



# AGENDA MEETING NOTICE

## Board of Directors Meeting

**DATE:** Wednesday, August 2, 2023

**TIME:** 8:30 a.m.

**LOCATION:** Staples Street Center – 2<sup>ND</sup> Floor Boardroom, 602 North Staples St., Corpus Christi, TX

**BOARD OF DIRECTORS OFFICERS**

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

**BOARD OF DIRECTORS MEMBERS**

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

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>Pledge of Allegiance</b>	D. Leyendecker U.S. Veteran, Frank Newell	1 min.	-----
2.	<b>Roll Call</b>	M. Montiel	2 min.	-----
3.	<b>Safety Briefing</b>	J. Esparza	3 min.	-----
4.	<b>Receipt of Conflict of Interest Affidavits</b>	D. Leyendecker	2 min.	-----
5.	<b>Administer</b> the Oath of Office to City of Corpus Christi Appointee, Arthur Granado	D. Leyendecker/ John Bell	5 min.	-----
6.	<b>Opportunity for Public Comment</b> <b>3 min. limit – no discussion</b>	D. Leyendecker	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="http://www.ccrta.org/news-opportunities/agenda">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> 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.				
7.	<b>Awards and Recognition –</b> a) CCRTA New Hires b) 2022 Certificate of Achievement for Excellence in Financial Reporting	D. Majchszak	10 min.	-----
8.	<b>Discussion and Possible Action</b> to Approve Board Minutes of the Board of Directors Meeting of July 12, 2023	D. Leyendecker	3 min.	<b>Pages 1-9</b>
9.	<b>CONSENT ITEMS:</b> The following items are routine or administrative in nature and have been discussed previously by the Board or Committees. The Board has been furnished with support documentation on these items.			
	a) <b>Action</b> to Authorize Executing a Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pg. 10-11) b) <b>Action</b> to Award Multiple Contracts to CD Starter, Cummins Southern Plains, Gillig LLC, Kirk’s Automotive, Inc., Model 1, Muncie, Rush Trucks, Texas Alternator Starter Service, and White Associates for External and Internal Engine Parts (pg. 12-13)			5 min. <b>Pages 10-13</b>
10.	<b>Discussion and Possible Action</b> to Adopt a Resolution Designating Certain Persons to Sign Checks on all Bank Accounts held at Frost Bank, the Authority’s depository bank	R. Saldaña	3 min.	<b>Pages 14-17</b> Attachment <i>PPT</i>

# AGENDA MEETING NOTICE

11.	<b>Discussion and Possible Action</b> to Adopt the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual	M. Rendón	3 min.	<b>Pages 18-76</b> Attachment <i>PPT</i>
12.	<b>Discussion and Possible Action</b> to amend the Bylaws in the following manner: a) An Amendment changing the election of the Board Chair from January in even-numbered years to October in odd-numbered years, to be effective with the election in January 2024, so that the term of the next Board Chair shall expire September 30, 2025. b) An Amendment changing the election of the Vice Chairman, Secretary and any Assistant Secretaries from January in even-numbered years to October in odd-numbered years, to be effective with the elections in January 2024, so that such terms shall expire September 30, 2025.	D. Leyendecker/ John Bell	3 min.	<b>Pages 77-79</b>
13.	<b>Committee Chair Reports</b> a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative	G. Canales E. Salazar L. Allison A Muñoz	3 min. 3 min. 3 min. 3 min.	----
14.	<b>Update</b> on State Legislative Report by Longbow Partners	M. Rendón/ Tris Castaneda	3 min.	<i>PPT</i>
15.	<b>Presentation</b> on the 2022 Annual Report for the Coastal Bend Air Quality Partnership	R. Saldaña/ Ms. Sharon Bailey Murphy	10 min.	<i>PPT</i>
16.	<b>Presentations:</b> a) June 2023 Financial Report b) August 2023 Procurement Update c) June 2023 Operations Report d) April – June 2023 Safety & Security Report	R. Saldaña R. Saldaña G. Robinson M. Rendón	20 min.	<b>Pages 80-93</b> <i>PPT</i> <i>PPT</i> <b>Pages 94-103</b> <i>PPT</i> <i>PPT</i>
17.	<b>CEO Report</b>	D. Majchszak	5 min.	<i>PPT</i>
18.	<b>Board Chair Report</b>	D. Leyendecker	10 min.	----
19.	<b>Adjournment</b>	D. Leyendecker	1 min.	----

**Total Estimated Time: 1 hour 44 mins.**

# AGENDA MEETING NOTICE

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## BOARD OF DIRECTORS BUDGET WORKSHOP #2

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	<b>2024 Budget Workshop #2</b> a. Administrative Budgets	R. Saldaña	20 min.	<i>PPT</i>

**Total Estimated Time: 20 min.**

On **Friday, July 28, 2023** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

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

### **Mission Statement**

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

### **Vision Statement**

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, July 12, 2023**

**Summary of Actions**

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Heard Safety Briefing**
4. **Receipt of Conflict of Interest Affidavits**
5. **Provided Opportunity for Public Comment**
6. **Presented Awards and Recognition**
  - a) **Government Finance Officers Association – 2023 Distinguished Budget Presentation Award to CCRTA**
7. **Adopted Resolution for Outgoing Acting CEO – Miguel Rendón**
8. **Approved Special Board of Director Meeting Minutes of June 5, 2023, Board of Director Meeting of June 7, 2023, Special Board of Directors Meeting of June 14, 2023 and Special Board of Directors Meeting of June 20, 2023**
9. **Awarded a One-Year Contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage**
10. **Awarded a (3) Three-Year Contract to The Doctors Center for Occupational Medical Services**
11. **Heard Update on RCAT Committee Activities**
12. **Heard Committee Chair Reports**
  - a) **Administration and Finance**
  - b) **Operations and Capital Projects**
  - c) **Rural and Small Cities**
  - d) **Legislative**
13. **Heard Presentations –**
  - a) **May 2023 Financial Report**
  - b) **July 2023 Procurement Update**
  - c) **May 2023 Operations Report**
14. **Heard Acting CEO Report**
15. **Heard Board Chair Report**
16. **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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Board Chair Dan Leyendecker called the meeting to order at 8:31 a.m. He welcomed and gave a brief introduction for U.S. Veteran and CCRTA employee, Alejandro Augustin, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted there was a quorum present at this time.



### **Board Members Present**

Dan Leyendecker, Lynn Allison, Beatriz Charo, Jeremy Coleman, Armando Gonzalez, Anna Jimenez, Aaron Muñoz and Eloy Salazar.

### **Board Members Absent**

Gabi Canales and Erica Maymi.

### **Staff Present**

Alejandro Augustin, Joe DeLaRosa, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and JoAnna Serna. Ben Schmit, MV Transportation.

### **Public Present**

Rob MacDonald, Corpus Christi MPO.

### **Safety Briefing**

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

### **Receipt of Conflict of Interest Affidavits**

None

### **Opportunity for Public Comment**

None

### **Awards and Recognitions**

- a) Government Finance Officers Association – 2023 Distinguished Budget Presentation Award to CCRTA.

Mr. Derrick Majchszak, CEO, presented the award noting it was received from the Government Finance Officers Association for the 2023 Fiscal Year Distinguished Budget Presentation Award to CCRTA. In order to receive the award, the organization had to satisfy nationally recognized guidelines. The RTA has received this award 12 times in years 1994, 1996, 2006, 2007 and 2016-2023. The eight consecutive years were under the management of Managing Director of Administration, Mr. Robert Saldaña, which Mr. Majchszak points out shows how great he and his team have done. Mr. Saldaña acknowledged Mr. Augustine for his work and Mr. Augustine thanked the staff for their support as well. Photos were taken at this time.



### **Adoption of Resolution for Outgoing Acting CEO – Miguel Rendón**

Chair Leyendecker read a resolution for outgoing Acting CEO, Miguel Rendón, which highlighted all of his accomplishments during his time in that position with CCRTA. Some of which included the oversight of capital improvement projects, the safety and security of the system, the hosting of the 2023 Texas Transit Association's State Conference, Expo and Roadeo and the employee health, wellness and morale. Mr. Majchszak thanked Mr. Rendón for his guidance and support throughout the time they have worked together. He also announced Mr. Rendón's new title of Deputy CEO/Chief Safety Officer. Mr. Rendón said a few words thanking everyone for their support and acknowledged his family and the team that supported him day-to-day. The Board of Directors went down the line and thanked him for keeping CCRTA in good hands during his time as the Acting CEO and they look forward to continue working with him.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING ACTING CEO, MIGUEL RENDON. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, CHARO, GONZALEZ, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES, COLEMAN AND MAYMI.**

### **Discussion and Possible Action to Approve the Special Board of Directors Meeting Minutes of June 5, 2023, Board of Director Meeting of June 7, 2023, Special Board of Directors Meeting of June 14, 2023 and Special Board of Directors Meeting of June 20, 2023**

Chair Leyendecker noted that a correction has been made to the Special Board of Directors June 14, 2023 Meeting Minutes. Directors Gonzalez and Salazar were marked present in the amended version.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION TO APPROVE THE SPECIAL BOARD OF DIRECTORS MEETING MINUTES OF JUNE 5, 2023, BOARD OF DIRECTOR MEETING OF JUNE 7, 2023, AMENDED SPECIAL BOARD OF DIRECTORS MEETING OF JUNE 14, 2023 AND SPECIAL BOARD OF DIRECTORS MEETING OF JUNE 20, 2023. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, CHARO, GONZALEZ, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES, COLEMAN AND MAYMI.**

### **Discussion and Possible Action to Authorize the Acting Chief Executive Officer (CEO) or designee to Award a One-Year Contract to Acrisure LLC dba Carlisle Insurance for Windstorm and Hail Insurance Coverage**

Mr. Miguel Rendón, Acting CEO, presented the item noting the board priority is Safety and Security. For the background, he noted that Acrisure, LLC dba Carlisle Insurance has provided Windstorm & Hail Insurance coverage for the past five years. A chart along with the premiums for those years. There was a 43.7% increase over 2021-2022. The current coverage will expire on July 27, 2023. Mr. Rendón mentioned that the solicitation was posted twice in the Caller



Times, the CCRTA website and on B2Gnow. The pre-proposal conference was held on May 5, 2023. He continues that the Windstorm and Hail Insurance is needed to ensure protection of assets. Two proposals were received, one from the incumbent, Acrisure LLC, dba Carlisle Insurance and the other was from Alliance Insurance Services. Carlisle did submit a Best and Final Offer, but chose to stay with their initial Proposal Response. Mr. Rendón displayed the original summary of public entity peers and their percentage of premium increases. The four original options of coverage, total insured values, limits and the windstorm premium were displayed. Also, the premium difference and percentage increase from 2022. All options included \$100,000 wind/hail, deductible 5%, minimum \$100,000 named storm and total insured value of \$45,155,315. Next, the updated options were displayed. Option 1 has a limit of \$5,000,000, windstorm premium \$219,608. Option 2 has a limit of \$10,000,000, windstorm premium of \$352,863. Option 3 has a limit of \$15,000,000, windstorm premium \$415,817. Option 4 has a limit of \$20,000,000, windstorm premium \$497,135. He displayed a chart that compared the original options vs. the current options. At this time, he said that staff recommends that the Board of Directors authorize the CEO or designee to award a one-year contract to Acrisure LLC dba Carlisle for Windstorm and Hail Insurance coverage option three in the amount not to exceed \$415,817. Secretary Allison thanked Mr. Rendón for displaying the comparison to prior years and she likes this format and hopes to see it with all future items. Chair Leyendecker pointed out that this was discussed and tabled at the committee meeting so the full board could discuss the item prior to taking action, in which he was not present for.

At this time, Chase Carlisle, Carlisle Insurance presented additional information on the item. He displayed a timeline of historical global weather events. Per NOAA there were \$18 Billion dollar plus weather and climate disasters that affected the market. He discussed the marketing and process timeline. He notes that providers will not provide quotes until 30 days prior to the contract expiration. He displayed the same four options that Mr. Rendón discussed. He pointed out that should there be a major event, it is likely that the structures would not be completely wiped out, that is why the recommend the loss limits someone in the vicinity of 20-30%. He displayed the 2023-2024 property schedule along with their values. He discussed the TWIA quote, he says a problem was that some of the building's roofs did not have windstorm certifications on certain properties, or they could not locate them. Chair Leyendecker asked how many of them do not have certifications. He replied 11 by looking at the list. Director Salazar requested to see the quote. Mr. Carlisle said he would send it to him. Secretary Allison asked if there were any claims since Harvey. Mr. Rendón replied there have been no claims in the past 22 years, even during Harvey. He discussed public entity peers and the trends that they are going through and the marketing summary.

At this time, the Board had a lengthy discussion on the item and asked any questions that they had. Director Salazar asked if they had looked at increasing the deductible. Chair Leyendecker noted that they are interested in raising the risk for a lower deductible. Director Salazar asked if there would be a discount if the windows would be secured in one form or another. Mr. Carlisle replied no, that is not a question that they ask. Mr. Majchszak noted the architects are putting together a quote for hurricane shutters. Chair Leyendecker went down the line to see which options the Directors were in favor of. Director Munoz noted he was in



favor of option 3, he prefers more coverage. Director Salazar noted he was in favor of option 2. Secretary Allison noted she was currently in favor of option 2. Vice-Chair Jimenez said she was in favor of option 3. Director Gonzalez said option 3. Director Charo said option 2. Chair Leyendecker asked if Mr. Carlisle could send a report that he has that displays the forecast of possible weather forecast for the area. Director Salazar said in the past it has been requested to move the policy renewal out of the hurricane season. Mr. Carlisle replied, that it is possible, but the policy still ends up being 95% earned once out of the hurricane season. Discussion was held on option one. Secretary Allison emphasized with the caveat that the building is strengthened with the savings. Director Muñoz said option one was out of his risk tolerance and he was not comfortable selecting that option. At this time, Director Coleman joined the meeting in person. Chair Leyendecker went down the line for option one. Director Muñoz was opposed to option one. Director Coleman abstained from voting as he missed this portion of discussion. Director Salazar was in favor of option one. Director Gonzalez was in favor of option 1. Director Charo was in favor of option one. Vice-Chair Jimenez would like option 2. The majority was in favor of option one, so that passed.

**SECRETARY LYNN ALLISON MADE A MOTION TO AWARD A ONE-YEAR CONTRACT TO ACRISURE LLC DBA CARLISLE INSURANCE FOR WINDSTORM AND HAIL INSURANCE COVERAGE OPTION ONE IN THE AMOUNT NOT TO EXCEED \$219,608. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. DIRECTOR COLEMAN ABSTAINED FROM VOTING. ALLISON, CHARO, GONZALEZ, JIMENEZ, LEYENDECKER AND SALAZAR VOTING IN FAVOR. MUÑOZ OPPOSED. ABSENT CANALES AND MAYMI.**

**Discussion and Possible Action to Authorize the Acting Chief Executive Officer (CEO) or designee to Award a (3) Three-Year Contract to The Doctors Center for Occupational Medical Services**

Ms. Angelina Gaitain, Director of Human Resources, introduced the item noting the board priority is transparency. For the background, she states that CCRTA provides medical occupational services at no cost to the employee. She displayed a list of these occupational medical services which include pre-employment physicals, drug/alcohol screenings, human performance evaluations, monthly and post-accident drug/alcohol screenings, annual DOT physicals, return to work medical examinations and medical services for work related injuries. The Doctor Center has provided these services since 2018 and the current contract expires July 31, 2023. She adds that a four-month extension was approved with an expiration date of November 30, 2023. She adds that it is important to have these medical occupational services available for the employee, who are able to perform necessary services after hours for onsite random testing and for post-accident situations. Next, Ms. Gaitain displayed the results of the RFP evaluation breakdown. Four proposals were received; one received after the due date time, one deemed unresponsive due to not being able to meet the specifications in regards to providing after hours care and two proposals were received and reviewed. The Doctors Center received a total score of 92.90 and Alliance Health Resource Mobile Division, LTD received a total score of 87.35. The annual basis cost is estimated at approximately \$95,215 which totals



\$285,645 for the three-year contract. This is 100% budgeted within Human Resources operating department budget. At this time, she answered any questions.

**VICE CHAIR ANNA JIMENEZ MADE A MOTION TO AWARD A (3) THREE-YEAR CONTRACT TO THE DOCTORS CENTER FOR OCCUPATIOAL MEDICAL SERVICES. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, CHARO, COLEMAN, GONZALEZ, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES AND MAYMI.**

### **Update on RCAT Committee Activities**

Ms. Montez provided the update on RCAT Committee Activities noting the last meeting was held on June 15<sup>th</sup>. She said the new RCAT members, Thomas Cronnon and Lilliana Macias-Pettis, were welcomed to the committee. She provided updates on the TTA Awards that CCRTA received along with the Spirit of the ADA Advocacy Award, discussed the areas under construction in the city and the 52 bus stops impacted, the CEO's report for June. She also went over the B-Line services report. The next RCAT meeting is scheduled for August 17<sup>th</sup>, there is no meeting in July.

### **Committee Chair Reports**

Director Salazar reported for the Operations and Capital Projects Committee noting even though he is not on the Administration Committee, he was pleased with the discussion that was held between the members and the staff. Secretary Allison has nothing to report for the Small Cities Committee, but that she had been in Port Aransas these past few weekends and noticed a lot of activity and is hoping the ridership has been positively affected by that. Also, she was hoping that plans could be discussed for the bayfront area services at one point. Director Muñoz reported on the Legislative Committee, noting the Texas Legislature is going into a second special session but it has no impact on the RTA. There was discussion on bringing the Fare Review back into motion to move forward with it.

### **Presentations**

#### **a) May 2023 Financial Report**

Mr. Robert Saldaña, Managing Director of Administration, presented the May financials and noted that the item aligns with the Board Priority of Public Image & Transparency. He presented the highlights for the month stating Passenger Service was 110.84% of baseline, Bus Advertising was 147.47% of baseline, Investment Income was 484.03% of baseline and Federal Grant Assistance were 135.91% of baseline. He displayed the projected May 2023 Income Statement Snapshot. Total projected revenues came in at \$4,706,036 and total expenses were \$4,418,722. He displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating and non-operating revenues were \$3,843,209 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for May. Purchased Transportation was 21%, Miscellaneous 2%, Supplies 8%, Salaries and Wages 36%, Benefits 18%, Services 12%, Utilities 2% and Insurance was 1%. The total Departmental Operating expenses were \$3,416,472.



The YTD highlights for Bus Advertising was 144.70% of baseline, Investment Income was 437.29% of baseline and Federal Grant Assistance were 168.27% of baseline. YTD total revenues came in at \$27,644,883 and YTD total expenses came in at \$25,567,232. Mr. Saldaña discussed the fare recovery ratio. The current YTD FRC is 3.00%. Lastly, he displayed the sales tax update for April in which \$3,196,995 was received. Mr. Saldaña gave a review of outstanding debt service. The Authority originally issued debt in November 2013 for the construction of the Staples Street Center and the renovation of the adjacent Staples Street Transfer Station. The total bond issued was \$22,025,000 featured maturities through 2038 with rates as high as 6.10%. In October 2019, the Authority capitalized on a historically low interest rate environment and issued 2019 system revenue bonds to refinance the original bonds. The refunding bonds totaled \$20,265,000 and matched the maturity while reducing the maximum interest rate to 3.261%. The total savings over 19 years is \$1,363,822.25. Secretary Allison asked if the staff is working on the SSC vacancy. Mr. Saldaña replied yes.

d) **July 2023 Procurement Update**

Mr. Saldaña presented the item noting that the item aligns with the Board Priority of Public Image & Transparency. He discussed the current procurements. The purchase, restoration and repurposing of the Kleberg Bank Building for a six-month contract. The three of the four RFP's went out for the repurpose of the building. No proposals have been received. The final RFP is going out, then the demolition can move forward at that point once FTA gives the green light. The NTD Passenger Miles Traveled Sampling Survey for a one-year service contract in the amount of \$124,657. The total of current procurements is \$124,657. The three-month outlook under the CEO signature authority was displayed next. All of these items are \$50,000 or less. Elevator Services for \$31,470, Fleetwatch Hardware for \$34,496 and Everbridge Mass Notification Software for \$38,706. These total \$104,672. Mr. Saldaña closed with stating the Marina Space with the City of Corpus Christi is not to exceed \$6,840.

e) **May 2023 Operations Report**

Mr. Gordon Robinson, Director of Planning, noted the board image for this item is Public Image and Transparency. He provided the highlights for the month of May 2023 vs. May 2022. The Passenger Trips were up 21.8%, the Revenue Service Hours were up 3.9% and the Revenue Service Miles were up 8.2%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted the system overall was up 21.8%. Year-to-date, the system overall is up 26.3%. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the upcoming impacts and pointed out the total number of bus stops currently impacted or remain closed is 49 and 72 additional bus stops to be impacted or possibly closed due to these impacts. The B-Line service passengers per hour did meet the performance standard and reported no issues. There were 13 customer assistance forms for the month, with two accommodations. The miles between road calls and the large bus fleet exceeded the standards. Director Salazar asked if staff have met with restaurants and other businesses that work past 8:30 pm to see if services are needed. Mr. Majchszak replied that he met with Visit Corpus Christi CEO



this past week to discuss them helping CCRTA in conducting surveys to find that information out to see where the extended service is needed. He added that the plan is for the B-Line service to begin extended service hours within the next month or two.

### **CEO Report**

At this time, Mr. Majchszak provided the CEO Report. He opened up with thanking the Board and staff for their support during this transition and he is looking forward to moving forward. The Operation and Project Updates were discussed. The FY23 Triennial Review Virtual Exit Conference was held on July 10<sup>th</sup> and there were zero findings. The final letter from FTA should be received in 45 days. This was a first in CCRTA history. Ridership increased by up to 9%. There were nine new hires in June/July of 2023. Seven Bus Operators, one Marketing Specialist and one DBE Certification Specialist. He noted Route 95, Port Aransas Express, began service on May 19<sup>th</sup> until September 1<sup>st</sup>. Mr. Rendón continued by discussing the construction of Del Mar College and Port Ayers Transfer Station. The construction at Rodd Field Rd. is 97% complete. The former facility at the Port Ayers Station has been demolished. The city construction permit was issued on July 7<sup>th</sup>. CCRTA has updated all messaging at all transfer stations in regards to the Port Ayers scheduling and GoPass Mobile App updates. The employee appreciation events were discussed, the CCRTA & MV Employee picnic was held on June 25<sup>th</sup> and a holiday luncheon for all bus operators was held on July 3<sup>rd</sup>. The transportation initiatives and community support event participation were displayed. Mr. Majchszak discussed his upcoming meetings and events. One of his priorities is to strengthen relationships with community leaders and stakeholders. His meet and greet with the community will be held on July 19<sup>th</sup> at the Staples Street Center from 5-7 PM. Lastly, the upcoming events calendar was displayed and discussed.

