38%	112.60%
Materials Management	197,259	20,311	16,438	10.30%	123.56%
Human Resources	750,276	68,521	62,523	9.13%	109.59%
General Administration	565,974	39,510	47,164	6.98%	83.77%
Capital Project Management	287,597	29,171	23,966	10.14%	121.72%
Marketing & Communications	674,737	62,435	56,228	9.25%	111.04%
Safety & Security	1,545,127	119,724	128,761	7.75%	92.98%
Staples Street Center	1,008,909	77,250	84,076	7.66%	91.88%
Port Ayers Cost Center	3,000	189	250	6.30%	75.58%
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	6,451	4,141	12.98%	155.78%
Street Improvements Program for CCRTA Region Entities	3,083,652	256,971	256,971	8.33%	100.00%
Total Expenses	39,475,871	3,222,889	3,289,656	8.16%	97.97%
Revenues Over Expenses - Operating Budget	(846,965)	957,116	351,626		
CIP BUDGET					
	2021 Adopted Budget	June 2021 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 3,350,055	279,171	279,171	8.33%	100.00%
Grant Revenue	9,715,577	2,700,605	2,700,605	27.80%	0.00%
Total Funding Sources	13,065,632	2,979,776	2,979,776	22.81%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 9,715,577	2,700,605	2,700,605	27.80%	0.00%
Depreciation Expenses	2,503,090	208,591	208,591	8.33%	100.00%
Total Expenditures	12,218,667	2,909,196	2,909,196	23.81%	100.00%
Funding Sources Over Expenditures	846,965	70,580	70,580	8.33%	100.00%
Revenues Over Expenses - Operating Budget	(846,965)	957,116	351,626		
Revenues Over Expenses - CIP Budget	846,965	70,580	70,580		
Revenues Over Expenses (including rounding)	0	1,027,696	422,206		

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

OPERATING BUDGET	06/2021				
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	C vs B
Revenues					
Passenger service	\$ 1,342,668	\$ 492,989	\$ 671,334	36.72%	73.43%
Bus advertising	134,921	79,175	67,461	58.68%	117.36%
Other operating revenues	471,647	7,173	235,824	1.52%	3.04%
Sales Tax Revenue	35,119,095	18,003,601	16,585,762	51.26%	108.55%
Federal, state and local grant assistance	849,694	6,888,242	424,847	810.67%	1621.35%
Investment Income	223,195	19,388	111,598	8.69%	17.37%
Staples Street Center leases	487,686	246,275	243,843	50.50%	101.00%
Total Revenues	38,628,906	25,736,844	18,340,669	66.63%	140.33%
Expenses					
Transportation	9,981,604	4,541,375	4,990,802	45.50%	90.99%
Customer Programs	519,249	237,491	259,624	45.74%	91.47%
Purchased Transportation	6,243,888	3,286,513	3,121,944	52.64%	105.27%
Service Development	577,315	261,932	288,658	45.37%	90.74%
MIS	1,369,447	589,862	684,723	43.07%	86.15%
Vehicle Maintenance	5,784,405	2,627,948	2,892,202	45.43%	90.86%
Facilities Maintenance	3,038,861	1,251,576	1,519,430	41.19%	82.37%
Contracts and Procurements	332,805	167,509	166,403	50.33%	100.66%
CEO's Office	1,036,502	543,316	518,251	52.42%	104.84%
Finance and Accounting	817,140	413,659	408,570	50.62%	101.25%
Materials Management	197,259	106,728	98,629	54.11%	108.21%
Human Resources	750,276	323,774	375,138	43.15%	86.31%
General Administration	565,974	219,526	282,987	38.79%	77.57%
Capital Project Management	287,597	153,572	143,798	53.40%	106.80%
Marketing & Communications	674,737	281,583	337,369	41.73%	83.46%
Safety & Security	1,545,127	656,682	772,563	42.50%	85.00%
Staples Street Center	1,008,909	439,596	504,454	43.57%	87.14%
Port Ayers Cost Center	3,000	1,183	1,500	39.44%	78.88%
Debt Service	1,408,431	268,816	704,216	19.09%	38.17%
Special Projects	200,000	-	100,000	0.00%	0.00%
Subrecipient Grant Agreements	49,694	31,037	24,847	62.46%	124.91%
Street Improvements Program for CCRTA Region Entities	3,083,652	1,541,826	1,541,826	50.00%	100.00%
Total Expenses	39,475,871	17,945,503	19,737,935	45.46%	90.92%
Revenues Over Expenses - Operating Budget	(846,965)	7,791,341	(1,397,267)		
CIP BUDGET					
	2021 Adopted Budget	YTD 2021 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	C vs B
Funding Sources					
Transfer In	\$ 3,350,055	1,675,028	1,675,028	50.00%	100.00%
Grant Revenue	9,715,577	3,338,704	3,338,704	34.36%	0.00%
Total Funding Sources	13,065,632	5,013,732	5,013,732	38.37%	100.00%
Capital Expenditures					
Grant Eligible Costs	\$ 9,715,577	3,338,704	3,338,704	34.36%	0.00%
Depreciation Expenses	2,503,090	1,251,545	1,251,545	50.00%	100.00%
Total Expenditures	12,218,667	4,590,249	4,590,249	37.57%	100.00%
Funding Sources Over Expenditures	846,965	423,483	423,482	50.00%	100.00%
Revenues Over Expenses - Operating Budget	(846,965)	7,791,341	(1,397,267)		
Revenues Over Expenses - CIP Budget	846,965	423,483	423,482		
Revenues Over Expenses (including rounding)	0	8,214,824	(973,785)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended June 30, 2021, and year ended December 31, 2020

