

AGENDA MEETING NOTICE

Board of Directors Meeting

DATE: Wednesday, March 6, 2024

TIME: 8:30 a.m.

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

BOARD OF DIRECTORS OFFICERS

Arthur Granado, Chair
Anna Jimenez, Vice Chair
Lynn Allison, Board Secretary/
Legislative Chair

BOARD OF DIRECTORS MEMBERS

Beatriz Charo, Administration & Finance Chair
Armando Gonzalez, Rural & Small Cities Chair
Aaron Muñoz, Operations & Capital Projects Chair
Jeremy Coleman Erica Maymi Eloy Salazar

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Pledge of Allegiance	A. Granado/ U.S. Veteran, TBD	1 min.	-----
2.	Roll Call	M. Montiel	1 min.	-----
3.	Safety Briefing	M. Rendón	3 min.	-----
4.	Receipt of Conflict of Interest Affidavits	A. Granado	1 min.	-----
5.	Opportunity for Public Comment 3 min. limit – no discussion	A. Granado	3 min.	-----
<p>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.</p>				
6.	Adoption of Resolution for Outgoing Board Chair – Dan Leyendecker	A. Granado	10 min.	Page 1 Attachment
7.	Awards and Recognition – a) CCRTA New Hires b) APTA Adwheel Award Presented to CCRTA for Best Print Media for Workforce Development	D. Majchszak	5 min.	-----
8.	Announcement of Committee Appointments by the Board Chair and Action to Confirm Committee Appointments	A. Granado	3 min.	Pages 2-4
9.	Discussion and Possible Action to Approve Board Minutes of the February 7, 2024 Board of Directors Meeting	A. Granado	3 min.	Pages 5-9
10.	Discussion and Possible Action to 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	5 min.	Pages 10-18 Attachments PPT
11.	Discussion and Possible Action to Amend the Naming of Shelters, Stations and Other Facilities Board Policy	D. Majchszak/ J. Bell, Legal Counsel	5 min.	Pages 19-20 Attachments PPT

AGENDA MEETING NOTICE

12.	Discussion and Possible Action to Confirm Four (4) Reappointments Recommended by the Chief Executive Officer (CEO) and Appointed by the Board Chair to RTA's Committee on Accessible Transportation (RCAT) for a Two-Year Term	S. Montez	3 min.	Pages 21 <i>PPT</i>
13.	Update on RCAT Committee Activities	S. Montez	3 min.	<i>PPT</i>
14.	Committee Chair Reports a) Administration & Finance b) Operations & Capital Projects c) Rural and Small Cities d) Legislative	B. Charo A. Muñoz A. Gonzalez L. Allison	3 min. 3 min. 3 min. 3 min.	-----
15.	Presentation on 2023 Year in Review	D. Majchszak	5 min.	<i>PPT</i>
16.	Presentations: a) January 2024 Financial Report b) March 2024 Procurement Update c) January 2024 Operations Report	R. Saldaña R. Saldaña G. Robinson	15 min.	Pages 22-33 <i>PPT</i> <i>PPT</i> Pages 34-44 <i>PPT</i>
17.	CEO Report	D. Majchszak	5 min.	<i>PPT</i>
18.	Board Chair Report	Board Chair	5 min.	-----
19.	Adjournment	Board Chair	1 min.	-----

Total Estimated Time: 1 hour 29 mins

On **Friday, March 1, 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**



Resolution

WHEREAS, Dan Leyendecker served the Corpus Christi Regional Transportation Authority (CCRTA) as a member of the Board of Directors. He held leadership positions within the board, serving as Board Chair and Board Secretary during his tenure. As a result of Dan’s leadership, CCRTA experienced tremendous advancement while serving the vital transit needs of the service region.

WHEREAS, Dan Leyendecker presided over CCRTA’s Capital Improvement Projects including the development of the Del Mar College – Oso Creek Super Stops, the design and ongoing construction of the Port Ayers Transfer Station, and the installation of almost 400 Tolar bus shelters as part of CCRTA’s Shelter Expansion Program. Funding for Del Mar College – Oso Creek Super Stops and the Port Ayers Transfer Station were provided thanks to the pursuit of \$7.2 million in competitive grants.

WHEREAS, Dan Leyendecker created the Destination Education program, providing fare-free transportation for all Pre-K through 12th grade students. The program has led to increases in student ridership by up to 125%. Destination Education continues to reduce transportation and finances as a barrier to education.

WHEREAS, Dan Leyendecker was instrumental in navigating CCRTA during a time of transition, from the outgoing CEO to the interim Acting CEO (Miguel Rendón) to the appointing of the new CEO, Derrick Majchszak. Dan’s mentorship has proven to be vital to the region’s public transportation system. Through Dan’s guidance, Derrick now leads CCRTA into the future through expanded service and system improvements.

WHEREAS, Dan Leyendecker transformed the CCRTA into a champion organization. During his time as Board Chair, CCRTA received national, regional, and state transportation association awards for its system, safety & security, and public relations efforts.

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

Dan Leyendecker is hereby commended for his distinguished service to the CCRTA.

DULY PASSED AND ADOPTED this ____ day of March 2024.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Derrick Majchszak
Chief Executive Officer

Arthur Granado
Board Chair



Board of Directors Meeting Memo

March 6, 2024

Subject: Announcement of CCRTA Committee Chairs and Appointments by the Board Chair and Action to Confirm Committee Chairs and Appointments

Background

The Authority has four standing Committees; the Administration & Finance Committee, Operations & Capital Projects Committee, the Rural and Small Cities Transit Committee and the Legislative Committee. The Administration & Finance Committee and Operations & Capital Projects Committee meetings are scheduled to meet monthly to discuss and review in detail matters concerning the Authority. The Rural and Small Cities Transit Committee and the Legislative Committee meetings are scheduled to meet quarterly, or as required, to discuss and review in detail matters concerning the Authority.

Identified Need

Section 3.07 of the Bylaws states that “The members of all Board committees shall be appointed by the Chair, subject to confirmation by the Board. The Chair shall be a member of all such committees.”

Recommendation

The Board Chair will recommend Board Members, with the respective chairs, to participate in designated Committees.

Respectfully Submitted,

Submitted by: s /s Arthur Granado
Arthur Granado
Board Chair

CURRENT 2024 CCRTA COMMITTEE APPOINTMENTS

Administration & Finance Committee

Beatriz Charo - Committee Chair
Gabi Canales
Anna Jimenez
Erica Maymi

Operations & Capital Projects Committee

Aaron Muñoz – Committee Chair
Lynn Allison
Jeremy Coleman
Armando Gonzalez
Eloy Salazar

Rural and Small Cities Transit Committee

Armando Gonzalez – Committee Chair
Beatriz Charo
Anna Jimenez
Erica Maymi
Eloy Salazar

Legislative Committee

Lynn Allison – Committee Chair
Gabi Canales
Jeremy Coleman
Aaron Muñoz

RECOMMENDED 2024 CCRTA COMMITTEE APPOINTMENTS

Administration & Finance Committee

Beatriz Charo - Committee Chair

Gabi Canales

Armando Gonzalez

Anna Jimenez

Erica Maymi

Operations & Capital Projects Committee

Aaron Muñoz – Committee Chair

Lynn Allison

Jeremy Coleman

Armando Gonzalez

Eloy Salazar

Rural and Small Cities Transit Committee

Armando Gonzalez – Committee Chair

Beatriz Charo

Anna Jimenez

Erica Maymi

Eloy Salazar

Legislative Committee

Lynn Allison – Committee Chair

Gabi Canales

Jeremy Coleman

Aaron Muñoz



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, February 7, 2024**

Summary of Actions

1. Pledge of Allegiance
2. Roll Call
3. Heard Safety Briefing
4. Receipt of Conflict of Interest Affidavits
5. Provided Opportunity for Public Comment
6. Tabled Resolution for Outgoing Board Chair – Dan Leyendecker
7. Presented Awards and Recognition
 - a) CCRTA New Hires
 - b) CCRTA Retiree
8. Heard Announcement of Committee Appointments by the Board Chair and Confirmed Committee Appointments
9. Approved Board Minutes of January 10, 2024 Board of Director Meeting and January 12, 2024 Board of Directors Retreat Meeting
10. Consent Item
 - a) Authorized the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract
11. Heard Update on RCAT Committee Activities
12. Heard Committee Chair Reports
 - a) Administration and Finance
 - b) Operations and Capital Projects
 - c) Rural and Small Cities
 - d) Legislative
13. Heard Presentations –
 - a) December 2023 Financial Report
 - b) February 2024 Procurement Update
 - c) December 2023 Operations Report
14. Heard CEO Report
15. Heard Board Chair Report
16. Adjournment

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

Call to Order & Roll Call

Chair Arthur Granado called the meeting to order at 8:32 a.m. He welcomed and gave a brief introduction for U.S. Veteran, Micah Duncan, to lead the Pledge of Allegiance. Ms. Montiel called roll and it was noted there was a quorum present at this time.



Board Members Present

Lynn Allison, Beatriz Charo, Jeremy Coleman, Arthur Granado, Anna Jimenez, Erica Maymi (virtual), Aaron Muñoz and Eloy Salazar.

Board Members Absent

Gabi Canales and Armando Gonzalez.

Staff Present

David Chapa, John Esparza, Angelina Gaitan, Derrick Majchszak, Sharon Montez, Marisa Montiel, Gordon Robinson and Robert Saldaña. Victoria Obas, Joanne Davis, Jimmy Galvan, Michael Flanagan, Dustin Hoemig, Nicolas Lopez and Eugene Deleon.

Public Present

Raul DeLeon, TWU. Robert MacDonald, Corpus Christi MPO.

Safety Briefing

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

Receipt of Conflict of Interest Affidavits

None

Opportunity for Public Comment

None

Adoption of Resolution for Outgoing Board Chair – Dan Leyendecker

SECRETARY ALLISON MADE A MOTION TO TABLE THE RESOLUTION UNTIL THE MARCH BOARD MEETING FOR OUTGOING BOARD CHAIR DAN LEYENDECKER. DIRECTOR AARON MUNOZ SECONDED THE MOTION. ALLISON, CHARO, COLEMAN, GRANADO, JIMENEZ, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES, GONZALEZ AND MAYMI.



