



MEETING AGENDA

DATE: Wednesday, November 16, 2022

TIME: 8:30 a.m.

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

Rural and Small Cities Committee (No Meeting), and **Legislative Committee** (No Meeting)

LOCATION: 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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	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.	-----
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 October 26, 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 Execute Payment of \$545,629 to Texas Municipal League Inter-Governmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2023: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance	M. Rendón	3 min.	Pages 5-6 PPT
7.	Committee Chair Report	G. Canales	3 min.	-----
8.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 20 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

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	J. Esparza	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.	-----
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5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes October 26, 2022	E. Salazar	3 min.	Pages 1-3
6.	Discussion and Possible Action to Award a Contract to Rain Seal Masters Roofing and Sheet Metal, Inc. for Bear Lane Flat Roof Replacement	S. Montez	3 min.	Pages 4-5
7.	Committee Chair Report	E. Salazar	3 min.	-----
8.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 20 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

On **Thursday, November 10, 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, October 26, 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 the Administration & Finance Committee Meeting Minutes of July 27, 2022**
- 6. Approved to Recommend the Board of Directors Approve the Fiscal 2023 Board & Committee Meetings Calendar**
- 7. Approved to Recommend the Board of Directors Approve the Proposed Investment Policy Changes**
- 8. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Industrial Networking Solutions for Bus Modem Cellular Routers**
- 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

Gabi Canales; Chair, called the meeting to order at 8:33 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison, Erica Maymi and Aaron Muñoz (virtual).

Board Members Absent

Jeremy Coleman

Staff Present

David Chapa, John Esparza, Angelina Gaitan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation.



Safety Briefing

Before the safety briefing, Committee Chair Canales requested Director Maymi lead the pledge allegiance. Mr. John Esparza, Safety and Security Administrator, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the eastside stairwell to the first floor where they will exit through the east side doors. Once outside, everyone will go to the employee parking lot and assemble in assembly area one. He noted Ms. Montiel would account for all Board Members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency, to not return until the all-clear is 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

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 July 27, 2022

SECRETARY ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JULY 27, 2022. DIRECTOR MAYMI SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Action to Recommend the Board of Directors Approve the Fiscal 2023 Board and Committee Meetings Calendar

Mr. Mike Rendón, Acting CEO, presented the next item. The Committee members received a copy of the draft calendar in their packet for review. Mr. Rendón pointed out that the Board of Directors meetings are usually held the first Wednesday of the month, however, the Board Chair recommended moving the January and July dates due to being close to the holidays. The proposed dates are in the draft calendar. He also pointed that that it is typical to not have December Committee meetings, unless needed.



DIRECTOR MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE FISCAL 2023 BOARD & COMMITTEE MEETINGS CALENDAR. SECRETARY ALLISON SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Proposed Investment Policy Changes

Mr. Robert Saldaña, Managing Director of Administration, presented the next item. He provided background on the item stating the Texas Government Code, Section 2256.005 (“Public Funds Investment Act”) requires the Board of Directors of the Authority to, on an annual basis to review and adopt an investment policy that governs investing Authority Funds. This policy was last approved by Board Resolution on December 1, 2021. The Board of Directors must also designate the investment advisor and approve a list of brokers/dealers.

Mr. Saldaña discussed operating funds and debt service funds. He discussed the four investment objectives which include preservation and safety of principal, liquidity, diversification and yield. He noted the identified need and pointed out that this policy excludes pension funds, which have a separate policy. Next, he discussed the current state of the economy. He continues that it is recommended that portfolio maturities and the weighted average maturity (WAM) be extended from three to five years. This will help to provide the portfolio with the flexibility to reposition in response to the average Fed rate cycle which historically tends to be three to five years. Mr. Saldaña points out and discusses the sections of the policy that have been revised, which include Section 3, Policy Objectives and Section 7, Authorized Investments. Staff recommends continued portfolio management services provided by Meeder Public Funds, the parent company of Patterson and Associates. In relation to the approval of broker/dealer list, there are 32 changes to the current authorized list of brokers/dealers which include 30 additions and 2 deletions. Bank of Frost Capital Markets is being removed as it currently serves as the Authority’s official depository and provides safekeeping services for the securities. He continues that an additional \$463,823 is expected to be earned in interest income by locking in rates with extended maturities. Mr. Saldaña answered questions the Board had at this time.

SECRETARY ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE PROPOSED INVESTMENT POLICY CHANGES. DIRECTOR MAYMI SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.



Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Industrial Networking Solutions for Bus Modem Cellular Routers

Mr. Robert Saldaña presented the next item stating the Board priority is innovation. For the background he states that CCRTA's current Bus Modem Cellular Routers, Digi, have been in place since 2015 and has reached its end of life support. Typical life span is five years and the current inventory is going on seven years and have reached the end of their useful life. CCRTA is looking to replace all 65 Cellular Modems and IT staff will be doing to the hardware installation to help save costs. He discusses how the new Modem Cellular Routers will be an all-in-on solution. They will support 4G LTE and 5G Wireless Cellular and will be robust enough for future needs. Next, he discussed the item schedule. An Invitation for Bid (IFB) was issued on April 28th and proposals were due September 22nd. Eight proposals were received and two were deemed not responsive. He displayed the results of the IFB. The total cost for the Bus Modem Cellular Routers is \$114,225 and the funds were identified in the MIS 2021 Capital Budget using funding provided by the 5307 Formula Funds with a 80/20 match. Mr. Saldaña answered questions the Board had at this time.

DIRECTOR MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO INDUSTRIAL NETWORKING SOLUTIONS FOR BUS MODEM CELLULAR ROUTERS. SECRETARY ALLISON SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Heard Committee Chair Report

Committee Chair Canales welcomed the committee back as there were no meetings in August and September. She noted that some of the Directors attended the APTA TRANSform conference in Seattle and noted it was very informative.

Adjournment

There being no further review of items, the meeting adjourned at 8:59 a.m.

Submitted by: Marisa Montiel



Subject: Action to Execute Payment of \$545,629 to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2023: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

Background

The Corpus Christi RTA is insured through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP). The Authority has been a member of the Liability Property Fund since 1990 and joined the Worker's Compensation Fund in 2009. Participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments.

Identified Need

The assets and interest of the Corpus Christi RTA need to be adequately protected through insurance coverage.

Analysis

Total contribution costs for FY2023 have decreased by 2.9% or \$16,424 over 2022. Five lines of coverage out of eight lines of coverage contributions have decreased.

The main increases and decreases are explained as follows:

Decreases:

- General Liability, Errors & Omissions Liability, Automobile Catastrophe, and Law Enforcement Liability – modifier improved slightly
- Automobile Liability/Medical Payments – improved loss experience and modifier improved slightly

Increases:

- Real & Personal Property including Flood and Earthquake – 15% inflation factor
- Workers' Compensation – change in loss experience

Disadvantaged Business Enterprise

There is no DBE goal.

Financial Impact

A finalized cost schedule table which compares fund contributions is presented below:

Types of Coverage	Limit	Deductible	2021	2022	2023	Inc./Dec
			Contribution	Contribution	Contribution	2022 & 2023
General Liability	\$9,000,000	\$0	2,885	3,783	3,610	-173
Errors & Omissions Liability	\$2,000,000	\$10,000	8,994	13,550	12,572	-978
Automobile Liability/Medical Payments	\$500,000	\$0	238,761	232,769	207,758	-25,011
Automobile Catastrophe	\$10,000,000	\$10,000	30,460	103,029	98,407	-4,622
Sub Total:			281,100	353,131	322,347	-30,784
Law Enforcement Liability	\$5,000,000	\$1,000	764	1,618	1,560	-58
Real & Personal Property (Includes Flood and Earthquake with a \$25,000 deductible/\$4,223,214 limit)	\$47,919,810	\$10,000	40,136	46,975	53,116	6,141
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000	Included	Included		--
Boiler & Machinery	\$100,000	\$10,000	Included	Included		--
Public Employee Dishonesty	\$500,000	\$2,500	807	837	837	0
Sub Total:			41,707	49,430	55,513	6,083
TOTAL: LIABILITY, PROPERTY & CRIME			322,807	402,561	377,860	-24,701
Workers' Compensation	Statutory		192,842	159,492	167,769	8,277
GRAND TOTAL			515,649	562,053	545,629	-16,424


Board Priority

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

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute payment of \$545,629 to Texas Municipal League Inter-Governmental Risk Pool for the following lines of coverage for FY2021: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Final Approval by:



 Miguel Rendón
 Acting Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, October 26, 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 September 28, 2022**
- 6. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into a Three-Year Software Agreement with Remix Technologies, LLC**
- 7. Heard Committee Chair Report**
- 8. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:00 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 9:00 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Beatriz Charo (Virtual), Anna Jimenez and Matt Woolbright.

Board Members Absent

Armando Gonzalez

Staff Present

David Chapa, John Esparza, Angelina Gaitan, Sharon Montez, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña, and Marisa Montiel.

Public Present

Ben Schmidt, MV Transportation.



Safety Briefing

Mr. John Esparza, Safety and Security Administrator, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the eastside stairwell to the first floor where they will exit through the east side doors. Once outside, everyone will go to the employee parking lot and assemble in assembly area one. He noted Ms. Montiel would account for all Board Members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency, to not return until the all-clear is given and 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

Discussion and Possible to Approve the Operations & Capital Projects Committee Meeting Minutes of September 28, 2022

DIRECTOR WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF SEPTEMBER 28, 2022. VICE CHAIR JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into a Three-Year Software Agreement with Remix Technologies, LLC

Mr. Gordon Robinson, Director of Planning, presented the item stating the Board priority is innovation. For the background, he noted that CCRTA has utilized Remix software since 2016. This software helps with transit planning to sketch, analyze, and design service improvements, detours, special event services and grant applications. This is also utilized to develop Long Range System Plan recommendations. This is Software as a Service (SaaS) and is a fully hosted and cloud-based system. There is a sole source agreement in which he discussed. He noted that this was advertised in the procurement process but no interest was received. He displayed the 2016 through 2022 Remix software costs. He continues that the current year-to-year agreement term at \$32,000 expires December 31, 2022 and an agreement renewal is required to continue to utilize software. He discussed and displayed the year-to-year vs. three-year agreement options and costs. There will be a \$15,090 under the three-year option and will be firm not to exceed amount vs. year-to-year. There is no applicable DBE. The three-year agreement option cost of the software is \$114,000 from January 1, 2023 through December 31, 2025. The 2023 year is budgeted in the proposed fiscal year 2023 operating budget and the same will be done for 2024 and 2025.



DIRECTOR WOOLBRIGHT MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ENTER INTO A THREE-YEAR SOFTWARE AGREEMENT WITH REMIX TECHNOLOGIES, LLC. SECRETARY JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Heard Committee Chair Report

Mr. Eloy Salazar had nothing new to report.

Adjournment

Adjourned at 9:08 a.m.

Submitted by: Marisa Montiel



Subject: Award a Contract to Rain Seal Masters Roofing and Sheet Metal, Inc. for Bear Lane Flat Roof Replacement

Background

The Bear Lane Operations Facility was built in 2002 and the roof had a 20-year life.

Identified Need

The existing flat roof on the first and second floor, at the Bear Lane Operations building has reached it useful life and is scheduled for replacement.

Analysis

An Invitation for Bids (IFB) was issued on August 30, the pre-bid was held September 16th, the bids were due November 7th, and five (5) proposals were received. The lowest base bidder is Rain Seal Master Roofing & Sheet Metal, Inc., at \$217,600.

Company	Base Bid	Add Alternate	Total for Base Bid and Add Alternate
Rain Seal Master Roofing & Sheet Metal, Inc.	\$217,600	\$97,400	\$315,000
Pinion 91 Contracting, LLC	\$220,388	\$29,600	\$249,988
Gemini Services of the Coastal Bend, LLC	\$249,600	\$74,900	\$324,500
Argio Roofing & Construction, LLC	\$314,200	\$71,000	\$385,200
Gazoria Roofing, LLC dba Diverse Roofing	\$376,000	\$48,000	\$424,000

Rain Seal Master Roofing has been in business since 1999, and incorporated since 2002. A list of previous clients includes Coastal Bend College Kingsville, Industrial Independent School District, De Leon Elementary, Victoria ISD and Tulo-so-Midway Independent School District. De Leon Elementary and Tulo-so Midway were both very satisfied with Rain Seal’s performance.

Staff also considered the possibility of making an award with the Additive Alternate to Pinion 91 Contracting, LLC which would be the lowest bid with that combination. The following issues cause that option not to be workable for the CCRTA: (1) the grant funds available to the CCRTA after the other costs incurred are not sufficient to cover the full amount; (2) the cost proposed of \$29,000 for the additive alternate is so far below the costs of the other bids for the same work (less than half of the median of all five bids) raises questions about whether it is a viable option; and (3) CCRTA staff has not been able to confirm the references provided by Pinion 91 Contracting, LLC.

Disadvantaged Business Enterprise

There was no DBE contract goal set for this procurement.

Financial Impact

The award of the contract is \$217,600 for the base bid portion. This project is federally funded, and is an 80/20 split. The budget for the project is \$231,760.

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 Contract to Rain Seal Master Roofing & Sheet Metal, Inc., for Bear Lane Flat Roof Replacement for \$217,600.

Respectfully Submitted,

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

Final Approval by:



Miguel Rendón
Acting Chief Executive Officer