	Unaudited June 30 2021	Unaudited December 31 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 49,605,283	\$ 45,154,181
Receivables:		
Sales and Use Taxes	6,465,483	5,944,715
Federal Government	1,857,218	187,266
Other	139,120	549,605
Inventories	995,532	1,123,501
Prepaid Expenses	1,307,389	454,705
Total Current Assets	60,370,025	53,413,973
Non-Current Assets:		
Restricted Cash and Cash Equivalents	473,544	473,544
Capital Assets:		
Land	4,877,729	4,877,729
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	4,448,702	(0)
Total Capital Assets	156,798,744	152,350,041
Less: Accumulated Depreciation	(87,521,305)	(86,269,760)
Net Capital Assets	69,277,439	66,080,280
Total Non-Current Assets	69,750,983	66,553,824
TOTAL ASSETS	130,121,008	119,967,797
DEFERRED OUTFLOWS OF RESOURCES		
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
Total Deferred Outflows	5,592,488	5,592,488
TOTAL ASSETS AND DEFERRED OUTFLOWS	135,713,496	125,560,285
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	2,115,714	628,010
Current Portion of Long-Term Liabilities:		
Long-Term Debt	870,000	870,000
Compensated Absences	346,771	346,771
Sales Tax Audit Funds Due	164,244	328,488
Distributions to Regional Entities Payable	5,691,792	6,894,594
Other Accrued Liabilities	938,332	913,941
Total Current Liabilities	10,126,852	9,981,804
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	18,580,000	18,580,000
Compensated Absences	777,512	777,512
Sales Tax Audit Funds Due	821,234	821,234
Net Pension Liability	733,591	733,591
Net OPEB Obligation	849,492	849,492
Total Non-Current Liabilities	21,761,829	21,761,829
TOTAL LIABILITIES	31,888,682	31,743,633
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	4,666,972	4,666,972
Deferred inflow related to OPEB	39,401	39,401
Total Deferred Inflows	4,706,373	4,706,373
TOTAL LIABILITIES AND DEFERRED INFLOWS	36,595,055	36,450,006
Net Position:		
Net Invested in Capital Assets	53,131,732	49,934,573
Restricted for FTA Interest	473,544	473,544
Unrestricted	45,513,165	38,702,162
TOTAL NET POSITION	\$ 99,118,441	\$ 89,110,279

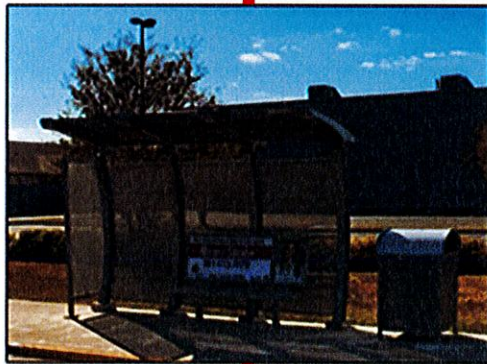
**Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended June 30, 2021**

	<u>6/30/2021</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 53,885
Cash Received from Bus Advertising and Other Ancillary	59,552
Cash Payments to Suppliers for Goods and Services	(1,505,874)
Cash Payments to Employees for Services	(725,579)
Cash Payments for Employee Benefits	(365,458)
Net Cash Used for Operating Activities	<u>(2,483,471)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,979,149
Grants and Other Reimbursements	3,910,643
Distributions to Subrecipient Programs	(6,451)
Distributions to Region Entities	(2,744,628)
Net Cash Provided by Non-Capital Financing Activities	<u>4,138,713</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	1,828,192
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	(1,864,982)
Net Cash Used by Capital and Related Financing Activities	<u>(36,790)</u>
Cash Flows from Investing Activities:	
Investment Income	2,632
Purchases of Investments	-
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>2,632</u>
Net Increase in Cash and Cash Equivalents	1,621,085
Cash and Cash Equivalents (Including Restricted Accounts), June 1, 2021	47,984,198
Cash and Cash Equivalents (Including Restricted Accounts), June 30, 2021	\$ <u><u>49,605,283</u></u>

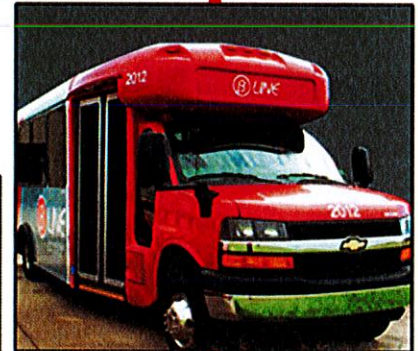


Subject: June 2021 Operations Report

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.

