



MEETING AGENDA

DATE: Wednesday, March 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 February 22, 2023	G. Canales	3 min.	Pages 1-7
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365	R. Saldaña	3 min.	Page 8
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.	-----
	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 February 22, 2023	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 his Designee to Exercise Option Year Two (2) with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services	S. Montez	3 min.	Pages 4-5
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Marshall Company, Ltd. for the Construction of the New Port Ayers Transfer Station	S. Montez	3 min.	Pages 6-7
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to approve the purchase of seven ENC 35' CNG buses from the State of Georgia DOAS Contract	D. Majchszak/ Gordon Robinson	3 min.	Pages 8-9
9.	Committee Chair Report	E. Salazar	3 min.	-----
10.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 26 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, March 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. Secondarily, 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, February 22, 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 November 16, 2022**
6. **Approved the Recommendation of Board of Directors to 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**
7. **Approved the Recommendation of Board of Directors Authorize the Chief Executive Officer (CEO) of his Designee to Approve a Three-Year Contract for Federal Legislative Consulting Services with Cassidy & Associates, LLC**
8. **Approved the Recommendation of 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**
9. **Approved the Recommendation of Board of Directors Authorize the Chief Executive Officer (CEO) of his Designee and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration's Fiscal Year 2023 Certifications and Assurances**
10. **Approved the Recommendation of 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**
11. **Heard Committee Chair Report**
12. **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 8:31 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison (virtual), Erica Maymi and Aaron Muñoz. Board Chair, Dan Leyendecker attended virtually.

Board Members Absent

Jeremy Coleman.



Staff Present

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

Public Present

Mario Rodriguez, Commute with Enterprise.

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 west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. He noted he would 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 November 16, 2022

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 16, 2022. DIRECTOR AARON MUÑOZ 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 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



Ms. Rita Patrick, Managing Director of Public Relations, presented the item and noted the Board Priority is Transparency. The Federal Transit Administration (FTA) released a Notice of Funding Opportunity on January 27, 2023 with a total of \$1.7 billion in FY2023 funds to support state and local efforts. Ms. Patrick noted that the funds remain available for obligation for four fiscal years and all eligible expenses are attributable to compliance with the Clean Air Act and/or the Americans with Disabilities Act. Federal funds are to cover up to 85% of cost. She noted both applications are due April 13, 2023. She continues that the U.S. goals are to aid in sustainable transit for a healthy planet and to encourage all transit agencies to develop climate action plans that includes converting fleets to electric buses and making facilities more efficient. These funds will support good-paying jobs and help reduce carbon emissions. Ms. Patrick stated the identified needs which include electric vehicles, supporting infrastructure and Rural Transfer Stations with Park & Ride. The grant application will be completed in collaboration with CTE, Cassidy and Associates and CCRTA staff. The bus manufacturer will be determined before submitting the application and the engineers will be selected from current engineering pool. CCRTA will request letters of support from political and community stakeholders. The financial impact was discussed stating the 5339(c) grant request will be for \$22 million for 13 electric buses and supporting infrastructure. The 5339(b) grant request will be for \$2 million for Robstown Transfer Station and electric supporting infrastructure.

At this time, Ms. Patrick answered questions from the Committee. Director Maymi asked if CCRTA is responsible for 10% of the request. Ms. Patrick and Mr. Saldaña noted it may be up 15-25% to display the agency has the financial capability to complete the projects. Director Maymi asked how many buses are replaced on an annual basis. Mr. Saldaña noted it depends on the schedule, they are replaced every 7-12 years, or by mileage. Mr. Majchszak noted the large buses have not been replaced since 2017. Vice Chair Jimenez asked if it increases the chances by pledging a higher percentage. Mr. Saldaña noted that there are many variable factors that the FTA looks at, but it could potentially help the application. Director Maymi asked if this is already included in the financial budget. Mr. Saldaña responded that it is not, there is some in the CIP, and if the grant is awarded this will need to be brought back to the Board for a budget amendment. Director Salazar asked what will be done differently on this application vs last years application. Ms. Patrick noted that besides upping the percentage of CCRTA's financial responsibility, there will be two applications instead of one. The transfer station and infrastructure would be separate from the bus request this go around. Director Maymi asked since there will be two separate applications, what would happen if one would get approved but not the other, especially since one part is where the charging station would be. Mr. Majchszak noted that if the Robstown Transfer Station did not get approved, only Route 27 would be affected and would just be placed on hold. The buses would be charged at the Bear Lane Center and is part of the 5339(c) request. There was discussion on the Board members getting to see the final numbers once the application is put together. Also, the fact that the bus manufacturer would be named in the application as the FTA prefers for the plan to be ready to go rather than the funds sitting there awhile to make those decisions after the fact. This is something that could be amended after the fact, should there be any issues with the manufacturer.

