



MEETING AGENDA

DATE: Wednesday, July 26, 2023

TIME: 8:30 a.m.

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

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

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

ADMINISTRATION & FINANCE COMMITTEE

GABI CANALES, Committee Chair

Lynn Allison Jeremy Coleman Erica Maymi Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	G. Canales	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	G. Canales	3 min.	-----
	Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.			
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2023 and June 28, 2023 (No May Meeting)	G. Canales	3 min.	Pages 1-9
6.	Discussion and Possible Action to Recommend the Board of Directors 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.	Pages 10-13 Attachment PPT
7.	Presentation on the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual	M. Rendón	3 min.	Pages 14-72 Attachment PPT
8.	Committee Chair Report	G. Canales	3 min.	-----
9.	Adjournment	G. Canales	1 min.	-----

Total Estimated Time: 23 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

ELOY SALAZAR, Committee Chair

Beatriz Charo Armando Gonzalez Anna Jimenez

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	J. Esparza	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	E. Salazar	3 min.	-----
	Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.			
5.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes April 26, 2023 (No May or June Meeting)	E. Salazar	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Executing a Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services	G. Robinson	3 min.	Pages 5-6
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee to 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	G. Robinson	3 min.	Pages 7-8
8.	Committee Chair Report	E. Salazar	3 min.	-----
9.	Adjournment	E. Salazar	1 min.	-----

Total Estimated Time: 23 min.

RURAL AND SMALL CITIES COMMITTEE

LYNN ALLISON, Committee Chair

Gabi Canales Beatriz Charo Jeremy Coleman Armando Gonzalez

NO MEETING

LEGISLATIVE COMMITTEE

AARON MUNOZ, Committee Chair

Gabi Canales Anna Jimenez Dan Leyendecker Eloy Salazar

NO MEETING

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BOARD OF DIRECTORS BUDGET WORKSHOP #1

TOPIC	SPEAKER	EST. TIME	REFERENCE
2024 Budget Workshop #1 a. Revenue Trends & Assumptions	R. Saldaña	20 min.	<i>PPT</i>

Total Estimated Time: 20 min.

On **Friday, May 19, 2023** this Notice was posted by **Marisa Montiel** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

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

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

Mission Statement

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

Vision Statement

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



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, April 26, 2023**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits – None Received**
4. **Opportunity for Public Comment – No Public Comments**
5. **Approved the Administration & Finance Committee Meeting Minutes of March 22, 2023**
6. **Approved to Recommend the Board of Directors Adopt the Revised 2023 Emergency Preparedness Policy**
7. **Approved to Recommend the Board of Directors Approve the 2023 Budget Amendment for Pension Cost of \$523,430**
8. **Heard Committee Chair Report**
9. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

Gabi Canales; Chair, called the meeting to order at 9:57 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

None

Staff Present

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

Public Present

Rybalka, Gignac & Associates.

Safety Briefing

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

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

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

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

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

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

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



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

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

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

Mr. Robert Saldaña, Managing Director of Administration, presented the item noting the board priority is Public Image and Transparency. For the background, he noted the Defined Benefit Plan (DBP) provides a fixed, pre-established benefit for employees at retirement. The fundamental financial objective is to fund the long-term cost of the pension benefits promised to participants. He says an additional objective is to meet the funding goals established by Texas Government Code 802.2011, which requires a funding policy that seeks a funding ratio of 100%. The current policy approved in 2019 seeks 85% to 95% funding level. Mr. Saldaña explains the total expenditures budgeted in 2023 Adopted Operating Budget will need to be increased by \$523,430 through a budget amendment in order to maintain a funded ratio of 87.35% and the increase in expenditures is expected to be covered by the projected increase in Sales Tax Revenues. He displayed the impact on department operating budgets. Director Maymi asked how much this would increase the overall budget, Mr. Saldaña noted approximately 1% increase in the budget. Director Maymi asked about the difference in increase in departments and if it means more staff was hired in those departments. Mr. Saldaña explains that the increases relate to the expected amount per employee in those departments and that each employees' situational increase is different. Director Maymi asked how long the employee must be employed to be fully funded and he responded seven years. Director Maymi asked if the pension gets transferred to the spouses at death and Mr. Saldaña noted that there are different options available at retirement. Secretary Allison asked how the Sales Tax Income is looking so far and Mr. Saldaña noted January and February are usually low sales tax months, but usually picks up later in the year. Chair Leyendecker asked if this is approved, what percentage will this bring the funded ratio to and Mr. Saldaña noted 87.35%. He wanted to clarify that this would be pulled from the unreserved fund and essentially put back at the end of the year if able to. Mr. Saldaña replied that was correct.



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

Heard Committee Chair Report

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

Adjournment

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

Submitted by: Marisa Montiel



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, June 28, 2023**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits – None Received**
4. **Opportunity for Public Comment – No Public Comments**
5. **Approved the Administration & Finance Committee Meeting Minutes of March 22, 2023, with one revision**
6. **Tabled the Recommendation for the Board of Directors to Authorize the Chief Executive Officer (CEO) or his Designee to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage**
7. **Tabled the Recommendation for the Board of Directors to Authorize the Chief Executive Officer (CEO) or his Designee to Award a (3) Three-Year Contract to The Doctors Center for Occupational Medical Services**
8. **Heard Committee Chair Report**
9. **Adjournment**

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

Call to Order & Roll Call

Gabi Canales; Chair, called the meeting to order at 8:37 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Gabi Canales, Lynn Allison, Jeremy Coleman, Erica Maymi and Aaron Muñoz.

Board Members Absent

None

Staff Present

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

Public Present

None



Safety Briefing

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

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

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Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2023

SECRETARY LYNN ALLISON MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 26, 2023. DIRECTOR AARON MUÑOZ SECONDED THE MOTION. CANALES, ALLISON, AND MUÑOZ VOTING IN FAVOR. ABSENT COLEMAN AND MAYMI.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his 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 a summary of public entity peers and their percentage of premium increases. Next, Mr. Rendón displayed four options of coverage, total insured values, limits and the windstorm premium. 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. Option 1 has a limit of \$5,000,000, windstorm premium \$190,229. Option 2 has a limit of \$10,000,000, windstorm premium of \$363,355. Option 3 has a limit of \$15,000,000, windstorm premium \$415,817. Option 4 has a limit of \$20,000,000, windstorm premium \$520,741. 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.

At this time, Mr. Roland Barrera, Roland Barrera Insurance, came up to help explain the coverage options and increases. He wanted to stress that moving forward, the CEO and procurement team will have to strategize on how to move forward with the procurement process on this item. Mr. Barrera pointed out that this RFP was issued twice and the first time, in April, there were no proposals. At this point, Mr. Barrera introduced Tom Carlisle, Carlisle Insurance, to help address questions. Director Salazar asked if all carriers were shopped. Mr. Carlisle replied that they go to every market available and they have a marketing summary that displays all of that information. Director Salazar requested a copy of that document. Director Salazar asked if the Staples Street Center is the largest CCRTA asset and what is that value. Mr. Carlisle replied yes, at \$24 Million. Mr. Carlisle replied that the industry is currently taking higher risk since the market is bad at the moment. He adds that it is due to catastrophes and money loss in insurance. The rule of thumb in the industry has always been 25-30% limit on a windstorm. He continued that they shopped this extensively. Director Salazar just wanted the board to be aware that in the event of a catastrophic event, there is a possibility everything would not be covered due to the limits. Secretary Allison asked for suggestions on the RFP process to help in the future. Mr. Barrera suggested to have a consultant or agent of record in the future, but noted that legal had said in the past that it is prohibited by Transit Authorities. Mr. Barrera would like for this to be looked into further.

Next, Committee Chair, Gabi Canales, had to exit the meeting due to work related obligations. Secretary asked if a higher deductible was considered. Mr. Carlisle replied that in the past, the 1-3% was standard and the 5% is the higher deductible. Director Salazar requested the team look at increasing the deductible for higher coverage amounts. Director Muñoz asked for clarification on the specifications on why CCRTA is not allowed to have an agent of record and Mr. Rendón says that more information is needed from legal for the actual code section. Director Muñoz asked that the discussion be held within the next couple of months to help figure out what can be done in this situation. Secretary Allison suggested this item be taken to the full board to be discussed when the requested information can be provided.



Director Jeremy Coleman and Director Erica Maymi arrived during the item presentation and before the motion.

DIRECTOR JEREMY COLEMAN MADE A MOTION TO TABLED TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AWARD A ONE YEAR CONTRACT TO ACRISURE LLC DBA CARLISE INSURANCE FOR WINDSTORM AND HAIL INSURANCE COVERAGE. SECRETARY LYNN ALLISON SECONDED THE MOTION. ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT CANALES.

Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a (3) Three-Year Contract to The Doctors Center for Occupational Medical Services

Ms. Angelina Gaitan, Director of Human Resources presented 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 2017 and the current contract expires July 31, 2023. She adds that it is important to have these medical occupational services available for the employee. Next, Ms. Gaitan 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 \$157,165.00 and is 100% budgeted within Human Resources operating department budget. At this time, she answered any questions.

Secretary Allison requested to see the exact comparison for the prior two to three years for each item that is presented in the future. Secretary Allison requested the amount that was paid the prior year. Ms. Gaitan reported that she did not have the number in front of her but the amount fluctuates as the number of employees fluctuate. Director Maymi asked about employee headcount and the billing process. Director Maymi asked if there is a way for them to provide these services on a month-to-month basis until more bids can be received. Ms. Gaitan noted this is already an extension and many efforts were made to get additional bids. Mr. Rendón added that not many companies are able to provide all the services needed. Director Salazar asked to see the items a couple of months before with additional information. Director Maymi asked for a three-month extension and additional pricing information. Secretary Allison requested the cost comparison for the prior years.



DIRECTOR MAYMI MADE A MOTION TO TABLE THE RECOMMENDATION TO BOARD OF DIRECTORS AUTHORIZ THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO AWARD A (3) THREE-YEAR CONTRACT TO THE DOCTORS CENTER FOR OCCUPATIONAL MEDICAL SERVICES. SECRETARY LYNN ALLISON SECONDED THE MOTION. *ALLISON, COLEMAN, MAYMI AND MUÑOZ VOTING IN FAVOR. ABSENT CANALES.*

Heard Committee Chair Report

Vice-Chair Jimenez noted she was filling in for Committee Chair Canales and opened the floor to the committee members. Director Coleman asked if the incoming CEO is involved in all the items being presented. Mr. Rendón replied that yes, he is. There were no further comments.

Adjournment

There being no further review of items, the meeting adjourned at 9:26 a.m.

Submitted by: Marisa Montiel



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:

Frost MAIN - PAYROLL – And LOCK BOX Bank Accounts		
Designated Positions/Persons	Action Required	Description
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
Dan Leyendecker	Change	From Board Secretary to Board Chair
Robert M. Saldaña	None	

Medical Claims Bank Account		
Designated Positions/Persons	Action Required	Description
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
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.

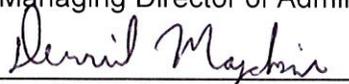
Recommendation

Staff request that the Administration & Finance Committee recommend 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 Officer

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: Presentation on 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

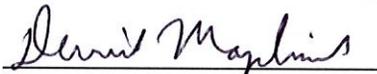
There is no financial impact.

Board Priority

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

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).¹ 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.

¹ 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

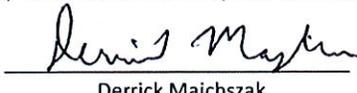
B. Certification of Compliance – 673.13(a)(b)

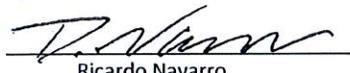
TxDOT certifies on December 8, 2022, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and 49 U.S.C. § 5329 (D).

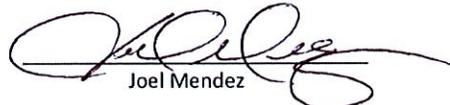
C. Certification of Compliance – 5329 (d)(5)(A)

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

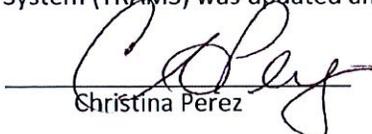

Derrick Majchszak


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.