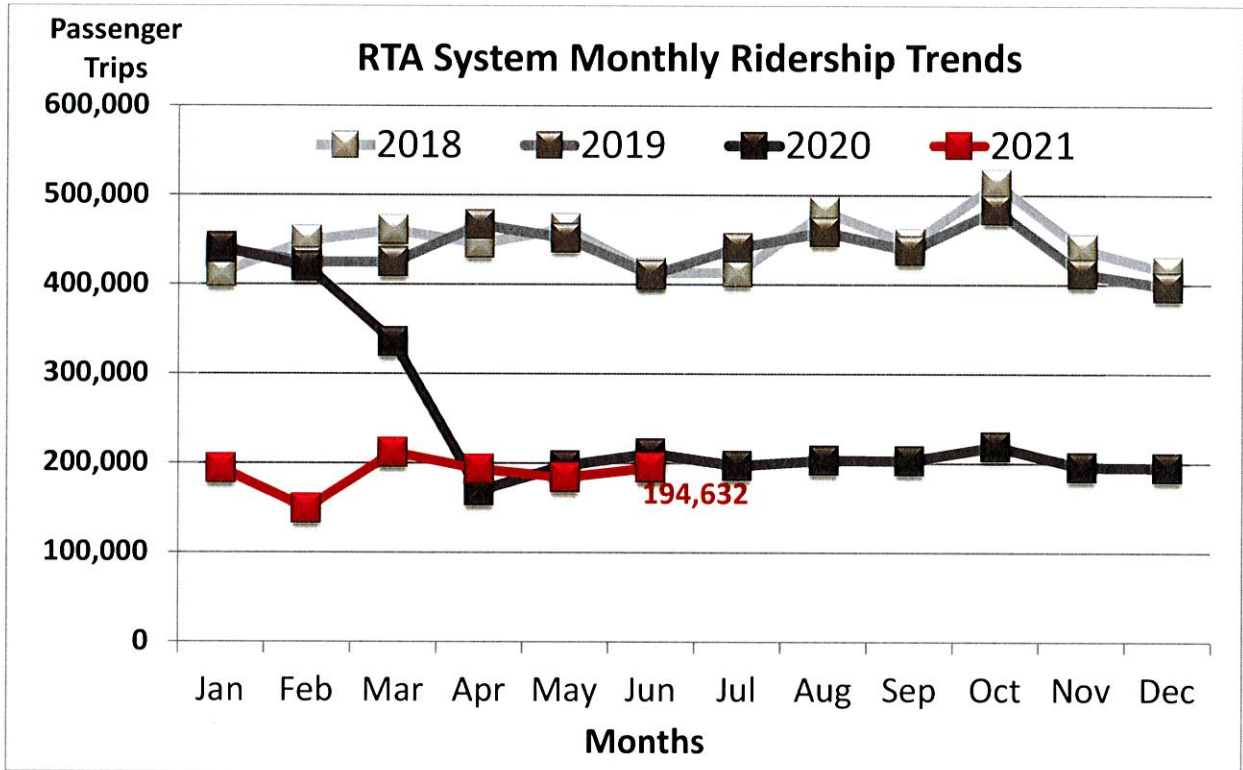


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System-wide Ridership and Service Performance Results

June 2021 system-wide ridership levels continued to be adversely impacted by the COVID-19 pandemic. Passenger trips totaled 194,632 which represents a decrease of 7.6% as compared to 210,715 passenger trips in June 2020 or 16,083 fewer trips this month. In comparison to the pre-COVID19 (Pre-Covid) period in June 2019 with 410,908 passenger trips, the 194,632 passenger trips this month represents a decrease of 52.6% or 216,276 fewer trips.



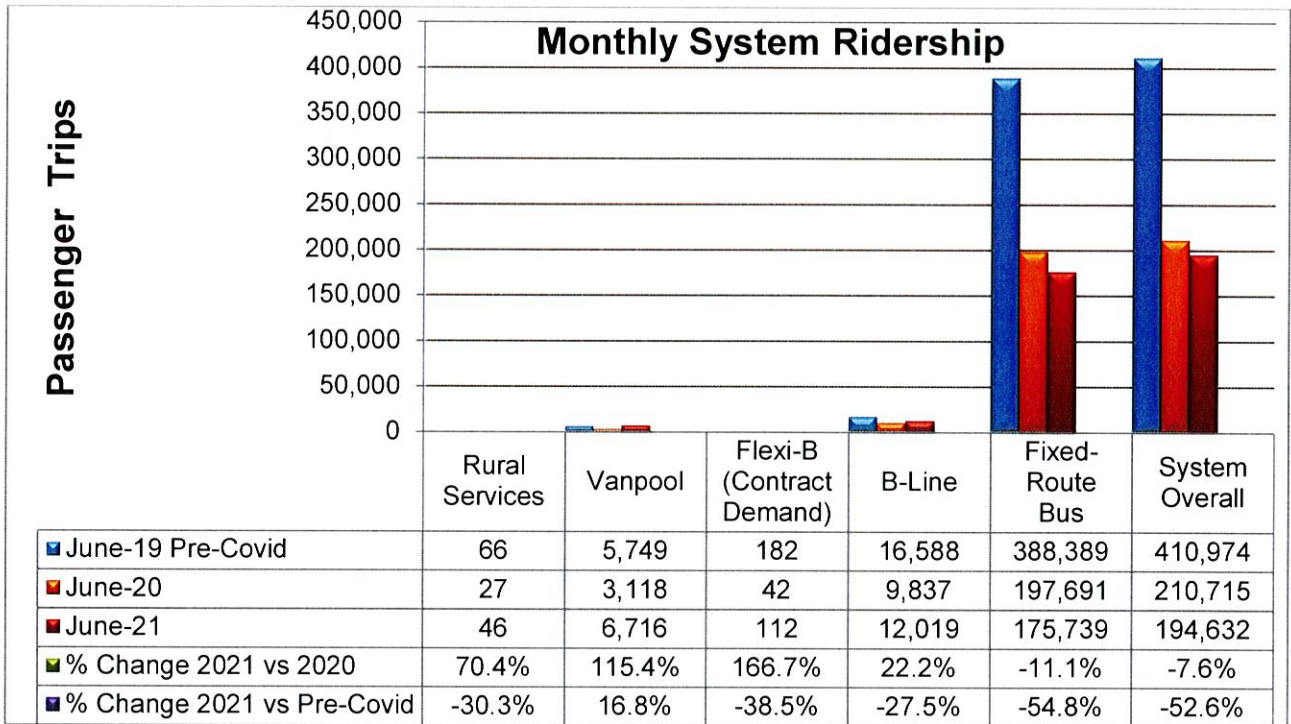
June 2020	June 2021	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
No Holiday	No Holiday	-
30 Days	30 Days	-

In June 2021, the average retail price for unleaded gas in Corpus Christi was approximately \$2.77 per gallon compared to about \$1.77 per gallon in June 2020¹ or one dollar more per gallon this June. Rainfall was 4.01 inches which is above the monthly average of 3.56 inches.² In comparison, June 2020 was 4.52 inches. The 92-degree average high temperature this June matched the 92-degree average.

