



MEETING AGENDA

DATE: Wednesday, February 28, 2024
TIME: 8:30 a.m.
Administration & Finance Committee, Operations & Capital Projects Committee (No 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

Beatriz Charo, Committee Chair
 Gabi Canales Anna Jimenez Erica Maymi

	TOPIC	SPEAKER	EST.TIME	REFERENCE
	Roll Call	M. Montiel	2 min.	-----
2.	Safety Briefing	M. Rendón	3 min.	-----
3.	Receipt of Conflict of Interest Affidavits	B. Charo	2 min.	-----
4.	Opportunity for Public Comment 3 min. limit – no discussion	B. Charo	3 min.	-----
Public Comment may be provided in writing, limited to 1,000 characters, by using the Public Comment Form online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.				
5.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes November 15, 2023	B. Charo	3 min.	Pages 1-4
6.	Discussion and Possible Action to Recommend the Board of Directors Adopt a Resolution for the Proposed Changes to the Reserve Policy and Recertify the Designation of the Assigned Reserves from the Unrestricted Portion of the Fund Balance and the Methodologies used in determining the funding levels	R. Saldaña	3 min.	Page 5-13 Attachments <i>PPT</i>
7.	Discussion and Possible Action to Discussion and Possible Action to Recommend the Board of Directors Amend the Naming of Shelters, Stations and Other Facilities Board Policy	D. Majchszak	3 min.	Pages 14-15 Attachment <i>PPT</i>
8.	Committee Chair Report	B. Charo	3 min.	-----
9.	Adjournment	B. Charo	1 min.	-----

Total Estimated Time: 23 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

Aaron Muñoz , Committee Chair
 Lynn Allison Jeremy Coleman Armando Gonzalez Eloy Salazar
Meeting Cancelled

RURAL AND SMALL CITIES COMMITTEE

Armando Gonzalez, Committee Chair

Beatriz Charo Anna Jimenez Erica Maymi Eloy Salazar

NO MEETING

LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair

Gabi Canales Jeremy Coleman Aaron Muñoz

NO MEETING

On **Friday, February 23, 2024** 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, November 15, 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 October 25, 2023**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award and Execute a Contract for Depository and Banking Services with Frost Bank**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Renew Endeavors Lease for Five Years**
- 8. Approved to Recommend the Board of Directors Adopt Disadvantaged Business Enterprise (DBE) Updated Policy Statement and Revised Small Business Enterprise (SBE) Program**
- 9. Heard Presentation on DBE Participation and Goals for Federal Fiscal Year 2023-2025**
- 10. Heard Committee Chair Report**
- 11. 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 8:30 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Lynn Allison, Jeremy Coleman, Arthur Granado, and Aaron Muñoz. Dan Leyendecker (Virtual).

Board Members Absent

Anna Jimenez.

Staff Present

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



Public Present

None

Safety Briefing

Mr. Miguel Rendón, Deputy CEO, 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 October 25, 2023

DIRECTOR AARON MUNOZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF OCTOBER 25, 2023. DIRECTOR ARTHUR GRANADO SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, AND MUNOZ VOTING IN FAVOR. ABSENT JIMENEZ.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award and Execute a Contract for Depository and Banking Services with Frost Bank

Mr. Robert Saldaña presented the item and provided the background the Texas Administrative Code, Chapter 451.05 delegates the following authority to the governing body: a board shall designate one or more banks as depositories for authority funds and; all funds of an authority shall be deposited in one or more of the authority's depository banks unless an order or resolution authorizing the issuance of an authority bond or note requires otherwise. He adds that the current 5-year depository service agreement with Frost Bank expires December 31, 2023. Under this agreement, Frost Bank waived the



