

MEETING AGENDA

DATE: Wednesday, May 24, 2023

TIME: 8:30 a.m.

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

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

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

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair

Lynn Allison Jeremy Coleman Erica Maymi Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	G. Canales	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	G. Canales	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2023	G. Canales	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to Knight Security Systems, LLC for a Security Camera System	R. Saldaña	3 min.	Page 5
7.	Committee Chair Report	G. Canales	3 min.	-----
8.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 20 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

ELOY SALAZAR, Committee Chair

Beatriz Charo Armando Gonzalez Anna Jimenez Matt Woolbright

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	3 min.	-----
	Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.			
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes April 26, 2023	E. Salazar	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Exercise the Option Year on the Contract with Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply	D. Majchszak	3 min.	Pages 5-6
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 the Contract with Arguindegui Oil Company for Lubricant & Fluid Supply	D. Majchszak	3 min.	Pages 7-8
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. for Two 6000 lb Capacity Forklifts	D. Majchszak	3 min.	Pages 9-10
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to EDM for the Procurement of Bus Passes	S. Montez	3 min.	Pages 11-12
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, May 19, 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, April 26, 2023**

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 March 22, 2023**
- 6. Approved to Recommend the Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy**
- 7. Approved to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Cost of \$523,430**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:30 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 9:57 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

None

Staff Present

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

Public Present

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 March 22, 2022

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF MARCH 22, 2022. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy

Mr. Miguel Rendón, Acting CEO, presented the item noting the board priority is Safety and Security. For the background, he noted that during and after an emergency situation, the CCRTA has a responsibility to provide a service to the citizens of the following areas: Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Gregory, Robstown, San Patricio and Nueces County. The CCRTA has a responsibility to work cooperatively with the City of CC and the Nueces County Emergency Management Office "EMO". Collaboratively, they provide emergency preparedness and evacuation services in the communities within RTA's service area relating to hurricanes and other emergencies requiring evacuations. He notes buses will not operate in the event that wind speeds reach 35 miles per hour or greater, due to safety reasons. Mr. Rendón says that this policy applies to all CCRTA employees, including part-time and temporary employees. He discussed essential vs. non-



essential employees. He continues that the initiation phase is when the CEO declares the Emergency Response Plan is activated and department Directors will notify employees of their responsibilities and expectations. Next, he discussed the condition phases which include Phase 3 - Readiness, Phase 2 - Essential Services and Phase 1 - Activation. When the return to duty phase is activated, all employees must report to work at the start of their next regularly scheduled shift and employees unable to return must speak with their supervisor/manager. Board Chair Leyendecker asked who staffs the EOC. Mr. Majchszak said the county personnel holds their own meetings, city members hold their meetings along with Gordon and himself. It is a collaborative effort when the City holds their meeting, the County attends and vice-versa. Mr. Rendón noted that if the item gets approved at the May Board meeting, this will be presented to the Small Cities Committee of Mayors.

DIRECTOR JEREMY COLEMAN MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT THE REVISED 2023 EMERGENCY PREPAREDNESS POLICY. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Costs of \$523,430

Mr. Robert Saldaña, Managing Director of Administration, presented the item noting the board priority is Public Image and Transparency. For the background, he noted the Defined Benefit Plan (DBP) provides a fixed, pre-established benefit for employees at retirement. The fundamental financial objective is to fund the long-term cost of the pension benefits promised to participants. He says an additional objective is to meet the funding goals established by Texas Government Code 802.2011, which requires a funding policy that seeks a funding ratio of 100%. The current policy approved in 2019 seeks 85% to 95% funding level. Mr. Saldaña explains the total expenditures budgeted in 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% and the increase in expenditures is expected to be covered by the projected increase in Sales Tax Revenues. He displayed the impact on department operating budgets. Director Maymi asked how much this would increase the overall budget, Mr. Saldaña noted approximately 1% increase in the budget. Director Maymi asked about the difference in increase in departments and if it means more staff was hired in those departments. Mr. Saldaña explains that the increases relate to the expected amount per employee in those departments and that each employees' situational increase is different. Director Maymi asked how long the employee must be employed to be fully funded and he responded seven years. Director Maymi asked if the pension gets transferred to the spouses at death and Mr. Saldaña noted that there are different options available at retirement. Secretary Allison asked how the Sales Tax Income is looking so far and Mr. Saldaña noted January and February are usually low sales tax months, but usually picks up later in the year. Chair Leyendecker asked if this is approved, what percentage will this bring the funded ratio to and Mr. Saldaña noted 87.35%. He wanted to clarify that this would be pulled from the unreserved fund and essentially put back at the end of the year if able to. Mr. Saldaña replied that was correct.



DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE 2023 BUDGET AMENDMENT FOR PENSION COSTS OF \$523,430. SECRETARY LYNN ALLISON SECONDED THE MOTION. CANALES, ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT NONE.

Heard Committee Chair Report

Committee Chair Canales thanked the Directors and staff that were involved in the TTA Conference noting she feels it went really well and was impressed. Director Coleman asked about Covid funds and if CCRTA is still receiving any. Mr. Saldaña replied that those funds have all been exhausted and drawn down. Director Coleman asked if those funds were calculated in the current operating budget and Mr. Saldaña replied yes. Committee Chair Canales asked if any additional funds are expected and Mr. Saldaña replied that he does not expect any.

Adjournment

There being no further review of items, the meeting adjourned at 10:32 a.m.

Submitted by: Marisa Montiel



Subject: Award a Contract to Knight Security Systems for a Security Camera System

Background

The CCRTA' Bear Lane Facilities are equipped with Surveillance Systems to record video for deterrence, safety and risk management. Currently video is provided to management staff, Security and Law Enforcement as requested. Replacement of the Security Cameras is imperative to meet modern security video needs of the organization.

Identified Need

The CCRTA's faces challenges maintaining older surveillance cameras and equipment at its facilities. Analog and older digital cameras no longer provide the video quality that is needed for today's video surveillance standards. The IT and Security departments have identified the need for a new robust camera system to replace the outdated systems at Bear Lane facilities. Knight Security Systems camera solution offers a modern, scalable camera solution that will integrate with our current Hanwha camera systems at Staples St. Center and Bus transfer stations. The Security Camera System solution from Knight Security Systems will be a complete turn key solution and will include all the necessary peripheral and software to make the system operational. The replacement of the outdated system will allow for central management video retrieval, longer video retention, and provide high definition (HD) video.

Financial Impact

The CCRTA will be purchasing these services through the Texas Department of Information Resources (DIR) which pools local government accounts to leverage purchasing power to achieve better pricing on products, equipment and IT services used by agencies. The estimated cost for the Security Camera System will be \$117,340.82. Funds for the Security Camera System was identified in the FY 2022 Capital Budget using funding provided by 5307 formula funds, with an 80/20 match.

Board Priority

The Board Priority is Innovation.

Recommendation

Staff requests the Administration & Finance Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee Award a Contract to Knight Security Systems for a Security Camera System

Respectfully Submitted,

Submitted by: David Chapa, Director of IT

Reviewed by: Robert Saldaña, Managing Director of Administration

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, April 26, 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 March 22, 2023**
- 6. Recommended the Board of Directors the 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)**
- 7. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One on Individual Contracts to Multiple Vendor for Bus Parts Supply**
- 8. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to H&E Equipment Services, Inc. (H&E), for the Purchase of an Articulating Boom Lift**
- 9. Heard Update on Value Engineering Process for the New Port Ayers Station**
- 10. Heard Committee Chair Report**
- 11. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:30 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

Eloy Salazar, Committee Chair, called the meeting to order at 9:34 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

Armando Gonzalez.

Staff Present

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



Public Present

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.

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 March 22, 2023

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

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Issue a Professional Service Agreement for Battery Electric Bus Deployment Project with the Center for Transportation and the Environment (CTE)

Mr. Derrick Majchszak, Managing Director of Operations, presented the item noting the board priority of innovation. He provided background noting CTE is a 501(c)(3) non-profit membership-based planning and engineering organization funded in 1993 and noted their mission to improve the health of the climate and community by bringing people together to develop and commercialize clean, efficient and sustainable transportation technologies. He provided some of CTE's history and milestones. He displayed a map of the more than 100 projects that CTE has assisted with. He noted the need to partner with an industry expert and CTE will assist with Zero-Emission Bus Smart Deployment program planning. Next, he discussed CTE's Zero-Emission Bus Smart Deployment Methodology. There is no DBE requirement and 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. The Federal share is 75% or \$457,500 and CCRTA's share is 25% or \$152,500 and the agreement will conclude December 31, 2027.



VICE-CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE 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). DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One on Individual Contracts to Multiple Vendor for Bus Parts Supply

Mr. Derrick Majchszak presented the item noting the board priority is public image and transparency. For the background, he noted there are over 1,900 unique replacement parts that are OEM or Approved Equal. These include instrumentation, vehicle body, drive train, electrical, engine/motor systems and accessories. The contract agreements provide volume discounts and firm pricing. The defined categories of the multiple contracts were noted as the following: air conditioning, battery, brake system, body, chassis, cooling system, electrical, suspension, wheelchair ramp, and transmission parts. The Board approved one-year base contracts on June 1, 2023 and they expire June 16, 2023. Mr. Majchszak noted there is no DBE requirement and the total expenditures are determined by actual usage. The funds were allocated in the board approved annual operating budgets. The estimated one year project cost is \$929,346.71 and annual average increase per part is 10.2%. Next, he displayed the recommended awardees for contract and their cost estimates.

DIRECTOR MATT WOOLBRIGHT, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXERCISE OPTION YEAR ONE ON INDIVIDUAL CONTRACTS TO MULTIPLE VENDORS FOR BUS PARTS SUPPLY. VICE-CHAIR ANNA JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to H&E Equipment Services, Inc. (H&E), for the Purchase of an Articulating Boom Lift

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item noting the board priority is facilities and safety. She opened up stating 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 fixture repairs in the maintenance shop and for maintenance of security cameras. The existing lift has surpassed its useful lifecycle of ten years and needs replacement. She went over the timeline of the bid and noted CCRTA received one bid, which was responsive and responsible, submitted by H&E Equipment Services in the amount of



\$70,670.36. The bid includes freight, two-day training, two-year warranty on parts and a five-year structural warranty. She provided history on the company and noted TXDOT is very satisfied with the company and equipment. The estimated amount in the 2023 Capital Budget is \$71,669 and the cost is \$70,670.36 funded with local funds. This project does not require DBE. Committee Chair Salazar and Director Coleman were concerned with only receiving one bid and asked for more clarification. Ms. Montez noted that the staff did make several phone calls and attempts to receive more bids. Vice-Chair Jimenez asked if it needs to be serviced, will it be someone local or will they come from out of town. Ms. Montez noted it will be a local office. She will verify and put it in the board document.

DIRECTOR BEATRIZ CHARO, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO H&E EQUIPMENT SERVICE, INC. (H&E), FOR THE PURCHASE OF AN ARTICULATING BOOM LIFT. DIRECTOR MATT WOOLBRIGHT SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

Heard Update on Value Engineering Process for the New Port Ayers Station

Ms. Sharon Montez introduced the item by stating CCRTA received bids for the New Port Ayers Station on March 13th and the lowest responsible bid was received from Marshall Company, Ltd. With a bid of \$6,198,000. The competitive grant award for the project was \$5,811,845 and the price different is \$386,155. The CCRTA, Marshall staff and Gignac's team of architects have been meeting to identify value engineering options and pricing. She displayed a list of current value engineering options for the Board to review. She discussed the next steps stating next week, the team will meet to further discuss options and associated pricing, to select options that reduce pricing but will maintain the integrity of the design elements. The updated recommended options with pricing will be provided at the May Board Meeting. The concrete transfer station canopy structure re-design will be presented at the June Board Meeting and will not slow down the construction process. Director Maymi asked about the re-design of the cover and Ms. Montez noted only the thickness is being considered, the design would remain the same. Board Leyendecker noted that the 7% difference between the grant and bid price is not huge in the industry just to put it into perspective, since things are so volatile right now. Committee Chair just asked that any changes do not interfere with the integrity of the project.

Heard Committee Chair Report

Mr. Eloy Salazar noted he is excited with the station and upcoming projects.

Adjournment

Adjourned at 9:57 a.m.

Submitted by: Marisa Montiel



Subject: Exercise the Option Year on the Contract with Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply

Background

The Agency needs a contractor to provide refurbished Allison transmissions to keep the fleet in state of good repair. Replacement transmissions are needed due to the life cycle of the fleet. The fleet average age is now approximately 9.5 years, and this requires the maintenance department to be proactive in having inventory stock ready for any type of failures on the fleet. The contract is structured as a two-year agreement with a one-year option.

The contract specifies that all transmissions must meet or exceed “Original Equipment Manufacturer” (OEM) specifications to ensure a quality product to meet our duty cycle demands for the fleet. The Vehicle Maintenance Department will only purchase transmissions that are under this Agreement. It would be advantageous for the Agency to lock-in this supply contract price, as the alternative of paying out-of-contract prices, results in higher annual parts expenses in a volatile market, and the excessive administration time of staff for parts procurement processes.

Identified Need

A transmission rebuilder is needed to ensure the fleet will be maintained to the state of good repair. This contract will allow for a faster repair time for the fleet, which will keep the operation in ready status to meet daily service demands.

The Board authorized awarding the two (2) year base contract on July 7, 2021.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by actual usage. Funds are allocated within the Board approved operating budgets for each year. The estimated cost of the option year is \$96,193.00 based on replacing 20 transmissions at \$4,809.65 each.

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Acting Chief Executive Officer (CEO) or Designee to Exercise the Option Year on the contract with Reliable Transmission Service Texas, LLC for Rebuilt Transmission Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: Derrick Majchszak
Managing Director of
Operations

Final Approval by: 

Mike Rendon
Acting Chief Executive Officer



Subject: Exercise Option Year One on the Contract with Arguindegui Oil Company for Lubricant & Fluid Supply

Background

The RTA requires heavy duty motors oils, lubricants, and fluids to maintain the fleet within Original Equipment Manufacturers (OEM) specifications. Lubricants and fluids must meet operational cycle demands for Diesel & CNG as outlined by OEM specifications. OEM specified lubricant and fluid supplies ensure the fleet remains compliant with manufacturer warranties and FTA State of Good Repair requirements.

Identified Need

The Lubricant & Fluid Supply contract is structured with a one-year base contract and two one-year options following Board approval. The Board authorized awarding the base contract on June 1, 2022.

The current one-year contract for Lubricant & Fluid Supply expires on June 30, 2023. All Lubricants meet or exceed manufacturer specified OEM criteria;

- Allison TES 295
- ASTM (American Society for Test 7 Materials)
- SAE-J (Society of Automotive Engineers)
- API (American Petroleum Institute)
- API-CK-4 (new standard for units built after 2016 and 2018)

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

This contract is for a firm price supply agreement for Lubricant & Fluid Supplies. The projected cost of the one-year option contract is \$109,596.72, but expenditures will be determined by actual usage. Funds are accounted for the FY2023 and future Board approved annual operating budgets.

ARGUINDEGUI OIL COMPANY			
TYPE OF LUBRICANT/FLUID	EST. ANNUAL USAGE/GALLONS	PRICE PER GALLON / LB	ONE YEAR COST
DIESEL ENGINE OIL/HYDRAULIC	500	\$ 18.64	\$ 9,320.00
NATURAL GAS ENGINE OIL	2500	\$ 27.17	\$ 67,920.00
ENGINE COOLANT	1500	\$ 7.19	\$ 10,782.00
FRONT WHEEL BEARING GREASE (LBS.)	1430	\$ 6.26	\$ 8,951.80
DIFFERENTIAL/REAR AXLE FLUID	370	\$ 34.12	\$ 12,622.92
		TOTAL:	\$ 109,596.72

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Acting Chief Executive Officer (CEO) or designee to Exercise Option Year One on the Contract with Arguindegui Oil Company for Lubricant & Fluid Supply.

Respectfully Submitted,

Submitted by: Bryan J. 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 Two 6000 lb Capacity Forklifts.

Background

The Vehicle Maintenance department requires forklifts that are compact and easily maneuverable to perform the daily tasks of moving heavy equipment and supplies safely. These forklifts increase productivity and safety.

Identified Need

Vehicle Maintenance needs replacement diesel powered forklifts, which will be used within our entire operations facility. The equipment will be utilized to move heavy equipment and supplies throughout the operations facility and in the field as needed.

The forklifts being replaced were purchased in 2005 and 2009. The two replacement forklifts will be diesel powered Doosan forklifts with a 6000 lb capacity.

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expense for this project is \$84,782.00 and it is a 2023 CIP project funded partially by 5307 Formula Funds. The local match is 20% with an estimated cost of \$16,956.40 and the federal match is 80% with an estimated cost of \$67,825.60.

The Board approved total budget for this CIP item is \$150,000.

H&E Equipment Services, Inc.			
Item Description	Quantity	Unit Price	Total
Diesel Forklifts	2	\$42,391.00	\$84,782.00
TOTAL BID:			\$84,782.00

Octane Forklifts, Inc.			
Item Description	Quantity	Unit Price	Total
Diesel Forklifts	2	\$42,885.00	\$85,770.00
TOTAL BID:			\$85,770.00

NON-RESPONSIVE

Elite Material Handling			
Item Description	Quantity	Unit Price	Total
Diesel Forklifts	2	\$49,076.95	\$98,153.90
TOTAL BID:			\$98,153.90

Board Priority

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

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Acting Chief Executive Officer (CEO) or designee to award a contract to H&E Equipment Services Inc. for two 6,000 lb capacity forklifts.

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 Electronic Data Management (EDM), Inc., for the Procurement of Bus Passes

Background

The CCRTA routinely purchases bus pass fare media to sell to the general public for proof of payment to ride the bus system.

Identified Need

Currently, bus pass transfers are needed to restock the inventory by the end of late summer/early fall. The other types of passes still have enough inventory, to enable ordering later in the year. The lead time for delivery of bus pass fare media is typically ten to twelve weeks.

Analysis

The process for ordering bus pass fare media entails a different procurement process. Based on the availability of vendors that sell the cardstock magnetic stripe fare media. Currently, only EDM and Genfare sell these passes. When only two vendors sell a product the process is categorized as a Single Source procurement.

Description	Quantities 1st Year	Costs 1st Year	Quantities Second Year	Costs 2nd Year	Quantities 3rd Year	Costs 3rd Year	Est. Total Costs for 3 Years
Transfers	1,600,000	\$71,200.00	1,600,000	\$74,800.00	1,600,000	\$78,560.00	\$ 224,560.00
Day Pass	6,000	1,080.00	7,500	1,417.50	9,000	1,782.00	4,279.50
7 Day Pass	2,100	378.00	3,000	567.00	4,000	792.00	1,737.00
31 Day Pass	3,000	540.00	3,500	661.50	4,000	792.00	1,993.50
31 Day Reduced Pass	6,000	1,080.00	7,000	1,323.00	8,000	1,584.00	3,987.00
B Line Monthly	2,000	360.00	2,000	378.00	2,500	495.00	1,233.00
11 Trip Pass	600	108.00	600	113.40	600	118.80	340.20
Tokens	60,000	10,800.00	60,000	11,340.00	60,000	11,880.00	34,020.00
Totals		\$85,546.00		\$90,600.40		\$96,003.80	\$ 272,150.20

EDM, Inc., is the leading supplier of fare media to the transit industry, specializing in magnetic striped fare media. EDM is located in High Point, North Carolina. EDM supplies major transit operators, as well as, airlines.

Their customers include nearly 2/3's of the U.S. transit operators and authorities, including major cities in U.S., such as Boston, New York, Philadelphia and Portland, just to name a few.

The Texas transit agencies that order from EDM include San Antonio VIA, Austin Cap Metro, El Paso transit, Fort Worth Trinity and Dallas “DART”.

Financial Impact

The estimated annual amounts will be budgeted in Customer Service Annual Operating Budget and are as follows:

- 1st year - \$85,546.00
- 2nd year - \$90,600.40
- 3rd year - \$96,003.80
- Total for all three years - \$272,150.20

The above estimated amounts could vary based on ridership, the usage of the mobile “Go Pass” and the outcome of the Fare Review Committee’s decision.

Board Priority

This item aligns with the Board Priority – Public Image.

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 Electronic Data Magnetics (EDM), Inc., for the procurement of bus passes, not to exceed \$272,150.200 over a three year period.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Acting Chief Executive Officer