

MEETING AGENDA

ODATE: Wednesday, February 22, 2023

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 November 16, 2023 (No December or January Meeting)	G. Canales	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend the Board of Directors Adopt a Resolution to Support Low or No Emission Grant 5339(c) and Grant for Buses and Bus Facilities 5339(b) Consolidated FY2023 Funding Opportunity	R. Patrick	3 min.	Page 4-6 Attachment A
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Approve A Three-Year Contract for Federal Legislative Consulting Services with Cassidy & Associates, LLC	R. Patrick	3 min.	Page 7
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Approve A Three-Year Contract for State Legislative Consulting Services with Longbow Partners, LLP	R. Patrick	3 min	Page 8

9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2023 Certifications and Assurances	R. Saldaña	3 min.	Pages 9-13 <i>Attachment B</i>
10.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve a Three-Year Agreement for Employment Legal Services with Wood, Boykin & Wolters	A. Gaitan	3 min.	Pages 14
11.	Committee Chair Report	G. Canales	3 min.	-----
12.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 32 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.	-----
	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 November 16, 2022 (No December or January Meeting)	E. Salazar	3 min.	Pages 1-3
6.	Discussion and Possible Action to Exercise Option Year Two (2) and increase in contract price with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services.	D. Majchszak	3 min.	Pages 4-7 <i>Attachment A</i>
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 **Friday, February 17, 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, November 16, 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 October 26, 2022**
- 6. No Action taken for the Recommendation of Board of Directors to 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**
- 7. Heard Committee Chair Report**
- 8. 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 8:40 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison and Erica Maymi.

Board Members Absent

Jeremy Coleman and Aaron Muñoz.

Staff Present

David Chapa, John Esparza, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, 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 east stairwell to the first floor where they will exit through the eastside doors. Once outside, everyone will go to the employee parking lot and assemble in assembly area one. He noted will be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. 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 October 26, 2022

DIRECTOR LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 26, 2022. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CANALES, ALLISON AND MAYMI VOTING IN FAVOR. ABSENT COLEMAN AND MUÑOZ.

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

Mr. Mike Rendón provided background on the item stating CCRTA is self-insured through the TMLIRP and 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. He displayed a comparison chart of the coverage and contributions from 2021-2023. The 2023 coverage contributions grand total was \$16,424 less than 2022.



Director Canales asked if the item could be moved straight to the Board Meeting, as she may have a conflict of interest. At this time, no action was taken and it was noted the item would be taken to the next Board Meeting.

Heard Committee Chair Report

Committee Chair Canales had nothing new to report and asked her committee members if they wanted to comment on anything, they had no comments.

Adjournment

There being no further review of items, the meeting adjourned at 8:50 a.m.

Submitted by: Marisa Montiel



Subject: Adopt a Resolution to Support Low or No Emission Grant 5339(c) and Grant for Buses and Bus Facilities 5339(b) Consolidated FY2023 Funding Opportunity

Background

The Federal Transit Administration released a Notice of Funding Opportunity on January 27, 2023, announcing the opportunity to apply for \$1.7 billion in FY 2023 funds to support state and local efforts to modernize aging transit fleets with low- or no- emission buses, renovate and construct bus facilities, and support workforce development.

FTA's Low or No Emission (Low-No) Program – 5339(c) and Buses and Bus Facilities Competitive Program 49 U.S.C. 5339 (b), helps transit agencies buy or lease U.S.-built zero-emission and low-emission transit buses along with charging equipment and supporting facilities. Both programs support buses that reduce air pollution and help meet current federal goals of net-zero emissions by 2050.

FTA's Grants for Buses and Bus Facilities Program – 5339(b), supports transit agencies in buying and rehabilitating buses, vans, and related equipment and building bus facilities. The Bipartisan Infrastructure Law provides nearly \$2 billion over five years for the program. For Fiscal Year 2023, approximately \$469 million for grants will be available.

Funds remain available for obligation for both funding opportunities for four fiscal years. This includes the fiscal year in which the amount is made available or appropriated plus three additional years.

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act and/or the Americans with Disabilities Act. Therefore, the Federal share of the cost of leasing or purchasing a transit bus is not to exceed 85 percent of the total transit bus cost. The federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is 90 percent of the net project cost. Applicants must identify these specific activities in their application in order to receive this increased federal share.

The grant applications will need to be submitted by 11:59PM EST on April 13, 2023.

Identified Need

FTA has structured the funding opportunity to advance key national priorities such as replacing old buses, providing good-paying jobs, improving transit affordability and reliability, advancing community health and environmental justice, and contributing to the President's goal of net-zero emissions by 2050.

The grant funds would be used for the transition of CCRTA's fleet to the lowest polluting and most energy-efficient transit vehicles, supporting infrastructure, and a rural transfer

station with park and ride capabilities. Grant application will be prepared with assistance and information garnered from the Center for Transportation and the Environment's (CTE) transition feasibility study.

The FTA is striving to speed up the deployment process for electric buses and is allowing for agencies to pre-select their teams before the grant submittal process, in an effort to move things along more quickly.

Under the State of Texas, Chapter 451 regulations, the CCRTA must issue a Request for Proposals for the procurement of zero-emission electric transit buses, even though the FTA has waived the competitive procurement process. However, a contract will not be awarded unless a grant is received. The same holds true for a contract with the Center for Transportation and the Environment.

The CCRTA will post a notice in accordance with the state statute for the Request for Proposals for the potential procurement of electric buses and for the potential contract for professional services with the Center for Transportation and the Environment, due to the deadline for the grant submittal. The CEO requested and obtained authorization from the Chairman to move forward with the aforementioned items.

Participants for 5339(c)

Currently, the anticipated participants in the Low or No Emission Vehicle Program 5339(c) include the Center for Transportation and the Environment (CTE).

Analysis

CCRTA is working with CTE to identify all the items to ensure compliance with state and federal guidelines. In addition, CCRTA is currently working on identifying the most suited routes for electric buses and charging station locations.

Financial Impact

The estimated amount is not to exceed \$22 million.

Recommendation

Staff requests the Board of Directors adopt a Resolution to Support Low or No Emission Grant and Grant for Buses and Bus Facilities Consolidated FY2023 Funding Opportunity by authorizing the Chief Executive Officer or designee to execute and submit applications for:

- The Low or No Emission Vehicle Program 5339(c) and
- Buses and Bus Facilities Competitive Program 49 U.S.C. 5339(b)

Respectfully Submitted,

Submitted by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer

Corpus Christi Regional Transportation Authority



Resolution

IN SUPPORT OF LOW OR NO EMISSION BUSES & FACILITIES AND A RURAL TRANSFER STATION

WHEREAS, the Corpus Christi Regional Transportation Authority has a long-term goal of identifying and implementing alternative forms of transportation in order to address lower emissions, reduce operating costs, enhance safety, and attain quieter transportation.

WHEREAS, the Corpus Christi Regional Transportation Authority is pursuing the construction of a rural transfer station in Robstown, Texas in order to improve transportation accessibility for the region’s workforce in order to enhance the regional economy and create greater economic sustainability.

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

Section 1. The Board hereby declares its support for low or no emission buses and infrastructure in order to address alternative forms of transportation, lower collective emissions, reduce operating costs, enhance safety, and attain quieter transportation.

Section 2. The Board also hereby declares its support for the development of a rural transfer station in Robstown, Texas in order to improve transportation accessibility for the region’s workforce in order to enhance the regional economy and create greater economic sustainability.

Section 3. The Board further declares its intention to support the exploration of grant opportunities for the electric vehicle program and rural transportation facilities that would reduce carbon emissions, improve transportation accessibility for the service area’s workforce, reduce operating costs, and enhance transit safety and reliability for our transit system.

DULY PASSED AND ADOPTED this ____ day of March, 2023.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Miguel E. Rendón
Acting Chief Executive Officer

Dan Leyendecker
Chairman of the Board



Subject: Approve A Three-Year Contract for Federal Legislative Consulting Services with Cassidy & Associates, LLC

Background

CCRTA contracts for federal consulting services to assist with legislative action, Federal Transit Administration (FTA) requests, grant applications, and other congressional-related items. CCRTA currently contracts with Cassidy & Associates, LLC (Cassidy & Associates) to provide specialized grant work and follow-up legislative actions. Cassidy & Associates assisted the CCRTA in earning competitive federal grant awards in 2019.

Identified Need

Cassidy & Associates would assist with any future competitive grant applications. The consulting services provided by Cassidy & Associates have been exceptional. Leadership would like to continue this partnership going forward

The current contract is scheduled to expire on March 31, 2023.

Disadvantaged Business Enterprise

While federal funds would not be used, staff will encourage Cassidy & Associates to outreach to minority, women-owned, and disadvantaged businesses.

Financial Impact

The three-year agreement costs are as follows:

- Federal Legislative Consulting Services
 - Annually \$126,000 per year to be apportioned in monthly payments of \$10,500
 - Total amount of the contract for 3 years would be \$378,000
 - Cassidy & Associates would have the option to expense the CCRTA for pre-approved business expenses and travel

Board Priority

The Board Priority aligns with Transparency.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Acting Chief Executive Officer (CEO) or designee to approve a contract for Federal Legislative Consulting Services to Cassidy & Associates, LLC, for a Three-Year Period Effective April 1, 2023.

Respectfully Submitted,

Final Approval by: _____

Miguel Rendón
Acting Chief Executive Officer



Subject: Approve A Three-Year Contract for State Legislative Consulting Services with Longbow Partners, LLP

Background

CCRTA contracts for State consulting services to assist with state legislative initiatives, the legislative process, access, and identification of discretionary funding opportunities. CCRTA currently contracts with Longbow Partners, LLP, (Longbow Partners) to provide state legislative consulting services.

Identified Need

Longbow Partners are currently working to help legislation amend and create transportation laws that would benefit the CCRTA. The state legislative services provided by Longbow Partners have been excellent and management would recommend we continue with these services.

The state legislative consulting services contract is scheduled to expire on June 5, 2023. CCRTA would like to begin a new agreement that would replace the current contract. The new agreement would align with the federal legislative consultant contract's dates.

Disadvantaged Business Enterprise

While federal funds would not be used, staff will encourage Longbow Partners to outreach to minority, women-owned, and disadvantaged businesses.

Financial Impact

The three-year agreement costs are as follows:

- State Legislative Consulting Services
 - Annually \$75,000 per year to be apportioned in monthly payments of \$6,250
 - Total amount of the contract for 3 years would be \$225,000
 - Longbow Partners would have the option to expense the CCRTA for pre-approved business expenses and travel

Board Priority

The Board Priority aligns with Transparency.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Acting Chief Executive Officer (CEO) or designee to approve a contract for State Legislative Consulting Services to Longbow Partners, LLP, for a Three-Year Period Effective April 1, 2023.

Respectfully Submitted,

Final Approval by:



Miguel Rendón
Acting Chief Executive Officer



Subject: Authorize to Execute and Submit the Federal Transit Administration (FTA) 2023 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see attached "*FTA FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES*").

The annual Certifications and Assurances for federal fiscal year 2023 (October 2022 through September 2023) covers all projects for which the CCRTA seeks funding for in 2023. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2023 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2023 Certifications and Assurances were published in the Federal Register on January 27, 2023.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants

14. Infrastructure Finance Programs
15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Cybersecurity Certification for Rail Rolling Stock and Operations
20. Tribal Transit Program
21. Emergency Relief Program

By signing the annual Certifications and Assurances, the CCRTA understands and agrees that every provision in these Certifications and Assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before FTA may award a federal grant to the CCRTA, the CCRTA must submit all Certifications and Assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the CCRTA to obtain a current affirmation signed by the agency's attorney affirming CCRTA's legal authority to certify its compliance with the FTA Certifications and Assurances that CCRTA has selected.

Financial Impact

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

Board Priority


This item aligns with Board Priority – Public Image & Transparency.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration's Fiscal Year 2023 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by: 
Miguel Rendon, Acting Chief Executive Officer

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES
FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–21. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

<u>No.</u>	<u>Category</u>	<u>Certification</u>
01.	Certifications and Assurances Required of Every Applicant	_____
02.	Public Transportation Agency Safety Plans	_____
03.	Tax Liability and Felony Convictions	_____
04.	Lobbying	_____
05.	Private Sector Protections	_____
06.	Transit Asset Management Plan	_____
07.	Rolling Stock Buy America Reviews and Bus Testing	_____
08.	Urbanized Area Formula Grants Program	_____
09.	Formula Grants for Rural Areas	_____
10.	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
12.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13.	State of Good Repair Grants	_____
14.	Infrastructure Finance Programs	_____
15.	Alcohol and Controlled Substances Testing	_____
16.	Rail Safety Training and Oversight	_____
17.	Demand Responsive Service	_____
18.	Interest and Financing Costs	_____
19.	Cybersecurity Certification for Rail Rolling Stock and Operations	_____
20.	Tribal Transit Programs	_____
21.	Emergency Relief Program	_____

**FEDERAL FISCAL YEAR 2023 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2023)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute Certifications and Assurances Fiscal Year 2023.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: _____

Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of the Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: _____

Date: _____

Name: _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Administration Committee Meeting Memo

February 22, 2023

Subject: Approve a Three-Year Agreement for Employment Legal Services with Wood, Boykin & Wolters

Background

CCRTA is in need of the expertise for legal services to assist with employment legal matters that affect the agency and our employees. The Human Resources department utilizes the legal team of Wood, Boykin & Wolters to assist with employment matters such as terminations, EEOC complaints, policy updates and other specialized compliance items. The current contract is set to expire on March 31, 2023.

Identified Need

The authority has identified the need for our Human Resource department to have these services available to them when unexpected incidents occur. The authority has been pleased with the services that Wood, Boykin & Wolters has offered to our Human Resources department.

Disadvantaged Business Enterprise

This item is not funded with federal funds.

Financial Impact

Wood, Boykin & Wolters agreement is for \$50,000 annually and is based on the hours worked by the legal team and will vary on a monthly basis. The total for the three-year agreement is \$150,000. These monies are 100% budgeted within individual operating department budgets.

Board Priority

The Board Priority is Transparency.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to authorize awarding a (3) three-year agreement with Wood, Boykin & Wolters for Employment Legal Services.

Respectfully Submitted,

Submitted by: Angelina Gaitan
Director of Human Resources

Final Approval by: 
Miguel Rendon
Acting Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, November 16, 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 October 26, 2022**
- 6. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Rain Seal Masters Roofing and Sheet Metal, Inc. for Bear Lane Flat Roof Replacement**
- 7. Heard Committee Chair Report**
- 8. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:50 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 8:51 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

Armando Gonzalez

Staff Present

David Chapa, John Esparza, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón, 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 east stairwell to the first floor where they will exit through the eastside doors. Once outside, everyone will go to the employee parking lot and assemble in assembly area one. He noted will be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. 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 Action to Approve the Operations & Capital Projects Committee Meeting Minutes of October 26, 2022

DIRECTOR BEATRIZ CHARO, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF OCTOBER 26, 2022. DIRECTOR MATT WOOLBRIGHT 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 Award a Contract to Rain Seal Masters Roofing and Sheet Metal, Inc. for Bear Lane Flat Roof Replacement

Ms. Sharon Montez, Managing Director of Capital Projects and Customer Services, gave the item presentation. She introduced the owner of Rain Seal Masters Roofing and Sheet Metal, Mr. Lozano, to the Board. She stated the Board Priority is Facilities and Safety. For the background, the Bear Lane Operations Facility was built in 2002 and the roof has reached it's 20-year life. The invitation for bids was issued on August 30th and the pre-bid was held on September 16th. Five proposals were received and the lowest base bidder is Rain Seal Master Roofing and Sheet Metal, Inc. at \$217,600. The project budget is \$231,760. Ms. Montez displayed a tabled with the bids from the various companies. She provided the background and history of Rain Seal Mater Roofing to the Board. The DBE participation is zero percent but they are a DBE company, so CCRTA will be able to count it towards their federal goal. The award of the contract is \$217,600 for the base bid portion and the project is federally funded and is an 80/20 split. The budget for the project is \$231,70. Director Salazar asked for clarification on the alternate section. Ms. Montez noted that section will be re-bid.



DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO RAIN SEAL MASTERS ROOFING AND SHEET METAL, INC FOR BEAR LANE FLAT ROOF REPLACEMENT. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Heard Committee Chair Report

Mr. Eloy Salazar had no new items to report and with there not being any further comments, Chair Salazar adjourned the meeting.

Adjournment

Adjourned at 8:59 a.m.

Submitted by: Marisa Montiel



Subject: Exercise Option Year Two (2) and Increase in Contract Price with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services

Background

The Corpus Christi Regional Transportation Authority (CCRTA) vanpool program is a resource for businesses and community groups to access carpooling services through the CCRTA and is a cost-effective public transit option. Commuters travel together in high capacity vehicles between their homes or a designated location to a common work destination. The goal of the vanpool program is to reduce traffic congestion, improve air quality, and provide a cost-effective travel alternative for commuters.

Vanpool participants lease vehicles from Enterprise Holdings, dba as Commute with Enterprise and Enterprise Rent-A-Car, Inc. (Commute with Enterprise). The CCRTA subsidizes a participants' lease by paying a flat rate subsidy directly to the contractor based upon van size and mileage. Currently, the vanpool program is comprised of 31 vans providing transportation to the following employers:

- Federal Correctional Institution (FCI) Three Rivers (8 vans)
- Naval Air Station (NAS) Kingsville (4 vans)
- Border Patrol Station Falfurrias (7 vans)
- Border Patrol Station Freer (4 vans)
- Border Patrol Station Kingsville (6 vans)
- Chevron Plant Ingleside (2 vans)

Ridership levels within the vanpool program have increased 65 percent between April 2019 and December 2022.

Identified Need

The contract with Commute with Enterprise was awarded on April 1, 2019, as a Three (3) Year base contract through March 31, 2022 with Two (2) One-Year options. The current Option Year One (1) contract began on April 1, 2022 and will expire on March 31, 2023. In order to continue the vanpool program beyond Option Year One (1), exercising Option Year Two (2) is required. While Option Year Two (2) will begin on April 1, 2023 and expire on March 31, 2024, Commute with Enterprise is requesting an increase in contract price due to increased vehicle and operational costs.

In January 2023, Commute with Enterprise expressed the desire to increase monthly lease rates. In addition, Commute with Enterprise requested that the CCRTA review current subsidies to determine if an increase is possible. Revised monthly lease rate and subsidy increases would become effective within the Option Year Two (2) contract.

In February 2023, as a result of negotiations with the CCRTA, Commute with Enterprise submitted a proposed price schedule containing rate increases for vanpool program participant monthly leases to be included in Option Year Two (2). The price schedule contains an average 20% rate increase among the 31 vans. The price schedule is included in Attachment A. In addition, Commute with Enterprise requested that the CCRTA evaluate monthly subsidies to offset the increased monthly lease rates.

Based on peer reviews with Texas transit agencies, the CCRTA revised the subsidies, which are based on a flat rate by van size, and not mileage ranges as were included in the current subsidy structure. Under the revised subsidies, the CCRTA agreed to an average increase of 33% among the 31 vans. The revised subsidies will offset an average 20% monthly rate increase as compared to a 36% average rate increase if the current subsidies remained unchanged.

Current CCRTA subsidy table:

One-Way Miles	7-8 Passenger Van	9-10 Passenger Van	11-15 Passenger Van
5-14	\$225	\$275	\$325
15-24	\$250	\$300	\$350
25-34	\$275	\$325	\$375
35-44	\$300	\$350	\$400
45+	\$350	\$400	\$450

Revised CCRTA subsidy table:

One-Way Miles	7-8 Passenger Van	9-10 Passenger Van	11-15 Passenger Van
Varies	\$450	\$475	\$500

Disadvantaged Business Enterprise

Not applicable.

Financial Impact

Under the revised subsidies with 31 vans, the estimated monthly cost increase is \$3,725. In anticipation of projected growth, the estimated cost of Option Year Two (2) is \$187,050. To fund the first nine months between April and December in Fiscal Year (FY) 2023, funds are allocated up to \$122,708 in the FY2023 approved annual operating budget. For FY2023, the total increase in costs for remainder of FY2023 is estimated to be \$35,617. An additional amount may be required pending future growth. In FY2024, the appropriate budget amount will be included to support the program through the first quarter of FY2024.

Year	Estimated Number of Vanpools	Estimated Cost
2023 (Apr-Dec)	35*	\$143,325
2024 (Jan-Mar)	36*	\$43,725
Total		\$187,050

*Projected 10% increase in FY2023 and 3% increase in first quarter of FY2024 with 7-8 passenger vans.

Board Priority

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

Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two (2) and increase in contract price with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Miguel E. Rendón
Acting Chief Executive Officer

CCRTA VANPOOL PROGRAM									
Contractor's Annual Not-to-Exceed Price Report (price before program subsidy)									
In the table below, enter the van type and monthly lease rate (Use Fee) for each vehicle size at each corresponding mileage interval for each van you operate. On a separate page, provide a description of the major features for each van type.									
Monthly Mileage Allowance	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type	Van Type
	Total Seats 7	Total Seats 8	Total Seats 9	Total Seats 10	Total Seats 11	Total Seats 12	Total Seats 13	Total Seats 14	Total Seats 15
500	\$1,075	\$1,125	\$1,225	\$1,225	\$1,270	\$1,270	\$1,380	\$1,380	\$1,380
750	\$1,075	\$1,125	\$1,225	\$1,225	\$1,270	\$1,270	\$1,380	\$1,380	\$1,380
1000	\$1,155	\$1,180	\$1,230	\$1,230	\$1,275	\$1,275	\$1,395	\$1,395	\$1,395
1250	\$1,155	\$1,180	\$1,230	\$1,230	\$1,275	\$1,275	\$1,395	\$1,395	\$1,395
1500	\$1,190	\$1,215	\$1,245	\$1,245	\$1,290	\$1,290	\$1,415	\$1,415	\$1,415
1750	\$1,190	\$1,215	\$1,245	\$1,245	\$1,290	\$1,290	\$1,415	\$1,415	\$1,415
2000	\$1,190	\$1,215	\$1,245	\$1,245	\$1,290	\$1,290	\$1,415	\$1,415	\$1,415
2250	\$1,220	\$1,245	\$1,265	\$1,265	\$1,305	\$1,305	\$1,425	\$1,425	\$1,425
2500	\$1,220	\$1,245	\$1,265	\$1,265	\$1,305	\$1,305	\$1,425	\$1,425	\$1,425
2750	\$1,220	\$1,245	\$1,265	\$1,265	\$1,305	\$1,305	\$1,425	\$1,425	\$1,425
3000	\$1,220	\$1,245	\$1,265	\$1,265	\$1,305	\$1,305	\$1,425	\$1,425	\$1,425
3250	\$1,220	\$1,245	\$1,265	\$1,265	\$1,305	\$1,305	\$1,425	\$1,425	\$1,425
3500	\$1,440	\$1,465	\$1,480	\$1,480	\$1,525	\$1,525	\$1,645	\$1,645	\$1,645
3750	\$1,440	\$1,465	\$1,480	\$1,480	\$1,525	\$1,525	\$1,645	\$1,645	\$1,645
4000	\$1,440	\$1,465	\$1,480	\$1,480	\$1,525	\$1,525	\$1,645	\$1,645	\$1,645
4250	\$1,440	\$1,465	\$1,480	\$1,480	\$1,525	\$1,525	\$1,645	\$1,645	\$1,645
4500	\$1,440	\$1,465	\$1,480	\$1,480	\$1,525	\$1,525	\$1,645	\$1,645	\$1,645
4750	\$1,815	\$1,840	\$1,855	\$1,855	\$1,900	\$1,900	\$2,020	\$2,020	\$2,020
5000	\$1,815	\$1,840	\$1,855	\$1,855	\$1,900	\$1,900	\$2,020	\$2,020	\$2,020

Monthly Use Fee price is to include everything normally billed to a customer except fuel, car washes, tolls and parking charges, etc.