### **Board Chair Report**

At this time, Chair Leyendecker welcomed Mr. Majchszak as the CEO and says on behalf of the Board, they have confidence in him in fulfilling the role. He opened the floor to the Board for any additional remarks. Director Muñoz, noted he is glad to be able to continue working with him and thanked him for paying attention to focusing on the topics that matter to the Board. He adds that the transit industry is a great place for employment and somewhere individuals can grow. Director Coleman acknowledged Mr. Rendón and thanked him for his leadership during his time as the Acting CEO and that he concurred with the resolution. He then also welcomed Mr. Majchszak and noted that he has a great support staff to help him succeed. Director Salazar sees nothing but great things for Mr. Majchszak's future with the RTA and noted how important the ridership is to the Board. Secretary Allison echoed everything that has been said and looks forward to the new direction with Mr. Majchszak's leadership. Vice-Chair Jimenez congratulated Mr. Majchszak and says she looks forward to working with him. She also thanked Ms. Gaitan and her team for putting on the company picnic, she said it was great to see everyone together. Director Gonzalez congratulated Mr. Majchszak and said he has a great team to work with and he hopes the RTA continues to grow and get even better. Director Charo said she is excited to work with Mr. Majchszak and has faith in the team.



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

**Adjournment**

There being no further review of items, the meeting adjourned at 10:29 a.m.

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Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 2, 2023

**Subject:** Execute a Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services

**Background**

The CCRTA has operated bus services for Texas A&M University – Corpus Christi (TAMU-CC) under a Memorandum of Agreement (MOA) since the year 2000. The current MOA is a two-year term which began on September 1, 2021 and will expire on August 31, 2023. The MOA includes service and reimbursement terms related to operation of the Route 60 Momentum Shuttle service, B-Line paratransit service, and the fare-free ridership program for TAMU-CC students, faculty, and employees.

**Identified Need**

As the current MOA is due to expire on August 31, 2023, the execution of a new MOA is required to continue to provide transportation services. To further strengthen our partnership, the CCRTA and TAMU-CC have agreed to enter into a five-year MOA term. Within this longer term, the MOA will allow for the implementation of the 2022 Fleet Forward Long Range System Plan (LRSP) phased service improvements and the operation of shuttle services serving TAMU-CC events. In addition, the MOA will streamline CCRTA and TAMU-CC administration and approval processes thus providing more focus on improving service delivery to increase ridership. The term of the MOA is September 1, 2023 through August 31, 2028.

As included within the MOA, Route 60 will operate as follows:

Monday – Thursday	Friday	Saturday	Sunday
10-minute frequency, 7:30 a.m. – 1 p.m.	20-minute frequency, 7:30 a.m. – 7:30 p.m.	No Service	No Service
20-minute frequency, 1 p.m. – 7:30 p.m.			

The CCRTA may conduct service changes within the MOA term involving Route 60 and other services. Service changes will provide equivalent service levels in serving TAMU-CC students, faculty, or employees to promote ridership growth.

**Disadvantages Business Enterprise (DBE)**

There is no DBE requirement.

**Financial Impact**

The CCRTA and TAMU-CC collaborated to share expenses associated with transportation services and fares. Additionally, from a cost sharing standpoint, the CCRTA and TAMU-CC agreed to increase the reimbursement amount by 3% annually over the five-year term for the Route 60 service, fare-free ridership program, and special event transportation service.

<b>Service</b>	<b>Year 2023-24</b>	<b>Year 2024-25</b>	<b>Year 2025-26</b>	<b>Year 2026-27</b>	<b>Year 2027-28</b>
Route 60 Momentum Shuttle	\$130,622.27	\$134,540.94	\$138,577.17	\$142,734.48	\$147,016.52
Fare-Free Ridership Program	\$23,815.66	\$24,530.13	\$25,266.03	\$26,024.01	\$26,804.74
<b>Total</b>	<b>\$154,437.93</b>	<b>\$159,071.07</b>	<b>\$163,843.20</b>	<b>\$168,758.50</b>	<b>\$173,821.25</b>
Special Event Transportation Service (Cost Per Hour)	\$153.94	\$158.56	\$163.32	\$168.22	\$173.27

**Board Priority**

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

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Execute a Memorandum of Agreement (MOA) with TAMU-CC for transportation services.

Respectfully Submitted,

Submitted & Reviewed by: Gordon Robinson  
 Director of Planning (Interim Managing Director of Operations)

Final Approval by:   
 Derrick Majchszak  
 Chief Executive Officer



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

August 2, 2023

**Subject:** Award Multiple Contracts to CD Starter, Cummins Southern Plains, Gillig LLC, Kirk's Automotive, Inc., Model 1, Muncie, Rush Trucks, Texas Alternator Starter Service, and White Associates for External and Internal Engine Parts

### **Background**

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts. 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 this agreement; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed.

### **Identified Need**

An External and Internal Engine Parts contract will help ensure product availability meets parts demands while maintaining competitive pricing. The contract will include parts for all specialized external and internal engine parts to keep the fleet in state of good repair and maintain any warranty coverages.

The current one-year contract for the External and Internal Engine Parts expires on August 28, 2023. The Contracts will be issued to nine suppliers as a one (1) year contract term.

### **Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

### **Financial Impact**

The estimated one-year total cost of the contracts is \$265,203.15. Total expenditures will be determined by the actual parts usage. The results in a cost increase of \$69,149.89 or approximately 35% over last year's project cost total of \$196,053.24 in 2022. In 2023 vs 2022, average engine part cost increased by about 25% across all bids. In 2023 vs 2022, contracts will include 36 additional part numbers not bid on last year resulting in an additional 10% cost increase. Funding source is local funds. Funds are allocated in the Board approved annual operating budgets.

Recommended Awardees for Contract:

<b>IFB No. 2023-SP-08 Internal and External Engine Parts</b>		
<b>Responsive Bidder</b>	<b>Total Estimated Number of Parts</b>	<b>Total Extended Cost</b>
CD Starter	749	\$21,927.30
Cummins Southern Plains	1,796	\$117,612.90
Gillig LLC	273	\$28,160.02
Kirk's Automotive, Inc.	2	\$1,058.00
Model 1	53	\$20,667.61
Muncie	1,753	\$23,546.84
Rush Trucks	149	\$27,767.23
Texas Alternator Starter Service	19	\$6,010.75
White Associates	670	\$18,452.50
<b>Bid Total On All Parts</b>	<b>5,464</b>	<b>\$265,203.15</b>

**Recommendation**

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award External and Internal Engine Parts contracts to CD Starter, Cummins Southern Plains, Gillig LLC, Kirk's Automotive, Inc., Model 1, Muncie, Rush Trucks, Texas Alternator Starter Service, and White Associates.

Respectfully Submitted,

Submitted by: Bryan Garner  
Director of Maintenance

Reviewed by: Gordon Robinson  
Director of Planning (Interim Managing Director of Operations)

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer



**Subject:** Adopt a Resolution Designating Certain Persons to Sign Checks on all Bank Accounts held at Frost Bank, the Authority's depository bank

**Background**

Section 451.101 of the Texas Government Code allows the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis or more often if needed.

Since the Authority maintains a **signature stamp for disbursements** of funds there are several control measures that are in place to ensure that cash is disbursed only upon proper authorization for valid CCRTA purposes only, and that all disbursements are properly recorded. The measures include:

- Segregation of duties
- Authorization and Processing of disbursements
- Internal review accounting controls which include review of all AP batches by an employee other than the person entering the information before disbursing payments.
- Monthly bank reconciliations required before the release of financial statements
- Requiring all invoices to have unique invoice numbers bearing project manager's payment approval in accordance with spending limit authority supported by method of procurement, proof of deliverables such as shipping or delivery documents and if applicable accounting system's receiving documents against the related purchase order.
- Annual audits that heavily test cash management of disbursements and receipts

**Identified Need**

As a result of changes in both personnel and the governing body, it is necessary to revise the current check signing authorizations on file for all bank accounts held at the Frost Bank which is the Authority's official depository bank. There are four (4) Frost Bank accounts: **Main** account for all disbursements other than payroll; **Payroll** account for payroll purposes; **Lockbox** account where payments from customers are deposited; and the **Medical Claims** account where payments to providers from our third party administrator are disbursed.

The changes being requested are as follows:

<b>Frost MAIN - PAYROLL – And LOCK BOX Bank Accounts</b>		
<b>Designated Positions/Persons</b>	<b>Action Required</b>	<b>Description</b>
Jorge Cruz-Aedo	Delete	
Edward Martinez	Delete	
Michael Reeves	Delete	
Anna Jimenez	Add	Board Vice-Chair
Lynn Allison	Add	As Board Secretary
Derrick Majchszak	Add	As CEO
Miguel Rendón	Add	As Deputy CEO/Chief Safety & Security Officer
Dan Leyendecker	Change	From Board Secretary to Board Chair
Robert M. Saldaña	None	
<b>Medical Claims Bank Account</b>		
<b>Designated Positions/Persons</b>	<b>Action Required</b>	<b>Description</b>
Jorge Cruz-Aedo	Delete	
Edward Martinez	Delete	
Michael Reeves	Delete	

Anna Jimenez	Add	Board Vice-Chair
Lynn Allison	Add	As Board Secretary
Derrick Majchszak	Add	As CEO
Miguel Rendón	Change	As Deputy CEO/Chief Safety & Security Officer
Dan Leyendecker	Change	From Board Secretary to Board Chair
Robert M. Saldaña	None	
Dixie Gunning Entrust	None	
Mac Meadows Entrust	None	

The internal and external changes require a Board approved Resolution along with the processing of other banking documents which is needed to effectuate the process. The resolution and signature page are attached.

Once the Resolution is presented to the Bank along with the signed signature cards, the changes will reflect the following check signers.

**Disadvantaged Business Enterprises (DBE)**

Since there is no cost associated with this requirement, nor are any bank fees being charged by Frost Bank and, there is no DBE goal.

**Financial Impact**

There are no costs associated with this action.

**Board Priority**

Financial Transparency and as part of the legal banking requirements for maintaining current bank information on record.

**Recommendation**

Staff request the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Adopt a Resolution (attached) Designating Certain Persons to Sign Checks on all Bank Accounts held at Frost Bank, the Authority's depository bank.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Final Review by: Robert Saldaña  
Managing Director of Administration

Final Approval by:   
Derrick Majchszak  
Chief Executive Office

# Corpus Christi Regional Transportation Authority



## Resolution

### Designation of Persons to Sign Checks

**WHEREAS**, Section 451.101 of Chapter 451 of the Texas Government Code, provides that the Authority may authorize certain persons to sign checks or the demands for money of the Authority; and

**WHEREAS**, due to personnel replacements and changes, the Authority has determined it necessary to revise the current authorizations on file with the Authority's depository banks;

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

Section 1. The incumbents in the following offices are hereby designated as persons authorized to sign checks or demands for money of the Authority subject to the limitations provided in the Authority's Bylaws and by applicable state and federal law: Chair, Vice Chair, Secretary, Chief Executive Officer, Managing Director of Administration, and Deputy CEO/Chief Safety & Security Officer. Attached as Exhibit "A" are the specimen signatures of the incumbents in such positions.

Section 2. This Resolution shall take effect as of the date a copy of this Resolution, together with the specimen signatures attached is forwarded to the Authority's depository banks; provided that, any checks or demands for money outstanding as of the effective date of this Resolution which were properly issued under prior resolutions of the Board of Directors shall be honored and given full force and effect.

**DULY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

\_\_\_\_\_  
Lynn Allison  
Board Secretary

**CORPUS CHRISTI  
REGIONAL TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Dan Leyendecker  
Board Chair

**Exhibit "A"**

**REGIONAL TRANSPORTATION AUTHORITY**

BEFORE ME, the Secretary of the Corpus Christi Regional Transportation Authority, on this day personally appeared the following persons, who are the incumbents in their respective positions and are authorized according to Section 5.02 of the Bylaws of the Corpus Christi Regional Transportation Authority and the attached Resolution to sign checks or demands for money of the Authority subject to the limitations provided in said Bylaws, and the signatures below are true and correct signatures of said persons.

\_\_\_\_\_  
Dan Leyendecker, Board Chair

\_\_\_\_\_  
Anna Jimenez, Board Vice-Chair

\_\_\_\_\_  
Lynn Allison, Board Secretary

\_\_\_\_\_  
Derrick Majchszak, Chief Executive Officer

\_\_\_\_\_  
Robert Saldaña, Managing Director of Administration

\_\_\_\_\_  
Miguel Rendón, Deputy CEO/Chief Safety & Security Officer

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Lynn Allison  
Board Secretary



**Subject:** Adopt the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual

### **Background**

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A). While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

### **Identified Need**

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards. We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System. For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed

legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

**Financial Impact**

There is no financial impact.

**Board Priority**

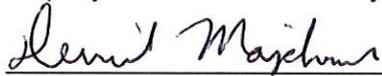
This item aligns with Board Priority – Facilities – Safety and Security.

**Recommendation**

Staff requests the Board of Directors Adopt the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual.

Respectfully Submitted,

Submitted & Reviewed by: Miguel Rendón  
Deputy CEO / Chief Safety Officer

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

# **Corpus Christi Regional Transportation Authority**

## **Public Transportation Agency Safety Plan**

Version 2, **Amended**

July 19, 2023

In compliance with 49 CFR Part 673  
& 49 U.S.C. § 5329 (d)

Developed in conjunction with the  
Texas Department of Transportation

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## 1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Corpus Christi Regional Transportation Authority (CCRTA), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).<sup>1</sup> While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

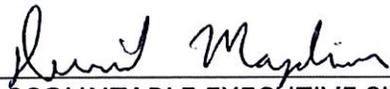
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<sup>1</sup> Federal Register, Vol. 81, No. 24

### A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

**Derrick Majchszak, Chief Executive Officer**

  
ACCOUNTABLE EXECUTIVE SIGNATURE

7/19/2023  
DATE

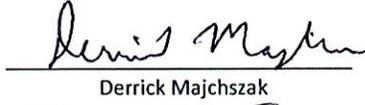
### B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on December 8, 2022, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and 49 U.S.C. § 5329 (D).

### C. Certification of Compliance – 5329 (d)(5)(A)

CCRTA'S Safety Committee certified on Thursday, December 8, 2022, this Agency Safety Plan is in full compliance with 49 U.S.C § 5329 (d) and has been adopted and will be implemented by CCRTA.

  
John Esparza

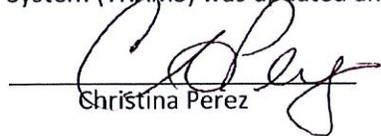
  
Derrick Majchszak

  
Ricardo Navarro

  
Joel Mendez

### D. Certification of Compliance – 673 Transit Award Management System (TrAMS)

CCRTA'S Director of Procurement, Christina Perez certified on April 29, 2022, the Transit Award Management System (TRAMS) was updated and approved.

  
Christina Perez

## 2. TRANSIT AGENCY INFORMATION – 673.23(D)

CCRTA is the regional transportation authority for Nueces County, Texas and is the largest transit provider in the region. The CCRTA main office is located at 602 N. Staples St, Corpus Christi, TX 78401 and the main transfer center (Staples Street Station) is also located in downtown Corpus Christi at 602 N Staples Street.

CCRTA currently operates thirty-four (34) fixed routes, of which five (5) are commuter/express routes and two (2) flexible, deviated fixed routes. Fixed route service operates (7) days a week, ranging from 4:40 am to 10:35 pm, depending on the route. CCRTA also serves Americans with Disabilities Act (ADA) paratransit services, known as the B-line, for those with disabilities that prevent them from using fixed route services. In addition, the CCRTA administers a contracted Vanpool program.

CCRTA is managed by the CEO and the management team consisting of the Asset Management Executives, Project Managers, and Transit Asset Team Members.

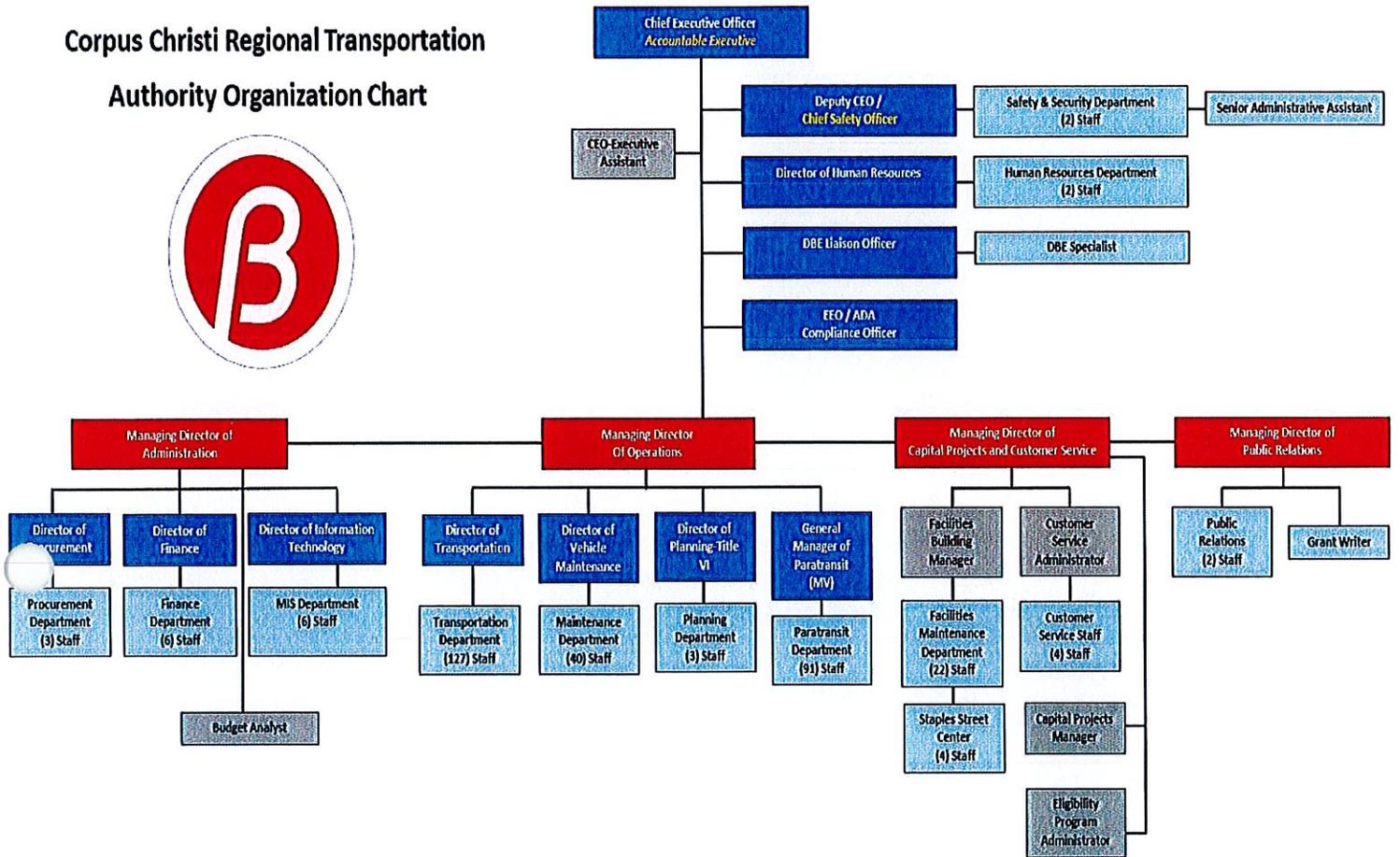
CCRTA No additional transit service is provided by CCRTA on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information while an organizational chart for CCRTA is provided in Figure 1.

**TABLE 1: AGENCY INFORMATION**

Information Type	Information
Full Transit Agency Name	Corpus Christi Regional Transportation Authority
Transit Agency Address	602 N. Staples St, Corpus Christi, TX 78401
Name and Title of Accountable Executive 673.23(d)(1)	<b>Derrick Majchszak, Chief Executive Officer</b>
Acting Chief Safety Officer or SMS Executive 673.23(d)(2)	<b>Mike Rendon, Deputy CEO / Chief Safety Officer</b>
Key Staff	John Esparza, Safety & Security Administrator Gordon Robinson, Director of Planning Ricardo Navarro, Maintenance Joel Mendez, Facility Maintenance Raul Trejo, Dispatcher Michael Buxton-Contractor (MV) Safety Manager Irene Trevino-Contractor (MV) Scheduler <b>Ian O'Keefe-Transportation Administrator</b> <b>Jennifer McWilliams Bus Operator</b>
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus, Demand Response, ADA Paratransit, and Vanpool.
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, & 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated and contracted service)	Fixed Route Bus, Demand Response, ADA Paratransit
Number of Vehicles Operated	110 to approximately 140

FIGURE 1: CCRTA ORGANIZATIONAL CHART



**Changes include:**

- Removing Chief Safety Officer from the Managing Director of Operations.
- Adding it back to the Managing Director of Executive Affairs.
- Job title changed from Managing Director of Executive Affairs to Deputy CEO/ Chief Safety Officer.
- Added Managing Director of Public Relations and Grant writer position.

## A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), CCRTA is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the CCRTA SMS, per 673.23(d)(1).

**Agency leadership and executive management** are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the CCRTA SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

**Key staff** are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

**Front line employees** perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

## B. Safety Committee 5329 (d) (5) (A)

Corpus Christi's Regional Transportation Authority (CCRTA) has an active safety committee. Our committee meets monthly to discuss preventable accidents, injuries, safety concerns & suggestions, and general safety concerns from each department. Our committee also performs monthly safety inspections.

