



# MEETING AGENDA

**DATE:** Wednesday, August 23, 2023  
**TIME:** 8:40 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 – 2<sup>ND</sup> 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.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendon	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	G. Canales	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	G. Canales	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	<b>Discussion and Possible Action</b> to Approve the Administration & Finance Committee Meeting Minutes of April 26, 2023 and June 28, 2023 (No May or July Meeting)	G. Canales	3 min.	<b>Pages 1-9</b>
6.	<b>Discussion and Possible Action</b> Concerning Board Policy Permitting Payroll Deductions for Union Dues	J. Bell, Legal Counsel	3 min.	<b>Pages 10-12 Attachment</b>
7.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Approve Awarded Projects for CCRTA's Section 5310 2023 Call-for-Projects for FFY 2021-2022	R. Saldaña	3 min.	<b>Page 13-14</b>
8.	<b>Committee Chair Report</b>	G. Canales	3 min.	-----
9.	<b>Adjournment</b>	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.	<b>Roll Call</b>	M. Montiel	2 min.	-----
2.	<b>Safety Briefing</b>	M. Rendon	3 min.	-----
3.	<b>Receipt of Conflict of Interest Affidavits</b>	E. Salazar	2 min.	-----
4.	<b>Opportunity for Public Comment 3 min. limit – no discussion</b>	E. Salazar	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the <a href="#">Public Comment Form</a> online at <a href="http://www.ccrta.org/news-opportunities/agenda">www.ccrta.org/news-opportunities/agenda</a> or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	<b>Discussion and Possible Action</b> to Approve the Operations & Capital Projects Committee Meeting Minutes July 26, 2023	E. Salazar	3 min.	<b>Pages 1-3</b>
6.	<b>Discussion and Possible Action</b> to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to ETC Institute for National Transit Database Passenger Miles Traveled Sampling Surveys	G. Robinson	3 min.	<b>Pages 4-5</b>
7.	<b>Committee Chair Report</b>	E. Salazar	3 min.	-----
8.	<b>Adjournment</b>	E. Salazar	1 min.	-----

**Total Estimated Time: 20 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***

## BOARD OF DIRECTORS BUDGET WORKSHOP #2

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

**Total Estimated Time: 20 min.**

## BOARD OF DIRECTORS BUDGET WORKSHOP #3

	TOPIC	SPEAKER	EST.TIME	REFERENCE
2.	<b>2024 Budget Workshop #3</b> a. CEO Direct Report Budget <ul style="list-style-type: none"><li>• 41 – General Management/CEO</li><li>• 44 – Human Resources</li><li>• 50 – Public Relations</li><li>• 52 – Safety &amp; Security</li></ul>	R. Saldaña	20 min.	<i>PPT</i>

**Total Estimated Time: 20 min.**

On **Friday, August 18, 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, 2<sup>nd</sup> 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

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### **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, 2<sup>nd</sup> 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:** Consideration of Board Policy Permitting Payroll Deductions for Union Dues.

**Background:**

In 1987, the Board of Directors adopted a policy that individual RTA employees have the choice to use payroll deductions for the payment of union dues. The measure was considered at two regular Board meetings and approved on November 18, 1987. As part of the approval, the statement was made that "This policy may be modified or rescinded at any time upon the vote of a majority of the Board."

The form of the payroll deduction specifically was authorized by the Board as part of the motion, and a copy is attached. The form required that (1) the deduction would automatically terminate [six months] from the date signed unless a new authorization was given, (2) the deduction could be terminated at any time upon 15 days' written notice, (3) an acknowledgment that state law prohibited collective bargaining, and (4) an acknowledgment that any participation in a strike or work stoppage would result in termination of employment.

The form also required that the employee swear or affirm that he or she had not been coerced to sign the authorization and that the employee would not coerce or exercise undue influence upon any other employees to sign an authorization.

After a little over a year, RTA staff advised the Board that the process of having all employees sign new authorizations every six months before a notary public was very cumbersome for staff and recommended that the approval be extended for a period of one year. Subsequent changes were made to the forms over the years in order to reduce the burden on the HR staff in administering the program.

Since 1987, different union organizations have represented employees at the RTA, with intervening periods of none on the property. In 2019, a dispute arose between the Amalgamated Transit Union (ATU) and its Local 1769 at the RTA, and ATU terminated its affiliation with Local 1769. One of the problems in the dispute involved the payment of union dues. Since the dues authorizations signed by employees were for ATU Local 1769 and its charter had been revoked, the RTA immediately ceased the payroll deductions. No payroll deductions have been made for union dues since May 13, 2019.

