



AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, May 3, 2023

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

Dan Leyendecker, Chair
 Anna Jimenez, Vice Chair
 Lynn Allison, Board Secretary
 (Rural and Small Cities Chair)

BOARD OF DIRECTORS MEMBERS

Gabi Canales (Administration & Finance Chair)
 Eloy Salazar (Operations & Capital Projects Chair)
 Aaron Muñoz (Legislative Chair)
 Beatriz Charo Jeremy Coleman Armando Gonzalez
 Erica Maymi Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	D. Leyendecker U.S. Veteran, Judge Joe Benavidez	1 min.	-----
2.	Roll Call	M. Montiel	2 min.	-----
3.	Safety Briefing	J. Esparza	3 min.	-----
4.	Receipt of Conflict of Interest Affidavits	D. Leyendecker	2 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	D. Leyendecker	3 min.	-----
<p>Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.</p>				
6.	Awards and Recognition – a) TTA Roadeo 2 nd Place Winner – 40 ft. buses, Oscar Zamora (CCRTA) b) TTA Roadeo 3 rd Place Winner – 35 ft. buses to Manuel Martinez (CCRTA) c) APTA Certificate of Merit – “Bus Security” awarded to CCRTA d) APTA Certificate of Merit – “Emergency Management” awarded to CCRTA	M. Rendón	5 min.	-----
7.	Discussion and Possible Action to Approve Board Minutes of the Board of Directors Meeting of April 5, 2023	D. Leyendecker	3 min.	Pages 1-8

AGENDA MEETING NOTICE

8.	<p>CONSENT ITEMS: The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.</p> <ul style="list-style-type: none"> a) Action to Adopt the Revised 2023 Emergency Preparedness Policy b) Action to Approve the 2023 Budget Amendment for Pension Costs of \$523,430 c) Action to Issue a Professional Service Agreement for Battery Electric Bus Deployment Project with the Center for Transportation and the Environment (CTE) d) Action to Exercise Option Year One on Individual Contracts to Multiple Vendors for Bus Parts Supply e) Action to Award a Contract to H & E Equipment Services, Inc. (H&E), for the Purchase of an Articulating Boom Lift 	5 min.	Pages 9-37	
9.	<p>Discussion and Possible Action to Re-Appointment of Robert Box to CCRTA's Committee on Accessible Transportation (RCAT)</p>	S. Montez	3 min.	Page 38 <i>PPT</i>
10.	<p>Committee Chair Reports</p> <ul style="list-style-type: none"> a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative 	G. Canales E. Salazar L. Allison A Muñoz	3 min. 3 min. 3 min. 3 min.	-----
11.	<p>Update on Health Care Consulting/Risk Management Services with Roland Barrera Insurance</p>	M. Rendón/ Roland Barrera	5 min.	<i>PPT</i>
12.	<p>Update on Value Engineering Process for the New Port Ayers Station</p>	S. Montez	3 min.	<i>PPT</i>
13.	<p>Update on Shelter Installations</p>	S. Montez	5 min.	<i>PPT</i>
14.	<p>Presentations:</p> <ul style="list-style-type: none"> a) 2023 Defined Benefit Plan Actuarial Valuation b) 2023 Other Post-Employment Benefits Other Than Pensions (OPEB) Plan Valuation c) March 2023 Financial Report d) May 2023 Procurement Update e) March 2023 Operations Report f) Jan – February 2023 Safety & Security Report 	R. Saldaña/ Laura Stewart, USI Consulting Group R. Saldaña R. Saldaña D. Majchszak M. Rendón	35 min.	Pages 39-58 <i>PPT</i> Pages 59-76 <i>PPT</i> Pages 77-88 <i>PPT</i> <i>PPT</i> Pages 89-98 <i>PPT</i> <i>PPT</i>
15.	<p>Acting CEO Report</p>	M. Rendón	3 min.	<i>PPT</i>

AGENDA MEETING NOTICE

16.	Discussion (in Closed Session) on a) The Selection of a New CEO, and Possible Action thereafter in Open Session b) Consultation with legal counsel concerning matters involving attorney-client privilege, including legal issues related to legislation pending or contemplated in the 88th Texas Legislature, with possible action thereafter in open session	D. Leyendecker	20 min.	-----
17.	Board Chair Report	D. Leyendecker	10 min.	-----
18.	Adjournment	D. Leyendecker	1 min.	-----

Total Estimated Time: 2 hour 01 mins.

On **Friday, April 28, 2023** 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
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, April 5, 2023**

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Heard Safety Briefing
4. Receipt of Conflict of Interest Affidavits – None Received
5. Provided Opportunity for Public Comment
6. Held Closed Session on the Selection of a New CEO, and Possible Action thereafter in Open Session
7. Presented Awards and Recognition
 - a) APTA AdWheel Award presented to CCRTA for Best Special Event on Workforce Development, “2022 Employee Appreciation Day”
 - b) APTA Adwheel Award presented to CCRTA for Best Print Media to Support Ridership, “CCRTA Buc Days Parade Bus Wrap”
 - c) Employee Recognition – Ms. Delia Cristan, MV Transportation
8. Approved Board of Director Meeting Minutes of March 1, 2023
9. Approved Consent Items
 - a) Awarded a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365
 - b) Exercised Option Year Two (2) with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services
 - c) Awarded a Contract to Marshall Company, Ltd. for the Construction of the New Port Ayers Transfer Station
 - d) Approved the purchase of seven ENC 35' CNG buses from the State of Georgia DOAS Contract
10. Heard Committee Chair Reports
 - a) Administration and Finance
 - b) Operations and Capital Projects
 - c) Rural and Small Cities
 - d) Legislative
11. Heard Presentation on 2022 Year in Review
12. Heard Update on RCAT Committee Activities
13. Heard Presentations –
 - a) February 2023 Financial Report
 - b) April 2023 Procurement Update
 - c) February 2023 Operations Report
14. Heard Boar Chair Report
15. 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

Board Secretary Lynn Allison called the meeting to order at 8:31 a.m. She welcomed and gave a brief introduction for Mr. Pat Simon, U.S. Veteran, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted there was not a quorum present at this time. The meeting would continue with non-action items until a quorum was present.

Board Members Present

Dan Leyendecker (virtual), Lynn Allison, Gabi Canales, Jeremy Coleman, Armando Gonzalez (virtual), Anna Jimenez (virtual), Erica Maymi, Eloy Salazar and Matt Woolbright.

Board Members Absent

Beatriz Charo & Aaron Muñoz.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Sandy Roddel and JoAnna Serna. Ben Schmit, Tameka Weathers & Delia Cristan, MV Transportation.

Public Present

Roland Barrera, Rolando Barerra Insurance. Lamont C. Taylor, HRA/CAFP. Michael Dodson, Marshall Company. Paul Rybalka, Gignac Architects. Gabriel Ortiz, Hanson.

Safety Briefing

Mr. John Esparza, Safety and Security Administrator, presented the safety briefing to the Board and audience. He noted that in the event of an emergency, the audience would exit the boardroom to his right and proceed down to the first floor where they would exit through the westside stairwell to the first floor and exit through the westside doors. Once outside, they would continue to the clock tower adjacent to the transfer station. Ms. Montiel will account for all Board Members and he would be the last out to ensure everyone exits safely. He noted three things, to not use the elevator, do not return until all clear has been given and if a shelter in place is needed, they would do so in the Westside stairwell.

Receipt of Conflict of Interest Affidavits

There were no Conflict of Interest Affidavits received.

Opportunity for Public Comment

Ms. Montiel noted three public comments were submitted online and have been provided to each Board Member. Those public comments are reflected below:

1. Mariah Boone – “Please remove the hostile architecture you have installed on the RTA’s bus benches and stop installing it. Public spaces - especially spaces paid for by our tax dollars - are for the public. Hostile architecture attempts to target a group of people for exclusion from public spaces - this is discrimination. Using public tax dollars to discriminate against certain citizens is a violation of their civil rights. RTA buses do not run through the night. There is no reason why benches paid for by our tax dollars should sit empty at night when we have tired citizens who have not been able to find shelter that is accessible to them trying to lay down. No one wants to sleep on a bench - only people who are barely managing to survive are doing this. Targeting these vulnerable people and making it harder for them to rest is both cruel and dangerous. Sleep is necessary for survival. The negative public perceptions that are generated and enforced by hostile architecture are almost as dangerous as sleep deprivation. Unhoused people do not commit crimes at a higher rate than the general population, outside of acts like sleeping outside and panhandling, which are often unconstitutionally criminalized in a deliberate effort to target them. Discriminatory ordinances and hostile architecture influence public perception, creating the idea that the unhoused are dangerous and different. These perceptions decrease public empathy and increase the incidence of hate crimes against the unhoused. People who are unhoused genuinely need help. Our community has failed to provide the supports needed for everyone to have safety and shelter. Hostile architecture seeks to erase unhoused people from the public view. If we do not see suffering people, if we never interact with those in need, then we are not motivated to find real solutions. We can be a better community than this. Removing the bars and dividers from the benches is a start. Please put their removal on your Board Meeting agenda for May. Thank you”
2. Julia Landress – “Hostile architecture of bus stop benches. Deliberately designing a public bench so that no one can stretch out on it, nor even accommodate a fat person is not only discriminatory, it's just plain creepy. You're here to serve the PUBLIC, not just the folks you like best !!!!!!!!!!!”
3. Nikita Gupta – “Please put the removal of hostile architecture on their bus benches on the agenda for your next Board of Directors meeting. Our unhoused brothers and sisters should not be targeted and harassed every time they try to rest.”

At this time, Ms. Montiel noted that Mr. Lamont Taylor had signed up in person and he came up to speak. Mr. Taylor noted that he was representing the Hillcrest Resident Association and the Corpus Christi Association for Transparency. He brought forward two issues noting one has been resolved. He talked about Route 12 saying he understands a new frequency has been implemented. He stated as a former employee and Board Member of the RTA, he travels the streets around the city and notices a lack of shelters, particularly on the westside, which he frequents. He understands there is a five-year plan and he worked on the five-year plan when he was with the RTA, and says there are several routes that is a slab with no shelter, or a bench with no shade. He continues that the summer months are coming up and

it will be detrimental for the riders who have to stand out in the sun or rain without any shelter. He says he understands there is a lot of construction going on, but that is not an excuse to not have bus shelters. He thanked the board for their time.

Awards and Recognitions

- a) APTA AdWheel Award presented to CCRTA for Best Special Event on Workforce Development, “2022 Employee Appreciation Day”
- b) APTA Adwheel Award presented to CCRTA for Best Print Media to Support Ridership, “CCRTA Buc Days Parade Bus Wrap”

At this time Ms. Patrick spoke on the two APTA AdWheel Awards listed above, stating these were received at the APTA Marketing and Communications Workshop and these were awards that recognized the top marketing efforts for transit agencies on a national level. One was for the best marketing communication on workforce development in which RTA recognized the efforts of RTA employees with a 2022 Employee Appreciation Day. Ms. Patrick thanked the HR staff, the marketing staff and leadership for helping make the event a success. The second award was to support ridership with print media and the 2022 Buc Days bus wrap was recognized. She thanked MDR, the advertising agency, for their graphic design and the operations department who puts together all the things that make the bus look spectacular and come alive.

- c) Employee Recognition – Ms. Delia Cristan, MV Transportation

At this time, Mr. Rendón noted that on March 14th, the B-Line driver, Ms. Delia Cristan was driving on Townsend when she noticed a toddler in the middle of the street walking onto the main road. She immediately pulled over and rescued the toddler as other vehicles were coming along the road. Ms. Cristan immediately called dispatch, authorities were called and the toddler was reunited with her family. He continues stating that Ms. Cristan has been a driver for the B-Line and MV Transportation for more than three decades. She has never had a preventable accident since working for MV and that is outstanding. Ms. Cristan has been married for over 38 years and has two daughters, two sons, 18 grandchildren and 22 great grandchildren. She loves her job and does well every day. Secretary Allison thanked Ms. Cristan for acting so quickly and safely for the passengers and for the toddler, she cannot thank her enough. At this time, photos were taken with all of the awardees. By this time, Director Maymi has arrived and a quorum was present so the meeting continued addressing action items.

Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of March 1, 2023

DIRECTOR JEREMY COLEMAN MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF MARCH 1, 2023. DIRECTOR ERICA MAYMI SECONDED THE MOTION. ALLISON, CANALES, COLEMAN, GONZALEZ, JIMENEZ, LEYENDECKER, MAYMI, SALAZAR AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO AND MUÑOZ.

Consent Items

- a) **Action to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365**
- b) **Action to Exercise Option Year Two (2) with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services**
- c) **Action to Award a Contract to Marshall Company, Ltd. for the Construction of the New Port Ayers Transfer Station**
- d) **Action to Approve the purchase of seven ENC 35' CNG buses from the State of Georgia DOAS Contract**

DIRECTOR GABI CANALES MADE A MOTION TO APPROVE CONSENT ITEMS A) THROUGH C). VICE CHAIR ANNA JIMENEZ SECONDED THE MOTION. ALLISON, CANALES, COLEMAN, GONZALEZ, JIMENEZ, LEYENDECKER, MAYMI, SALAZAR AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO AND MUÑOZ.

Discussion on item D) was held. Director Woolbright asked about the overheating of CNG batteries. Mr. Majchszak said that the CNG cutaway vehicles had issues but the large buses do not have the same issues and have a more mature type of technology. The vehicles have adequate cooling capacity.

DIRECTOR MATT WOOLBRIGHT MADE A MOTION TO APPROVE CONSENT ITEM D). DIRECTOR ERICA MAYMI SECONDED THE MOTION. ALLISON, CANALES, COLEMAN, GONZALEZ, JIMENEZ, LEYENDECKER, MAYMI, SALAZAR AND WOOLBRIGHT VOTING IN FAVOR. ABSENT CHARO AND MUÑOZ.

Committee Chair Reports

Director Canales, Administration and Finance Committee Chair, commented nothing new to report for the committee but she is looking forward to their next meeting. Director Salazar had nothing new to report for the Operations and Capital Projects Committee but is excited that the two bus stops are on schedule and he is looking forward to the Port Ayers Project. Secretary Allison reported for the Rural and Small Cities noting nothing new to report for the committee. She did want to ask how are things looking for the renewing of service from Aransas Pass to Port Aransas and if the service comes online in May. Mr. Majchszak

reported that it will begin the Friday before Memorial Day and conclude at the very end of September. Mr. Rendón wanted to add that in May, there will be an Emergency Preparedness Presentation to the Small Cities Committee of Mayors once the plan is approved by the Board. Mr. Rendón noted for the Legislative Committee, they did visit with Legislators in Austin and everything is looking good so far. Also, the Legislative Agenda will be presented to the County on May 12th. Director Canales added that she, Director Woolbright and Director Coleman met with the Chairman of Transportation, Terry Canales, and were able to discuss RTA's Legislative issues. Talk of a future visit to Austin was discussed.

Discussion (In Closed Session) on the Selection of a New CEO, and Possible Action Thereafter in Open Session

Secretary Allison noted under Section 551.074, of the Texas Open Meetings Act, the Board of Directors will be going into closed session in order to discuss agenda item 6, Discussion (in Closed Session) on the Selection of a New CEO, and Possible Action thereafter in Open Session

Secretary Allison called recess for the Executive Session at 8:57 A.M.

Secretary Allison called the CCRTA Board Meeting back into session at 9:35 A.M. and noted no votes were taken during Executive Session.

Presentation on Year in Review

Mr. Rendón introduced the item and played the CCRTA 2022 Year in Review video. He went over some of the highlights from the year stating the vision of 2022 was "Adelante/Forward" and the video overviewed the collective effort of the employees to provide transportation that is essential to the community. He thanked many CCRTA staff members for all of their efforts to make this a successful year. He provided an update on the FTA grant application stating the application is finalized and they will be submitted by April 13th. The TTA State Conference, Rodeo and Expo is being hosted by CCRTA April 11th through 15th. Ms. Rita Patrick announced that CCRTA Received two APTA Certificates of Merit for Safety and Security. One for Merit for Bus Security Excellence and the second one for Merit for Emergency Management. She says these awards recognize the top programs in the nation that address safety and security. Mr. Rendón provided a summary of the presence of security and law enforcement at the transfer stations and bus stops. The priority is to ensure that the customers are safe and feel safe when they are utilizing the CCRTA system. Mr. Rendón thanked the staff and B-Team for their unity and efforts in ensuring the facilities and systems are safe.

Update on the RCAT Committee Activities

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the RCAT Committee Update. She noted their last meeting was held on March 16th and where she gave the committee updates on February CEO's Report Information, FY 2023 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program and the January 2023 B-Line Operations Metric Report. She displayed the B-Line Service Performance Report and noted no issues. The next RCAT Committee meeting will be held on May 18th. There will be no RCAT meeting in April.