analysis fee. Prior to that, Wells Fargo provided this service for 14 years, from 2004 to 2018. The total bank fee charges from Wells Fargo from 2014-2018 totaled \$157,016. Mr. Saldaña displayed the RFP timeline to the Board. He displayed the evaluation and scoring criteria along with the results. Two firms responded to the RFP. One was responsive and the other was non-responsive. Frost Bank scored 83.23 and is the incumbent. Mr. Saldaña discussed the financial impact stating the estimated cost of the 5-year contract is \$85,875. He notes that the bank offers two basis for determining the cost of depository services, fee basis and compensating balance basis. For fee basis and the preferred method, the average monthly fees would be \$1,431 with an average monthly balance of \$3,320,000 and average monthly income of \$9,264 (assuming bank-offered rate of 3.35%). He compared the fee basis vs. the compensated basis net interest income. At this time, Mr. Saldaña answered questions from the board. Secretary Allison and Director Coleman asked about the non-responsive applicant and Mr. Saldaña replied that the applicant altered the RFP PFD file before their proposal, making it invalid. A discussion was held on the process and why altering the procurement form would make it invalid.

DIRECTOR ARTHUR GRANADO MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD AND EXECUTE A CONTRACT FOR DEPOSITORY AND BANKING SERVICES WITH FROST BANK. DIRECTOR AARON MUNOZ SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, AND MUNOZ VOTING IN FAVOR. ABSENT JIMENEZ.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Renew Endeavors, Inc. Lease Space for Five Years

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item stating the Board Priority of Facilities and Public Image. She provided background stating Family Endeavors office is located on the first floor at the Staples Street Center and have occupied the space since 2017. Their office space is approximately 2,796 square feet and allows for up to four unreserved parking spaces for their employees. They also have access to any community facilities at the CCRTA building. The initial lease was about seven years and expires February 28, 2024. She displayed the estimated total for the 5-year lease term. She stated the DBE participation is zero percent and the financial impact is the amount of monthly rent adjusted each year to reflect a 3% annual increase. The future lease revenue to be generated for the five-year term is estimated at \$260,531.50. At this time, Ms. Montez answered any questions from the Board.

DIRECTOR ARTHUR GRANADO MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO RENEW ENDEAVORS, INC. LEASE SPACE FOR FIVE YEARS. DIRECTOR AARON MUNOZ SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, AND MUNOZ VOTING IN FAVOR. ABSENT JIMENEZ.



Discussion and Possible Action to recommend the Board of Directors Adopt Disadvantaged Business Enterprise (DBE) Updated Policy Statement and Revised Small Business Enterprise (SBE) Program

Ms. Rita Patrick, Managing Director of Public Relations, presented the item stating the Board Priority of Public Image and Transparency. She provided background by stating the CCRTA has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation. As a condition of receiving continued funding under USDOT, CCRTA must comply with 49 CFR Part 26, which required an updated DBE Policy Statement and Program when there are significant changes to the program. The current DBE Policy Statement and Program was last adopted in July 2019. The 2023 updates include Mr. Derrick Majchszak appointment as the Chief Executive Officer (CEO) and revised the Small Business Enterprise (SBE) Program under 49 CFP Part 26.39 – Fostering Small Business Participation. She continues that the USDOT requires that recipients of the USDOT funding have a small business component in their DBE program. The 2023 revised program CCRTA can now certify Small Business Enterprise (SBE) certification through the B2G software system that certifies DBE businesses. CCRTA's certified DBEs will automatically certify as an SBE.

DIRECTOR JEREMY COLEMAN MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS ADOPT DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATED POLICY STATEMENT AND REVISED SMALL BUSINESS ENTERPRISE (SBE) PROGRAM. DIRECTOR AARON MUNOZ SECONDED THE MOTION. ALLISON, COLEMAN, GRANADO, AND MUNOZ VOTING IN FAVOR. ABSENT JIMENEZ.

Presentation – DBE Participation and Goals for Federal Fiscal Year 2023-2025

Ms. Patrick gave the presentation stating a board priority of Public Image and Transparency. She discussed FTA requirements and noted CCRTA is to submit a three year Triennial overall goal in which USDOT provides the methodology formula guidelines. The Federal Fiscal Goal for 2023-2025 is 14%. A uniform report of DBE Awards or Commitments and Payments is reported twice a year. Ms. Patrick displayed the DBE Awards and Commitments for FFY 2023 and stated CCRTA exceeded the Federal Fiscal Goal and was reported at 30.50%. She answered any questions at this time.