Director Woolbright asked where the \$6 million CCRTA commitment would come from and Mr. Saldaña replied from the unrestricted reserves. Mr. Majchszak noted that CTE would be at the full Board to talk about the full Zero Emission plan. Director Salazar asked about the application timeline and it was noted that the deadline to apply is April 13th and there should be a response from the FTA in approximately 75 days after that.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT A RESOLUTION TO SUPPORT LOW OR NOEMISSION GRANT 5339(C) AND GRANT FOR BUS AND BUS FACILITIES 5339(B) CONSOLIDATED FY2023 FUNDING OPPORTUNITY. DIRECTOR AARON MUÑOZ 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 a Three-Year Contract for Federal Legislative Consulting Services with Cassidy & Associates, LLC

Ms. Rita Patrick presented the item and noted the Board Priority is Transparency. She noted that CCRTA contracts for federal consulting services to assist with legislative action, Federal Transit Administration (FTA) requests, grant applications, and other congress related items. The agencies current contract is with Cassidy & Associates, LLC to provide specialized grant work and follow-up legislative actions. She points out that Cassidy & Associates assisted the CCRTA in earning competitive federal grant awards in 2019. The current contract is scheduled to expire on March 31, 2023 and CCRTA leadership would like to continue this partnership going forward. The three-year contract would be \$126,000 annually for a total of \$378,000 for the three-year contract. The two-year option will be presented to the Board of Directors for approval and the end of the three-year contract.

At this time, Ms. Patrick answered questions from the Committee. Director Maymi asked how long Cassidy & Associates has been around and how long CCRTA has been using them. Ms. Patrick noted in excess of twenty years and the original contract began shortly before 2019. Director Maymi asked since we have been using them, how much revenue have they brought. Ms. Patrick noted that they helped secure the grant for the new Port Ayers Transfer Station, the parking lot and the new transfer station super stop at Del Mar. Ms. Patrick added that Cassidy & Associates will help with the federal grant but also help whenever CCRTA visits the Hill and during Legislative Conferences to help set up meetings with legislative groups and the FTA. Director Woolbright asked what their record is on competitive grants and how many has CCRTA applied for. Ms. Patrick noted two were applied for and one was granted. Director Woolbright asked if CCRTA is paying \$10,000 a month to Cassidy & Associates for them to schedule meetings and forward emails on behalf of CCRTA. Ms. Patrick noted that they continue to work with the executive team, they are in constant communication with the legislative group and alert CCRTA of grant opportunities from the FTA, FEMA, Department of Energy, Etc. Mr. Majchszak noted that other grant opportunities have come up, but CCRTA has not had a full-time dedicated staff member to apply for these and it is in the works to fill the position. Director Woolbright asked



if these services went out for bids to compare. Mr. Saldaña noted that this was done through a Professional Services Agreement and did not go out for bid. Director Woolbright suggested it may be worthwhile to go out for bid to see if other companies could offer more services for their cost and have a better value. Mr. Saldaña pointed out that prior to Cassidy & Associates coming on board, CCRTA has never been awarded a competitive grant and noted that they were paid the \$120,000/year while CCRTA's award was approximately \$9 million. Director Gonzalez adds that in his industry several years ago, similar contracts were approximately \$10,000/month, so this is reasonable especially for the scale of the organization. Director Salazar added that it would be good in the future to present other options and proposals for the Board to consider. Director Woolbright hoped that if Cassidy & Associates is listening, that they would consider helping out with some of the smaller energy grants to help increase the value and added CCRTA is not bound by any contract.

DIRECTOR AARON MUÑOZ MADE A MOTION 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. DIRECTOR ERICA 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 Approve a Three-Year Contract for State Legislative Consulting Services with Longbow Partners, LLP

Ms. Rita Patrick presented the item and noted the Board Priority is Transparency. CCRTA contracts for state consulting services to assist with state legislative initiative, the legislative process, access, and identification of discretionary funding opportunities. CCRTA currently contract with Longbow Partners, LLP to provide state legislative consulting services. Longbow Partners are currently working to help legislation amend and create transportation laws that would benefit the CCRTA. She notes services provided by Longbow Partners have been excellent and CCRTA's management recommend services be continued. The current contract is scheduled to expire on June 5, 2023 and CCRTA would like to begin a new agreement that would replace the current contract to align with the federal legislative consultant's contract dates. Ms. Patrick states the three-year contract will be \$75,000 annually and a total of \$225,000 for the three-year contract. The two-year option will be presented to the Board of Directors for approval at the end of the three-year contract.

At this time, Ms. Patrick answered questions from the Committee. Director Maymi asked how long CCRTA has been using Longbow Partners, LLP. Ms. Patrick noted CCRTA has been using Longbow Partners for in excess of ten years. Director Maymi asked if other quotes were obtained and if there is an increase in the contract. Ms. Patrick noted no other quotes were obtained and explained that the contract cost was different when in session year vs not in session, so the contract was adjusted so it is consistent per year. She did note there was a 5% increase overall. Director Maymi asked what additional benefits Longbow Partners provide besides working with the legislation in Austin. Ms. Patrick replied



that they work with CCRTA on grants, they provide updates and pertinent updates on the transit industry, they help set up meetings with legislative leadership and help represent the agency when not present. Committee Chair Canales added that she has been working with Longbow Partners on CCRTA's Legislative Agenda and when the time comes to submit a bill, for example the fare review, Longbow will help with the language, bill writers, talking to the legislators that will assist in putting the bill in and are they every step of the way. Director Muñoz added that they also keep CCRTA in the loop of any issues that may come up in the legislature that the agency may not have the capacity to monitor all at once and will be able to quickly develop a strategy to navigate the topic at hand. Secretary Allison agreed and added that she notices how Longbow has helped cultivate relationships with many members of the legislation and members of the Transportation Committee which is critical to moving forward CCRTA's legislative agenda. Director Woolbright asked what the salary is for CCRTA's Managing Director of Government Affairs position. Ms. Patrick noted she was unsure and Director Woolbright commented how it seems there is a large amount of funds going towards the consulting services between the three: federal legislation consulting, state legislative consulting and the Managing Director of Government Affairs position. Director Woolbright emphasized the Boards request to get more bids on these contracts and does not see an incentive to increase the contract cost.

SECRETARY LYNN ALLISON MADE A MOTION 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. DIRECTOR ERICA 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) of his Designee and the CCRTA Legal Counsel, Mr. John Bell, to Execute the Federal Transit Administration's Fiscal Year 2023 Certifications and Assurances

Mr. Robert Saldaña presented the item noting the board priority is public image and transparency. For the background, he noted that in 1995, the FTA authorized to consolidate the Certifications & Assurances (C&A) required by law into a single document. The C&A ensures that the recipient complies with the required federal regulations of any particular FTA funding award. Institutional, managerial and financial capability to ensure proper planning, management and completion of the projects. To receive federal assistance, the recipient must submit the annual C&A before federal assistance is awarded. He continues, there are twenty-one categories within the C&A that CCRTA must comply. Before FTA awards a federal grant to CCRTA, all C&As must be submitted to FTA and must be signed by the agency's attorney and CEO. There is no DBE goal for this item and no direct financial impact, however, if non-compliant, the FTA will not appropriate formula or competitive grant funds.



DIRECTOR ERICA MAYMI MADE A MOTION 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. DIRECTOR AARON MUÑOZ 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 a Three-Year Agreement for Employment Legal Services with Wood, Boykin & Wolters

Ms. Angelina Gaitan, Director of Human Resources, presented the item noting the board priority is transparency. For the background, she noted the current agreement expires March 31, 2023 and is not to exceed \$50,000. She says CCRTA utilizes a legal team to provide advice on legal matters that arise from employment matters and to ensure compliance matters are met as related to state and federal laws and regulations. The estimated cost of this agreement for three-years is \$150,000 and is 100% budgeted in the 2023 Operating Budget. This item has no DBE requirement as it is not funded with federal dollars.

At this time, Ms. Gaitan answered questions from the Committee. Director Maymi asked how long CCRTA has been using Wood, Boykin & Wolters and Ms. Gaitan replied well over 13 years. Director Maymi asked if the company is local and Ms. Gaitan replied yes.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO APPROVE A THREE-YEAR AGREEMENT FOR EMPLOYMENT LEGAL SERVICES WITH WOOD, BOYKIN & WOLTERS SECRETARY LYNN ALLISON SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Heard Committee Chair Report

There was no discussion on this item.

Adjournment

There being no further review of items, the meeting adjourned at 9:40 a.m.

Submitted by: Marisa Montiel



Subject: Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365

Background

The CCRTA's current Microsoft Email system and Office Software has been in place since 2019 and it enables RTA staff to easily send and receive documents, images, links and communicate with others. The RTA's current email system play's a critical function in daily operations to keep communications with staff, vendors and stakeholders.

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, Cyber Security enhancements and implementing a new Management Information System. At the present time the RTA hosts its own Microsoft email system and purchases Microsoft Office Software licenses every 3 years. By switching to Office 365, the RTA will have its email system in the cloud with Microsoft and will always have access to all the newest Microsoft Office software upgrades.

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. Estimated cost for a 3-year contract with SHI for Microsoft Office 365 will be \$85,579.20. Funds for the Office 365 software license were identified in the MIS 2023 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 Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

Final Approval by: 

Miguel Rendón
Acting Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, February 22, 2023**

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 November 16, 2022**
- 6. Recommended the Board of Directors 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**
- 7. Heard Committee Chair Report**
- 8. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:40 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 9:40 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Beatriz Charo, Armando Gonzalez, Anna Jimenez and Matt Woolbright.

Board Members Absent

None

Staff Present

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

Public Present

Mario Rodriguez, Commute with Enterprise.



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 west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. He noted he would 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 November 16, 2023

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 16, 2022. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ, JIMENEZ 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 Two (2) and Increase in Contract Price with Enterprise Holdings, dba Commute with Enterprise for Vanpool Services

Mr. Derrick Majchszak, Managing Director of Operations, gave the item presentation. He introduced Mario with Enterprise Holdings, who oversees all the group leases, to the Board. For the background, the Vanpool Program was described as a group of people sharing travel for commuting between a pick-up location to a similar destination or work center. This promotes reduced traffic congestion, improves air quality, and provides savings in fuel and vehicle operating costs. Vanpool participants lease vehicles from Commute with Enterprise. He notes CCRTA pays a monthly subsidy directly to the contractor based upon van size and mileage. There are currently 31 vans in the program. In 2022, there were 89,104 passenger trips. The initial contract was awarded on April 1, 2019, as a three (3) year base contract through March 31, 2022, with two (2) one-year options. Mr. Majchszak notes to continue program, exercise option year two (2) and increase contract price effective April 1, 2023 through March 31, 2024. In January 2023, Enterprise requested a contact increase of 35% and CCRTA was able to negotiate a 20% increase to minimize the increase cost. Next, he displayed a proposed Enterprise Monthly Lease Rates chart and CCRTA Subsidy Peer Review in Texas chart. Lastly, he displayed the revised CCRTA subsidy structure



based on peer review. It was noted DBE is not applicable to this item. The FY 2023 budget for Vanpool Program is \$122,708 and under the revised subsidies with 31 vans, the estimated monthly cost increase is \$3,725. With projected growth, estimated cost of Option Year Two (2) is \$187,050. At this time, he answered any questions the board had.

VICE CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS 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. DIRECTOR MATT WOOLBRIGHT 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 but did note there will be a lot of upcoming travel due to the Legislative Session. He encouraged Legislative Chair and the Committee members for their time during this season.

Adjournment

Adjourned at 9:51 a.m.

Submitted by: Marisa Montiel _____



Subject: Exercise the Second Option Year with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services

Background

The CCRTA entered into an engineering/architectural/environmental services contract on April 15, 2019 with Hanson Professional Services, Inc. for a three-year fixed contract, with two one-year options. The second (last) option period extends services from April 15, 2023 through April 14, 2024.

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, cost estimates, renderings, project timelines for various grant packages, as well as, environmental compliance services.

Identified Need

The purpose of having an engineering/architect/environmental company of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident or a grant application)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked

Hanson Professional Services, Inc., has provided excellent support/guidance services throughout the previous three-year contract and one-year option.

Ongoing work, currently underway, that will finish out through the option year include, several bus stop improvement projects, that are being reviewed by TXDOT and City of Robstown, as well as, an Environmental Assessment Phase I, stormwater quarterly monitoring, generator upgrade projects and Bus Stop Improvement Project -Phase VII, and a Bus Pad Project.

Disadvantaged Business Enterprise (DBE)

Hanson Professional Services, Inc. has committed to meeting the DBE goal of 7% for this contract.

Financial Impact

The annual cost estimate is \$150,000. The services will be requested on an as-needed basis and associated fees will only be incurred as per request.

Board Priority


This project aligns with the Board Priority – Facilities.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the second (last) option year with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer



Subject: Award a Contract to Marshall Company, Ltd. for the Construction of New Port Ayers Station

Background

The CCRTA received a competitive grant for three capital projects, which consisted of Bear Lane Bus Parking Lot Improvements (completed), Del Mar South – Bus Stops (2) (construction underway) and a new Port Ayers Station.

Identified Need

The new structure will be located 4311 Ayers Street, at the intersection of Port Street and Ayers Street. 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 the Port Street side.

The new station will be located adjacent to the old station, off of Ayers Street and Port Street. The new station will have a similar open canopy design scheme, like the Staples Street Station at 602 North Staples, but with enhancements.

The new enhancements will include safety elements that intensify the safety in the area and the design process will consist of an ADA universal design concept, along with modern technology elements, the latest in energy efficient lighting and equipment, as well as, customer amenities

Analysis

The bids were issued January 27th, the pre-bid was held February 10th, and the bid opening as March 13th. The CCRTA received five bids, but two were quotes submitted by subcontractors and not responsive bids. The lowest bid, which was responsive and responsible, was submitted by Marshall Company, Ltd. The table below displays the bid information.

Company Name	Total Award
Marshall Company, Ltd.	\$6,198,000
Victory Building Team	\$6,300,000
B.E. Beecroft Co., Inc.	\$7,400,000

The company was established in 1941. Mr. Michael Dodson is the president. They have performed work, over the last five years, for Alice Independent School District, Aransas Pass Independent School District, and for the CCRTA, on its current Del Mar Oso Creek – Bus Stops Project. The work history with CCRTA to date, has been very satisfactory.

Financial Impact

The estimated amount of the contract is \$6,198,000 and is budgeted in the 2023 Capital Projects budget. This project is funded with 75% federal funds and 25% local funds. The amount of the 5339 (b) competitive grant award, for the project, was \$5,811,845.

Contingent upon contract approval, by the CCRTA's Board of Directors, CCRTA staff and Gignac's architectural team will work with Marshall Company, to review the bid pricing, to determine if there are areas where pricing can be adjusted to reduce the bid price, to close the gap between the grant award and the bid price, estimated at \$386,155.

Staff, will bring any bid price reductions, over \$50,000, back to the Board of Directors for review.

Board Priority

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

Disadvantaged Business Enterprise

The DBE Goal for this project is 15%, and Marshall Company has committed to a DBE goal of 39%.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Marshall Company for the Construction of the new Port Ayers Station not to exceed \$6,198,000.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer



Subject: Authorize the Purchase of Seven ENC 35' CNG buses from the State of Georgia DOAS Contract

Background

The current fleet of sixty-five (65) heavy-duty buses consists of fifteen (15) diesel and fifty (50) CNG. The current fleet are all powered by a Cummins engine, regardless of being diesel or CNG. As these buses meet and exceed their useful life, maintenance costs and the potential for disruptions in service rise.

As outlined by the Federal Transit Administration guidelines, the useful life of a heavy duty bus is twelve (12) years or 500,000 miles. With the passage of 2015's Federal Transit Administration FAST Act, the FTA allows local transit agencies to purchase vehicles from state cooperatives that meet FTA's procurement guidelines.

ENC was established in 1975 as National Coach and was most recently known as EIDorado National California. ENC's manufacturing facility located in Riverside, California. ENC is one of 30 brands that are part of the larger REV Group, which builds emergency vehicles, fire apparatus, recreation vehicles, and commercial vehicles such as those used in public transit.

Identified Need

Several Transportation Buses have met their useful life and need replacement in order to avoid excessive maintenance costs and disruptions to daily operations.

Currently CCRTA has twenty-five (25) heavy-duty diesel and CNG buses that have met their useful life by years and/or mileage and are in need of replacement. Replacements for buses that have met their useful life are needed in order to avoid excessive maintenance costs and disruptions to daily operations and our customers

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures for the Seven (7) ENC 35' CNG buses is estimated to be \$5,487,770.33, and it is a 2023 CIP project funded partially by 5307 Formula Funds. The local match is 15% with an estimated cost of \$823,165.55 and the federal match is 85% with an estimated cost of \$4,664,604.78

The Board approved total budget for this CIP item is \$5,600,000.00.

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 authorize the purchase of seven (7) ENC 35' CNG buses from the State of Georgia DOAS contract.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 

Mike Rendon
Acting Chief Executive Officer