**Identified Need:**

The Transportation Workers Union of America has approached the RTA stating that many employees at the RTA have become members, and it has requested reinstatement of the payroll deduction system. Although staff has delayed acting on the request, since the payroll deduction system originally was approved by the Board as a policy matter, the Board needs to make a decision on whether to discontinue this program.

**Analysis:**

The RTA, like most other governmental entities and large employers, processes a variety of payroll deductions for employees, including insurance coverages, purchases of uniforms and safety equipment, United Way, retirement and savings programs, etc. Some local governments, such as school districts and Nueces County, permit payroll deductions for union dues. The City of Corpus Christi currently processes union dues deductions only for members of the fire and police collective bargaining units, but in the past the City has refused deductions for City employees generally.

For private employers, the issue of payroll deductions for union dues is the subject of a collective bargaining agreement. Since the RTA is a governmental entity in Texas without police and fire collective bargaining units, it cannot engage in collective bargaining. As a result, the decision is solely a policy decision by the RTA Board of Directors.

RTA employees have the right to be represented by an attorney, union representative, or other person in connection with any grievance or disciplinary action. The issue of payroll deductions is unrelated to the rights of RTA employees to form associations and to be represented in such matters.

The decision as to which organization will represent employees at the RTA solely can be made by the employees themselves and is not a decision to be made by the Board. The RTA may not make membership in an organization mandatory or permit only one named organization to have the payroll deduction benefit to the exclusion of others. Further, employees have the right not to be members of any union or other association.

**Relevance to Board Priorities:**

The Payroll Deduction program for union dues relates to the Board Priority of Workforce Development.

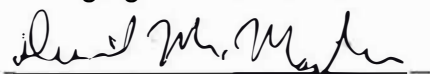
**Recommendation:**

Staff has not made a recommendation concerning the continuation of this policy. Since the existing Board policy permits such payroll deductions upon the submission of the required forms, it only may be changed by a majority vote approving the alternation or elimination of the policy. In the absence of the approval of such a change at the September Board meeting, RTA staff will need to proceed under the existing policy.

Respectfully Submitted,

Submitted by: John D. Bell  
Legal Counsel

Reviewed by: Robert M. Saldana  
Managing Director of Administration

Final Approval:   
Derrick M. Majchszak  
Chief Executive Officer

A Motion:

THAT THE BOARD ADOPT A POLICY THAT INDIVIDUAL RTA EMPLOYEES HAVE THE CHOICE TO USE THE PAYROLL DEDUCTION AUTHORIZATION AS ATTACHED BELOW IN SUBSTANTIAL FORM. THIS POLICY MAY BE MODIFIED OR RESCINDED AT ANY TIME UPON THE VOTE OF A MAJORITY OF THE BOARD.

PAYROLL DEDUCTION AUTHORIZATION FORM

I, the undersigned employee, request that the Regional Transit Authority deduct from my paycheck the amount of \$ \_\_\_\_\_, which sums are directed to be paid to the Amalgamated Transit Union (ATU). I understand that the RTA will use its best efforts to make payment to ATU within 15 days of the end of each month. In connection with this payroll deduction, I acknowledge the following:

1. This deduction shall automatically terminate [six months] from the date hereof unless I sign a new authorization form to renew this payroll deduction.
2. This deduction may be terminated by me at any time upon 15 days' written notice delivered to my payroll clerk.
3. I understand that under Article 5154c of State law, the RTA may not enter into any collective bargaining contract with a labor organization regarding wages, hours or conditions of employment.
4. I further understand that if I strike or participate in any organized work stoppage state law provides that I will forfeit all rights, benefits and privileges with the RTA, and I will be subject to termination under the Personnel Rules and Regulations.

I further swear (or affirm) that I have not been coerced to sign this authorization, that I am signing this authorization under my own free will, and that I will not coerce or exercise any undue influence upon any other RTA employee in signing such an authorization.

\_\_\_\_\_  
Employee Signature

SWORN TO AND SUBSCRIBED before me the undersigned notary public on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas



**Subject:** Approve Awarded Projects for CCRTA's Section 5310 2023 Call-for-Projects for Federal Fiscal Years (FFY) 2021-2022

**Background**

The CCRTA is the designated recipient of federal grant funds for the transportation management area (TMA) and is responsible for financing and directly providing public transportation. Some of the federal grant funds apportioned to the CCRTA, available for financing public transportation, include Section 5310, which provides transportation services for seniors and people with disabilities.

As defined by the Federal Transit Administration (FTA), the CCRTA is required to conduct a competitive selection process to identify eligible sub-recipients and award these federal grants to proposers who have projects readily available to meet the goals of the program.