Heard Committee Chair Report

Committee Chair Allison noted she was looking forward to the Thanksgiving luncheon the following day to kick off the holidays. Mr. Majchszak encouraged all Board Members to join the luncheon and spend time with the employees.

Adjournment

There being no further review of items, the meeting adjourned at 8:58 a.m.

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Administrative & Finance Committee Meeting Memo

February 28, 2024

Subject: Adopt a Resolution for the Proposed Changes to the Reserve Policy and Re-certifying the Designation of the Reserves from the Unrestricted Portion of the Fund Balance and the Methodologies to Use in Determining the Funding Levels.

Background:

The RTA Reserve Policy was last updated February 1, 2023. The Authority will maintain adequate levels of reserve accounts from the unrestricted portion of the fund balance to mitigate current and future risks to ensure that sufficient resources are available to fulfill our mission and avoid disruption of services to our community.

The Authority has designated an additional reserve account to provide segregated funds for use upon the future occurrence of a catastrophic event to be from the unrestricted portion of the fund balance.

Reserve	Current & Proposed Methodology
Operating Reserve*	Maintain minimum reserve equal to 25% of budgeted operating expenses less debt service, subrecipient grant reimbursements, street improvement allocations and the designated reserve employee benefits.
Capital Reserve	Maintain the greater of 25% of the capital budget for the current year including rolling forward projects, or 25% of budgeted depreciation whichever is greater.
Employee Benefits Reserve	Maintain minimum reserve equal to the expected annual amortized cost of the unfunded accrued liability (UAAL) of the Defined Benefit Plan for the next plan year. This is the amortized cost of the UAAL from the most recent actuarial report PLUS an amount equal to 20% of the average self-funded health insurance costs as determined by the five most recent audited financial statements
Emergency Management/Catastrophic Events Reserve	Restore the reserve at \$1.9 Million that was previously established and reported in the 2018 FTA FMO Audit

*It is noted that the Texas Transportation Code 451 specifically requires the Authority to establish and maintain an **Operating Reserve** in an amount equal to two months of

operating expenses which is lower than the amount of reserves that are currently maintained.

It is further noted that if during a budget cycle or periodic updating of the Authority's long-range financial projections it becomes clear that funding in these reserves shall be needed for other purposes, the Chief Executive Officer shall inform the Board of the nature and amounts needed and obtain Board approval.

Identified Need:

The ratification of the Reserve Policy is needed to continue funding the reserves using the prescribed methodology with the following recommended changes.

1. The Reserve Matrix table should identify the purpose or primary risk factor for each established reserve and should be presented with the following addition:

Reserve Fund	Purpose/Primary Risk Factor
Operating Reserve	<i>Provide contingencies for revenue volatility</i>
Capital Reserve	<i>Provide cash reserves necessary to cover local match and the average 3-day float from the receipt of federal funding of Board Approved capital projects</i>
Employee Benefits Reserve	<i>Shield the Authority from the impacts of economic uncertainties that may affect employee benefit costs</i>
Catastrophic Events Reserve	Provide cash reserves for funding response and recovery efforts until government assistance and insurance proceeds become available.

2. The Replenishment Plan should specify the amount that needs to be restored and should read:

A replenishment plan is required to be presented to the Board for restoring reserve balances as soon as practicable **to at least the amount that was held in the account at the beginning of the fiscal year in which the spending occurred.**

The Plan shall include justification, effective dates of implementation, whether the change is temporary or permanent, and current and long-term financial impact.

3. Modifications to reserve levels should apply to all reserves except the Operating Reserve and should read:

It is further noted that if during a budget cycle or periodic updating of the Authority's long-range financial projections it becomes clear that funding in these reserves shall be needed for other purposes, the Chief Executive Officer may present a plan for board approval for such proposed changes ***other than the two months required of Operating Reserve in order to remain in compliance with the Texas Transportation Code.***

The minimum funding levels are sufficient to meet the obligations of the Authority and sustain operations during periods when cash flow is disrupted by revenue shortfalls or expenses arising from unexpected events.