Awards and Recognitions

- a) CCRTA New Hires - Mr. Derrick Majchszak, CEO, introduced CCRTA new hires to the Board. The following employees were recognized: Transportation – Bus Operators - Victoria Obas, Joanne Davis, Jimmy Galvan, Michael Flanagan, Dustin Hoemig, Nicolas Lopez and Eugene Deleon. Alyssa Quezada, Public Relations Intern. Photos were taken.
- b) CCRTA Retiree – Mr. Majchszak announced and read a brief bio for Mr. Robert Garcia spent 29 years as a Bus Operator for the RTA and very much enjoyed his career. Mr. Garcia gave a speech and says he will deeply miss everyone. Mr. Majchszak thanked him for his service to the RTA and photos were taken with the board.

Discussion and Possible Action to Approve the January 10, 2024 Board of Directors Meeting Minutes and the January 12, 2024 Board of Directors Retreat Meeting

DIRECTOR JEREMY COLEMAN MADE A MOTION TO APPROVE THE JANUARY 10, 2024 BOARD OF DIRECTORS MEETING MINUTES AND THE JANUARY 12, 2024 BOARD OF DIRECTORS RETREAT MEETING. VICE CHAIR JIMENEZ SECONDED THE MOTION. *ALLISON, CHARO, COLEMAN, GRANADO, JIMENEZ, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES, GONZALEZ AND MAYMI.*

Consent items

- A) Action to Authorize the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract

DIRECTOR BEATRIZ CHARO MADE A MOTION TO APPROVE CONSENT ITEM A. VICE CHAIR JIMENEZ SECONDED THE MOTION. *ALLISON, CHARO, COLEMAN, GRANADO, JIMENEZ, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT CANALES, GONZALEZ AND MAYMI.*

Heard Update on RCAT Committee Activites

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the update noting the last RCAT Committee Meeting was held on January 18th, 2024. She presented the RCAT liaison reporting and briefly noted the items that were presented during the RCAT meeting including, action items taken at recent Board Meetings, the Operations and CEO's reports from recent Board Meetings and the announcement of the new Board Chair and Officers.

Committee Chair Reports

- a) **Administration & Finance** – No comments
- b) **Operations & Capital Projects** – No comments
- c) **Rural & Small Cities** – No comments
- d) **Legislative** – No comments



Presentations

a) December 2023 Financial Report

Mr. Robert Saldaña, Managing Director of Administration, presented the December financials and noted that the item aligns with the Board Priority of Public Image & Transparency. He presented the highlights for the month stating Passenger Service was 97.86% of baseline, Bus Advertising was 259.58% of baseline, and Investment Income was 507.74% of baseline. He displayed the December 2023 Income Statement Snapshot. Total revenues came in at \$6,489,720 and total expenses were \$6,116,419. He displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating and non-operating revenues and capital funding were \$6,489,720 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for December. Purchased Transportation was 22%, Miscellaneous 3%, Supplies 9%, Salaries and Wages 39%, Benefits 14%, Services 10%, Utilities 2% and Insurance was 1%. The total Departmental Operating expenses were \$3,680,389. The YTD highlights for Passenger Service was 97.81% of baseline, Bus Advertising was 156.53% of baseline and Investment Income was 477.87% of baseline. YTD total revenues came in at \$61,750,491 and YTD total expenses came in at \$58,420,640. Mr. Saldaña discussed the fare recovery ratio. The current YTD FRC is 2.72%. Lastly, he displayed the sales tax update for November in which \$3,181,250 was received. At this time, Mr. Saldaña answered questions from the board.

b) February 2024 Procurement Update

Mr. Saldaña presented the item noting that the item aligns with the Board Priority of Public Image & Transparency. He discussed the current procurements. The General Engineering Services with Hanson Professional Services is for Five Year Term and will be going to Board in April. The future procurements were displayed next. Maintenance Uniform Rental Services with Brite Start Services for three years with one two-year options in the amount of \$71,000. CNG Fueling Station Maintenance Services with Clean Energy for three years with one two-year option in the amount of \$1,477,973. Vanpool Services with EAN Holdings, Inc. for five year term for \$519,125. These procurements total \$2,068,098. Next, the four-month outlook under the CEO signature authority was displayed and discussed next. All these items are \$50,000 or less. The items totaled \$154,363. Mr. Saldaña closed by stating notice has been given to release the Marina Space with the City of Corpus Christi.

c) December 2023 Operations Update

Mr. Gordon Robinson, Managing Director of Operations, noting the board priority for this item is Public Image and Transparency. He provided the highlights for the month of December 2023 vs. December 2022. The Passenger Trips were up 17.6%, the Revenue Service Hours were up -4.8% and the Revenue Service Miles were up 4.6%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted year-to-date, the system overall was up 17.4%. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the current and upcoming projects impacting fixed route



services. The B-Line service passengers per hour came in at 2.36 for the month of December. There were 32 customer assistance forms for the month, with no accommodations. The miles between road calls and the large bus fleet exceeded the standards. He answered any questions the board had at this time.

CEO Report

Mr. Majchszak presented the report and began going over the operation and project updates. Ridership has increased by up to 5% compared to January 2023. He announced that CCRTA submitted a federal grant application through the Advanced Transportation Technology and Innovation (ATTAIN) program on February 1st. He notified the Board that the B-Line app is now available on the Apple and Google Playstore. He noted fare-free shuttles were provided to warming shelters during the winter weather event. A Port Ayers Transfer Station Construction update, along with the Kleberg Bank Demolition was provided. Next, Mr. Majchszak he met with other Metro Transit Agencies in Texas and Transit Forward to discuss TxDOT's Statewide Multi Modal Plan and proposed Transit Economic Impact study. He was a panelist on the National Transit Advanced Technology Advisory Panel hosted by Chicago Transit Authority. He discussed the recent Board and Staff Retreats, thanking them for their participation. He mentioned recent meetings he participated in. Next, he discussed recruitment and employee relations. A Human Trafficking Awareness training was held at both facilities, with over 130 attendees. He acknowledged Mr. Robert Garcia's retirement celebration. He continued by discussing community outreach events. He closed with the upcoming events calendar. He closed by displaying the new CCRTA color scheme.

Board Chair Report

At this Chair Granado thanked Mr. Garcia for his 29 years of service to the RTA and congratulated him on his retirement. He is glad to see increased ridership and looks forward to serving as Chair on this Board. Director Muñoz congratulated the newly appointed Committee Chairs and looks forward to working with everyone. He noted he loves the new color scheme. Director Coleman gave apologies for missing the retreat and also really likes the new colors. Director Salazar says thanks to all the staff for their good work. Secretary Allison thanked staff on their efficiency in the reports and says she can tell staff is listening to their concerns. She also hopes a proper goodbye can be said to former Board Chair Leyendecker for his service. Vice Chair Jimenez is excited and happy for the new B-Line app. Director Charo is looking forward to being the Chair of the Administration Committee and looks forward to working with the group.

Adjournment

There being no further review of items, the meeting was adjourned at 9:32 a.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel



Subject: Adopt a Resolution for the Proposed Change 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 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.

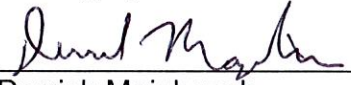
Recommendation:

Staff requests that the Board of Directors adopt a resolution for the proposed change 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. Saldaña
Managing Director of Administration

Approval: 
Derrick Majchszak
Chief Executive Officer

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 6, 2024.

DULY PASSED, APPROVED AND ADOPTED this 6th day of March, 2024.

ATTEST:

**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Lynn Allison
Board Secretary

Arthur Granado, Chair
Board Chairman

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

Approved by Resolution – February 1, 2023

Approved by Resolution – March 6, 2024



Board of Directors Meeting Memo

March 6, 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 for at least two full terms more than ten years prior to consideration will be eligible for naming a facility.
- (3) The name of a person who served both as an employee and a Board member will be eligible if he or she qualifies under one of the categories above.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) No more than three facilities may be named each year under this Policy.
- (8) 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.



Subject: Confirm Four (4) Reappointments Recommended by the Chief Executive Officer (CEO) and Appointed by the Board Chair to RTA’s Committee on Accessible Transportation (RCAT) for a Two-Year Term

Background

The by-laws for RTA’s Committee on Accessible Transportation (RCAT) describe the terms for how vacant seats on the Committee are handled. Interested applicants must submit a letter of interest to CEO. Those applicants are then presented to RCAT and the RCAT Chairman forwards the recommendation of appointments to the CEO. The Board of Directors must then confirm the appointments.

Each member is originally appointed to a two (2) year term except for the chairperson who serves at the pleasure of the RTA Board. Members may be appointed for up to four (4) consecutive two (2) year terms. A committee member who has reached the term limit of eight consecutive years of service may apply for membership after a one-year absence.

At this time, three RCAT Committee members have agreed to be reappointed to the RCAT Committee for another two-year term. They are as follows:

- Rhonda Alvarez (fourth term)
- Randal Chisamore (fourth term)
- Inez Garcia (second term)
- Jeanine Leal (second term)

In order to continue the selection process, CCRTA’s Board of Directors must take action to confirm these reappointments.

Recommendation

The CEO requests the Board of Directors to Confirm the Reppointments of Ms. Rhonda Alvarez, Mr. Randal Chisamore, Ms. Inez Garcia and Ms. Jeanine Leal to fill the RCAT vacancies.

Respectfully Submitted,

Reviewed by: Sharon Montez
Managing Director of Capital Programs and Customer Services

Final Approval by: *Derrick Majchszak*
Derrick Majchszak
Chief Executive Officer



Subject: January 2024 Financial Report

Overview: The results from the **operating budget** for the **month** of **January** report **Expenditures** exceeding **Revenue** by **\$188,447**. Total revenues from operations reached **\$3,543,676** representing 99.17% of the budget baseline, while operating expenses finished at **\$3,732,123** or 93.29% of baseline.

*The results of the **Capital Budget** are being presented below as budgeted which includes transfer-in amounts from the fund balance which were used to balance the 2024 budget. It is also being presented without the budgeted transfer-in to improve the usefulness of fund balance information.*

*To clarify, **transfer-in from fund balance** is not a revenue source, it is considered "**other financing sources**" in accordance with GASB 34. To further clarify, an operational budget is a 12-month **short-term financial plan for the day-to-day expenses** for the specified accounting period while the **Capital Budget consists of long-term acquisitions** that may or may not be completed within the 12-month accounting period and which costs are required to be spread over the life of the various assets.*

In addition, the \$60,978 surplus in the Operating Budget was used to balance the 2024 Capital Budget. As a result, the monthly Capital Funding will be less than the monthly Capital Expenditures, as the budgeted transfer-in of \$5,901,845 plus, the \$60,978 in Operating Surpluses equals the budgeted Depreciation of \$5,962,823.