Presentations

a) February 2023 Financial Report

Ms. Sandy Roddel, Managing Director of Finance, presented the February financials and noted that the item aligns with the Board Priority of Public Image & Transparency. She presented the highlights for the month stating Bus Advertising was 135.52% of baseline, Investment Income was 405.86% of baseline and Staples Street Center Leases were 100.04% of baseline. She displayed the projected February 2023 Income Statement Snapshot. Total revenues came in at \$3,696,292 and total expenses were \$3,526,817. She displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating revenues were \$102,452 and total non-operating revenues was \$3,140,698. Next, she discussed and displayed a pie chart of where the money went. Ms. Roddel showed the expenses by object for February. Purchased Transportation was 23%, Miscellaneous 2%, Supplies 8%, Salaries and Wages 40%, Benefits 10%, Services 13%, Utilities 2% and Insurance was 2%. The total Departmental Operating expenses were \$2,906,607. The YTD highlights for Bus Advertising was 137.20% of baseline, Investment Income was 407.74% of baseline and Staples Street Center Leases were 99.71% of baseline. Ms. Roddel discussed the fare recovery ratio. The current YTD FRC is 2.78%. Next, she displayed the sales tax update for January in which \$2,883,848 was received.

b) April 2023 Procurement Update

Ms. Christina Perez, Director of Procurement, presented the item. She discussed the current procurements, an Articulating Boom Lift with a firm-fixed supply one-time purchase in the amount of \$61,731. Bus Parts Supply with various vendors one year with two one-year options in the amount of \$650,000. Two Diesel Forklifts with a firm-fixed supply one-time purchase in the amount of \$150,000. Windstorm and Hain Insurance Coverage with Acrisure, LLC dba Carlisle Insurance for one year in the amount of \$189,756. The purchase, restoration and repurposing of the Kleberg Bank Building for a six-month contract. Occupational Medical Services with The Doctor's Center for a three-year contract for \$100,000. The total of current procurements is \$1,151,487. The three-month outlook under the CEO signature authority was displayed next. All of these items are \$50,000 or less. Generator Services with Cummins Inc. for \$21,917, Memorandum of Agreement – REAL Demand Response Services for \$34,603, Commercial Custodial Services for \$33,685, Annual Actuarial Services – Employees' Defined Benefit Plan and Trust for \$22,000 and Real Time

Passenger Information System for \$45,000. These total \$157,205. Ms. Perez closed with stating the Marina Space with the City of Corpus Christi is not to exceed \$6,840.

d) February 2023 Operations Report

Mr. Derrick Majchszak noted the board image for this item is Public Image and Transparency. He provided the highlights for the month of February 2023 vs. February 2022. The Passenger Trips were up 34.4%, the Revenue Service Hours were up 3.5% and the Revenue Service Miles were up 8.3%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted the system overall was up 34.4% but down -39.7% vs. pre-covid. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the upcoming impacts and pointed out the total number of bus stops currently impacted or remain closed is 48 and 64 additional bus stops to be impacted or possibly closed due to these impacts. The B-Line service passengers per hour meet the performance standard and reported no issues. There were 19 customer assistance forms for the month, with one accommodation. The miles between road calls and the large bus fleet exceeded the standards as. At this time, Mr. Majchszak answered any questions the Board had.

Board Chair Report

At this time, Secretary Allison had nothing to report other than saying good job to the team and that she appreciated the them. Director Maymi gave congratulations on all of the awards and community involvement.

Adjournment

There being no further review of items, the meeting adjourned at 10:06 a.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

EMERGENCY PREPAREDNESS POLICY

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

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

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

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

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

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

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

III. **DEFINITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESPONSIBILITIES:

CEO and Department Heads:

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

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

Department Heads:

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

Supervisor Responsibilities:

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

All CCRTA Employees' Responsibilities:

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

3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

4) Employees are required to phone in or check in personally with their Department Head on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.

5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.

6) Every employee is responsible for timely reporting to his/her Department Head, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

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

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

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

ESSENTIAL EMPLOYEES ARE:

Chief Executive Officer
Managing Director of Executive Affairs
Managing Director of Administration
Managing Director of Operations
Managing Director of Capital Programs and Customer Services
Managing Director of Public Relations
Director of Transportation
Director of Planning (<i>OEM Representative-City</i>)

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

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

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

VEHICLE MAINTENANCE DEPARTMENT

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

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

OPERATIONS

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

PLANNING

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

INFORMATION TECHNOLOGY

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

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

FACILITIES MAINTENANCE

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

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

The following positions are designated as Non-Essential:

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

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

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

Waivers for Essential Positions:

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

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

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

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

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

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

Policy Violations:

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

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

Emergency Event Pay:

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

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

A. Exempt Employees:

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

3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.

4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Department Heads.

B. Non-Exempt Employees (hourly):

1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.

2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.

3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

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

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

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

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

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

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

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

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

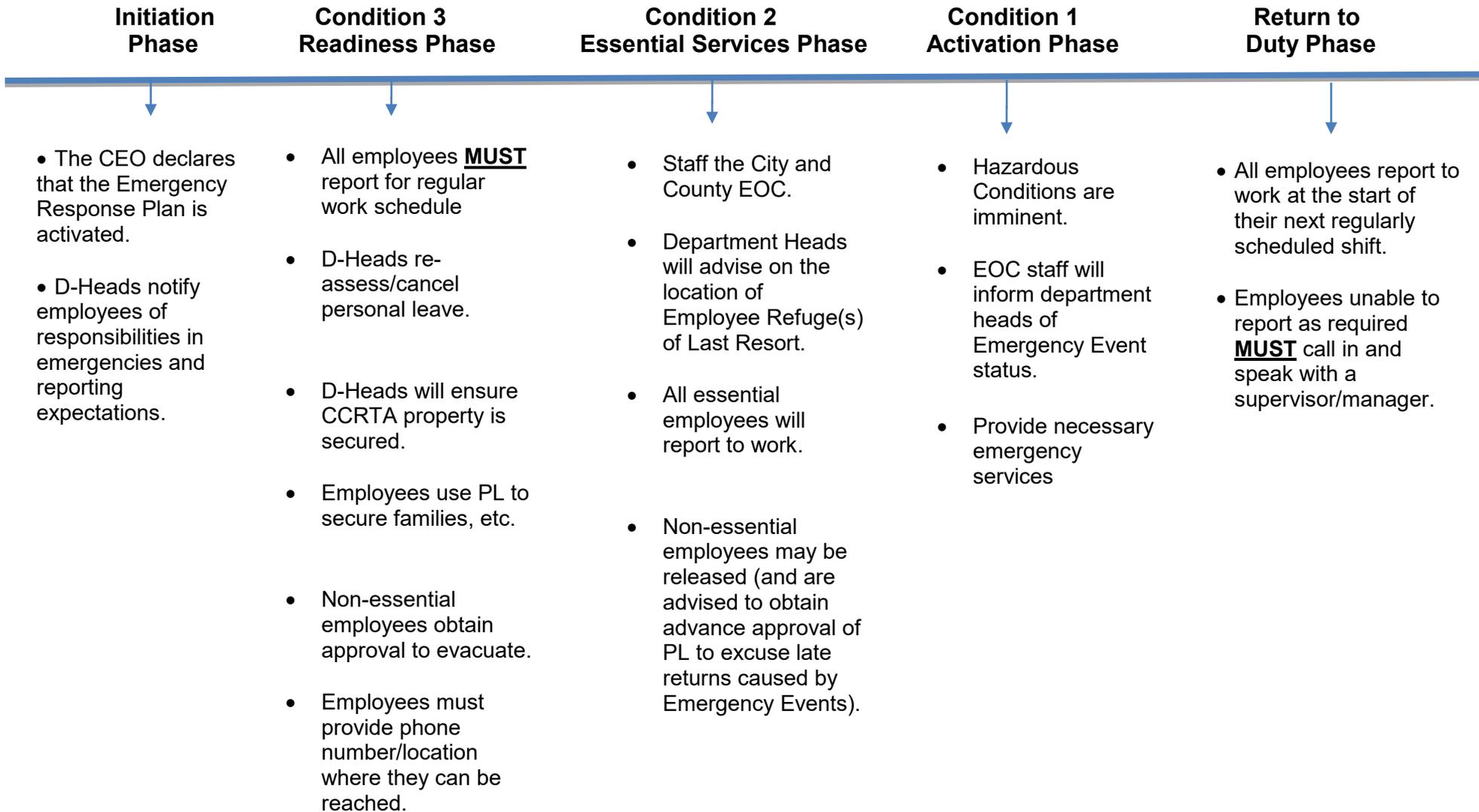
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated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

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

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019;
April 22, 2020; May 5, 2021; April 27, 2022; April 26, 2023.

Emergency Preparedness Phases





Subject: Adopt Budget Amendment No 1 authorizing the payment of the 2023 Annual Pension Contribution increase as calculated by the Actuary

Background

The fundamental financial **objective** of CCRTA is to fund the **long-term cost** of the pension benefits promised to participants under the **Defined Benefit Plan (DBP)** even if plan investments do not perform well. The DBP provides a fixed, pre-established benefit for employees at retirement.

Funding of the **long-term cost** is accomplished through **annual contributions** made solely from **CCRTA's operating budget**. Annual contributions are required to be calculated under applicable actuarial standards and based on actuarial studies as of the valuation date in order to properly fund the pension plan. The Actuary that CCRTA utilizes for this service is USI Consulting Group, Inc.

The **funding ratio** is a core indicator of a pension fund's financial health, and to maintain the **sustainability** of the pension plan there are two policies that are currently in place. First and foremost is CCRTA's annual contribution policy which requires the annual contribution to include the Normal Cost plus the amortized portion of the Unfunded Actuarial Accrued Liability as calculated by the Actuary. Based on this policy, the projected cash flows will be sufficient to cover benefit payments to plan participants when they become due.

Secondly, in response to the **Texas Government Code §802.2011**, the CCRTA Board approved a funding policy on September 6, 2019 that set the funding ratio at a **range of 85% to 95%** on a year-to-year basis in order to progressively move towards the goal of **100% funding over time** as required by the Code. This funding policy is filed with the **Texas Pension Review Board**.

Identified Need

It has been the practice of the Authority to budget the annual contribution amount equal to the annual contribution of the previous year and to include other factors that can be identified by the Finance Department that may increase the estimated value which is primarily due to increases in salaries and wages. This estimate is paid early in January so that the contribution can start earning interest.

Once the actuarial report is released and approved by the Board, the difference between the budgeted and actuarial amount is presented to the Board as a budget amendment in order to pay the additional funding to the DBP Trust.

Fiscal Impact

The total expenditures budgeted in the **2023 Adopted Operating Budget** will need to be increased by **\$523,430 through a budget amendment in order to maintain a funded ratio of 87.35%**. The increase in expenditures is expected to be covered by projected Sales Tax Revenue increases.

Comparative Data are shown below:

2023 Annual Contribution per Actuary	\$ 1,952,572
2022 Annual Contribution per Actuary	1,330,108
Increase	\$ 622,464

2023 Annual Contribution per Actuary	\$ 1,952,572
2023 Budget	1,429,142
Amount of Budget Amendment Required	\$ 523,430

Budget Allocations to the various departmental pension accounts for the \$523,430 pension increase are shown below:

Dept	2023 Approved Budget	Additional Contribution	Proposed Amended Budget
Transportation	\$ 696,413	\$ 255,064	\$ 951,477
Customer Service	33,638	12,320	45,958
Service Development	38,660	14,159	52,819
MIS	44,159	16,174	60,333
Vehicle Maintenance	219,872	80,530	300,402
Facilities Maintenance	84,329	30,886	115,215
Procurement	26,280	9,625	35,905
CEO's Office	36,190	13,255	49,445
Finance	41,301	15,127	56,428
Materials Management	15,170	5,556	20,726
Human Resources	72,242	26,459	98,701
Administration	28,286	10,360	38,646
Capital Projects	24,784	9,077	33,861
Marketing	22,195	8,129	30,324
Safety & Security	27,488	10,068	37,556
Staples Street Center - Facilities	18,133	6,641	24,774
	\$ 1,429,142	\$ 523,430	\$ 1,952,572

Components of the \$1,952,572 Annual Contribution Amount calculated by Actuary:

Component	Year 2023	Year 2022	Difference
Normal Cost	\$ 1,108,344	\$ 988,099	\$ 120,245
Amortization of Unfunded Accrued Liability	844,228	342,009	502,219
Annual Contribution Amount	\$ 1,952,572	\$1,330,108	\$ 622,464
Contribution as a % of total covered payroll	15.5%	11.8%	3.7%
Covered Payroll	\$12,603,883	\$11,319,943	\$1,283,940

Factors affecting components

- Decrease in discount rate causes increase in liability & normal costs (gradual decrease to 7.0% achieved in 2023)
- Amortization period decreases each year, so any losses are funded over a shorter period of time
- Asset losses during 2022 increased unfunded liability

Board Priority

Public Image and Transparency.

Recommendation

Staff requests the Board of Directors authorize the Acting Chief Executive Officer or Designee to adopt Budget Amendment No 1 authorizing the payment of the 2023 Annual Contribution increase as calculated by the Actuary and authorizing the Acting Chief Executive Officer or Designee to effectuate the payment to the Define Benefit Plan and Trust.

Respectfully Submitted,

Submitted by Sandra Roddel
Director of Finance

Final Review: Robert Saldana
Managing Director of Administration

Approval:



Miguel Rendon
Acting CEO

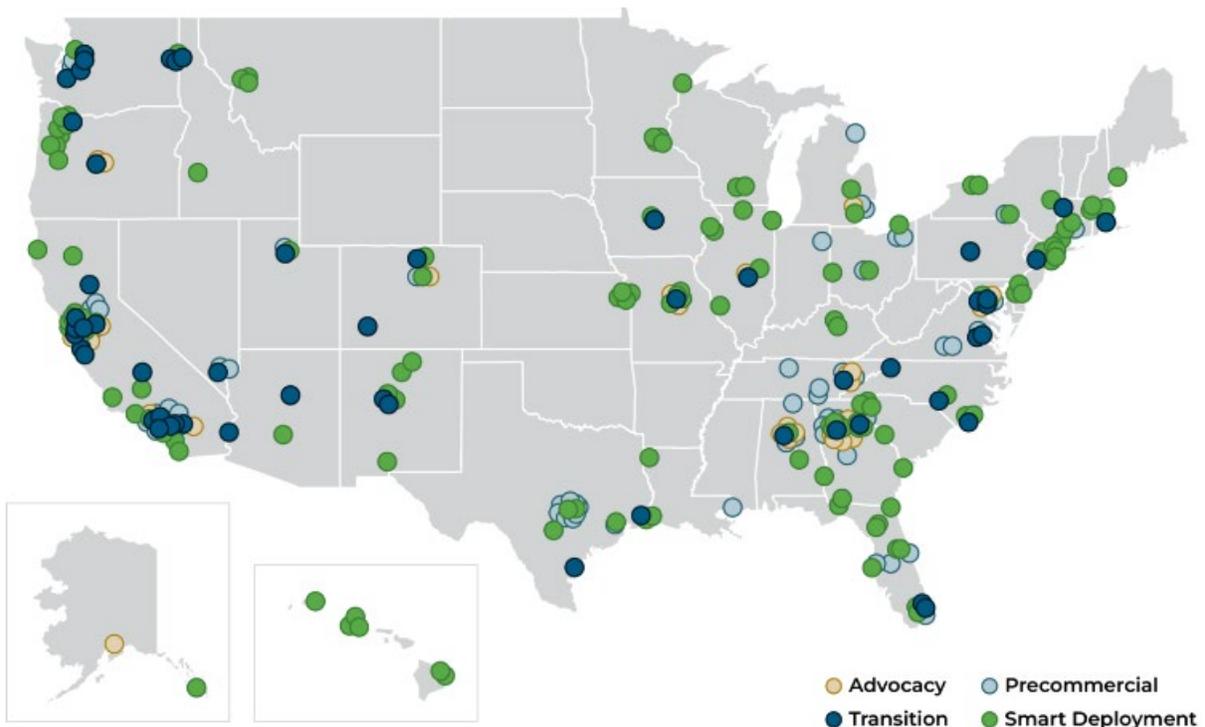


Subject: Issue a Professional Services Agreement for Battery Electric Bus Deployment Project with The Center for Transportation and the Environment (CTE)

Background

The Center for Transportation and the Environment (CTE) is a 501(c)(3) nonprofit membership-based planning and engineering organization that develops, promotes, and implements advanced transportation technologies, vehicles, and fuels that reduce environmental pollution and fossil fuel dependency. CTE was founded in 1993 with a mission to improve the health of our climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies.

Since its inception, CTE has been part of many significant milestones, including securing funding and managing the team to build the first Proterra bus and working with Congress and the FTA to develop the Low-No Grant Program. APTA also selected CTE to create procurement guidelines related to battery-electric buses and battery-electric bus charging infrastructure for publication through the APTA Standards Program. CTE has assisted with more than 100 projects that have either deployed, or will soon deploy, zero-emission buses. Of CTE's many current projects, they are providing technical assistance to Capital Metro for their aggressive electric bus implementation, along with supporting San Antonio's VIA and Port Arthur, Texas, with their battery-electric bus deployments.

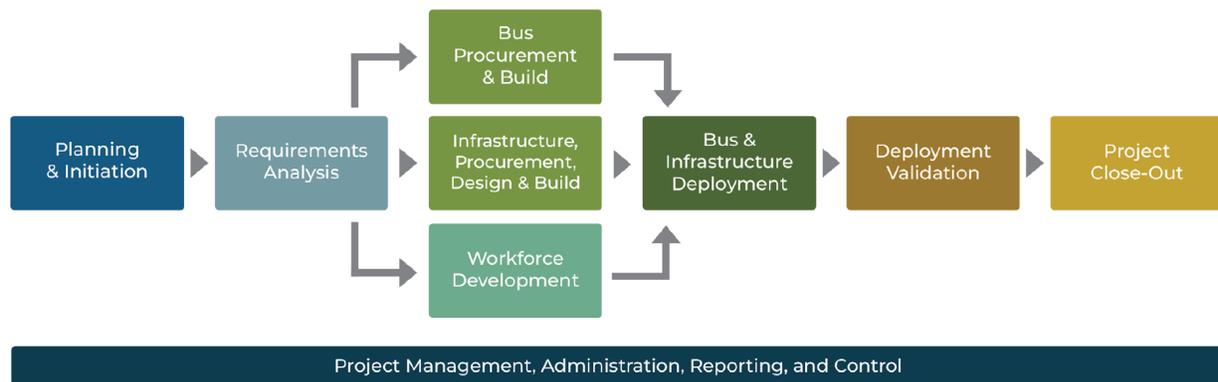


Identified Need

Issuing a Professional Services Agreement will allow CCRTA to partner with an industry expert for project management and technical assistance for CCRTA's first deployment of battery electric buses and chargers. CTE also provided significant assistance with developing CCRTA's 2023 Low or No Emission Vehicle grant application, at no cost unless CCRTA is awarded 5339(c) funding.