Relevance to Board's Priorities:

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

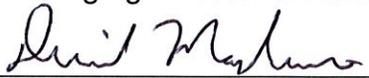
Recommendation:

Staff requests that the Board of Directors adopt a resolution for the proposed changes to the Reserve Policy and recertify the designation of established reserve levels from the unrestricted portion of the fund balance and the stated methodologies to use in determining the level of funding.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldana
Managing Director of Administration

Approval: 
Derrick Majchszak
Chief Executive Officer

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

RESERVE FUND POLICY

1.0 POLICY STATEMENT

The Authority is committed to maintaining adequate levels of reserve accounts from the ***unrestricted portion of the fund balance*** to mitigate current and future risks in order to ensure that adequate resources are available to fulfill our mission and avoid disruption of services to our community.

This Reserve Fund Policy establishes fiscal reserve guidelines that will ensure:

- Prudent financial planning and strong fiscal management
- Guidance for making sound future decisions
- Continuity for long-term economic stability
- Responsiveness to fiscal challenges and risks
- Ability to identify and support vital public services during revenue declines
- A contingency plan to cover revenue shortfalls

These objectives will be maintained through a Reserve Fund Policy that will be presented annually to the Board of Directors for review and approval based on the annual risk assessments conducted during the budgetary process.

2.0 PURPOSE

The purpose of this policy is to define and set goals for reserve funds, clearly describe authorization for use of reserves, and outline requirements for replenish levels to their authorized target levels in the event of their use.

3.0 AUTHORIZE USE OF RESERVE FUNDS

Reserves are to be used for their specifically intended use and for solving temporary shortfalls. They allow management time to implement new strategies to restore the financial deficiencies.

4.0 UNAUTHORIZED USE OF RESERVE FUNDS

Reserves are not to be used to cover a long-term or permanent income shortfall. Reserves are to be used to solve temporary shortfalls, allowing management time to implement new strategies.

If there is a need to use reserves for allowable expense, a replenishment plan needs to be developed and presented for Board approval as soon as practicable to at least the amount that was held in the account at the beginning of the fiscal year in which the spending occurred.

5.0 BOARD APPROVED RESERVE ACCOUNTS

The unrestricted portion of the fund balance represents the amount that is available for spending or board designations. The board has previously adopted the designation of the following reserves that are maintained in separate bank accounts.

Reserve	Purpose	Policy Calculations
Operating Reserve*	Provide contingencies for revenue volatility	Maintain minimum reserve equal to 25% of budgeted operating expenses less debt service, subrecipient grant reimbursements, street improvement allocations and the designated reserve employee benefits.
Capital Reserve**	Provide cash reserves necessary to cover local match and 3-day float from the receipt of federal portion of Board Approved capital projects	Maintain the greater of 25% of the capital budget for the current year including rolling forward projects, OR 25% of budgeted depreciation whichever is greater.
Employee Benefits Reserve	Shield the Authority from the impacts of economic uncertainties that may affect employee benefits costs.	Maintain minimum reserve equal to the expected annual amortized cost of the unfunded accrued liability (UAAL) of the Defined Benefit Plan for the next plan year. This is the amortized cost of the UAAL from the most recent actuarial report PLUS an amount equal to 20% of the average self-funded health insurance costs as determined by the five most recent audited financial statements
Catastrophic Events Reserve	Provide cash reserves for funding response and recovery efforts until government assistance and insurance proceeds become available.	Restore the reserve at \$1.9M that was previously established and reported in the 2018 FTA FMO Audit.

5.1 *Section 451.134 of the Texas Transportation Code (Code) requires the “reserve account in an amount that is not less than an amount equal to actual operating expenses for two months.” With Operating Expenses totaling \$44,160,640, the 2024 Operating Reserve according to this Policy calculates at \$9,538,381, which is \$2,178,274 more than the \$7,360,107 calculated under the Code. Please note that the Employee Benefits Reserve will be updated when the Actuarial Valuation Report has been presented to the Board, which is expected to be sometime in May 2024.

**** The accuracy in calculating the amount of capital reserves requirements is contingent on the reporting of projected timelines.**

6.0 APPLICABILITY OF POLICY

This Policy is in compliance with the Texas Transportation Code 451 which requires

- An operating reserve account shall be established in a separate account from other funds in an amount that is not less than an amount equal to actual operating expenses for two months.
- Operating reserve levels shall be reviewed at least annually based on the Authority's actual operating reserves for the 12 months immediately preceding the adjustment.