The CIP budget for the month resulted in expenditures exceeding revenues by **\$5,082** when CIP program expenditures came in at **\$638,064** while **funding resources** came in at **\$632,982**. The expenditures includes **\$496,902** of depreciation expense for the month. For reporting purposes, the transfer-in of **\$491,820** from the fund balance must be factored into the financials to **reflect a balanced budget** as initially approved **as revenues must at least equal expenditures**.

The overall performance for the **month** results in an initial decrease of **\$193,529** to the fund balance with a deficit of **\$188,447** attributable to the operating budget, and a deficit of **\$5,082** related to the CIP budget.

However, the removal of the **\$491,820** budgeted transfer-in is necessary to arrive at the actual change in fund balance for the month reflecting a decrease of **\$496,902 instead of a decrease of \$193,529**.

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

	<u>Month</u>
Revenues	\$ 632,982
Less: Budgeted Transfer-In from Fund Balance	(491,820)
Equals Revenues (FTA Share)	141,162
Grant-Eligible Costs (FTA Share)	141,162
Depreciation	496,902
Total Expenses	638,064
Expenses exceeding Revenues	\$ (496,902)

SUMMARY: Results from all Activities Compared to Budget

Total Revenues and funding sources for the month of **January** closed at **\$4,176,658**, of which **\$3,543,676** is attributable to the **Operating Budget (Table 4 and PPT Slides 3 and 4)** and **\$632,982** to the capital budget. The **\$632,982** from the capital budget consists of **\$141,162** from grant revenues while **\$491,820** comes from the unrestricted portion of the fund balance that was budgeted as a transfer in. The performance of the revenue categories from the Operating Budget is discussed as follows.

Operating Revenues, which include only resources generated from transit operations, **totaled \$110,861** or **\$102.00 (0.09%)** more than forecasted (**Table 4.1**) & (**PPT Slide 5**). **Fare Revenues** ended the month at **\$91,645**, or **99.48%** of the baseline expectation and include **\$6,647** from **Go-Pass Mobile App Pass Sales**.

Meanwhile, commissions from both **Bus and Bench Advertising** ended the month at **\$18,350** of which **\$4,225** came from **Bus Bench Advertising commissions** while **\$14,125** came from **On-Board Bus Advertising commissions**. The combined revenue was **103.26%** of baseline.

Note that the commissions earned from **Bench Advertising** total **\$6,337** of which **\$4,225** is recognized as revenue and **\$2,212** represents the City's one-third share of the bench advertising commission for the use of the City property.

Other Operating Revenues totaled **\$866**, or **100%** of baseline, and is primarily fees generated from use of the Staples Street Center facility.

Non-Operating Revenues, which includes sales tax, investment income, lease income from tenants, and federal assistance grants totaled **\$3,432,815**, reaching **99.14%** of the **\$3,462,584** budget expectation, generating **\$29,769** less than forecasted (**Table 4.1**).

The shortcoming is the result of the preventive maintenance grant not yet funded for 2024. This funding is expected to be available prior to the end of the first quarter 2024. Meanwhile, the category was bolstered by the continued strong performance of the investment portfolio, which exceeded the baseline expectation by **\$71,700**, or **42.49%**. The Fed has maintained a dovish approach regarding rate decreases in the face of higher than expected inflation. This will present opportunities for the Authority to extend maturities and lock in rates prior to cuts to the federal funds rate which are now anticipated in second or third quarter of 2024.

Staples Street Center leases continue to miss the baseline as the result of a tenant vacating the SSC. It is anticipated that the vacancy will be filled in 2024.

For clarification, please keep in mind that all revenues reported are **actual** revenues received or earned except for the sales tax revenue. The Sales Tax Revenue has been **estimated** since the amount will not be determined until payment is received on **March 8, 2024**. Out of the seven (7) sources included in this revenue category, 88.89% of total revenue came from the sales tax revenue estimate as indicated in the following table:

January 2024 Revenue Composition – Table 1

Line #	Revenue Source	Actual	%
1	Sales Tax Revenue	\$3,150,000	88.89%
2	Passenger Service	91,645	2.29%
3	SSC Lease Income	42,365	1.20%
4	Bus Advertising	18,350	0.52%
5	Investment Income	240,450	6.79%
6	Grant Assistance Revenue	-	0.00%
7	Other Revenue	866	0.02%
	Total (excluding capital)	\$3,543,676	100.00%

The **Investment Portfolio** closed the month of January 2024 with a market value of **\$53,553,395**, a decrease of **\$2,364,454** from the balance at the end of December 2023 of **\$55,917,849**. The decrease is largely attributable to the \$1,994,276 annual contribution to the RTA Employee Defined Benefit Plan (DBP).

The composition of the January market value includes **\$30,662,657** in short-term securities consisting of **\$18,166,902** in Commercial Paper and **\$12,495,755** in Federal Agency Coupon Securities. In addition, **\$16,672,933** was held in TexPool Prime and **\$3,398,893** in bank accounts at Frost Bank. For the month of **January**, earned interest income was recorded at **\$240,450**.

TexPool Prime Rate is currently at 5.55% while locked rates for securities range from 3.50% - 5.68%.

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

The **Sales Tax** allocation for January 2024 is **estimated** at **\$3,150,000**. The estimate is necessary since allocations lag two months behind and will not be received until March 8, 2024.

The Sales Tax revenue payment of **\$4,018,668** for December 2023 was received February 7, 2024, and was **\$320,567**, or **8.67%** higher than the **\$3,698,101** December reported **estimate**. The December payment included the allocation from internet sales of **\$41,836**, a decrease of \$1,106 or - 2.58% from the prior month. RTA started receiving internet sales tax revenue in December 2019, and to date have received **\$1,475,624**. Retailers started collecting sales tax on internet sales on October 1, 2019.

The sales tax revenue over the last five years averages 71.13% of total income. In 2023, Sales Tax Revenue represented 70.27% of total revenues. Sales tax typically represents the largest component of CCRTA's total income, however there are several factors that can cause fluctuations from year to year. Although sales tax revenue is related to economic conditions, other factors such as the amount of revenues from other sources and capital improvement plans do come into play. During this reporting period sales tax represented 88.89% of total operating revenues. **Table 2** illustrates the sales tax revenue trend from the beginning of the year.

Transparency Disclosure

The sales tax revenue reported as 2024 Actual is higher than what is reported by the state comptroller's website. The difference represents the \$27,374 that is deducted by the state comptroller each month as repayment of \$1,177,082 that occurred in December 2019 because of an audit. The repayment is over 43 months and as of December have made 38 installments. This amount is added back to calculate the growth rate when compared to the same period last year.

Sales Tax Growth – Table 2

Month Revenue was Recognized	2024 Actual	2023 Actual	\$ Growth	% Growth
January (estimate)	3,150,000	\$ 2,883,848	266,152	9.23%
February (estimate)	-		-	0.00%
March (estimate)	-		-	0.00%
April (estimate)	-		-	0.00%
May (estimate)	-		-	0.00%
June (estimate)	-		-	0.00%
July (estimate)	-		-	0.00%
August (estimate)	-		-	0.00%
September (estimate)	-		-	0.00%
October (estimate)	-		-	0.00%
November (estimate)	-		-	0.00%
December (estimate)	-		-	0.00%
	\$ 3,150,000	\$ 2,883,849	\$ 266,152	9.23%

The detail of all revenue and expense categories are presented in the following tables, along with the fare recovery ratio for January 2024:

Revenue – January 2024 – Revenue Composition (Includes Operating and Capital Funding) – Table 3

Revenue Source	January 2024	%	YTD	%
Passenger Service	\$ 91,645	2.49%	\$ 91,645	2.49%
Bus Advertising	18,350	0.50%	18,350	0.50%
Other Revenue	866	0.02%	866	0.02%
Sales Tax Revenue	3,150,000	85.49%	3,150,000	85.49%
Grants - Operating	-	0.00%	-	0.00%
Grants - Capital	141,162	3.83%	141,162	3.83%
Investment Income	240,450	6.53%	240,450	6.53%
SSC Lease Income	42,365	1.15%	42,365	1.15%
Total Revenue	\$ 3,684,838	100.00%	\$ 3,684,838	100.00%

Revenue – January 2024 Operating Revenue and Capital Funding – Table 4

	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,105,459	\$ 91,645	\$ 92,122	8.29%	99.48%
Bus advertising	213,251	18,350	17,771	8.60%	103.26%
Other operating revenues	362,651	866	866	0.24%	100.00%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	240,450	168,750	11.87%	142.49%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Operating & Non-Operating Revenues	49,677,132	3,543,676	3,573,343	7.13%	99.17%
Capital Grants & Donations	11,971,407	141,162	141,162	1.18%	100.00%
Transfers-In	5,901,845	491,820	491,820	8.33%	100.00%
Total Operating & Non-Operating Revenues and Capital Funding	\$ 67,550,384	\$ 4,176,658	\$ 4,206,325	6.18%	99.29%

Revenue – January 2024 from Operations – Table 4.1

	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Revenues					
Passenger service	\$ 1,105,459	\$ 91,645	\$ 92,122	8.29%	99.48%
Bus advertising	213,251	18,350	17,771	8.60%	103.26%
Other operating revenues	362,651	866	866	0.24%	100.00%
Total Operating Revenues	1,681,361	110,861	110,760	6.59%	100.09%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	240,450	168,750	11.87%	142.49%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Non-Operating Revenues	47,995,771	3,432,815	3,462,584	7.15%	99.14%
Total Revenues	\$ 49,677,132	\$ 3,543,676	\$ 3,573,343	7.13%	99.17%

January 2024 Expenses

The results of all expenditure activities, including capital, are presented below. Overall, the total operating expenses came in \$268,569 under the anticipated baseline of \$4,000,692. Departmental expenses came in \$235,223 under the anticipated baseline or 6.39%. Debt service payments are fixed by the terms of the bond contract which is the reason for the resulting 100% actual to baseline as payments are made semi-annually. Street Improvements is also a fixed amount that represents one-twelve of the annual amount budgeted for all member cities, resulting in 100% of baseline.

January 2024 Total Expenses & Capital Expenditures – Table 6

	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Expenditures					
Departmental Operating Expenses	\$ 44,160,638	\$ 3,444,829	\$ 3,680,052	7.80%	93.61%
Debt Service	1,607,841	-	-	0.00%	0.00%
Street Improvements	3,447,523	287,294	287,294	8.33%	100.00%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
Total Operating & Non-Operating Expenses	49,616,154	3,732,123	4,000,692	7.52%	93.29%
Grant Eligible Costs	11,971,407	141,162	141,162	1.18%	100.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
Total Operating & Non-Operating Expenses and Capital Expenditures	\$ 67,550,384	\$ 4,370,187	\$ 4,638,756	6.47%	94.21%

EXPENSES – REPORTED BY EXPENSE OBJECT CATEGORY

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

Accordingly, for the month of January 2024, total departmental operating expenses realized favorable variances against the baseline expectation from categories including Salaries & Wages, Benefits, Services, Materials & Supplies, Insurance, Purchased Transportation and Miscellaneous.