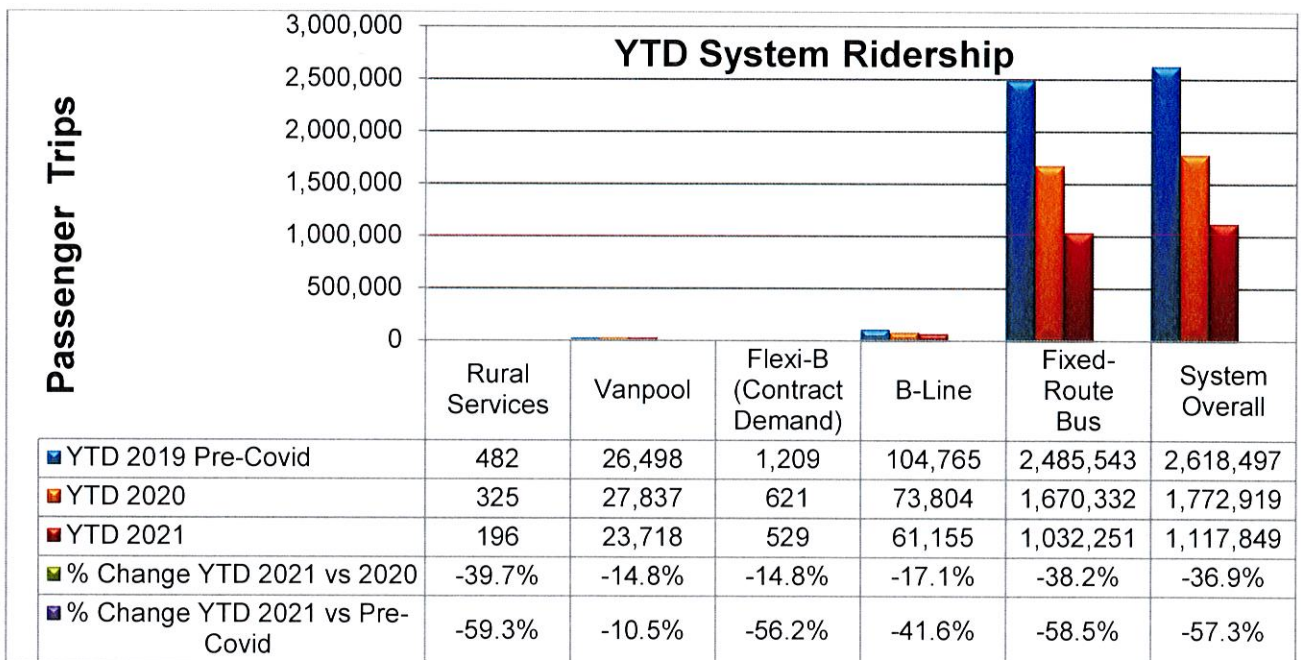
Please refer to the following pages for the detailed financial statements.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://etweather.tamu.edu/rainhistory>

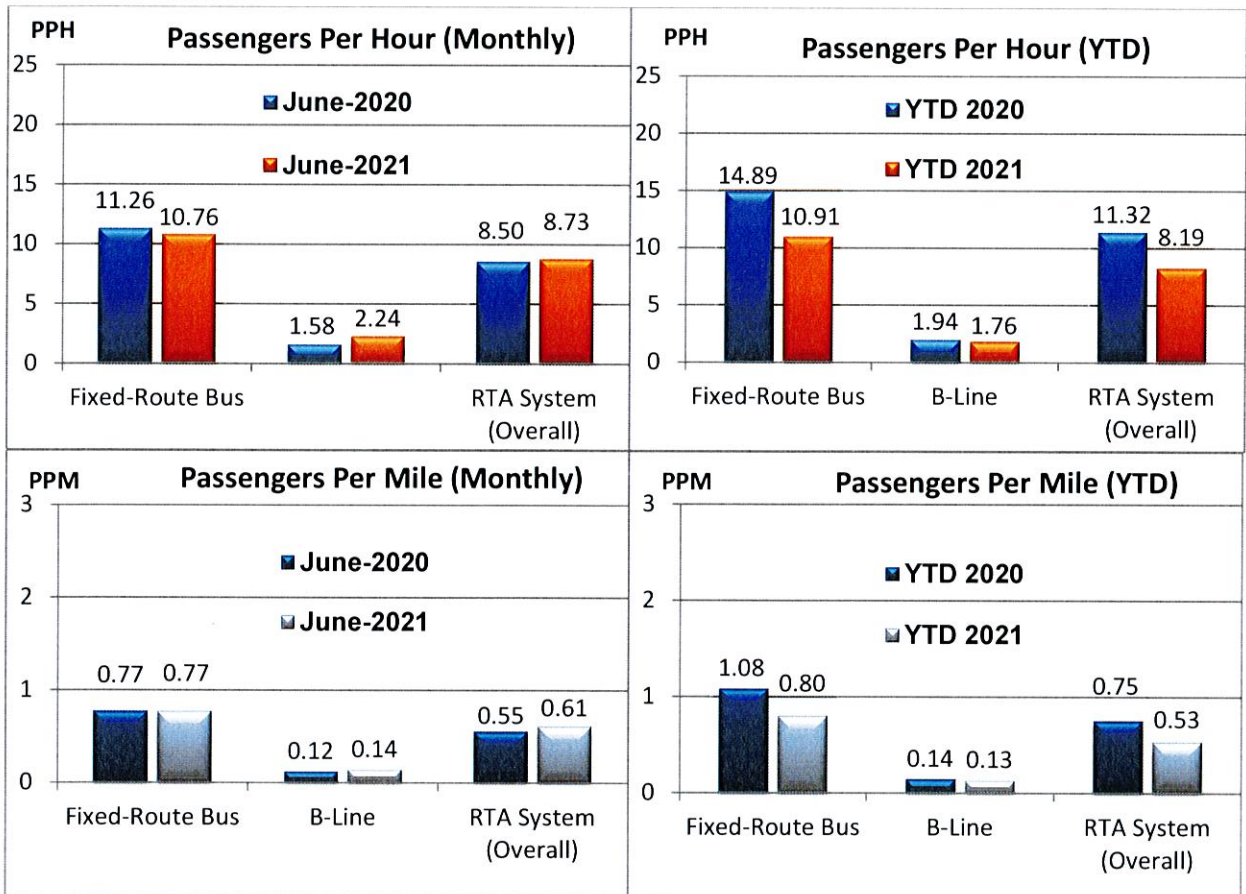
The chart below shows monthly ridership results for all services. CCRTA recorded 16,083 fewer passenger trips for a decrease of 7.6% as compared to June 2020. As compared to June 2019 Pre-Covid, passenger trips decreased 52.6%.



The chart below shows YTD ridership results for all services. CCRTA has recorded 655,070 fewer passenger trips for a YTD decrease of -36.9% in 2021 as compared to 2020. As compared to YTD 2019 Pre-Covid, passenger trips decreased 57.3% or 1,500,648 fewer trips.



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



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

Schedule Adherence	Standard	Mar-21	Apr-21	May-21	Jun-21	4-Month Average
Early Departure	<1%	0.5%	0.0%	0.0%	0.0%	0.1%
Departures within 0-5 minutes	>85%	89.6%	93.2%	88.9%	89.4%	90.3%
Monthly Wheelchair Boardings	No standard	2,705	2,411	2,311	2,681	2,527
Monthly Bicycle Boardings	No standard	4,486	4,144	3,930	4,080	4,160

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

**On
Detour**

- **North Beach-U.S.181 realignment** (Harbor Bridge reconstruction): Began April 2019
 - Routes 76 & 78 (**2 stops impacted**)
- **Winnebago & Lake St.**-(Harbor Bridge reconstruction): Began August 2020
 - Route 12 (**10 stops impacted**)
- **Morgan Ave.** (Crosstown-Ocean)-Project is nearing completion mid-July 2021
 - Route 23 (**11 stops impacted**)
- **Leopard St. TxDOT Project** (Mexico to Doss St.) (24) month project: To be complete late 2021
 - Routes 27 & 28 (**2 stops impacted**)
- **Leopard St.** (Nueces Bay to Palm) (14) month project: Began April 2021 with anticipated completion in late-2022
 - Routes 27 & 28 (**3 stops impacted**)
- **Leopard St.** (Crosstown to Palm) (14) month project: To begin late-2021 with anticipated completion in early-2023
 - Routes 27 & 28 (**9 stops will be impacted**)
- **Everhart Rd.** (SPID-McArdle-Staples): Project on hold and maybe expanded.
 - Routes 32 & 37 (**7 stops will be impacted**)
- **Ayers St.** (SPID-Gollihar) (28) month project: Began January 2020
 - Route 19 (**7 stops impacted**)

No Detour

**On
Detour**

- **S. Staples St.** (Kostoryz- Baldwin) (29) month project: Begin March 2021
 - Route 29 (**8 Stops impacted**)
- **Laguna Shores Rd.** (SPID-Wyndale) (14) month, Began October 26, 2020 with anticipated completion in October 2022
 - Routes 3 & 4 (**14 stops impacted**)
- **Airline Rd.** (SPID-McArdle) (7) month project: Began January 2021
 - Routes 26 & 65 (**2 stops impacted**)
- **Ocean Dr. Resurfacing** (Robert Dr.-Ennis Joslin) (5) month project: Began March-2021
 - Route 6 (**25 stops impacted**)
- **Six Points (Ayers St. @ 10th St.)** (7) month project: To begin April-2021
 - Routes 5 & 17 (**1 stop impacted so far**)

No Detour

- **McArdle Rd.** (Carroll-Kostoryz) (6) month project: To begin early-2022
 - Route 19 (**7 stops will be impacted**)
- **Gollihar Rd.** (Greenwood-Crosstown) In design. To begin early-2022
 - Routes 23 & 25 (**11 stops will be impacted**)

For June 2021 there were 15 detoured routes out of 33 fixed route services. This equates to approximately 45% of RTA services travelling on the local streets. Detoured bus route services include: 3, 4, 5, 6, 12, 17, 19, 23, 26, 27, 28, 29, 65, 76 & 78.

92 is the total number of bus stops impacted or closed in June 2021.