- If reserve funds are spent, the Board shall, as soon as practicable, restore the balance of the reserve account to at least the amount in the account at the beginning of the fiscal year in which the spending occurred.

This Policy is also in compliance with generally accepted accounting principles (GAAP). Because the Authority utilizes an enterprise fund to report all the business activities of its transit operations, equity is reported as Net Position. The Authority also maintains and reports proper fund balance classifications in compliance with state statutes and (GAAP).

7.0 GASB DEFINITIONS OF COMPONENTS TO FUND BALANCE

Fund balance is an important measure that represents the difference between a fund's assets and liabilities. The overall objective of fund balance reporting is to isolate that portion of fund balance that is **unavailable** to support the period's budget. Under current practice, fund balances are either classified as reserved or unreserved and further designate part of unreserved (unrestricted) to mitigate current and future risks.

The Authority's **Total Net Position** consists of a fund balance with three components:

- **Investment in Capital Assets** – Represents the total amount of money spent on capital assets, less the cost of depreciation for those assets.
- **Restricted** – Represents assets that have been placed aside by external parties, constitutional provision, or enabling legislation.
- **Unrestricted** – Represents the assets that are available for spending for operations. This is the available unrestricted net position which is available for designation by the board for various purposes and can be further classified as below:
 - **Committed** includes amounts that can be used only for the specific purposes determined by a formal action of the Authority's Board of Directors. These amounts can only be removed by a formal action of the Board of Directors.

- **Assigned** includes amounts that can be used only for the specific purposes determined informally by management to use for a particular purpose and can be removed by the same method.
- **Unassigned** includes amounts that represent the residual amount for all spendable amounts not contained in the other classifications.

Annual audited financial statements will reflect the fund balance classifications in accordance with GASB standards. Monthly interim financial statements will use the budgetary classifications which will breakdown the unrestricted portion of the fund balance by designations adopted by the Board.

8.0 Provision for Changes to Reserve Levels - If during a budget cycle or periodic updating of the Authority's long-range financial projections it becomes clear that funding in these reserves shall be needed for other purposes, the Chief Executive Officer may present a plan for board approval for such proposed changes but shall be limited to reserve accounts **other than the Operating Reserve account**.

The **Operating Reserve Account balance** shall not be reduced below the minimum balance required by the Texas Transportation Code and as described in section 5.1 of this Policy in order to stay in compliance with the Code.

The Plan shall include justification, effective dates of implementation, whether the change is temporary or permanent, and current and long-term financial impact.

Adopted September 5, 2001
 Amended to add Health Insurance Reserve April 5, 2006
 Amended June 5, 2013
 Approved by Resolution – November 4, 2020
 Approved by Resolution – August 13, 2021
 Approved by Resolution – February 1, 2022
Proposed Resolution – February 28, 2023

Corpus Christi Regional Transportation Authority



Resolution

ADOPT A RESOLUTION TO RECERTIFY DESIGNATION OF THE RESERVES FROM THE UNRESTRICTED PORTION OF THE FUND BALANCE AND THE METHODOLOGIES USED IN DETERMINING THE FUNDING LEVELS

WHEREAS the Corpus Christi Regional Transportation Authority most recently adopted a Reserve Policy on March 6, 2024 and re-certified in accordance with Board of Directors, the Texas Transportation Code 451 and best practices prescribed in the industry and GFOA;

WHEREAS, the Board of Directors have established an additional reserve to be used for catastrophic events, increasing the reserve accounts to 4 from 3 funded by the unrestricted portion of the fund balance with prescribed methodologies to ensure stable service delivery, meet future needs, and protect against finance stability;

WHEREAS the Reserve Calculation Methodology Matrix table is revised to list the additional reserve account and to include the purpose or primary risk factor for each established reserve in order to provide clarity for the intended use of each reserve;

WHEREAS the replenishment plan calls for reserves to be restored as soon as practicable to at least to the amount that was held in the account at the beginning of the fiscal year in which the spending occurred;

WHEREAS the CEO may present for Board approval a plan to fund other purposes to align with demands and long-range financial projections from the established reserves but to the extent that it maintains the required reserve level of Operating Reserve in order to remain in compliance with the Texas Transportation Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY THAT:

RESOLVED, that the Reserve Policy be approved with the recommended changes

RESOLVED, that the 4 established reserves be funded from the unrestricted portion of the fund balance and their respective methodologies;

RESOLVED, that the Reserve Calculation Matrix be revised to include the additional reserve account for catastrophic events and include the primary risk factor for each reserve to provide clarity to the intended use of each reserve;

RESOLVED, that the Replenishment Plan calls for reserves to be restored to at least the amount that was held in the account at the beginning of the fiscal year in which the spending occurred.

RESOLVED, that the Operating Reserve be excluded in a plan for Board approval to fund other purposes from the established reserves to the extent of the amount that is required to be maintained by the Texas Transportation Code in order to remain in compliance.

The foregoing Resolution was adopted by the Board of Directors of the Regional Transportation Authority at a duly held meeting on March 1, 2024.

DULY PASSED, APPROVED AND ADOPTED this 1st day of March, 2024.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Lynn Allison
Board Secretary

Arthur Granado, Chair
Board Chairman



Administration & Finance Committee Meeting Memo

February 28, 2024

Subject: Recommend the Board of Directors Amend the Naming of Shelters, Stations and Other Facilities Board Policy

Background:

On May 10, 2006 the Board of Directors adopted the Naming of Shelters, Stations and Other Facilities Board Policy.

Existing Policy Statement

The RTA Board of Directors has adopted a policy that it does not name shelters, stations or other facilities of the RTA in honor of any individuals. Shelters, stations and other facilities shall be named based upon their geographic locations or other functional purposes.

The Naming of Shelters, Stations and Other Facilities Board Policy was reviewed and affirmed by the Board of Directors on December 6, 2017.

Identified Need:

During the Board of Directors Retreat held on January 12, 2024, the Board expressed interest in amending the current policy. The proposed policy is attached and was drafted through feedback from the Board of Directors and Legal Counsel.

Recommendation:

Staff requests that the Board of Directors Amend the Naming of Shelters, Stations and Other Facilities Board Policy

Respectfully Submitted,

Submitted by: Marisa Montiel
Executive Administrative Assistant

Approval: 
Derrick Majchszak
Chief Executive Officer

**REGIONAL TRANSPORTATION AUTHORITY
BOARD POLICY**

DRAFT

NAMING OF SHELTERS, STATIONS AND OTHER FACILITIES

The RTA Board of Directors generally does not name shelters, stations or other facilities of the RTA in honor of any individuals, but may in exceptional cases name a facility in honor of a former employee or Board member in recognition of outstanding service to the RTA, provided that the following conditions are met:

- (1) Only names of former employees who left the RTA in good standing more than one year prior to consideration will be eligible for naming a facility.
- (2) Only the names of former Board members who served on the Board more than ten years prior to consideration will be eligible for naming a facility.
- (3) Only buildings and rooms may be named in honor of an individual. Transit stations, shelters, bus stops and other transit facilities and equipment shall be named based upon their geographic locations or other functional purposes.
- (4) In order to name a facility under this policy, a written application should be submitted to the CEO stating the accomplishments of the individual being honored and his or her particular contributions made to the RTA. The determination of what building or room will be named shall be solely within the discretion of the RTA. The CEO shall provide a copy of the application to the Board Chair for consideration to be placed on the appropriate committee agenda for review and recommendation. For an application to be considered, it must be signed by three current employees or Board members of the RTA.
- (5) No facility shall be named in honor of an individual until the proposal has been presented at one regular Board meeting for discussion and approved at a later regular Board meeting by a two-thirds vote of the Board of Directors.
- (6) No more than three facilities may be named each year under this Policy.
- (7) In the event of any changes in circumstances concerning the person so honored, the naming of a facility may be terminated by a majority vote at a Board meeting which has been properly posted under the Texas Open Meetings Act.

Except as provided above, all buildings, transit stations, shelters, bus stops and other transit facilities and equipment of the RTA shall have names based on geographic location or functionality.