Meanwhile, unfavorable variance was identified with the category of Utilities.

Utilities reported a negative variance of \$12,968, or 19.48% compared to the baseline. The utilities expense category includes electricity, water and gas and telecommunications. Electricity costs represented 53% of the total costs for this category while 38% went to telecommunication expenses at 9% to water and gas. Telecommunications includes all the costs related to the organization's wide range of information-transmitting technologies and communications infrastructures like wired phones, cellphones, fiber optics, and internet services.

January 2024 Departmental Expense Breakdown – Table 7.1

	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Departmental Operating Expenses:					
Object Category					
Salaries & Wages	\$ 14,418,479	\$ 1,184,454	\$ 1,201,539	8.21%	98.58%
Benefits	8,642,048	586,402	720,171	6.79%	81.43%
Services	5,714,226	465,927	476,186	8.15%	97.85%
Materials & Supplies	3,362,189	256,307	280,182	7.62%	91.48%
Utilities	798,939	79,546	66,578	9.96%	119.48%
Insurance	664,075	53,028	55,340	7.99%	95.82%
Purchased Transportation	9,449,581	758,831	787,465	8.03%	96.36%
Miscellaneous	1,111,101	60,333	92,592	5.43%	65.16%
Total Departmental Operating Expenses	\$ 44,160,638	\$ 3,444,829	\$ 3,680,052	7.80%	93.61%

2024 Self-Insurance Claims, Medical & Vision and Dental – Table 9

Month	Medical & Vision	Dental	Total
January	\$ 85,533	\$ 5,426	\$ 90,960
	\$ 85,533	\$ 5,426	\$ 90,960

Fare Recovery Ratio – Table 10

Description	01/31/2024	Year to Date
Fare Revenue or Passenger Revenue	\$ 91,645	\$ 91,645
Operating Expenses	3,439,683	3,439,683
Fare Recovery Ratio	2.66%	2.66%
*Excluding Depreciation		

Note: Same period last year (January 2023) the FRR was 2.58%

The passenger fares are pledged revenues secured by the bond covenant associated with the construction of the Staples Street Center Building. The bond contract requires the Authority to establish and maintain rates and charges for facilities and services afforded by the CCRTA transit system to produce gross operating revenues in each fiscal year by anticipating sufficient passenger revenues to pay for maintenance and operating expenses and produce net operating revenues at least 1.10 times the annual debt service requirements. The debt service coverage ratio is a different ratio from the Fare Recovery Ratio. CCRTA has maintained since the inception of the bond covenant a coverage ratio of at least 1.10.

January 2024 – Table 11

For the month of January, total Expenditures exceeded Revenue by \$193,529. A greater detail of the financial results is explained in the accompanied Power Point presentation.

	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
Operating Revenues	\$ 49,677,132	\$ 3,543,676	\$ 3,573,343	7.13%	99.17%
Operating Expenses	49,616,154	3,732,123	4,000,692	7.52%	93.29%
Revenue over Expenses	60,978	(188,447)	(427,349)	-309.04%	44.10%
Capital Funding	17,873,252	632,982	632,982	3.54%	100.00%
Capital Expenditures	17,934,230	638,064	638,064	3.56%	100.00%
Revenue over Expenses	(60,978)	(5,082)	(5,082)	8.33%	100.00%
Revenue over Expenditures	\$ -	\$ (193,529)	\$ (432,431)		

NET POSITION

The Total Net Position at the end of the month was **\$117,485,872**, a decrease of **\$544,188** from December 2023 which closed at **\$118,030,059**.

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

Of the Total Net Position of **\$117,485,872**, the portion of the fund balance that is not restricted in accordance with GASB Concepts Statement No 4 is **\$50,734,483**, but only **\$28,000,543** is available for spending because of the internal restrictions placed by the Board for specific reserves which total **\$22,733,940**. To stabilize the fluctuations of sales tax revenue, CCRTA has established several reserve accounts that serve as a liquidity cushion. As you can see from the fund balance breakdown below, 44% of the unrestricted portion is assigned by the Board to fund reserves that are earmarked to meet certain unexpected demands.

Please note that the Designated Employee Benefits Reserve will change in accordance with the actuarial valuation report that is released at the end of April each year.

FUND BALANCE AS OF JANUARY 31, 2024:

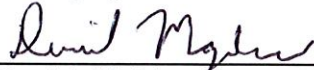
<u>FUND BALANCE</u>	
Net Invested in Capital Assets	\$ 66,176,081
Restricted for FTA Interest	575,308
Unrestricted	50,734,483
TOTAL FUND BALANCE	117,485,872
<u>UNRESTRICTED BREAKDOWN</u>	
Designated for Operating Reserve (25% Op.Ex. less EBR)	9,400,432
Designated for Capital Reserve (25% of total CIP)	11,855,307
Designated for Employee Benefits Reserve	1,478,201
Total Designated Reserves (44%)	\$ 22,733,940
Unrestricted (55%)	28,000,543
TOTAL DESIGNATED & UNRESTRICTED	\$ 50,734,483

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

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert M. Saldaña
Managing Director of Administration

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Corpus Christi Regional Transportation Authority
 Operating and Capital Budget Report
 For the month ended January 2024

OPERATING BUDGET	01/2024				
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	C vs B
Revenues					
Passenger service	\$ 1,105,459	\$ 91,645	\$ 92,122	8.29%	99.48%
Bus advertising	213,251	18,350	17,771	8.60%	103.26%
Other operating revenues	362,651	866	866	0.24%	100.00%
Sales Tax Revenue	44,244,769	3,150,000	3,150,000	7.12%	100.00%
Federal, state and local grant assistance	1,200,152	-	100,013	0.00%	0.00%
Investment Income	2,025,000	240,450	168,750	11.87%	142.49%
Staples Street Center leases	525,850	42,365	43,821	8.06%	96.68%
Total Revenues	49,677,132	3,543,676	3,573,343	7.13%	99.17%
Expenses					
Transportation	11,064,303	850,049	922,025	7.68%	92.19%
Customer Programs	771,857	46,182	64,321	5.98%	71.80%
Purchased Transportation	9,449,581	758,831	787,465	8.03%	96.36%
Service Development	682,410	117,423	56,868	17.21%	206.48%
MIS	1,957,895	133,136	163,158	6.80%	81.60%
Vehicle Maintenance	6,817,309	546,542	568,109	8.02%	96.20%
Facilities Maintenance	3,393,766	283,647	282,814	8.36%	100.29%
Contracts and Procurements	517,294	35,790	43,108	6.92%	83.02%
CEO's Office	1,114,763	98,370	92,897	8.82%	105.89%
Finance and Accounting	1,018,620	57,039	84,885	5.60%	67.20%
Materials Management	294,160	21,968	24,513	7.47%	89.62%
Human Resources	1,150,530	68,108	95,878	5.92%	71.04%
General Administration	508,836	29,686	42,403	5.83%	70.01%
Capital Project Management	433,141	36,430	36,095	8.41%	100.93%
Marketing & Communications	1,247,108	87,115	103,926	6.99%	83.82%
Safety & Security	2,422,340	182,857	201,862	7.55%	90.59%
Staples Street Center	1,092,185	86,051	91,015	7.88%	94.55%
Port Ayers Cost Center	24,540	459	2,045	1.87%	22.44%
Debt Service	1,607,841	-	-	0.00%	0.00%
Special Projects	200,000	5,147	16,667	2.57%	30.88%
Subrecipient Grant Agreements	400,152	-	33,346	0.00%	0.00%
Street Improvements Program for CCRTA Regional Entities	3,447,523	287,294	287,294	8.33%	100.00%
Total Expenses	49,616,154	3,732,123	4,000,692	7.52%	93.29%
Revenues Over Expenses - Operating Budget	60,978	(188,447)	(427,349)		
CIP BUDGET					
	2024 Adopted Budget	January 2024 Actual	Baseline into Budget	% Actual to Budget	% Actual to Baseline
	A	B	C = A / 12	B / A	
Funding Sources					
Transfer In	\$ 5,901,845	491,820	491,820	8.33%	100.00%
Grant Revenue	11,971,407	141,162	141,162	1.18%	0.00%
Total Funding Sources	17,873,252	632,982	632,982	3.54%	100.00%
Capital Expenditures					
Grant Eligible Costs	11,971,407	141,162	141,162	1.18%	0.00%
Depreciation Expenses	5,962,823	496,902	496,902	8.33%	100.00%
Total Expenditures	17,934,230	638,064	638,064	3.56%	100.00%
Funding Sources Over Expenditures	(60,978)	(5,082)	(5,082)	8.33%	100.00%
Revenues Over Expenses - Operating Budget	60,978	(188,447)	(427,349)		
Revenues Over Expenses - CIP Budget	(60,978)	(5,082)	(5,082)		
Revenues Over Expenses (including rounding)	\$ -	\$ (193,529)	\$ (432,431)		

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
Statement of Net Position
Month ended January 31, 2024, and year ended December 31, 2023