CTE's Zero-Emission Bus Smart deployment methodology is specifically designed to help agencies understand Zero Emission Bus (ZEB) technologies and how to successfully deploy them. The cornerstone of CTE's approach is to apply our ZEB engineering tools to match transit service requirements with the right ZEB technologies and operational strategies. CTE's approach equips agency staff with a robust understanding of the ZEB market and technology options, as well as the impact that these options have on operational strategies and related costs.

CTE's Full Deployment Service Plan with Named Vendors includes: Project Planning, Bus, Route, & Fuel Modeling, Bus & Fueling Specification Advisory, Performance Validation, Benefits Assessment & Deployment Validation, and Project Management & Technical Advisory. This professional services agreement is until December 31, 2027 as the project lifecycle is expected to be approximately 48 months.



Disadvantaged Business Enterprise (DBE)

There is no DBE requirement for this procurement.

Financial Impact

The estimated agreement cost is \$610,000 and is contingent on being awarded the full amount requested from the 2023 Low or No Emission Vehicle Program. This project will be funded partially by the 5339c grant funds. The local match is 25% with an estimated cost of \$152,500 and the federal match is 75% with an estimated cost of \$457,500.

Board Priority

This Board Priority aligns with Innovation.

Recommendation

Staff requests the Board of Directors authorize the Acting Chief Executive Officer (CEO) or designee to Issue a Professional Service Agreement for Battery Electric Bus Deployment Project with The Center for Transportation and the Environment (CTE). This Agreement will conclude December 31, 2027.

Respectfully Submitted,

Submitted by: Derrick Majchszak
 Managing Director of Operations

Final Approval by:  _____
 Mike Rendon
 Acting Chief Executive Officer

DELIVERABLES

Services to be performed. Consultant shall perform technical advisory and project management for battery bus deployment to include:

1. **Project Planning** – Help CCRTA develop a project management plan to guide our zero-emission bus project. Collaborates with CCRTA to define project objectives and scope, identify resources, and develop a detailed project schedule and implementation plan. Project plan will be presented at the project kickoff meeting held with key team members.
2. **Bus, Route, & Fuel Modeling** – Develop an independent operational analysis that helps the agency match ZEB technologies to service requirements.
 - a. **Bus & Route Modeling** – Gather data on routes, technical specifications of the bus and charging or refueling equipment, and operational assumptions. This route and bus information is used to model the buses' duty cycles, simulating bus performance on selected routes. The process also ensures that adequate power and energy storage specifications are met and inform fueling and charging strategies.
 - b. **Fueling Infrastructure Modeling** – Define charging scenarios to model electricity consumption and assess charging equipment requirements. Modeling results for electricity inform infrastructure procurement and operational decisions.
 - c. **Fuel Cost Modeling** – Examine electric utility rate structures to estimate the annual cost of energy to charge battery electric buses. Work with CCRTA and local utility providers to determine rate schedules that would be the most advantageous for supporting battery electric bus deployments
3. **Bus & Fueling Specification Advisory** – Based on the modeling outputs, helps CCRTA develop vehicle and infrastructure technical specifications to meet service requirements. The specifications can then be used as part of a competitive procurement or to develop a contract with a named vendor. Provides advisory services throughout the design and build process.
4. **Performance Validation** – Before the buses enter revenue service, CTE will run a series of tests to validate the expected levels of bus performance. If there are any discrepancies between the modeled and the tested performance, CTE will work with CCRTA to analyze these discrepancies and reevaluate operational decisions before buses are placed into service.
5. **Benefits Assessment & Deployment Validation** – Collects operational data to generate a series of Key Performance Indicators (KPIs) to measure benefits and ensure the buses perform as expected. KPIs can be used to compare ZEB performance against the agency's current bus fleet by measuring and reporting mileage, fuel consumption and costs, maintenance costs, battery degradation, and efficiency and range under varying conditions. This information is used to assess energy savings, cost savings, and emissions reductions to measure performance against expectations and goals and to validate the operating model. Continuous KPI monitoring establishes an understanding of the technology that can be applied to future ZEB procurements, deployments, and long-range fleet management planning.

6. **Project Management & Technical Advisory** – Employ a project management methodology specifically designed for zero-emission bus deployments and augmented by established project management, administration, reporting, and controls processes. Provide technical advisory services throughout the project to ensure that CCRTA staff understand the differences in technology and the best practices for deploying and operating ZEBs. Utilize Smart Deployment Methodology designed to address all aspects of a successful implementation including planning, requirements analysis, specifications, workforce development requirements, operator and maintenance training, testing and validation, and performance evaluation. Assist CCRTA with development of quarterly reports to meet FTA reporting requirements.



Subject: Exercise Option Year One on Individual Contracts to Multiple Vendors for Bus Parts Supply

Background

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

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

Identified Need

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

The Board authorized awarding the one (1) year base contracts on June 1, 2022. The initial contracts were for the one (1) year base with two (2) one-year options following Board approval. The current one-year base contracts expire on June 16, 2023.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by the actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. The estimated one-year project cost is \$929,346.71, and funds are allocated in the Board approved annual operating budgets.

IFB No. 2022-FP-03 BUS PARTS SUPPLY SUMMARY	
Awardees	Contract Estimates
C. C. Freightliner	\$22,399.71
C.C. Battery	\$24,600.00
CD Starter Service LLC	\$40,956.00
Gillig	\$476,120.00
Kirk's Automotive	\$26,233.00
Mohawk Mfg	\$55,400.00
Muncie	\$93,600.00
Reliable Transmissions	\$7,445.00
Transit Cooling	\$31,300.00
Neopart Transit	\$151,293.00
Total	\$929,346.71

Board Priority

Public Image & Transparency.

Recommendation

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

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 
Mike Rendon
Acting Chief Executive Officer



Subject: Award a Contract to H & E Equipment Services, Inc., for the Replacement of an Articulation Boom Lift

Background

The CCRTA Facilities Department currently has an articulating boom lift that is utilized for parking lot light replacements, repairs at the overhead fluid lines on the fuel island, light repairs in the shop and for security camera maintenance.

Identified Need

The existing lift has surpassed its useful lifecycle of ten years, and needs replacement.

Analysis

The bid was issued March 15, 2023 the pre-bid was held March 29, 2023, and the bid opening was April 12, 2023. Three companies were contacted. The three companies were H & E Equipment Services, Inc., United Rentals and Sunbelt Rentals. The CCRTA received one bid. The lowest bid, which was responsive and responsible, was submitted by H & E Equipment Services, Inc. The table below displays the bid information.

Company Name	Total Award
H & E Equipment Services, Inc.	\$70,670.36

The company was established in 1961. Mr. Toby Hawkins is Director of Government Rentals and Sales. They are one of several companies that TXDOT has on contract for heavy equipment and TXDOT is very satisfied with the company and the equipment.

H & E Equipment Services, Inc., has over 21 offices in Texas and 115 in the nation. The service maintenance shop is located at 7809 IH-37 Access Road. The bid price provides for a 2-year warranty on parts and a 5-year structural warranty. H & E, will provide two days of training on CCRTA property, for all staff that will utilize the equipment.

Financial Impact

The estimated amount in the 2023 Capital Project Budget is \$71,669 and the cost is \$70,670.36. This project is funded with local funds.

Board Priority

This item aligns with the Board Priority – Facilities and Safety.

Disadvantaged Business Enterprise

This project is funded with local funds and does not have a DBE goal.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to H & E Equipment Services, Inc. for the Replacement of an Articulating Boom Lift, for \$70,670.36

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: Re-Appointment of Robert Box to CCRTA's Committee on Accessible Transportation (RCAT)

Background

The by-laws for RTA's Committee on Accessible Transportation (RCAT) describe the terms for how re-appointments are handled. If a member is eligible for re-appointment, they must submit a letter of interest to staff, and the Board of Directors will take action to make the re-appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, RCAT Committee member, Robert Box, is interested in continuing service and is seeking an additional two-year term.

In order to continue service on the RCAT Committee, the RTA Board of Directors must take action to re-appoint the members.

Recommendation

The RCAT Committee recommends the Board of Directors to take action to re-appoint the following member Robert Box, to CCRTA's Committee on Accessible Transportation (RCAT).

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer

March 20, 2023

Ms. Sandy Roddel
Director of Finance
Corpus Christi RTA
5658 Bear Lane
Corpus Christi, TX 78405

Dear Sandy:

The attached report summarizes the results of the actuarial valuation of the RTA Employees Defined Benefit Plan and Trust as of January 1, 2023. The report sets forth annual funding levels during the 2023 plan year.

We trust this report will be helpful in the formulation of Corpus Christi RTA policy with respect to the operation and financing of the plan. The opportunity to serve Corpus Christi RTA is appreciated, and we will be pleased to supplement this report in any way, as you request.

This report was prepared under the supervision of Laura S. Stewart, who is a member of the American Academy of Actuaries, a Fellow of the Society of Actuaries, and Principal with USI Consulting Group. Ms. Stewart meets the qualification standards of the professional actuarial organizations listed in order to render the actuarial opinion contained in this report. To the best of our knowledge this report has been prepared in accordance with generally accepted actuarial standards, including overall appropriateness of the analysis, assumptions, and results, and conforms to appropriate Standards of Practice as promulgated from time to time by the Actuarial Standards Board, which standards form the basis for the actuarial report.

Sincerely,



Laura S. Stewart, FSA, EA, MAAA
Principal

RTA Employees Defined Benefit Plan and Trust

Actuarial Funding Valuation and Report

January 1, 2023



Contents

- Introduction.....1
- Summary of Report.....2
 - Funding Levels 2
 - Funding Issues 2
- Basis of Valuations.....4
 - Summary of Provisions of the Plan 4
 - Summary of Actuarial Assumptions 8
 - Risk Assessment Associated with Assumptions10
- Plan Assets..... 11
- Actuarial Computations..... 14
- Employee Data and Benefits 17

Introduction

This report has been prepared for the exclusive use of Corpus Christi RTA. The report summarizes the results of the actuarial valuation of the RTA Employees Defined Benefit Plan and Trust as of January 1, 2023. The purpose of the report is to provide an updated measurement of the plan's liabilities and provide information that will inform the financing of the plan. This report provides actuarial advice and does not constitute legal, accounting, tax or investment advice.

The actuarial calculations contained in the report are built on deterministic actuarial modeling, making a single determination of liabilities and costs. Further, these actuarial calculations are based on a combination of demographic and asset data, as well as assumptions concerning future changes in these data. As such, the actuarial calculations contained herein are an estimate of projected future occurrences.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; and changes in plan provisions or applicable law. Due to the limited scope of the assignment, we did not perform an analysis of the potential range of such future measurements. A more detailed discussion of plan-related risks is included herein.

Summary of Report

An actuarial valuation of the RTA Employees Defined Benefit Plan and Trust was conducted as of January 1, 2023. The purpose of the valuation is to determine the cost implications of the pension plan including a determination of the Actuarially Determined Contribution for the plan year ending December 31, 2023.

On the basis of the valuation, it has been determined that the annual funding requirement for the 2023 year for the plan, as described in Basis of Valuation section of this report, is as follows:

Funding Levels

	Total Amount	Percentage of Payroll
Actuarially Determined Contribution	\$1,952,572	15.49%

The following table summarizes pertinent comparative statistics from the current and previous valuations:

	Valuation Date		
	01/01/2023	01/01/2022	% Increase
Number of Active Participants	218	217	0.46%
Covered Payroll	\$12,603,883	\$11,319,943	11.34%
Average Salary	\$57,816	\$52,166	10.83%
Average Age	49.18	49.72	(1.09%)
Average Past Service	8.98	9.06	(0.88%)
Actuarially Determined Contribution	\$1,952,572	\$1,330,108	46.80%
% of Payroll	15.49%	11.75%	31.84%

Funding Issues

Asset returns were lower than assumed for the previous year on a market value basis, earning an approximate -14.5% return based on our money-weighted calculation. Additionally, salary increases were higher than expected.

Changes in Assumptions and Actuarial Funding Methods from the Prior Valuation

The following change was made to the actuarial assumptions and methods effective January 1, 2023:

1. The rate of investment return and discount rate was changed from 7.1% to 7.0%.

Yearly Comparison of Selected Plan Information

Plan Year Beginning Jan 1

	2023	2022	2021	2020	2019
Number of Participants					
Active	218	217	220	215	227
Deferred Vested	195	189	187	196	184
Retired and Beneficiary	226	210	200	185	172
Total	639	616	607	596	583
Annual Covered Payroll	\$12,603,883	\$11,319,943	\$11,696,457	\$10,975,562	\$10,668,048
Average Annual Earnings	\$57,816	\$52,166	\$53,166	\$51,049	\$46,996
Present Value of Benefits	\$59,343,323	\$55,293,250	\$52,361,326	\$49,300,728	\$44,800,649
Actuarial Accrued Liability	\$53,564,918	\$50,154,625	\$47,287,748	\$44,625,498	\$40,368,821
Unfunded Supplemental Liability	\$6,773,731	\$2,893,901	\$3,471,412	\$3,508,696	\$3,318,026
Market Value of Assets	\$42,537,443	\$51,096,162	\$46,554,157	\$42,170,049	\$33,900,179
Actuarial Asset Value	\$46,791,187	\$47,260,724	\$43,816,336	\$41,116,802	\$37,050,795
Annual Funding Levels					
Normal Cost	\$1,108,344	\$988,099	\$990,244	\$926,286	\$879,904
% of Payroll	8.79%	8.73%	8.47%	8.44%	8.25%
Actuarially Determined Contribution	\$1,952,572	\$1,330,108	\$1,382,108	\$1,306,947	\$1,227,724
% of Payroll	15.49%	11.75%	11.82%	11.91%	11.51%
Funded Ratio (Market Value)	79.41%	101.88%	98.45%	94.50%	83.98%
Funded Ratio (Actuarial Value)	87.35%	94.23%	92.66%	92.14%	91.78%
Security Ratio	78.85%	85.47%	83.68%	83.40%	82.70%

Basis of Valuations

Summary of Provisions of the Plan

1. Effective Date

The effective date of the plan is July 21, 1986.

2. Eligibility

Full-time employees of the Corpus Christi RTA. Full-time employee is defined as any employee receiving compensation from Corpus Christi RTA on the basis of an average of at least 40 hours of employment per week. Excludes independent contractors.

3. Year of Service

Plan Year in which an Employee completes 1,000 or more hours. If a Participant has fewer than 1,000 hours in his first and/or last Year of Service, his Years of Service shall be adjusted (to the nearest month) to reflect the number of months in his first and last Years of Service in which he completed at least 83 hours.

All Years of Service shall be aggregated for purposes of calculating a Participant's Accrued Benefit.

4. Vesting Schedule

<u>Years of Service</u>	<u>Vested Percent</u>
Less than 3 years	0%
3 years	20%
4 years	40%
5 years	60%
6 years	80%
7 or more years	100%

5. Normal and Delayed Retirement

(a) Condition

The normal retirement date is the first day of the month coincident with or next following the later of the participant's attainment of age 62 or termination from employment.

(b) Benefit

The monthly benefit, payable for life and spouse's life, if applicable, is computed as 1/12 of the product of (1) and (2):

- (1) 2.0% of Final Average Compensation and
- (2) Years of Service.

"Final Average Compensation" is calculated by dividing the total Compensation received by a Participant during his final three consecutive calendar years by the number of pay periods for which he received Compensation in such period, multiplied by the number of pay periods in a complete calendar year.

6. Early Retirement

(a) Condition

A participant may retire after attainment of age 55 and completion of 10 years of service.

(b) Benefit

A participant who retires early may receive his pension benefit in one of two ways:

- (1) A deferred monthly benefit commencing at age 62, computed in the manner set forth in 5(b) above.
- (2) A reduced, immediate monthly income, the amount of which is determined as the deferred benefit in the preceding paragraph, multiplied by an early retirement factor of 5% for each year by which the annuity starting date precedes Normal Retirement Date.

7. Disability Retirement

(a) Condition

Employees determined to be disabled under terms of the Employer's long-term disability program as of June 1, 1999 shall be entitled to benefits under the Plan to the extent that Plan provisions in place on June 1, 1999 provided for such benefits. No employees becoming disabled after June 1, 1999 will be entitled to disability retirement benefits.

8. Death prior to Retirement

(a) Condition

If the death of a participant occurs, if vested, his surviving spouse is eligible to receive a benefit.

(b) Benefit

The surviving beneficiary will receive a monthly income determined as if the Participant had retired and elected a 50% Joint & Survivor Annuity on the Participant's date of death (or earliest retirement date if later) and then died.

9. Benefits upon Termination

(a) Condition

If a participant's service terminates on or after 3 years of vesting service but before normal or early retirement and prior to death or disability, the participant is eligible for a deferred vested benefit.

(b) Benefit

(1) The participant is entitled to a monthly benefit, payable at his normal retirement date, equal to his accrued benefit multiplied by the vesting percent.

(2) If the participant has completed 10 years of vesting service, such participant may choose to receive reduced monthly income payments on or after age 55.

10. Options

The following options are available:

- A. Straight Life Annuity (unmarried participants only)
- B. Joint and 50% Survivor
- C. Joint and 66 2/3% Survivor
- D. Joint and 75% Survivor
- E. Joint and 100% Survivor
- F. Lump Sums under \$5,000

11. Cost of Living Adjustment

As elected by the plan sponsor. The last cost of living adjustment was effective as of January 1, 2019; providing a 2.5% increase for participants receiving monthly benefits whose benefits began on or prior to January 1, 2015.

12. Employer Contributions

The Employer contributes each year an amount required to actuarially fund expected future obligations.

13. Trust Fund

Assets were held in trust by Principal Trust Company as of December 31, 2022.

Summary of Actuarial Assumptions

Current Mortality Rates (including post-decrement)

RP-2014 Blue Collar Generational Mortality Table adjusted to 2006 and projected using scale MP-2021

Withdrawal Rates

2003 SOA Small Plan Service Table

Current Rates of Retirement	Age	Retirement
		Rates
	55-61	20%
	62	35%
	63-64	15%
	65	25%
	66-67	20%
	68-69	50%
	70	100%

Salary Scale

3.5% annual increase

Rate of Investment Return

7.0% per annum for funding purposes

Asset Valuation Method

5-year weighted average of asset gains and losses

Actuarial Valuation Method

Entry Age Normal

Amortization Method

Level Dollar

Amortization Period

11 year amortization of the 1/1/2023 unfunded liability.

Provision for Expenses

None

Percentage of Participants Assumed to be Married

90%; participants assumed to be 3 years older than spouses

Risk Assessment Associated with Assumptions

Risk Factor	Initial Risk Assessment Language
Investment	Due to the plan's equity exposure, investment returns will likely be much more volatile than the measurements of plan liabilities. Therefore, there is a risk that the funded status of the plan, as well as required plan contributions, could be volatile.
Assumed Rate of Return/Discount Rate	Due to the plan's estimated duration of 10 to 14, a 1% decrease in the assumed rate of investment return would increase the measurement of the liability by 10% to 14%.
Longevity	Since nearly all benefits are paid as annuities, the plan is sensitive to changes in overall population longevity. As a result, the liabilities will fluctuate with changes in longevity. The ratio of retired life liability to total liability is 46%, suggesting there is less sensitivity to long-term changes in overall mortality improvement than a less mature plan.
Other demographic factors	Due to the eligibility for subsidized retirement benefits, employees continuing in service for longer than expected will accrue additional benefits which may or may not result in larger liabilities. Conversely, employees retiring sooner than anticipated will accrue smaller benefits which may or may not result in smaller liabilities.
Asymmetries in formula	No known significant risks.
Lump sums	Since the plan only pays small lump sums under \$5,000, there is no known significant risk.
Inflation	Inflation is a component of future compensation amounts of covered employees, interest rates and investment returns over a long period. As a result, changes to inflation can affect funded percentages.

Plan Assets

Balance Sheet, January 1, 2023

	Market Value
Assets	
Collective Funds	\$ 33,189,215
Mutual Funds	\$ 8,497,997
Cash Equivalent Fund	\$ 855,918
Cash	\$ 0
Accrued Income	\$ (5,687)
Total	\$ 42,537,443
Liabilities	
Reserve for Plan Participants	\$ 42,537,443
Total	\$ 42,537,443
Trust Fund, January 1, 2022	\$ 51,096,162
Increases	
Employer Contributions	\$ 1,382,108
Investment Income	\$ 0
Unrealized Gain	\$ 0
Total Increases	\$ 1,382,108
Decreases	
Benefit Payments	\$ 2,415,094
Trust Fees	\$ 125,177
Actuarial Fees	\$ 0
Investment Loss	\$ 7,400,556
Realized Loss	\$ 0
Total Decreases	\$ 9,940,827
Trust Fund, December 31, 2022	\$ 42,537,443

Development of Valuation Assets

The development of valuation assets as of January 1, 2023 is as follows:

(a) Trust Market Value	42,537,443
(b) 2019 (Excess) Deficient Earnings	(3,910,265)
(c) 2020 (Excess) Deficient Earnings	(2,414,106)
(d) 2021 (Excess) Deficient Earnings	(2,232,446)
(e) 2022 (Excess) Deficient Earnings	11,037,880
(f) Item (a) + 1/5 of Item (b) + 2/5 of Item (c) + 3/5 of Item (d) + 4/5 of Item (e)	48,280,584
(g) Receivable Contribution	0
(h) (f) + (g)	48,280,584
(i) $0.9 \times \text{Trust Market Value} + (g)$	38,283,699
(j) $1.1 \times \text{Trust Market Value} + (g)$	46,791,187
(k) Valuation Assets (greater of (i) and the lesser of (h) and (j))	46,791,187

Investment Return

The trust annualized rate of investment return on the market value of assets during preceding years is set forth below:

Year End	Annualized Rate
December 31, 2022	(14.5)%
December 31, 2021	12.0%
December 31, 2020	13.1%
December 31, 2019	19.0%
December 31, 2018	(5.4)%
December 31, 2017	13.1%
December 31, 2016	8.0%
December 31, 2015	(1.4)%
December 31, 2014	5.1%
December 31, 2013	15.3%

Actuarial Computations

Actuarial Balance Sheet as of January 1, 2023

Assets	
Actuarial Asset Value	\$46,791,187
Unfunded Actuarial Liability	6,773,731
Present Value of Future Normal Cost	<u>5,778,405</u>
Total	\$59,343,323
Liabilities	
Present Value of Benefits	
Retired Participants	\$24,523,639
Deferred Vested Participants	5,084,605
Active Participants	<u>29,735,079</u>
Total	\$59,343,323

Determination of Unfunded Actuarial Liability as of January 1, 2023

Present Value of Benefits	
Retired Participants	\$24,523,639
Deferred Vested Participants	5,084,605
Active Participants	29,735,079
Total Present Value of Benefits	\$59,343,323
Present Value of Future Normal Cost	<u>(5,778,405)</u>
Actuarial Liability	\$53,564,918
Actuarial Asset Value	<u>(46,791,187)</u>
Unfunded Actuarial Liability, January 1, 2023	\$6,773,731

Determination of Actuarial Gain/(Loss)

Unfunded Actuarial Liability as of January 1, 2022	\$2,893,901
Normal Cost for the prior plan year	988,099
Interest at the valuation rate	275,622
Employer contributions for the prior plan year	(1,382,108)
Interest on the employer contributions	(96,949)
Expected Unfunded Actuarial Liability/(Reserve) as of January 1, 2023	\$2,678,565
Actual Unfunded Actuarial Liability/(Reserve) as of January 1, 2023	\$6,773,731
Gain/(Loss) due to Assumption Change	(\$563,863)
Investment Gain/(Loss)	(\$2,803,275)
Actuarial Gain/(Loss)	(\$728,027)

Determination of Net Amortization

Unfunded Actuarial Liability/(Reserve) as of January 1, 2023	\$6,773,731
11 Year Amortization Factor	8.023582
Net Amortization	\$844,228

Development of Actuarially Determined Contribution

	Total
Initial Normal Cost	\$1,108,344
Net Amortization	844,228
Subtotal	\$1,952,572
Annual Actuarially Determined Contribution	\$1,952,572
Contribution as a % of total covered payroll	15.49%

Determination of Funding Deficit/Surplus at End of Year

Actuarial Accrued Liability at End of Year

Normal Cost	\$1,108,344
Actuarial Accrued Liability	53,564,918
Interest at the Valuation Rate	3,827,128
Expected Benefit Payments	(2,986,268)
Interest at the Valuation Rate	(104,519)
Total	<u>\$55,409,603</u>

Asset Value Determination at End of Year

Market Asset Value	\$42,537,443
Interest at the Valuation Rate	2,977,621
Expected Benefit Payments	(2,986,268)
Interest at the Valuation Rate	(104,519)
Estimated Assets at end of year	<u>\$42,424,277</u>
Estimated Actuarial Value of Assets at end of year	\$46,666,705

Funding Deficit/(Surplus) at End of Year **\$8,742,898**

Employee Data and Benefits

	Active	Deferred Vested	Retired and Beneficiaries
01/01/2022 Participants	217	189	210
New Participants	33	3	
Vested Terminations	(14)	14	
Nonvested Terminations	(11)		
Retired	(10)	(7)	17
Disabled			
Rehired	3	(3)	
Deceased		(1)	(2)
Beneficiaries			1
Lump Sum Payments		(1)	
Transfers			
Data Corrections		1	
01/01/2023 Participants	218	195	226
Averages			
Attained Age	49.18	53.33	70.31
Past Service	8.98	N/A	N/A
Salary	\$57,816	N/A	N/A
Total Monthly Benefit Payments	N/A	\$65,032	\$206,767

Joseph K. Meyers, FSA, MAAA
Direct Line: (629) 895 7833
Fax: (615) 665 1650
Email: Joseph.Meyers@usi.com

March 3, 2023

Sandy Roddel
Director of Finance
Corpus Christi Regional Transportation Authority
5658 Bear Lane
Corpus Christi, TX 78405

Dear Sandy:

The attached report summarizes the results of an actuarial valuation as of January 1, 2023 for Corpus Christi Regional Transportation Authority Postemployment Benefits Other Than Pensions. We trust this report will be helpful in the formulation of policy with respect to the operation and financing of the plan.

The actuarial valuation summarized in this report has been performed utilizing generally accepted actuarial principles and is based on actuarial assumptions, each of which is considered to be reasonable taking into account the experience of the plan and which, in combination, represent a best estimate of the anticipated experience of the plan.

The opportunity to serve Corpus Christi Regional Transportation Authority is appreciated, and we will be pleased to supplement this report in any way, as you request

Sincerely,



Joseph K. Meyers, FSA, MAAA
Vice President & Consulting Actuary



Lauren Chrisman, ASA, MAAA
Assistant Vice President & Consulting Actuary



Corpus Christi Regional Transportation Authority Postemployment Benefits Other Than Pensions

GASB Statement No.75
Actuarial Report
December 31, 2023

Contents

- Certification 1
- Basis of Valuation 4
 - Summary of provisions of the plan 4
- Summary of Actuarial Assumptions 5
- Summary of Participant Data 9
- Actuarially Determined Contribution 9
- GASB Disclosure..... 10
 - GASB Statement No. 75 10
 - Schedule of changes in net OPEB liability, deferrals, and OPEB expense..... 11
 - Sensitivity of OPEB liability to changes in the medical trend rate 12
 - Sensitivity of OPEB liability to changes in the discount rate..... 12
 - OPEB expense & deferred outflows/inflows of resources..... 13
 - Schedule of changes in the NOL and related ratios 14
 - Schedule of contributions 15

Certification

Legislative background

The Governmental Accounting Standards Board amended Statement No. 45 with Statement No. 75; the effective date for Statement No. 75 is for the fiscal year beginning after June 15, 2017. Statement No. 75 of the Governmental Accounting Standards Board requires the determination of the OPEB expense for the fiscal year beginning January 1, 2018. Statement No. 75 provides a new approach in calculating the pension expense which differs significantly from Statement No. 45 methodology. The purpose of this report is to provide pertinent GASB Statement No. 75 information relating to the Corpus Christi Regional Transportation Authority Postemployment Benefits Other Than Pensions for the fiscal year ending December 31, 2023 financial statements.

Purpose and use

This report has been prepared exclusively for the Corpus Christi Regional Transportation Authority. Actuarial computations under Statement No. 75 are for purposes of fulfilling employer and other post-employment benefit plan governmental accounting requirements, and may not be appropriate for other purposes. The calculations reported herein have been made on a basis consistent with our understanding of the statements. USI Consulting Group is not responsible for consequences resulting from the use of any part of this report without prior authorization or approval. This report provides actuarial advice and does not constitute legal, accounting, tax or investment advice. Determinations for other purposes, such as funding, bond ratings, or judging benefit security, may be significantly different from the results shown in this report.

Actuarial findings in this report are based on actuarial assumptions selected by Corpus Christi Regional Transportation Authority which reflect expected plan experience. Although the deviation of the actual future plan experience and the expected experience inherently creates some uncertainty with the results, in our opinion the actuarial assumptions reasonably reflect the expected future experience of the plan. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. All of these factors can result in the risk of volatility in the Net OPEB Liability over time.

Data

The calculations shown in this report have been prepared using employee data and plan documentation furnished by Corpus Christi Regional Transportation Authority as of January 1, 2023. While we have not audited the data, we have reviewed it for reasonableness and internal consistency, and to the best of our knowledge, there are no material limitations to the data provided. Summaries of the census data and plan provisions can be found in the Basis for Valuation section of this report.

Subsequent events

We are unaware of any subsequent event after January 1, 2023 which would have a material effect on the results presented in this report.

Assumptions, methods, and procedures

The results presented in this report comply with the assumptions, methods, and procedures under the Statement No. 75. The results are based on the January 1, 2023 actuarial valuation with measurement dates of December 31, 2023, and reporting dates of December 31, 2023. All actuarial assumptions are set by the plan sponsor. Statement No. 75 mandates the use of the Entry Age Normal actuarial funding method for the purposes of those statements. For a description of the December 31, 2022 assumptions, methods, and procedures, please refer to the December 31, 2022 GASB 75 report.

Changes in plan provisions, actuarial assumptions, and actuarial methods

The following changes were made to the actuarial assumptions and methods effective January 1, 2023.

1. The discount rate is 4.31% based on the S&P Municipal Bond 20 Year High Grade Rate Index as of December 31, 2022.
2. The assumed medical trend rate changed to 6.25% in 2023 grading uniformly to 5.20% over 2 years, and following the Getzen model thereafter until reaching an ultimate rate of 3.94% in the year 2075.

Summaries of the plan provisions, actuarial assumptions and methods can be found in the basis for valuation section of this report.

Professional qualifications

This report has been prepared under the supervision of Joseph K. Meyers a member of the American Academy of Actuaries, a Fellow of the Society of Actuaries, and a consulting actuary with USI Consulting Group, who has met the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions herein. To the best of our knowledge this report has been prepared in accordance with generally accepted actuarial standards and our understanding of Government Accounting Standards Board Statement No. 75, including the overall appropriateness of the analysis, assumptions, and results and conforms to appropriate Standards of Practice as promulgated from time to time by the Actuarial Standards Board, which standards form the basis for the actuarial report. We are not aware of any direct or material indirect financial interest or relationship that could create, or appear to create, a conflict of interest that would impair the objectivity of our work. The undersigned is available to provide supplemental information or explanation.



Joseph K. Meyers, FSA, MAAA
Vice President & Consulting Actuary

March 3, 2023

Date

Basis of Valuation

Summary of provisions of the plan

Retirement eligibility

To be eligible to continue coverage after retirement, an employee must be

- age 62 or age 55 and have ten years of service with the CCRTA, and
- an active employee of CCRTA at the time of retirement

Former employees who begin receiving retirement benefits at a later date do not qualify. Eligibility terminates at age 65 when Medicare eligibility begins.

Dependent eligibility

Spouse coverage terminates at the earlier of spouse age 65 or member age 65.

Benefits provided

The benefits provided to retirees are the same as the medical, dental, and vision benefits provided to active employees. Separate contribution rates apply to retirees. Retirees must pay the full COBRA rate for dental coverage, so it is not valued in this report. Coverage ends upon attainment of age 65.

Summary of Actuarial Assumptions

Mortality rates

PubG-2010 Headcount Weighted Mortality Tables projected with Improvement Scale MP-2021

Withdrawal rates

SOA 2003 Small Plan Service Table

Retirement rates

Age	Percent
55	2.34%
56	5.53%
57	4.94%
58	5.42%
59	5.62%
60	7.40%
61	9.52%
62	12.66%
63	17.61%
64	13.58%
65	19.76%
66	29.92%
67	18.17%
68	14.31%
69	16.73%
70	19.71%
71	100.00%

Disability rates

Not applicable

Discount rate

4.31% per annum

Salary increases

3.50% per annum

Expected long-term rate of return on plan assets

Not applicable

Plan participation

25% of future eligible retirees are assumed to elect the medical and vision benefit at retirement

Marital status

Actual spouse participation and dates of birth were used for retirees. For actives, it was assumed that 30% will cover a spouse, and males were assumed to be 2 years older than female spouses.

2023 medical claims cost

	Age 65 Male Cost
Retiree/Spouse	\$14,391

The most recent 4 years of claims history were projected at 6% to calendar year 2023 and weighted using the sum-of-digits method. Claims were spread over the covered population and age banded using the Dale Yamamoto aging factors. A provision for child claims in retirement was added to the final per capita claims cost, in the amount of 20% of the assumed child cost. Actual child coverage counts were used in the claims spreading. Children were assumed to be 60% of the age 25 male claims cost for the medical and prescription drug as well as the stop loss spreading.

2023 vision claims cost

Annual vision claims were assumed to be \$264 per participant, increasing at 5% per year in the future.

2023 administrative expenses

Annual administrative expenses for the medical plan were \$1,056 for single coverage and \$2,513 for family coverage, increasing at 2.50% per annum.

2023 stop loss premiums

Annual stop loss premiums were \$2,364 for single coverage and \$5,055 for family coverage, increasing each year at the health care cost trend rate. Premiums were adjusted based on the age and gender characteristics of the covered population, assuming the same table of aging factors as assumed for medical claims.

Healthcare cost trend rate

Medical:	6.25% graded uniformly to 5.20% over 2 years and following the Getzen model thereafter to an ultimate rate of 3.94% in the year 2075
Vision:	5.0% per annum
Administrative expenses:	2.5% per annum

2023 retiree contributions

Annual retiree contributions were assumed increase at the medical health care cost trend rate.

