

DATE: Wednesday, April 27, 2022

TIME: 8:30 a.m.

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

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

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair

Lynn Allison Patricia B. Dominguez Aaron Muñoz Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	G. Canales	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	G. Canales	3 min.	-----
NOTE: DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND REQUIRE FACIAL COVERINGS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING. 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.				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of March 23, 2022	G. Canales	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Abtech Technologies for Server and Storage Replacement	R. Saldaña	3 min.	Page 5 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Computer Solutions for Cisco Network Switches Replacement Phase 1	R. Saldaña	3 min.	Page 6 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Adopt the Revised 2022 Emergency Preparedness Policy	M. Rendón	5 min.	Page 7-23 PPT
9.	Update on Public Feedback, Marketing Design for the Long Range System Plan	R. Patrick	3 min.	<i>PPT</i>
10.	Committee Chair Report	G. Canales	3 min.	-----
11.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 31 min.

OPERATIONS & CAPITAL PROJECTS

ELOY SALAZAR, Committee Chair

Beatriz Charo Armando Gonzalez Anna Jimenez Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	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>				
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes February 23, 2022 and March 23, 2022	E. Salazar	3 min.	Pages 1-12
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Multiple Contracts for Bus Parts Supply: Air System, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Glass, Suspension, Wheelchair Ramp, and Transmission Parts	D. Majchszak	3 min.	Pages 13-14 <i>PPT</i>
7.	Update on Public Feedback, Title VI Service Equity Analysis Findings, and Service Recommendations for Pilot Routes 93 and 95	D. Majchszak	3 min.	<i>PPT</i>
8.	Committee Chair Report	E. Salazar	3 min.	-----
9.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 23 min.

On **Friday, April 22, 2022** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

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

Mission Statement

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

Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, March 23, 2022**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits – None Received**
4. **Opportunity for Public Comment – No Public Comments**
5. **Approved Action to Approve the Administration & Finance Committee Meeting Minutes of February 23, 2022**
6. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Reschedule of the May Board of Directors Meeting from May 4, 2022 to May 11, 2022**
7. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Security Camera Systems**
8. **Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals (RFP) for Windstorm and Hail Insurance for Fiscal Year 2022-2023**
9. **Heard Committee Chair Report**
10. **Adjournment**

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

Call to Order & Roll Call

Patricia Dominguez; Chair, called the meeting to order at 8:30 a.m. Marisa Montiel called roll and state a quorum was present.

Board Members Present

Patricia Dominguez, Lynn Allison, Eloy Salazar, and Philip Skrobarczyk.

Board Members Absent

None

Staff Present

David Chapa, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation



Safety Briefing

Mr. Mike Rendón stated that in the event of an emergency, all Directors will exit through the kitchen and the audience will exit to his immediate right. Once outside, everyone will report to the clock tower adjacent to the transfer station. He noted that Ms. Marisa Montiel will account for all board members and he will ensure everyone exits properly. He noted that during an emergency, to not use the elevators, also to not return until the all-clear sign has been given and if a shelter-in-place is needed, this will be done in the westside stairwell.

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) 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.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of February 23, 2022

Director Salazar requested a revision be made to the minutes and Ms. Montiel pulled up a copy for the Board to review. Director Salazar read the sentence on page five relating to the New Fare Policy item presentation and said that the minutes state "Director Salazar noted that he will also support it since it is not actually an approval to increase it, but that the RTA will have the right to do so". He stated that during the meeting, he mentioned and would like to add the following revision to the sentence he just read, "subject to the approval of the Fare Review Committee". Committee Chair Dominguez requested that the record note the revision.

DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 23, 2022. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, DOMINGUEZ, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Reschedule of the May Board of Directors Meeting from May 4, 2022 to May 11, 2022

Mr. Robert Saldaña the Managing Director of Administration, presented the next item stating it aligns with the Board Priority of Transparency. He stated on an annual basis, the Board of Directors approve the fiscal year Board and Committee Meeting Calendar. The 2022 Board and Committee Meeting Calendar was last approved on November 3, 2021. The approved May Board Meeting is scheduled for May 4th, 2022. Mr. Saldaña states that due to the important nature of items being presented, along with scheduling conflicts, the staff recommends rescheduling the meeting date to May 11, 2022. The APTA Mobility conference is May 1st-4th in Columbus, Ohio and staff along with a few Board Members will be attending, therefore are unable to attend the May 4th meeting. Mr. Jorge Cruz-Aedo noted that although the Board Chair is not in attendance, he is aware of the requested meeting date change.

DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE RESCHEDULE OF THE MAY BOARD OF DIRECTORS MEETING FROM MAY 4TH, 2022 TO MAY 11, 2022. DIRECTOR LYNN ALLISON SECONDED THE MOTION. ALLISON, DOMINGUEZ, SKROBARCZYK, AND SALAZAR ALL VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Security Camera Systems

Mr. Robert Saldaña, the Managing Director of Administration, presented the next item. He noted the item aligns with the Board Priority of Innovation. Mr. Saldaña noted that CCRTA's Bear Lane Facilities and the Transfer Stations are equipped with surveillance systems to deter negative activity, to improve safety and also risk management. He stated the current camera equipment is Analog and Digital and has reached the end of its useful life. The video is currently provided to Management Staff, Security and Law Enforcement as requested. The replacement security camera system will provide high-resolution video capabilities, have central management video retrieval, video analytics technology and will be NDAA (National Defense Authorization Act) Compliant. He stated staff will encourage the successful bidder to outreach with minority, women-owned, and disadvantaged businesses. Mr. Saldaña stated the estimated budget will be \$145,298 and the 2022 CIP project will be funded by a 5307 grant at an 80/20 split. 80% federal, 20% local match. Director Allison asked where the new cameras will be placed. Mr. Saldaña answered that the majority will be placed at the Bear Lane Facility and at the Southside and Robstown stations. Director Allison followed up with asking if they will be placed at the new Port/Ayers station and Mr. Saldaña replied that no, they will be built in with that scope of work.



DIRECTOR ELOY SALAZAR MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP) FOR SECURITY CAMERA SYSTEMS. DIRECTOR LYNN ALLISON SECONDED THE MOTION. *ALLISON, DOMINGUEZ, SKROBARCZYK, AND SALAZAR ALL VOTING IN FAVOR. ABSENT NONE.*

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Request for Proposals for Windstorm and Hail Insurance for Fiscal Year 2022-2023

Mr. Mike Rendón presented the next item and noted the item aligns with the Board Priority of Safety and Security. Mr. Rendón stated the Windstorm and Hail Insurance coverage was written through Acrisure, LLC DBA Carlisle Insurance for a one-year term. Acrisure, LLC has provided Windstorm and Hail Insurance for the past four years and the latest coverage will expire July 27, 2022. The 2021-2022 premium for Windstorm and Hail coverage for identified CCRTA assets was \$132,048. He noted that four years ago the premium has gone up by 10%, three years ago it went up 18% and two years ago by 21%. Mr. Rendón expects the premium to be in that range. The increase was mainly due to Hurricane Harvey four years ago, hence, the reason it is expected to stable out by this timeframe. He notes that this market is non-competitive due to the high-risk nature and companies will only quote one year at a time. Director Salazar asked if the carrier is with TWIA or another carrier. Mr. Rendón responded that it is through another carrier.

DIRECTOR PHILLIP SKROBARCZYK MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A REQUEST FOR PROPOSALS FOR WINDSTORM AND HAIL INSURANCE FOR FISCAL YEAR 2022-2023. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. *DOMINGUEZ, ALLSION, SALAZAR AND SKROBARCZYK VOTING IN FAVOR. ABSENT NONE.*

Heard Committee Chair Report

Nothing reported at this time. Chair Dominguez appreciated all of the hard work everyone is doing.

Adjournment

There being no further review of items, the meeting adjourned at 8:46 a.m.

Reviewed by: Stephanie Alvarez
Submitted by: Marisa Montiel



Subject: Award a Contract to Abtech Technologies for Server and Storage Replacement

Background

The CCRTA's current data center servers has been in place since 2016 and provides shared data, databases and enterprise software programs. The RTA's current servers play a critical function in daily operations to keep all applications, users and telephone systems operational.

Identified Need

The RTA's IT Department has defined the need for server equipment that can meet the requirements of the Authority for current and future needs. At the present time the current server infrastructure is on extended warranty from Dell and have meet its useful life. The Abtech Technologies Dell server solution offers a modern, scalable data center solution that will integrate with our current Dell local backup and off-site cloud backup systems. The server and storage replacement solution from Abtech Technologies will be a complete turn key solution and will include all the necessary peripheral and software to make the systems operational.

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for Server and storage replacement will be \$113,631.14. Funds for the Server and Storage Replacement were identified in the MIS 2022 Capital Budget using local funds.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Abtech Technologies for Server and Storage Replacement.

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

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



Subject: Award a Contract to Computer Solutions for Cisco Network Switches Replacement Phase 1

Background

The CCRTA's current data center server network hardware has been in place since 2017 and provides network communications throughout CCRTA's computer network. The RTA's current Cisco switches play a critical function in daily operations to keep all servers, computers and telephone systems operational.

Identified Need

In the recent years, the CCRTA has implemented, or is in the process of implementing, a large number of technology initiatives, including Cloud Backup Systems, Security Cameras, Office 365 and implementing a new virtual server infrastructure to support the growing needs of the CCRTA. At the present time the current Cisco network switch infrastructure at Bear Lane has met its useful life. The Switches will create better customer and employee experiences through higher performance, improved support for mobility, and service assurance. Computer Solutions Cisco network switch solution offers a robust 10GB fiber infrastructure and with greater end-to-end security to handle threats before, during and after attacks.

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for the Cisco network switches replacement will be \$67,258.70. Funds for the Cisco network switches were identified in the MIS 2022 Capital Budget using local funds.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Contract to Computer Solutions for Cisco Network Switches Replacement Phase 1.

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

Final Approval by:


Jorge G. Cruz-Aedo, Chief Executive Officer



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Response Plan (the “Plan”), which is issued annually.

The CCRTA includes within its service area the cities of Corpus Christi, Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Robstown, Gregory and San Patricio, Texas, as well as all unincorporated areas of Nueces County. The purpose of this Policy is to provide for emergency preparedness and evacuation services in these communities within the RTA’s service area relating to hurricanes and other emergencies requiring evacuation. The CCRTA has a responsibility to work cooperatively with the City of Corpus Christi and the Nueces County Emergency Management Offices (“EMO”). Each community will provide staff or designated volunteers as necessary in order to help coordinate the evacuation and provide security and traffic control as necessary. Such services shall include registration of evacuees, security and traffic control, water and snacks, and health services, as needed.