	Unaudited January 31 2024	Unaudited December 31 2023
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 21,556,062	\$ 21,367,243
Short Term Investments	28,564,303	27,024,509
Receivables:		
Sales and Use Taxes	7,113,920	7,145,170
Federal Government	2,296,144	3,345,385
Other	802,759	776,733
Inventories	879,358	804,874
Prepaid Expenses	3,236,287	839,542
Total Current Assets	64,448,833	61,303,456
Non-Current Assets:		
Restricted Cash and Cash Equivalents	575,308	575,308
Long Term Investments	2,000,000	5,951,169
Lease Receivable	1,481,296	1,481,296
Capital Assets:		
Land	4,882,879	4,882,879
Buildings	52,705,304	52,705,304
Transit Stations, Stops and Pads	28,574,474	28,574,474
Other Improvements	5,525,123	5,525,123
Vehicles and Equipment	62,634,935	62,634,935
Right-To-Use Leased Equipment	499,627	499,627
Software Subscriptions	380,572	335,500
Construction in Progress	14,281,482	1,094,110
Current Year Additions	120,148	13,187,372
Total Capital Assets	169,604,544	169,439,324
Less: Accumulated Depreciation	(89,580,612)	(89,083,710)
Net Capital Assets	80,023,933	80,355,614
Total Non-Current Assets	84,080,536	88,363,387
TOTAL ASSETS	148,529,369	149,666,843
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow related to pensions	9,475,513	9,475,513
Deferred outflow related to OPEB	62,202	62,202
Deferred outflow on extinguishment of debt	2,937,149	2,937,149
Total Deferred Outflows	12,474,864	12,474,864
TOTAL ASSETS AND DEFERRED OUTFLOWS	161,004,233	162,141,708
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts Payable	2,097,863	3,053,507
Current Portion of Long-Term Liabilities:		
Long-Term Debt	-	-
Compensated Absences	335,005	335,005
Sales Tax Audit Funds Due	136,884	164,258
Distributions to Regional Entities Payable	5,078,746	4,791,452
Other Accrued Liabilities	1,366,397	1,263,960
Total Current Liabilities	9,014,895	9,608,182
Non-Current Liabilities:		
Long-Term Liabilities, Net of Current Portion:		
Long-Term Debt	16,785,000	16,785,000
Compensated Absences	942,102	942,102
Sales Tax Audit Funds Due	-	-
Net Pension Liability	11,027,475	11,027,475
Net OPEB Obligation	834,840	834,840
Lease Liability	338,738	338,738
Total Non-Current Liabilities	29,928,155	29,928,155
TOTAL LIABILITIES	38,943,049	39,536,336
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow related to pensions	3,087,164	3,087,164
Deferred inflow related to OPEB	6,852	6,852
Deferred inflow related to leases	1,481,296	1,481,296
Total Deferred Inflows	4,575,312	4,575,312
TOTAL LIABILITIES AND DEFERRED INFLOWS	43,518,361	44,111,649
Net Position:		
Net Invested in Capital Assets	66,176,081	66,507,763
Restricted for FTA Interest	575,308	575,308
Unrestricted	50,734,483	50,946,988
TOTAL NET POSITION	\$ 117,485,871	\$ 118,030,059

Corpus Christi Regional Transportation Authority
Statement of Cash Flows (Unaudited)
For the month ended January 31, 2024

	<u>1/31/2024</u>
Cash Flows From Operating Activities:	
Cash Received from Customers	\$ 72,324
Cash Received from Bus Advertising and Other Ancillary	78,444
Cash Payments to Suppliers for Goods and Services	(1,959,822)
Cash Payments to Employees for Services	(1,379,124)
Cash Payments for Employee Benefits	(2,056,491)
Net Cash Used for Operating Activities	<u>(5,244,669)</u>
Cash Flows from Non-Capital Financing Activities:	
Sales and Use Taxes Received	3,153,876
Grants and Other Reimbursements	27,646
Distributions to Subrecipient Programs	(25,234)
Distributions to Region Entities	(9,617)
Net Cash Provided by Non-Capital Financing Activities	<u>3,146,672</u>
Cash Flows from Capital and Related Financing Activities:	
Federal and Other Grant Assistance	1,162,757
Proceeds/Loss from Sale of Capital Assets	-
Proceeds from Bonds	-
Repayment of Long-Term Debt	-
Interest and Fiscal Charges	-
Purchase and Construction of Capital Assets	(1,530,841)
Net Cash Used by Capital and Related Financing Activities	<u>(368,084)</u>
Cash Flows from Investing Activities:	
Investment Income	154,900
Purchases of Investments	-
Maturities and Redemptions of Investments	2,500,000
Premiums/Discounts on Investments	-
Net Cash Provided by Investing Activities	<u>2,654,900</u>
Net Increase in Cash and Cash Equivalents	188,819
Cash and Cash Equivalents (Including Restricted Accounts), January 1, 2024	21,942,551
Cash and Cash Equivalents (Including Restricted Accounts), January 31, 2024	\$ <u><u>22,131,370</u></u>



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

Board of Directors Meeting Memo

March 6, 2024

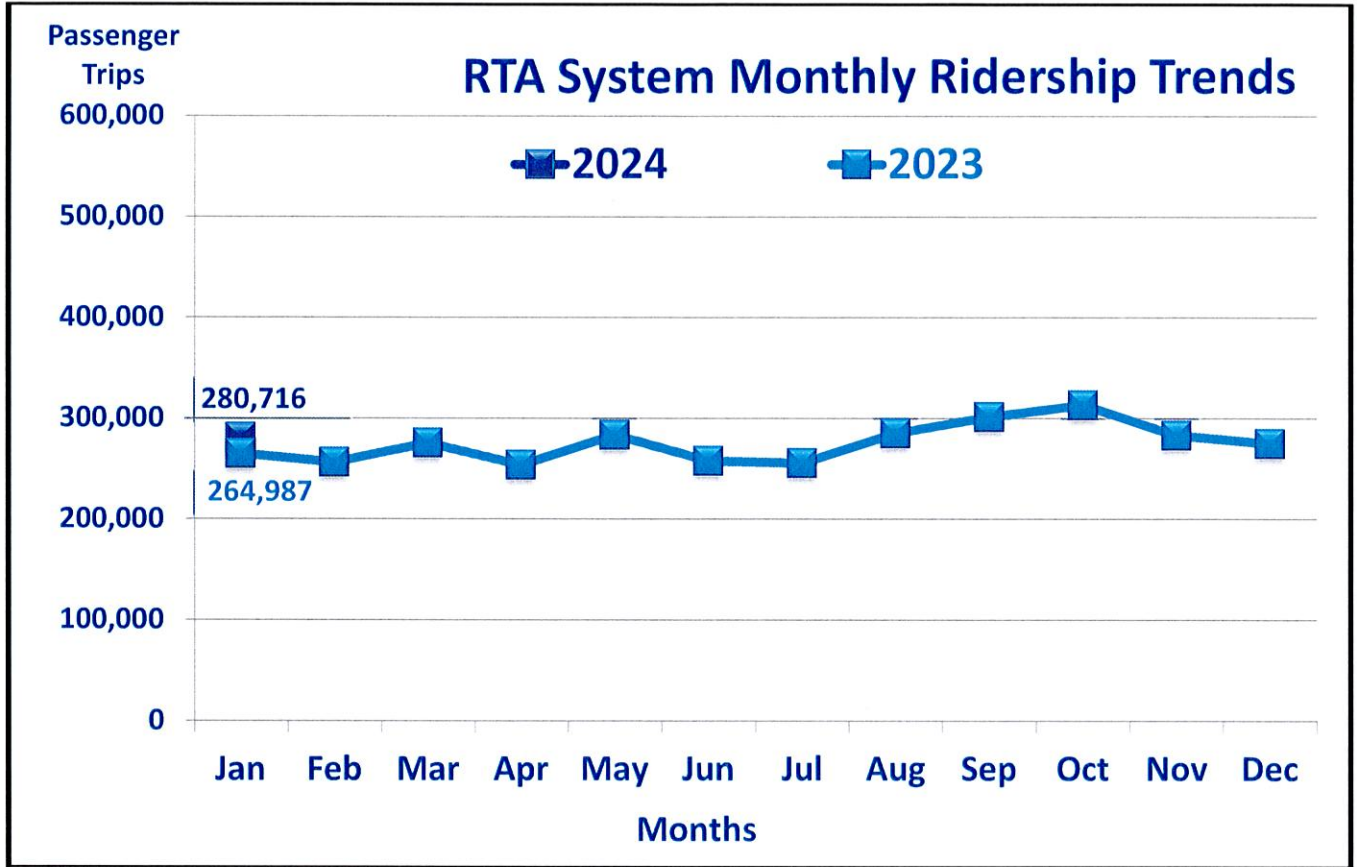
Subject: January 2024 Operations Report

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



System-wide Ridership and Service Performance Results

January 2024 system-wide passenger trips totaled 280,716 which represents a 5.9% increase, compared to 264,987 passenger trips in January 2023 with 15,729 more trips provided this month.

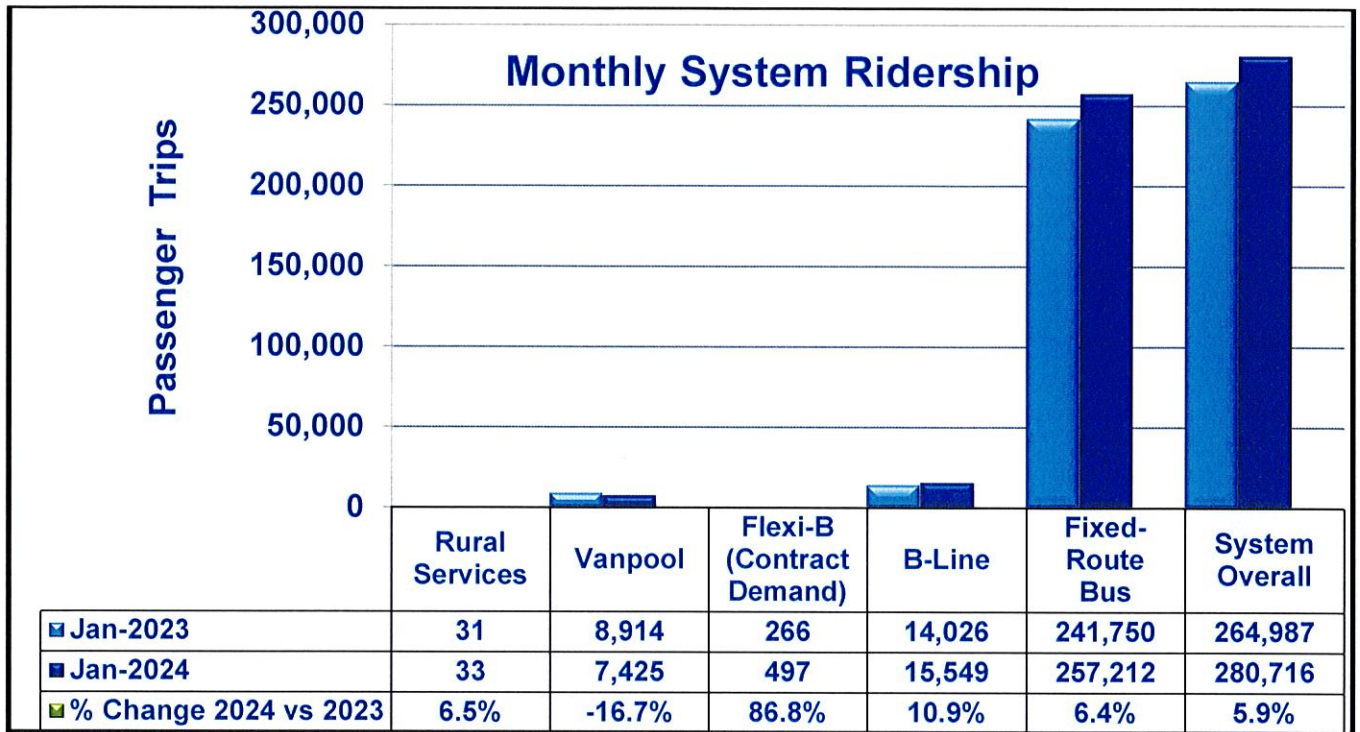


January 2024	January 2023	Variance
22 Weekdays	22 Weekdays	-
4 Saturdays	4 Saturdays	-
5 Sundays	5 Sundays	-
31 Days	31 Days	-