	Retiree	Spouse
Pre-65	\$ 3,520	\$ 5,643

Age variance

Claims were adjusted based on the aging factors in the Dale Yamamoto study released by the Society of Actuaries in June 2013.

Age	Male	Female		Age	Male	Female
15	0.179	0.211		40	0.289	0.441
16	0.172	0.213		41	0.304	0.450
17	0.164	0.216		42	0.319	0.458
18	0.157	0.219		43	0.334	0.467
19	0.149	0.222		44	0.350	0.476
20	0.141	0.224		45	0.365	0.484
21	0.143	0.246		46	0.388	0.501
22	0.144	0.267		47	0.411	0.518
23	0.145	0.288		48	0.434	0.535
24	0.146	0.310		49	0.457	0.553
25	0.147	0.331		50	0.481	0.570
26	0.155	0.348		51	0.509	0.587
27	0.162	0.366		52	0.538	0.605
28	0.170	0.383		53	0.567	0.623
29	0.177	0.401		54	0.596	0.641
30	0.185	0.418		55	0.625	0.659
31	0.194	0.421		56	0.660	0.684
32	0.204	0.423		57	0.695	0.709
33	0.213	0.426		58	0.731	0.734
34	0.222	0.428		59	0.766	0.759
35	0.232	0.431		60	0.802	0.784
36	0.243	0.433		61	0.841	0.815
37	0.255	0.435		62	0.881	0.846
38	0.266	0.437		63	0.921	0.877
39	0.278	0.439		64	0.960	0.909
				65	1.000	0.940

Valuation date

January 1, 2023

Actuarial valuation method

Entry Age Normal

Asset valuation method

Not applicable

Funding policy

The benefits of the Corpus Christi Regional Transportation Authority Postemployment Benefits Other Than Pensions are funded on a pay-as-you-go basis. The company funds on a cash basis as benefits are paid. No assets have been segregated and restricted to provide for postretirement benefits.

Coordination with Medicare

Not applicable

Amortization period

For Statement 75 contribution calculations: 5 years (open)

For Statement No. 75: Experience gains or losses are and changes in actuarial assumptions are amortized over the average working lifetime of all participants which for the current period is 4 years. Plan amendments are recognized immediately. Investment gains or losses are amortized over a 5 year period.

Summary of Participant Data

Data as of January 1, 2023

Number of Participants	
Actives (with medical coverage)	204
Retirees (with medical coverage)	6
Retirees (without medical coverage)	0
Spouses of Retirees (with medical coverage)	1
Annual Projected Payroll	\$12,604,717
Average Projected Earnings	\$61,486

Actuarially Determined Contribution

	Fiscal Year Ending December 31, 2023
Total OPEB Liability (BOY)	\$834,840
Plan Fiduciary Net Position (BOY)	<u>0</u>
Net OPEB Liability (BOY)	\$834,840
Years of Amortization	5
Amortization Payment	\$174,480
Normal Cost	69,342
Interest	<u>2,728</u>
Actuarially Determined Contribution	\$246,550

GASB Disclosure

GASB Statement No. 75

This section presents specific information required under Statement No. 75 which is not included in other sections of this report. The information in this section is to satisfy the reporting for the plan sponsor. This section contains the following:

- Schedule of changes in OPEB liability
- OPEB expense
- OPEB Liability healthcare cost trend rate and discount rate sensitivity
- Deferred outflows and inflows of resources
- Schedule of changes in OPEB Liability and reconciliation between years
- Schedule of Contributions

Total OPEB Liability is the plan liability determined using assumptions listed in the Summary of Actuarial Assumptions.

Schedule of changes in net OPEB liability, deferrals, and OPEB expense

SCHEDULE OF CHANGES IN NET OPEB LIABILITY

	Increase (Decrease)					
	Total OPEB Liability (a)	Plan Net Position (b)	Net OPEB Liability (a) - (b)	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
Balances—at 1/1/2023	\$834,840	\$0	\$834,840	\$62,202	\$6,852	
Changes for the Year:						
Service cost	69,342		69,342			69,342
Interest	17,795		17,795			17,795
Benefit changes	0		0			
Experience losses (gains)	88,102		88,102	66,076		22,026
Changes of assumptions	(113,412)		(113,412)		85,059	(28,353)
Contributions—Employer		113,309	(113,309)			
Contributions—members		0	0			0
Net investment income		0	0			
Expected return on plan investments						0
Current expense of asset gain/loss						0
Non expensed asset (gain)/loss				0	0	
Refunds of contributions		0	0			
Benefits paid	(113,309)	(113,309)	0			
Administrative expenses		0	0			0
Recognition of Prior Post-measurement Contribution				0		
Post-measurement Contribution				0		
Other changes		0	0			
Amortization of or change in beginning balances				(20,734)	(2,284)	18,450
Net Changes	(51,482)	0	(51,482)	45,342	82,775	99,260
Balances—at 12/31/2023	\$783,358	\$0	\$783,358	\$107,544	\$89,627	\$99,260

Sensitivity of OPEB liability to changes in the medical trend rate

The following represents the net OPEB liability calculated using the stated salary trend assumption, as well as what the OPEB liability would be if it were calculated using a salary trend rate that is 1-percentage-point lower or 1-percentage-point higher than the assumed trend rate:

	1% Decrease 5.25%, to 4.20% over 2 years and following the Getzen model thereafter	Current 6.25%, to 5.20% over 2 years and following the Getzen model thereafter	1% Increase 7.25%, to 6.20% over 2 years and following the Getzen model thereafter
Net OPEB Liability			
December 31, 2023	\$717,290	\$783,358	\$860,016

Sensitivity of OPEB liability to changes in the discount rate

The following represents the net OPEB liability calculated using the stated discount rate, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	1% Decrease 3.31%	Current Rate 4.31%	1% Increase 5.31%
Net OPEB Liability			
December 31, 2023	\$831,832	\$783,358	\$738,252

OPEB expense & deferred outflows/inflows of resources

For the year ended December 31, 2023, the recognized OPEB expense will be \$99,260. At December 31, 2023, the employer reported deferred outflows of resources and deferred inflows of resources in relation to OPEBs from the following sources:

	Original Amount	Date Established	Original Amortization Period (Years)	Recognized Annually in Expense	Deferred Outflows of Resources	Deferred Inflows of Resources
Experience losses (gains)	(9,136)	12/31/2022	4	(2,284)	0	4,568
	88,102	12/31/2023	4	22,026	66,076	0
Change of assumptions	82,936	12/31/2022	4	20,734	41,468	0
	(113,412)	12/31/2023	4	(28,353)	0	85,059
Total				<u>\$12,123</u>	<u>\$107,544</u>	<u>\$89,627</u>

Changes of assumptions and experience losses (gains) are amortized over the average remaining service period of actives and inactive (no future service is assumed for inactive for this calculation).

Amounts reported as deferred outflows (inflows) of resources related to OPEBs will be recognized in OPEB expense as follows:

Years Ending December 31:

2024	12,123
2025	12,123
2026	(6,329)
2027	0
2028	0
Thereafter	0

Schedule of changes in the NOL and related ratios

	fiscal year ending December 31										
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	
Total OPEB Liability											
Service cost	\$69,342	\$44,891	\$43,344	\$39,950	\$38,048	\$36,236					
Interest	17,795	14,410	23,079	31,661	34,073	38,682					
Changes of benefit terms	0	0	0	0	0	0					
Differences between expected and actual experience	88,102	(9,136)	72,887	(78,803)	0	0					
Changes of assumptions	(113,412)	82,936	12,648	26,826	0	0					
Benefit Payments / Refunds	(113,309)	(151,351)	(148,360)	(140,276)	(203,354)	(189,167)					
Net Change in Total OPEB Liability	(\$51,482)	(\$18,250)	\$3,598	(\$120,642)	(\$131,233)	(\$114,249)					
Total OPEB Liability - beginning	834,840	853,090	849,492	970,134	1,101,367	1,215,616					
Total OPEB Liability - ending (a)	\$783,358	\$834,840	\$853,090	\$849,492	\$970,134	\$1,101,367					
Plan Fiduciary Net Position											
Contributions - employer	\$113,309	\$151,351	\$148,360	\$140,276	\$203,354	\$189,167					
Contributions - employee	0	0	0	0	0	0					
Net investment income	0	0	0	0	0	0					
Benefit Payments / Refunds	(113,309)	(151,351)	(148,360)	(140,276)	(203,354)	(189,167)					
Administrative expenses	0	0	0	0	0	0					
Other	0	0	0	0	0	0					
Net Change in Plan Fiduciary Net Position	\$0	\$0	\$0	\$0	\$0	\$0					
Plan Fiduciary Net Position - beginning	0	0	0	0	0	0					
Plan Fiduciary Net Position - ending (b)	\$0	\$0	\$0	\$0	\$0	\$0					
Net OPEB Liability - ending (a) - (b)	\$783,358	\$834,840	\$853,090	\$849,492	\$970,134	\$1,101,367					
Plan Fiduciary Net Position as a % of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					
Covered-employee payroll	\$12,604,717	\$11,697,254	\$13,269,291	\$13,257,370	\$12,134,143	\$11,667,509					
Net OPEB Liability as a % of covered-employee payroll	6.2%	7.1%	6.4%	6.4%	8.0%	9.4%					

Schedule of contributions

	fiscal year ending December 31									
	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$246,550	\$224,227	\$211,800	\$207,944	\$206,160	\$202,742				
Contributions in relation to the actuarially determined contribution	(113,309)	(151,351)	(148,360)	(140,276)	(203,354)	(189,167)				
Contribution deficiency (excess)	<u>\$133,241</u>	<u>\$72,876</u>	<u>\$63,440</u>	<u>\$67,668</u>	<u>\$2,806</u>	<u>\$13,575</u>				
Covered-employee payroll	\$12,604,717	\$11,697,254	\$13,269,291	\$13,257,370	\$12,134,143	\$11,667,509				
Contributions as a percentage of covered-employee payroll	0.9%	1.3%	1.1%	1.1%	1.7%	1.6%				



Subject: March 2023 Financial Report

Overview: The results from the **operating budget** for the **month** of **March** report **Revenues** in excess of **Expenditures** by **\$462,613**. Total revenues from operations totaled **\$4,043,014**, representing 101.30% of the budget baseline, while operating expenses finished at **\$3,580,401**, or 97.07% of baseline.

Year-to-date total revenues of **\$10,624,325** reached **101.34% of baseline** while expenses of **\$10,455,019** finished at **94.48%** of baseline producing a surplus of **\$169,306**.

The CIP budget for the month of March reports grant revenues of \$687. In addition to the grant revenue, the monthly allocation of the budgeted transfer-in of **\$304,129** from fund balance brought the **total funding sources** to **\$304,816**. Capital program expenditures of **\$151,875** include budgeted depreciation expense of \$151,188 and project expenses totaling \$687 from Engineering and Architectural services related to Bus Stop Improvements VII and the Bear Lane Gas Generator, resulted in **funding sources** to exceed expenditures by **\$152,941** for the month of March.

Year-to-date CIP total funding totaled **\$1,199,314** while total expenditures finished at **\$740,491** resulting in **funding sources** to exceed expenditures by **\$458,823**.

The overall performance for the **month** results in an initial increase of **\$615,554** to the fund balance with **\$462,613** attributable to the operating budget, and **\$152,941** related to the CIP budget. However, the removal of the **\$304,129** budgeted transfer-in is necessary to arrive at the actual increase to the fund balance for the month of **\$311,425 instead of \$615,554**.

The overall performance for the **year to date** results in an initial increase of **\$628,129** to the fund balance, with an increase of **\$169,306** attributable to the operating budget, and an increase of **\$458,823** related to the CIP budget. Again however, removing the budgeted transfer-in results in a decrease to the fund balance in the amount of **\$284,259**.

This information is presented in greater detail in the financial reports located at the end of this document.

SUMMARY: Results from all Activities Compared to Budget

Total Revenues for the month of **March** closed at **\$4,347,830**, of which \$4,043,014 is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and \$304,816 to the capital budget. The performance from the revenue categories from the Operating Budget are discussed as follows.

Operating Revenues, which include only resources generated from transit operations, **totaled \$111,963**, or **\$4,332** more than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at \$88,701, or 96.06% of the baseline expectation. Meanwhile, commissions from **Bus and Bench Advertising** ended the month at \$20,088, or 165.82% of baseline. Note that the revenue earned from **Bus and Bench Advertising** is net of the portion paid to the City of Corpus

Christi, which collects one-third (1/3) of the Authority’s share of bench advertising commission for the use of City property. **Other Operating Revenues** totaled \$3,174, or 100% of baseline, which includes an adjustment to align with the receipt of the federal CNG fuel credit that comprises the majority of this category’s budget expectation. **(Table 4.1)**.

Non-Operating Revenues, which **includes** sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$3,580,401**, reaching **97.07%** of the **\$3,688,566** budget expectation, generating **\$108,165** less than forecasted **(Table 4.1)**. Federal operating grant assistance missed the baseline as the annual preventive maintenance grant funding had not yet been received as of March 31. The grant funding was received April 7, and so will be reflected in subsequent financial reports. Meanwhile, investment income continues to perform well against the budget as a result of the higher yields earned due to the Federal Reserve’s increases to the federal funds rate. Staples Street Center lease income reached 100.57% of baseline, though future periods may present a shortfall as a tenant moved out in January (Nueces River Authority).

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on **April 14, 2023**. Out of the seven (7) sources included in this revenue category, 90.56% of total revenue came from the sales tax revenue estimate as indicated in the table on the following page:

March 2023 Revenue Composition – Table 1

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	3,661,166	90.56%
2	Passenger Service	88,701	2.19%
3	SSC Lease Income	44,069	1.09%
4	Bus Advertising	20,088	0.50%
5	Investment Income	212,444	5.25%
6	Grant Assistance Revenue	13,372	0.33%
7	Other Revenue	3,174	0.08%
	Total (excluding capital)	\$4,043,014	100.00%

The **Investment Portfolio** closed the month of March 2023 with a market value of **\$55,906,242**, a decrease of **\$1,070,381** from the balance at the end of February 2023 of **\$56,976,623**. The decrease is largely due to the decrease in the ending account balances at Frost Bank that resulted from the payments of capital purchases that are awaiting grant funding.

The composition of the March market value includes **\$32,287,299** in short-term securities consisting of **\$8,837,496** in Commercial Paper, **\$20,477,979** in Federal Agency Coupon Securities, and **\$2,971,824** in Treasury Discounts, while **\$20,860,564** is held in TexPool Prime and **\$2,758,379** in bank accounts. For the month of **March**, earned interest income was recorded at **\$212,444**.

This investment portfolio does not include any assets from pension plans but only assets from operations.

The **Sales tax** allocation for March 2023 is **estimated** at **\$3,661,166**. The estimate is necessary since allocations lag two months behind and will not be received until May 12, 2023.

The Sales Tax revenue payment of **\$2,939,551** for February 2023 was received April 14, 2023 and was **\$91,547**, or **3.21%** more than the **\$2,848,004** February reported **estimate**. The February payment included the allocation from internet sales of **\$29,991**, a decrease of \$4,060 or 11.92% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,128,505**. Retailers started collecting sales tax on internet sales October 1, 2019.

The sales tax revenue over the last five years' averages to 74.92% of total income. In 2022, Sales Tax Revenue represented 69.71% of total revenues. Sales tax typically represents the largest component of CCRTA's total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. During this reporting period sales tax represented 87.82% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

Transparency Disclosure

The sales tax revenue reported as 2023 Actual is higher than what is reported by the state comptroller's website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 as a result of an audit. The repayment is over 43 months and as of February have made 28 installments. This amount is added back in order to calculate the growth rate when compared to the same period last year.

Sales Tax Growth – Table 2

Month Revenue was Recognized	2023 Actual	2022 Actual	\$ Growth	% Growth
January (actual)	2,883,848	\$ 2,700,560	183,288	6.79%
February (actual)	2,939,551	2,726,132	213,419	7.83%
March (estimate)	3,661,166	3,504,497	156,669	4.47%
April (estimate)	-	-	-	0.00%
May (estimate)	-	-	-	0.00%
June (estimate)	-	-	-	0.00%
July (estimate)	-	-	-	0.00%
August (estimate)	-	-	-	0.00%
September (estimate)	-	-	-	0.00%
October (estimate)	-	-	-	0.00%
November (estimate)	-	-	-	0.00%
December (estimate)	-	-	-	0.00%
	\$ 9,484,565	\$ 8,931,189	\$ 553,376	6.20%

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for March 2023:

**Revenue – March 2023 – Revenue Composition (Includes Operating and Capital Funding)
– Table 3**

Revenue Source	March 2023	%	YTD	%
Passenger Service	\$ 88,701	2.19%	\$ 264,740	2.43%
Bus Advertising	20,088	0.50%	53,328	0.49%
Other Revenue	3,174	0.08%	19,625	0.18%
Sales Tax Revenue	3,661,166	90.54%	9,484,565	86.92%
Grants - Operating	13,372	0.33%	68,092	0.62%
Grants - Capital	687	0.02%	286,926	2.63%
Investment Income	212,444	5.25%	602,516	5.52%
SSC Lease Income	44,069	1.09%	131,459	1.20%
Total Revenue	\$ 4,043,701	100.00%	\$ 10,911,250	100.00%

Revenue – March 2023 Operating Revenue and Capital Funding – Table 4

	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 88,701	\$ 92,343	8.00%	96.06%
Bus advertising	145,371	20,088	12,114	13.82%	165.82%
Other operating revenues	312,337	3,174	3,174	1.02%	100.00%
Sales Tax Revenue	39,793,301	3,661,166	3,661,166	9.20%	100.00%
Federal, state and local grant assistance	1,565,828	13,372	130,486	0.85%	10.25%
Investment Income	574,000	212,444	47,833	37.01%	444.13%
Staples Street Center leases	525,850	44,069	43,821	8.38%	100.57%
Total Operating & Non-Operating Revenues	44,024,797	4,043,014	3,990,938	9.18%	101.30%
Capital Grants & Donations	8,864,316	687	687	0.01%	100.00%
Transfers-In	3,649,552	304,129	304,129	8.33%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 56,538,665	\$ 4,347,830	\$ 4,295,754	7.69%	101.21%

	03/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 264,740	\$ 277,028	23.89%	95.56%
Bus advertising	145,371	53,328	36,343	36.68%	146.74%
Other operating revenues	312,337	19,625	19,625	6.28%	100.00%
Sales Tax Revenue	39,793,301	9,484,565	9,484,565	23.83%	100.00%
Federal, state and local grant assistance	1,565,828	68,092	391,457	4.35%	17.39%
Investment Income	574,000	602,516	143,500	104.97%	419.87%
Staples Street Center leases	525,850	131,459	131,463	25.00%	100.00%
Total Operating & Non-Operating Revenues	44,024,797	10,624,324	10,483,980	24.13%	101.34%
Capital Grants & Donations	8,864,316	286,926	286,926	3.24%	100.00%
Transfers-In	3,649,552	912,388	912,388	25.00%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 56,538,665	\$ 11,823,637	\$ 11,683,295	20.91%	101.20%

Revenue – March 2023 From Operations – Table 4.1

	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,108,110	\$ 88,701	\$ 92,343	8.00%	96.06%
Bus advertising	145,371	20,088	12,114	13.82%	165.82%
Other operating revenues	312,337	3,174	3,174	1.02%	100.00%
Total Operating Revenues	1,565,818	111,963	107,631	7.15%	104.02%
Sales Tax Revenue	39,793,301	3,661,166	3,661,166	9.20%	100.00%
Federal, state and local grant assistance	1,565,828	13,372	130,486	0.85%	10.25%
Investment Income	574,000	212,444	47,833	37.01%	444.13%
Staples Street Center leases	525,850	44,069	43,821	8.38%	100.57%
Total Non-Operating Revenues	42,458,979	3,931,051	3,883,307	9.26%	101.23%
Total Revenues	\$ 44,024,797	\$ 4,043,014	\$ 3,990,937	9.18%	101.30%

March 2023 Expenses

The results of all expenditure activities, including capital, are presented below. Overall the total operating expenses came in \$108,165 under the anticipated baseline of \$3,688,566. Departmental expenses came in \$57,717 under the anticipated baseline or 1.72%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 0% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting 100% of baseline.

For the year to date, total operating expenses came in \$610,675 under the anticipated baseline of \$11,065,694. Departmental operating expenses came in \$487,310 under the anticipated baseline or 4.84%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 0% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting 100% of baseline.

March 2023 Total Expenses & Capital Expenditures – Table 6

	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 40,313,484	\$ 3,301,740	\$ 3,359,458	8.19%	98.28%
Debt Service	1,597,313	-	-	0.00%	0.00%
Street Improvements	3,183,464	265,289	265,289	8.33%	100.00%
Subrecipient Grant Agreements	765,828	13,372	63,819	1.75%	20.95%
Total Operating & Non-Operating Expenses	45,860,089	3,580,401	3,688,566	7.81%	97.07%
Grant Eligible Costs	8,864,316	687	687	0.01%	100.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 56,538,665	\$ 3,732,276	\$ 3,840,441	6.60%	97.18%

	03/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 40,313,484	\$ 9,591,061	\$ 10,078,371	23.79%	95.16%
Debt Service	1,597,313	-	-	0.00%	0.00%
Street Improvements	3,183,464	795,866	795,866	25.00%	100.00%
Subrecipient Grant Agreements	765,828	68,092	191,457	8.89%	35.57%
Total Operating & Non-Operating Expenses	45,860,089	10,455,019	11,065,694	22.80%	94.48%
Grant Eligible Costs	8,864,316	286,926	286,926	3.24%	100.00%
Depreciation Expenses	1,814,260	453,565	453,565	25.00%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 56,538,665	\$ 11,195,510	\$ 11,806,185	19.80%	94.83%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

The **Financial Accounting Standards Board (FASB)** requires expenses to be reported by object category which include expenses that can be traced back to a specific department and or activity. It excludes depreciation expenses, expenses associated with the Street Improvement Program, debt service expenses, and pass through activities (Sub-recipients).

Accordingly, for the month of March 2023, total departmental operating expenses realized favorable variances against the baseline expectation in categories including Salaries & Wages, Materials & Supplies, Services, Utilities, Insurance, Purchased Transportation, and Miscellaneous. Meanwhile, unfavorable variances were identified with the category of Benefits.

Benefits ended the month at 131.95% of baseline, or \$144,862 over budget. The variance was due to higher claims costs for the health insurance plan.

March 2023 Departmental Expense Breakdown – Table 7.1

	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Departmental Operating Expense Object Category					
Salaries & Wages	\$ 14,794,668	\$ 1,232,892	\$ 1,232,889	8.33%	100.00%
Benefits	5,441,013	598,279	453,418	11.00%	131.95%
Services	5,698,190	330,455	474,849	5.80%	69.59%
Materials & Supplies	3,202,967	245,549	266,914	7.67%	92.00%
Utilities	802,906	51,900	66,909	6.46%	77.57%
Insurance	648,227	46,823	54,019	7.22%	86.68%
Purchased Transportation	8,765,945	719,428	730,495	8.21%	98.48%
Miscellaneous	959,568	76,414	79,964	7.96%	95.56%
Total Departmental Operating Expenses	\$ 40,313,484	\$ 3,301,740	\$ 3,359,457	8.19%	98.28%

	03/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Departmental Operating Expense Object Category					
Salaries & Wages	\$ 14,794,668	\$ 3,531,690	\$ 3,698,667	23.87%	95.49%
Benefits	5,441,013	1,674,658	1,360,253	30.78%	123.11%
Services	5,698,190	1,042,531	1,424,548	18.30%	73.18%
Materials & Supplies	3,202,967	763,079	800,742	23.82%	95.30%
Utilities	802,906	183,181	200,726	22.81%	91.26%
Insurance	648,227	140,469	162,057	21.67%	86.68%
Purchased Transportation	8,765,945	2,076,115	2,191,486	23.68%	94.74%
Miscellaneous	959,568	179,340	239,892	18.69%	74.76%
Total Departmental Operating Expenses	\$ 40,313,484	\$ 9,591,061	\$ 10,078,371	23.79%	95.16%

2023 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 523,138	\$ 6,669	\$ 529,807
February	186,094	4,935	191,029
March	349,549	11,923	361,472
	\$ 1,058,781	\$ 23,527	\$ 1,082,307

Fare Recovery Ratio – Table 10

Description	3/31/2023	Year to Date
Fare Revenue or Passenger Revenue	\$ 88,701	\$ 264,740
Operating Expenses	3,301,740	9,591,061
Fare Recovery Ratio	2.69%	2.76%
*Excluding Depreciation		

Note: Same period last year (March 2022) the FRR was 2.65%

March 2023 – Table 11

For the month of March, total Revenues exceeded Expenses by \$615,554. For the year to date, total Expenses exceeded Revenues by \$96,438. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,024,797	\$ 4,043,014	\$ 3,990,938	9.18%	101.30%
Operating Expenses	45,860,089	3,580,401	3,688,566	7.81%	97.07%
Revenue over Expenses	(1,835,292)	462,613	302,372	-25.21%	152.99%
Capital Funding	12,513,868	304,816	304,816	2.44%	100.00%
Capital Expenditures	10,678,576	151,875	151,875	1.42%	100.00%
Revenue over Expenses	1,835,292	152,941	152,941	8.33%	100.00%
Revenue over Expenditures	\$ (0)	\$ 615,554	\$ 455,313		

	03/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,024,797	\$ 10,624,325	\$ 10,483,980	24.13%	101.34%
Operating Expenses	45,860,089	10,455,019	11,065,693	22.80%	94.48%
Revenue over Expenses	(1,835,292)	169,306	(581,713)	-9.22%	-29.10%
Capital Funding	12,513,868	1,199,314	1,199,314	9.58%	100.00%
Capital Expenditures	10,678,576	740,491	740,491	6.93%	100.00%
Revenue over Expenses	1,835,292	458,823	458,823	25.00%	100.00%
Revenue over Expenditures	\$ (0)	\$ 628,129	\$ (122,889)		

NET POSITION

The Total Net Position at the end of the month was **\$104,118,455**, a decrease of **\$2,665** from December 2022 which closed at **\$104,115,790**.

The Total Net Position is made up of three (3) components: Net Investment in Capital Assets, Funds Restricted for the FTA's Interest, and Unrestricted which represents the residual amount of the net position that is available for spending.

Of the Total Net Position of **\$104,118,455**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$47,527,428**, but only **\$25,146,589** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$22,380,839**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 46.03% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

Please note that the amount of the Designated Reserve for Employee Benefits Reserve has increased by \$502,219 as a result of the most recent Actuarial Valuation Report.

FUND BALANCE AS OF MARCH 31, 2023:

FUND BALANCE	
Net Invested in Capital Assets	\$ 56,015,719
Restricted for FTA Interest	575,308
Unrestricted	47,527,428
TOTAL FUND BALANCE	104,118,455
UNRESTRICTED BREAKDOWN	
Designated for Operating Reserve (25% OpEx less EBR)	9,834,375
Designated for Capital Reserve (25% of total CIP)	11,068,263
Designated for Employee Benefits Reserve	1,478,201
Total Designated Reserves (47.09%)	\$ 22,380,839
Unrestricted (52.91%)	25,146,589
TOTAL DESIGNATED & UNRESTRICTED	\$ 47,527,428

Please refer to the following pages for the detailed financial statements.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

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

Corpus Christi Regional Transportation Authority
Operating and Capital Budget Report
For the month ended March 2023

OPERATING BUDGET	03/2023				
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,108,110	\$ 88,701	\$ 92,343	8.00%	96.06%
Bus advertising	145,371	20,088	12,114	13.82%	165.82%
Other operating revenues	312,337	3,174	3,174	1.02%	100.00%
Sales Tax Revenue	39,793,301	3,661,166	3,661,166	9.20%	100.00%
Federal, state and local grant assistance	1,565,828	13,372	130,486	0.85%	10.25%
Investment Income	574,000	212,444	47,833	37.01%	444.13%
Staples Street Center leases	525,850	44,069	43,821	8.38%	100.57%
Total Revenues	44,024,797	4,043,014	3,990,938	9.18%	101.30%
Expenses					
Transportation	9,677,928	898,787	806,494	9.29%	111.44%
Customer Programs	583,377	46,221	48,615	7.92%	95.08%
Purchased Transportation	8,765,945	719,428	730,495	8.21%	98.48%
Service Development	787,213	50,627	65,601	6.43%	77.17%
MIS	1,658,217	130,710	138,185	7.88%	94.59%
Vehicle Maintenance	6,467,275	536,479	538,940	8.30%	99.54%
Facilities Maintenance	3,073,685	243,192	256,140	7.91%	94.94%
Contracts and Procurements	439,574	25,886	36,631	5.89%	70.67%
CEO's Office	1,196,022	98,473	99,668	8.23%	98.80%
Finance and Accounting	886,912	57,359	73,909	6.47%	77.61%
Materials Management	272,912	25,598	22,743	9.38%	112.56%
Human Resources	986,814	85,767	82,235	8.69%	104.30%
General Administration	528,001	34,415	44,000	6.52%	78.22%
Capital Project Management	395,912	30,933	32,993	7.81%	93.76%
Marketing & Communications	824,912	58,736	68,743	7.12%	85.44%
Safety & Security	2,401,747	170,975	200,146	7.12%	85.43%
Staples Street Center	1,135,037	87,961	94,586	7.75%	93.00%
Port Ayers Cost Center	32,000	193	2,667	0.60%	7.25%
Debt Service	1,597,313	-	-	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	765,828	13,372	63,819	1.75%	20.95%
Street Improvements Program for CCRTA Regional Entities	3,183,464	265,289	265,289	8.33%	100.00%
Total Expenses	45,860,089	3,580,401	3,688,566	7.81%	97.07%
Revenues Over Expenses - Operating Budget	(1,835,292)	462,613	302,372		
CIP BUDGET					
	2023 Adopted Budget	March 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 3,649,552	304,129	304,129	8.33%	100.00%
Grant Revenue	8,864,316	687	687	0.01%	0.00%
Total Funding Sources	12,513,868	304,816	304,816	2.44%	100.00%
Capital Expenditures					
Grant Eligible Costs	8,864,316	687	687	0.01%	0.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
Total Expenditures	10,678,576	151,875	151,875	1.42%	100.00%
Funding Sources Over Expenditures	1,835,292	152,941	152,941	8.33%	100.00%
Revenues Over Expenses - Operating Budget	(1,835,292)	462,613	302,372		
Revenues Over Expenses - CIP Budget	1,835,292	152,941	152,941		
Revenues Over Expenses (including rounding)	\$ (0)	\$ 615,554	\$ 455,313		

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended March 2023

OPERATING BUDGET	03/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 4	B / A	C vs B
Revenues					
Passenger service	\$ 1,108,110	\$ 264,740	\$ 277,028	23.89%	95.56%
Bus advertising	145,371	53,328	36,343	36.68%	146.74%
Other operating revenues	312,337	19,625	19,625	6.28%	100.00%
Sales Tax Revenue	39,793,301	9,484,565	9,484,565	23.83%	100.00%
Federal, state and local grant assistance	1,565,828	68,092	391,457	4.35%	17.39%
Investment Income	574,000	602,516	143,500	104.97%	419.87%
Staples Street Center leases	525,850	131,459	131,463	25.00%	100.00%
Total Revenues	44,024,797	10,624,325	10,483,980	24.13%	101.34%
Expenses					
Transportation	9,677,928	2,583,949	2,419,482	26.70%	106.80%
Customer Programs	583,377	162,662	145,844	27.88%	111.53%
Purchased Transportation	8,765,945	2,076,115	2,191,486	23.68%	94.74%
Service Development	787,213	178,297	196,803	22.65%	90.60%
MIS	1,658,217	386,425	414,554	23.30%	93.21%
Vehicle Maintenance	6,467,275	1,595,646	1,616,819	24.67%	98.69%
Facilities Maintenance	3,073,685	714,912	768,421	23.26%	93.04%
Contracts and Procurements	439,574	92,734	109,893	21.10%	84.39%
CEO's Office	1,196,022	258,081	299,005	21.58%	86.31%
Finance and Accounting	886,912	150,449	221,728	16.96%	67.85%
Materials Management	272,912	71,322	68,228	26.13%	104.53%
Human Resources	986,814	250,056	246,704	25.34%	101.36%
General Administration	528,001	99,959	132,000	18.93%	75.73%
Capital Project Management	395,912	87,843	98,978	22.19%	88.75%
Marketing & Communications	824,912	154,154	206,228	18.69%	74.75%
Safety & Security	2,401,747	474,155	600,437	19.74%	78.97%
Staples Street Center	1,135,037	253,766	283,759	22.36%	89.43%
Port Ayers Cost Center	32,000	536	8,000	1.68%	6.70%
Debt Service	1,597,313	-	-	0.00%	0.00%
Special Projects	200,000	-	50,000	0.00%	0.00%
Subrecipient Grant Agreements	765,828	68,092	191,457	8.89%	35.57%
Street Improvements Program for CCRTA Regional Entities	3,183,464	795,866	795,866	25.00%	100.00%
Total Expenses	45,860,089	10,455,019	11,065,693	22.80%	94.48%
Revenues Over Expenses - Operating Budget	(1,835,292)	169,306	(581,713)		
CIP BUDGET					
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 4	B / A	C vs B
Funding Sources					
Transfer In	\$ 3,649,552	912,388	912,388	25.00%	100.00%
Grant Revenue	8,864,316	286,926	286,926	3.24%	0.00%
Total Funding Sources	12,513,868	1,199,314	1,199,314	9.58%	100.00%
Capital Expenditures					
Grant Eligible Costs	8,864,316	286,926	286,926	3.24%	0.00%
Depreciation Expenses	1,814,260	453,565	453,565	25.00%	100.00%
Total Expenditures	10,678,576	740,491	740,491	6.93%	100.00%
Funding Sources Over Expenditures	1,835,292	458,823	458,823	25.00%	100.00%
Revenues Over Expenses - Operating Budget	(1,835,292)	169,306	(581,713)		
Revenues Over Expenses - CIP Budget	1,835,292	458,823	458,823		
Revenues Over Expenses (including rounding)	\$ (0)	\$ 628,129	\$ (122,890)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended March 31, 2023, and year ended December 31, 2022

	Unaudited March 31 2023	Unaudited December 31 2022
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 22,153,596	\$ 25,536,891
Short Term Investments	26,361,911	26,829,671
Receivables:		
Sales and Use Taxes	6,545,969	6,892,274
Federal Government	14,327	85,717
Other	292,871	635,609
Inventories	1,213,160	1,204,171
Prepaid Expenses	2,251,807	878,503
Total Current Assets	58,833,641	62,062,836
Non-Current Assets:		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	5,927,673	5,951,169
Lease Receivable	1,490,079	1,490,079
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,705,304	52,705,304
Transit Stations, Stops and Pads	28,574,474	28,574,474
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,634,935	62,634,935
Right-To-Use Leased Equipment	350,372	350,372
Software Subscriptions	38,486	-
Construction in Progress	1,095,386	1,095,386
Current Year Additions	2,687,213	-
Total Capital Assets	158,494,172	155,768,473
Less: Accumulated Depreciation	(87,725,602)	(87,272,037)
Net Capital Assets	70,768,570	68,496,436
Total Non-Current Assets	78,761,630	76,512,992
TOTAL ASSETS	137,595,272	138,575,828
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	9,475,513	9,475,513
Deferred outflow related to OPEB	62,202	62,202
Deferred outflow on extinguishment of debt	2,937,149	2,937,149
Total Deferred Outflows	12,474,864	12,474,864
TOTAL ASSETS AND DEFERRED OUTFLOWS	150,070,136	151,050,692
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	559,879	1,979,739
Current Portion of Long-Term Liabilities:		
Long-Term Debt	905,000	905,000
Compensated Absences	335,005	335,005
Sales Tax Audit Funds Due	246,366	328,488
Distributions to Regional Entities Payable	8,319,080	7,523,214
Other Accrued Liabilities	1,075,969	1,353,073
Total Current Liabilities	11,441,299	12,424,519
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	16,785,000	16,785,000
Compensated Absences	942,102	942,102
Sales Tax Audit Funds Due	164,258	164,258
Net Pension Liability	11,027,475	11,027,475
Net OPEB Obligation	834,840	834,840
Lease Liability	172,612	172,612
Total Non-Current Liabilities	29,926,287	29,926,287
TOTAL LIABILITES	41,367,586	42,350,806
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,087,164	3,087,164
Deferred inflow related to OPEB	6,852	6,852
Deferred inflow related to leases	1,490,079	1,490,079
Total Deferred Inflows	4,584,095	4,584,095
TOTAL LIABILITIES AND DEFERRED INFLOWS	45,951,681	46,934,902
Net Position:		
Net Invested in Capital Assets	56,015,719	53,743,585
Restricted for FTA Interest	575,308	575,308
Unrestricted	47,527,428	49,796,897
TOTAL NET POSITION	\$ 104,118,455	\$ 104,115,790

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended March 31, 2023

	<u>3/31/2023</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 74,773
Cash Received from Bus Advertising and Other Ancillary	388,895
Cash Payments to Suppliers for Goods and Services	(2,992,969)
Cash Payments to Employees for Services	(1,235,394)
Cash Payments for Employee Benefits	(359,240)
Net Cash Used for Operating Activities	<u>(4,123,935)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	2,856,474
Grants and Other Reimbursements	54,720
Distributions to Subrecipient Programs	-
Distributions to Region Entities	-
Net Cash Provided by Non-Capital Financing Activities	<u>2,911,194</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	149,223
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(486,214)
Net Cash Used by Capital and Related Financing Activities	<u>(336,991)</u>
Cash Flows from Investing Activities:	
Investment Income	230,631
Purchases of Investments	(1,000,000)
Maturities and Redemptions of Investments	-
Premiums/Discounts on Investments	-
Net Cash Used by Investing Activities	<u>(769,369)</u>
Net decrease in Cash and Cash Equivalents	(2,319,101)
Cash and Cash Equivalents (Including Restricted Accounts), March 1, 2023	25,048,005
Cash and Cash Equivalents (Including Restricted Accounts), March 31, 2023	\$ <u><u>22,728,904</u></u>



Subject: March 2023 Operations Report

The system-wide monthly operations performance report is included below for your information and review. This report contains monthly and Year-to-Date (YTD) operating statistics and performance measurement summaries containing ridership, performance metrics by service type, miles between road calls and customer service feedback.

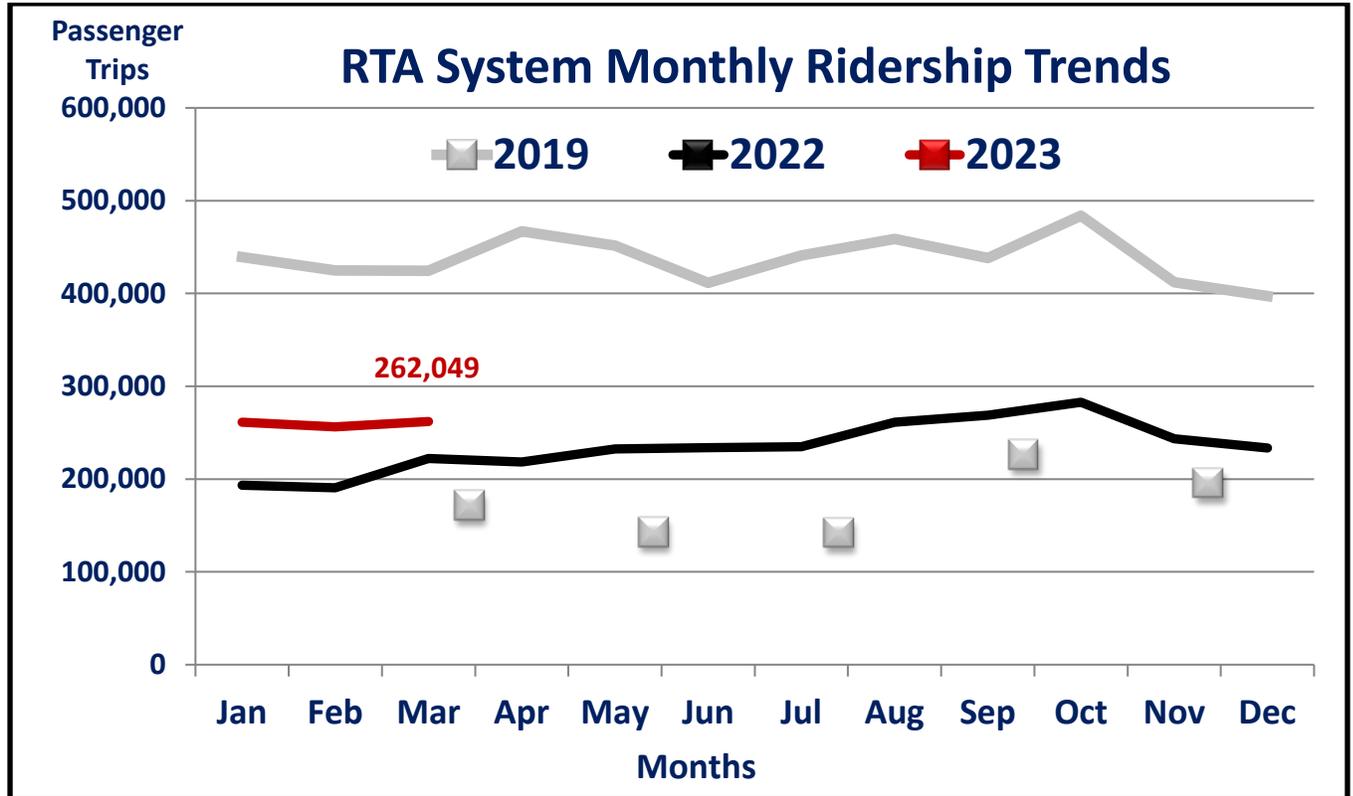


COMMUTE
with enterprise



System-wide Ridership and Service Performance Results

March 2023 system-wide ridership levels continued to be slightly impacted by the COVID-19 pandemic. Passenger trips totaled 262,049 which represents a 18.0% increase as compared to 222,118 passenger trips in March 2022 with 39,931 more trips provided this month. In comparison to the pre-COVID-19 (Pre-Covid) period in March 2019 with 425,186 passenger trips, the 262,049 passenger trips represent a 38.4% decrease with 163,137 fewer trips.

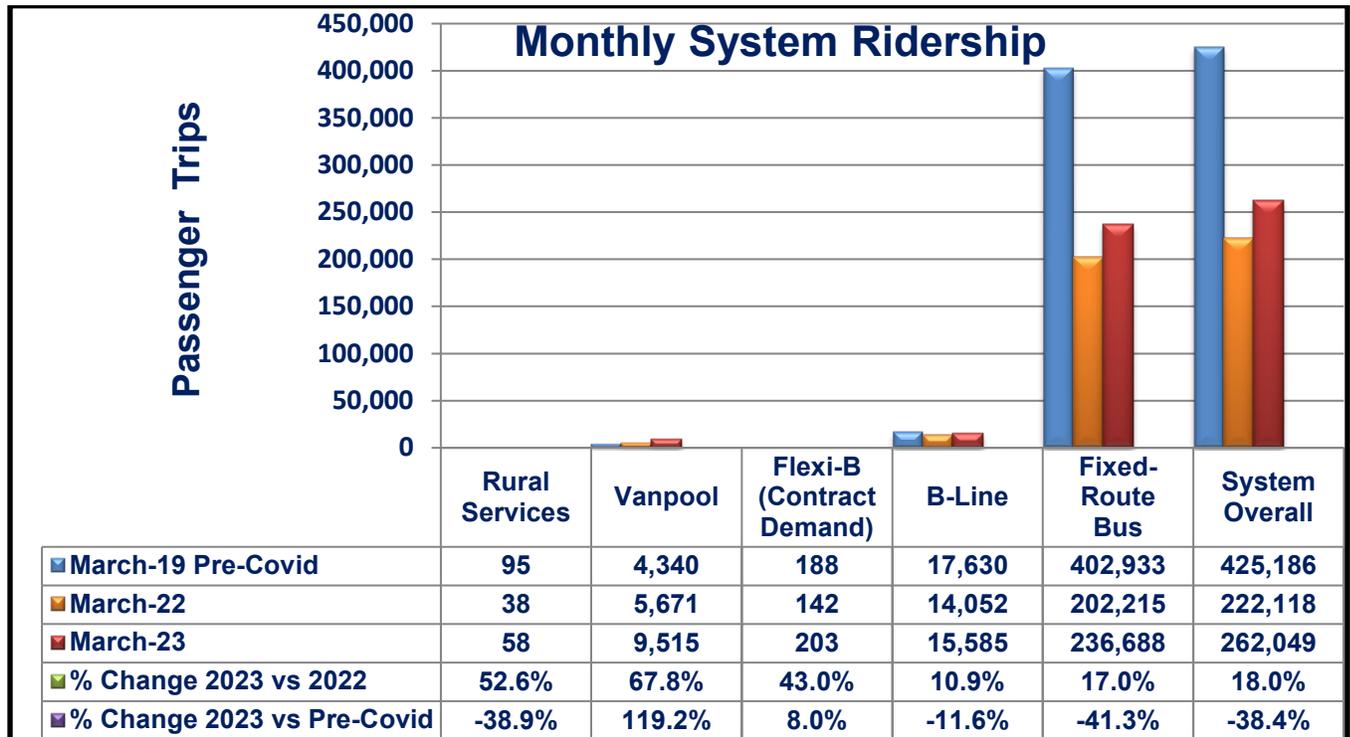


March 2023	March 2022	Variance
23 Weekdays	23 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
31 Days	31 Days	-

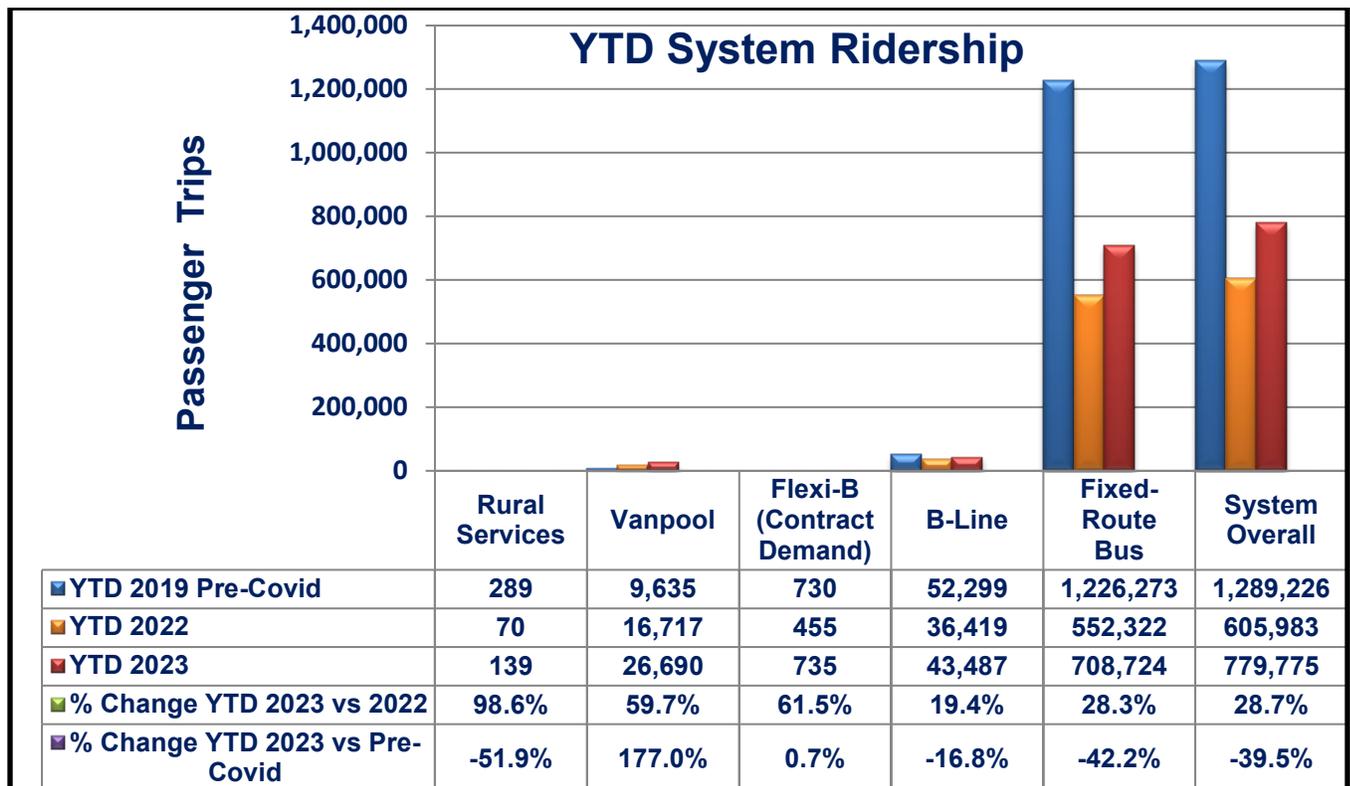
The average retail price for unleaded gas in Corpus Christi was approximately \$3.09 per gallon as compared to \$3.86 per gallon in March 2022¹ which represents a 19.9% decrease in the average cost per gallon. Rainfall was below normal at 0.72 inches and similar to last year’s total of 0.70 inches for March.² Normal average March rainfall is approximately 2.28 inches. The 72.1-degree average temperature was above the average monthly temperature of 67.4 degrees.

1. GasBuddy.com historical data at <http://www.gasbuddy.com>.
 2. <https://etweather.tamu.edu/rainhistory>

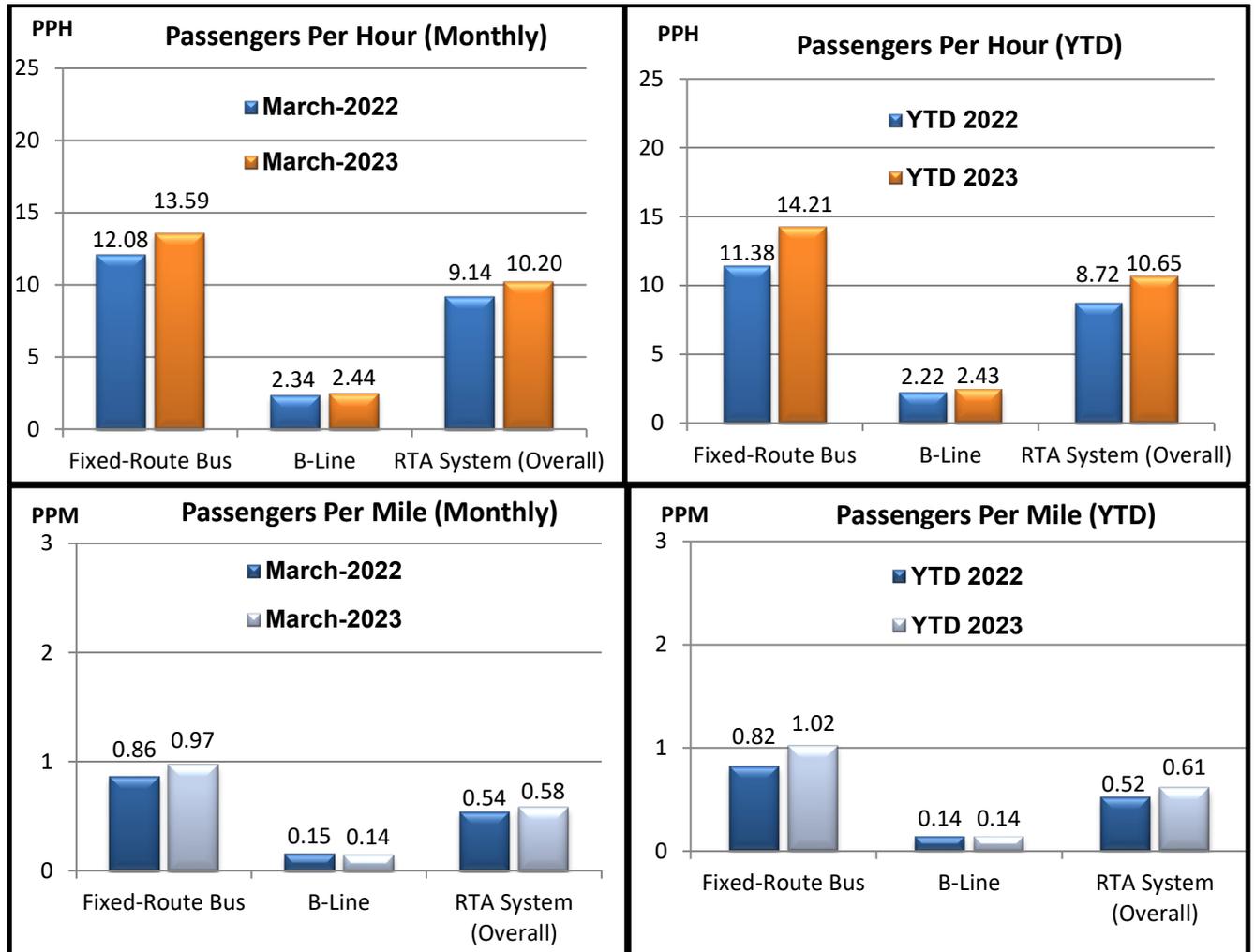
The chart below shows monthly ridership results for all services. CCRTA recorded 39,931 more passenger trips in March 2023 for a 18.0% increase as compared to March 2022. As compared to March 2019 Pre-Covid, passenger trips decreased 38.4%.



The chart below shows YTD ridership results for all services.



The following charts report system-wide productivity for the month of March 2023 vs. March 2022 and YTD figures.



The following table shows on-time performance of fixed route services.

Schedule Adherence	Standard	Dec-22	Jan-23	Feb-23	Mar-23	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.4%	0.0%	0.1%
Departures within 0-5 minutes	>85%	89.3%	93.6%	93.1%	90.4%	91.6%
Monthly Wheelchair Boardings	No standard	3,732	3,463	3,084	3,331	3,403
Monthly Bicycle Boardings	No standard	4,429	4,444	4,280	5,257	4,603

On Detour

- **Port Ave.** Utility Replacement Project (6) month project: Began March 2022 with anticipated completion in late March 2023.
 - Routes 21, 23 & 37 (**2 stops impacted**)
- **Leopard St.** (Nueces Bay-Palm) (14) month project: Began April 2021-anticipated completion in late March 2023.
 - Routes 27 & 28 (**6 stops closed**)
- **S. Staples St.** (Kostoryz-Baldwin) (29) month project: Began March 2021. First Phase now complete-traffic switch over to new constructed east section.
 - Route 29 (**12 Stops closed**) Detour from Staples to Alameda to Texan Trail.
- **Park Road 22 water exchange bridge:** Began late 2020. Slight detour only.
 - Route 65 (No stops impacted)
- **New Harbor Bridge (North Beach):** Routes 76 & 78 remain on minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)
- **Winnebago & Lake St.** (Harbor Bridge reconstruction): Began August 2020.
 - Route 12 (**4 stops impacted**)
- **Leopard St.** (Crosstown-Palm) (14) month project began Dec. 5, 2022. This Bond project will extend the current/existing Leopard St. detour.
 - Routes 27 & 28 (**9 stops impacted**)

Detours Expected

- **McArdle** (Carroll-Kostoryz) To begin mid-2023.
 - Route 19 (**8 stops may be impacted**)
- **Gollihar** (Crosstown-Greenwood) To begin mid-2023.
 - Routes 23 & 25 (**11 stops may be impacted**)
- **Alameda** (Chamberlain-Texan Tr.) To begin late-2023.
 - Routes 5 & 17 (**8 stops will be impacted**)
- **Comanche** (Carancahua-Alameda) To begin late-2023.
 - Routes 12, 21, 27 & 28 (**4 stops will be impacted**)
- **Brownlee Blvd.** (Morgan-Staples) To begin late-2023.
 - Routes 5x & 17 (**7 stops will be impacted**)

No Detour

- **Wildcat** (Northwest Blvd.-Teague) Began Jan. 10, 2023. (10) month project.
 - Route 27 (**1 stop closed 3 stops slightly impacted**)
- **Everhart Rd. (SPID-S. Staples):** Project could begin late-2023.
 - Routes 32 & 37 (**7 stops will be impacted**)
- **Waldron Rd.** (SPID-Purdue): Began November 28, 2022. Phase 2 complete, Phase 3 about to begin which is anticipated to last six weeks.
 - Route 4 (**13 stops temporarily impacted**)

For March 2023, there were **11** impacted fixed routes out of 32 fixed route services in operation. This equates to approximately 34% of CCRTA services travelling on the local streets. Detoured bus route services include: 4, 12, 21, 23, 27, 28, 29, 37, 65, 76 & 78.

Total number of bus stops currently impacted or closed is **50**.

Purchased Transportation Department Report: B-Line Service Contract Standards & Ridership Statistics

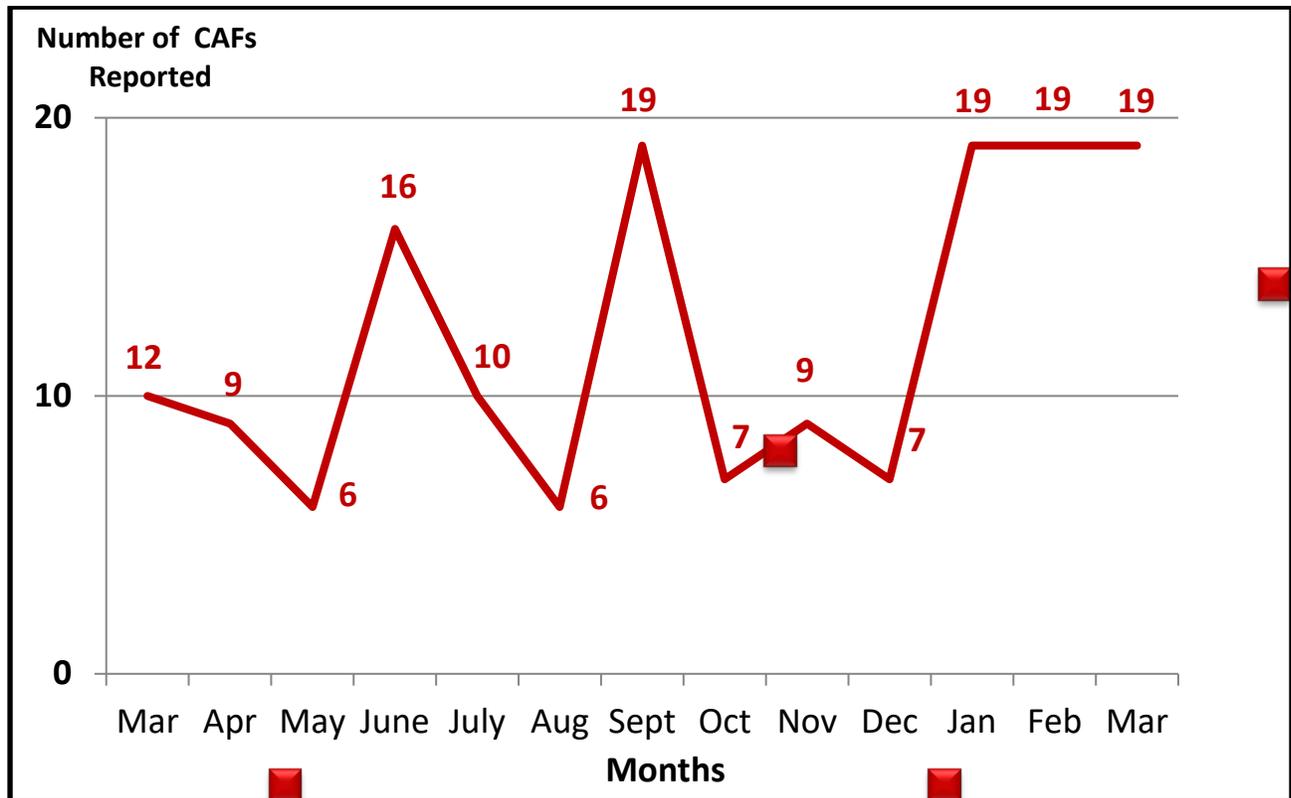
In March 2023, B-Line service metrics remain slightly impacted by RSV, Influenza and the persistent COVID-19 pandemic.

- Productivity: **2.44** Passengers per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **20,731** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,252** ambulatory boardings; **4,179** wheelchair boardings

Metric	Standard	Dec-22	Jan-23	Feb-23	Mar-23	(4) Month-Ave.
Passengers per Hour	2.50	2.40	2.37	2.50	2.44	2.43
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	15,366	13,216	12,554	20,731	15,466
Monthly Wheelchair Boardings	No standard	3,879	3,680	3,705	4,179	3,861

Customer Programs Monthly Customer Assistance Form (CAF) Report

For March 2023, Customer Service received and processed 19 Customer Assistance Forms (CAF's). 19 CAF's matches the previous two month's total and represents a 0% increase. However, of the 19 CAFs, five were commendations received from customers.



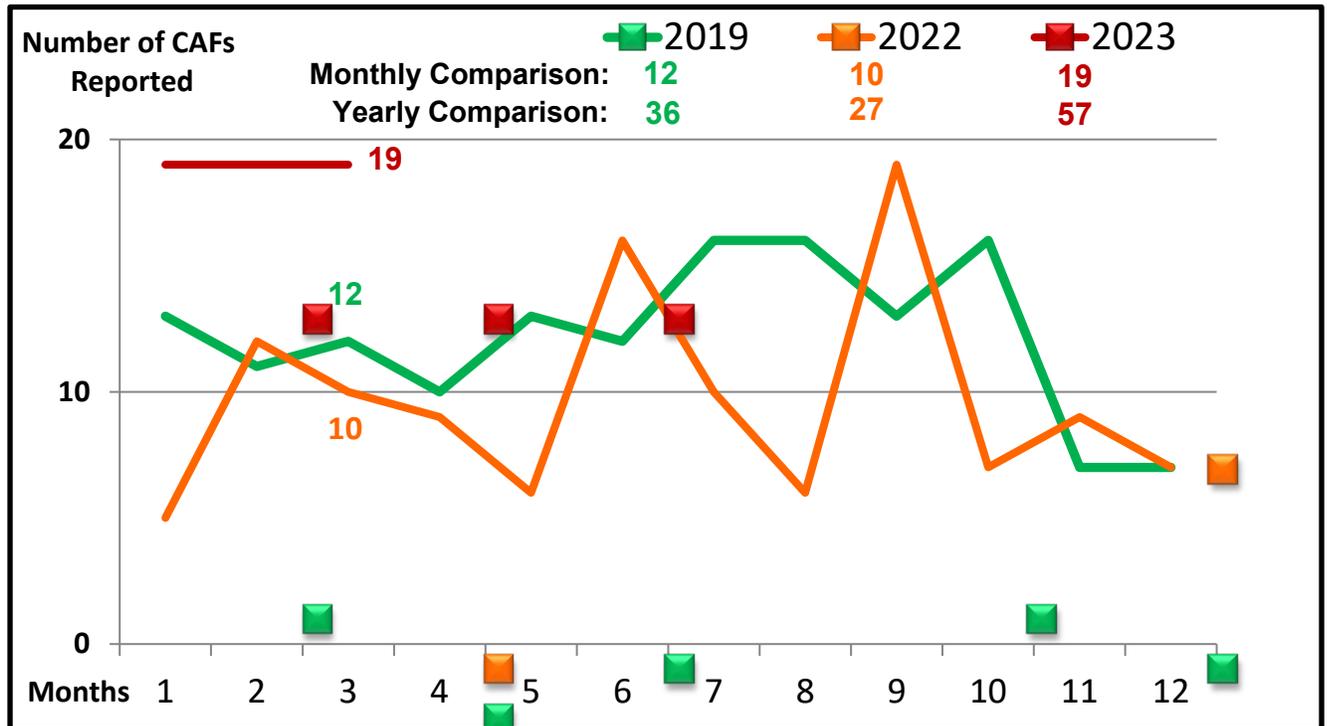
Route Summary Report:

Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	1	#34 Robstown North Circulator	
#4 Flour Bluff		#35 Robstown South Circulator	
#5 Alameda		#37 Crosstown/TAMU-CC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls		#51 Gregory/NAS Ex (P&R)	
#12 Hillcrest/Baldwin	3	#53 Robstown/NAS Ex (P&R)	
#15 Kostoryz/Carroll HS		#54 Gregory/Downtown Express	
#16 Morgan/Port		#60 Momentum Shuttle	
#17 Carroll/Southside		#65 Padre Island Connection	1
#19 Ayers		#76 Harbor Bridge Shuttle	1
#19G Greenwood		#78 North Beach Shuttle	
#19M McArdle		#83 Advanced Industries	
#21 Arboleda		#90 Flexi-B Port Aransas	
#23 Molina		#93 Flex	
#24 Airline/Yorktown		#94 Port Aransas Shuttle	
#25 Gollihar/Greenwood		#95 Port Aransas Express	
#26 Airline/Lipes		B-Line (Paratransit) Services	2
#27 Leopard	2	Safety, Security & Transportation	2
#27x Leopard (Express)		Facilities Maintenance	
#28 Leopard/Navigation	1	Customer Service Department	
#29 Staples		Service Development	
#29F Staples/Flour Bluff		Facilities/Service Development	
#29SS Staples/Spohn South	1	Commendations	5
#32 Southside		TOTAL CAF's	19

CAF Breakdown by Service Type:

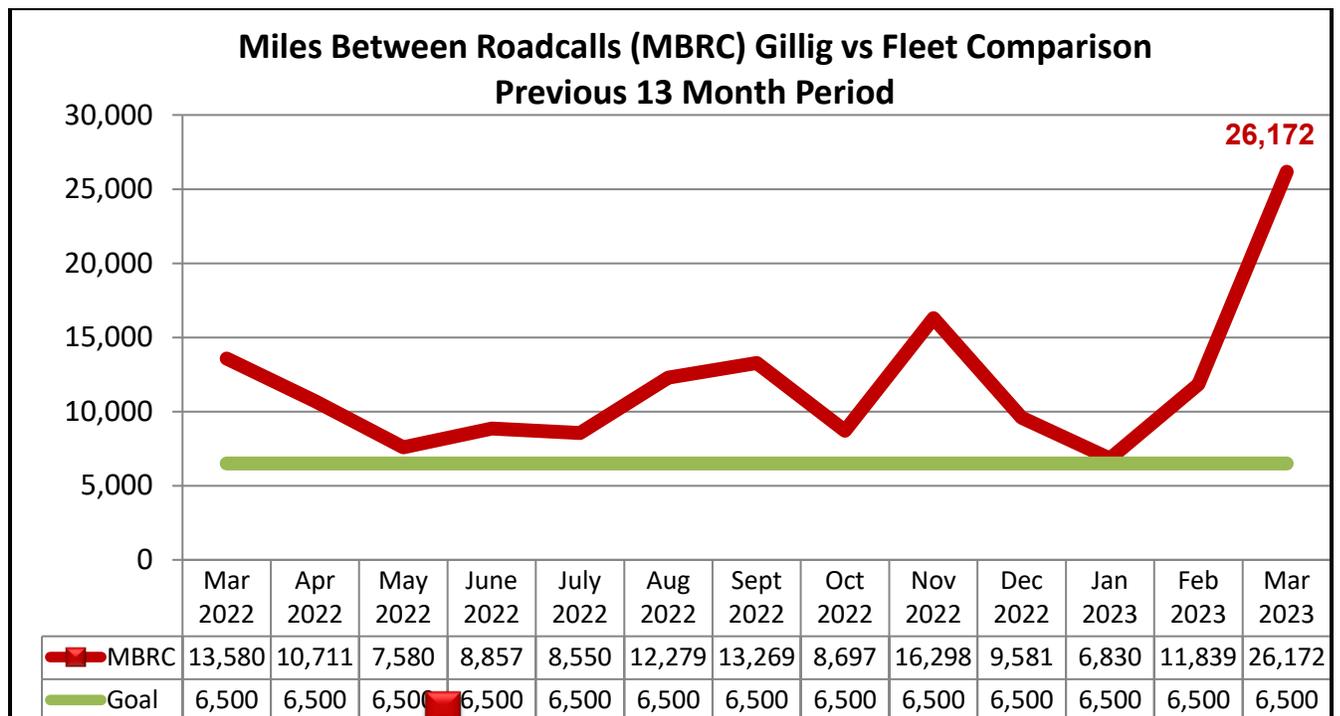
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues	1		2	3
Driving Issues	3	1	1	5
Customer Services				
Late/Early – No Show			1	1
Alleges Injury				
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup				
Add Bench/Stop				
Tie Down Issues				
Inappropriate Behavior				
B-Line Calls				
Incident at Stop	1			1
Incident on Bus	1			1
Incident at Station				
Policy/Standing Orders				
Denial of Service			2	2
Safety & Security				
Rude		1		1
Facility Maintenance				
Service Development				
Vehicle Maintenance				
Over Crowded Vehicle				
Cell Phone User				
Safety Transportation				
Commendations	1	1	3	5
Total CAFs	7	3	9	19

Number of CAF Reports: Current and Historical Trends



Vehicle Maintenance Department: Miles Between Road Calls Report

In March 2023, there were 26,172 miles between road calls (MBRC) recorded as compared to 13,580 MBRC in March 2022. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. The thirteen-month average is 11,865.



Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Gordon Robison
Director of Planning

Reviewed by: Derrick Majchszak
Managing Director of Operations

Final Approval by: 

Miguel Rendón
Acting Chief Executive Officer