**Identified Need**

On June 22, 2023, the CCRTA issued a Call for Projects for Section 5310 funds. The table below illustrates the two proposals received from the Coastal Bend Center for Independent Living (CBCIL), their proposed projects, and their overall scores.

	Agency Name	Project Type	Project Description	Total Project Budget	Overall Score
1	CBCIL	Capital	Purchase of Service	\$297,113	83.60
2	CBCIL	Capital	Mobility Management	\$200,396	80.40
	<b>Total</b>			<b>\$497,509</b>	

The applications were evaluated based on the following criteria:

- Project Needs
- Project Benefits
- Local Financial Commitment and Project Budget, and
- Organizational Preparedness and Technical Capacity

After the evaluation process, the evaluation committee recommends awarding the sub-recipient the following amounts for each of their projects:

	Agency Name	Project Type	Project Description	Total Project Budget	Awarded Amount (\$)	Federal Share
1	CBCIL	Capital	Purchase of Service	\$297,113	\$297,113	\$297,113
2	CBCIL	Capital	Mobility Management	\$200,396	\$100,198	\$80,592
	<b>Total</b>			<b>\$497,509</b>	<b>\$397,311</b>	<b>\$377,705</b>



The total amount of federal funds available for this Call-for-Projects is \$727,113, which includes the following federal funding sources:

Fiscal Year	Funding Amount
2021	\$299,285
2022	\$427,888

The funding amount for FFY 2021 is available at a 100% federal share. However, for FFY 2022, the funding amount is available at the standard 80% federal share. As a result, the Purchase of Service project will be funded entirely by the apportioned amount available for FFY 2021.

Additionally, a portion of the Mobility Management total project budget, which amounts to \$2,172, will also be funded with 100% federal share. The remaining budget for Mobility Management, totaling \$78,420, will be funded at 80% federal share. The remaining local share amount for this project, which is \$19,605, will be funded using Transportation Development Credits (TDCs).

**Board Priority**

This Board Priority aligns with Public Image & Transparency.

**Project(s) Selected**

Staff has reviewed the recommendations proposed by the evaluation committee and agree with their suggestion to provide funding for the above-mentioned projects, whose total Federal share is \$377,705.

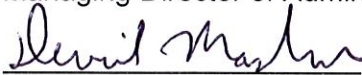
**Recommendation**

Staff request that the Administration and Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the awarded projects for CCRTA's Section 5310 2023 Call-for-Projects for FFY 2021-2022.

Respectfully Submitted,

Submitted by: Christina A. Perez, CIPM  
Director of Procurement

Reviewed by: Robert M. Saldaña  
Managing Director of Administration

Final Approval by:   
Derrick Majchszak  
Chief Executive Officer



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES  
WEDNESDAY, July 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 April 26, 2023**
6. **Recommended the Board of Directors the Chief Executive Officer (CEO) or Designee to Authorize Executing a Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services**
7. **Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or 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**
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, 2<sup>nd</sup> Floor Board Room Corpus Christi, Texas.

**Call to Order & Roll Call**

Eloy Salazar, Committee Chair, called the meeting to order at 8:37 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

**Board Members Present**

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

**Board Members Absent**

None

**Staff Present**

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

**Public Present**

Ryan Butler and Neftui Rivera, TAMU-CC.



### **Safety Briefing**

Mr. Miguel Rendón, Deputy CEO/Chief Safety Officer, 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 left 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. 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 April 26, 2023**

**DIRECTOR BEATRIZ CHARO, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF APRIL 26, 2023. VICE-CHAIR ANNA JIMENEZ SECONDED THE MOTION. SALAZAR, CHARO AND JIMENEZ VOTING IN FAVOR. ABSENT GONZALEZ.**

### **Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Executing a Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services**

Mr. Gordon Robinson, Interim Managing Director of Operations, presented the item noting the Board Priority of Public Image and Transparency. He provided background noting that the partnership between CCRTA and Texas A&M University – Corpus Christi (TAMU-CC) began in 2000. The current two-year Memorandum of Agreement (MOA) runs from September 1, 2021 through August 31, 2023. This includes Route 60 Momentum Shuttle and B-Line Paratransit Service and Fare-Free Ridership Program for students, faculty and employees. The new five-year MOA recommends to incorporate the 2022 Long Range System Plan (LRSP) service improvements and special event services and to streamline CCRTA and TAMU-CC administration and approval processes to focus on service delivery. Mr. Robinson displayed the Route 60 Momentum Shuttle map to the Momentum Campus. He continues to add that the new agreement is required to continue partnership to provide transportation services to TAMU-CC. The new agreement will be a five-year term running from September 1, 2023 through August 31, 2028. There will also be a new special event service hourly structure for basketball and baseball games, homecoming and spring concert events. He notes no DBE participation is required and displayed the TAMU-CC Annual Reimbursement amounts by year. There is a 3% annual increase in TAMU-CC reimbursement and hourly rates.



**VICE-CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO EXECUTE A MEMORANDUM OF AGREEMENT (MOA) WITH TEXAS A&M UNIVERSITY-CORPUS CHRISTI FOR TRANSPORTATION SERVICES. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO AND JIMENEZ 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 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**

Mr. Gordon Robinson 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 for external engine parts and internal engine parts. The current supplier contracts expire August 28, 2023. IFB will be awarded to suppliers on a one-year contract term. Mr. Robinson 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 utilizing Federal Preventative Maintenance (5307) and local funds. The estimated one-year project cost is \$265,203.15 and annual average increase over last year's project cost total is 35%. In 2023 vs. 2022, the average engine part cost increased by about 25% across all bids and the contracts in 2023 will include 36 additional part numbers not bid on last year, resulting in an additional 10% cost increase. Next, he displayed the recommended awardees for contract and their cost estimates.

**VICE-CHAIR ANNA JIMENEZ, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR 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. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CHARO, GONZALEZ AND JIMENEZ VOTING IN FAVOR. ABSENT NONE.**

**Heard Committee Chair Report**

Mr. Eloy Salazar noted he is excited about the new bus stops and Ms. Montez gave a brief update.

**Adjournment**

Adjourned at 8:51 a.m.

Submitted by: Marisa Montiel



**Subject: Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or his Designee to Award a Contract to ETC Institute for National Transit Database Passenger Miles Traveled Sampling Surveys**

**Background**

Every three years, the CCRTA is required by the Federal Transit Administration (FTA) to complete a statistically valid passenger miles traveled sampling under the National Transit Database (NTD) program. Transit agencies report data on a number of key metrics including Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH), Passenger Miles Traveled (PMT), Unlinked Passenger Trips (UPT), and Operating Expenses (OE). The FTA uses NTD data to apportion funding to urbanized and rural areas in the United States.

**Identified Need**

Per the FTA, the 2023 year is a mandatory passenger miles traveled sampling year. A professional services contract is required to meet this requirement. Upon approval of award, the NTD passenger miles traveled sampling survey effort will commence in September 2023 with an estimated completion date of December 31, 2023. The majority of surveys will be completed in October 2023. Survey results to calculate passenger miles traveled by day of week will be utilized in the 2023 NTD Annual Report due on April 30, 2024.

**Analysis**

A Request for Proposals (RFP) was issued on June 21, 2023 to seek responses from qualified firms to conduct a 100% ridership count of Unlinked Passenger Trips (UPT) on fixed route bus services while meeting NTD passenger miles traveled sampling requirements. Responses were due on August 2, 2023. Three proposals were received and evaluated. The following evaluation criteria was used to evaluate the proposals:

<b>Evaluation Criteria</b>	<b>Weight (Points)</b>
Approach and Work Plan	30 Points
Qualifications and References	15 Points
Experience	25 Points
Price	30 Points
<b>Total</b>	<b>100 Total Maximum Points</b>

The results for the three proposals evaluated are included below:

<b>Firm</b>	<b>Approach and Work Plan (30 Points)</b>	<b>Qualifications and References (15 Points)</b>	<b>Experience (25 Points)</b>	<b>Subtotal (70 Points)</b>	<b>Price (30 Points)</b>	<b>Total Score</b>
ETC Institute	25.00	12.80	22.00	59.80	30.00	89.80
Dikita Enterprises, Inc.	26.00	13.40	22.40	61.80	21.44	83.24
Zilo International Group	17.80	7.60	12.40	37.80	23.27	61.07

This firm deemed as being able to provide the best overall service is the ETC Institute.

**Disadvantaged Business Enterprise**

There is no DBE requirement for this procurement.

**Financial Impact**

The estimated cost for the ETC Institute to complete the NTD passenger miles traveled sampling surveys is \$85,315.12. Funds to support this contract are included within the approved FY2023 Operating Budget.

**Board Priority**

The Board Priority is Public Image and Transparency.

**Recommendation**

Staff requests the Operations & Capital Projects Committee to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to ETC Institute for NTD passenger miles traveled sampling surveys.

Respectfully Submitted,

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

Final Approval by:   
 Derrick Majchszak  
 Chief Executive Officer