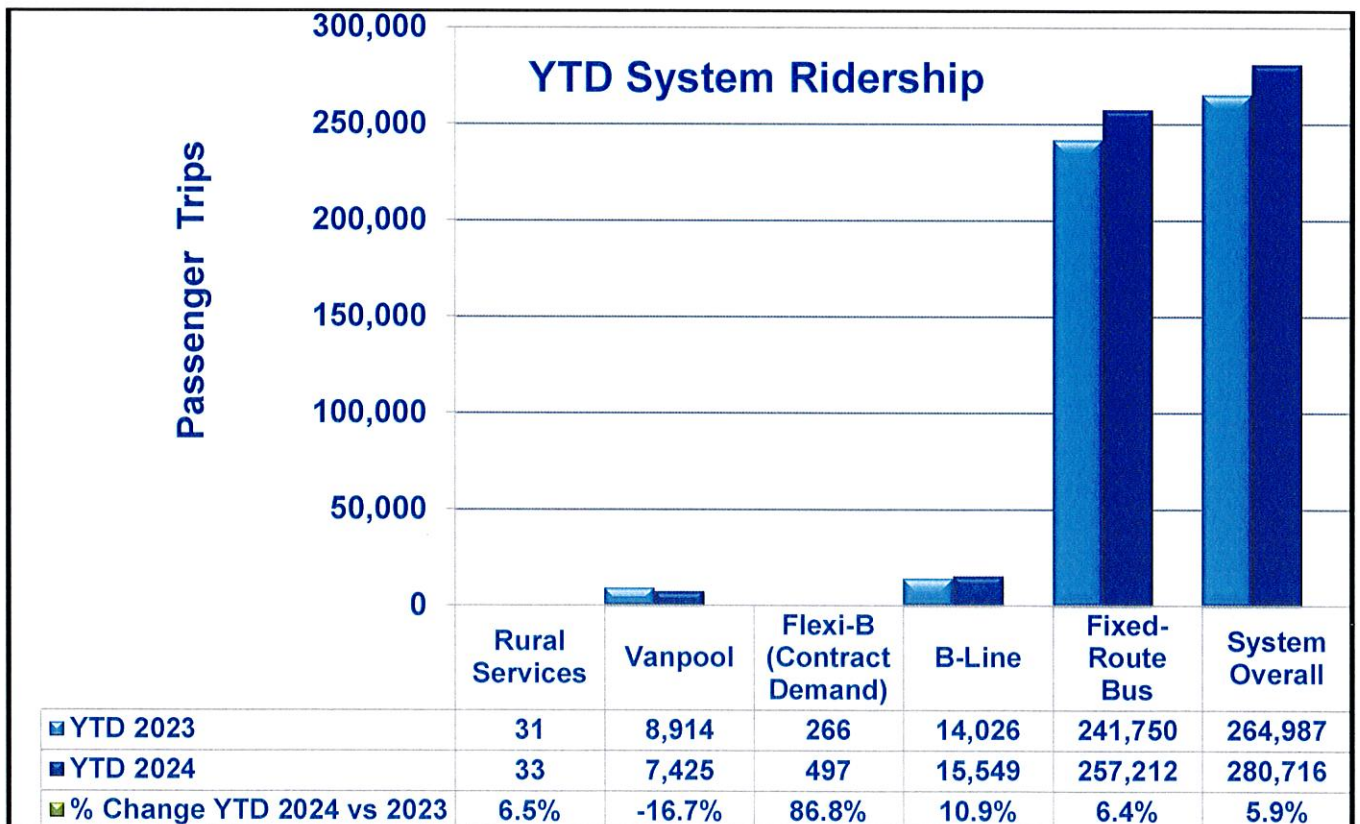
The average retail price for unleaded gas in Corpus Christi was approximately \$2.70 per gallon compared to \$3.10 per gallon in January 2023¹ which represents an 12.9% decrease in the average cost per gallon. January rainfall was 3.41 inches compared to the average rainfall of 1.93 inches. January 2023 was below the normal average at 0.72 inches.² The 66-degree average high temperature for January 2024 is below the normal average temperature of 67.9-degrees.

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

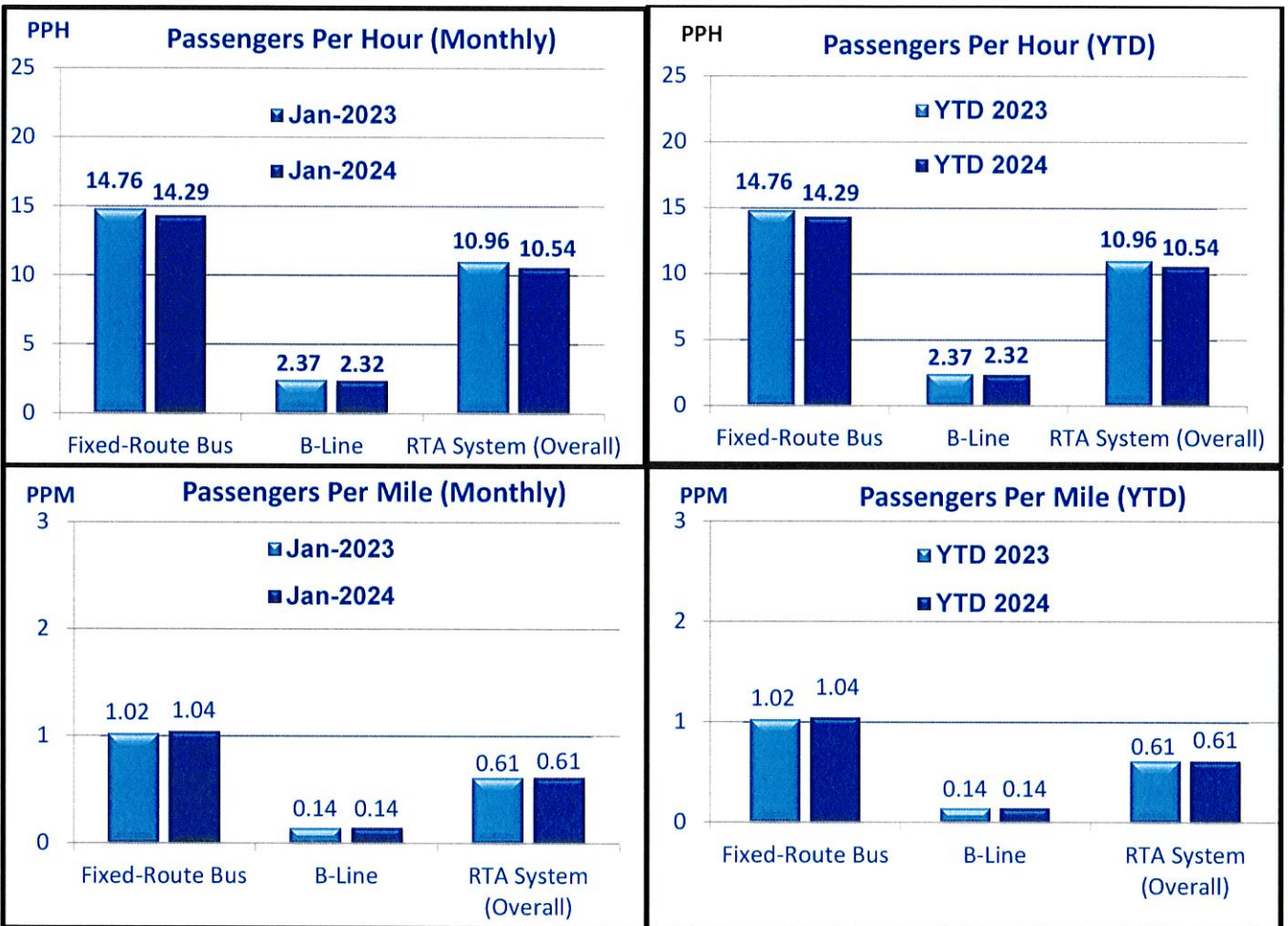
The chart below shows monthly ridership results for all services. CCRTA recorded 15,729 more passenger trips in January 2024 resulting in a 5.9% increase compared to January 2023.



The chart below shows YTD ridership results for all services. 15,729 more trips compared to 2023.



