



MEETING AGENDA

DATE: Wednesday, September 28, 2022
TIME: 8:30 a.m.
LOCATION: Operations & Capital Projects Committee
 Staples Street Center – 2ND Floor Boardroom (602 North Staples St., Corpus Christi, TX)

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair
 Lynn Allison Jeremy Coleman Erica Maymi Aaron Muñoz

CANCELLED

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. | ----- |
| 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 Operations & Capital Projects Committee Meeting Minutes July 27, 2022 (No August Meeting) | E. Salazar | 3 min. | Pages 1-3 |
| 6. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Fiscal Year 2023 Holidays and Service Levels | D. Majchszak | 3 min. | Page 4-5 |
| 7. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Nash Entities, LLC, for a Three-Year Contract for Power Washing Services at the Transfer Stations | S. Montez | 3 min. | Page 6-7 PPT |
| 8. | Committee Chair Report | E. Salazar | 3 min. | ----- |
| 9. | Adjournment | E. Salazar | 1 min. | ----- |

Total Estimated Time: 23 min.

RURAL AND SMALL CITIES COMMITTEE

LYNN ALLISON, Committee Chair

Gabi Canales Beatriz Charo Jeremy Coleman Armando Gonzalez

NO MEETING

LEGISLATIVE COMMITTEE

AARON MUNOZ, Committee Chair

Gabi Canales Anna Jimenez Dan Leyendecker Eloy Salazar

NO MEETING

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BOARD OF DIRECTORS BUDGET WORKSHOP #5

| | TOPIC | SPEAKER | EST.TIME | REFERENCE |
|----|---|------------|----------|------------|
| 1. | 2023 Budget Workshop #5 a. Operations Budgets | R. Saldaña | 20 min. | <i>PPT</i> |

Total Estimated Time: 20 min.

On **Friday, September 23, 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
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, July 27, 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 the Operations & Capital Projects Committee Meeting Minutes of June 22, 2022**
- 6. Heard Update to the Award of Contracts for External and Internal Engine Parts to include C.C. Battery, C.C. Freightliner, CD Starter, Cummins Southern Plains, Gillig, Kirk's Automotive and Muncie**
- 7. Heard Placeholder to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract for the Construction of the Del Mar South Campus – Bus Stops (2)**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:45 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

Eloy Salazar, Committee Chair, called the meeting to order at 8:45 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Armando Gonzalez, Anna Jimenez and Matt Woolbright. Board Chair Dan Leyendecker attended virtually.

Board Members Absent

Beatriz Charo

Staff Present

Jorge Cruz-Aedo, Angelina Gaitan, Sharon Montez, Rita Patrick, Mike Rendón, Robert Saldaña, Robert Martin and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation.



Safety Briefing

Mr. Mike Rendón asked that in the event of an emergency the audience exit the boardroom to his right and proceed to the first floor where they will exit through the west doors. Once outside, report to the clock tower adjacent to the transfer station. Ms. Montiel would account for all of the board members and Mr. Rendón would be the last to be out to make sure that everyone exits properly. He asked to please not use the elevator during an emergency and do not return until the all-clear is given. If a shelter in place is needed, everyone will do so in the west stairwell.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of June 22, 2022

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JUNE 22, 2022. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, GONZALEZ, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO.

Update to the Award of Contracts for External and Internal Engine Parts to include C.C. Battery, C.C. Freightliner, CD Starter, Cummins Southern Plains, Gillig, Kirk's Automotive and Muncie

Mr. Derrick Majchszak gave the item presentation and stated the Board Priority is public image and transparency. For the background, there are 1,900 plus unique replacement parts, including instrumentation, vehicle body, drive train, electrical, engine/motor systems and accessories. Replacement parts are OEM or approved equal. Contract agreements help with firm pricing. He stated these are for multiple contracts and defined categories of external engine parts that include turbo, exhaust gas recirculation cooler, etc., and internal engine parts that are cylinder heads, pistons and rods and other seals. He noted that the current contracts expire this is month and will be for one year. He noted this item was originally approved at the July 6th Board Meeting, however, directly after the meeting vendors that had submitted bids notified the team that they had difficulty referencing OEM part numbers with manufacturer part numbers. CCRTA helped work with them to match up the numbers and this will help increase the number of available vendors, increase the possibility of better pricing and secure additional unique parts that CCRTA can now have contracts on. There is no DBE requirement. The estimated one-year project cost is \$182,000. He recaps the recommend awardees for the contract: C.C. Battery, C.C. Freightliner, CD Starter Service, Cummins Southern Plains, Gillig, Kirks Automotive and Muncie.



Committee Chair Salazar said that the item was noted as an update and not as a discussion and possible action on the agenda. He welcomed discussion and noted this will need to be taken to the Board so it may be voted on. Mr. Majchszak answered questions that Director Woolbright had in regards to the total extended cost. Director Woolbright asked for further clarification at the Board Meeting.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive officer (CEO) or Designee to Award a Contract for the Construction of the Del Mar South Campus – Bus Stops (2) (Placeholder)

Ms. Montez presented the item stating the board priority is facilities. For the background, she stated the Invitation for Bids for the Del Mar College Southside – Bus Stops (2) was issued on July 7th and a pre-bid was held on July 14th. There were several contractors in attendance. The bids are due July 28th, which is a day after this Operations and Capital Projects Committee Meeting. She continues once the bids are received, they will be reviewed and brought forth to the Board of Directors on August 3rd, for the purpose of awarding a contract to the lowest/responsive bidder. She clarified this is for informational purposes only.