CCRTA is empowered to look beyond the critical review of safety incidents toward opportunities to reduce occurrences by looking for ways to improve the work environment and safety culture at CCRTA by acknowledging safe actions and work that contributes to safety in the workplace.

The CCRTA's Safety Committee is composed of six members with four alternates.

- I. ~~Managing Director of Operations~~ **Add-Deputy CEO / Chief Safety Officer.**
- II. Director of Planning
- III. Safety and Security Administrator
- IV. Transportation Administrator
- V. ~~Street-Supervisor~~ **Add-MV Safety Manager**

- VI. Facility Maintenance Tech II
- VII. Dispatcher
- VIII. Vehicle Technician
- IX. Bus Operator
- X. ~~Bus Operator~~ **Changed to (MV) Scheduler / Bus Operator**

The Safety Committee's Responsibilities will be:

- Approving the agency safety plan and any updates to the ASP.
- Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment process.
- Identifying Mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.
- Identifying safety deficiencies for purposes of continuous improvement.
- Establishing performance targets for the agency's risk reduction program.

Further detail on this authority and these responsibilities are described at length in *Transit Asset Management Plan* (Appendix A, Table 9 shows the document name, file name, and date of adoption). In addition, over the next year, CCRTA will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

### 3. SAFETY POLICIES AND PROCEDURES

#### A. Policy Statement – 673.23(a)

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

## I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

CCRTA recognizes that our employees are most familiar with the details of their respective jobs and work environment, which makes their input critical to maintaining safety in the workplace. Therefore, employees must promptly report safety concerns such as:

- Witnessed an unsafe act
- Unsafe conditions
- Near miss
- Safety hazard
- Security risk
- Safety Recommendation

CCRTA will ensure no action will be taken against employees who disclose safety concerns through the reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

There are several ways employees can report their safety concerns to management.

1. Report directly to their supervisors.
2. Reports directly to the Safety Department.
3. Reports through a Safety Committee representative.
4. Via an anonymous web-based reporting tool. See Appendix B.

In general, the CCRTA ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, CCRTA will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, CCRTA will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

The Chief Safety Officer and Safety Committee routinely review safety data captured via these avenues. When necessary, the Chief Safety Officer, Safety Department, and the Safety Committee ensure that the concerns are investigated or analyzed through the SRM process.

As appropriate, information about reported concerns will be shared with the reporting individual and all CCRTA employees to raise awareness and share mitigation solutions or best practices.

## **II. Customer Reporting 5329 (d) (1) (I)**

Customers are also our partners in safety. Here at the CCRTA, we encourage our customers to bring their safety concerns to our attention, whether through our bus operators or our Customer Service Team. Customer Service contact information is available on all our transit buses and paratransit vehicles. Customers can also visit our website and social media platform and submit safety concerns. The Customer Service Team is responsible for documenting and forwarding the customer's concern to the appropriate individual or department for resolution.

## **III. Communicating the Policy throughout the Agency – 673.23(c)**

CCRTA is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

## **B. PTASP Development and Coordination with TxDOT – 673.11(d)**

This PTASP has been developed by TxDOT on behalf of the Corpus Christi Metropolitan Planning Organization (MPO) and Corpus Christi Regional Transportation Authority in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. CCRTA provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The CCRTA documentation used in the development of this plan is presented in Table 9, in Appendix A.

In support of tracking performance on our SA and SP processes, CCRTA conducts a yearly safety culture survey. The survey is intended to help CCRTA assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by CCRTA's administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with CCRTA to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit CCRTA's size, operational characteristics, and capabilities.

The draft ASP was delivered to CCRTA in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to CCRTA for review and adoption.

### **C. PTASP Annual Review – 673.11(a)(5)**

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of CCRTA's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, CCRTA will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through CCRTA's annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at CCRTA. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the CCRTA Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, CCRTA will track those changes for use in the annual review.

**TABLE 2: ASP ANNUAL UPDATE TIMELINE**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> <li>• Safety Policy;</li> <li>• Risk Management;</li> <li>• Safety Assurance; and</li> <li>• Safety Promotion.</li> </ul>		→						
Review Previous Targets and Set or Continue Targets				→				
Report Targets to National Transit Database (NTD), TxDOT, Corpus Christi MPO						→		
Make Any Necessary Adjustments to PTASP					→			
<b>Safety Committee</b> updates Version No., Adopt & Certify Plan Compliance						★		

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

**TABLE 3: ASP RECORD OF CHANGES**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Names	Date of Change
Version 2	Agency Information page6. Organizational Chart page7. Safety Perf Measures page13. Safety Performance Targets p15. Safety Committee added Page 9. ESRP modified Page 11. Customer Reporting added page 12 Infectious Disease added page 18. Risk Reduction Program page 20. Job Hazard Analysis added page 24 Safety Site Inspection added page 30 Employee Safety Training added page 32 Operator Training page 33 Mechanical Cert and Safety Training pg. 34 Operator observation page 34	*Updated agency address. *Updated roles and positions. *Updated performance measures and performance targets. *Added Bipartisan Infrastructure Law Changes. *Updated Annual Timeline to include Safety Committee Update.	John Esparza Derrick Majchszak Rick Navarro Joel Mendez	12/8/2022
Version 2 Amended	Accountable Executive Name Change, page 6. Transit Agency Information, page 7. Organizational Chart changes, page 8, Safety Committee change, page 9, and Update Exposure to infectious disease, page 18.	*Change in Accountable Executive.	John Esparza Ian O'keefe Raul Trejo Michael Buxton Irene Trevino Gordon Robinson Ricardo Navarro Joel Mendez	7/19/2023
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

#### **D. PTASP Maintenance – 673.11(a)(2)(c)**

CCRTA will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as CCRTA continues to develop and refine our SMS implementation.

#### **E. PTASP Documentation and Recordkeeping – 673.31**

At all times, CCRTA will maintain documents that set forth our ASP, including those documents related to the implementation of CCRTA’s SMS and those documents related to the results from SMS processes and activities. CCRTA will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. CCRTA will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

#### **F. Safety Performance Measures – 673.11(a)(3)**

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

**TABLE 4: NSP SAFETY PERFORMANCE MEASURES**

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. CCRTA collected the past three (3) years of reported data to develop the rolling averages listed in the table.

**TABLE 5: BASELINE 2021 SAFETY PERFORMANCE MEASURES**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0.0	0.000000%	18.0	0.000725%	17.7	0.000711%	48,291
Demand Response	0.0	0.000000%	2.0	0.000182%	1.7	0.000151%	11,361
Van Pool	0.0	0%	0	0%	0	0%	274,589

\*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the CCRTA operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6, Table 7, and Table 8 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported two-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last two years.

**TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS**

Measure	Baseline	Target
Fatalities	0.0	0.0
Rate of Fatalities*	0.000000%	0.000000%
Injuries	18.0	15.0
Rate of Injuries*	0.000725%	0.00060%
Safety Events	17.7	15.0
Rate of Safety Events*	0.000711%	0.00060%
Mean Distance Between Major Mechanical Failure	48,291	48,500

\*rate = total number for the year/total revenue vehicle miles traveled

**TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS**

Measure	Baseline	Target
Fatalities	0.0	0.0
Rate of Fatalities*	0.000000%	0.000000%
Injuries	2.0	2.0
Rate of Injuries*	0.000182%	0.00018%
Safety Events	1.7	1.7
Rate of Safety Events*	0.000151%	0.00015%
Mean Distance Between Major Mechanical Failure	11,361	12,000

\*rate = total number for the year/total revenue vehicle miles traveled

**TABLE 8: VAN POOL SAFETY PERFORMANCE TARGETS**

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	0	0
Rate of Injuries*	0%	0%
Safety Events	0	0
Rate of Safety Events*	0%	0%
Mean Distance Between Major Mechanical Failure	274,589	274,589

\*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, CCRTA will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, CCRTA may begin developing safety performance indicators to help inform management on safety related investments.

### **G. Safety Performance Target Coordination – 673.15(a)(b)**

CCRTA will make our SPTs available to TxDOT and the Corpus Christi MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, CCRTA will coordinate with TxDOT and the MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, CCRTA will transmit any updates to our SPTs to both the Corpus Christi MPO and TxDOT (unless those agencies specify another time in writing).

***CCRTA certified on Thursday, December 8, 2022 CCRTA provided the Metropolitan Planning Organization (MPO) a copy of the agency's safety plan to include updated performance targets.***

***CCRTA certified on Thursday, December 8, 2022, CCRTA provided Tx-DOT a copy of the agency's safety plan to include the updated performance targets.***

## H. Exposure to Infectious Disease – 5329 (d)(1)(D)

CCRTA's top priority is maintaining a safe workplace in the event of an infectious disease outbreak, including COVID-19, seasonal flu, and other public health emergencies when determined by the United States Centers for Disease Control and Prevention (CDC), state and local health authorities. Our objectives are to monitor government warnings and information, provide relevant information as timely as possible, and maintain a clean workplace when necessary materials and supplies are available. CCRTA will instruct you on your part in the effort and monitor compliance with directives to employees. Furthermore, CCRTA will institute continuity of operations plans to operate our business as effectively and continuously as possible during the outbreak. It is essential for every employee to be informed and engaged in the effort to maintain operations and guard against an outbreak in our offices.

**CLEANING:** CCRTA is committed to a clean workplace, regularly cleaning objects and common areas, such as bathrooms, breakrooms, conference rooms, door handles, and railings. While you are not expected to clean public areas, please be mindful of using these areas and clean as necessary or communicate with the Facilities Building Manager when additional cleaning may be required. The Executive Management Team (the "EMT") will be designated to monitor and coordinate events around an infectious disease outbreak and create additional work rules that could be implemented to promote safety through infection control.

**VACCINATION:** CCRTA encourages all its employees to vaccinate against COVID-19 and the seasonal FLU. Furthermore, CCRTA provides employees with an onsite health professional to administer the influenza vaccine.

**Facial Mask:** The Centers for Disease Control and Prevention have shown that masks significantly reduce the spread of Infectious Diseases. At CCRTA, wearing a mask is optional unless mandated by a governing agency. ~~Masks are encouraged, and CCRTA provides its employees with KN95, N95, surgical style, and cloth masks to its employees at no cost. Furthermore, mask dispensers were installed on our revenue fleet to make them available to our customers.~~

**Hand Sanitizing Stations:** Hand sanitizing stations have been set up throughout our facilities and added to our revenue vehicles. This new practice allows employees and customers the opportunity to sanitize their hands between washing.

**Filtration:** The Facility Building Manager ensures all CCRTA buildings utilize MERV-13 filters, which trap 98% of airborne particles as small as .3 microns. Most of CCRTA's buses are retrofitted with UV lighting installed on the return air system, which runs continuously while the engine is on.

**Additional Cleaning Efforts:** Each night all revenue buses are disinfected. In addition, a decon station has been established to combat any vehicles that come in contact with COVID or any other biohazard.

Lastly, CCRTA will utilize its Safety Risk Management process to identify mitigations related to exposure to Infectious diseases safely.

## 4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, CCRTA is adopting SMS as the basis for directing and managing safety and risk at our agency. CCRTA has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at CCRTA will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. CCRTA has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, CCRTA will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. CCRTA will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the CCRTA Board and our agency's planning partners.

## A. Risk Reduction Program 5329 (d) (1) (I)

CCRTA's objective of our Risk Reduction Program is to identify risks and effectively mitigate those risks. One of our primary goals is to reduce vehicular and pedestrian accidents and mitigate assaults on all transit workers. The following is how CCRTA identifies and mitigates risks.

### B. Safety Risk Management – 673.25

By adopting this ASP, CCRTA is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the CCRTA SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS

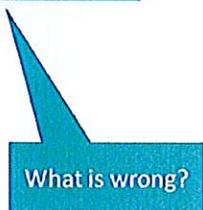


The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into CCRTA's SOPs.

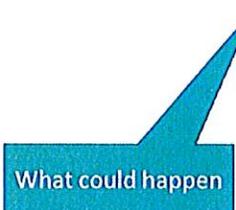
The SRM is focused on implementing and improving actionable strategies that CCRTA has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

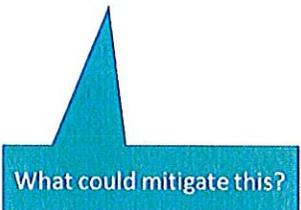
Hazard	Type	Likelihood	Consequence	Resolution



What is wrong?



What could happen



What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps CCRTA is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

### I. Safety Hazard Identification – 673.25(b)

CCRTA has a *Hazard Recognition/Identification* strategy located in the *System Safety Program Plan (SSPP)* (Appendix A) in place to identify safety and operational risks based on individual assets. This assessment uses both inductive and deductive identification processes. The purpose of the hazard assessment activities is to determine the acceptability of assuming the hazard risk, or to determine the necessity of recommending corrective measures. These activities involve four steps:

1. Cause identification.
2. Testing and analysis.
3. Determination of severity and likelihood of occurrence.
4. Development of options for control/elimination strategies and costs

This assessment is provided in *Sections 6 through 8* of CCRTA's *SSPP*.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, CCRTA is working to implement the following expanded SRM process.

The CCRTA SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. CCRTA uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, CCRTA ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that CCRTA has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-and Post-trip Inspection Forms* and *Collision Reports* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The CCRTA SSPP contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- CCRTA uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.

- To increase the safety knowledge of our agency, Safety Department personnel are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
  - ESRP
  - Inspections of personnel job performance, vehicles, facilities and other data
  - Investigations of safety events
  - Safety trend analysis on data currently collected
  - Training and evaluation records
  - Internal safety audits
  - Safety Inspections
  - External sources of hazard information could include:
    - FTA and other federal or state authorities
    - Reports from the public
    - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

## II. Job Hazard Analysis (JHA) 5329 (d) (1) (I)

A job hazard analysis (JHA) describes the high-risk work activities that take place in a workplace, the hazards and risks arising from these activities, and the measures that should be put in place to control the risks. A JHA focuses on the following:

- The job steps
- The potential hazards associated with undertaking the job steps
- The hazard control measures required to eliminate the risk of injury or reduce the risk to an acceptable level

The primary purpose of a JHA is to help supervisors and workers develop, implement, and monitor workplace control measures to ensure high-risk work is carried out safely.

A Job Hazard Analysis (JHA) must:

1. Specify hazards relating to the work and risks to health and safety associated with those hazards.
2. Describe the measures that must be put in place to control the risks.
3. Describe how control measures are to be implemented, monitored, and reviewed.

Consider all relevant matters, including circumstances in the workplace that may affect how the task is carried out.

- This must be expressed in a way that is readily available and understandable to employees who use it.

The JHA must be reviewed, approved, and signed by the supervisor before starting the task. When training the employee, the supervisor should give the employee a copy of the JHA and document any training which has taken place. Understanding every job step is crucial! Whenever a job step changes or a new phase is introduced, the JHA must be reviewed/updated, and employee retraining is to take place.

The critical reasons for completing a JHA are to improve workplace safety, encourage teamwork (especially with new employees), involve everyone performing the job in the process, and elevate awareness.

### III. Safety Risk Assessment – 673.25(c)

CCRTA currently uses a *Hazard Analysis/Assessment/Evaluation* process with a framework for assessing risks and threats with reference to security for the transportation system. This assessment procedure can be found in *Section 7* of the *SSPP* and shows the likelihood of occurrence and the impact on transportation assets and the system as a whole.

As part of the new SRM process, CCRTA has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, CCRTA may need to perform an investigation. CCRTA currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with an Assessment Form and framework found in the *Hazard Analysis/Assessment/Evaluation* procedures and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and Safety Department supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that CCRTA will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must act to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

#### IV. Safety Risk Mitigation – 673.25(d)

As part of the SSPP, CCRTA currently has a Hazard Resolution policy found in Section 8. The SSPP lists specific resolution strategies according to the assigned Likelihood Categories, with additional precautionary measures to take moving forward.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely

or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

**FIGURE 7: RISK REGISTER MITIGATION COMPONENT**

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

### **C. Safety Assurance – 673.27 (a)**

Safety Assurance means processes within the CCRTA SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) CCRTA meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting CCRTA’s critical safety objectives and contribute towards SPTs.

## I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the CCRTA SA program, CCRTA collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. CCRTA currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, CCRTA will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

### MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

CCRTA monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with CCRTA SOPs through direct observation and review of information from internal reporting systems such as the *Employee Grievance* procedures from employees and the *Customer Assistance Form (CAF)* (Appendix A) for customers.

CCRTA addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### MONITORING OPERATIONS – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor

and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

## II. Safety Event Investigation – 673.27(B)(3)

CCRTA currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that CCRTA can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. CCRTA uses gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

- A. The purpose of these investigations is to:
  - Determine responsibility.
  - Identify causes and effects.
  - Verify identified hazards.
  - Implement remedies to eliminate, reduce or control recurrences of a similar accident.
  - Gather formal documentation in the event of litigation.
  - Develop solutions that will eliminate, nullify, or prevent such accidents and hazards.
  - Provide a means of checking the adequacy of past training.
  - Make personnel aware of unsafe acts and conditions.
  - Promote on-the-spot correction.
- B. Investigations will be of two types:
  - Those in which the affected department conducts the investigation, and reports and information are provided to Safety.
  - Those of a major nature in which the Safety Department will play the leading role and publish a report.
- C. The following are necessary for effective investigations:
  - Determine field personnel responsibilities for investigation.
  - Utilize the Supervisor's Accident Investigation Procedures.
  - Integrate Claims' findings into investigations.
  - Ensure Safety Department notification of significant accidents, on both an immediate and routine basis.
  - Develop criteria for Safety Department investigations.

- Prepare procedures, checklists and formats for conducting investigations.
- Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the Safety Department will establish procedures for coordinating investigations by outside agencies, or peer reviews.

#### MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, CCRTA monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

#### OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, CCRTA is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

### III. Safety Site Inspections 5329 (d) (1) (I)

#### Safety Site Inspections are performed to:

- Identify hazards, risks, and unsafe practices by inspecting areas with a designated department representative or a member of the Safety Committee.
- Proactively take corrective actions by noting and photographing concerning findings and abatement issues. Items that can be diminished immediately will be done on the spot and a record of the reduction notated.
- Promote a safe and healthy working environment by providing a systematic and consistent inspection schedule to identify hazards, risks, and unsafe practices.
- It serves as a positive performance indicator and encourages safe work practices by documenting that we are achieving our safety goals and acknowledging employees observing safety policies when performing their work.

#### Daily Safety Inspections

Each department completes site safety inspections informally each day. Daily checks will consist of department representatives walking their immediate work area and correcting any unsafe findings.

### Quarterly Safety Inspections

The Safety Department will conduct formal site safety inspections each quarter. These inspections may include CCRTA's Administration and Facility Operations buildings and any transit facility operated by or occupied by CCRTA personnel. The Safety Department will ensure that facility safety concerns are routed to the appropriate department for immediate investigation and mitigation.

The Safety Department will use Track-it Manager Program for Quarterly Inspections. Completed inspections forms are generated from Track-it Manager Program and forwarded to the responsible employee (s) for timely correction. Every inspection is recorded and retained in Track-It.

## D. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that CCRTA will implement and how safety related information will be communicated.

### I. Safety Competencies and Training – 673.29(a)

CCRTA provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, CCRTA will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (CCRTA is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.

- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.

## II. Safety Communication – 673.29(b)

CCRTA regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in 3.A.I) or other means.

CCRTA reports any safety related information to the CCRTA Board of Directors at their regular meetings and will begin including safety performance information. In addition, CCRTA holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. CCRTA also posts safety related and other pertinent information in a common room for all employees.

CCRTA will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, CCRTA will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, CCRTA will review our current communications strategies and determine whether others are needed. As part of this effort, CCRTA has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas CCRTA should be addressing to fully implement a safety culture at our agency.

## D. Employee Safety Training 5329 (d) (1) (H)

All CCRTA employees must receive New Employee Orientation Training on the essential elements of employee safety. De-escalation training is required for all operations, maintenance, and personnel directly responsible for safety. Depending upon job classification, some employees may receive additional training in Transit Operator Assaults, Bloodborne Pathogens, Back Safety, lifting Safety, Office Safety, and other safety programs required to do their job safely and effectively. Refresher training may be required for

specific programs and will be done following changes to the agency's safety policies and local, state, and federal requirements.

## **I. Operator Training**

CCRTA offers Commercial Driver License (CDL) training for City Transit Buses and Paratransit Operators. In addition, CCRTA Operations Trainers document CDL training, which includes an in-house driver certification process audited by the state.

Training programs are also subject to internal auditing that includes auditing of trainer performance and content. Tracking the number of accidents incurred by new operators is one measure to evaluate the effectiveness of new operator training.

The Training Department follows the U.S. Department of Transportation Federal Motor Carrier Safety Administration, FMCSA, Entry Level Driving Training (ELDT) for class B CDL. CCRTA's instructors document that each trainee is proficient in all curriculum elements.

CCRTA's training course is approximately eight weeks for new operators including time spent with an operator mentor. Training begins with the operator selection process. An evaluation of skills sets must be considered during selection. Prospective operators must meet three thresholds to advance to the next stage of training; for example, a trainee must obtain a permit before starting classroom training and must pass a skill test prior to moving onto the balance of the class. If a trainee fails a step at a critical point in the training, they will be given another chance and sent to a supplemental training before being dropped from the program. Achieving thresholds scores is necessary to progress to the next step and is an important component of the training program.

Ride checks provide a chance to correct actions before an accident/incident occurs. A systematic process is used to identify who needs a ride check and when. Street Supervisors will conduct ride checks to evaluate the performance holistically and includes evaluation of the following:

- Health and well-being as it relates to safety
- Customer Service
- Diffusing angry customers
- De-escalation techniques
- Operator Assaults
- Operation skills
- Ergonomics
- Bike rack usage
- Ramp usage
- Sharing the road with Bicyclists
- Recognizing hazards
- Mirror usage
- How to avoid fixed objects

In addition to the classroom training on Operator Assaults, CCRTA has equipped our larger buses with a locking protective shield to protect the operator against an assault. In the near future, our cutaway fleet will be retrofitted with the same locking protective shield.

Lastly, CCRTA operators are trained to contact dispatch in emergencies and, in a specific crisis, use a code word to indicate severe trouble.

## II. Maintenance Safety Training

CCRTA vehicle maintenance technicians receive training from a certified original equipment manufacturer (OEM) in air conditioning, electrical, engine, transmission, chassis, suspension, brakes, ramps, air system suspension, and compressed natural gas (CNG).

In addition, to OEM training, maintenance personnel receive regular safety meetings once a month which include the following:

- General Shop Safety
- Hand Tool Safety
- Protection Against Blood Borne Pathogens
- Attitude and Behavior
- Equipment Safety
- Personal Protective Equipment Safety
- Operational Safety-Heavy equipment

## III. Observation of Operators

Instructors or Street Supervisors provide Ride Checks as outlined below:

- Training Instructors or Street Supervisors are required to perform at least one Ride Check on each operator per year.
- Additional oversight and review opportunities are planned for specific groups to create positive coaching and help change behavior. These groups include:
  - Operators within their six-month new-hire probation.
  - Operators with safety or customer service-related issues as determined by Operations Administration; or by the accident review board, (ARB).
  - Special requests from the Safety Division or Operations Administration.
- On board Ride Checks are conducted using the Ride Check Form in the Track-It program.
- Operations Administration will be responsible for tracking and administering onboard observations.
- The Track-It system records information and maintains a record of the evaluation. Instructors, Operations Administration, Street Supervisors, and Safety may access the data to work on needed training and or corrective coaching.

## 5. APPENDIX A

TABLE 9: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
Interview Tech.pdf	5/1/2004	Interview Techniques	CCRTA
Rep. Writing SG.pdf	N/A	Report Writing: An Overview	CCRTA
2018 Monthly Accident _Incident Reports.xls	12/31/2018	Monthly Accident/Incident Reports	CCRTA
Customer Assistance Form.docx	2018	Customer Assistance Form (CAF)	CCRTA
Attachment B - Revised Drug and Alcohol Policy 2019.pdf"	3/6/2019	Drug and Alcohol Policy	CCRTA
Attachment A - Section 103 Employee Grievance.pdf	3/6/2009	Employee Grievance	CCRTA
Attachment C - 2010 Employee Handbook.pdf	2/1/2010	Employee Handbook	CCRTA
CCRTA IT Policy and Procedure Manual 2018 (003).pdf"	2018	Information Technology Policy and Procedure Manual	CCRTA
Dispatch Operations Administrator 2019.pdf	N/A	Job Description: Dispatch Operations Administrator	CCRTA
JD - Dispatcher.pdf	N/A	Job Description: Dispatcher	CCRTA
Street Operations Administrator 2019.pdf	2019	Job Description: Street Operations Administrator	CCRTA
Street Operations Supervisor 2019.pdf	2019	Job Description: Street Operations Supervisor	CCRTA
Training Instructor 2016.pdf	2016	Job Description: Training Instructor	CCRTA
Transportation Services Administrator 2019.pdf	2019	Job Description: Transportation Services Administrator	CCRTA
vamonos-lrp-final.pdf	Oct-12	Long Range Plan	CCRTA

File Name	Revision Date	Document Name	Document Owner
Corpus Christi MPO Boundary.pdf	N/A	Corpus Christi Metropolitan Planning Organization (MPO)	CC MPO
Biohazard - Final.pdf	7/12/2017	Biohazard on a RTA Vehicle	CCRTA
BTW Training 5.3.19.pdf	5/3/2019	Behind the Wheel Training	CCRTA
Bus Operator Trainee Requirements.pdf	9/19/2018	Bus Operator Trainee Requirements	CCRTA
Daily Schedule Posting and Rotation - Final.pdf	7/12/2017	Daily Schedule Posting and Rotation	CCRTA
Dispatch Responsibilities - Final 1.1.pdf	7/12/2017	Dispatch Responsibilities	CCRTA
Electronic Fare-box Road call Instructions - Final.pdf	7/12/2017	Electronic Fare-box Road Call Instructions	CCRTA
Emergency Procedures 1.24.19.pdf	1/24/2019	Emergency Procedures (Dispatch)	CCRTA
Handheld Radio - Final.pdf	7/12/2017	Handheld Radio: Basic Operating Guide	CCRTA
Health Care Providers Statement - Final.pdf	7/12/2017	Health Care Providers Statement	CCRTA
Health Leave - Final.pdf	7/14/2017	Health Leave	CCRTA
Lost and Found Articles - Revision 2.pdf	4/20/2018	Lost and Found Articles	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
Request for Leave - Final.pdf	8/10/2017	Request for Leave	CCRTA
Request Video Pull - Final.pdf	7/12/2017	Video Request Pull Instructions	CCRTA
Retraining.pdf	2/6/2018	Retraining	CCRTA
Return to Work Revised 2-13-18.pdf	2/13/2018	Return to Work	CCRTA
Road Call Report.pdf	2/5/2018	Road Call Report	CCRTA
Road Monitor Work Schedule - Final.pdf	5/1/2018	Road Monitor Work Schedule	CCRTA

File Name	Revision Date	Document Name	Document Owner
Service Stop Removal or Temporary Closure - Final.pdf	7/12/2017	Service Stop Closure / Removal	CCRTA
Setting up Detours - Final.pdf	7/12/2017	Detour Set Up	CCRTA
Transporting Passengers in Non-Revenue Vehicle - Final.pdf	4/1/2018	Transporting people in a non-revenue RTA vehicle	CCRTA
Utilizing EB Operators - Rev 5-21-19.pdf	4/9/2018	Utilizing Extra Board Operators	CCRTA
Final Procurement Policy 2010 (revised 07-26-2010).pdf	2/1/2010	Procurement Policy	CCRTA
2010 Policy Book final.pdf	2/1/2010	Employee Handbook	CCRTA
Original Manual 2009.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
RTA System Safety Program Plan.doc	Jun-13	System Safety Program Plan	CCRTA
FINAL Emergency Response Plan 5-24-19.docx	5/20/2019	Emergency Response Plan	CCRTA
Transit-Plan-2020-Five-Year-Service-Plan-Executive-Summary.pdf	Sep-16	Transit Plan 20/20	CCRTA
Cover Page (3).pdf	N/A	Instructors Course in Bus Operator Training: Participant Manual	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 1 (3).pdf	N/A	Vehicle Operation: Part 1	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 2.pdf	N/A	Vehicle Operation: Part 2	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 3.pdf	N/A	Vehicle Operation: Part 3	Transportation Safety Institute (TSI)
Tab2 CUST REL Part 1.pdf	N/A	Customer Relations: Part 1	Transportation Safety Institute (TSI)

File Name	Revision Date	Document Name	Document Owner
Tab2 CUST REL Part 2.pdf	N/A	Customer Relations: Part 2	Transportation Safety Institute (TSI)
Tab3 EM MGMT.pdf	N/A	Emergency Management	Transportation Safety Institute (TSI)
Tab4 Operational Procedures .pdf	N/A	Operational Procedures Schedule	CCRTA
Tab5 BUS GUIDE Part 1.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
6.a1-4_Transit Asset Management Plan MPO.pdf	10/1/2018	Transit Asset Management Plan	CCRTA
June 2017 CCRTA Service Standards.pdf	Jun-17	Fixed Route Service Standards	CCRTA

## A. Glossary of Terms

**Accident:** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

**Accountable Executive (typically the highest executive in the agency):** means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C.5326.

**Agency Leadership and Executive Management:** Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

**Chief Safety Officer (CSO):** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Corrective Maintenance:** Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

**Equivalent Authority:** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's PTASP.

**Event:** means an accident, incident, or occurrence.

**Federal Transit Administration (FTA):** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation:** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**Key staff:** means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

**Major Mechanical Failures:** means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

**National Public Transportation Safety Plan (NSP):** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence:** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator of a Public Transportation System:** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Passenger:** means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

**Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target:** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

**Preventative Maintenance:** means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

**Public Transportation Agency Safety Plan (PTASP):** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk:** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation:** means a method or methods to eliminate or reduce the effects of hazards.

**Road Calls:** means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

**Safety Assurance (SA):** means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy (SMP):** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

**Safety Management System (SMS):** means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Management System (SMS) Executive:** means a CSO or an equivalent.

**Safety Objective:** means a general goal or desired outcome related to safety.

**Safety Performance:** means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

**Safety Performance Indicator:** means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

**Safety Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Safety Performance Monitoring:** means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

**Safety Performance Target (SPT):** means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

**Safety Promotion (SP):** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk:** means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

**Safety Risk Assessment:** means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

**Safety Risk Management (SRM):** means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**Safety Risk Mitigation:** means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

**Safety Risk Probability:** means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

**Safety Risk Severity:** means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

**Serious Injury:** means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small Public Transportation Provider:** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State:** means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of Good Repair:** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency:** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

**Transit Agency:** means an operator of a public transportation system.

**Transit Asset Management (TAM) Plan:** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

## ***B. Additional Acronyms Used***

**ADA:** Americans with Disabilities Act

**ARB:** Accident Review Board

**ASP:** Agency Safety Plan

**CAF:** Customer Assistance Form

**CCRTA:** Corpus Christi Regional Transportation Authority

**ESRP:** Employee Safety Reporting Program

**FAST Act:** Fixing America's Surface Transportation Act

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century Act

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NTD:** National Transit Database

**SOP:** Standard Operating Procedure

**SSPP:** System Safety Program Plan

**TxDOT:** Texas Department of Transportation

## 6. APPENDIX B

Figure 8. PTASP SUPPORTING DOCUMENTS – Web based (ESRP) Safety Suggestion Form



### Read About Policy

One significant way employees can participate in a safety program is to report observed hazards, incidents, accidents or near misses. The safety suggestion website facilitates the ease of reporting events, speeds up the process to ensure that all events receive the appropriate attention and investigation.

All reports are treated as strictly confidential. The reporter may remain anonymous if they choose. However, in many cases, more information may be required; it is preferred that the reporter identify themselves. In other cases, the employee may request feedback on what, if any, action was taken or planned. Employees who choose to remain anonymous will only receive feedback by means of a general notification or other normal communications.

**NON-PUNITIVE REPORTING** – In accordance with agency guidelines employees who report mishaps, risk exposures, safety hazards, incidents, or accidents will not be subject to disciplinary action by the agency.

Nevertheless, there are exceptions such as the following (which could create or worsen risk exposures):

- Accident or incident that are reported which employees are required to report as part of the Standard Operating Procedure or other agency policies;
- Premeditated or intentional acts of violence against people or damage to equipment/property;
- Actions or decisions involving material negligence which, in the company's judgment, no reasonably prudent employee of relevant training and experience would take; or
- Failure to report safety incident or risk exposures as required by agency operating procedures and for this policy.

Employees who act irresponsibly in one of these ways remain exposed to disciplinary action. Alternately, employees who make honest mistakes or misjudgments will not be subject to blame provided that they report such incidents in a proper and timely fashion.

Anonymous

Name

Email

Phone

Request feedback

Yes  No

Work Location

Be Specific, include Work Location and Department.

Type

-Select Type-

Safety Issue/Suggestion

Describe Hazard or Safety Suggestion in detail, be sure to include any specific details related to the issue

Where is it happening?

Be Specific, include exact building, room, facility, station, stop, street location, vehicle #

When is it happening?

If it is a specific time of day, please add this information: "morning rush", "all the time", "weekends" or "3 PM"

What "benefit is expected" if suggestion is implemented?

Explain if the proposal is applied how it may save time, reduce injury or provide a better work environment

**Add Images** (Only 2 images are allowed)

**Submit**

## **7. APPENDIX C**

### **A. Board Minutes or Resolution**

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JULY 1, 2020**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member, Mr. George Clower, who served from July 11, 2012 until June 30, 2020
5. Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors, a) Mr. Eloy H. Salazar
6. Administered the Oath of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors, a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright
7. Receipt of Conflict of Interest Affidavits
8. Opportunity for Public Comment
9. Heard Update – CCRTA's COVID-19 Response
10. Heard Update – RCAT Committee Activities
11. Action to Approve the Board of Directors Meeting Minutes of June 3, 2020.
12. Heard Consent Items –
  - a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
  - b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
  - c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)
13. Action to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration
14. Heard Presentations –
  - a) May 2020 Financial Report
  - b) May Procurement Update
  - c) May 2020 Safety & Security Report
  - d) May 2020 Operations Report
15. Heard CEO's Report
16. Heard Chairman's Report
17. Adjournment
18. Informational Items

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, 2<sup>nd</sup> Floor Board Room, Corpus Christi, Texas.

**Call to Order & Roll Call**

Mr. Edward Martinez, Board Chairman, called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

**Board Members Present:** Edward Martinez, Board Chair; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin, Philip Skrobarczyk and Matt Woolbright.

**Board Members Absent:** None.

**Staff Present:** Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

**Public Present:** Mr. Roland Barrera, Roland Barrera Insurance. Public Comment has been made available online to the Public on the CCRTA website at the following link below. No online comments have been received.

<https://www.ccrta.org/news-opportunities/agendas/>

**Held Safety Briefing**

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out three exits to the Board of Directors room, to the back by the kitchen, my immediate right, and to the back of this boardroom. He said during an emergency you will utilize the west side door, report to the clock tower adjacent to the transfer station,

Ms. Linnehan will account for the Board of Directors members, and that he will make sure everyone exits properly. Mr. Rendón also commented do not use the elevator, do not return to the building unless an 'all clear' has been given, and if we have to shelter in place, we will shelter in place in the west side of the building.

**Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member, Mr. George Clower, who served from July 11, 2012 until June 30, 2020**

Mr. Edward Martinez read the Resolution for Mr. George Clower and thanked him for his dedication and service to the agency. He asked Mr. Clower to join everyone at the podium. Mr. Michael Reeves commented Mr. Clower would be missed sorely and thanked him for the comic relief at our meetings, and for everything he has done for the agency. He also thanked him for being you. Mr. Martinez allowed for Mr. Clower's parting words. Mr. Clower thanked the agency and said it's been a long and memorable ride. He has had a lot of good times here at the CCRTA, made a lot of good friends. He also commented he would always have a heart for the CCRTA in the future, and said he hoped someday our paths will cross that I can work with the CCRTA again

in the future. Mr. Clower said to Mr. Jorge Cruz-Aedo, that he wanted to say it's been great to get to know you, and that Jorge, you have done an outstanding job as CEO of the CCRTA, and I want you to continue forward with the mission statement. Mr. Clower also mentioned to Mr. Edward Martinez, that you have been a great chairman, and I have loved working with you over the last couple of years. Mr. Clower mentioned, and Glenn, I know we haven't been on the board too long, but have you on my speed dial. Each board member provided their sincere comments and thank Mr. Clower and said he will be sorely missed by all. Mr. Martinez then asked for a vote on the Resolution.

**MR. DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING CITY OF CORPUS CHRISTI APPOINTED BOARD MEMBER, MR. GEORGE CLOWER, WHO SERVED FROM JULY 11, 2012 UNTIL JUNE 30, 2020. MR. MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors. a) Mr. Eloy H. Salazar**

Mr. Martinez asked Mr. Eloy Salazar to join Mr. John Bell, Legal Counsel at the Podium to take the Oath of Office. Mr. Bell administered the Oath of Office to Mr. Salazar and welcomed him to the CCRTA Board of Directors. Mr. Martinez and the other board members also welcomed him to the Board. Mr. Salazar joined the others at the panel area to begin his term.

**Administered the Oaths of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors. a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright**

Mr. Martinez asked each of them to join Mr. John Bell, Legal Counsel, via the virtual meeting, to take the Oath of Office. Mr. Bell administered the Oath of Office to Ms. Anne Bauman and Ms. Patricia Dominguez, and Messrs. Philip Skrobarczyk and Matt Woolbright. He welcomed each of them to their next term as a CCRTA Board of Directors member. Mr. Martinez and the other board members also welcomed each of them again to the Board.

**Action to receive Conflict of Interest Affidavits**

None received.

**Provided Opportunity for Public Comment**

No Public Comments received.

**Heard Update – CCRTA's COVID-19 Response**

Mr. Jorge G. Cruz-Aedo commented the agency continues to be very engaged with the COVID-19 pandemic to ensure that both employees and riders are provided the safest environment to have public transportation in our community. He said as of this report, there had been no positive

cases. Unfortunately, last evening, he received word that we in fact have received our first confirmation of a confirmed case at our Bear Lane facility. Mr. Cruz-Aedo said the person is now quarantined and contact tracing is now being done. He also commented the agency is still working tirelessly to ensure we have a safe and clean environment to provide transportation. Last Saturday we began the compliance with Nueces County mask order that everyone is to wear facial coverings while in public places, i.e., public transportation. He said face coverings need to be not necessarily surgical masks, hospital grade, and worn by children 10 years of age and under, and worn in public areas where social distancing is not possible and you are confined space like a bus. He also mentioned the order does provide exceptions to individuals who have conditions. Mr. Cruz-Aedo continued that there are no penalties for noncompliance, yet the agency strongly encourages all of our riders to do facial coverings while at our facilities, and at our bus stops and on our buses. He also said riders are also given the opportunity to receive masks by the CCRTA if the rider does not have one. This has also been put on our social media, our messaging systems to make sure riders know facial coverings are required.

Mr. Cruz-Aedo commented the executive team still continue to meet daily to make sure we are current with situations pertaining to transportation. He said we continue to deep clean all our buses every evening, and our facilities are cleaned regularly during the day and again at night. Any personal protective equipment needed for employees are monitored to procure immediately and we continue to advertise all our venues to reinforce to the community the efforts to help reduce the spread of COVID-19. Mr. Cruz-Aedo also provided some financial costs spent to-date for employee cards at \$52,530 to help them be able to get the pandemic cleansing equipment needed at home for a safe environment. He said the agency is currently paying employees \$2 more per hour while on duty. Emergency supplies bought, masks, cleansers, foams costs are at \$669,000, we have our additional security personnel costs and police officers on duty at \$15,311. Mr. Cruz-Aedo said that the purchase transportation services costs are at \$67,761 for the direct supplies and equipment for the use of the CCRTA by MV Transportation. He said that we have submitted all of these items to the federal transit administration (FTA) who has concurred these expenses and reimbursement is anticipated assumed for these costs, and these costs would be covered strictly by FTA and not an item of the CCRTA.

He commented we are now going to be testing our employees for their temperatures and the customer service area is still closed, yet the community can still get passes, and our employees are able to get all their equipment needed in the H-E-B stores in this community. Mr. Cruz-Aedo also pointed out that we have a video which shows what we do and that we're good stewards. He said it is all about ensuring safety for the employees of the CCRTA, safety for our riders and safety for our communities, and we stay diligent every day, and available to answer any questions the board may have.

#### **Heard Update – RCAT Committee Activities**

Ms. Sharon Montez commented on the RCAT Committee for our new board member Mr. Salazar and stated that the RCAT committee represents the voice of the disabled community in Corpus Christi and is the Regional Committee for Accessible Transportation. Ms. Montez said she

wanted to brief the Board members this morning in our continuing efforts to enhance the safety for the community and our riders. She said we have decided to delay the RCAT meetings until January of next year, as we will continue to monitor and stay informed on COVID in the community, and if there are any changes to our current timeline, I will come back to the board to keep everyone informed.

**Action to Approve the Board of Directors Meeting Minutes of June 3, 2020**

**MR. REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JUNE 3, 2020. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

**Heard Consent Items**

- a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
- b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
- c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)

**MR. MATT WOOLBRIGHT ASKED TO PULL CONSENT ITEM C) FOR FURTHER DISCUSSION.**

**MR. LEYENDECKER MADE A MOTION TO APPROVE CONSENT ITEMS A) AND B). MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

Mr. Cruz-Aedo mentioned that this is an important relationship for the CCRTA, and for our new board member, it would be beneficial to go over the high level of what this agreement entails and what that relationship looks like as we have a number of things going with them at the same time and we're in a weird situation. Mr. Derrick Majchszak presented the consent item C) again for the new board member and for further discussion. Mr. Salazar said he believes this is a great program and for the agency to continue on the path and partnership with the University. He continued to say he congratulates the Board with supporting it, and continuing to support it. A motion was asked by the Chairman to approve.

**MR. REEVES MADE A MOTION TO APPROVE CONSENT ITEM C) AFTER FURTHER DISCUSSION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ,**

**LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING  
IN FAVOR. ABSENT NONE.**

**Action to Approve Entering into a Professional Service Agreement, and if unable, then  
Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service  
Agreement for a Third-Party Administrator of the CCRTA Employee Group Health,  
Vision, and Dental Benefit Program Administration**

Mr. Reeves commented, on behalf of the Administration & Finance Committee, we have spent a great deal of time on this item. He said, I believe it is in the best interest of us to move forward on this item, knowing these things can become very difficult, and the reasoning behind offering this option, by Staff, it makes a lot of sense to us, so if we want to move forward with hearing the presentation, we can, but on behalf of the Board, I would like to make a motion at this time to move forward with this recommendation. Mr. Leyendecker seconded the motion, yet wanted a little further discussion and would have like to have had the name of the firm 90 Degree Benefit listed on the Agenda of who we are trying to enter an agreement with, for transparency sake, and although in our Packet, the Public does not get the Packet.

Mr. Salazar asked for an explanation of the recommendation on the agenda as it was modified a little. Mr. Cruz-Aedo provided background information where the item went to the committee for review as we were looking at doing a Request for Proposal (RFP) as the likely option we would want to pursue. He said at committee, we introduced the suggestion language of trying to negotiate a deal with 90 Degree Benefit which was formerly Entrust, and if this option wasn't successful, we would have the ability to still issue an RFP. He said in time since committee to now, 90 Degree Benefit is interested in pursuing a new deal to help administer the program. Mr. Cruz-Aedo explained the program and stated we have approximately 230 employees that are covered health care, vision care and dental care. This is a self-funded program that the CCRTA designed years ago and has been updated throughout time to reflect the current changes that takes place in the medical industry. He stated 90 Degree Benefit has helped us manage this program very well. He said the program designed by the CCRTA with the help of consultants that we've brought in along from time to time, we have Mr. Roland Barrera with Roland Barrera Insurance, who is our current consultant that helps us administer the program. Mr. Cruz-Aedo commented they do a great job, employees love the benefits and it is a fair program. He commented the program costs us the normal amounts employers pay in the ranges of reasonable care, and I do not want us to be changing administrators right now, especially because of the COVID, and a few potential claims that we are going to be looking at over time. He stated that he has asked the consultants, Mr. Barrera and staff, to look at ways to ensure that we optimize this program if we go with the renewal, and asked Mr. Barrera, if he could maybe add or correct some of the things Mr. Cruz-Aedo may have commented on.