The CCRTA agrees to provide emergency evacuation services upon the occurrence of a hurricane or other emergency in order to transport residents to designated Evacuation HUB sites in the CCRTA’s service area and return individuals to their communities after the areas have been cleared for return. In the event of an emergency declaration by the County Judge of Nueces County as a result of the imminent threat of a hurricane or other disaster, a community may notify the CCRTA’s CEO or designee of the need for emergency evacuation services, and the CEO or designee will provide transportation services to transport individuals to an emergency HUB determined by the CCRTA. The CCRTA will provide an appropriate number of additional vehicles for special needs transportation as it has available. In the event sustained wind speeds are greater than or equal to 35 miles per hour prior to, during, or after landfall or water levels or other conditions become unsafe, buses shall not operate due to safety reasons. The CEO or designee is delegated the authority, in his or her complete discretion and judgement under the circumstances existing at that time, to determine which buses and staffing should be made available to provide these services.

While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the

general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.

3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.

4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.

5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.

6. **“Emergency Operations Center”** or “EOC,” as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. **PHASES OF THE EMERGENCY EVENT:** The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation

and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. **Beginning of the Disaster Vulnerability Season**: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. **Condition 3 - Readiness Phase**: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Department Head or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, emergencies by their very nature are unpredictable and CCRTA makes no guarantees.

2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. Department Heads will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Department Head's discretion.

3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Department Head, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.

4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return to Work phase is announced.)

5) After securing all CCRTA property, Department Heads will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**

6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-289-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

1) The CEO or his/her designee will declare that this Policy is in effect.

2) As stated in the Plan, Department Heads are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct Department Heads to assist in any other areas deemed necessary for the protection of CCRTA property.

3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Department Heads of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.

4) All essential employees, not on duty, will report to work upon the declaration of Condition 2, unless advised otherwise by the Department Head or the CEO. Employees must advise the Department Head or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time, and are required to report back to work as outlined in the Return to Duty Phase.

D. **Activation Phase:** Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if to do so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. Return to Duty Phase: The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-289-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Department Head to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.

4) It is important that Department Heads have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.

RESPONSIBILITIES:

CEO and Department Heads:

CEO: The CEO and Department Heads share the responsibility to communicate the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

Department Heads:

- 1) Each Department Head is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.
- 2) Department Heads will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.
- 3) Department Heads must maintain an up-to-date list designating the essential and non-essential positions in their department, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.
- 4) Each Department Head will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.
- 5) Department Heads will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

- 1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Department Head, for failure to adhere with this Policy.
- 2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."
- 3) Supervisors, in conjunction with Department Heads, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

- 1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.
- 2) Unless instructed otherwise by the Department Head, all employees must assist with securing CCRTA property prior to the emergency/disaster.

- 3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.
- 4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.
- 5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.
- 6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO and Department Heads in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

1) **Essential Positions:** EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director of Administration
Managing Director of Operations
Managing Director of Customer Services
Director of Transportation
Director of Marketing
Managing Director of Executive Affairs
Director of Planning (<i>OEM Representative-City</i>)

Director of Vehicle Maintenance
Assistant Director of Vehicle Maintenance
Director of IT
Director of Human Resources
Director of Finance
Director of Procurement
EEO/ADA Compliance Officer
Dispatchers*
Bus Operators*
Street Operations Supervisors*
Street Operations Administrator, Transportation Service Administrator, Dispatch Operations Administrator*
Vehicle Maintenance Technicians*
Garage Service Technicians*
Training Instructors*
Sr. Transit Planner*
Outreach Coordinator*
Data Technician*
IT Systems Administrator*
Vehicle Electronics Technician*
Customer Service Administrator
Facilities Building Manager
Facilities Maintenance Technician Lead
Facilities Maintenance Supervisor
Lead Facilities Maintenance Technician
Facilities Maintenance Technicians II*
Safety & Security Administrator

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

VEHICLE MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Vehicle Maintenance
 - Assistant Director of Vehicle Maintenance
 - 2 Vehicle Maintenance Technicians
 - 1-2 Garage service technicians (GST)
 - Vehicle Maintenance Supervisor
 - Parts Clerk
 - Maintenance Manager of Contracted Services

- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Transportation Administrators
- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Street Operations Supervisors
 - 1-2 Dispatchers
 - 1-5 Bus Operators
- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Training Instructors
 - 1-3 Street Operations Supervisors
 - 1-4 Dispatchers
 - 1-30 Bus Operators
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Bus Operators
 - Saturday level service
 - 54(L)-72(F) Bus Operators
 - Weekday service
 - 78(L)-105(F) Bus Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (EOC)
 - Senior Transit Planner (SSC)
- Essential on-duty (post event) – shift(s) to be determined by RTA
 - Outreach Coordinator
 - Planning Technician

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)

- Director of IT (SSC)
- IT Systems Administrator (BL)
- 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

FACILITIES MAINTENANCE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Facilities Building Manager
 - Facility Maintenance Supervisor
 - Lead Facilities Maintenance Technician
 - 6 – Facilities Maintenance Technicians II

2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Department Head *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as Non-Essential:

Custodian I
Interns
Custodian II
Receptionist (FT/PT)
Facilities Maintenance Technician I
Facility Maintenance Assurance Technician
Capital Projects Manager
Revenue Counters
Customer Service Representatives
Parts Clerks
Junior Buyer
Vehicle Maintenance Assistant
Marketing Specialist
Human Resource Specialist
Human Resources Assistant
IT Support Technician
Network Systems Technician-(VACANT)
Payroll Administrator
Senior Administrative Assistant
Safety & Security Management Aide
Procurement Specialist
Customer Service Advocate
Eligibility Program Administrator

Executive Administrative Assistant
Garage Service Supervisor
Human Resources Specialist
DBE Liaison Officer
Marketing Production Coordinator
Vehicle Maintenance Supervisor
Accountant
Budget Analyst
Comptroller
Accounts Payable Specialist

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

1) Making Request: Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

2) Review of Requests: Waiver Requests will be initially reviewed and approved by the Department Head. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Department Head’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.

3) Waiver Considerations: Department Heads will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee’s family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?

d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

4) Documentation: CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. Exempt Employees:

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.
- 2) Compensatory time off reported must be verified and approved by the Department Head.

- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. Non-Exempt Employees (hourly):

- 1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.
- 2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.
- 3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

- 4) By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5)

hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a Department Head reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- 6) Compensatory time off earned for emergency response activity may not exceed 240 hours.
- 7) When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- 8) CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019; April 22, 2020

May 5, 2021; April 27, 2022.

Emergency Preparedness Phases

Initiation Phase

- CEO declares that the Emergency Response Plan is activated.
- D-Heads notify employees of public employees' responsibilities in emergencies and reporting expectations

Condition 3 Readiness Phase

- All employees **MUST** report for regular work schedule
- D-Heads re-assess/cancel personal leave
- D-Heads will secure CCRTA property
- Employees use PL to secure families, etc.
- Non-essential employees obtain approval to evacuate
- Employees must provide phone number/location where they can be reached

Condition 2 Essential Services Phase

- Emergency Operations Center Liaison will advise D-Heads on the location of Employee Refuge(s) of Last Resort
- All essential employees will report to work
- Non-essential employees may be released (and are advised to obtain advance approval of PL to excuse late returns caused by Emergency Events)

Condition 1 Activation Phase

- Hazardous Conditions are imminent
- Staff the EOC
- Inform staff of Emergency Event status
- Provide necessary emergency services

Return to Duty Phase

- All employees report to work at the start of their next regularly scheduled shift
- Employees unable to report as required **MUST** call in and speak with a supervisor/manager



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, February 23, 2022**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Provided Opportunity for Public Comment – None Received**
- 5. Approved Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 26, 2022**
- 6. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply**
- 7. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services**
- 8. Heard Update on Pilot Route 93 Flex Serving Texas A&M Corpus Christi and Pilot Route 95 Port Aransas Express**
- 9. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Contract Modification for an Assignment of a Contract and Name Change from WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool**
- 10. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option Year with Hanson Professional Services, Inc. for General Engineering Service**
- 11. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two-Year Option with Clean Energy for Compressed Natural Gas (CNG) Maintenance Services**
- 12. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Del Mar College Bus Stops**
- 13. Approved Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Construction of Port Ayers Transfer Station**
- 14. Heard Committee Chair Report**
- 15. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:53 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

Committee Chair, Anna Jimenez, called the meeting to order at 8:53 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Anna Jimenez, Gabi Canales, Beatriz Charo and Matt Woolbright attended in person. Armando Gonzalez attended virtually.

Board Members Absent

NONE

Staff Present

David Chapa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Robert Saldaña, and Marisa Montiel

Public Present

Safety Briefing

Mr. Derrick Majchszak gave the safety briefing in Mr. Mike Rendon’s absence. He stated that in the event of an emergency, attendees will exit the boardroom to their left, his right, and proceed towards the west stairwell down to the first floor where everyone will exit to the west doors. Once outside, everyone will continue towards the clock tower adjacent to the transfer station. He noted that Ms. Marisa Montiel will account for all board members. He stated he would be the last one out and will make sure everyone gets out safely. He noted that there are three things to remember: one, to not use the elevator during an emergency, two, not to return until the all-clear sign has been given, and three, if a shelter-in-place is needed, this will be done in the westside stairwell.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

DUE TO THE CURRENT CONDITIONS FOR COVID-19, WE ENCOURAGE SOCIAL DISTANCING AND FACE MASKS (AVAILABLE) FOR INDIVIDUALS ATTENDING THE MEETING.

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) 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.



Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of January 26, 2022

DIRECTOR BEATRIZ CHARO, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JANUARY 26, 2022. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. *JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for Texas Ultra Low Sulfur Diesel Fuel Supply

Mr. Derrick Majchszak stated the Board Priority for this item is Public Image and Transparency. He stated that Texas Ultra-Low Sulfur Diesel is required by the Texas Low Emission Diesel Program, by the Texas Commission on Environmental Quality (TCEQ), and it requires a maximum of 15 parts per million of sulfur. He noted it is used in 15 of the RTA's buses, which are the remaining diesel fleet. He presented the diesel usage across the years and pointed out a drop-off of usage. He stated that the RTA recently reduced its diesel fleet from 20 to 15, due to useful life. Diesel Supply Agreement helps to ensure the product availability and more predictable pricing. He stated it also utilizes the Oil Price Information Service, much like the Unleaded Fuel Contract. That includes discounts or mark-ups in the price-marked per site delivery date. This IFB will be issued for a two-year agreement. There is no DBE. For financial impact, the total expenditures are determined by actual usage and the cost of the fuel. He noted the estimated cost of the two-year agreement is \$632,052, and the funds are allocated in the board approved annual operating budgets. He then displayed the estimated usage which is approximately 120,000 gallons for each year of the contract. He asked if there were any questions. Director Woolbright asked if there is any price cap built into this. Mr. Majchszak responded that there will be a discount in the mark-up. Director Woolbright followed up with asking if when it fluctuates, if it has the built-in discount. Mr. Majchszak responded that yes there is a discount or a slight mark-up. The last time on unleaded, the RTA received a discount and the RTA had a mark-up previously for delivery. Director Woolbright asked if this item is marked up. Mr. Majchszak stated that the IFB needs to be released and the RTA will see what the providers send back and the RTA will go with the best value.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR TEXAS ULTRA LOW SULFUR DIESEL FUEL SUPPLY. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. *JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*



Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One (1) with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services

Mr. Derrick Majchszak stated that the Board Priority for this is Public Image and Transparency. He gave background on the Vanpool program stating that it is for a group of individuals commuting between a pick-up location to a similar destination or a work center. At the beginning or the end of their trip, one or the other has to originate from the RTAs service area. The RTA has this program to help reduce traffic congestion, improve air quality and provide savings in fuel and vehicle operating costs. Vanpool participants lease the vehicles from Commute with Enterprise and then the RTA pays a subsidy directly to the contractor based on the van size and the mileage. As of December 2021, the RTA had 22 vans and it's now up to 23 vans, effective in February. The make-up is five vans at the Border Patrol Station in Falfurrias, three vans at the Freer Border Patrol Station and five at the Kingsville Border Patrol Station. There are also seven going to the Federal Correctional Institute in Three Rivers and three vans at the Naval Air Station in Kingsville. He displayed the ridership transit with the Vanpool Program. Prior to COVID in 2019, the Vanpool Ridership was 53,359. In 2021, it was 64,847 and had continued growth of the Vanpool program, specifically with the Border Patrol Agents. The current contract was awarded on April 1, 2019, as a three-year base contract with two, one-year options. The base contract will expire on March 31st, 2022. The contractor has been highly engaged and is performing its obligation per the contract with no concerns. Staff is seeking authorization to exercise the first option year which will be effective April 1, 2022, through March 31, 2023. He stated there's no DBE. For the financial impact, the total expenditures will be determined by the actual usage and demand for the Vanpools. The estimated cost of option year one is \$112,211, and the funds are allocated for in the board approved annual operating budgets. The estimated amount for the rest of 2022, is \$83,711 and the first few months of 2023 the RTA is estimating around \$28,500. He asked if anyone had questions. Director Allison asked if there is a way to know if they are transporting immigrants into certain towns and dropping them off and is there a way to track it. Mr. Majchszak stated that it can be tracked by the mileage and where it goes and that they have a secure area that the vehicle is parked, which is away from the station itself. He continued that the RTA does track the number of people and Enterprise helps manage that. Director Allison followed up asking if they are scheduling in advance when they book the Vanpool. Mr. Majchszak responded that one person signs up to be the lead and has primary responsibility for the van and they have an application that they have on the mobile phone that Enterprise provides, so they must check-in where they are and input mileage, riders, etc. Enterprise also has GPS tracking on the vehicle. Committee Chair Jimenez asked if Enterprise maintains the vans, such as oil changes and maintenance. Mr. Majchszak responded that yes, they do. Director Allison stated she understands the Vanpool program is primarily used for moving their personnel around, not transporting immigrants or other business purposes. Director Woolbright asked if there is a log of passengers. Mr. Majchszak responded that Enterprise has the list of the names, the RTA is provided with the Lead name. Director Woolbright asked that if necessary, could the RTA find out who is riding at any point in time. Mr. Majchszak responded yes.



DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR ONE (1) WITH ENTERPRISE HOLDINGS, DBA COMMUTE WITH ENTERPRISE FOR VANPOOL SERVICES. DIRECTOR GABI CANALES SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Update on Pilot Route 93 Flex Serving Texas A&M Corpus Christi and Pilot Route 95 Port Aransas Express

Mr. Derrick Majchszak stated that the Board Priority for this is Public Image and Transparency. The goal is to give the Board an update where the RTA is at on these Pilot Programs. The FTA defines a Pilot service as a temporary demonstration project. If a temporary service addition or change lasts longer than 12 months, the FTA generally considers the service to be permanent and the grantee must conduct a Title VI Service Equity Analysis and a Public Hearing is required due to the major service change, per the FTA Circular and the RTAs own policy. The Pilot Route 92 Flex began service in August of 2019 and it replaced the Route 63 Wave Service. The route serves at the main campus of Texas A&M Corpus Christi and the apartments up and down Jocelyn. It provides the ability to get out to the Flour Bluff area. The Pilot Route 95 Port Aransas Express began service in May of 2019 and it is seasonal. It serves Port Aransas, Ingleside, Aransas pass areas and provides boarding on the ferry vessels. The RTA has done fine-tuning on the routing and schedules to make it more efficient or to meet the riders' needs. He displayed a map for the Pilot Route 92. He mentioned it has about a 30-minute frequency, whereas the old Route 63 had an hour frequency. This is much more conducive to the students living near campus to get to and from. He then displayed the performance measures. The RTAs service standard is five to ten passengers per hour. In 2019, prior to COVID, it was a very productive service and then there was a drop off in 2020. He then stated that in 2021, it started to rebound. In late October, a few adjustments were made to cut off a couple of the unpredictable hours so the number should start to increase. Now for the Pilot Route 95, Port Aransas Express, this covers quite a large area in the morning and then in the afternoon and in the evening, it does trips leaving the Southside or Staples Street Station and then comes back. The majority of the focus is between Aransas pass, Ingleside and Port Aransas. He showed a map of the drop-off points inside of Port Aransas and then the bus schedule that is provided. In the morning there are the express trips leaving the Southside and the Staples Street Station and then the vehicle returns in the afternoon. It then goes back out and comes back in in the evening hours, then back again. He stated generally, it's ran May through early October, but prior to the pandemic, an agreement was made to try to run this through Spring Break. In 2020, it began service on March 2nd and ended on October 4th. He displayed the passengers per hour levels. In 2019, it met the RTAs productivity standards of being above the two passengers per hour. In 2020, it did not, which the pandemic affected it. It has since been learned that the March, April and May time frame was unpredictable to have the service in place. In 2021, overall it did not meet the service hours but there was an increase. He explained



some of the next steps will be public and stakeholder outreach. The RTAs policy requires a 30-day public notice and the intent is that next week, the RTA will put out the notice for a public input and it will be open until April 30th. So, the RTA would like to exceed that 30-day standard. At the May 4th Board of Directors meeting, a public hearing would be held and then the RTA, depending on the public Board of Directors input, would ask for approving the permanent status of the Pilot Route 93 and the Pilot Route 95. The intention is to continue operating the Route 92 Flex Service year-round as it is. Also, to operate the Route 95 Port Aransas Express Service from May 27th and then ending October 2nd, 2022. He stated there is a caveat with October 2nd because the RTA is going to look at some ways of fine-tuning it to make the service more productive. One of which would be to end closer to Labor Day and make the service a little more productive and a better use of resources, but that will be in the final service that is proposed to the public and to the Board. He offered to answer any questions. Director Woolbright asked how does the Flex 93 Service level compare to the more standard Flex Routes. Mr. Majchszak responded that this is the only true flex route. The Flexi-B is the service from Port Aransas that operated similarly, but it does not have the passenger load that 93 has. Director Woolbright asked to see the numbers for the permanent route that is being recommended. Mr. Majchszak responded that he would do that. Director Allison asked if the year-round route is the one that goes by Gregory and Aransas Pass. And Mr. Majchszak responded that the route Director Woolbright is referring to is the service route for Texas A&M – CC.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Contract Modification for an Assignment of a Contract and Name Change from WKMC Architects to Bill T. Wilson, II, FAIA – Architect, as Part of the Architectural Design Services Pool

Ms. Sharon Montez stated that the Board Priority for this item is Public Image and Facilities. She stated the CCRTA currently has a General Architectural Services Pool consisting of four firms. The firms in the design pool include Gignac and Associates, Turner/Ramirez Architects, Able City LLC, and the WKMC Architects. The Board approved these contracts last fall. Recently, Bill Wilson with WKMC Architects, informed the CCRTA that his partner, William McCord retired and they chose to close WKMC Architects. She stated that Mr. Wilson will move forward with his open practice, under the name of Bill T. Wilson II, FAIA-architect and would like to continue on with the existing contract. She noted the RTA consulted with Legal Counsel, Mr. Bell, and he advised staff to review the original proposal submitted to determine if the design services were going to be performed by Mr. Wilson. Mr. Bell also stated that the CCRTA could permit an assignment if WKMC Architects Inc, provided a notice, which they did, under the current contract. She noted the original staff evaluation panel reviewed that proposal again and determined that Mr. Wilson was the principal of the proposal and the projects listed were managed by Mr. Wilson. Also, the sub-consultants listed in the original proposals are still part of the new contract. She asked if there were any questions. There were none.



DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A CONTRACT MODIFICATION FOR AN ASSIGNMENT OF A CONTRACT AND NAME CHANGE FROM WKMC ARCHITECTS TO BILL T. WILSON, II, FAIA – ARCHITECT, AS PART OF THE ARCHITECTURAL DESIGN SERVICES POOL. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. *JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option Year with Hanson Professional Services, Inc., for General Engineering Service

Ms. Sharon Montez noted that this item aligns with the RTA's Facilities Board Priority. The CCRTA entered into an engineering/architectural/environmental services contract on April 15th, 2019, with Hanson Professional Services, for a three-year fixed contract, with two, one-year options. The first option period extends services from April 15th, 2022, through April 14, 2023. She noted CCRTA utilizes the general engineering/architectural services for various tasks that include a full range of technical demands such as ADA bus stop improvements, bus station design, parking lot improvements, asphalt repairs, topographic surveys, environmental assessments and environmental services. The purpose of having an engineering company of record expedites unforeseen work assignments. This also provides for flexibility relating to a wide selection of engineering services, whether it's civil, mechanical, structural, environmental, architectural or electrical. It also supports the CCRTA staff with projects that run parallel or simultaneously and need to be fast-tracked. Hanson Professional Services has provided excellent support and guidance services throughout the previously-year contract. Hanson Professional Services, Inc has committed to meeting the DBE goal of 7% for this contract. The annual estimated cost is \$150,000. The services will be requested through task orders on an as-needed basis. She noted the associated fees will only be incurred on a per task order basis, which is basically the limit or the cap. The last one-year option will be presented to the Board of Directors for approval, contingent upon the previous history of satisfactory performance. She asked if anyone had any questions. Director Woolbright asked if this is effectively saying, here is a retainer that we can spend as we need and why is this not attached to a specific project. Ms. Montez responded that this allows for the unforeseen. She noted that if a grant arises and the RTA needs to pull together a scope of work and estimate, it could be done with just a task order. Director Woolbright asked what sort of estimate would be needed to be put together. Ms. Montez responded the narrative for the scope of work and the cost estimate for the particular project. She referred to the Port Ayers project. Mr. Woolbright asked what would that cost typically be on something like that as a stand-alone. Ms. Montez responded a couple of thousand to put something together. Mr. Woolbright asked if it would already be under the authority. Ms. Montez responded that it would, however, the \$150,000 allows for additional bus stop improvements and if something comes up and there is an area of failure, a task order could be issued on the spot and they could go out and take care of any issues such as failing bus pads, etc. Director Woolbright asked if that could cost more than \$50,000. Ms. Montez responded, no, not likely but it allows not to exceed and it will vary each year. Mr. Woolbright pointed out he was not sure on the



necessity of this item since the CEO already has \$50,000 authority. He asked how much was spent last year with Hanson. Ms. Montez noted she would have to go back and look but it may have been between \$70,000 to \$100,000 but that she would verify. Director Woolbright asked if the information could be in the Board Document and the Presentation, that it would be helpful of how much all of the items were. Ms. Montez replied she could do that. Director Woolbright stated he was fine with this item today, however, he is a little skeptical of effectively raising the signature authority when it is already covered.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE THE FIRST OPTION YEAR WITH HANSON PROFESSIONAL SERVICES, INC., FOR GENERAL ENGINEERING SERVICE. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Two-Year Option with Clean Energy for Compressed Natural Gas (CNG) Maintenance Services

Ms. Sharon Montez noted that this item aligns with the RTA's Facilities Board Priority. In November 2012, the Corpus Christi Regional Transportation Authority completed the construction of the Compressed Natural Gas (CNG) fueling station at Bear Lane. It consists of three 500 horsepower compressors, a dryer, buffer tanks and six fueling dispensers. The CCRTA entered into a three-year option contract for CNG maintenance services with Clean Energy. From April 29th, 2019 through April 28th, 2022. Clean energy has been in business since 2001, they are a nationwide company and they specialize in the CNG maintenance arena. The maintenance support services have been performed in a satisfactory manner. Exercising the option year of this contract assures that the CCRTA will continue to have access to a CNG maintenance company that is very familiar with the CCRTA CNG fueling equipment and who will maintain current pricing levels through the two-year option period, from April 29th, 2022, through April 28, 2024. This project is not funded with federal funds. There is no DBE requirement. She then discussed the financial impacts. She stated based on the scope of work and the annual fuel consumption estimate of 1,037,037 gallons, the estimated costs for the maintenance services for CNG fueling station are as follows: annual estimated costs are \$280,000 and the total estimated two-year option is \$560,000. The annual estimated cost is budgeted in the Facilities Maintenance departments 2022 operating budget. She asked if anyone had questions. Committee Chair Jimenez asked if this is a flat fee or based on how much is used. Ms. Montez responded that it is based per gallon, \$0.27/gallon, so depending on how many gallons are used that month will determine the price.



DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE THE TWO-YEAR OPTION WITH CLEAN ENERGY FOR COMPRESSED NATURAL GAS (CNG) MAINTENANCE SERVICES. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue and Invitation for Bids (IFB) for Del Mar College Bus Stops

Ms. Sharon Montez noted that this item aligns with the RTA's Facilities Board Priority. In 2019, the FTA announced the opportunity to apply for funds under the grants for Buses and Bus Facilities Infrastructure Investment Program. CCRTA submitted three projects for the grant and all three were awarded, Del Mar College was one of them. The Master Agreement for Architectural Design Services for the reconstruction of Del Mar South Campus has been awarded. Following the completion of the design and the construction documents, the CCRTA will need to issue an Invitation for Bids for the construction of Del Mar bus stops. The project will consist of two bus stops -- one on Rodd Field Road and one on Yorktown. There will be two different canopy areas and will include safety elements, the latest and the greatest technology and customer amenities at each location. The estimated construction costs, including allowances, is about \$2,185,849. 80% is federal and 20% is local. She asked if there were any questions. Director Woolbright asked is this the full build out or is this just the initial. Ms. Montez responded that it is somewhat the initial because two canopies will be built and it can sustain four but the complete concrete build out will be done. This way the drive-thru will be done but the shelters will be done in phases. Director Woolbright asked how much more will this project cost. Ms. Montez responded that it should cover the majority of the costs because when it was submitted, it was for everything. Director Woolbright asked for clarification if this will be able to cover everything or only the first item. Ms. Montez responded, the entire project, however, initially it was just going to be the build out and two shelters at each location. Director Woolbright asked why are they voting on something that is more than the actual cost of what is it supposed to cover. He states if he understands correctly, it is only supposed to be for the first phase, but Ms. Montez is saying it could potentially cover all of the phases. Ms. Montez responded that there will likely be two phases and that would include the initial concrete construction for the four bays and the shelter, the two shelters per location. Del Mar is phasing their project, they are not building the full campus. As Del Mar furthers along, the RTA will do the same. She stated that with the current economy, the RTA will have to see if everything may be built out, if not, it will need to be brought back to the Board as the project moves through the design process and new cost estimates are received. Director Woolbright asked what happens to the funds here that are effectively overages until phase two is done. Ms. Montez replied that typically with grants, there could be a three to seven years to close on the grant. So, there is a little added time in here to spend down the grant. Director Woolbright asked if the cost of phase one is effectively being inflated because the money is available now. Mr.



Saldana said that basically it is to approve phase one and two project costs now and you phase in the cost of the program as it grows. Ms. Montez replied that is correct. Director Woolbright asked if the \$2.1 million is for the completed project, not just phase one. Ms. Montez said that is correct. Director Woolbright followed up with asking if this will be brought back for more money needed for these bus stops, or will this cover it. Ms. Montez stated she hopes this will cover it, but not knowing the future and what construction is going to look like in another year or so then it will need to be looked at. Director Woolbright asked if it will cover it today, then how come it cannot all be completed now. Ms. Montez stated that it has to be phased along with Del Mar, for example, the RTA cannot build a section where Del Mar does not have their campus yet. Director Woolbright asked if the RTA is allowed to do anything else with these funds if they don't all go to the project or do they get returned to the federal government. Ms. Montez responded that no, they are attached to this project. Director Woolbright emphasized pushing doing the project now since pricing continues to go up. Ms. Montez said she hears him and can communicate with Del Mar to see what is possible. Director Woolbright asked if Del Mar has any say in this. Ms. Montez responded that with the build out of their land, the RTA is entering into an easement agreement because they are donating the land to the RTA since it is not the right-of-way and will be on their property. Director Woolbright continued that he would like to see the potential for changing the scope of work on this to cover the whole project. Committee Chair Jimenez asked when is the RTA applying for the grant. Ms. Montez responded, a few years ago. Director Salazar asked for clarification if the drawings are complete and ready for bid or if they are in the process. Ms. Montez responded that they are in the process. Director Salazar said from what he understands, once the bids are in, the exact costs would be able to be determined. He also stated that Director Woolbright has a good point and should be looked at. He asked when the drawings would be complete. Ms. Montez responded likely in a couple of months. Director Woolbright asked if this would fall under the \$150,000 retainer model. Ms. Montez said it would not. She stated this particular one has been assigned to Turner/Ramirez Architects and not the Hanson Group. Director Woolbright asked if Turner/Ramirez did a bid on the \$150,000 retainer. Ms. Montez stated she would need to look and that she would have the information in the Board document. Director Woolbright asked if that went out for bid and Ms. Montez replied yes, originally it did and that this is an option year.

DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AND INVITATION FOR BIDS (IFB) FOR DEL MAR COLLEGE BUS STOPS. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.



Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue and Invitation for Bids (IFB) for Construction of Port Ayers Transfer Station

Ms. Sharon Montez noted that this item aligns with the RTA's Facilities Board Priority. She noted this is one of the projects that the FTA funded as part of that grant. The completion of the design and construction documents will need to be followed by an Invitation for Bid (IFB). The new structure is located at 4311 Ayers Street, at the intersection of Port and Ayers. The existing station was built in 1994. The station has the second highest ridership after the Staples Street Station. There are three bus bays on Ayers Street and four on Port. The objective is to keep the existing station in operation while building the new station. She stated CCRTA owns the property adjacent to the current Port Ayers Station which consists of approximately three acres. It has a parking lot and a bank building on it as well. The portion of the property with the bank, motor bank driveways and some adjacent parking will be left intact while the construction is underway for the new station. The bank section of the property will stay intact for two years while the Request for Proposal is issued to determine if there is any interest in the bank property. CCRTA would like the new station to have a similar open canopy like the design scheme for the Staples Street Station, but with some enhancements. The new enhancements would include safety elements that strengthen the area surrounding the station and the design process will be an ADA universal design concept, along with modern technology elements and the latest in energy efficient lighting. She noted there will also be customer amenities there such as benches and so forth. The estimated construction costs including allowances is \$4,478,968. This project is federally funded at an 80% federal and a 20% local breakdown.

DIRECTOR MATT WOOLBRIGH MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AND INVITATION FOR BIDS (IFB) FOR CONSTRUCTION OF PORT AYERS TRANSFER STATION. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. *JIMENEZ, CANALES, CHARO, GONZALEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.*

Heard Committee Chair Report

Ms. Anna Jimenez stated she was glad to see everyone in person and online. She is excited for all the things to come.

Adjournment

Adjourned at 9:41 a.m.

Reviewed by: Stephanie Alvarez

Submitted by: Marisa Montiel



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, March 23, 2022**

Summary of Actions

- 1. Roll Call**
- 2. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:46 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.

Roll Call

It was noted that a quorum was not present.

Board Members Present

Anna Jimenez and Armando Gonzalez.

Board Members Absent

Gabi Canales, Beatriz Charo and Matt Woolbright.

Staff Present

David Chapa, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation

Adjournment

There being NO QUORUM, the meeting ended at 8:47 a.m.

Submitted by: Marisa Montiel



Subject: Award Multiple Contracts to C.C. Freightliner, C.C. Battery, CD Starter Service LLC, Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, Reliable Transmissions, Transit Cooling, and Neopart Transit for Bus Parts Supply: Battery, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Suspension, Wheelchair Ramp, and Transmission parts.

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus parts supply contracts to secure over 1,900 individual items. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

Identified Need

Bus Parts Supply contracts will help ensure product availability meets parts demands while maintaining competitive pricing. The contracts will include parts for multiple categories including Battery, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Suspension, Wheelchair Ramp, and Transmission parts.

The current option year for these Bus Parts Supply contracts expires on May 14, 2022. The IFB will be awarded solely on the base year, waiving the option years.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year base contract cost is \$648,914.26, and funds are allocated in the Board approved annual operating budgets.

Recommended Awardees for Contract:

IFB No. 2022-FP-03 BUS PARTS SUPPLY SUMMARY

Awardees	Contract Usage Estimates Totals
C. C. Freightliner	5,120.00
C.C. Battery	15,123.21
CD Starter Service LLC	18,729.75
Gillig	419,739.93
Kirk's Automotive	23,384.99
Mohawk Mfg	48,566.42
Muncie	72,934.97
Reliable Transmissions	3,336.08
Transit Cooling	23,185.00
Neopart Transit	18,793.91
Total	648,914.26

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award Bus Parts Supply contracts to the following vendors: C.C. Freightliner, C.C. Battery, CD Starter Service LLC, Gillig, Kirk's Automotive, Mohawk Mfg, Muncie, Reliable Transmissions, Transit Cooling, and Neopart Transit for Bus Parts Supply: Battery, Air Conditioning, Brake System, Body, Chassis, Cooling System, Electrical, Suspension, Wheelchair Ramp, and Transmission parts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Jorge Cruz-Aedo
Chief Executive Officer