Heard Committee Chair Report

Mr. Eloy Salazar asked if the committee had any further comments and hearing none, he adjourned the meeting.

Adjournment

Adjourned at 9:04 a.m.

Submitted by: Marisa Montiel



Subject: Approve the Fiscal Year 2023 Holidays and Service Levels

Background

Each year, the Corpus Christi Regional Transportation Authority (CCRTA) Service Standards require Board of Directors approval of service levels on holiday dates or on dates adjacent to a holiday. In the past, CCRTA has not operated service on Easter, Thanksgiving, and Christmas holidays. On other dates, the CCRTA has operated a modified schedule in alignment with historic ridership levels.

Identified Need

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. In addition to the holidays approved in the past, the day after Thanksgiving is a proposed new holiday for Fiscal Year (FY) 2023. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the FY 2023 Holidays and Service Levels.

Financial Impact

Costs associated with the FY 2023 Holidays and Service Levels are included in the proposed 2023 Operating Budget.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the FY 2023 Holidays and Service Levels.

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: 
Miguel Rendón
Acting Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

DRAFT

To: CCRTA & Contract Employees
From: Miguel Rendón, Acting Chief Executive Officer
Re: 2023 Holidays and Service Levels

Handwritten signature of Miguel Rendón

The 2023 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

The Chief Executive Officer or designee determines the public transportation needs of the community which may result in changes to a schedule or service level.

Table with 5 columns: Day, Date, Holiday, Service Level, Comments. It lists 17 dates from January 1, 2023, to January 1, 2024, detailing holidays like New Year's Day, Martin Luther King Jr. Day, Good Friday, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and New Year's Eve, along with their respective service levels (e.g., Sunday Service Level, Weekday Service Level, No Service, Reduced Service Level).

*A reduced service level is similar to services operated on Sundays
**Approved in 2022 Holiday & Service Levels calendar



Subject: Award a Three-Year Contract for Power Washing of the Transfer Stations to Nash Entities, LLC not to exceed \$343,200

Background

Currently the CCRTA has four large major transfer stations:

- ✓ Staples Street Station
- ✓ Port Ayers Station
- ✓ Southside Transfer Station
- ✓ Robstown Station

Prior to the Covid-19 pandemic, the transfer stations would be power washed at least once a month by Facilities Maintenance staff, while Custodial staff would clean the stations at least twice a day. Consequently, with the Covid-19 pandemic it was determined that the stations needed a more frequent, vigorous disinfectant procedure, which would require the support of a contractor specializing in power washing services.

In November of 2020, the CCRTA awarded a contract to Nash Entities, LLC for a one-year fixed contract with a one-year option. The current contract amount is \$151,800, for the one-year option.

Identified Need

The current contract expires November 28th, of this year, therefore a new Invitation for bids was issued in August. The benefits provided by this contract include:

- ✓ Provides another layer of sanitizing and disinfecting for riders
- ✓ Supplements Facilities Maintenance cleaning efforts
- ✓ Enhances the CCRTA’s public image by providing a regularly maintained bus waiting area

Analysis

An Invitation for Bids (IFB) was issued on August 2nd, and the pre-bid was held August 16th. The bids were due September 13th, and five (5) proposals were received. Two proposals were non-responsive. The lowest bidder was Nash Entities, LLC. The table below displays the bidders and bid costs for power washing twice a week, for three years.

| No. | Description | Robstown Station | Southside Transfer Station | Port/Ayers Station | Staples Street Station | Total Cost |
|-----|--|------------------|----------------------------|--------------------|------------------------|----------------|
| 1 | Nash Entities, Inc. | \$32,136.00 | \$157,872.00 | \$68,640.00 | \$84,552.00 | \$343,200.00 |
| 2 | Total Clean Power Washing Service, LLC | \$64,896.00 | \$328,536.00 | \$142,584.00 | \$175,656.00 | \$711,672.00 |
| 3 | GAINCO | \$195,000.00 | \$436,800.00 | \$273,000.00 | \$292,500.00 | \$1,197,300.00 |

Nash Entities, LLC, offered the lowest quote for the three-year period. The company has been in business since 2003, or 19 years. A list of previous clients includes Chick-fil-A, Visit CC, and Montgomery County, and 2022 clients include CCRTA, Chick-fil-A's ongoing contract, and one-time projects with US District Court and Houston Community College.

Disadvantaged Business Enterprise

For this procurement the DBE goal is zero percent (0%), since local funds are being utilized.

Financial Impact

The award of the contract is \$343,200 for the three years. Annually the amount will be \$114,400, and is funded through local funds. There is a decrease annually of \$37,400 compared to the previous contract.

Board Priority

The Board Priority is Facilities and Safety.

Recommendation

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Three-Year Contract for Power Washing of the Transfer Stations to Nash Entities, LLC. not to exceed \$343,200.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer