

MEETING AGENDA

DATE: Wednesday, October 25, 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

LYNN ALLISON, Committee Chair

Jeremy Coleman Arthur Granado Anna Jimenez Aaron Muñoz

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	L. Allison	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	L. Allison	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 and Finance Committee Meeting Minutes of August 23, 2023 (No September Meeting)	L. Allison	3 min.	Pages 1-4
6.	Discussion and Possible Action to recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute estimated payment of \$581,429 to Texas Municipal League Inter-Governmental Risk Pool for the following lines of coverage for FY2024: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance (placeholder)	M. Rendón	3 min.	Page 5-6 PPT
7.	Discussion and Possible Action to Recommend the Board of Directors Adopt a Resolution to Approve Changes to the Investment Policy, Designation of the Investment Advisor and List of Approved Brokers/Dealers	R. Saldaña	3 min.	Pages 7-24 Attachment PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Adopt a Resolution for the GoodBuy Purchasing Cooperative	R. Saldaña	3 min.	Pages 25-26 Attachment PPT

9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the First Option Year with Unum For Employee Long-Term Disability and Short-Term Disability Insurance	A. Gaitan	3 min.	Pages 27-28 <i>PPT</i>
10.	Discussion and Possible Action to Recommend the Board of Directors Approve the Fiscal Year 2024 Board & Committee Meetings Calendar	D. Majchszak	3 min.	Pages 29-30
11.	Committee Chair Report	L. Allison	3 min.	-----
12.	Adjournment	L. Allison	1 min.	-----

OPERATIONS & CAPITAL PROJECTS COMMITTEE

ELOY SALAZAR, Committee Chair

Gabi Canales Beatriz Charo Armando Gonzalez Erica Maymi

	TOPIC	SPEAKER	EST.TIME	REFERENCE
13.	Roll Call	M. Montiel	2 min.	-----
14.	Safety Briefing	M. Rendón	3 min.	-----
15.	Receipt of Conflict of Interest Affidavits	E. Salazar	2 min.	-----
16.	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.				
17.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes September 27, 2023	E. Salazar	3 min.	Pages 1-3
18.	Discussion and Possible Action to Recommend the Board of Directors Approve the Fiscal Year 2024 Holidays and Service Levels	G. Robinson	3 min.	Pages 4-6 <i>PPT</i>
19.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Pinnacle Petroleum Inc. for Unleaded Fuel Supply	G. Robinson	3 min.	Pages 7-8 <i>PPT</i>
20.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award the Transportation Department Uniform Supplier Contract to Cintas Corporation	G. Robinson	3 min.	Pages 9-10 <i>PPT</i>
21.	Committee Chair Report	E. Salazar	3 min.	-----

22.	Adjournment	E. Salazar	1 min.	-----
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Total Estimated Time: 20 min.

RURAL AND SMALL CITIES COMMITTEE

GABI CANALES, Committee Chair

Beatriz Charo Jeremy Coleman Armando Gonzalez Anna Jimenez Aaron Muñoz

NO MEETING

LEGISLATIVE COMMITTEE

ARTHUR GRANADO, Committee Chair

Lynn Allison Gabi Canales Aaron Muñoz Eloy Salazar

NO MEETING

On **Friday, October 20, 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, August 23, 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 April 26, 2023 and June 28, 2023 (No May or July Meeting)**
- 6. Approved to Recommend the Board Amend the Board Policy Permitting Payroll Deductions for Union Dues**
- 7. Approved to Recommend the Board of Directors Approve Awarded Projects for CCRTA's Section 5310 2023 Call-for-Projects for FFY 2021-2022**
- 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

Lynn Allison; Committee Chair, called the meeting to order at 8:36 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Lynn Allison, Jeremy Coleman, Arthur Granado, Anna Jimenez 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

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 April 26, 2023 and June 28, 2023

DIRECTOR JEREMY COLEMAN MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 26, 2023 AND JUNE 28, 2023. DIRECTOR ARTHUR GRANADO SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, JIMENEZ AND MUNOZ. VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action Concerning Board Policy Permitting Payroll Deductions for Union Dues

Mr. John Bell, Legal Counsel, presented the item and provided background stating in 1987, the Board adopted a policy that individual RTA employees have the option to use payroll deductions for the payment of union dues. The approval noted "This policy may be modified or rescinded at any time upon the vote of a majority of the Board". Initially, the dues check-off authorization had to be renewed every six months and be notarized. RTA staff recommended and Board approved subsequent changes to reduce administrative burden in processing requests. After a dispute between ATU and its local 1769 at the RTA in 2019, the RTA ceased handling dues for union employees. He gave additional information on what the authorization form consists of. He adds that the Transportation Workers Union of America has requested payroll deductions for their members who are



RTA employees. He recommends that if no action is taken, this will leave the current policy in effect providing for union dues payroll deductions upon the written authorization of the employees, however, the Board may terminate the policy or modify it. Chair Leyendecker added that this policy was put in place prior to the technology was available to the employees and these days, there are several payment avenues available to employees as he would prefer the RTA stay out of the administrative process. Vice-Chair Jimenez provided recommended verbiage to read “Union Memberships are Voluntary and CCRTA does not Endorse any Particular Union or Unions, Union Dues if any, are to be paid by Directly by each Participating Employee”. The Committee members discussed the item and noted that the verbiage recommendation would replace the current policy and be taken to the full Board for approval.

DIRECTOR JEREMY COLEMAN MADE A MOTION TO RECOMMEND THE BOARD APPROVE AMENDING THE BOARD POLICY PERMITTING PAYROLL DEDUCTIONS FOR UNION DUES. DIRECTOR ARTHUR GRANADO. SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, JIMENEZ AND MUNOZ. VOTING IN FAVOR. ABSENT NONE.

Action to Recommend the Board of Directors Approve Awarded Projects for CCRTA’s Section 5310 2023 Call-for-Projects for FFY 2021-2022

Ms. Christina Perez, Director of Procurement, presented the item noting CCRTA is a designated recipient for the Federal Transit Administration (FTA’s) Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 funding in the Corpus Christi Urbanized Area. She says that the purpose of these funds is to assist private non-profit groups in meeting the transportation needs of older adults and people with disabilities. Funds are awarded to eligible sub-recipients through competitive selection process who have projects readily available to meet the goals of the program. She displayed a funding availability chart for 2021(\$299,285) and 2022 (\$427,888) totaling \$727,113. The Call-for-Projects was issued June 22, 2023 and applications were due on July 20, 2023. Four applications were received, two from the Coastal Bend Center for Independent Living (CBCIL) and two were received after the required deadline. She displayed a chart displaying the evaluation criteria and scoring. CBCIL Purchase of Service received and overall score of 83.69 and CBCIL Mobility Management received 80.40. The total recommended project amounts were displayed CBCIL Purchase of Service \$297,113 and CBCIL Mobility Management \$100,198 for a total of \$377,705. At this time, Ms. Perez addressed any questions from the Board.

VICE CHAIR JIMENEZ MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR HIS DESIGNEE TO APPROVE AWARDED PROJECTS FOR CCRTA’S SECTION 5310 2023 CALL-FOR-PROJECTS FOR FFY 2021-2022. DIRECTOR AARON MUNOZ SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, JIMENEZ AND MUNOZ. VOTING IN FAVOR. ABSENT NONE.



Heard Committee Chair Report

Committee Chair Allison gave Director Canales an opportunity to speak as she is no longer the Committee Chair for Administration and Finance. Director Canales welcomed Secretary Allison to the Committee and stated she was all caught up.

Adjournment

There being no further review of items, the meeting adjourned at 8:57 a.m.

Submitted by: Marisa Montiel



Subject: Action to Execute Payment of \$653,087 to Texas Municipal League Intergovernmental Risk Pool (TMLIRP) for the Following Lines of Coverage for FY2024: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance

Background

The Corpus Christi RTA is insured through The Texas Municipal League Intergovernmental Risk Pool (TMLIRP). The Authority has been a member of the Liability Property Fund since 1990 and joined the Worker's Compensation Fund in 2009. Participation in the funds was initiated by entering into Interlocal Agreements with the participating pool member local governments.

Identified Need

The assets and personnel of the Corpus Christi RTA need to be adequately protected through insurance coverage.

Analysis

Total contribution costs for FY2024 have increased by 19.7% or \$107,458 over 2023.

Of the eight lines of coverage, three coverages had a significant contribution increase.

The main increases are explained as follows:

Increases:

- Automobile Liability/Medical Payments – experience modifier increased from 1.13 in 2023 to 1.34 for 2024.
- Real & Personal Property including Flood and Earthquake – increased cost of construction was a factor, a rate increase, and the experience modifier increased from 1 in 2023 to 1.1 for 2024.
- Workers' Compensation – projected budgeted payroll for 2024/ experience modifier decreased from .31 in 2023 to .3 for 2024.

Disadvantaged Business Enterprise

There is no DBE goal.

Financial Impact

A finalized cost schedule table which compares fund contributions is presented below:

Types of Coverage	Limit	Deductible	2022	2023	2024	Inc./Dec
			Contribution	Contribution	Contribution	2023 & 2024
General Liability/Cyber Liability	\$9,000,000	\$0	3,783	3,610	4,645	1,035
Errors & Omissions Liability	\$2,000,000	\$10,000	13,550	12,572	14,627	2,055
Automobile Liability/Medical Payments	\$500,000	\$0	232,769	207,758	267,399	59,641
Automobile Catastrophe	\$10,000,000	\$10,000	103,029	98,407	98,302	-105
Sub Total:			353,131	322,347	384,973	62,626
Law Enforcement Liability	\$5,000,000	\$1,000	1,618	1,560	1,870	310
Real & Personal Property (Includes Flood and Earthquake with a \$25,000 deductible)	\$54,739,022	\$10,000	46,975	53,116	70,821	17,705
Loss of Income, Extra Expense, Rents	\$1,000,000	\$10,000	Included			--
Boiler & Machinery	\$100,000	\$10,000	Included			--
Public Employee Dishonesty	\$500,000	\$2,500	837	837	837	0
Sub Total:			49,430	55,513	73,528	18,015
TOTAL: LIABILITY, PROPERTY & CRIME			402,561	377,860	458,501	
Workers' Compensation	Statutory		159,492	167,769	194,586	26,817
GRAND TOTAL			562,053	545,629	653,087	107,458

Board Priority

This item aligns with the Board Priority – Safety and Security and Transparency.

Recommendation

Staff requests the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to execute payment of \$653,087 to Texas Municipal League Inter-Governmental Risk Pool for the following lines of coverage for FY2024: Auto Liability Insurance, Auto Catastrophe Insurance, Property Insurance, General Liability Insurance, Errors & Omissions Insurance, Law Enforcement Liability and Workers' Compensation Insurance.

Final Approval by:

Miguel Rendon
Deputy CEO



Subject: Resolution Approving the Changes to the Investment Policy, the Designation of Investment Advisor and List of Approved Brokers/Dealers

Background

Statute - **The Texas Government Code Section 2256.005a** governs the investment of public funds in Texas and holds governmental units to strict compliance under the *Public Funds Investment Act (PFIA)*; as well as federal, state, and local statutes, rules, or regulations. PFIA has eight compliance components. CCRTA follows PFIA's specific requirements under each of the following components.

1. Investment Policies; Strategies; Investment Officer
2. External Policy Certification
3. Standard of Care
4. Investment Training
5. Authorized Investments
6. Internal Management Reports
7. Qualified Brokers
8. Definitions Authority Applicability

Investment Policy - PFIA requires a written investment policy that must be reviewed and adopted by the governing body annually **§2256.005(e)**. The Investment Policy was first adopted on February 5, 2014, and has been either revised or re-certified over the years. The Investment Policy was last reviewed and approved by the Board on **November 2, 2022**.

Investment Advisor – **PFIA section 2256.003(b)** allows the investing entity to contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide investment management services. Under this provision, CCRTA has contracted with Linda Patterson from Meeder Public Funds / Patterson Associates to keep the Board informed of any amendments enacted by the Texas Legislature, provide investment guidance of its public funds and any other funds under its control, and to ensure compliance of Broker/Dealer listing.

Eligible Investments - As provided in the **Public Funds Investment Act**, except those specifically not authorized in **Texas Government Code (TGC) Section 2256.009(b)** only those investments allowed by law may be made with all funds under the control of the Authority *except for pension and retirement funds* which are specifically excluded by the act and referred to as public retirement funds.

Qualifications of Broker/Dealer – **Public Funds Investment Act Section 2256.005e**, requires a review and designation of an authorized broker/dealer list at least annually. The Investment Advisor continually works with different brokerage firms to find the best value for the Authority which requires changes to be made to the list of authorized brokers. Broker/Dealer firms must have the following qualifications:

- Registered with the Financial Industry Regulatory Authority (FINRA) and provide the FINRA Reports for both the broker and the firm,
- Complies with the Municipal Securities Rulemaking Board (MSRB) rules and regulations,
- Acknowledgement of thorough review and understanding of the CCRTA's Investment Policy,
- Be examined by and/or subject to the rules and regulations of one or more of the following agencies:
 - Securities and Exchange Commission (SEC)
 - Federal Deposit Insurance Corporation (FDIC)
 - National Credit Union Share Insurance Fund (NCUSIF)
 - New York Stock Exchange (NYSE)
 - Federal Reserve System; or
 - The Comptroller of the Currency

Investment Definitions

- **US Treasury Obligations:** Treasury Notes and Bills with full faith and credit of the US Government meaning its taxing ability.
- **US Agencies:** obligations of the US Government's agencies such as FNMA and FHLMC, these carry the implicit guarantee of the US Gov't
- **Money market mutual funds:** securities where funds are pooled for investment under a strict policy and the goal is to return \$1 for each \$1 invested with interest.
- **Local pools:** operated like money market funds these are created under the Inter-Local Cooperation Act
- **Commercial paper:** short term debt of a corporation must be rated A1/P1 by two nationally recognized rating agencies.
- **State and local debt:** debt issued by local or state governments rated A minimum
- **Bankers' Acceptances:** created in international trade, represents an obligation of two banks being used in the trade process.
- **Repurchase Agreement (repo):** an investment of cash backed by collateral which CCRTA buys and the sells back after set time – a flex is a longer-term repo used strictly for CIP funds providing a set rate but total w/draw flexibility.
- **Certificates of deposit:** time deposits placed in a bank in Texas, insured by FDIC or collateralized per CCRTA policy.
- **Book value:** the value of a security in the portfolio representing purchase cost and any amortization or accretion as the security moves to maturity.
- **Market value:** the value at which the security could be sold on a free and open market.
- **Beginning and ending values:** the book and market values at the beginning and end of the reporting period
- **DVP:** process when buying a security – CCRTA never releases its money until the security is held by the custodian.

Identified Need

Linda Patterson, Investment Advisor, has identified several components of the Investment Policy approved by the Board on November 2, 2022, that require additional language to emphasize the guiding principles of the investment program and conformance to all statutes, rules, and regulations the investment of public funds.

A. Proposed Changes to the Investment Policy

The changes to the following sections of the Investment Policy are being proposed to add words or phrases that emphasize PFIA requirements at each component level.

- Section 1. Policy Statement §2256.005(e)

- Adding language to:
 - Describe CCRTA assets as being public funds.
 - Differentiate equities which are prohibited from debt investments which are PFIA authorized investments.

Rationale: To emphasize Preservation and Safety of Principal.

- Section 2. Scope of Policy §2256.002(9)

- Adding language to:
 - Identify CCRTA as a publicly funded entity.
 - Emphasize that the Investment Policy is designed to protect the Financial assets of CCRTA.
 - Rename the annual financial report to *Annual Financial Comprehensive Report*.
 - Identify funds held in reserve accounts as available for investing.
 - Differentiate the investment risks from equity markets that apply to pensions and markets that apply to governmental funds.

Rational: To emphasize Safety of Principal requirement and comply with GFOA.

- Section 3. Policy Objectives §2256.005 (b)(4)(F)

- Extending the maturity of a Treasury Note from 1 to 2 years as Treasury Notes.

Rationale: To provide more flexibility for future interest rate cycles to enhance total returns as required by policy objectives.

- Section 4. Investment Strategy §22546.005(e)

- Adding language to:
 - Maintain portfolio and cash flow objectives during budgetary cycles.

Rationale: To maintain yield enhancement and assure anticipated cash flows are matched for adequate liquidity.

- Section 5. Standard of Prudence §2256.006 (a-b)
 - Adding language to:
 - Emphasizes that the prudent-person rule is a legal principle that is used to restrict the investment choices on behalf of CCRTA to those allowed by PFIA.

Rationale: To assure the Preservation and Safety of Principal.

- Section 6. Delegation of Authority and Responsibilities PFIA 2256.005 (f)
 - Adding language to:
 - Emphasize that the overall fiduciary responsibility rests on the governing body of CCRTA.
 - Clarify that the approval of the broker/dealer list is required to be done **annually**.

Rationale: To assure the Preservation and Safety of Principal.

- Section 7. Authorized Investments §2256.005 (b) (4)
 - Adding language to:
 - Emphasize that the only investments authorized for CCRTA are defined in the Investment Policy as debt securities.
 - Extend the maturity of Direct Obligations from 3 to 5 years.
 - Change the maximum percentage of Portfolio for Commercial Paper From 35% to 45%.

Rationale: To provide more flexibility for future interest rate cycles to enhance total returns as required by policy objectives.

- Section 8. Financial Counterparties No changes.
- Section 9. Pledged Depository Collateral §2256.0015(4)
 - Adding language to:
 - Reference that ALL financial institutions of CCRTA require signed depository agreements with the independent safekeeping agent.

Rationale: To comply with Financial Institutions Resource and Recovery Enforcement Act which governs FDIC on default.

B. *Designation of the Investment Advisor*

Because the investing environment is driven by complex regulatory and market forces that require daily attention, CCRTA has continued to opt for a professionally managed investment portfolio through the services of an Investment Advisor. Meeder Public Funds, the parent company of Patterson & Associates, a SEC-registered Investment Advisor, is currently serving the Authority under a professional agreement which expires on December 31, 2023. Staff have retained Meeder Public Funds through December 31, 2024.

C. Approval of the list of broker/dealers

There are no changes to the broker/dealers list from the listing approved by the Board on November 2, 2022.

The accompanying power point presentation delineates changes by stating the entire sentence and highlighting in red the additional wording being added to increase clarity.

Board Priority

This item corresponds with the Agency's Public Image and Transparency effort.

Financial Impact

The financial impact is favorable to the Authority due to the reconsiderations that will allow the portfolio to response to the anticipated Feds rate cutting strategy.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to sign a resolution approving the recommended changes to the Investment Policy.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Miguel Rendón
Chief Executive Officer

Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT A

Authorized Investment Advisor

Meeder Investment
Dublin, Ohio

Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT B

Authorized Broker/Dealer List



Approved Broker/Dealer List

Academy Securities ²	MarketAxess Corporation
Amherst Pierpont Securities ¹	Mizuho Securities ¹
Bank of America/Merrill Lynch ¹	Moreton Capital Markets
BMO Capital Markets ¹	Morgan Stanley ¹
BNY Capital Markets	Multi-Bank Securities ²
BOK Financial	Oppenheimer
Brean Capital	Piper Sandler & Co
Cantor Fitzgerald & Co. ¹	Raymond James
CastleOak Securities ²	RBC Securities ¹
D.A. Davidson	Rice Financial
FHN Financial	Robert W. Baird
FNC	Siebert Williams Shank ²
Goldman Sachs & Co. ¹	Stephens Inc.
Great Pacific ²	Stifel Nicolaus
Hilltop Securities	StoneX Group Inc.
Huntington Bank	SunTrust Robinson Humphrey, Inc.
InspereX (formerly InCapital)	TD Securities ¹
Jefferies ¹	UBS Financial ¹
JPMorgan Securities ¹	UMB Financial Services
Keybanc Capital Markets	Loop Capital Markets
Wells Fargo ¹	

Note: Direct issuers of CP and CDs are considered to be approved counterparties if approved as an issuer.

1 Primary Government Securities Dealer

2 Minority, Woman owned, or Service Disabled-Veteran owned Enterprise

Important Disclosures

This list is current as of the effective date only and is subject to change without notice. This list is for informational purposes only and may not be relied upon for any other purpose. The list does not imply counterparty approval for derivatives of any type. This information is confidential and may not be distributed without prior written consent of Meeder Public Funds, Inc.

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY

INVESTMENTS – 2023

POLICY STATEMENT

Section 1. Statement.

This Investment Policy is authorized by the Board of Directors of the Corpus Christi Regional Transportation Authority (the "CCRTA") in accordance with Chapter 2256 of the Texas Government Code: The Public Funds Investment Act (the "Act"). ***The management of its funds is designed to protect the public funds which constitute CCRTA assets as a primary public fiduciary duty.***

The investment of public funds is statutorily guided by the Public Funds Investment Act (Government Code, Ch. 2256) with protection of principal as its highest priority. Restriction to the highest credit quality is paramount and investments are restricted to the debt markets to reduce market risks and protect public funds. Stocks (equities) which are volatile in changing market conditions are prohibited by the Act and the Texas Constitution because of their risk whereas debt investments when held to maturity will return the planned value. Investment in equities represents the lending of the public entity's credit and substantially lower credit quality.

Section 2. Scope of Policy.

As a publicly funded entity, it is the policy of the CCRTA, like all other Texas public entities, that all available funds shall be invested in only debt instruments in conformance with the legal and administrative requirements of the Act. This Investment Policy applies to and protects all financial assets of CCRTA including cash balances in all existing and future depository bank accounts. The CCRTA portfolio includes all operating and capital funds, including sales tax revenues and funds available from Reserve Accounts.

These funds are defined in the CCRTA's Annual Comprehensive Financial Report (ACFR) and include all governmental, proprietary, and bond funds and any other new funds created unless specifically exempted from investment purposes by the Board.

This Policy does not apply to the investment of assets accrued for the purpose of funding employee retirement benefits or programs, nor does it apply to trustee or escrow funds which are invested in accordance with their respective contracts or escrow agreements. These funds can absorb the risks incurred within the equity markets unlike governmental funds which are used for critical ongoing CCRTA operations. ***These longer duration funds have a significantly longer maturity horizon and can accept the additional risk unlike governmental funds which must be available for ongoing expenses throughout the fiscal year.***

Section 3. Policy Objectives.

The CCRTA investment program shall be managed and invested with four primary objectives listed below, in priority order. Investments are to be chosen in a manner which promotes diversity among market sectors and maturities. The use of high-grade governmental securities and high credit quality money market securities is designed to assure the marketability of those securities should liquidity needs arise. Investment decisions shall not incur unreasonable investment risks to obtain investment results.

- (a) Preservation and Safety of Principal. Safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether resulting from security default or erosion of market value.

- (b) Liquidity. The investment portfolio will retain sufficient liquidity to enable the CCRTA to meet all operating requirements, which can be reasonably anticipated. Cash flow analysis will be utilized to continuously monitor cash flow changes and guide investment decisions.
- (c) Diversification. The CCRTA will diversify its investments to avoid incurring unreasonable or avoidable risks regarding specific security types or individual financial institutions. Diversification will include diversification by maturity and market sector and will include the use of several institutions and brokers for diversification, competition, and market coverage. Diversification serves to reduce market and interest rate risk. Asset allocation shall reflect an emphasis on high credit quality governmental investments.
- (d) Yield. The investment portfolio shall be designed with the objective of attaining a reasonable market yield, considering risk constraints and the cash flow needs of the portfolio. CCRTA will not make investments for the purpose of trading or speculation as its dominant criteria. However, CCRTA intends to pursue active portfolio management techniques while working within the guidelines of the Policy to enhance total returns.

To monitor portfolio performance and in keeping with the weighted average maturity limitation of two years based on historical cash flow analysis, the comparable period, *current two-year (2) Treasury Note* will be used as a benchmark on the overall portfolio *reflecting the CCRTA's ongoing need for liquidity*. The benchmark is designed to monitor risk as well as performance.

The CCRTA may commingle its funds into one pooled investment portfolio for purposes of efficiency and maximum investment opportunity.

PROCEDURES

Section 4. Investment Strategy.

The investment portfolios shall be designed with the objective of attaining a reasonable debt market yield throughout CCRTA budgetary cycles as well as economic cycles. The strategy considers the investment risks constraints and the cash flow characteristics of the portfolio including market and volatility risk which would affect cash flow requirements.

The CCRTA may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations based on the unique characteristics of the funds represented in the portfolio:

- (a) The investment strategy for operating funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities which will complement each other in a laddered maturity structure permitting some extension for yield enhancement.
- (b) The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.
- (c) The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high credit quality securities with a low degree of volatility. Securities should be of high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities.
- (d) The investment strategy for capital projects or capital project funds will have as its primary objective assurance that anticipated cash flows are matched for adequate liquidity. The stated final maturity dates of securities held may not exceed the estimated project completion date.

The CCRTA shall pursue an active investment management strategy. The Investment Officer(s) will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies to ensure maximum cash availability. CCRTA shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

Section 5. Standard of Prudence.

The standard of care established statutorily assures that investments are made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable **safety of their capital** as well as the probable income to be derived.

- (a) In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into considerations) The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment, and
- (b) Whether the investment decision was consistent with the written Investment Policy of the CCRTA.

Employees of the CCRTA and any investment advisor designated by the Board who are involved in investment decisions, when acting in accordance with this Policy and exercising due diligence, shall not be held personally liable for a specific credit risk or market price change, provided deviation from expectations is reported in a timely manner and appropriate action is taken to control adverse developments.

Section 6. Delegation of Authority and Responsibilities.

- (a) All participants in the investment process shall seek to act responsibly as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Regardless of delegation of investment duties, by law the Board retains the overall fiduciary responsibility for CCRTA public funds.

The Board's responsibilities include:

- Establishment and annual adoption of the Investment Policy and Strategy Plan in accordance with the Act.
- Designation of a banking services depository for the funds of the CCRTA.
- Annual approval of the list of broker/dealers for the purpose of selling investment transactions to the CCRTA.
- Approval of the selection of, if the Board so desires, an investment advisor for the purpose of managing CCRTA funds.
- Quarterly review of investment reports and performance.
- Designation of an employee(s) of the CCRTA to serve as Investment Officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy. (Authority granted to a person to invest the CCRTA's funds is effective until rescinded by the CCRTA or until termination of the person's employment with the CCRTA.)

(b) Investment Officer(s)

The Director of Finance and the Managing Director of Administration acting on behalf of CCRTA are designated as the Investment Officers and are responsible for investment management decisions and activities. The Investment Officers' responsibilities include the following.

- The Investment Officers are responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management.
- The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy.
- The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls and documentation to regulate the activities of subordinate officials and staff.
- The Investment Officers shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.

- No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and established procedures.
- The Investment Officers shall be knowledgeable of laws concerning the investment of public funds, current investment practices and investment risks and opportunities as required by the Act (2256.008). The Investment Officer shall obtain ten (10) hours of training within twelve months of assuming the position and in each two-year period that begins on the first day of the CCRTA's fiscal year and consists of the two consecutive fiscal years after that. The training may be obtained from:
 - Government Finance Officers Association
 - Government Finance Officers Association of Texas
 - Government Treasurers Organization of Texas
 - Association of Public Treasurers of the US & Canada
 - Texas Municipal League
 - University of North Texas Center for Public Management
 - Patterson & Associates

If the Investment Officers desire to attend an investment-training seminar presented by another organization for training credit, such a seminar must be approved by the Chief Executive Officer and the Managing Director of Administration.

- The Investment Officers shall be bonded employees.
- This Policy and its adopting resolution authorize the Investment Officers to engage in investment transactions on behalf of CCRTA. The persons so authorized are authorized to approve electronic transfers used in the process of investing.
- If the Investment Officers have a personal business relationship with a business organization offering to engage in an investment transaction with the CCRTA, that individual shall file a statement disclosing that personal business interest in accordance with the Act.
- The Investment Officers shall develop and maintain a cash flow analysis to determine available balances and project cash flow needs for the prudent investment of CCRTA funds and the creation of adequate liquidity buffers.
- The Investment Officers shall maintain current and accurate documentation on all investment transactions and holdings.
- The Investment Officers shall ensure adequate security and independent safekeeping for all securities owned by or pledged to CCRTA.
- The Investment Officers shall ensure that all certification and other requirements placed on financial counterparties are observed.
- The Investment Officers shall monitor the credit ratings of all investments requiring ratings of no less than monthly. Ratings may be obtained from the rating agencies, Bloomberg, the Wall Street Journal, or other recognized financial reporting entities. Should the investments lose the required ratings, the Investment Officers shall inform the CEO of the loss of the ratings and options for the liquidation of the investments consistent with this policy.

Rated investments include:

- Obligations of States (other than Texas) and their agencies and subdivisions; banker's acceptances, commercial paper, money market mutual funds and investment pools.
- The Investment Officers shall monitor the status and ownership of all banks issuing brokered CDs owned by the CCRTA based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officers shall immediately liquidate any brokered CD which places the CCRTA above the FDIC insurance level.

(a) Section 7. Authorized Investments and List of Investments. The investment types listed below, and as further defined by the Act, are the only investments authorized for the CCRTA. If additional types of debt securities are approved for investment by public funds by state statute, they will not be eligible for investment by CCRTA until this Policy has been amended and the amended version adopted by the Board.

- Obligations of the United States, its agencies, and instrumentalities with a stated maturity not to exceed five years and excluding mortgage-backed securities.
- Direct obligations of the State of Texas or its agencies and instrumentalities with a stated maturity not to exceed five (5) years.
- Obligations, the principal, and interest of which are unconditionally guaranteed, insured, or backed by, the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities including the Federal Deposit Insurance Corporation and with a stated maturity not to exceed three years, and excluding mortgage-backed securities.

- Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated not less than A or its equivalent by at least **a nationally** recognized investment rating agencies not to exceed five (5) years to maturity.
- Fully insured or collateralized depository certificates of deposit from any bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed (2) two years to stated maturity, to include certificates of deposit purchased through the Certificate of Deposit Account Registry Service (CDARS) program with a Texas bank.
- FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the CCRTA's safekeeping agent, not to exceed two (2) years to maturity.
- Fully collateralized repurchase agreements and reverse repurchase agreements as defined by the Act, with defined termination dates, and placed through a primary government securities dealer with a stated maturity not to exceed six months. Flex repurchase agreements used for capital projects may extend beyond three years as determined by the bond expenditure plan.
- Bankers' acceptances as defined by the Act with a stated maturity not to exceed three months.
- Commercial paper rated A1/P1 or equivalent by at least two nationally recognized rating agencies with a stated maturity not to exceed 270 days.
- Direct obligation AAA-Rated, local government investment pools in Texas and striving to maintain a \$1 net asset value per share.
- AAA-Rated, SEC registered money market mutual funds striving to maintain a \$1 net asset value.
- Interest bearing accounts of banks in Texas with FDIC coverage or collateralized in accordance with this Policy.

(b) Competitive Bidding Requirement. All securities, including certificates of deposit, will be purchased, or sold only after three (3) competitive offers/bids are taken to verify that CCRTA is receiving a fair market price. In the case of coordinated programs for the purchase of certificates of deposit bids (CDARS) from multiple brokers will not be required.

All bids/offers for investments may be solicited orally but confirmed in writing (or electronically) with internal trade ticket documentation, written confirmation from the broker/dealer, and original safekeeping receipt from the custodian.

(c) Delivery versus Payment. All security transactions, including collateral for repurchase agreements, shall be conducted on a delivery versus payment (DVP) basis. The CCRTA's custodian shall release funds only after it has received the purchased security into safekeeping. The custodian must be independent from the broker/dealer. The DVP basis shall be contractually established.

To ensure delivery versus payment settlement no securities will be purchased through a subsidiary of CCRTA's banking services bank.

(d) Diversification. The CCRTA recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification. The **guidelines** for diversification on the total portfolio are determined at the time of purchase and are established as:

	<u>Max. % of Portfolio</u>
US Treasury Obligations	80%
US Agencies/Instrumentalities	80%
State Government Obligations	45%
Local Government Obligations	45%
Certificates of Deposit (Depository)	50%
Brokered Certificates of Deposit	30%
Repurchase Agreements	50%
Flex in CIP Funds	100%
Local Government Investment Pools	80%
Money Market Funds	100%
Limited to 80% in any one fund (Not to exceed 10% of the value of the fund)	
Commercial Paper	45%
Bankers Acceptances	20%

Section 8. Financial Counterparties.

(a) Designation of Depository

At least every five years a banking services depository shall be selected through a competitive process. In selecting a depository, the services, cost of services, credit worthiness, and collateralization by the institution shall be considered. Collateralization of time and demand deposits in the depository must be in accordance with this Policy.

Any banking institution in which CCRTA time and demand deposits are placed is a designated depository and funds must be insured or collateralized under a written depository agreement.

(b) Investment Management Firm

CCRTA may contract with an SEC registered investment advisory firm for management of the portfolio.

Any new contracts with an investment advisory firm must be approved by resolution of the Board of Directors.

The investment advisor must be registered under the Investment Advisors Act of 1940.

The Investment Officer shall require that the investment advisor provide certain documents including:

- Audited financial statements or other acceptable evidence of financial stability.
- SEC annual ADV certification and Central Depository Registration (CRD) number.

The investment advisor is responsible for making investments and carrying out its contractual duties in full compliance with this policy and the Public Funds Investment Act.

(c) Security Brokers/Dealers

Investments may be made with or through the following institutions:

- Federally insured banks
- Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York also known as "primary government securities dealers," or
- Secondary institutional brokers/dealers registered with the SEC and registered with Financial Industry Regulatory Authority (FINRA).

The Investment Officer(s) shall maintain a list of not less than three authorized brokers/dealers to assure competitive bidding. The Investment Officer(s) shall require that all financial institutions and broker/dealers desiring to transact business with the CCRTA must supply certain documents including:

- Current year audited financial statements or other acceptable evidence of financial stability.
- Financial Industry Regulatory Authority (FINRA) certification and the FINRA Central Depository Registration (CRD) number.
- Proof of Texas State Securities registration.

A list of authorized brokers/dealers will be prepared by the Investment Officer(s) and reviewed and adopted at least annually by the Board. **Each authorized broker/dealer will receive a copy of the current investment policy.**

(d) Policy Review Certification

CCRTA must provide a copy of its current Investment Policy to the investment management advisor and to each pool in which the CCRTA participates in. The qualified representative of said business organization shall execute a written certification in a form acceptable to the CCRTA substantially to the effect that the business organization has:

- Received, and thoroughly reviewed this Policy and
- Acknowledged that the business organization has implemented reasonable procedures and controls to preclude investment transactions that are not authorized by this Policy, except to the

extent that this authorization is dependent on an analysis of the makeup of the entire portfolio or requires subjective investment standards.

The Investment Officer(s) may not acquire or otherwise obtain any investment from a person or firm who has not delivered this written certification.

Section 9. Collateralization and Safekeeping.

All CCRTA repurchase agreements will be fully collateralized, and all time and demand deposits will be fully insured or collateralized. Collateral of 102 percent is required and must be kept safe by a CCRTA-approved independent third party.

Authorized collateral for repurchase agreements which is owned by the CCRTA includes only:

- A combination of cash and securities of the United States or its agencies and instrumentalities. The CCRTA does not accept letters of credit as collateral.

Authorized collateral for time and demand deposits which is pledged to the CCRTA includes only:

- Federal Deposit Insurance Corporation ("FDIC") insurance,
- Obligations of the United States or its agencies and instrumentalities, including mortgage-backed securities which pass the bank test.
- Direct obligations of the State of Texas or its agencies, or
- Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or their respective agencies and instrumentalities.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than A or its equivalent by at least two nationally recognized investment rating agencies.

The CCRTA reserves the right to refuse any collateral it deems inappropriate.

(a) Pledged Depository (Pledged) Collateral

All financial institutions serving as CCRTA depositories will be required to sign a depository agreement with the CCRTA and the independent safekeeping agent and in compliance with FIRREA¹. The agreement shall define the collateral and CCRTA rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, which includes:

- The Agreement shall be in writing.
- The Agreement shall be approved by the Board of Directors, or the Loan Committee of the Depository and a copy of the meeting minutes or resolution reference must be delivered to the CCRTA; and
- No listing of pledged collateral shall be part of the agreement.

The following conditions must be met before time or demand deposits are made:

- Collateral must be held in an independent third-party bank outside the bank's holding company.
- Collateral will be maintained at 102% of principal plus accrued interest at all times, excluding amounts covered by FDIC insurance.
- The bank will be contractually liable for the continuous monitoring and maintenance of collateral and the required margin requirements.
- Pledged collateral will be evidenced by original safekeeping receipts and a monthly report sent directly to the CCRTA by the custodian including security description, par value, market value and CUSIP number.
- Substitution rights will be granted if the bank obtains prior approval from CCRTA and if substituting securities are received before previously pledged securities are removed from safekeeping.
- Collateral shall be reviewed on at least a monthly basis by the CCRTA's Investment Officer and may be audited by the CCRTA at any time during normal business hours of the safekeeping bank. A monthly listing of collateral from the pledgor shall include pledged

¹Financial Institutions Resource and Recovery Enforcement Act which governs the actions of the FDIC on default.

securities itemized by: name, type and description of the security, safekeeping receipt number, par value, coupon, cusip number, market value, and maturity date.

- Collateral shall be audited at least annually by the CCRTA's independent external auditors.
- Substitution of collateral is authorized; however, the pledging institution must contact the Investment Officer for prior approval.

(11) Repurchase Agreements (Owned) Collateral

The CCRTA and any counter party to a repurchase transaction are required to execute the Bond Market Master Repurchase Agreement. An executed copy of this Agreement must be on file before any transaction is initiated. Collateral will be evidenced by safekeeping receipts clearly denoting ownership by the CCRTA. Collateral will be maintained at 102% and held by an independent third party approved by CCRTA and delivered on a delivered-versus-payment (DVP) basis.

Section 10. Reporting.

The Investment Officer(s) shall prepare and submit at least quarterly, signed quarterly investment reports in compliance with the Act and Policy. The reports shall summarize investment strategies employed in the most recent quarter and fully describe investment, maturities, risk characteristics, and investment return for the quarter.

The reports shall include a succinct management summary of the current investment portfolio and changes made during the last quarter. This summary will be prepared in a manner to allow the reader to ascertain whether investment activities during the reporting period have conformed to the Investment policy and adequately maintained diversification and liquidity. The report will include the following:

- A detailed description of the investment position of the entity on the date of the report.
- A summary statement, for each pooled fund group that states the:
 - Beginning market value for the reporting period.
 - Ending market value for the period; and
 - Fully accrued interest for the reporting period.
- For each individual invested asset:
 - State the book value and market value at the end of the reporting period by the type of asset and fund type invested.
 - State the maturity date of each separately invested asset that has a maturity date.
 - State the account or fund or pooled group fund for which each individual investment was acquired (if more than one such account or fund exists).
- Dollar weighted average yield of the portfolio and its benchmarks,
- Earnings for the period (accrued plus net amortization),
- Analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy.

Market prices for the calculation of market value will be obtained from independent sources.

If the CCRTA invests in other than money market mutual funds or accounts offered by its depository bank in the form of certificates of deposits or money market accounts or similar accounts, the reports prepared by the Investment Officer(s) shall be formally reviewed at least annually by the independent auditor, and the results of the review shall be reported to the Board by the auditor.

Section 11. Annual Policy Adoption.

The CCRTA legal counsel shall review this policy annually to ensure it complies with the applicable laws. The Board shall review and adopt the Policy no less than annually and the adopting resolution shall reference any changes made.

Adopted – February 5, 2014
Approved by Resolution – February 1, 2017
Revised/Approved – October 4, 2017
Revised/Approved – December 5, 2018
Revised/Approved – November 6, 2019
Revised/Approved – November 4, 2020
Revised/Approved – December 1, 2021
Revised/Approved – November 2, 2022

**Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT A**

Authorized Investment Advisor

Meeder Investment
Dublin, Ohio

Corpus Christi Regional Transportation Authority Investment Policy
ATTACHMENT B

Authorized List of Brokers/Dealers (see attached)

Approved Broker/Dealer List
6/30/2022

Academy Securities ²	MarketAxess Corporation
Amherst Pierpont Securities ¹	Mizuho Securities ¹
Bank of America/Merrill Lynch ¹	Moreton Capital Markets
BMO Capital Markets ¹	Morgan Stanley ¹
BNY Capital Markets	Multi-Bank Securities ²
BOK Financial	Oppenheimer
Brean Capital	Piper Sandler & Co
Cantor Fitzgerald & Co. ¹	Raymond James
CastleOak Securities ²	RBC Securities ¹
D.A. Davidson	Rice Financial
FHN Financial	Robert W. Baird
FNC	Siebert Williams Shank ²
Goldman Sachs & Co. ¹	Stephens Inc.
Great Pacific ²	Stifel Nicolaus
Hilltop Securities	StoneX Group Inc.
Huntington Bank	SunTrust Robinson Humphrey, Inc.
InspereX (formerly InCapital)	TD Securities ¹
Jefferies ¹	UBS Financial ¹
JPMorgan Securities ¹	UMB Financial Services
Keybank Capital Markets	Loop Capital Markets
Wells Fargo ¹	

Note: Direct issuers of CP and CDs are considered to be approved counterparties if approved as an issuer.

- *Primary Government Securities Dealer*
- *Minority, Woman owned, or Service Disabled-Veteran owned Enterprise*

Important Disclosures

This list is current as of the effective date only and is subject to change without notice. This list is for informational purposes only, and may not be relied upon for any other purpose. The list does not imply counterparty approval for derivatives of any type. This information is confidential and may not be distributed without prior written consent of Meeder Public Funds, Inc.



Subject: Adoption of the Resolution for the GoodBuy Purchasing Cooperative

Background

The CCRTA uses different methods to buy goods and services, including making use of purchasing cooperatives. By having the choice to purchase from various cooperatives, the CCRTA can save time, resources, and money during the procurement process. GoodBuy provides an efficient, cost-effective, and competitive way to buy goods and services that complies with local and state purchasing guidelines.

Identified Need

To become a member of the GoodBuy Purchasing Cooperative, it is necessary to pass a Resolution for the approval of the GoodBuy Interlocal Participation Agreement by the CCRTA Board of Directors. Being a member of GoodBuy enables the CCRTA to procure goods and services from contracts that fulfill all local and state competitive bidding requisites, thereby saving time and resources.

Financial Impact

There are no membership fees associated with the GoodBuy Purchasing Cooperative.

Board Priority

This Board Priority aligns with Public Image & Transparency.

Recommendation

Staff recommends that the Administration and Finance Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to adopt the Resolution for the GoodBuy Purchasing Cooperative.

Respectfully Submitted,

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

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer

Corpus Christi Regional Transportation Authority



Resolution [GOODBUY PURCHASING COOPERATIVE]

WHEREAS, the Corpus Christi Regional Transportation Authority (CCRTA) pursuant to the authority by Article 791et.seq.of the Inter-local Cooperation Act, as amended, desires to participate in the Goodbuy Purchasing Cooperative.

WHEREAS, the CCRTA has elected to be a Member of the Goodbuy Purchasing Cooperative, a program created by local governments in accordance with the Inter-local Cooperation Act 791, Texas Government Code.

WHEREAS, the CCRTA is of the opinion that participation in the Goodbuy Purchasing Cooperative will be highly beneficial to the taxpayers of the local government through the efficiencies and potential savings to be realized through participation in this Shared Service Arrangement Resolution; and

WHEREAS, the CCRTA desires to participate and join with other local governments in a cooperative inter-local agreement and a shared service agreement for the purpose of fulfilling and implementing their respective public governmental purposes, needs, objectives, programs, functions and services.

NOW THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the CCRTA does request the Goodbuy Purchasing Cooperative include its stated needs for all categories of instructional goods and services, whereby the Member may be allowed to purchase those items from the Goodbuy Purchasing Cooperative contracts; and that the Goodbuy Purchasing Cooperative is authorized to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the Members that have elected to participate in this agreement.

FURTHER, BE IT RESOLVED, that the Board of Directors of the Corpus Christi Regional Transportation Authority does hereby authorize its Chief Executive Officer to execute this Agreement.

FINALLY, BE IT RESOLVED that the execution of this Resolution shall evidence the election of the Corpus Christi Regional Transportation Authority to become a member of the Multi-Regional Purchasing Program Shared Service Agreement upon the terms and conditions stated. The Board of Directors has, and at the time of adoption of this Resolution had, full power and lawful authority to adopt the foregoing Resolution and to confer the obligations, powers, and authority to the persons named, who hereby grant the power to exercise the same.

DULY PASSED AND ADOPTED this _____ day of _____, 2023.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Derrick Majchszak
Chief Executive Officer

Dan Leyendecker
Chairman of the Board



Subject: Exercise First Option Year for Short-Term and Long-Term Disability Insurance with Unum Life Insurance Company

Background

The CCRTA entered a contract with Unum Life Insurance Company for the period of January 01, 2022, through December 31, 2023. The original contract term is two-year base contract with two one-year options. Applications for Long-Term and Short-Term disability coverage are processed by Unum, along with processing claims and payments and reevaluating claims for approved employees. Long-Term Disability is available to employees who complete one year of employment and is paid by the organization; Short-Term Disability is available to employees who pay for the benefit.

Below is an average employee lives who are currently on the plan and costs:

Plan Description	Current Employee Count	Average Monthly Total*
Long-Term Disability	181	\$10,461.38
Short-Term Disability	103	\$3,677.19

**Average monthly cost varies due to the number of employee(s) on the plan on a given month*

Employees with Long-Term and Short-Term Disability insurance benefits receive supplemental income if they are out due to illness or injury and do not have enough accrued paid leave to cover their wages. After reviewing the required documents, Unum decides whether to accept the claim.

Identified Need

Exercising the first option year of this contract will allow for the continuity of the Long-Term and Short-Term Disability insurance benefits provided through December 31, 2024.

Disadvantaged Business Enterprise (DBE)

There is no DBE requirement.

Financial Impact

The cost of having Long-Term and Short-Term Disability coverage available for our employees on an annual basis is projected to be approximately \$181,538. This cost is split with a portion of about \$47,136 being paid by the employee for Short-Term Disability coverage and the remaining \$134,402 paid by the CCRTA. These monies are 100% budgeted within individual operating department budgets.

Board Priority

This Board Priority is Transparency.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Exercise the First Option Year for Long-Term and Short-Term Disability Insurance with Unum Life Insurance Company.

Respectfully Submitted,

Submitted by: JoAnna Serna
EEO/ADA Compliance Officer

Reviewed by: Angelina Gaitan
Director of Human Resources

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer



Administration and Finance Committee Meeting Memo

October 25, 2023

Subject: Adopt the Fiscal 2024 Board and Committee Meetings Calendar

Background

Each year, the Board adopts a meeting calendar for the upcoming year. The CCRTA monthly Board Meeting(s) are typically scheduled on the first (1ST) Wednesday of each month. The Administration & Finance Committee and Operations & Capital Projects Committee are typically held on the fourth (4TH) Wednesday each month, respectively. The Rural and Small Cities Committee and the Legislative Committee will meet quarterly, or as required.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or his designee to Adopt the 2024 Board and Committee Meetings Calendar.

Respectfully Submitted,

Final Approval by: _____

Miguel Rendón
Deputy Chief Executive Officer



2024 Meeting Calendar - CCRTA Board of Directors

Calendar grid for January with meeting dates highlighted in red: 10th, 24th, 24th.

January

- 10TH – BOARD Mtg. 8:30 a.m.
24TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

July

- 10TH – BOARD Mtg. 8:30 a.m.
24TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

Calendar grid for July with meeting dates highlighted in red: 10th, 24th.

Calendar grid for February with meeting dates highlighted in red: 7th, 28th.

February

- 7TH – BOARD Mtg. 8:30 a.m.
28TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

August

- 7TH – BOARD Mtg. 8:30 a.m.
28TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

Calendar grid for August with meeting dates highlighted in red: 7th, 28th.

Calendar grid for March with meeting dates highlighted in red: 6th, 27th, 29th.

March

- 6TH – BOARD Mtg. 8:30 a.m.
27TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

September

- 11TH – BOARD Mtg. 8:30 a.m.
25TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

Calendar grid for September with meeting dates highlighted in red: 11th, 25th.

Calendar grid for April with meeting dates highlighted in red: 3rd, 24th, 28th, 29th, 30th.

April

- 3RD – BOARD Mtg. 8:30 a.m.
24TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

October

- 9TH – BOARD Mtg. 8:30 a.m.
23RD – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

Calendar grid for October with meeting dates highlighted in red: 9th, 23rd.

Calendar grid for May with meeting dates highlighted in red: 8th, 22th, 27th.

May

- 8TH – BOARD Mtg. 8:30 a.m.
22TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

November

- 6TH – BOARD Mtg. 8:30 a.m.
20TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

Calendar grid for November with meeting dates highlighted in red: 6th, 20th, 28th, 29th.

Calendar grid for June with meeting dates highlighted in red: 5th, 26th.

June

- 5TH – BOARD Mtg. 8:30 a.m.
26TH – COMMITTEE Mtgs.* 8:30 a.m. Admin. & Finance 9:30 a.m. Ops.&Cap.Projects (est. held after Admin. mtg.)

December

- 4TH – BOARD Mtg. 8:30 a.m.
No COMMITTEE Mtgs.

Calendar grid for December with meeting dates highlighted in red: 4th, 25th.

Legend: Meetings – BOD & COMM # in red = CCRTA Holidays (Admn. Offices closed) *Rural and Small Cities & Legislative TBD ** = APTA Mtgs



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, September 27, 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 August 23, 2023**
- 6. Recommended the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2020-2022**
- 7. Heard Committee Chair Report**
- 8. Adjournment**

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

Call to Order & Roll Call

Eloy Salazar, Committee Chair, called the meeting to order at 8:46 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Gabi Canales, Beatriz Charo, Armando Gonzalez (virtual), and Erica Maymi.

Board Members Absent

None

Staff Present

David Chapa, Angelina Gaitan, Sharon Montez, Marisa Montiel, Rita Patrick, Miguel Rendón, Gordon Robinson, and Robert Saldaña. Tim Van Zalen, MV Transportation.

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 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 August 23, 2023

DIRECTOR GABI CANALES, MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF AUGUST 23, 2023. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CANALES, CHARO, GONZALEZ AND MAYMI VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Approve the Title VI Program Update for Fiscal Years 2020-2022

Mr. Gordon Robinson presented the item noting the Board Priority is Public Image and Transparency. For the background, he noted by stating Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin. The Federal Transit Administration (FTA) requires Title VI Program Update every three years. The 2023 Program Update is due by December 1, 2023, and upon approval is effective January 31, 2024. Per the FTA guidelines, the Board of Directors are to approve 2023 Program Update prior to submittal to FTA Transit Award Management System (TrAMS). Mr. Robinson explained that the 2023 Update meets Title VI Circular 4702.1B requirements. The Service Equity Analysis included for major service changes includes Pilot Routes 93 and 95 made permanent in fiscal year 2022. No Title VI complaints received within fiscal years 2020-2022. He displayed maps of minority and low-income population areas within the service area. He also displayed limited English proficiency languages charts. He added that there is no DBE requirement or no financial impact is associated with the approval of the Title VI Program Update for fiscal years 2020-2022. At this time, he addressed any questions from the Board.



DIRECTOR ERICA MAYMI, MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPROVE THE TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2020-2022. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. SALAZAR, CANALES, CHARO, GONZALEZ AND MAYMI VOTING IN FAVOR. ABSENT NONE.

Heard Committee Chair Report

Mr. Eloy Salazar closed by thanking the Committee Members for their participation in asking the tough questions and talked about how important ridership is to the organization. He said he appreciates the staff, and he sees the hours of operation and standards are heading back to pre-covid and he appreciates that. He hopes everyone continues to move forward and the ridership will continue to increase.

Adjournment

Adjourned at 9:12 a.m.

Submitted by: Marisa Montiel



Subject: Approve the Fiscal Year 2024 Holidays and Service Levels

Background

Each year, the Corpus Christi Regional Transportation Authority (CCRTA) Service Standards require Board of Directors approval of service levels on holiday dates or on dates adjacent to a holiday. In the past, CCRTA has not operated service on Easter, Thanksgiving, and Christmas holidays. On other dates, the CCRTA has operated a modified service schedule in alignment with historic ridership levels.

Identified Need

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the FY2024 Holidays and Service Levels.

Financial Impact

Costs associated with the FY2024 Holidays and Service Levels are included in the proposed FY2024 Operating Budget.

Recommendation

Staff recommends the Operations & Capital Project Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the FY2024 Holidays and Service Levels.

Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Reviewed & Submitted by:

Gordon Robinson
Managing Director of Operations

Final Approval by:



Miguel Rendón
Deputy Chief Executive Officer



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

DRAFT

To: CCRTA & Contract Employees

From: Derrick Majchszak, Chief Executive Officer

Re: 2024 Holidays and Service Levels

The 2024 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

The Chief Executive Officer or designee determines the public transportation needs of the community which may result in changes to a schedule or service level.

Day	Date	Holiday	Service Level	Comments
Monday	January 1, 2024	New Year's Day **	Sunday Service Level	RTA Holiday: Administration and Customer Service Closed
Monday	January 15, 2024	Martin Luther King Jr. Day	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Friday	March 29, 2024	Good Friday (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Sunday	March 31, 2024	Easter Sunday	No Service	RTA Holiday: All Facilities Closed
Monday	May 27, 2024	Memorial Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Wednesday	June 19, 2024	Juneteenth	Weekday Service Level	RTA Holiday: Administration and Customer Service Closed
Thursday	July 4, 2024	Independence Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed
Monday	September 2, 2024	Labor Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed

Day	Date	Holiday	Service Level	Comments
Thursday	November 28, 2024	Thanksgiving	No Service	RTA Holiday: All Facilities Closed
Friday	November 29, 2024	Day after Thanksgiving (Admin Holiday)	Weekday Service Level	RTA Observed Holiday: Administration and Customer Service Closed
Tuesday	December 24, 2024	Christmas Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Wednesday	December 25, 2024	Christmas	No Service	RTA Holiday: All Facilities Closed
Tuesday	December 31, 2024	New Year's Eve	Weekday Service Level: Terminates in Early Evening	No RTA Holiday
Wednesday	January 1, 2025	New Year's Day	Reduced Service Level *	RTA Holiday: Administration and Customer Service Closed

*A reduced service level is similar to services operated on Sundays

**Approved in 2023 Holiday & Service Levels calendar



Subject: Award a Contract to Pinnacle Petroleum Inc. for Unleaded Fuel Supply

Background

The Corpus Christi Regional Transportation Authority (CCRTA) is projected to use 227,794 gallons of unleaded fuel in 2024 and 243,739 gallons of unleaded fuel in 2025 for the contracted paratransit and fixed route services fleet, security and supervisor SUV’s, and support vehicles. Projected usage is based on current consumption, projected delivery of 20 gasoline powered ARBOC’s in late Fall 2023, four more ARBOC’s by the end of 2024, MPG (miles per gallon), and estimated service miles for FY2024 and FY2025.

Identified Need

An unleaded fuel supply agreement assures that the CCRTA will be able to meet demand, maintain firm pricing, and eliminate supply shortages. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of unleaded fuel.

The cutaway van fleet is currently transitioning from the use of CNG to unleaded fuel to improve the reliability and versatility of our fleet, and to diversify our fuel source requirements. These future purchases include the projected delivery of 20 ARBOC’s in late Fall 2023 and four more ARBOC’s by the end of 2024.

The proposed contract is structured as a two-year base and no option year.

Bids Received

Bidder	Year One Of Two Year Base Discount (Per Gallon)	Year One Of Two Year Base Mark-up (Per Gallon)	Year Two Of Two Year Base Discount (Per Gallon)	Year Two Of Two Year Base Mark-up (Per Gallon)
Arguindegui Oil Company		0.0100		0.0100
Atlantic Petroleum & Mineral Resources, Inc.		0.1700		0.1900
Global Montello Group Corp.		0.0042		0.0042
Petroleum Traders Corporation		0.0512		0.0532
Pinnacle Petroleum, Inc.	-0.0420		-0.0420	
Sunoco Gladieux	-	-	-	-

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by consumption and OPIS. The projected cost in 2024 is \$560,373.00 on 227,794 gallons, and the projected cost in 2025 is \$599,597.00 on 243,739 gallons. The increase in 2024 is due to the delivery of additional ARBOC's that will support the paratransit fleet on unleaded fuel along with an increase in service levels on select fixed routes. Funds are accounted for in the Board approved annual operating budgets.

Year	Estimated Annual Miles	Estimated Annual Usage in Gallons	Estimated Annual Cost
2024	1,510,034	227,794	\$560,373.00
2025	1,615,741	243,739	\$599,597.00

Board Priority

This Board Priority aligns with Public Image & Transparency.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a contract to Pinnacle Petroleum Inc. for Unleaded Fuel Supply.

Respectfully Submitted,

Submitted by: Bryan J. Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Miguel Rendon
Deputy Chief Executive Officer



Subject: Award the Transportation Department Uniform Supply Contract to Cintas Corporation

Background

To maintain a professional image, the Corpus Christi Regional Transportation Authority (CCRTA) follows strict uniform guidelines. Uniform components require replacement on an annual basis to ensure front line employees represent CCRTA in a professional manner. The CCRTA Transportation Department currently has 121 employees, comprised of 92 full-time Operators, ten student Operators, zero part-time Operators, and 19 administration staff. The administration staff consists of one Managing Director of Operations; one Director of Transportation; three Transportation Administrators; three Transportation Instructors; five Transportation Dispatchers; and six Transportation Street Supervisors. When all positions are full, the department will consist of 129 positions composed of 107 full-time and 6 part-time operators plus the 19 administrative positions. CCRTA provides each Transportation Department Operator and administrative employee an annual stipend up to \$295 for the purchase of uniforms throughout the calendar year.

Identified Need

The Transportation Department currently purchases uniforms from Cintas Corporation. The current agreement is a three-year contract with two one-year extensions. As the current agreement will expire on December 31, 2023, the CCRTA issued an Invitation for Bid on August 10, 2023 to solicit proposals. On October 5, 2023, three proposals were received, of which Cintas Corporation was deemed most responsive.

Financial Impact

The FY2024 estimated annual cost is \$43,955 which is included in the proposed FY2024 Operating Budget with local funds. The projected three-year total cost is \$137,952.50, which accounts for a 5% increase in Operators in each year.

FY2024 Employee Positions	Number of Employees	Allowance	Estimated Total
Full-Time Operators	107	\$295.00	\$31,565.00
Part-Time Operators	6	\$147.50	\$885.00
Managing Director of Operations	1	\$295.00	\$295.00
Director of Transportation	1	\$295.00	\$295.00
Transportation Administrators	3	\$295.00	\$885.00
Transportation Instructors	3	\$295.00	\$885.00
Transportation Dispatchers	5	\$295.00	\$1,475.00
Transportation Street Supervisors	6	\$295.00	\$1,770.00
Sub-Total Services	129		\$38,055.00
Turnover	20	\$295.00	\$5,900.00
Estimated FY2024 Total			\$43,955.00

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 Cintas Corporation for Transportation Department Uniform Supply.

Respectfully Submitted,

Submitted by: Michael Ledesma
Director of Transportation

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Miguel Rendon
Deputy Chief Executive Officer