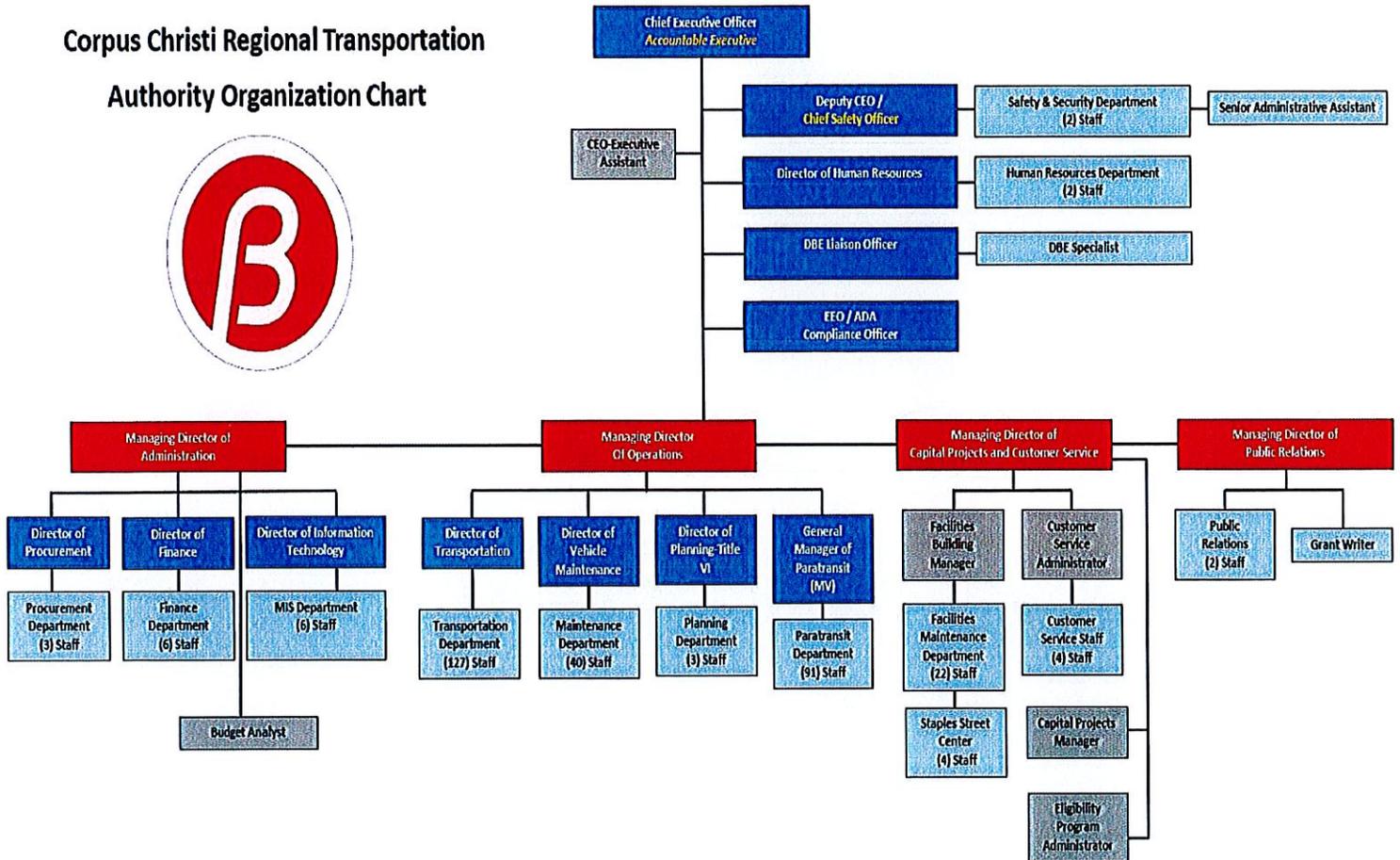
CCRTA No additional transit service is provided by CCRTA on behalf of another transit agency or entity at the time of the development of this plan.

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)	Derrick Majchszak, Chief Executive Officer
Acting Chief Safety Officer or SMS Executive 673.23(d)(2)	Mike Rendon, Deputy CEO / Chief Safety Officer
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 Ian O'Keefe-Transportation Administrator Jennifer McWilliams Bus Operator
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"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		→						
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					→			
Safety Committee 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	0.00000%	18.0	0.000725%	17.7	0.000711%	48,291
Demand Response	0.0	0.00000%	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*	0.00000%	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

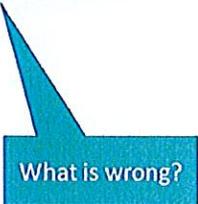


The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are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

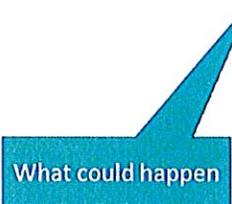
The SRM is focused on implementing and improving actionable strategies that CCRTA has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of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

FIGURE 4: DRAFT RISK REGISTER

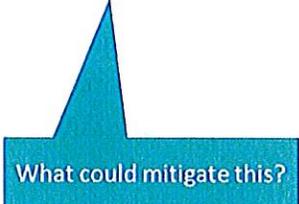
Hazard	Type	Likelihood	Consequence	Resolution



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	CCRТА
Tab5 BUS GUIDE Part 1.pdf	3/11/2009	Bus Operator's Guidelines	CCRТА
6.a1-4_Transit Asset Management Plan MPO.pdf	10/1/2018	Transit Asset Management Plan	CCRТА
June 2017 CCRТА Service Standards.pdf	Jun-17	Fixed Route Service Standards	CCRТА

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 21st 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/or 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, 2nd 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 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 2ND column is the actual where we came in for May, and the 3RD 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 2020 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
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, April 26, 2023**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Receipt of Conflict of Interest Affidavits – None Received**
4. **Provided Opportunity for Public Comment – None Received**
5. **Approved the Operations & Capital Projects Committee Meeting Minutes of March 22, 2023**
6. **Recommended the Board of Directors the Chief Executive Officer (CEO) or Designee to Issue a Professional Service Agreement for Battery Electric Bus Deployment Project with the Center for Transportation and the Environment (CTE)**
7. **Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Option Year One on Individual Contracts to Multiple Vendor for Bus Parts Supply**
8. **Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to H&E Equipment Services, Inc. (H&E), for the Purchase of an Articulating Boom Lift**
9. **Heard Update on Value Engineering Process for the New Port Ayers Station**
10. **Heard Committee Chair Report**
11. **Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 9:30 a.m. in the Corpus Christi Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room Corpus Christi, Texas.

Call to Order & Roll Call

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

Board Members Present

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

Board Members Absent

Armando Gonzalez.

Staff Present

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



Public Present

Paul Rybalka, Gignac & Associates.

Safety Briefing

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

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

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

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

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

Mr. Derrick Majchszak, Managing Director of Operations, presented the item noting the board priority of innovation. He provided background noting CTE is a 501(c)(3) non-profit membership-based planning and engineering organization funded in 1993 and noted their mission to improve the health of the climate and community by bringing people together to develop and commercialize clean, efficient and sustainable transportation technologies. He provided some of CTE's history and milestones. He displayed a map of the more than 100 projects that CTE has assisted with. He noted the need to partner with an industry expert and CTE will assist with Zero-Emission Bus Smart Deployment program planning. Next, he discussed CTE's Zero-Emission Bus Smart Deployment Methodology. There is no DBE requirement and the estimated agreement cost is \$610,000 and is contingent on being awarded the full amount requested from the 2023 Low or No Emission Vehicle Program. The Federal share is 75% or \$457,500 and CCRTA's share is 25% or \$152,500 and the agreement will conclude December 31, 2027.



VICE-CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE A PROFESSIONAL SERVICE AGREEMENT FOR BATTERY ELECTRIC BUS DEPLOYMENT PROJECT WITH THE CENTER FOR TRANSPORTATION AND THE ENVIRONMENT (CTE). DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, JIMENEZ AND WOOLBRIGHT VOTING IN FAVOR. ABSENT GONZALEZ.

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

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

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

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

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item noting the board priority is facilities and safety. She opened up stating CCRTA Facilities Department currently has an articulating boom lift that is utilized for parking lot light replacements, repairs at the overhead fluid lines on the fuel island, light fixture repairs in the maintenance shop and for maintenance of security cameras. The existing lift has surpassed its useful lifecycle of ten years and needs replacement. She went over the timeline of the bid and noted CCRTA received one bid, which was responsive and responsible, submitted by H&E Equipment Services in the amount of



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

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

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

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

Heard Committee Chair Report

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

Adjournment

Adjourned at 9:57 a.m.

Submitted by: Marisa Montiel



Subject: 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.

Service	Year 2023-24	Year 2024-25	Year 2025-26	Year 2026-27	Year 2027-28
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
Total	\$154,437.93	\$159,071.07	\$163,843.20	\$168,758.50	\$173,821.25
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 that the Operations & Capital Projects Committee recommend 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



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 historically includes combined resources from Federal Preventative Maintenance and local funds. Funds are allocated in the Board approved annual operating budgets.

Recommended Awardees for Contract:

IFB No. 2023-SP-08 Internal and External Engine Parts		
Responsive Bidder	Total Estimated Number of Parts	Total Extended Cost
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
Bid Total On All Parts	5,464	\$265,203.15

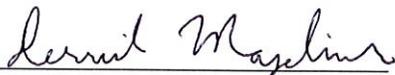
Recommendation

Staff requests that the Operations & Capital Projects Committee recommend 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