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

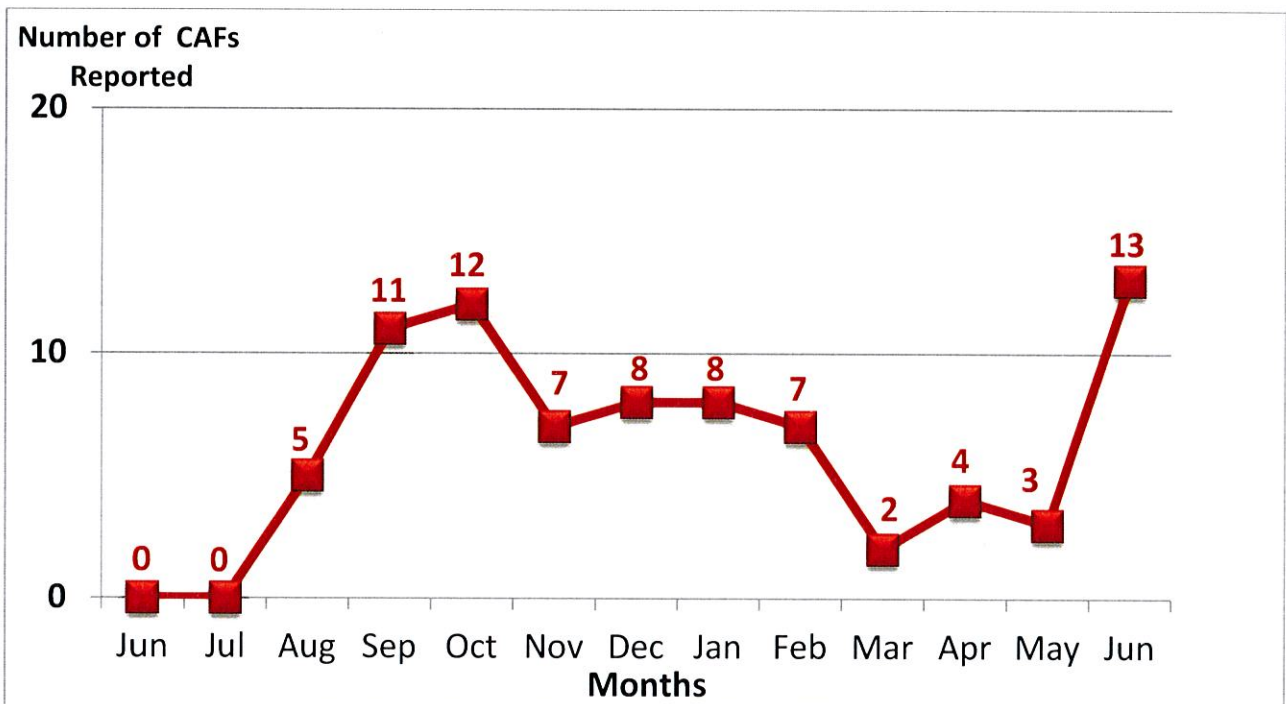
In June 2021, B-Line service metrics were impacted by the COVID-19 pandemic.

- Productivity: **2.24** 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): **5,145** did not meet the contract standard of 12,250 miles.
- Ridership Statistics: **7,900** ambulatory boardings; **3,342** wheelchair boardings

Metric	Standard	Mar 2021	Apr 2021	May 2021	Jun 2021	(4) Month Avg.
Passengers per Hour	2.50	1.75	1.95	2.05	2.24	2.00
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	13,529	11,678	5,755	5,145	9,027
Monthly Wheelchair Boardings	No standard	2,954	3,008	3,171	3,342	3,119

Customer Programs Monthly Customer Assistance Form (CAF) Report

For June 2021, Customer Service received and processed 13 Customer Assistance Forms (CAF's) all were verified as valid. The 13 CAFs include 1 commendation.



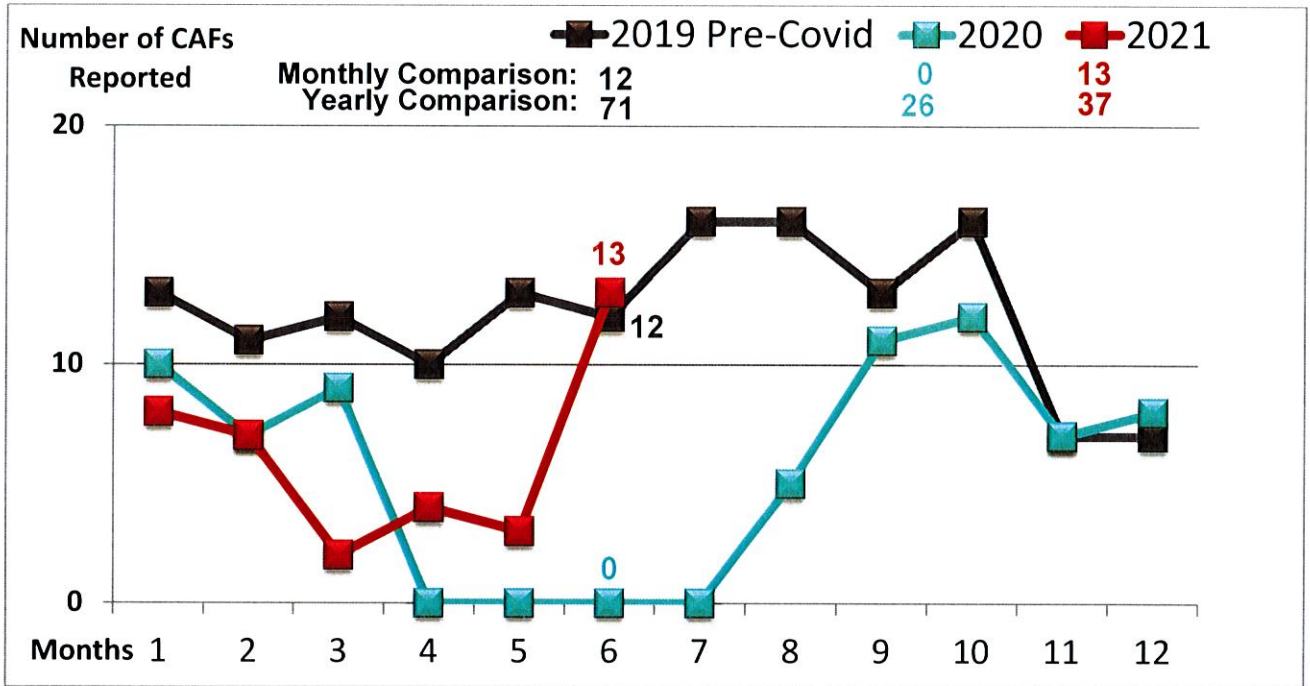
Route Summary Report for June 2021:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#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	1	#51 Gregory/NAS Ex (P&R)	
#12 Saxet Oak Park		#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz		#54 Gregory/Downtown Express	
#16 Morgan		#56 Flour Bluff/Downtown Express	
#17 Carroll/Southside	1	#60 Islander Connection	
#19 Ayers	3	#65 Padre Island Connection	
#19G Greenwood	1	#76 Harbor Bridge Shuttle	
#19M McArdle		#78 North Beach Shuttle	
#21 Arboleda	1	#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		B-Line (Paratransit) Services	2
#27x Northwest (Express)		Safety/Transportation	1
#28 Leopard/Omaha		Facilities Maintenance	
#29 Staples		Customer Service Department	
#29F Staples/Flour Bluff	2	Service Development/Facilities	
#29SS Staples/Spohn South		Facilities/Service Development	
#30 Westside/Health Clinic		Transportation (Other)	
#32 Southside		TOTAL CAF's	13

June 2021 CAF Breakdown by Service Type:

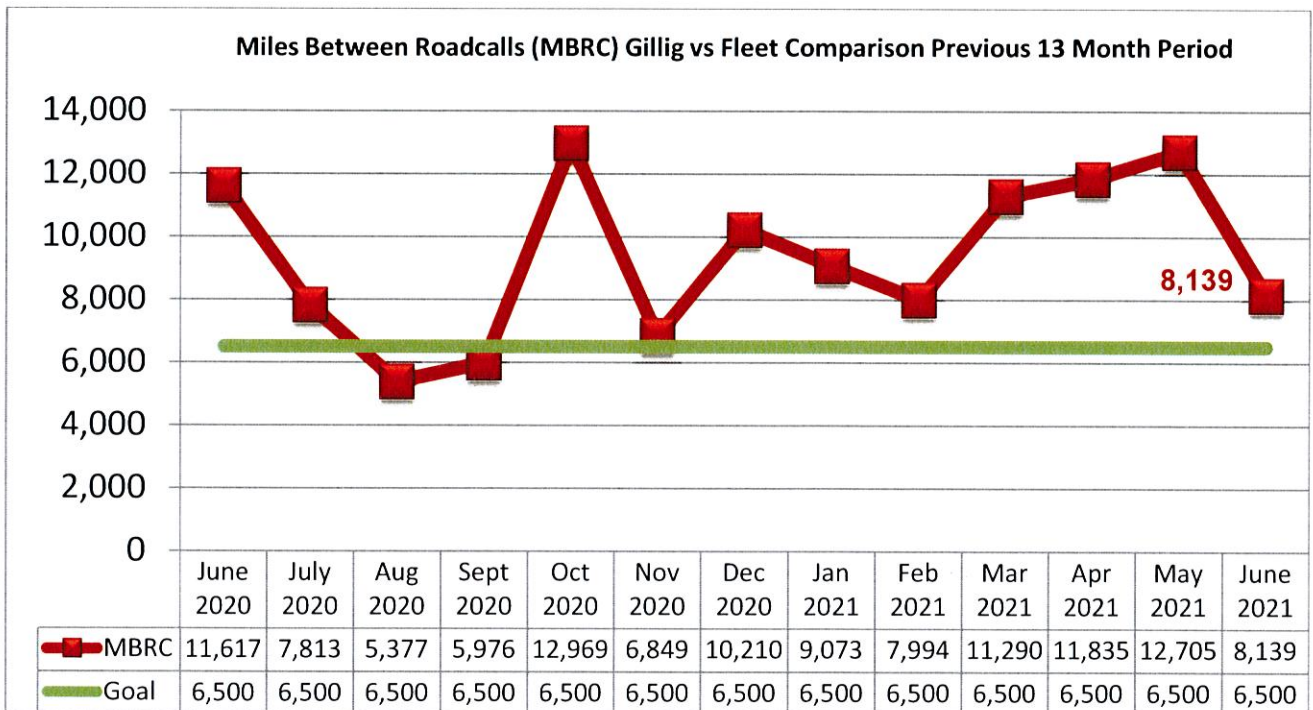
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA	2			2
Service Stop Issues	1			1
Driving Issues	1			1
Customer Services				
Late/Early – No Show			1	1
Alleges Injury	1			1
Fare/Transfer Dispute	1			1
Clean Trash Can				
Dispute Drop-off/Pickup		1		1
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-line Calls				
Incident at Stop				
Incident on Bus				
Incident at Station				
Policy/Cell Phone User				
Denial of Service				
Safety & Security	1			1
Rude	2			2
Facility Maintenance				
Service Development				
Vehicle Maintenance				
Over Crowded Vehicle				
Route Suggestion				
Service Maintenance	1			1
Commendations		1		1
Total CAFs	10	2	1	13

CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In June 2021, there were 8,139 miles between road calls (MBRC) recorded as compared to 11,617 MBRC in June 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
7/7/2021	7.	M. Woolbright	In regards to Approve the FY2021 Operating and Capital Budget – Amendment #1, Mr. Woolbright asked, what is our investment income?	Mr. Saldana responded that our interest rates are so low that it's pretty close to zero right now.	7/7/2021
7/7/2021	7.	M. Woolbright	In regards to Approve the FY2021 Operating and Capital Budget – Amendment #1, Mr. Woolbright asked, what do we pay our drivers?	Mr. Majchszak responded you are looking at about \$128 an hour for us to fully operate a service. Which is not an apples to apples comparison because we don't put the depreciation of the vehicles into their cost.	7/7/2021
7/7/2021	14.	M. Woolbright	In regards to the update on the Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi, Mr. Woolbright asked, this is the first time we had been notified of this?	Mr. Majchszak responded in the affirmative, that we received a letter from the NHTSA .	7/7/2021
7/7/2021	14.	M. Woolbright	In regards to the update on the Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi, Mr. Woolbright asked, has their been any internal review as to who should have known that the vehicle had to leave the country by a certain time?	Mr. Majchszak responded Easy Mile says there is always a risk associated with it because the vehicles are on a special use basis that has to be approved. We had to use, our consultants helped us to get this passed. So, the vehicle could have sat here longer so it is a case by case approval by the NHTSA.	7/7/2021

Board Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
7/7/2021	17b.	M. Woolbright	In regards to the Procurement Update, Mr. Woolbright asked, when will the proposals come in for MV Transportation contract?	Mr. Saldana said it will probably be August Committee and September Board.	7/7/2021
7/7/2021	17c.	E. Martinez	In regards to the May 2021 Safety & Security Report, Mr. Martinez asked, how many rovers do you have?	Mr. Rendon responded that we have one rover.	7/7/2021
7/7/2021	17c.	L. Allison	In regards to the May 2021 Safety & Security Report, Ms. Allison asked, since the homeless community has moved back to this area have we seen more security issue?	Mr. Rendon answered we try to do our best by addressing the issue and moving them along from this area.	7/7/2021
7/7/2021	17d.	M. Woolbright	In regard to the May 2021 Operations Report, Mr. Woolbright asked, at what point do we voluntarily start thinking about a new revenue model that is based on a post COVID transit world versus what it used to be?	Mr. Majchszak responded that transit today is not going to be what we see transit tomorrow, and our service delivery will have to go through the modifications necessary so we in essence get the riders that are going to be available. There is going to be a process of looking at what types of services we should position ourselves for in the future.	7/7/2021
7/7/2021	17d.	L. Allison	In regard to the May 2021 Operations Report, Ms. Allison asked, how is the Port Aransas route going?	Mr. Majchszak responded that like last summer it was a little slow building up but we had pretty steady numbers as June progressed.	7/7/2021

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/23/2021	6.	P. Dominguez	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1, Ms. Dominguez asked, when is the deadline to spend the CRRSAA money?	Mr. Saldana responded that we have until 2024, but we will draw it all down by June.	6/23/2021
6/23/2021	6.	P. Dominguez	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1, Ms. Dominguez asked, do you anticipate on getting anymore CRRSAA money?	Mr. Saldana responded that we have the third wave of the American Rescue Plan which is 17.6M and we have until 2024 to obligate the money to different projects. Then we have until 2028 to actually pull down the money. We are looking to spend that money in the next three years.	6/23/2021
6/23/2021	6.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1, Ms. Allison asked, does that continue to pay for the upgrades to our filtration systems in the buses and the building?	Mr. Saldana responded that money came from the CARES act.	6/23/2021
6/23/2021	6.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize to Approve the FY 2021 Operating and Capital Budget – Amendment #1, Ms. Allison asked, any investments we have made in particular for COVID will be paid for with those funds?	Mr. Saldana responded in the affirmative that either CRRSAA or CARES act money will pay for those items.	6/23/2021

Administration Finance Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/23/2021	7.	L. Allison	In regards to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for Windstorm and Hail Insurance for FY 2021-2022, Ms. Allison asked, that is with the 3%, correct?	Mr. Rendon responded in the affirmative.	6/23/2021

Operations Capital Projects Committee Member Inquiry

Meeting Date	Agenda Item #	Member Name	Inquiry	Response	Response Date
6/23/2021	6.	M. Woolbright	In regards to the update on the Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi, Mr. Woolbright asked, what was our rider usage in 2019?	Mr. Majchszak responded that we started the program in 2020 and we had 651 passengers in 2020. As of June 13th we have had 78 riders for this year.	6/23/2021
6/23/2021	6.	M. Woolbright	In regards to the update on the Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi, Mr. Woolbright asked, it was said we could opt to buy the vehicle, nothing was ever said that it needed to be out of the country by a certain date, where did that come from?	Mr. Majchszak responded that it's part of the NHTSA agreements because they don't have any standards for the vehicle, so it isn't technically licensed for the US.	6/23/2021
6/23/2021	6.	M. Woolbright	In regards to the update on the Autonomous Vehicle (SURGE) Pilot Program at Texas A&M-Corpus Christi, Mr. Woolbright asked, why did it say we could possibly buy the vehicle and now we can't?	Mr. Majchszak said we would have to reapply with the NHTSA to put it on another route and keep it here. We would also have to pay Easy Mile for their software and satellites to be able to run the vehicle.	6/23/2021