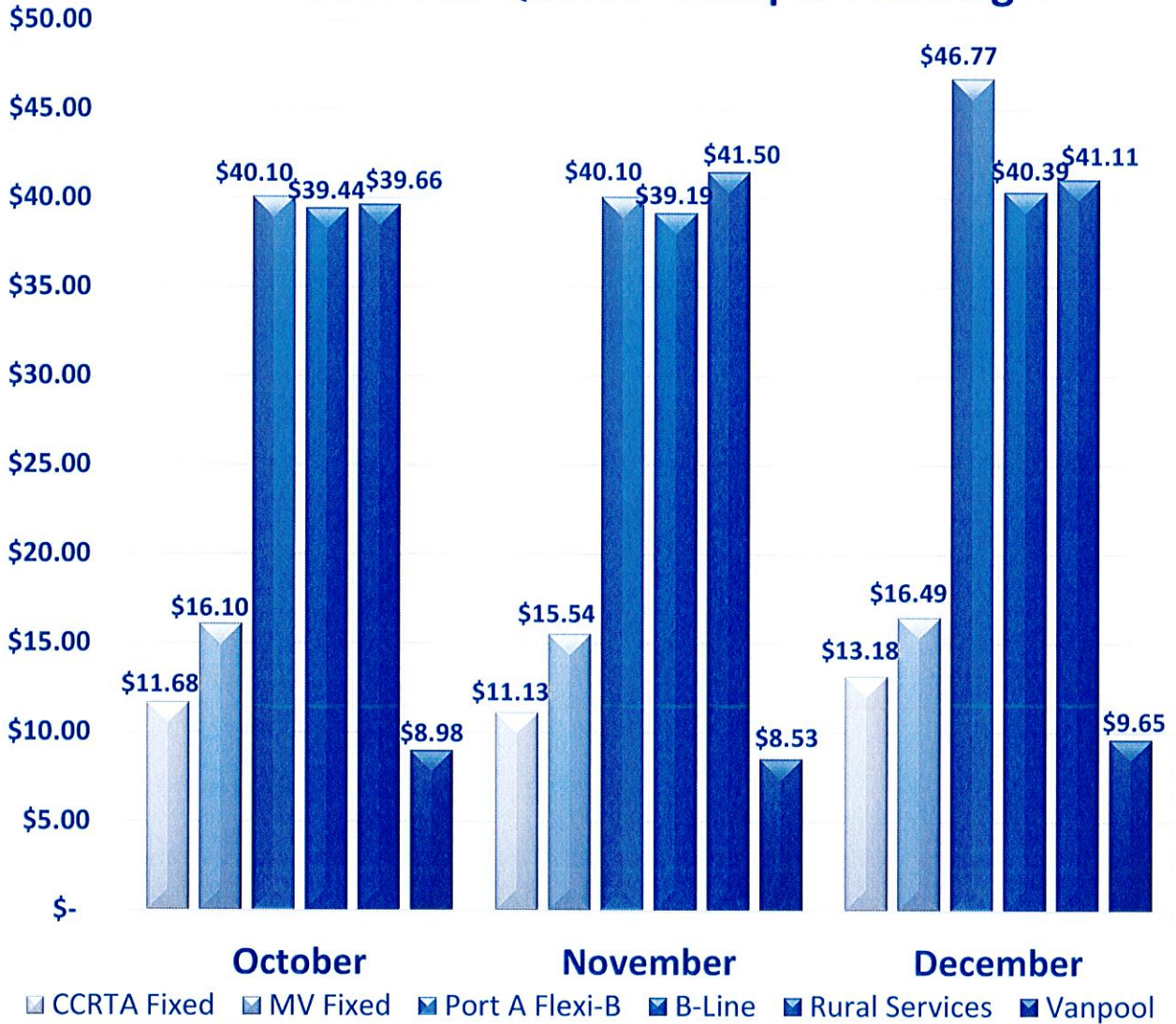
The following charts are system-wide productivity for the month of January 2024 vs. January 2023 and YTD figures.



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

Schedule Adherence	Standard	Oct-23	Nov-23	Dec-23	Jan-24	4-Month Average
Early Departure	<1%	0.0%	0.0%	0.0%	0.3%	0.1%
Departures within 0-5 minutes	>85%	89.6%	88.3%	88.6%	92.6%	89.8%
Monthly Wheelchair Boardings	No standard	4,405	3,408	3,258	3,324	3,599
Monthly Bicycle Boardings	No standard	6,222	5,489	5,309	5,337	5,589

2023 4th Quarter Cost per Passenger



The following tables include Cost per Passenger totals by service mode for the fourth quarter of 2023. In addition, year-to-date (YTD) averages by service mode are included.

Month	CCRTA Fixed	MV Fixed	Port A Flexi-B	B-Line	Rural Services	Vanpool
October	\$ 11.68	\$ 16.10	\$ 40.10	\$ 39.44	\$ 39.66	\$ 8.98
November	\$ 11.13	\$ 15.54	\$ 40.10	\$ 39.19	\$ 41.50	\$ 8.53
December	\$ 13.18	\$ 16.49	\$ 46.77	\$ 40.39	\$ 41.11	\$ 9.65
YTD Average	\$ 11.84	\$ 16.99	\$ 40.95	\$ 39.92	\$ 42.75	\$ 8.67

On Detour

- **Port Ave.** Utility Replacement Project (9) month project (**On hold**): Began March 2022 with an undetermined completion date.
 - Routes 21, 23 & 37 (**2** stops impacted)
- **New Harbor Bridge (North Beach):** Routes 76 & 78 remain on a minor detour under U.S. HWY 181 in the inbound direction. (No stops impacted)
- **Leopard St.** (Nueces Bay to Palm) Project now complete but (**3**) stops remain unserviceable and Routes 27 & 28 remain on detour.
 - Routes 27 & 28
- **Leopard St.** (Crosstown-Palm) (14) month project began Dec. 5, 2022. This Bond project will extend the current/existing Leopard St. detour. Expected completion in June 2024. (*Project nearing completion*)
 - Routes 27 & 28 (**12** stops impacted)
- **Gollihar** (Crosstown-Greenwood) Began April 24, 2023.
 - Routes 23 & 25 (**13** stops closed for this two-phase project)
- **McArdle Rd. (Carroll-Kostoryz):** Project began Oct 30th, 2023. Route 19 (**8** stops closed)

Detours Expected

- **Alameda (Louisiana-Texan Trail):** Preliminary work on project began Fall-2023.
 - Routes 5, 17 & detoured 29 (19 stops will be impacted-but not yet)
- **Brownlee Blvd.** (Morgan-Staples) To begin early-2024.
 - Routes 5x & 17 (8 stops will be impacted)
- **Comanche** (Carancahua-Alameda) Began early-2024.
 - Routes 12, 21, 27 & 28 (4 stops will be impacted)
- **Upper/Mid./Lower Broadway:** Project in design. (30%)
 - Routes 6, 76 & 78 (no stops impacted)
- **Carroll Ln.** (SH-358 to Holly) Project in design. (30%)
 - Route 15 (4 stops might be impacted)
- **Alameda (Everhart-Airline):** Project in design. (30%)
 - Route 5 (13 stops might be impacted)

Currently No Detours

- **Alameda (Del Mar Blvd.-Louisiana):** Utility work began Oct.-2023.
 - Routes 5, 17 & detoured 29 (**1** stop closed)
- **Everhart Rd. (SPID-S. Staples):** Project began September 2023.
 - Routes 32 & 37 (7 stops on Everhart not impacted yet but **2** closed on Alameda & **2** closed on S. Staples west of the Everhart Rd. intersection)
- **Wildcat** (Northwest Blvd.-Teague) is now open to two-way travel as of Feb. 2024
 - Route 27 (**1** stop remains closed)

For January 2024, there were 11 impacted fixed routes out of 32 fixed route services in operation. This equates to approximately 34% of CCRTA services.

Impacted bus route services include: **5, 17, 19, 21, 23, 25, 27, 28, 37, 76 & 78.**

The total number of bus stops that were impacted or closed was **44** in January.

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

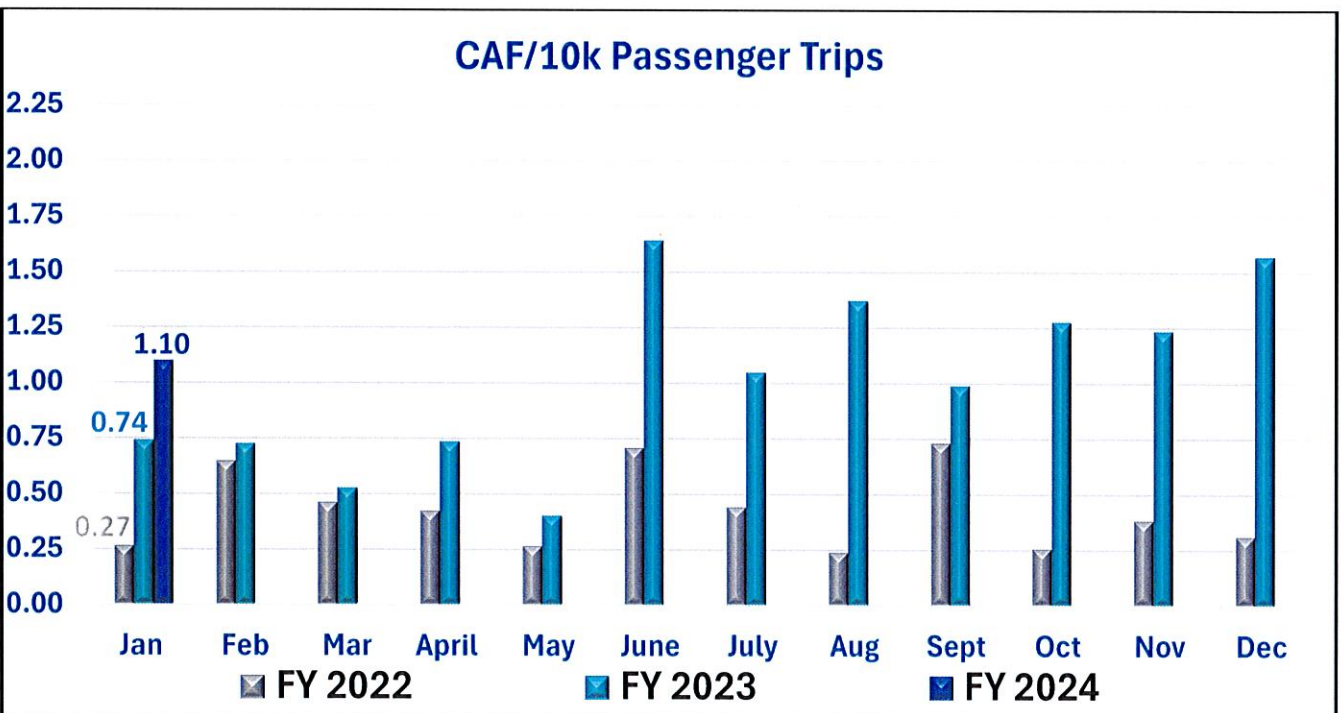
In January 2024, B-Line service performance metrics are listed below.