Mr. Barrera commented he wanted to congratulate Mr. Salazar on his appointment to the CCRTA Board of Directors and welcome. He provided background information as stated at the committee meeting last month, the base plan has a \$300 deductible that resets every month, so if an employee has some type of claim in a period with the 30 days, they pay only

\$300, and is also set for the entire family. He provided an example of a family claim with complications and how the deductible works as employees have a primary care benefit allowance in lieu of a copay. What it provides is that the families have \$2K of primary care. Most asks what is my copay, so there is a separate arrangement with the Doctors Center that is covered under 100 percent without being subject to the primary care allowance. He also commented that 90 Degree Benefit is one of the largest vendors of Spohn Hospital system. Mr. Barrera commented on the costs with the City and County and that the CCRTA plan per participant is lower than theirs at \$43.78. He said when you customize a plan, it can discourage other bidders which could encourage a proposer to charge whatever they want because they know they provide a product that is difficult for others to administer. He commented he believes we have a better opportunity to negotiate a good deal rather than sending it out. Mr. Salazar said being new to the Board, it was more of a question than anything. After further discussion, the Chairman asked for a motion.

**MR. REEVES MADE A MOTION TO APPROVE ENTERING INTO A PROFESSIONAL SERVICE AGREEMENT, AND IF UNABLE, THEN APPROVE ISSUING A REQUEST FOR PROPOSAL (RFP) TO NEGOTIATE A PROFESSIONAL SERVICE AGREEMENT FOR A THIRD-PARTY ADMINISTRATOR OF THE CCRTA EMPLOYEE GROUP HEALTH, VISION, AND DENTAL BENEFIT PROGRAM ADMINISTRATION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.**

#### Heard Presentations –

##### a) May 2020 Financial Report

Mr. Robert Saldaña reported on highlights for the month of May of departmental expense right now at 13.8 percent shy of budget. He explained the far left column is our annual budget we adopted for that line item, the 2<sup>ND</sup> column is the actual where we came in for May, and the 3<sup>RD</sup> column is the monthly budget for May. He said operating revenues are a little more than \$42M for the year, and May was at \$3M, or right at budget. Our baseline is about \$3.2M, capital funding comes a lot from our grants about \$146,921, and for May we came in under baseline. He said operating expenses are about \$40M for the year, and May we came in at \$2.8M on a budget of \$3.3M, or a \$500K savings. So the bottom line, there is \$14,519 more revenue than expenses for the month. Mr. Saldaña displayed a slide by category showing the breakdown of revenues and commented May passenger services were at \$82,670 and should be \$153K basically due to the shortfall in ridership. Bus advertisements budget is \$13K and we are at \$9,300, or a shortfall of about \$4K. He said sales tax is \$2.8M and what we estimated, although it is going to be short of a little over 11 percent than the previous month as we believe we will be around 16-17 percent short of that this month. Those numbers will come in Thursday or Friday next week. Mr. Saldaña commented total revenues for May are \$3.08M, or \$200K shortfall in revenues.

A pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He pointed out that in Other, the \$300K, \$134K were strictly COVID supplies.

Mr. Saldaña reported on the year-to-date highlights should be about 42 percent on revenues and expenses through five months of the year. Revenue-wise, we are at \$14.5M on a budget of \$15.3, or about \$7-8K shy on revenues. He said capital funding is right on budget, operating expenses are budgeted at \$16.7M and we are at \$15.47M, or a \$1.3M savings. For capital expenditures are right at budget, so right now, we are at \$1.8M shy of revenues over expenses. Mr. Saldaña said that on next month's category, a lot of the shortfall from sales tax and other expense we are having is due to COVID. He did mention that the agency is getting the first draw from the COVID CAREs Act allotment of \$16.3M, we drew down last week that hits our bank statement today. He said that with the \$1.8M shortfall is actually now a \$4M positive increase from the CAREs Act monies transit agencies were given to help cover these losses, so we are not behind, but \$4.4M ahead of budget. A year-to-date pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He again pointed out that in Other, \$1.8M, \$271K were strictly COVID supplies, some supplies that have been received, paid, and other merchandise we have purchased that has not yet been received. You will see the variances between these and the weekly updates. Mr. Saldaña continued with expenses year-to-date budgeted \$14.8M and we are at \$13.5M, or a \$1.2M savings on expenses.

He provided a month-to-month comparison from 2020 to 2019 stated sales tax over the last five years averaged about 76 percent of our total revenue. Another slide of trending sales tax revenues from April 2019 to April 202 as we get our sales tax revenue being 2 months in arrears. So, in June we get April sales tax and received \$2.46M in April 2020, and last April, we received \$2.77M, a decrease of \$312K, or a shortfall at 11.26 percent.

**b) May Procurement Update**

Mr. Saldaña reported there is one procurement for the month being for Parts Inventory Storage Cabinets and Shelving at \$150K and the Invitation for Bids (IFB) goes out July 14, 2020. For our new board member, the CEO signature authority of \$50K or less that we can spend without having to come to the board and we have 8 items; Marketing & Consulting Services at \$44,100 seven-month base agreement; Fasteners and Shop Supplies at \$27,682 three-year base with two 1-year options; Waste Collection and Disposal Services at \$19,368 one-year agreement with two 1-year options; Mass Notification Software at \$45,715 three-year base agreement; HVAC Services at \$39,681 one-year agreement with two 1-year options; Local and Long Distance Phone Provider at \$24,206 three year service contract with one 2-year option; Brass Fittings at \$24,206 two-year agreement with one 1-year option and Hydraulic Hoses and Fittings at \$49,344 two-

year agreement with one 1-year option. He said we still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi.

c) **May 2020 Safety & Security Report**

Mr. Mike Rendón reported May at six accidents with one deemed preventable and 5 deemed non-preventable, or a monthly collision rate of 3.25, and operators drove 184K miles for May. He commented the year-to-date collision rate for 2020 is at 0.78 still meeting the industry standard of 2.0. Mr. Rendón stated security stats were for 368 contacts and the top 2 contacts being 75 percent of the contacts with individuals.

Mr. Rendón reported the security updates on the Staples Street Center, we were almost averaging about 90 to 100 per day in the last few weeks due to the COVID situation, and most entering through the DMV. He said for Veterans Services who receive about 80 to 90 percent of the visitors in this building will be going online, only by appointment, so we're having almost zero visitors in this building, and possibility of right now the averaging again, like it was in the past, between 5 to 15 at the most. He said Greyhound continues on a short schedule as they have canceled three of their schedules, putting less people riding their buses and coming into our building.

He said on the CCPD crime reduction unit, we continue to meet and our priority is servicing the areas across the street from this building on the Leopard side, and have done very well on the Staples Street side. Mr. Rendón said we have worked with CCPD in the past year, yet are concentrating on the area across the street. He said we do spot checks throughout the day on the homeless population. He mentioned that there is a new group that has gathered together called the Uptown Initiative Group (UIG), and is a business owners group of the uptown on the Leopard street area. They met about 3 weeks ago, and discussed on how to address the homeless population, because they have had incidents across the street, and are very concerned. Their next meeting will be in about three weeks and I plan to attend, and will update the Board after I do so. The UIG is asking business leaders/owners to contribute to their group, and with these funds, they will be hiring a security guard company to do security down Leopard and Staples Street areas, the Uptown areas between 7 p.m. and 7 a.m., he said he will update you next month on what happens.

Mr. Rendón also commented that the "If you See Something, Say Something" campaign is re-educating our tenants and staff. For our new member, we started this campaign about a year ago, and it is working very, very well. He said the Tenants and staff, when

they saw any criminal activity or any individual that looked suspicious in our area, especially in the parking lot, you know, there's a number that they call for the security 24 hours a day, and the reason we're re-educating and reminding people about this campaign is because even though there's about two-thirds less vehicles in our parking lot, we're still having incidents on tenants and company vehicles that are left unlocked. He said our own staff in this building are leaving their windows down, and so we just want to remind them and re-educate them on this campaign, so I am working with Marketing, and they will be helping me to change the poster that we have up here right now, so next month we plan to bring you a new poster, different colors to make a difference, so maybe we can get back on track with this campaign..

**d) May 2019 Operations Report**

Mr. Derrick Majchszak reported on behalf of Gordon Robinson. Mr. Majchszak reported on one of the highlights for May 2020, is that our passenger trips were at 196,997, which is about a 56 percent reduction from May 2019. He said revenue service hours are down 25.9 percent, and our revenue service miles were down 26.3 percent. A slide showing monthly ridership trends was displayed and he mentioned while COVID obviously had a large impact on our ridership, we did see an increased trend through May, and may see a small increase through June. For system-wide monthly ridership reports, you can see the system overall was down, 56.4 percent, fixed route by 56.5 percent, and B-line was down 56.1 percent. He said for rural services that encompass, Real did not provide any transportation services for CCRTA during that month of May, and you can also see the contracted demand service which is operated by Port Aransas was down. Mr. Majchszak also commented that Real was closed part of that time, and what they provide, is transportation to the DPS office, it was limited to the CDL tests a good portion of the month. We did not receive any direct complaints due to their closure. He commented Paisano operates in Corpus Christi.

He continued with our year to date ridership down 22.2 percent, 29.8 percent being fixed route, 28.5 percent being on B-line, Van pool is up right now at 19.1 percent, but we'll see a continued downward trend due to laid off employees. He said we still offer services, just limited capacity at this time. Here is all of our fixed route metrics, you can see all of them well within the standards, with the increase of rider ships, the bicycle boardings. A slide showing the list of all of the upcoming bond projects associated with the harbor bridge project and the City's bond projects was displayed, and once these start kicking in, we'll be at 33 percent, or services will be impacted by these detours. The B line metrics, the passengers per metric that we have waived since the beginning of the pandemic, for us

to encourage social distancing in single rider trips as often as possible. No issues with Miles Between Roadcalls (MBRC) with the fleet.

### **Heard CEO's Report**

Mr. Jorge G. Cruz-Aedo commented we are currently in the hurricane season, and as such, we are in Phase I of our preparedness, and that is to make our employees cognizant of the season, encouraging employees to do all the things you need to be doing now before there is any kind of potential for an actual hurricane to be a threat so that in case we need to activate to further phases, we are prepared to do so. We have also worked with the emergency operations center of the county and the City to ensure that coordination is in place, and in case there is a need for any kind of response, we are in a position to do so. So we are preparing and getting ready for unforeseen circumstances that may happen over the hurricane season.

Additionally, we, again, are so focused on ensuring our equipment and our facilities, are cleaned and cleaned deeply every day, and our focus on a daily basis is to ensure it happens. So when you hear about us, be sure and feel comfortable saying that we are working to the fullest extent possible to ensure that we have a safe environment here at the CCRTA.

Mr. Cruz-Aedo commented his final point as of today, is I have taken over the responsibilities of being President of the Texas Transit Association, and a board member of the Southwest Transit Association as well. So, now two board seats of not only the state agency, but the regional agencies as well, so with that, that concludes my report.

### **Heard Chairman's Report**

Mr. Edward Martinez, Board Chairman, applauded Mr. Cruz-Aedo as taking on the position of President for the Texas Transit Association, and that is an incredible honor for the CCRTA, obviously, because as CEO, this is a leading organization for metropolitan, small, urban and rural transportation across the State of Texas. Mr. Martinez said this is a fantastic achievement, you stayed the course.

He continued with, I know you were vice chair for some time interim, and now you're representing the CCRTA as a whole. Mr. Martinez commented for those of you who don't know, the TTA supports the needs of Texas public transportation system throughout the state, and an advocacy agency and education.

Mr. Martinez stated, let me be the first to announce, we are thrilled to broadcast it, the CCRTA will be hosting the 2021 state conference and competition here in Corpus Christi, so, another fantastic announcement Jorge again. We are very proud of all the efforts Jorge across the state and across the nation, so congratulations again.

Mr. Martinez opened it up for other board member's comments. Mr. Michael Reeves, Board Vice Chairman, commented, Jorge, once again, very proud of you, well done, well deserved, you continue over the last several years to become more involved in our local community and outside and abroad, we tasked you with, that you have exceeded those expectations, I commend you for

that. He also said, Staff, once again with this unwritten time period that we are in, with no manual, you continue to stay ahead of things, you are cognizant of what is going on around you, you are watching internal, external customers, and just being safeguards of our agency and our people and our riders, and so I thank you for that, applaud you for that. He also said, Welcome aboard, Director Salazar, looking forward to meeting you and thank you for your commitment to serve, we are glad you're here, and we want you to enjoy it. Mr. Reeves left with, other than that, everybody just stay safe and try to enjoy this 4th of July with your family and your dear ones. Mr. Dan Leyendecker, Board Secretary, stated Director Reeves, you pretty much summed it up. I have to reiterate during this uncertain times, Director Salazar, welcome aboard. I want to do a proper sendoff for George Clower as he was a great friend, a great board member, and I'm going to miss him. Ms. Lynn Allison commented to echo what Mike and Dan have said, and Jorge, congratulations, I know you are going to keep us on the map throughout the state here, representing not only the CCRTA, but transportation in Texas, and to the Staff as well, for all of your work, and always being so prepared for our questions, and Welcome to director Salazar. Ms. Patricia Dominguez commented welcome Director Salazar, and Jorge, great job, and everyone has always expressed all the details of your leadership, and I really appreciate that. Mr. Glenn Martin said I'm going to have to echo from all my fellow board members and welcome to our new board member. He said congratulation Jorge, on your additional job, I think that is well deserved, and thanks for the job you do. He also mentioned I am looking forward to the sendoff for George. Staff Job well done and everybody stay safe. Mr. Philip Skrobarczyk commented mega dittos and I will not restate all that stuff, but thanks to everybody, Jorge you know it is nice to hang with a rock star. Mr. Matt Woolbright commented he echos what everyone else has said, welcome to the Board Mr. Salazar, Staff doing a good job and let's keep it up. Mr. Eloy Salazar commented he looks forward to working with the board and getting educated, and my first meeting I had a lot of questions, I thought I would wait and meet with our Chair and CEO to get caught up in some of the areas that I'm not as up to date as I would like to be, because coming on this board, I see that there is a lot of activity, a lot of things that you do for the community, and I fully support that, and also that we continue to support the local community businesses, obviously, sometimes you have to go outside that area, it looks like you, from what I've seen in the past, you do a good job of trying to make sure that you look within first and then obviously, if competition doesn't allow it, then you go outside, but I look forward to working with each and every one of you, contributing whatever knowledge I have to make it better. In any way that I can. Mr. Martinez as Ms. Anna Jimenez for her comments and she said welcome to the board, Director Salazar, I look forward to working with you.

Jorge, congratulations on your appointments to the board for the Texas Transit Authority, we are glad to have you. She also commented I would like to give a shoutout to Rita, as I have been keeping up with the social media updates she is doing, and she is doing a phenomenal job with our clients and constituents. I appreciate those videos, Rita, thank you. Ms. Anne Bauman also commented I've been here all along, I washed dishes had a cup of coffee although I would have much rather be there with all of you. She said Director Salazar, welcome and I am looking forward to meeting you.

Jorge, I have already expressed to you how proud I am of your advancement within the industry, and she said we do look forward to celebrating George in the proper way.

**Adjournment**

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

Submitted by: Dena Linnehan

*s/s Dan Leyendecker*

Dan Leyendecker, Board Secretary



## CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Board of Directors' Memo

July 25, 2023

**Subject: Amend Bylaws to Adjust Terms of Office for Board Chair & Officers**

### **Background:**

The RTA initially was organized in June 1984 by the City of Corpus Christi, and five members were appointed to an Interim Board of the RTA by the City later that month. The Interim Board served until the voters approved the formation of the RTA and levy of the half-cent sales tax at a confirmation election in August 1985.

Nueces County appointed its initial three members on September 18, 1985, and the Mayors Panel (comprised of the small city mayors) appointed their initial two members to the Board on September 19, 1985. The five members appointed by the City of Corpus Christi continued to serve in their positions. At the Board meeting on October 2, 1985, the Board elected Pat Eisenhower as the first Board Chair to become the 11<sup>th</sup> member of the Board under Chapter 451 of the Texas Transportation Code. Since she originally had been appointed by Corpus Christi, that created a vacancy to be filled by the City.

RTA Board appointments then were maintained over the years on a chart based on the initial appointment dates with Corpus Christi appointees coming up for reappointment as of July 1 in even-numbered years and the Nueces County and Mayors Panel appointments coming up in September of odd-numbered years. Since the first Board Chair was appointed on October 2, 1985, the election of the Board Chair came up again every October of odd-numbered years.

In 2013, the Board adopted amendments to the Bylaws confirming that Board terms for City appointees begin on July 1 in even-numbered years and for County and Mayors Panel appointees begin on October 1 in odd-numbered years. In order to provide a few months for the new County and Mayors Panel appointees to gain some experience with the organization, the commencement of the Board Chair's term was changed to start on January 1 of even-numbered years. The Bylaws also were amended to provide that the Vice Chair, Secretary and Assistant Secretary be elected at the annual Board meeting in January of even-numbered years as well.

### **Identified Need:**

Section 451.506 of the Texas Transportation Code provides that "an individual may not serve more than eight years on the same board and may not be appointed to a term for which service to the completion of the term would exceed this limitation." One unintended result of the Board's action in 2013 limits the overall service of any appointee by the County or the Mayors Panel who becomes Board Chair to serve only a maximum of six years and three months on the Board. (City appointees appointed to full terms are effectively are limited to seven years and six months.) A Board Chair such as Dan Leyendecker would be ineligible to be appointed to a fourth two-year term on the Board

because his term would expire in January 2026 which is past the eight-year limit after his original appointment.

State law does not permit a change in any law or bylaw that shortens the term of any current public official, but the Board could amend the Bylaws to provide that beginning with the next election of the Board Chair in January 2024 that the terms of the Board Chair would commence on October 1 of odd-numbered years. That would return the cycle to the original schedule utilized by the RTA after it was created. It also would provide for the expiration of the current Board Chair's term within the eight-year limit.

Also, please keep in mind that the election of the Vice Chair, Secretary and Assistant Secretary of the Board currently is held at the January Board meeting in even-numbered years. Initially, the RTA Board elected those positions on an annual basis but changed to two-year terms in 2013 to coincide with the new Board Chair's term. These positions could change and be elected in October or continue to be elected three months later in January.

The Board has the legal authority to specify the particular terms of office so long as the terms remain compliant with the requirements of the Texas Transportation Code.

**Financial Impact:**

The suggested amendments to the Bylaws have no financial impact.

**Committee Review:**

These items have not been reviewed by either Committee but as possible Bylaws amendments are presented directly to the Board for consideration.

**Recommendation:**

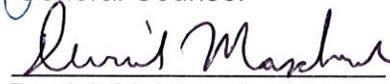
Two proposed amendments of the Bylaws are attached for the Board's consideration:

The first Amendment changes the term of the Board Chair commencing with the next election in January 2024 to expire on September 30 of odd-numbered years with an election of each successor to be considered at the October Board meeting.

The second Amendment changes the election of the Vice President, Secretary and Assistant Secretary to the October Board meeting in odd-numbered years.

Respectfully Submitted,

Submitted by:   
John D. Bell  
General Counsel

Approval:   
Derrick Majchszak  
Chief Executive Officer

AMENDMENT CHANGING TERM OF BOARD CHAIR:

Section 2.01. The number of Directors which shall constitute the whole Board shall be eleven. The appointment, terms and succession of Directors shall be as prescribed by Chapter 451 of the Texas Transportation Code, as amended. The terms of office of the Directors shall be for two years based upon the timing of the original appointments to the Board:

Directors	Terms Begin
City of Corpus Christi Appointees	July 1 Even-Numbered Years
Nueces County Appointees	October 1 Odd-Numbered Years
Mayors Panel Appointees	October 1 Odd-Numbered Years

The Board Chair shall serve a term commencing October 1 in odd-numbered years and the election of the Board Chair shall take place at the ~~January~~ October Board meeting in ~~even~~odd-numbered years. [This amendment shall be effective upon the election of the Board Chair in January 2024, so that such term shall expire September 30, 2025.]

AMENDMENT CHANGING ELECTION OF OTHER BOARD OFFICERS:

Section 3.02. The Board of Directors shall choose the Vice Chairman, Secretary and any Assistant Secretaries at the ~~January~~October Board meeting in ~~oddeven~~-numbered years. [This amendment shall be effective with the election of the Board officers in January 2024, so that such terms shall expire September 30, 2025.]



**Subject:** June 2023 Financial Report

**Overview:** The results from the **operating budget** for the **month** of **June** report **Revenues** in excess of **Expenditures** by **\$485,494**. Total revenues from operations reached **\$4,098,117**, representing 101.66% of the budget baseline, while operating expenses finished at **\$3,612,623**, or 96.80% of baseline.

**Year-to-date** total revenues of **\$23,262,126** reached **105.95% of baseline** while expenses of **\$21,406,030** finished at **94.53%** of baseline producing a surplus of **\$1,856,096**.

*The performance from the CIP budget is being presented as budgeted which includes transfer-in amounts from the fund balance which were used to balance the 2023 budget. It is also being presented without the budgeted transfer-in to improve the usefulness of fund balance information. To clarify, an operational budget is a 12-month short-term financial plan for the day-to-day expenses for the specified accounting period. The capital budget on the other hand consists of long-term acquisitions that may or may not be completed within the 12-month accounting period and which costs are required to be spread over the life of the various assets.*

**The CIP budget for the month of June reports grant revenues of \$187,662.** In addition to the grant revenue, the monthly allocation of the budgeted transfer-in of **\$304,129** from fund balance brought the **total funding sources** to **\$491,791**. Capital program expenditures of **\$338,850** include budgeted depreciation expense of **\$151,188** and project expenses totaling **\$187,662** for the renovation of the Port Ayers transfer station, upgrades to bus AVL and DVR systems, and the bus stops at the Del Mar Oso Creek campus, resulting in **funding sources** to exceed expenditures by **\$152,941** for the month of June.

**Year-to-date** CIP total funding totaled **\$9,046,574** while total expenditures finished at **\$8,128,928** resulting in **funding sources** to exceed expenditures by **\$917,646**.

The overall performance for the **month** results in an initial increase of **\$638,435** to the fund balance with **\$485,494** attributable to the operating budget, and **\$152,941** related to the CIP budget. However, the removal of the **\$304,129** budgeted transfer-in is necessary to arrive at the actual **increase** to the fund balance for the month of **\$334,306 instead of an increase of \$638,435**.

The overall performance for the **year to date** results in an initial increase of **\$2,773,742** to the fund balance, with an increase of **\$1,856,096** attributable to the operating budget, and an increase of **\$917,646** related to the CIP budget. Again however, removing the budgeted transfer-in results in an actual increase to the fund balance in the amount of **\$948,966**.

The following table provides an illustration of the impact of the removal of the transfer-in:

<b>CIP Budget</b>		
	<u>Month</u>	<u>YTD</u>
Revenues	\$ 491,791	\$ 9,046,574
Less: Budgeted Transfer-In from Fund Balance	<u>(304,129)</u>	<u>(1,824,776)</u>
Equals Revenues (FTA Share)	187,662	7,221,798
Grant Eligible Costs (FTA Share)	187,662	7,221,798
Depreciation	<u>151,188</u>	<u>907,130</u>
Total Expenses	<u>338,850</u>	<u>8,128,928</u>
Expenses exceeding Revenues	<u>\$ (151,188)</u>	<u>\$ (907,130)</u>

**SUMMARY: Results from all Activities Compared to Budget**

**Total Revenues and funding sources** for the month of **June** closed at **\$4,589,908**, of which **\$4,098,117** is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and **\$491,791** to the capital budget. The actual revenues from the capital budget total **\$187,662** while the remaining **\$304,129** represents the budgeted transfer in from unrestricted portion of the fund balance. The performance from the revenue categories from the Operating Budget are discussed as follows.

**Operating Revenues**, which include only resources generated from transit operations, **totaled \$92,075**, or **11.94%** less than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at \$74,732, or 80.93% of the baseline expectation and include **\$4,242** from **Go-Pass Mobile App Pass Sales**. The decline in June compared to May was expected, and is due to service agreements with local institutions of higher education that are not fully-applicable during the summer months, as well as the lack of large purchases of passes by partner agencies.

Meanwhile, commissions from both **Bus and Bench Advertising** ended the month at **\$17,243** of which **\$3,822** came from **Bus Advertising commissions** while **\$13,421** came from **On-Board Bus Advertising commissions**. The combined revenue was 142.34% of baseline. Note that the revenue earned from **Bench Advertising** is net of the portion paid to the City of Corpus Christi, which collects one-third (1/3) of the Authority's share of bench advertising commission for the use of City property. The one-third portion to the City this month was **\$1,911**.

**Other Operating Revenues** totaled \$100, or 100% of baseline, which includes an adjustment to align with the receipt of the federal CNG fuel credit that comprises the majority of this category's budget expectation. (**Table 4.1**).

**Non-Operating Revenues**, which **includes** sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$4,006,042**, reaching **102.03%** of the **\$3,926,449** budget expectation, generating **\$79,593** more than forecasted (**Table 4.1**) of which the majority came from continued strong performance by the Authority's investment portfolio. Investment income continues to perform well exceeding budget by **\$184,935** as a result of the higher yields earned due to the Federal Reserve's increases to the federal funds rate. Two additional 25 basis point increases are expected by The Fed by the end of 2023, while rates are expected to retreat in 2024.

Meanwhile, revenues from operating grants and Staples Street Leases fell short of baseline. For the operating grants, the shortfall was expected, as 2023 preventive maintenance funds have been fully-utilized, leaving only sub recipient grants as revenue sources which has a net effect on the net position since it is a pass through that is an off-set to reimbursement expenses paid to sub-recipients. However, CCRTA is awaiting approval of FTA's 3<sup>rd</sup> round of Hurricane Harvey relief funds amounting to \$11,744 which is amount of eligible expenses that were not covered by the previous grant award. Staples Street Center leases continue to miss the baseline as the result of a tenant vacating the SSC. It is anticipated that the vacancy will be filled in 2024.

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned with the exception of the sales tax revenue. The Sales Tax Revenue, has been **estimated** since the amount will not be determined until payment is received on **August 11, 2023**. Out of the seven (7) sources included in this revenue category, 84.69% of total revenue came from the sales tax revenue estimate as indicated in the table on the following page:

**June 2023 Revenue Composition – Table 1**

<b>Line #</b>	<b>Revenue Source</b>	<b>Actual</b>	<b>%</b>
1	Sales Tax Revenue	3,704,310	90.39%
2	Passenger Service	74,732	1.82%
3	SSC Lease Income	41,889	1.02%
4	Bus Advertising	17,243	0.42%
5	Investment Income	232,768	5.68%
6	Grant Assistance Revenue	27,075	0.66%
7	Other Revenue	100	0.00%
	<b>Total (excluding capital)</b>	<b>\$4,098,117</b>	<b>100.00%</b>

The **Investment Portfolio** closed the month of June 2023 with a market value of **\$59,523,970**, a decrease of **\$1,758,535** from the balance at the end of May 2023 of **\$61,282,505**. The decrease is largely due to a distribution from the Street Improvements fund to the City of Corpus Christi in the amount of **\$2,814,487** which was paid on June 8, 2023.

The composition of the June market value includes **\$32,200,771** in short-term securities consisting of **\$11,751,355** in Commercial Paper and **\$20,449,416** in Federal Agency Coupon Securities. In addition, **\$24,945,485** is held in TexPool Prime and **\$2,377,714** in bank accounts of which **\$2,000,000** represents the compensating balance requirement. For the month of **June**, earned interest income was recorded at **\$232,768**.

TexPool Prime Rate is currently at 5.34% while locked rates for securities range from 5.35% - 5.38%. With today's statement, the Federal Reserve has raised the target range for its benchmark interest rate by 0.25% which places the new overnight interest rate range between 5.25% - 5.50%. This marks the highest level since March 2001 and also marks the central bank's eleventh increase since March 2022.

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

The **Sales tax** allocation for June 2023 is **estimated** at **\$3,704,310**. The estimate is necessary since allocations lag two months behind and will not be received until August 11, 2023.

The Sales Tax revenue payment of **\$3,371,557** for May 2023 was received July 14, 2023 and was **\$100,983**, or **3.09%** more than the **\$3,270,574** May reported **estimate**. The May payment included the allocation from internet sales of **\$34,873**, an increase of \$2,407 or 7.41% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,235,475**. Retailers started collecting sales tax on internet sales October 1, 2019.

The sales tax revenue over the last five years' averages to 74.92% of total income. In 2022, Sales Tax Revenue represented 69.71% of total revenues. Sales tax typically represents the largest component of CCRTA's total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. During this reporting period sales tax represented 85.10% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

### Transparency Disclosure

The sales tax revenue reported as 2023 Actual is higher than what is reported by the state comptroller's website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 as a result of an audit. The repayment is over 43 months and as of May have made 31 installments. This amount is added back in order to calculate the growth rate when compared to the same period last year.

**Sales Tax Growth – Table 2**

<b>Month Revenue was Recognized</b>	<b>2023 Actual</b>	<b>2022 Actual</b>	<b>\$ Growth</b>	<b>% Growth</b>
January (actual)	2,883,848	\$ 2,700,560	183,288	6.79%
February (actual)	2,939,551	2,726,132	213,419	7.83%
March (actual)	3,876,821	3,504,497	372,324	10.62%
April (actual)	3,196,995	3,074,059	122,935	4.00%
May (actual)	3,371,557	3,067,990	303,567	9.89%
June (estimate)	3,704,310	3,483,166	221,144	6.35%
July (estimate)	-	-	-	0.00%
August (estimate)	-	-	-	0.00%
September (estimate)	-	-	-	0.00%
October (estimate)	-	-	-	0.00%
November (estimate)	-	-	-	0.00%
December (estimate)	-	-	-	0.00%
	<b>\$ 19,973,082</b>	<b>\$ 18,556,405</b>	<b>\$ 1,416,677</b>	<b>7.63%</b>

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

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

<b>Revenue Source</b>	<b>June 2023</b>	<b>%</b>	<b>YTD</b>	<b>%</b>
Passenger Service	\$ 74,732	1.74%	\$ 530,832	1.74%
Bus Advertising	17,243	0.40%	104,893	0.34%
Other Revenue	100	0.00%	22,468	0.07%
Sales Tax Revenue	3,704,310	86.43%	19,973,082	65.52%
Grants - Operating	27,075	0.63%	1,097,861	3.60%
Grants - Capital	187,662	4.38%	7,221,798	23.69%
Investment Income	232,768	5.43%	1,278,625	4.19%
SSC Lease Income	41,889	0.98%	254,365	0.83%
<b>Total Revenue</b>	<b>\$ 4,285,779</b>	<b>100.00%</b>	<b>\$ 30,483,923</b>	<b>100.00%</b>

**Revenue – June 2023 Operating Revenue and Capital Funding – Table 4**

	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,108,110	\$ 74,732	\$ 92,343	6.74%	80.93%
Bus advertising	145,371	17,243	12,114	11.86%	142.34%
Other operating revenues	312,337	100	100	0.03%	100.00%
Sales Tax Revenue	40,316,731	3,704,310	3,704,310	9.19%	100.00%
Federal, state and local grant assistance	1,565,828	27,075	130,486	1.73%	20.75%
Investment Income	574,000	232,768	47,833	40.55%	486.62%
Staples Street Center leases	525,850	41,889	43,821	7.97%	95.59%
<b>Total Operating &amp; Non-Operating Revenues</b>	<b>44,548,227</b>	<b>4,098,117</b>	<b>4,031,008</b>	<b>9.20%</b>	<b>101.66%</b>
Capital Grants & Donations	8,864,316	187,662	187,662	2.12%	100.00%
Transfers-In	3,649,552	304,129	304,129	8.33%	100.00%
<b>Total Operating &amp; Non-Operating Revenues and Capital Funding</b>	<b>\$ 57,062,095</b>	<b>\$ 4,589,908</b>	<b>\$ 4,522,799</b>	<b>8.04%</b>	<b>101.48%</b>

	06/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,108,110	\$ 530,832	\$ 554,055	47.90%	95.81%
Bus advertising	145,371	104,893	72,686	72.16%	144.31%
Other operating revenues	312,337	22,468	22,468	7.19%	100.00%
Sales Tax Revenue	40,316,731	19,973,082	19,973,082	49.54%	100.00%
Federal, state and local grant assistance	1,565,828	1,097,861	782,914	70.11%	140.23%
Investment Income	574,000	1,278,625	287,000	222.76%	445.51%
Staples Street Center leases	525,850	254,365	262,925	48.37%	96.74%
<b>Total Operating &amp; Non-Operating Revenues</b>	<b>44,548,227</b>	<b>23,262,126</b>	<b>21,955,130</b>	<b>52.22%</b>	<b>105.95%</b>
Capital Grants & Donations	8,864,316	7,221,798	7,221,798	81.47%	100.00%
Transfers-In	3,649,552	1,824,776	1,824,776	50.00%	100.00%
<b>Total Operating &amp; Non-Operating Revenues and Capital Funding</b>	<b>\$ 57,062,095</b>	<b>\$ 32,308,700</b>	<b>\$ 31,001,704</b>	<b>56.62%</b>	<b>104.22%</b>

## Revenue – June 2023 From Operations – Table 4.1

	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Revenues</b>					
Passenger service	\$ 1,108,110	\$ 74,732	\$ 92,343	6.74%	80.93%
Bus advertising	145,371	17,243	12,114	11.86%	142.34%
Other operating revenues	312,337	100	100	0.03%	100.00%
<b>Total Operating Revenues</b>	<b>1,565,818</b>	<b>92,075</b>	<b>104,557</b>	<b>5.88%</b>	<b>88.06%</b>
Sales Tax Revenue	40,316,731	3,704,310	3,704,310	9.19%	100.00%
Federal, state and local grant assistance	1,565,828	27,075	130,486	1.73%	20.75%
Investment Income	574,000	232,768	47,833	40.55%	486.62%
Staples Street Center leases	525,850	41,889	43,821	7.97%	95.59%
<b>Total Non-Operating Revenues</b>	<b>42,982,409</b>	<b>4,006,042</b>	<b>3,926,449</b>	<b>9.32%</b>	<b>102.03%</b>
<b>Total Revenues</b>	<b>\$ 44,548,227</b>	<b>\$ 4,098,117</b>	<b>\$ 4,031,006</b>	<b>9.20%</b>	<b>101.66%</b>

## June 2023 Expenses

The results of all expenditure activities, including capital, are presented below. Overall the total operating expenses came in \$119,561 under the anticipated baseline of \$3,732,185. Departmental expenses came in \$77,837 under the anticipated baseline or 2.29%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 1000% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting 100% of baseline.

For the year to date, total operating expenses came in \$1,101,214 under the anticipated baseline of \$20,418,457. Departmental operating expenses came in \$1,101,214 under the anticipated baseline or 5.39%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 100% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting 100% of baseline.

## June 2023 Total Expenses & Capital Expenditures – Table 6

	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 40,836,914	\$ 3,325,240	\$ 3,403,077	8.14%	97.71%
Debt Service	1,597,313	-	-	0.00%	0.00%
Street Improvements	3,183,464	265,289	265,289	8.33%	100.00%
Subrecipient Grant Agreements	765,828	22,095	63,819	2.89%	34.62%
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>46,383,519</b>	<b>3,612,624</b>	<b>3,732,185</b>	<b>7.79%</b>	<b>96.80%</b>
Grant Eligible Costs	8,864,316	187,662	187,662	2.12%	100.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
<b>Total Operating &amp; Non-Operating Expenses and Capital Expenditures</b>	<b>\$ 57,062,095</b>	<b>\$ 3,951,474</b>	<b>\$ 4,071,035</b>	<b>6.92%</b>	<b>97.06%</b>

	06/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Expenditures</b>					
Departmental Operating Expenses	\$ 40,836,914	\$ 19,317,243	\$ 20,418,457	47.30%	94.61%
Debt Service	1,597,313	250,890	250,890	15.71%	100.00%
Street Improvements	3,183,464	1,591,732	1,591,732	50.00%	100.00%
Subrecipient Grant Agreements	765,828	246,165	382,914	32.14%	64.29%
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>46,383,519</b>	<b>21,406,030</b>	<b>22,643,993</b>	<b>46.15%</b>	<b>94.53%</b>
Grant Eligible Costs	8,864,316	7,221,798	7,221,798	81.47%	100.00%
Depreciation Expenses	1,814,260	907,130	907,130	50.00%	100.00%
<b>Total Operating &amp; Non-Operating Expenses and Capital Expenditures</b>	<b>\$ 57,062,095</b>	<b>\$ 29,534,958</b>	<b>\$ 30,772,921</b>	<b>51.76%</b>	<b>95.98%</b>

## EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

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

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

Benefits reported a negative variance of \$75,136, or 15.12% compared to baseline. This variance is due to unmet expectations from health insurance claims costs and incentives in the form of bonuses. Stop-loss reimbursements are anticipated which will return these costs closer to budgeted expectations of which the amounts will be identified in the July's financials. The other contributing factor came from paid absences that are now being reported in the fringe benefits section of the personnel costs to align with NTD reporting. Paid absences include holiday pay, and personal and health leave pay. Other payments were for sign-in bonuses to bus operators and payments under the employee retention bonus program which are also considered fringe benefits to align with NTD reporting.

Materials & Supplies reported a negative variance of \$41,551, or 15.57% compared to baseline. The variance is related to higher cost for fuel and replacement parts, as well as a one-time purchase of bus passes to replenish inventory.

Purchased Transportation reported a negative variance of \$6,331, or 0.87% compared to baseline. This variance is related to higher costs for contracted transportation services.

### June 2023 Departmental Expense Breakdown – Table 7.1

Departmental Operating Expense Object Category	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Salaries & Wages	\$ 14,794,668	\$ 1,189,375	\$ 1,232,889	8.04%	96.47%
Benefits	5,964,443	572,173	497,037	9.59%	115.12%
Services	5,698,190	381,036	474,849	6.69%	80.24%
Materials & Supplies	3,202,967	308,465	266,914	9.63%	115.57%
Utilities	802,906	55,436	66,909	6.90%	82.85%
Insurance	648,227	48,134	54,019	7.43%	89.11%
Purchased Transportation	8,765,945	736,826	730,495	8.41%	100.87%
Miscellaneous	959,568	33,795	79,964	3.52%	42.26%
<b>Total Departmental Operating Expenses</b>	<b>\$ 40,836,914</b>	<b>\$ 3,325,240</b>	<b>\$ 3,403,076</b>	<b>8.14%</b>	<b>97.71%</b>

	06/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
<b>Departmental Operating Expense Object Category</b>					
Salaries & Wages	\$ 14,794,668	\$ 7,058,797	\$ 7,397,334	47.71%	95.42%
Benefits	5,964,443	3,145,477	2,982,222	52.74%	105.47%
Services	5,698,190	2,291,267	2,849,095	40.21%	80.42%
Materials & Supplies	3,202,967	1,587,222	1,601,483	49.55%	99.11%
Utilities	802,906	373,955	401,453	46.58%	93.15%
Insurance	648,227	282,250	324,114	43.54%	87.08%
Purchased Transportation	8,765,945	4,207,660	4,382,973	48.00%	96.00%
Miscellaneous	959,568	370,615	479,784	38.62%	77.25%
<b>Total Departmental Operating Expenses</b>	<b>\$ 40,836,914</b>	<b>\$ 19,317,243</b>	<b>\$ 20,418,457</b>	<b>47.30%</b>	<b>94.61%</b>

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

Month	Medical & Vision	Dental	Total
January	\$ 523,138	\$ 6,669	\$ 529,807
February	186,094	4,935	191,029
March	349,549	11,923	361,472
April	254,342	11,323	265,665
May	518,048	9,518	527,567
June	361,286	5,993	367,279
	<b>\$ 2,192,457</b>	<b>\$ 50,361</b>	<b>\$ 2,242,818</b>

### Fare Recovery Ratio – Table 10

Description	6/30/2023	Year to Date
Fare Revenue or Passenger Revenue	\$ 74,732	\$ 530,832
Operating Expenses	3,325,239	19,317,243
Fare Recovery Ratio	2.25%	2.75%
*Excluding Depreciation		

Note: Same period last year (June 2022) the FRR was 2.64%

### June 2023 – Table 11

For the month of June, total Revenues exceeded Expenses by \$638,435. For the year to date, total Revenues exceeded Expenses by \$2,773,742. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,548,227	\$ 4,098,117	\$ 4,031,008	9.20%	101.66%
Operating Expenses	46,383,519	3,612,623	3,732,185	7.79%	96.80%
Revenue over Expenses	(1,835,292)	485,494	298,823	-26.45%	162.47%
Capital Funding	12,513,868	491,791	491,791	3.93%	100.00%
Capital Expenditures	10,678,576	338,850	338,850	3.17%	100.00%
Revenue over Expenses	1,835,292	152,941	152,941	8.33%	100.00%
Revenue over Expenditures	\$ (0)	\$ 638,435	\$ 451,764		

	06/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 44,548,227	\$ 23,262,126	\$ 21,955,130	52.22%	105.95%
Operating Expenses	46,383,519	21,406,030	22,643,993	46.15%	94.53%
Revenue over Expenses	(1,835,292)	1,856,096	(688,863)	-101.13%	-269.44%
Capital Funding	12,513,868	9,046,574	9,046,574	72.29%	100.00%
Capital Expenditures	10,678,576	8,128,928	8,128,928	76.12%	100.00%
Revenue over Expenses	1,835,292	917,646	917,646	50.00%	100.00%
Revenue over Expenditures	\$ (0)	\$ 2,773,742	\$ 228,783		

## NET POSITION

The Total Net Position at the end of the month was **\$112,272,272**, an increase of **\$8,170,766** from December 2022 which closed at **\$104,101,506**.

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

Of the Total Net Position of **\$112,272,272**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$53,943,133**, but only **\$31,562,292** is available for spending as a result of the internal restrictions placed by the Board for specific reserves which total **\$22,380,839**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 41.49% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

**FUND BALANCE AS OF JUNE 30, 2023:**

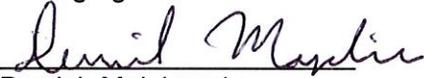
<b><u>FUND BALANCE</u></b>	
Net Invested in Capital Assets	\$ 57,753,831
Restricted for FTA Interest	575,308
Unrestricted	→ 53,943,133
<b>TOTAL FUND BALANCE</b>	<b><u>112,272,272</u></b>
<b><u>UNRESTRICTED BREAKDOWN</u></b>	
Designated for Operating Reserve (25% OpEx less EBR)	9,834,375
Designated for Capital Reserve (25% of total CIP)	11,068,263
Designated for Employee Benefits Reserve	<u>1,478,201</u>
<b>Total Designated Reserves (41.49%)</b>	<b>\$ 22,380,839</b>
Unrestricted (58.51%)	<u>31,562,294</u>
<b>TOTAL DESIGNATED &amp; UNRESTRICTED</b>	<b>→ \$ 53,943,133</b>

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel  
Director of Finance

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer

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

OPERATING BUDGET	06/2023				
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,108,110	\$ 74,732	\$ 92,343	6.74%	80.93%
Bus advertising	145,371	17,243	12,114	11.86%	142.34%
Other operating revenues	312,337	100	100	0.03%	100.00%
Sales Tax Revenue	40,316,731	3,704,310	3,704,310	9.19%	100.00%
Federal, state and local grant assistance	1,565,828	27,075	130,486	1.73%	20.75%
Investment Income	574,000	232,768	47,833	40.55%	486.62%
Staples Street Center leases	525,850	41,889	43,821	7.97%	95.59%
<b>Total Revenues</b>	<b>44,548,227</b>	<b>4,098,117</b>	<b>4,031,008</b>	<b>9.20%</b>	<b>101.66%</b>
<b>Expenses</b>					
Transportation	9,932,992	858,419	827,749	8.64%	103.71%
Customer Programs	595,697	63,183	49,641	10.61%	127.28%
Purchased Transportation	8,765,945	736,826	730,495	8.41%	100.87%
Service Development	801,372	47,694	66,781	5.95%	71.42%
MIS	1,674,391	134,601	139,533	8.04%	96.47%
Vehicle Maintenance	6,547,805	506,456	545,650	7.73%	92.82%
Facilities Maintenance	3,104,571	257,467	258,714	8.29%	99.52%
Contracts and Procurements	449,199	31,271	37,433	6.96%	83.54%
CEO's Office	1,209,277	107,571	100,773	8.90%	106.75%
Finance and Accounting	902,039	73,560	75,170	8.15%	97.86%
Materials Management	278,468	24,882	23,206	8.94%	107.22%
Human Resources	1,013,273	106,638	84,439	10.52%	126.29%
General Administration	538,361	34,436	44,863	6.40%	76.76%
Capital Project Management	404,989	34,976	33,749	8.64%	103.64%
Marketing & Communications	833,041	57,339	69,420	6.88%	82.60%
Safety & Security	2,411,815	154,024	200,985	6.39%	76.63%
Staples Street Center	1,141,678	95,726	95,140	8.38%	100.62%
Port Ayers Cost Center	32,000	170	2,667	0.53%	6.39%
Debt Service	1,597,313	-	-	0.00%	0.00%
Special Projects	200,000	-	16,667	0.00%	0.00%
Subrecipient Grant Agreements	765,828	22,095	63,819	2.89%	34.62%
Street Improvements Program for CCRTA Regional Entities	3,183,464	265,289	265,289	8.33%	100.00%
<b>Total Expenses</b>	<b>46,383,519</b>	<b>3,612,623</b>	<b>3,732,185</b>	<b>7.79%</b>	<b>96.80%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(1,835,292)</b>	<b>485,494</b>	<b>298,823</b>		
<b>CIP BUDGET</b>					
	2023 Adopted Budget	June 2023 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
<b>Funding Sources</b>					
Transfer In	\$ 3,649,552	304,129	304,129	8.33%	100.00%
Grant Revenue	8,864,316	187,662	187,662	2.12%	0.00%
<b>Total Funding Sources</b>	<b>12,513,868</b>	<b>491,791</b>	<b>491,791</b>	<b>3.93%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	8,864,316	187,662	187,662	2.12%	0.00%
Depreciation Expenses	1,814,260	151,188	151,188	8.33%	100.00%
<b>Total Expenditures</b>	<b>10,678,576</b>	<b>338,850</b>	<b>338,850</b>	<b>3.17%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>1,835,292</b>	<b>152,941</b>	<b>152,941</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(1,835,292)</b>	<b>485,494</b>	<b>298,823</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>1,835,292</b>	<b>152,941</b>	<b>152,941</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>\$ (0)</b>	<b>\$ 638,435</b>	<b>\$ 451,764</b>		

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

OPERATING BUDGET	06/2023				
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	C vs B
<b>Revenues</b>					
Passenger service	\$ 1,108,110	\$ 530,832	\$ 554,055	47.90%	95.81%
Bus advertising	145,371	104,893	72,686	72.16%	144.31%
Other operating revenues	312,337	22,468	22,468	7.19%	100.00%
Sales Tax Revenue	40,316,731	19,973,082	19,973,082	49.54%	100.00%
Federal, state and local grant assistance	1,565,828	1,097,861	782,914	70.11%	140.23%
Investment Income	574,000	1,278,625	287,000	222.76%	445.51%
Staples Street Center leases	525,850	254,365	262,925	48.37%	96.74%
<b>Total Revenues</b>	<b>44,548,227</b>	<b>23,262,126</b>	<b>21,955,130</b>	<b>52.22%</b>	<b>105.95%</b>
<b>Expenses</b>					
Transportation	9,932,992	5,038,765	4,966,496	50.73%	101.46%
Customer Programs	595,697	304,041	297,849	51.04%	102.08%
Purchased Transportation	8,765,945	4,207,660	4,382,973	48.00%	96.00%
Service Development	801,372	316,264	400,686	39.47%	78.93%
MIS	1,674,391	797,181	837,196	47.61%	95.22%
Vehicle Maintenance	6,547,805	3,138,036	3,273,902	47.93%	95.85%
Facilities Maintenance	3,104,571	1,451,214	1,552,285	46.74%	93.49%
Contracts and Procurements	449,199	177,520	224,599	39.52%	79.04%
CEO's Office	1,209,277	543,382	604,638	44.93%	89.87%
Finance and Accounting	902,039	379,312	451,019	42.05%	84.10%
Materials Management	278,468	138,546	139,234	49.75%	99.51%
Human Resources	1,013,273	536,184	506,637	52.92%	105.83%
General Administration	538,361	203,721	269,181	37.84%	75.68%
Capital Project Management	404,989	190,736	202,495	47.10%	94.19%
Marketing & Communications	833,041	373,670	416,520	44.86%	89.71%
Safety & Security	2,411,815	968,126	1,205,908	40.14%	80.28%
Staples Street Center	1,141,678	547,758	570,839	47.98%	95.96%
Port Ayers Cost Center	32,000	5,127	16,000	16.02%	32.04%
Debt Service	1,597,313	250,890	250,890	15.71%	100.00%
Special Projects	200,000	-	100,000	0.00%	0.00%
Subrecipient Grant Agreements	765,828	246,165	382,914	32.14%	64.29%
Street Improvements Program for CCRTA Regional Entities	3,183,464	1,591,732	1,591,732	50.00%	100.00%
<b>Total Expenses</b>	<b>46,383,519</b>	<b>21,406,030</b>	<b>22,643,993</b>	<b>46.15%</b>	<b>94.53%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(1,835,292)</b>	<b>1,856,096</b>	<b>(688,863)</b>		
<b>CIP BUDGET</b>					
	2023 Adopted Budget	YTD 2023 Actual	YTD Baseline into Budget	% YTD Actual to Budget	% Actual to Baseline
	A	B	C = A / 2	B / A	C vs B
<b>Funding Sources</b>					
Transfer In	\$ 3,649,552	1,824,776	1,824,776	50.00%	100.00%
Grant Revenue	8,864,316	7,221,798	7,221,798	81.47%	0.00%
<b>Total Funding Sources</b>	<b>12,513,868</b>	<b>9,046,574</b>	<b>9,046,574</b>	<b>72.29%</b>	<b>100.00%</b>
<b>Capital Expenditures</b>					
Grant Eligible Costs	8,864,316	7,221,798	7,221,798	81.47%	0.00%
Depreciation Expenses	1,814,260	907,130	907,130	50.00%	100.00%
<b>Total Expenditures</b>	<b>10,678,576</b>	<b>8,128,928</b>	<b>8,128,928</b>	<b>76.12%</b>	<b>100.00%</b>
<b>Funding Sources Over Expenditures</b>	<b>1,835,292</b>	<b>917,646</b>	<b>917,646</b>	<b>50.00%</b>	<b>100.00%</b>
<b>Revenues Over Expenses - Operating Budget</b>	<b>(1,835,292)</b>	<b>1,856,096</b>	<b>(688,863)</b>		
<b>Revenues Over Expenses - CIP Budget</b>	<b>1,835,292</b>	<b>917,646</b>	<b>917,646</b>		
<b>Revenues Over Expenses (including rounding)</b>	<b>\$ (0)</b>	<b>\$ 2,773,742</b>	<b>\$ 228,783</b>		

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**Month ended June 30, 2023, and year ended December 31, 2022**

	Unaudited June 30 2023	Unaudited December 31 2022
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 26,519,733	\$ 25,536,891
Short Term Investments	26,311,800	26,829,671
Receivables:		
Sales and Use Taxes	7,021,119	6,892,274
Federal Government	214,737	85,717
Other	404,950	635,609
Inventories	1,104,893	1,204,171
Prepaid Expenses	2,129,986	878,503
<b>Total Current Assets</b>	<b>63,707,218</b>	<b>62,062,836</b>
<b>Non-Current Assets:</b>		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	5,927,673	5,951,169
Lease Receivable	1,481,296	1,481,296
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,705,304	52,705,304
Transit Stations, Stops and Pads	28,574,474	28,574,474
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,634,935	62,634,935
Right-To-Use Leased Equipment	499,627	499,627
Software Subscriptions	84,145	-
Construction in Progress	1,095,386	1,095,386
Current Year Additions	4,681,389	-
Total Capital Assets	160,683,262	155,917,728
Less: Accumulated Depreciation	(88,176,580)	(87,269,450)
Net Capital Assets	72,506,682	68,648,278
<b>Total Non-Current Assets</b>	<b>80,490,959</b>	<b>76,656,051</b>
<b>TOTAL ASSETS</b>	<b>144,198,178</b>	<b>138,718,887</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	9,475,513	9,475,513
Deferred outflow related to OPEB	62,202	62,202
Deferred outflow on extinguishment of debt	2,937,149	2,937,149
<b>Total Deferred Outflows</b>	<b>12,474,864</b>	<b>12,474,864</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>156,673,041</b>	<b>151,193,751</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities:</b>		
Accounts Payable	939,185	1,979,739
Current Portion of Long-Term Liabilities:		
Long-Term Debt	905,000	905,000
Compensated Absences	335,005	335,005
Sales Tax Audit Funds Due	164,244	328,488
Distributions to Regional Entities Payable	6,300,459	7,523,214
Other Accrued Liabilities	1,089,151	1,353,073
<b>Total Current Liabilities</b>	<b>9,733,045</b>	<b>12,424,519</b>
<b>Non-Current Liabilities:</b>		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	16,785,000	16,785,000
Compensated Absences	942,102	942,102
Sales Tax Audit Funds Due	164,258	164,258
Net Pension Liability	11,027,475	11,027,475
Net OPEB Obligation	834,840	834,840
Lease Liability	338,738	338,738
<b>Total Non-Current Liabilities</b>	<b>30,092,413</b>	<b>30,092,413</b>
<b>TOTAL LIABILITIES</b>	<b>39,825,458</b>	<b>42,516,932</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflow related to pensions	3,087,164	3,087,164
Deferred inflow related to OPEB	6,852	6,852
Deferred inflow related to leases	1,481,296	1,481,296
<b>Total Deferred Inflows</b>	<b>4,575,312</b>	<b>4,575,312</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>44,400,770</b>	<b>47,092,245</b>
<b>Net Position:</b>		
Net Invested in Capital Assets	57,753,831	53,895,427
Restricted for FTA Interest	575,308	575,308
Unrestricted	53,943,133	49,630,771
<b>TOTAL NET POSITION</b>	<b>\$ 112,272,272</b>	<b>\$ 104,101,506</b>

**Corpus Christi Regional Transportation Authority  
Statement of Cash Flows (Unaudited)  
For the month ended June 30, 2023**

	<u>6/30/2023</u>
<b>Cash Flows From Operating Activities:</b>	
Cash Received from Customers	\$ 79,434
Cash Received from Bus Advertising and Other Ancillary	47,741
Cash Payments to Suppliers for Goods and Services	(4,507,447)
Cash Payments to Employees for Services	(846,613)
Cash Payments for Employee Benefits	(254,245)
<b>Net Cash Used for Operating Activities</b>	<u><b>(5,481,131)</b></u>
<b>Cash Flows from Non-Capital Financing Activities:</b>	
Sales and Use Taxes Received	3,169,621
Grants and Other Reimbursements	279,171
Distributions to Subrecipient Programs	(22,095)
Distributions to Region Entities	-
<b>Net Cash Provided by Non-Capital Financing Activities</b>	<u><b>3,426,697</b></u>
<b>Cash Flows from Capital and Related Financing Activities:</b>	
Federal and Other Grant Assistance	581,143
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(429,238)
<b>Net Cash Provided by Capital and Related Financing Activities</b>	<u><b>151,905</b></u>
<b>Cash Flows from Investing Activities:</b>	
Investment Income	111,031
Purchases of Investments	(2,881,267)
Maturities and Redemptions of Investments	3,000,000
Premiums/Discounts on Investments	-
<b>Net Cash Provided by Investing Activities</b>	<u><b>229,764</b></u>
<b>Net decrease in Cash and Cash Equivalents</b>	<b>(1,672,765)</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), June 1, 2023</b>	<b>28,767,806</b>
<b>Cash and Cash Equivalents (Including Restricted Accounts), June 30, 2023</b>	<b>\$ <u><u>27,095,041</u></u></b>



**Subject:** June 2023 Operations Report

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

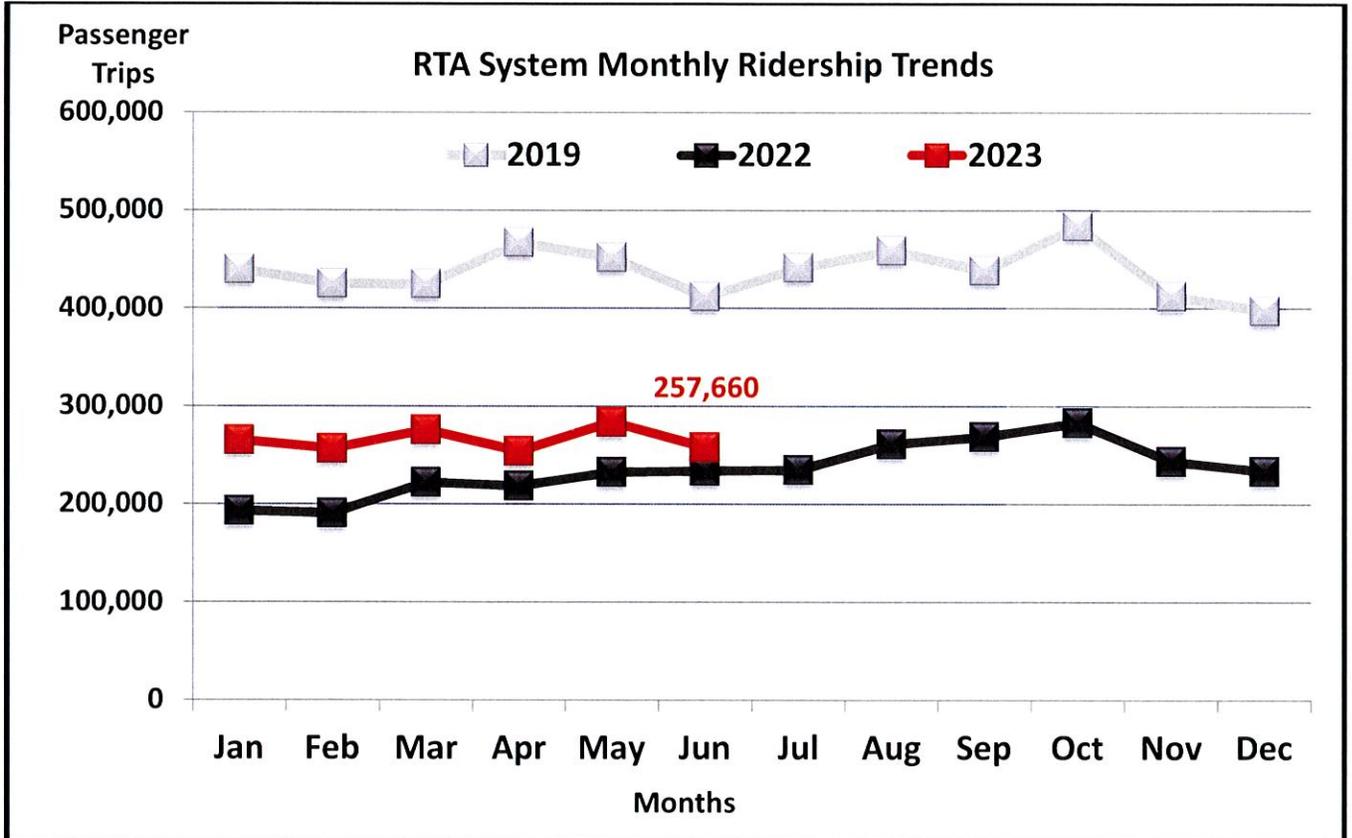


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**System-wide Ridership and Service Performance Results**

June 2023 system-wide ridership levels continued to be impacted by the COVID-19 pandemic. Passenger trips totaled 257,660 which represents a 10.2% increase as compared to 233,749 passenger trips in June 2022 with 23,911 more trips provided this month. In comparison to the pre-COVID-19 (Pre-Covid) period in June 2019 with 411,577 passenger trips, the 257,660 passenger trips represent a 37.4% decrease with 153,917 fewer trips.

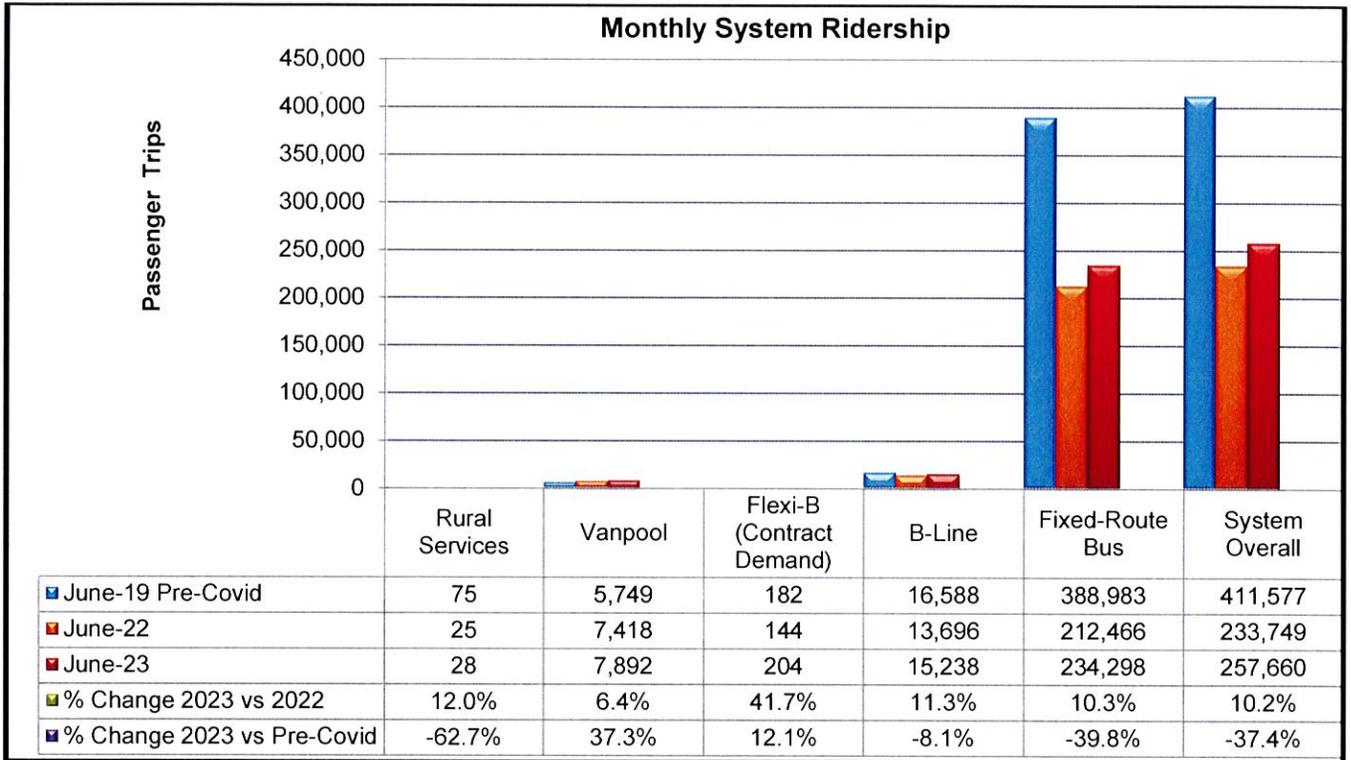


June 2023	June 2022	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
4 Sundays	4 Sundays	-
30 Days	30 Days	-

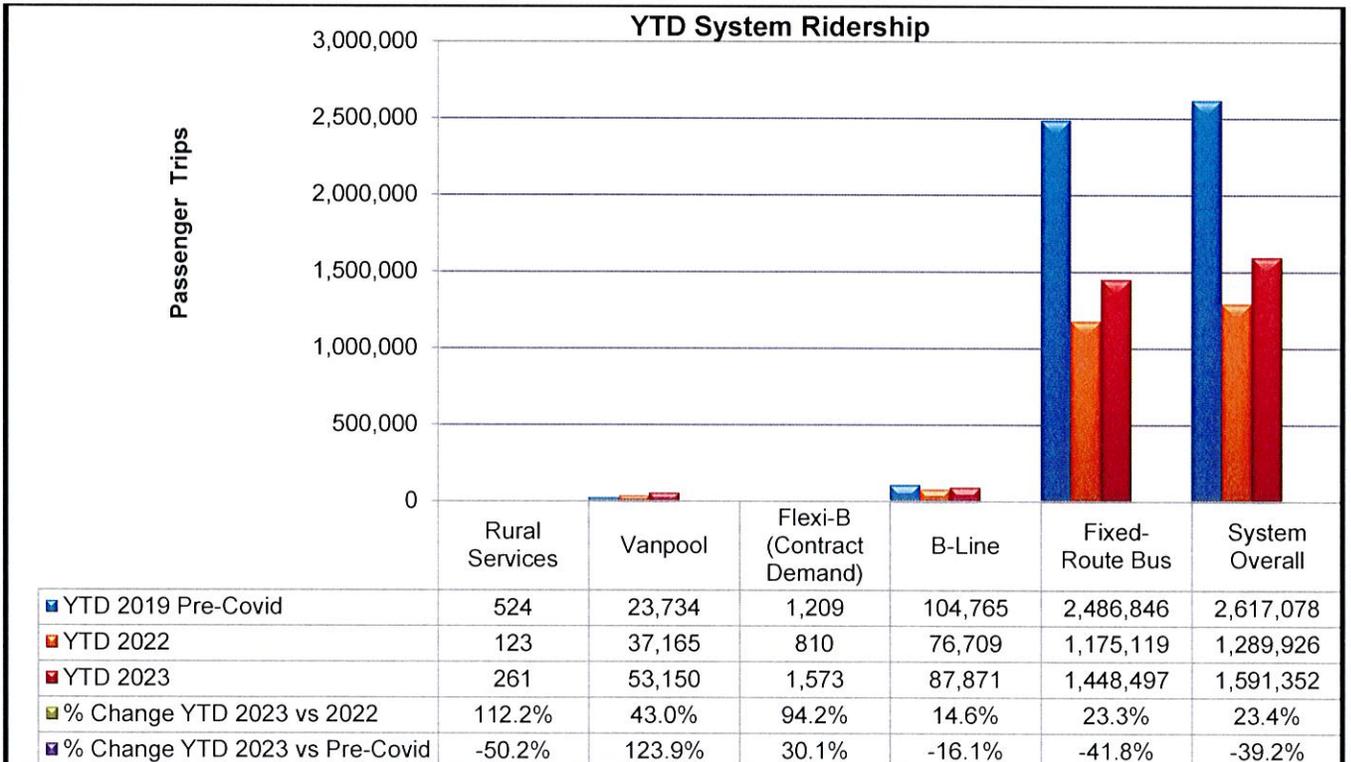
The average retail price for unleaded gas in Corpus Christi was approximately \$3.31 per gallon as compared to \$4.42 per gallon in June 2022<sup>1</sup> which represents a 25.1% decrease in the average cost per gallon. Rainfall was below normal at 0.80 inches and similar to last year’s rainfall total of 0.27 inches for June.<sup>2</sup> Normal average June rainfall is approximately 3.56 inches. The 96.2-degree average high temperature for June was above the average monthly temperature of 91.6 degrees.

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

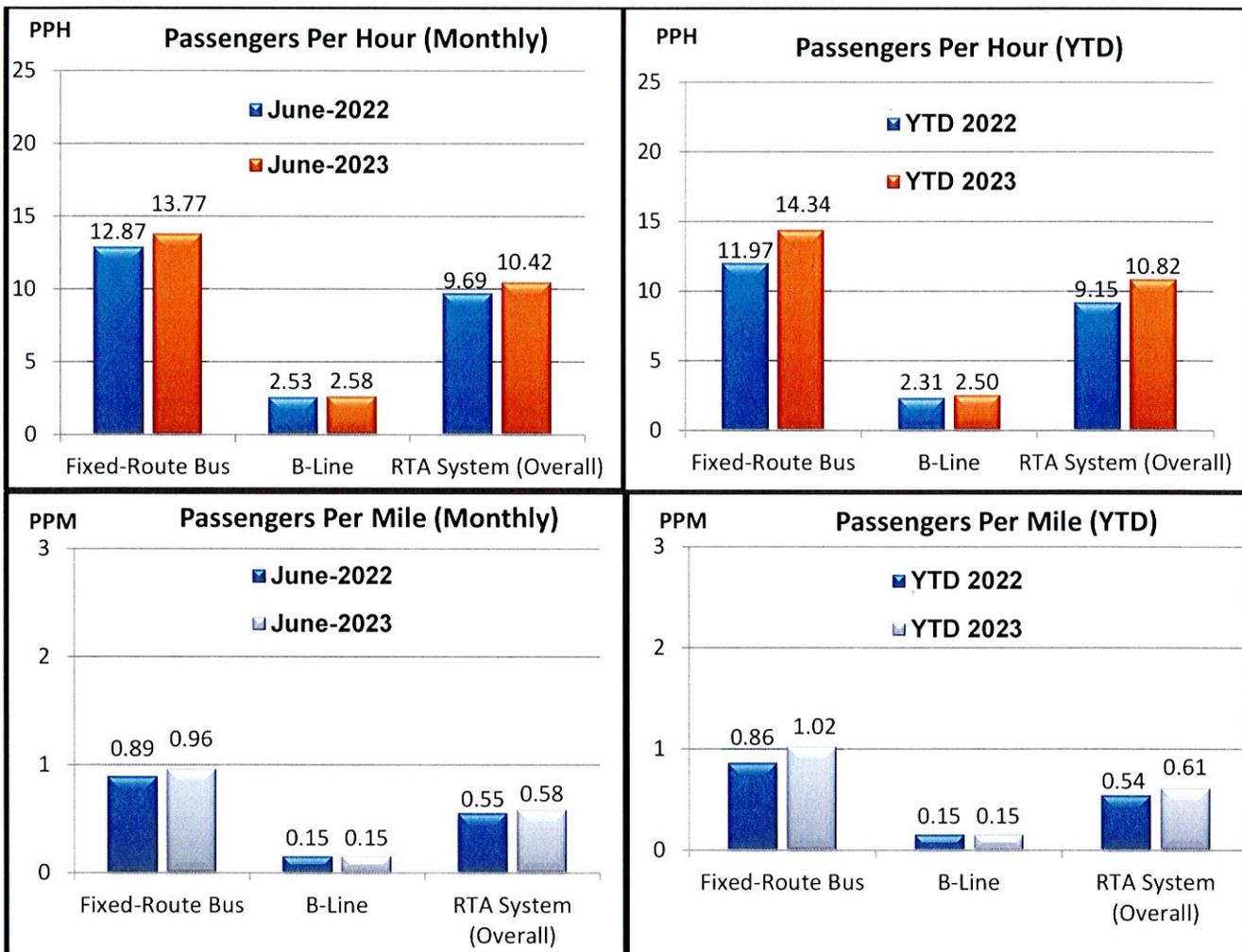
The chart below shows monthly ridership results for all services. CCRTA recorded 23,911 more passenger trips in June 2023 for a 10.2% increase as compared to June 2022. As compared to June 2019 Pre-Covid, passenger trips decreased 37.4%.



The chart below shows YTD ridership results for all services.



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



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

Schedule Adherence	Standard	Mar-23	Apr-23	May-22	Jun-23	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.0%	0.0%
Departures within 0-5 minutes	>85%	90.4%	93.6%	85.8%	85.5%	88.8%
Monthly Wheelchair Boardings	No standard	3,331	2,424	3,344	3,684	3,196
Monthly Bicycle Boardings	No standard	5,257	4,605	5,867	6,237	5,492

## On Detour

- **Port Ave.** Utility Replacement Project (6) month project: Began March 2022 with anticipated completion in late August 2023.
  - Routes 21, 23 & 37 (**2 stops impacted**)
- **S. Staples St.** (Kostoryz-Baldwin) (29) month project: Began March 2021 with anticipated completion in late September 2023. Second Phase is now half complete. Traffic now on newly constructed east section.
  - Route 29 (**12 Stops closed**) Detour from Staples to Alameda to Texan Trail.
- **Park Road 22 water exchange bridge:** Began late 2020. Nearing Completion.
  - Route 65 (No stops impacted)
- **New Harbor Bridge (North Beach):** Routes 76 & 78 remain on a minor detour under U.S. HWY 181 in the inbound direction. No stops impacted.
- **Leopard St.** (Nueces Bay to Palm) Project now complete but (**3**) stops remain closed due to detour. Routes 27 & 28 remain on detour.
  - Routes 27 & 28
- **Leopard St.** (Crosstown-Palm) (14) month project began Dec. 5, 2022. This Bond project will extend the current/existing Leopard St. detour.
  - Routes 27 & 28 (**12 stops impacted**)
- **Gollihar** (Crosstown-Greenwood) Began April 24, 2023.
  - Routes 23 & 25 (**6 stops closed**)
- **Wildcat** (Northwest Blvd.-Teague) Began Jan. 10, 2023. (10) month project.
  - Route 27 (**4 stops closed**) Began detour in June 2023.
- **Comanche** (Carancahua-Alameda) To begin late-2023.
  - Routes 12, 21, 27 & 28 (**4 stops will be impacted**)
- **Brownlee Blvd.** (Morgan-Staples) To begin late-2023.
  - Routes 5x & 17 (**7 stops will be impacted**)
- **Upper/Mid./Lower Broadway:** Project currently in design.
  - Routes 6, 76 & 78 (no stops to be impacted)
- **McArdle Rd. (Carroll-Kostoryz):** Project to begin Fall-2023.
  - Route 19 (8 stops will be impacted)
- **Alameda (Louisiana-Texan Trail):** Project to begin Fall-2023.
  - Route 5 (19 stops impacted)
- **Everhart Rd. (SPID-S. Staples):** Project to begin Fall-2023.
  - Routes 32 & 37 (7 stops will be impacted)
- **Waldron Rd. (SPID-Purdue):** Project began November 28, 2022. Final Phase 6 has begun and will be completed in July 2023.
  - Route 4 (**13 stops temporarily impacted**)

## Detours Expected

## Currently No Detour

For June 2023, there were **11** impacted fixed routes out of 33 fixed route services in operation. This equates to approximately 33% of CCRTA services travelling on the local streets. Detoured bus route services include: 4, 21, 23, 25, 27, 28, 29, 37, 65, 76 & 78.

Total number of bus stops currently impacted or closed is **52**.

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

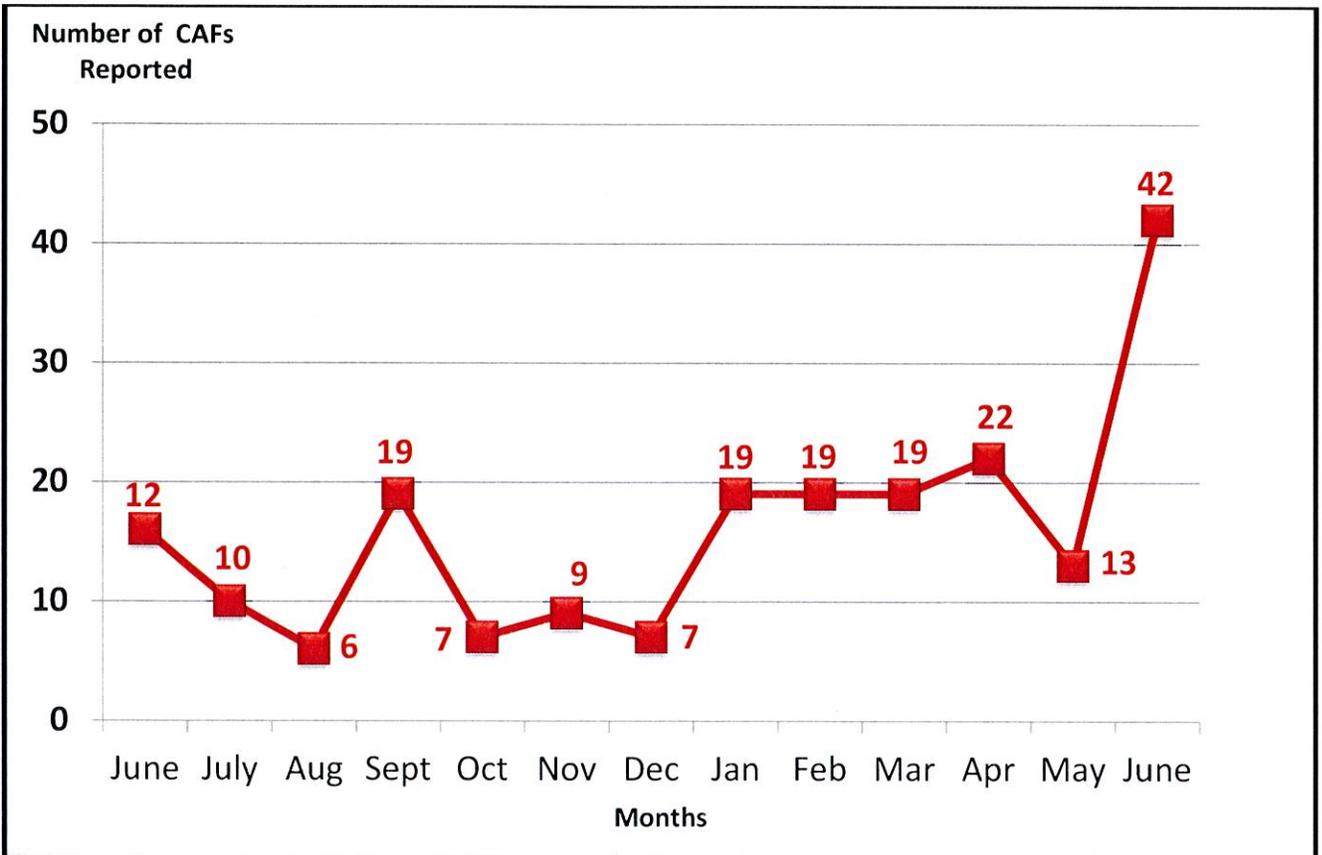
In June 2023, B-Line service metrics remain slightly impacted by factors related to the COVID-19 pandemic.

- Productivity: **2.58** Passengers per Hour (PPH) did meet the contract standard of 2.50 PPH.
- Denials: 0 denials or **0.0%** did meet contract standard of 0.0%.
- Miles between Road Calls (MBRC): **12,474** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **9,803** ambulatory boardings; **4,384** wheelchair boardings

Metric	Standard	Mar-23	Apr-23	May-23	Jun-23	(4) Month-Ave.
Passengers per Hour	2.50	2.44	2.49	2.63	2.58	2.54
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	20,731	14,998	13,886	12,474	15,522
Monthly Wheelchair Boarding's	No standard	4,179	3,822	4,355	4,384	4,185

**Customer Programs Monthly Customer Assistance Form (CAF) Report**

For June 2023, Customer Service received and processed 42 Customer Assistance Forms (CAF's). Of the 42 CAFs, one was a B-Line service commendation.



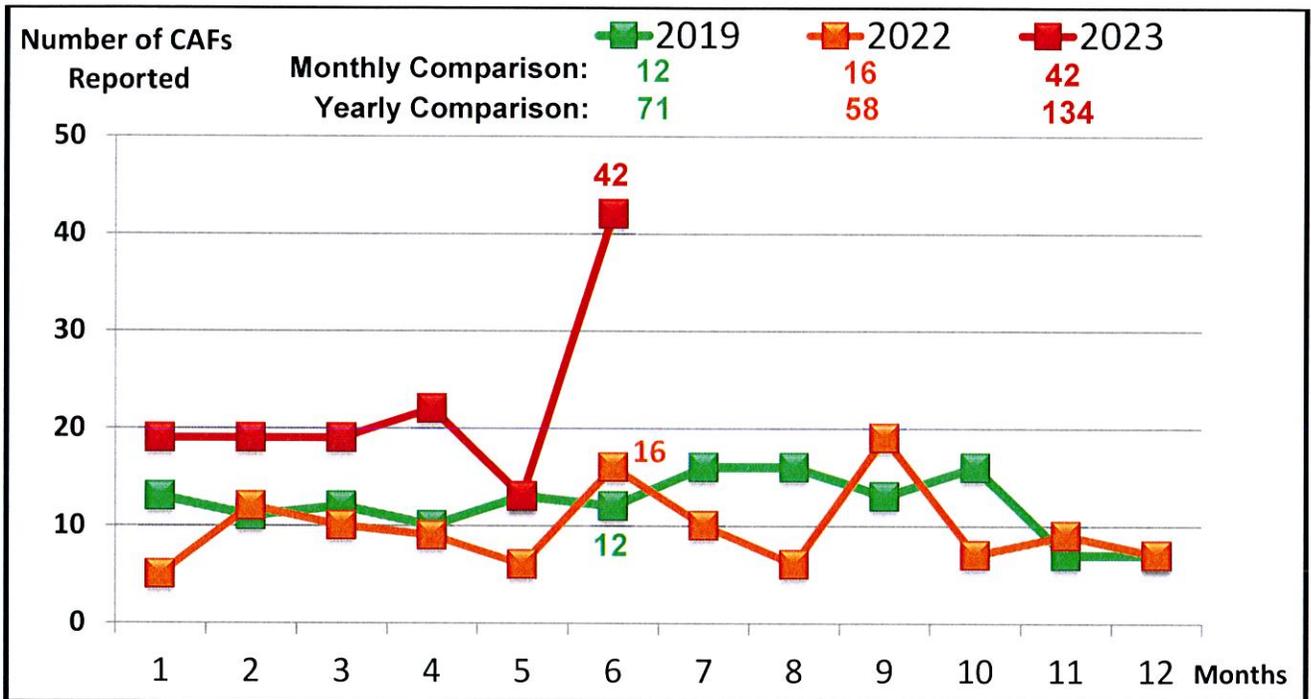
**Route Summary Report:**

<b>Route</b>	<b># of CAFs</b>	<b>Route</b>	<b># of CAFs</b>
#3 NAS Shuttle	4	#34 Robstown North Circulator	
#4 Flour Bluff	2	#35 Robstown South Circulator	1
#5 Alameda		#37 Crosstown/TAMU-CC	
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls	1	#51 Gregory/NAS Ex (P&R)	
#12 Hillcrest/Baldwin	2		
#15 Kostoryz/Carroll HS		#54 Gregory/Downtown Express	1
#16 Morgan/Port		#60 Momentum Shuttle	
#17 Carroll/Southside	3	#65 Padre Island Connection	6
#19 Ayers		#76 Harbor Bridge Shuttle	
#19G Greenwood	1	#78 North Beach Shuttle	
#19M McArdle		#83 Advanced Industries	
#21 Arboleda	2	#90 Flexi-B Port Aransas	
#23 Molina	1	#93 Flex	
#24 Airline/Yorktown		#94 Port Aransas Shuttle	
#25 Gollihar/Greenwood	2	#95 Port Aransas Express	1
#26 Airline/Lipes	1	B-Line (Paratransit) Services	
#27 Leopard	4	Safety, Security & Transportation	
#27x Leopard (Express)	1	Facilities Maintenance	
#28 Leopard/Navigation	2	Customer Service Department	
#29 Staples	1	Service Development	
#29F Staples/Flour Bluff	3	Facilities/Service Development	
#29SS Staples/Spohn South	1	Commendations	1
#32 Southside	1	TOTAL CAF's	42

**CAF Breakdown by Service Type:**

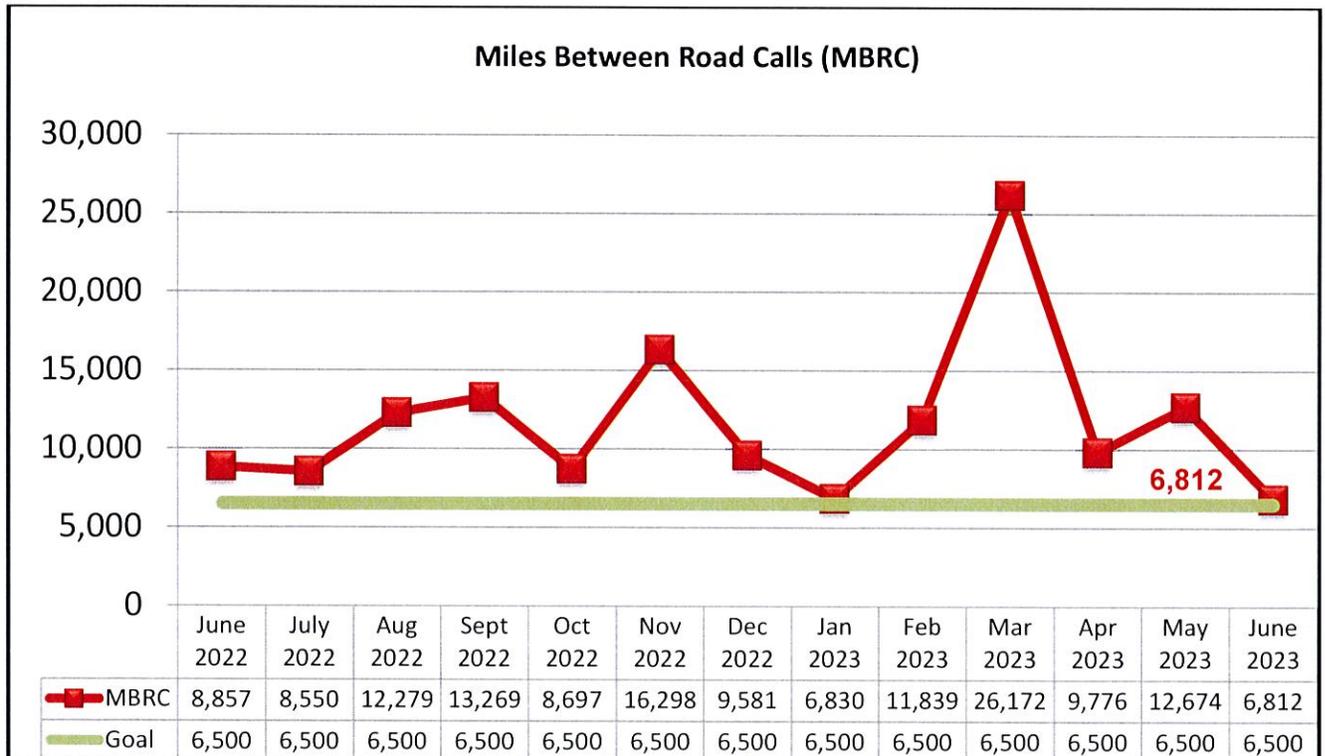
CAF Category	RTA Fixed Route	B-Line ADA Paratransit	MV Fixed Route	Totals
ADA				
Service Stop Issues			1	1
Driving Issues	5		3	8
Customer Services				
Late/Early – No Show	1		2	3
Alleges Injury				
Fare/Transfer Dispute			3	3
Clean Trash Can				
Dispute Drop-off/Pickup	2			2
Add Bench/Stop				
Left Behind/Passed Up	12		9	21
Inappropriate Behavior			1	1
B-Line Calls				
Incident at Stop				
Incident on Bus	1			1
Incident at Station				
Policy/Standing Orders				
Denial of Service	1			1
Safety & Security				
Rude				
Facility Maintenance				
Service Development				
Vehicle Maintenance				
Over Crowded Vehicle				
Cell Phone User				
Safety Transportation				
Commendations		1		
<b>Total CAFs</b>	<b>22</b>	<b>1</b>	<b>19</b>	<b>42</b>

**Number of CAF Reports: Current and Historical Trends**



**Vehicle Maintenance Department: Miles Between Road Calls Report**

In June 2023, there were 6,812 miles between road calls (MBRC) recorded as compared to 8,857 MBRC in June 2022. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. The thirteen-month average is 11,664.

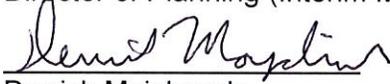


**Board Priority**

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted & Reviewed by: Gordon Robinson  
Director of Planning (Interim Managing Director of Operations)

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer