



MEETING AGENDA

DATE: Wednesday, April 26, 2023

TIME: 9:30 a.m.

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

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

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

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair

Lynn Allison Jeremy Coleman Erica Maymi Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	G. Canales	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	G. Canales	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of March 22, 2023	G. Canales	3 min.	Pages 1-3
6.	Discussion and Possible Action to Recommend Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy	M. Rendón	3 min.	Pages 4-20
7.	Discussion and Possible Action to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Costs of \$523,430	R. Saldaña	3 min.	Page 21-23
8.	Committee Chair Report	G. Canales	3 min.	-----
9.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 23 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

ELOY SALAZAR, Committee Chair

Beatriz Charo Armando Gonzalez Anna Jimenez Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes March 22, 2023	E. Salazar	3 min.	Pages 1-5
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to issue a Professional Service Agreement for Battery Electric Bus Deployment Project with the Center for Transportation and the Environment (CTE)	D. Majchszak	3 min.	Pages 6-10
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Exercise Option Year One on Individual Contracts to Multiple Vendors for Bus Parts Supply	D. Majchszak	3 min.	Pages 11-12
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to H & E Equipment Services, Inc. (H&E), for the Purchase of an Articulating Boom Lift	S. Montez	3 min.	Pages 13-14
9.	Update on Value Engineering Process for the New Port Ayers Station	S. Montez	3 min.	-----
10.	Committee Chair Report	E. Salazar	3 min.	-----
11.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 29 min.

RURAL AND SMALL CITIES COMMITTEE

LYNN ALLISON, Committee Chair

Gabi Canales Beatriz Charo Jeremy Coleman Armando Gonzalez

NO MEETING

LEGISLATIVE COMMITTEE

AARON MUNOZ, Committee Chair

Gabi Canales Anna Jimenez Dan Leyendecker Eloy Salazar

NO MEETING

On **Friday, April 21, 2022** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

Mission Statement

The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.

Vision Statement

Provide an integrated system of innovative accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, March 22, 2022**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Opportunity for Public Comment – No Public Comments**
- 5. Approved the Administration & Finance Committee Meeting Minutes of February 22, 2023**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365**
- 7. Heard Committee Chair Report**
- 8. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Gabi Canales; Chair, called the meeting to order at 8:32 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

Jeremy Coleman.

Staff Present

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

Public Present

Michael Dodson, Marshall Company. Gabriel Ortiz, Hanson, Inc. Paul Rybalka, Gignac & Associates.



Safety Briefing

Mr. John Esparza, Safety and Security Administrator, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. Marisa would account for all board members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of February 22, 2022

SECRETARY LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 22, 2022. DIRECTOR ERICA MAYMI AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Three (3) Year Contract to SHI Government Solutions for Microsoft Office 365

Mr. Robert Saldaña, Managing Director of Administration, presented the item noting the board priority is public innovation. For the background, he noted that CCRTA's current Microsoft email system and Office software has been in place since 2019 and it enables RTA staff to easily send and receive documents, images, links and communicate with others. The RTA's current email system plays a critical function in daily operations to keep communications with staff, vendors and stakeholders. He added that today's modern email systems and remote work standards require modern cloud-based systems. At the present time, the RTA hosts its own Microsoft email system and purchases Microsoft Office Software licenses every three years. Mr. Saldaña notes that SHI Government Solutions is a leading provider of Microsoft product and services throughout the United States. CCRTA



is requesting 120 Microsoft Office 365 Government Plan User Licenses. He states that CCRTA will purchase these services through the Texas Department of Information Resources (DIR), which pools local government accounts to leverage purchasing power. The estimated cost for a three-year contract with SHI for Microsoft Office 365 will be \$85,579.20. Funds for the Office 365 software license were identified in the MIS 2023 Capital Budget using local funds. At this time, Mr. answered any questions the Board had. Director Maymi asked if there is additional security in place since this is moving to a cloud base. Director Saldaña said since this is a Microsoft product, they have their security measures in place and CCRTA also has their own security measures in place.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AWARD A THREE (3) YEAR CONTRACT TO SHI GOVERNMENT SOLUTIONS FOR MICROSOFT OFFICE 365. SECRETARY LYNN ALLISON SECONDED THE MOTION. CANALES, ALLISON, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN.

Heard Committee Chair Report

Committee Chair Canales reported nothing new for this item.

Adjournment

There being no further review of items, the meeting adjourned at 8:39 a.m.

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.

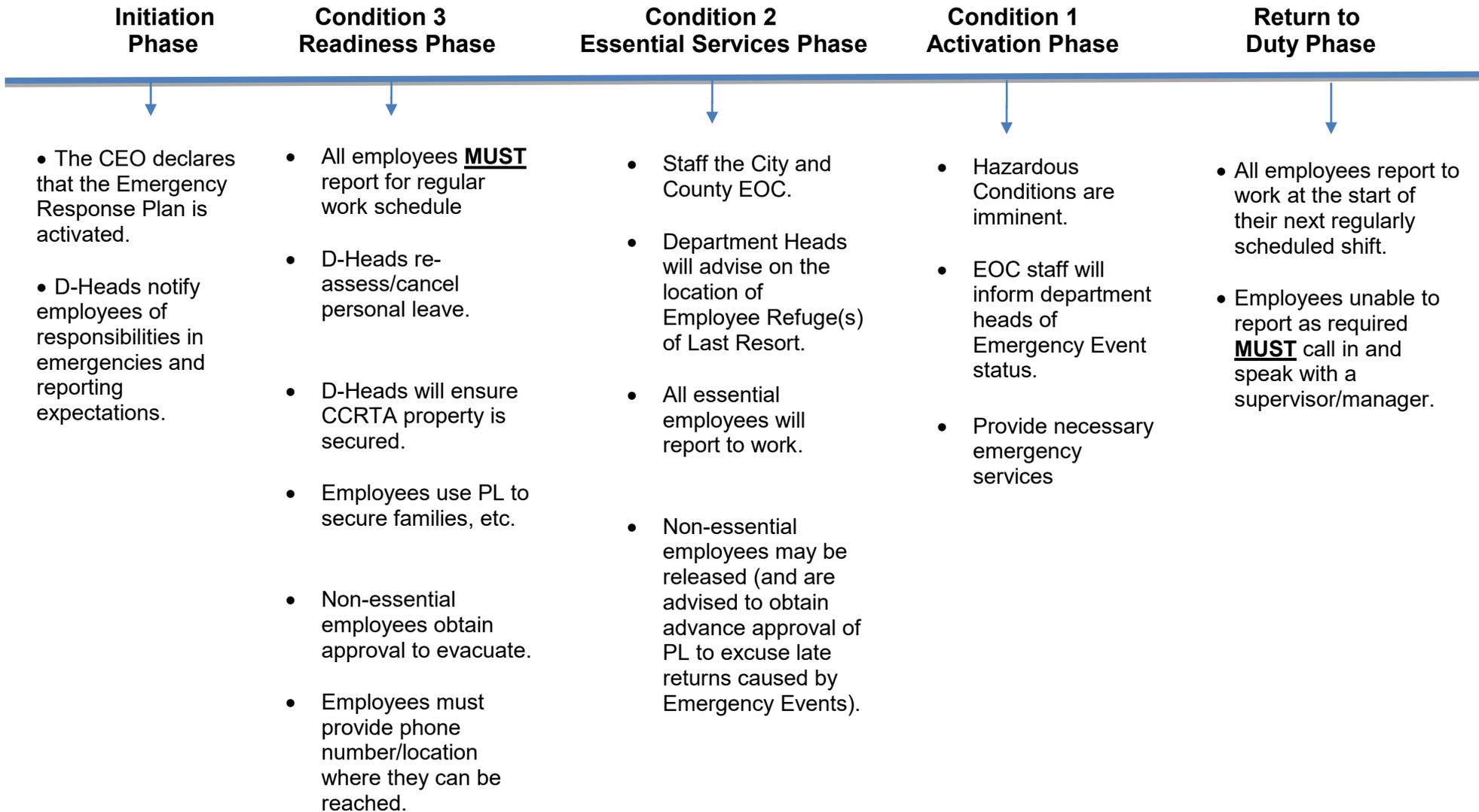
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated 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.

Calculations 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

Board Priority

Public Image and Transparency.

Recommendation

Staff requests that the Administration & Finance Committee recommend that the Board of Directors 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



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

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Provided Opportunity for Public Comment – None Received**
- 5. Approved the Operations & Capital Projects Committee Meeting Minutes of February 22, 20230**
- 6. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two (2) with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services**
- 7. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Marshall Company, Ltd. For the Construction of the New Port Ayers Transfer Station**
- 8. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Purchase of Seven ENC 35' CNG Buses from the State of Georgia DOAS Contract**
- 9. Heard Committee Chair Report**
- 10. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:55 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Eloy Salazar, Committee Chair, called the meeting to order at 8:55 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Beatriz Charo (virtual), Armando Gonzalez and Anna Jimenez.

Board Members Absent

Matt Woolbright

Staff Present

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



Public Present

Michael Dodson, Marshall Company. Gabriel Ortiz, Hanson Professional Design Services, Inc. Paul Rybalka, Gignac & Associates. Ben Schmit (virtual), MV Transportation.

Safety Briefing

Mr. John Esparza, Safety and Security Administrator, gave the safety briefing to the audience and Board of Directors. He asked that in the event of an emergency, the audience exit the boardroom to his right and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. Marisa would account for all board members and he would be the last out to make sure that everyone exits properly. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of February 22, 2023

VICE-CHAIR ANNA JIMENEZ, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF FEBRUARY 22, 2023. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ AND JIMENEZ VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year Two (2) with Hanson Professional Services, Inc., for General Architectural and Engineering Design Services

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, introduced Mr. Gabriel Ortiz with Hanson Professional Services, Inc. to the Board. Ms. Montez provided background stating CCRTA entered into an engineering/ architectural/ environmental services contract on April 15, 2019, with Hanson Professional Services for a three-year fixed contract, with two one-year options. The last option year period covers service from April 15, 2023 through April 14, 2024. The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, as well as, environmental services. The purpose of having an engineering/architect/environmental company of record serves the following objectives:



expedites unforeseen work assignments that require a quick response, provides flexibility relating to a wide selection of engineering services and supports RTA staff with projects that run parallel/simultaneously that need to be fast-tracked. Ms. Montez notes that Hanson Inc. has provided excellent support/guidance services throughout the previous three-year contract. She gave an overview of some of the ongoing work currently underway, which will finish out throughout the option year. The DBE goal is 7% for this contract and Hanson has committed to meeting this goal. The annual cost estimate is \$150,000 and the services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis. At this time, Ms. Montez answered any questions the Board had. Committee Chair pointed out that since this is professional services, it does not require proposals, however in the future he would like to see more bids. Ms. Montez agreed and noted soon an engineering pool will be recommended to the Board for more options.

VICE CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR TWO (2) WITH HANSON PROFESSIONAL SERVICES, INC., FOR GENERAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ AND JIMENEZ VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Marshall Company, Ltd., for the Construction of the New Port Ayers Transfer Station

Ms. Sharon Montez introduced Mr. Michael Dodson with Marshall Company, Ltd, and Mr. Paul Rybalka with Gignac & Associates Inc. to the Board. Ms. Montez provided background stating CCRTA received a competitive grant for three capital projects, which consisted of Bear Lane Bus Parking Lot Improvements (complete), Del Mar South – Bus Stops (2) (construction underway) and a new Port Ayers Station. The new structure will be located at 4311 Ayers Street. The existing station was built in 1994 and the station has the second highest ridership, after the Staples Street Station. The new station will be adjacent to the old station, off of Ayers Street and Port Street. The new station will have a similar open canopy design scheme, like the Staples Street Station at 602 N. Staples, but with enhancements in which Ms. Montez described. The bids were issued January 27th and bid opening was March 13th. CCRTA received five bids, but two were quotes submitted by subcontractors and not responsive bids. The lowest bid, which was responsive and responsible, was submitted by Marshall Company, Ltd. Ms. Montez displayed the bid tabulation table. Next, Ms. Montez provided a background on Marshall Company, Ltd along with their work history with CCRTA. The financial impact was discussed with the estimated amount of the contract being \$6,198,000 and is budgeted in the 2023 Capital Projects budget. This project is funded with 75% federal funds and 25% local funds. The amount of the 5339(b) competitive grant award, for the project, was \$5,811,845. Contingent upon contract approval, CCRTA staff and Gignac’s architectural team will work with Marshall Company to review the bid pricing, to determine if there are areas where pricing can be adjusted to reduce the bid price. Staff will bring any bid price reductions over \$50,000 back



to the Board for review. The DBE goal for the project is 15% and Marshall Company has committed to a DBE goal of 39%. At this time, Ms. Montez answered any questions. Committee Chair Salazar asked that for informational purposes, the Board would like to be informed of the potential changes made to the bid, even if they are small items. There was discussion on which potential amenities would be included and which could be added. Ms. Montez let Director Charo know she would include in the Board document the amount of the local funds.

VICE CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO MARSHALL COMPANY, LTD. FOR THE CONSTRUCTION OF THE NEW PORT AYERS TRANSFER STATION. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ AND JIMENEZ VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the purchase of seven ENC 35' CNG buses from the State of Georgia DOAS Contract

Mr. Gordon Robinson, Director of Planning, presented the item. He gave a summary of the current heavy-duty bus fleet, stating there are 15 diesel and 50 CNG buses. These are primarily used on RTA directly operated fixed routes but also used for special events and emergency services. The Federal Transit Administration (FTA) defines minimal useful life, which is 12 years or over 500,000 miles. The FAST Act was passed in 2015 in which Section 3019 authorized the purchase of vehicles from state cooperative contracts. Mr. Robinson provided background on ENC stating the company was established in 1975 as National Coach and the manufacturing facility is located in Riverside, CA. It is one of 30 companies that make up the larger REV Group which consists of: emergency vehicles, fire apparatus, recreational vehicles and commercial vehicles (public transit). Next, he noted that 25 heavy-duty buses have met their useful life. In order to avoid excessive maintenance costs, Mr. Robinson says they must act to get the vehicles replaced. There is no DBE requirement for this procurement. The seven CNG bus project is budgeted for \$5,600,000 and is a Board approved 2023 CIP project funded partially by 5307 Formula Funds. The total cost is \$5,487,770.33 and the cost per bus is \$783,967.19. Federal is 85% and CCRTA is 15%.

Mr. Robinson answered any questions the Board had at this time. Mr. Rendón reported that staff was able to visit the plant and were impressed with the supervisors, workers and production process. He adds that other bus manufacturers are taking close to a year and a half and if this item gets approved, they would take 12-15 months, which would be quicker than the current average.



DIRECTOR ARMANDO GONZALEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE PURCHASE OF SEVEN ENC 35' CNG BUSES FROM THE STATE OF GEORGIA DOAS CONTRACT. VICE CHAIR ANNA JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ AND JIMENEZ VOTING IN FAVOR. ABSENT WOOLBRIGHT.

Heard Committee Chair Report

Mr. Eloy Salazar congratulated the team that was able to attend the City Council presentation and said they did a great job. He noted a lot of tough questions were asked but it went well and staff was able to answer them accordingly. He also noted how prepared the Legislative Chair was and said he did a great job.

Adjournment

Adjourned at 9:23 a.m.

Submitted by: Marisa Montiel

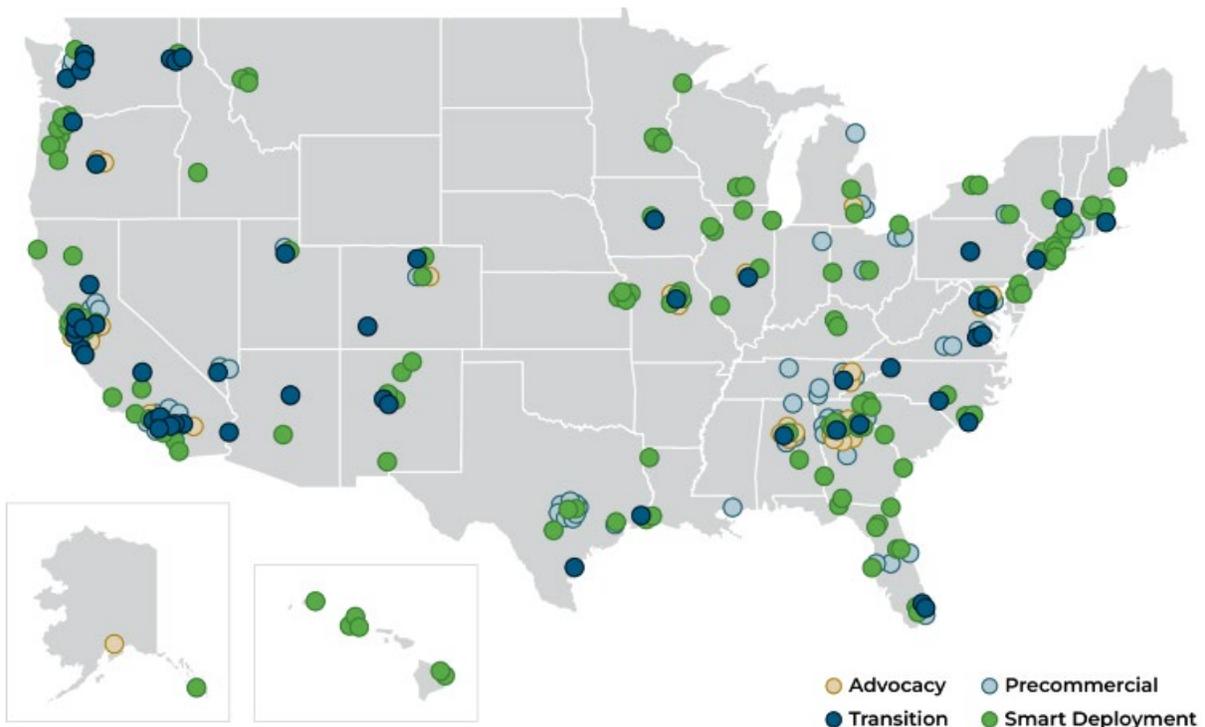


Subject: Issue a Professional Services Agreement for Battery Electric Bus Deployment Project with The Center for Transportation and the Environment (CTE)

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.

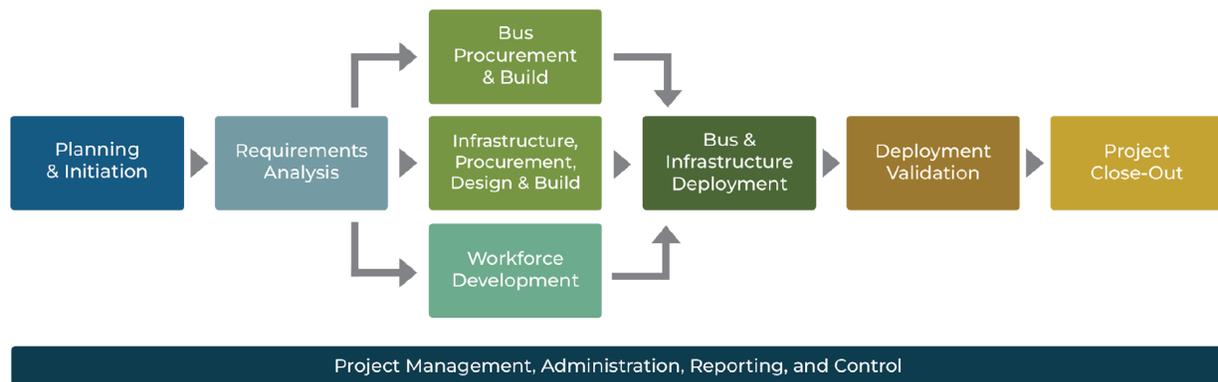


Identified Need

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 that the Operations & Capital Projects Committee recommend 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 that the Operations & Capital Projects Committee recommend 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. The CCRTA received one bid. Three companies were contacted. 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 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 Operations and Capital Projects Committee recommend that 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