- Productivity: **2.32** Passengers per Hour (PPH) did not meet the contract standard of 2.50 PPH.
- On-time Performance: **91.5%** for January did not meet the contract standard of 95.0%.
- Denials: 0 denials or **0.0%** did meet the contract standard of 0.0%.
- Miles between Road Calls (MBRC): **15,691** did meet the contract standard of 12,250 miles.
- Ridership Statistics: **10,551** ambulatory boardings; **4,095** wheelchair boardings

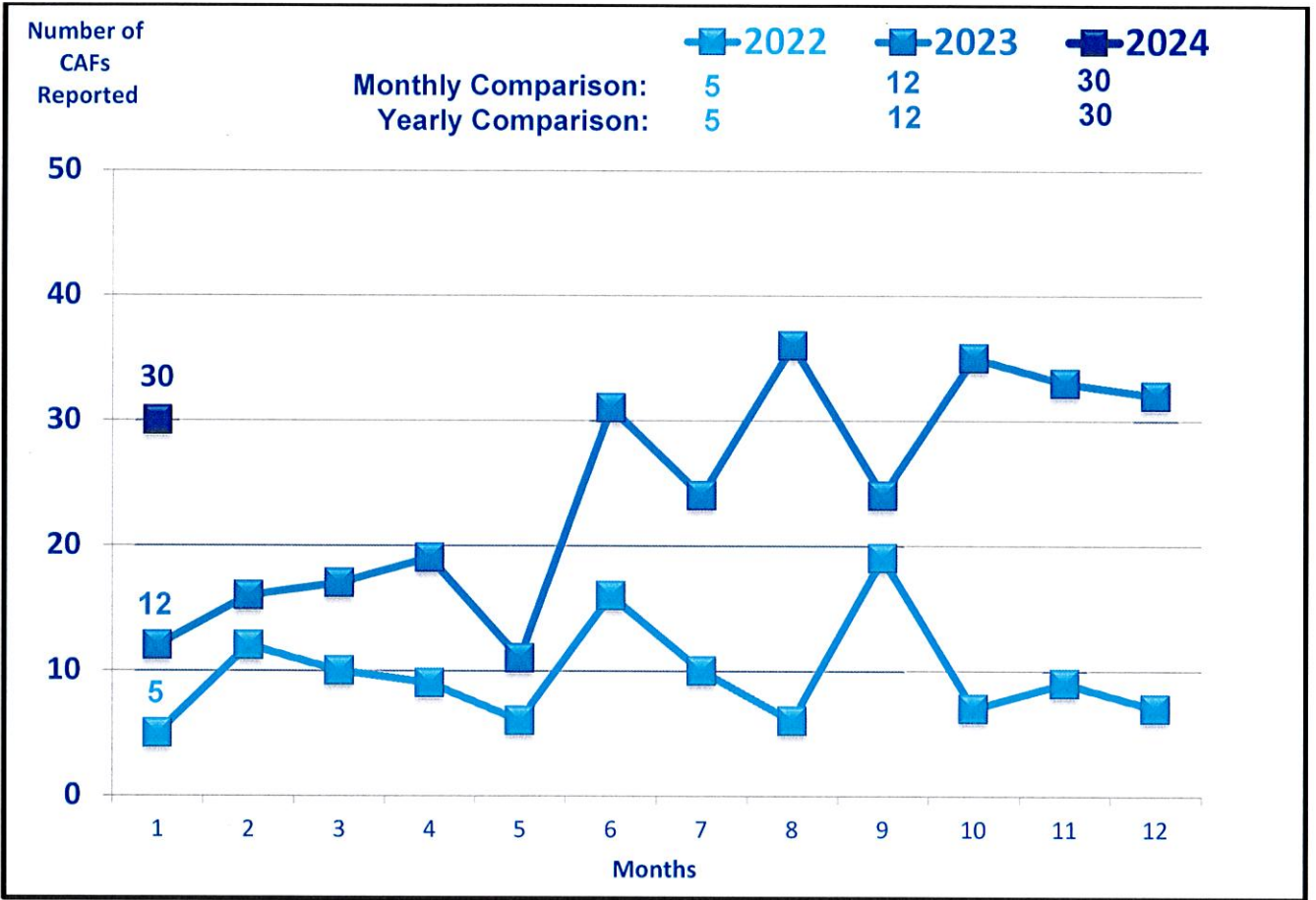
Metric	Standard	Oct-23	Nov-23	Dec-23	Jan-24	(4) Month-Ave.
Passengers per Hour	2.50	2.44	2.43	2.36	2.32	2.39
On-time Performance	95.0%	92.1%	87.9%	88.3%	91.5%	90.0%
Denials	0.00%	0.00%	0.00%	0.00%	0.00%	0.0%
Miles Between Road Calls	12,250	15,921	14,020	20,070	15,691	16,425
Monthly Wheelchair Boardings	No standard	4,401	4,250	4,202	4,095	4,237

Customer Programs Monthly Customer Assistance Form (CAF) Report

For the month of January 2024, Customer Service received and processed 59 Customer Assistance Forms (CAF's) of which 30 or 51% were verified as valid. This equates to approximately 1.10 CAFs per 10,000 passenger trips. There were six commendations in the month of January.



Number of CAF Reports: Current and Historical Trends



Route Summary Report:

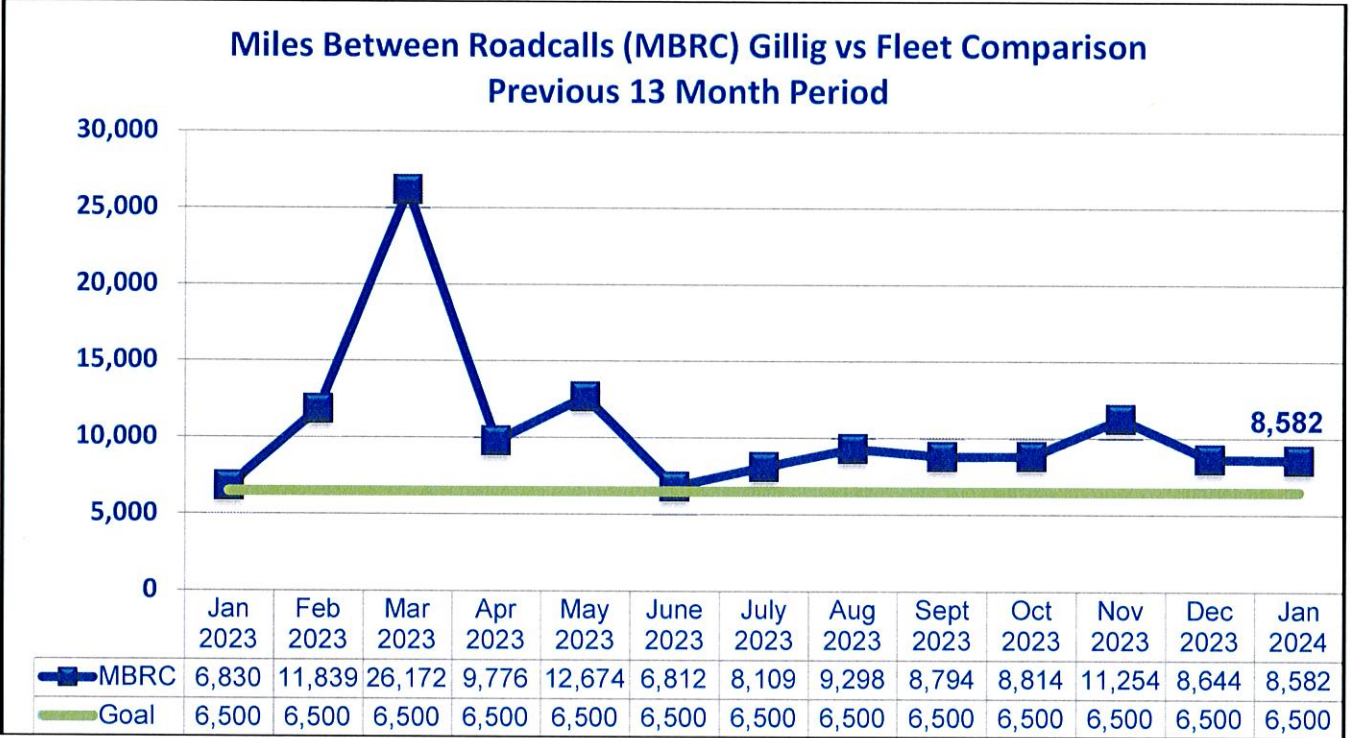
Route	# of CAFs	Route	# of CAFs
#3 NAS Shuttle	5	#34 Robstown North Circulator	
#4 Flour Bluff	1	#35 Robstown South Circulator	1
#5 Alameda		#37 Crosstown/TAMU-CC	1
#5x Alameda Express		#50 Calallen/NAS Ex (P&R)	
#6 Santa Fe/Malls	1	#51 Gregory/NAS Ex (P&R)	
#12 Hillcrest/Baldwin	5	#54 Gregory/Downtown Express	
#15 Kostoryz/Carroll HS	1	#60 Momentum Shuttle	1
#16 Morgan/Port		#65 Padre Island Connection	4
#17 Carroll/Southside	1	#76 Harbor Bridge Shuttle	
#19 Ayers	2	#78 North Beach Shuttle	
#19G Greenwood		#83 Advanced Industries	
#19M McArdle		#90 Flexi-B Port Aransas	
#21 Arboleda	2	#93 Flex	1
#23 Molina	2	#94 Port Aransas Shuttle	
#24 Airline/Yorktown		#95 Port Aransas Express	
#25 Gollihar/Greenwood		B-Line (Paratransit) Services	6
#26 Airline/Lipes		Safety & Security	
#27 Leopard	5	Transportation	3
#27x Leopard (Express)		Facilities Maintenance	3
#28 Leopard/Navigation	1	IT	1
#29 Staples	5	Service Development	
#29F Staples/Flour Bluff		Vehicle Maintenance	1
#29SS Staples/Spohn South		Commendations	6
#32 Southside	1	TOTAL CAF's	59

Processed CAF Breakdown by Service Type:

CAF Category	RTA Fixed Route	B-Line ADA Paratransit	Purchased Transportation	Totals
ADA	2			2
Service Stop Issues	2		1	3
Driving Issues			2	2
Customer Services				
Late/Early – No Show	1	3	8	12
Alleges Injury	1			1
Fare/Transfer Dispute				
Clean Trash Can				
Dispute Drop-off/Pickup	1	3	1	5
Add Bench/Stop				
Left Behind/Passed Up	7		3	10
Inappropriate Behavior	1			1
Policy	1			1
Incident at Stop				
Incident on Bus				
Incident at Station				
Securement/Tie Down Issue				
Denial of Service				
Safety & Security	1			1
Rude	5			5
Facility Maintenance/Service Development	3			3
Transportation (other)	3			3
Vehicle Maintenance				
IT	1			1
Vehicle Maintenance-IT	1		1	2
Vehicle Maintenance	1			1
Commendations	6			6
Total CAFs	36	6	17	59

Vehicle Maintenance Department: Miles Between Road Calls Report

In January 2024, there were 8,582 miles between road calls (MBRC) recorded as compared to 6,830 MBRC in January 2023. A standard of 6,500 miles between road calls is used based on the fleet size, age and condition of CCRTA vehicles. The thirteen-month average is 10,584.



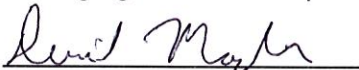
Board Priority

The Board Priority is Public Image and Transparency.

Respectfully Submitted,

Submitted by: Liann Alfaro
Director of Planning

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer