

MEETING AGENDA

DATE: Wednesday, March 27, 2024

TIME: 8:30 a.m.

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

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

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

ADMINISTRATION & FINANCE COMMITTEE

Beatriz Charo, Committee Chair

Gabi Canales Armando Gonzalez Anna Jimenez Erica Maymi

| | TOPIC | SPEAKER | EST.TIME | REFERENCE |
|---|---|------------|----------|---|
| 1. | Roll Call | M. Montiel | 2 min. | ----- |
| 2. | Safety Briefing | M. Rendón | 3 min. | ----- |
| 3. | Confirm Posting of Meeting’s Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551 | B. Charo | 1 min. | ----- |
| 4. | Receipt of Conflict of Interest Affidavits | B. Charo | 2 min. | ----- |
| 5. | 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. | | | | |
| 6. | Discussion and Possible Action to Approve the Administration and Finance Committee Meeting Minutes of November 15, 2023 and February 28, 2024 | B. Charo | 3 min. | Pages 1-5 |
| 7. | Discussion and Possible Action to Recommend the Board of Directors Adopt the Revised 2024 Emergency Preparedness Policy | M. Rendón | 3 min. | Pages 6-21 PPT |
| 8. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances | R. Saldaña | 3 min. | Pages 22-26 Attachment B PPT |
| 9. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or designee to Award a Professional Services Agreement to TransPro to Perform the 2020-2023 Quadrennial Performance Audit | R. Saldaña | 3 min. | Pages 27-28 PPT |

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|-----|--|------------|--------|----------------------------------|
| 10. | Discussion and Possible Action to Recommend the Board of Directors Adopt a lower discount rate of 6.75% from 7.00% for the Defined Benefit Plan | R. Saldaña | 3 min. | Pages 29-31 <i>PPT</i> |
| 11. | Committee Chair Report | B. Charo | 3 min. | ----- |
| 12. | Adjournment | B. Charo | 1 min. | ----- |

Total Estimated Time: 30 min.

OPERATIONS & CAPITAL PROJECTS COMMITTEE

Aaron Muñoz, Committee Chair

Lynn Allison Jeremy Coleman Armando Gonzalez Eloy Salazar

| | TOPIC | SPEAKER | EST.TIME | REFERENCE |
|----|---|-------------|----------|--------------------------------|
| | Roll Call | M. Montiel | 2 min. | ----- |
| 2. | Safety Briefing | M. Rendón | 3 min. | ----- |
| 3. | Confirm Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551 | A. Muñoz | 1 min. | ----- |
| 4. | Receipt of Conflict of Interest Affidavits | A. Muñoz | 2 min. | ----- |
| 5. | Opportunity for Public Comment 3 min. limit – no discussion | A. Muñoz | 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. | | | |
| 6. | Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes January 24, 2024 | A. Muñoz | 3 min. | Pages 1-4 |
| 7. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Purchase Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract | G. Robinson | 3 min. | Page 5-6 <i>PPT</i> |
| 8. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise Two-Year Option to Brite Star Services, Ltd. for Maintenance Uniform Rental Services | G. Robinson | 3 min. | Pages 7-8 <i>PPT</i> |

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|-----|---|-----------|--------|---------------------------------|
| 9. | Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Enter into Negotiations for General Engineering Services Pool | S. Montez | 3 min. | Pages 9-10 <i>PPT</i> |
| 10. | Committee Chair Report | A. Muñoz | 3 min. | ----- |
| 11. | Adjournment | A. Muñoz | 1 min. | ----- |

Total Estimated Time: 27 min.

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, March 22, 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
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, February 28, 2024**

Summary of Actions

- 1. Roll Call**
- 2. 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

Beatriz Charo; Committee Chair, called the meeting to order at 8:31 a.m. Marisa Montiel called roll and stated there was no quorum present.

Board Members Present

Beatriz Charo and Erica Maymi.

Board Members Absent

Gabi Canales and 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

Adjournment

There being no quorum, the meeting adjourned at 8:34 a.m.

Submitted by: Marisa Montiel



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD POLICY

EMERGENCY PREPAREDNESS POLICY

I. **PURPOSE:** This Emergency Preparedness Policy (“Policy”) outlines the responsibilities of employees of the Corpus Christi Regional Transportation Authority (CCRTA) in case of emergencies and/or disasters (collectively referenced herein as “emergency”). This Policy is not intended to conflict with the CCRTA Emergency Response Plan (the “Plan”), which is issued annually.

The CCRTA includes within its service area the cities of Corpus Christi, Agua Dulce, Banquete, Bishop, Driscoll, Port Aransas, Robstown, Gregory and San Patricio, Texas, as well as all unincorporated areas of Nueces County. The purpose of this Policy is to provide emergency preparedness and evacuation services in these communities within the CCRTA’s service area relating to hurricanes and other emergencies requiring evacuation. The CCRTA has a responsibility to work cooperatively with the City of Corpus Christi and the Nueces County Emergency Management Offices (“EMO”). Each community will provide staff or designated volunteers as necessary in order to help coordinate the evacuation and provide security and traffic control as necessary. Such services shall include registration of evacuees, security and traffic control, water and snacks, and health services, as needed.

The CCRTA agrees to provide emergency evacuation services upon the occurrence of a hurricane or other emergency in order to transport residents to designated Evacuation HUB sites in the CCRTA’s service area and return individuals to their communities after the areas have been cleared for return. In the event of an emergency declaration by the County Judge of Nueces County as a result of the imminent threat of a hurricane or other disaster, a community may notify the CCRTA’s CEO or designee of the need for emergency evacuation services, and the CEO or designee will provide transportation services to transport individuals to an emergency HUB determined by the CCRTA. The CCRTA will provide an appropriate number of additional vehicles for special needs transportation as it has available. In the event sustained wind speeds are greater than or equal to 35 miles per hour prior to, during, or after landfall or water levels or other conditions become unsafe, buses shall not operate due to safety reasons. The CEO or designee is delegated the authority, in his or her complete discretion and judgement under the circumstances existing at that time, to determine which buses and staffing should be made available to provide these services.

While CCRTA will not knowingly jeopardize lives and property in an emergency support or relief effort, the EMO may call upon CCRTA to provide services for the benefit of the

general public during emergencies, including transportation services the EMO may request before, during and after an emergency. By providing employees with clear expectations of their responsibilities in emergency situations, CCRTA can most effectively and efficiently provide these necessary services.

CCRTA POLICIES REMAIN IN EFFECT FOR EMPLOYEES WHO ARE WORKING OR ON-CALL THROUGHOUT ALL PHASES OF AN EMERGENCY, INCLUDING BUT NOT LIMITED TO, PROHIBITIONS AGAINST WORKING UNDER THE INFLUENCE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES.

II. **APPLICATION:** This Policy applies to **ALL** CCRTA employees, including part-time and temporary employees. Failing to acknowledge receipt of this Policy does not constitute a waiver of adherence to this Policy.

III. **DEFINITIONS:**

1. **“Emergency Event”** as referenced in this policy, emergency event refers to natural and man-made events, such as hurricanes, tornadoes, ice storms, flooding, or other disastrous weather conditions or non-weather-related emergencies, such as chemical accidents, and emergencies that constitute a threat to the citizens of Corpus Christi, as determined by the EMO or the CEO. An Emergency Event is considered an emergency response activity as used in section 7(o) (3) (A) of the Fair Labor Standards Act (“FLSA”).

2. **“Essential Positions”** are those held by employees who are required to be available to work during the preparation stage, during the emergency event and/or immediately after the emergency event.

3. **“Essential Employees”** are those persons filling Essential Positions and who volunteer to work during emergencies and may not evacuate without an approved waiver or the CEO’s express authorization to leave.

4. **“Step up”** employees are those who are not employed in essential positions, but who are designated to work during the emergency and thereby become essential employees. Step up employees, once assigned to become an essential employee, become subject to all the policies and procedures as though they were originally employed in essential positions. References to Essential Employees in this Policy includes step up employees.

5. **“Employee Refuge of Last Resort”** refers to one or more physical locations designated by CCRTA as emergency living locations where essential employees will shelter in place until the emergency ends.

6. **“Emergency Operations Center”** or “EOC,” as used herein references the designated location(s) from which the CEO or his/her designee and other key personnel will direct operations during the Activation Phase, Condition 3. (For purposes of an actual emergency or disaster the governmental entity controlling the effort may utilize a different term.)

IV. **PHASES OF THE EMERGENCY EVENT:** The CEO has the authority to declare that the Plan is activated or that conditions otherwise warrant the use of this Policy. The CEO or his/her designees will give notice to employees of the status of the activation

and changes to the phases of the Plan as declared by the CEO or his/her designees or the EMO.

A. **Beginning of the Disaster Vulnerability Season**: Condition 4. Condition 4 refers to situations which cause a higher degree of disaster possibility than is normally present. Condition 4 automatically goes into effect at the beginning of the hurricane season (June 1st through November 30th each year), or other general conditions, such as fire threat due to severe drought. During Condition 4, the City and CCRTA will initiate general increased readiness activities, submit all updated plans and utilize the media and other sources to recommend various protective actions to the public.

1) All employees will be given a deadline by which to submit a waiver from serving as an essential employee.

B. **Condition 3 - Readiness Phase**: Activation of Condition 3 signifies CCRTA-Wide procedures are necessary and hazardous conditions could develop which present a greater potential threat than Condition 4, but with no immediate threat to life or property. Condition 3 might be generated by events such as a hurricane, tornado, or severe thunderstorm watch, or the presence of hazardous material in transit through the City. Condition 3 will be declared when the course of a hurricane has been established and the National Weather Service predicts a likely landfall within 36 hours and/or within 100 miles of Corpus Christi. Condition 3 has the probability of moving to Condition 2.

1) **All employees must report to work as scheduled prior to an Emergency Event, unless on leave approved by the Director or otherwise expressly instructed. CCRTA will make every effort to cancel services early enough to allow employees to safely secure themselves, their families, and properties.** However, emergencies by their very nature are unpredictable and CCRTA makes no guarantees.

2) Approved scheduled leave that conflicts with an employee's assigned responsibilities during the emergency will be cancelled. The Director will reassess and determine whether to cancel personal leaves and return the employees to work. Cancelled leave will be rescheduled at the Directors discretion.

3) During Condition 3, essential employees who have agreed to work during the Emergency Event may, with the approval of the Director, utilize personal leave, or leave without pay if their paid leave has been exhausted, to secure their families and property. Essential employees must return to work as instructed.

4) All employees must update their emergency contact information when acknowledging this Policy and as soon as an emergency is threatened. Employees who are not sheltering in a designated CCRTA Employee Refuge of Last Resort must provide CCRTA with a phone number and/or location where they can be reached immediately after the Emergency Event, or when the EMO announces the Return to Duty Phase. (Even after complying with this requirement, employees are still required to "call in" or "report" to work when the Return-to-Work phase is announced.)

5) After securing all CCRTA property, the Director will release non-essential employees to evacuate if they choose to do so. **Non-essential employees should secure personal leave prior to evacuating to cover unplanned time off in the event they are unable to return to work in a timely manner upon the announcement of the Return to Duty Phase by the CEO or EMO.**

6) Employees who have not secured approved leave prior to evacuating will be expected to return to work at their next regularly scheduled shift upon the announcement of the Return to Duty phase. Failure to report to work may result in disciplinary action up to and including termination. **It is the responsibility of employees to call 361-903-3585, if in doubt about their report status.**

C. **Condition 2 - Essential Services Phase:** Condition 2 will be declared by the EMO to identify a hazardous situation which has a significant potential and probability of causing loss of life and/or damage to property. Condition 2 may be triggered by a hurricane, tornado or severe thunderstorm warning, or any other notification of the existence of a direct threat, such as a toxic material spill, major fire, growing civil disturbance, etc. Condition 2 will be declared when the National Weather Service indicates the possibility of a hurricane landfall will be close enough to cause damaging winds or rising tides in Corpus Christi in the next 24 hours.

1) The CEO or his/her designee will declare that this Policy is in effect.

2) As stated in the Plan, Directors are responsible for the security and protection of CCRTA property within their immediate areas of responsibility during an Emergency Event or severe weather. The CEO or his/her designees may also direct the Director to assist in any other areas deemed necessary for the protection of CCRTA property.

3) At the beginning of Condition 2, the CCRTA's EOC Liaison will advise all Directors of the location of the Employee Refuge(s) of Last Resort designated for use by CCRTA essential employees.

4) All essential employees not on duty will report to work upon the declaration of Condition 2, unless advised otherwise by the Director or the CEO. Employees must advise the Director or his/her designee of the phone number and/or location where they can be reached, if not required to report to work during the Emergency Event. Non-essential employees may be released at this time and are required to report back to work as outlined in the Return to Duty Phase.

D. **Activation Phase:** Condition 1 is declared when hazardous conditions or a major Emergency Event are imminent. Events such as a hurricane making landfall predicted in 12 hours or less, tornado strike, large explosion, widespread civil disturbance, damaging tides, or other similar events will constitute a "Condition One" declaration.

For the safety of CCRTA personnel and property, only extreme emergency activities should occur during this period of time.

- 1) The CEO or his/her designee will staff the EOC and inform CCRTA staff of the status of the emergency.
- 2) The CEO or his/her designee will provide emergency services as necessary.
- 3) The CEO or his/her designee will oversee all final preparations if doing so will not knowingly jeopardize the safety of personnel or property.
- 4) The CEO or his/her designee will oversee the safety of operations to protect employees, equipment and the community.

When emergency conditions have abated, employees may be released temporarily to return to their homes and secure their property with requirements to return to duty or remain on-call. Even if temporarily released, employees are expected to refrain from using alcohol and/or controlled substances while on-call or subject to being recalled or any activity that would make them unfit to return to duty. Violation of this policy will lead to discipline up to and including termination.

E. Return to Duty Phase: The announcement of the Return to Duty phase will be made by the CEO or the EMO. Each employee will meet their responsibility as a CCRTA team member by reporting to work to assist in restoring normal services to the community as soon as safely possible.

- 1) CCRTA employees are expected to monitor their cell phones and emails to determine whether the Return to Duty Phase has been announced by the CEO or the EMO and can call 361-903-3585 to determine whether the Return to Duty Phase has been announced. If the Return to Duty Phase has been announced for Corpus Christi City Employees, CCRTA employees should also return to duty, as the announcement also applies to CCRTA employees.
- 2) Following the announcement of the Return to Duty Phase, all employees who have not secured leave will report to work at the start of their next regularly scheduled shift unless otherwise directed by their Director to call in or report sooner. **Employees who have prior approved leave must still call in.**
- 3) Employees who cannot report at the start of the next regularly scheduled shift are required to call in and speak with their supervisor/manager **as soon as possible but in no event less than two (2) hours before** the time the employee's next regularly scheduled shift is scheduled to begin. Bus operators must comply with regular Transportation Department guidelines.

4) It is important that Directors have an accurate assessment of their staffing levels while business returns to normal. Failure to report or call in will result in disciplinary action up to and including termination depending on the circumstances and with concurrence of the Director of Human Resources and the CEO.

RESPONSIBILITIES:

CEO, DEPUTY CEO, MANAGING DIRECTORS AND DIRECTORS:

The CEO, Deputy CEO, Managing Directors and Directors share the responsibility of communicating the implementation of the Plan to all CCRTA employees.

The CEO shall select the CCRTA EOC liaison and communicate the selection internally and to all agencies which need to know the identity of the EOC Liaison.

DIRECTORS:

1) Each Director is responsible for identifying the positions which are required to work during the Emergency Event. Department lists will be included in the Plan on June 1 of each year.

2) Directors will ensure that a meeting is held with their employees prior to June 30 of each year to discuss and ensure employees understand their responsibilities as part of the Plan and this Policy.

3) Director policy must maintain an up-to-date list designating the essential and non-essential positions in their S, including the names, phone numbers, and locations of where each employee will personally shelter. A copy of each Department's list must be provided to Human Resources at the beginning of Condition 2. Operators will step up on a first come-first serve basis. In the event fewer operators step up than are needed, operators will be involuntarily stepped up in reverse order of seniority.

4) Each Director will reassess all personal leave at the beginning of Condition 3 and maintain a list of all personnel on approved leave at the beginning of Condition 2.

5) Directors will ensure that all applicants interviewed within their departments are provided with this Policy.

Supervisor Responsibilities:

1) Supervisors are responsible for the support and implementation of this Policy in a consistent and fair manner. Supervisors may initiate disciplinary action, with the concurrence of the Director, for failure to adhere with this Policy.

2) Supervisors are responsible for ensuring that each employee under their supervision correctly completes and signs his/her Emergency Preparedness Acknowledgement Form with the employee's position assignment correctly designated as "Essential" or "Non-Essential."

3) Supervisors, in conjunction with Directors, are responsible for explaining the responsibilities of employees under this Policy.

All CCRTA Employees' Responsibilities:

1) Every CCRTA employee is responsible for knowing his/her designation as essential or non-essential and his/her responsibilities under this Policy.

2) Unless instructed otherwise by the Director, all employees must assist with securing CCRTA property prior to the emergency/disaster.

3) **Compliance with this Policy is mandatory.** Every employee is responsible for complying with the procedures and deadlines as outlined in this Policy, and the requirements relating to Waiver Request Forms.

4) Employees are required to phone in or check in personally with their director on their own initiative, within a reasonable time after learning the Return to Duty Phase has been announced. Employees who do not have a telephone are not excused from this requirement.

5) Every employee is required to work their regular work schedule through the Readiness Phase. Employees on personal leave may be required to cancel previously approved leave. Failure to report to work may result in disciplinary action up to and including termination.

6) Every employee is responsible for timely reporting to his/her director, or designee, as directed under the Return to Duty Phase of this Policy and showing up for work. Failure to report to work at the employee's next regularly scheduled shift may result in disciplinary action up to and including termination.

Human Resources Responsibilities:

Human Resources will provide general information about this Policy to applicants and upon hiring and will obtain the initial acknowledgement form. Human Resources will provide general assistance to the CEO, Deputy CEO, Managing Directors, and Directors in the implementation and handling of duties set out herein. It will coordinate disciplinary actions, review and approval of waivers and determine pay issues.

DESIGNATION OF ESSENTIAL AND NON-ESSENTIAL POSITIONS: All employees/positions will be classified as either "Essential" or "Non-Essential."

1) Essential Positions: EMPLOYEES HOLDING THE FOLLOWING ESSENTIAL POSITIONS WILL BE REQUIRED TO BE AVAILABLE TO WORK DURING THE READINESS AND ESSENTIAL SERVICES PHASES AND/OR IMMEDIATELY AFTER THE EMERGENCY EVENT. **ESSENTIAL POSITIONS MAY NOT EVACUATE WITHOUT A WAIVER FROM THE CEO OF CCRTA.**

ESSENTIAL EMPLOYEES ARE:

| |
|---|
| Chief Executive Officer |
| Deputy CEO/Chief Safety Officer |
| Managing Director of Administration |
| Managing Director of Capital Projects and Customer Services |
| Managing Director of Operations |
| Managing Director of Public Relations |
| Director of Transportation |
| Director of Planning (<i>OEM Representative-City</i>) |
| Director of Vehicle Maintenance |
| Director of IT |
| Director of Human Resources |
| Director of Finance |
| Director of Procurement |
| Assistant Director of Vehicle Maintenance |
| Bus Operators* |
| Dispatchers* |
| Custodial Supervisor |
| Facilities Building Manager |
| Facilities Lead Maintenance Technician |
| Facilities Maintenance Tech I Supervisor |
| Facilities Maintenance Tech II Supervisor |
| Facilities Maintenance Technicians II* |
| Garage Service Supervisor |
| Garage Service Technicians* |
| IT Systems Administrator |
| Network System Specialist |
| Outreach Coordinator |
| Parts Clerk - Lead |
| Public Relations Administrator |
| Safety and Security Administrator |
| Sr. Transit Planner |
| Street Operations Supervisors* |
| Street Operations Administrator, Transportation Service Administrator, Dispatch Operations Administrator* |
| Training Instructors* |
| Vehicle Electronics Technician (1) |
| Vehicle Maintenance Supervisor* |

ESSENTIAL EMPLOYEES CON'T.

| |
|---|
| Vehicle Maintenance Technician* |
| Vehicle Maintenance Training Instructor |
| M.V. General Manager |

*Additional information is listed below with the breakdown of how many employees will be utilized from the essential category.

OPERATIONS EMERGENCY PERSONNEL (Fixed Route, Paratransit, and Other Services) – The following are considered necessary emergency positions which will be staffed as indicated.

FACILITIES MAINTENANCE/CUSTOMER SERVICE

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Capital Projects and Customer Services
 - Facilities Building Manager
 - Facility Maintenance Supervisor
 - Lead Facilities Maintenance Technician
 - 7 – Facilities Maintenance Technicians II

INFORMATION TECHNOLOGY

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Administration
 - Director of IT (SSC)
 - IT Systems Administrator (BL)
 - 1 – Vehicle Electronics Technician (BL) (1st option Voluntary basis/2nd option Lowest Seniority for selection)

OPERATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Operations
 - Director of Transportation
 - 3 Transportation Administrators
- Essential on-duty (Event) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Street Operations Supervisors
 - 1-2 Dispatchers
 - 1-5 Bus Operators
- Essential on-duty (Post-Emergency Event – 24 hours or less) – staff quantity and shift(s) to be determined by CCRTA
 - 1-3 Training Instructors

- 1-3 Street Operations Supervisors
- 1-4 Dispatchers
- 1-30 Bus Operators
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA
 - Sunday level service
 - 17(L)-30(F) Bus Operators
 - Saturday level service
 - 54(L)-72(F) Bus Operators
 - Weekday service
 - 78(L)-105(F) Bus Operators

PLANNING

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Planning (EOC)
 - Senior Transit Planner (SSC)
- Essential on-duty (post event) – shift(s) to be determined by CCRTA
 - Outreach Coordinator
 - Data Technician

PUBLIC RELATIONS

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Managing Director of Public Relations
 - Public Relations Administrator

VEHICLE MAINTENANCE DEPARTMENT

- Essential on-duty 24/7 (Pre-Emergency Event to End)
 - Director of Vehicle Maintenance
 - Assistant Director of Vehicle Maintenance
 - Vehicle Maintenance Supervisor
 - Vehicle Maintenance Training Instructor
 - 2 Vehicle Maintenance Technicians
 - Garage Service Supervisor
 - 1-2 Garage Service Technicians (GST)
 - Parts Clerks
 - Maintenance Manager of Contracted Services
- Post-event service levels (Limited or Full) – staff quantity and shift(s) to be determined by CCRTA

- 2) Non-Essential Positions: Employees will be held in violation of this Policy if they do not call in when the Return to Duty Phase is announced and/or if they fail to return to scheduled work at the next regularly scheduled shift after the CEO or EMO has announced the Return to Duty Phase. Employees who evacuate must obtain approved leave from their Director *prior to evacuating* to ensure their absence from work after the Return to Duty Phase begins is considered an excused absence; otherwise, the employee will be held in violation of this Policy for not reporting timely for work.

The following positions are designated as non-essential:

| |
|--|
| Accountant |
| Accounts Payable Specialist |
| Budget Analyst |
| Bus Operator Trainee |
| Buyer |
| Capital Projects Analyst |
| Capital Projects Manager |
| Comptroller |
| Custodian I |
| Custodian II |
| Customer Service Administrator |
| Customer Service Advocate |
| Customer Service Representatives |
| Data Technician |
| DBE Liaison Officer |
| DBE Specialist |
| EEO/ADA Compliance Officer |
| Eligibility Program Administrator |
| Eligibility Specialist |
| Executive Administrative Assistant |
| Facility Maintenance Assurance Technician |
| Facility Maintenance Quality Assurance Tech. |
| Facilities Maintenance Technician I |
| Human Resources Specialist |
| Human Resources Assistant |
| Interns |
| IT Support Technician |
| Marketing Specialist |
| Parts Clerks (2) |
| Payroll Administrator |
| Procurement Coordinator |
| Procurement Specialist |
| Receptionist |
| Revenue Counters |

NON-ESSENTIAL EMPLOYEES CON'T

| |
|--|
| Senior Administrative Assistant |
| Safety & Security Management Aide |
| Vehicle Electronics Technicians (2) |
| Vehicle Maintenance Management Assistant |

The CCRTA reserves the right to amend the designation of positions as Essential and Non-Essential based on the operational needs of the CCRTA.

Waivers for Essential Positions:

1) Making Request: Employees who have personal circumstances which affect their ability to work during any phase of an Emergency Event must file an annual Waiver Request to be excused from fulfilling essential position or essential employee responsibilities. The Waiver Request Form must be filed by the due date stated on the Waiver Request Form. An employee denied the approval of a Waiver may appeal through CCRTA’s grievance process. If a life-changing event occurs during the course of the year, CCRTA will consider waiving the initial deadline. However, the same stipulations will be considered and additional documentation may be requested.

2) Review of Requests: Waiver Requests will be initially reviewed and approved by the Director. All forms, including those not approved, will be forwarded to Human Resources within three (3) working days of the Director’s approval or non-approval. Waiver Request Forms will be maintained by the Human Resources Department and filed in the employee’s file at the end of hurricane season. Human Resources will review all forms that are not approved.

3) Waiver Considerations: Directors will consider the following factors in approving Waiver Requests:

- a) Is the employee a single parent with primary responsibility for children under the age of 18, or for the care of elderly family members, for whom other care arrangements cannot be made?
- b) Does the employee or the employee’s family member for whom the employee is primarily responsible have a chronic, serious health condition or a physical disability?
- c) Does the employee have children under the age of 18 or who have physical disabilities and his/her spouse also works for CCRTA in an essential position?
- d) Is the employee married to an employee of the City of Corpus Christi, other governmental entity, or hospital in an essential position and has children under the age of 18 or who are disabled?

4) Documentation: CCRTA reserves the right to request confirming documentation regarding the validity of the Waiver Request and Form. Failure to timely submit

requested documentation will result in denial of the Waiver Request. Appeal rights will not be applicable.

Policy Violations:

The following conduct or inaction will be held in violation of this policy:

- a) Refusing to perform assigned duties required by this Policy, or to obey any order or direction made or given by a supervisor;
- b) Failing to report for duty as directed during any applicable phase of this Policy, including instances where the employee is unable to return to duty without violating CCRTA's prohibition against working under the influence of alcohol and/or controlled substances;
- c) Failing to abide by CCRTA rules and regulations; and
- d) Failing to administer this Policy.

Emergency Event Pay:

The CEO shall have the authority to grant additional pay to compensate both exempt and non-exempt employees who worked during an Emergency Event. The CEO has broad discretion in determining whether to grant Emergency Event pay and the method of calculating it, in addition to that required by the FLSA, including the use of compensatory time off.

Generally, operators and mechanics will be divided into crews and work 12-hours on and 12-hours off. To the extent possible, the 12-hours off is personal time to eat, relax and rest. If you are on 12-hours off, you are expected to sleep so that you will be rested for your 12-hours on. To the extent possible, you may be allowed to leave, but verify that you have been released or are allowed to leave the premises. The right to leave will change as conditions worsen.

A. Exempt Employees:

- 1) Upon activation of this Policy by the CEO, exempt employees who work over 40 actual work hours (as opposed to rest time) in a workweek will be eligible to receive compensatory time off for each hour actually worked over 40 hours in the workweek.
- 2) Compensatory time off reported must be verified and approved by the Director.
- 3) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced.
- 4) This provision for exempt employees may be modified or inactivated by the CEO with written notice to the Director.

B. Non-Exempt Employees (hourly):

1) Non-exempt employees who are required to report to work after the Essential Services Phase has been declared shall be paid a minimum of three (3) hours or the number of actual hours worked, whichever is greater.

2) At the election of the CEO, actual hours worked under this Policy after the Essential Services Phase has been declared may be compensated at the overtime rate of one and one-half times the employee's base hourly rate in cash or in compensatory time off in lieu of cash.

3) When compensated in cash, actual hours worked directly related to an Emergency Event shall be compensated in cash as follows:

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked a total of 48 hours, 35 hours before the Emergency Event and 13 hours after Condition 2 was declared. In Workweek 1, the employee will earn 35 hours at \$10 an hour plus 13 hours at \$15 an hour. (In a non-emergency situation, the employee would have earned the overtime rate for only eight (8) hours of overtime.)

In Workweek 2, the employee worked 30 hours after Condition 2 was declared as part of his total of 40 hours. The employee will be paid 30 hours at \$15 an hour and 10 hours at \$10 an hour. (The employee was not otherwise entitled to any overtime pay.)

4) By your signature to this Policy, you agree that CCRTA may also choose to compensate you for working an Emergency Event with compensatory time off in lieu of cash. Compensatory time off will be earned at a rate not less than one and one-half hours for each overtime hour worked.

Example: An hourly employee who is paid \$10 an hour works during an Emergency Event covering two (2) workweeks.

In the first workweek, the employee worked 35 hours before Condition 3 was declared and 13 hours after for a total of 48 hours and may be compensated 35 hours at \$10 an hour plus five (5) hours at \$15 an hour, and will also accrue eight (8) hours X 1.5 or 12 hours of compensatory time off.

In Workweek 2, the employee worked 30 Emergency Event hours as part of his total of 40 hours. The employee will be paid 30 hours times \$15 an hour and 10 hours at \$10 an hour. Because there was

no overtime (time in excess of 40 in the workweek), employee was not entitled to any compensatory time off.

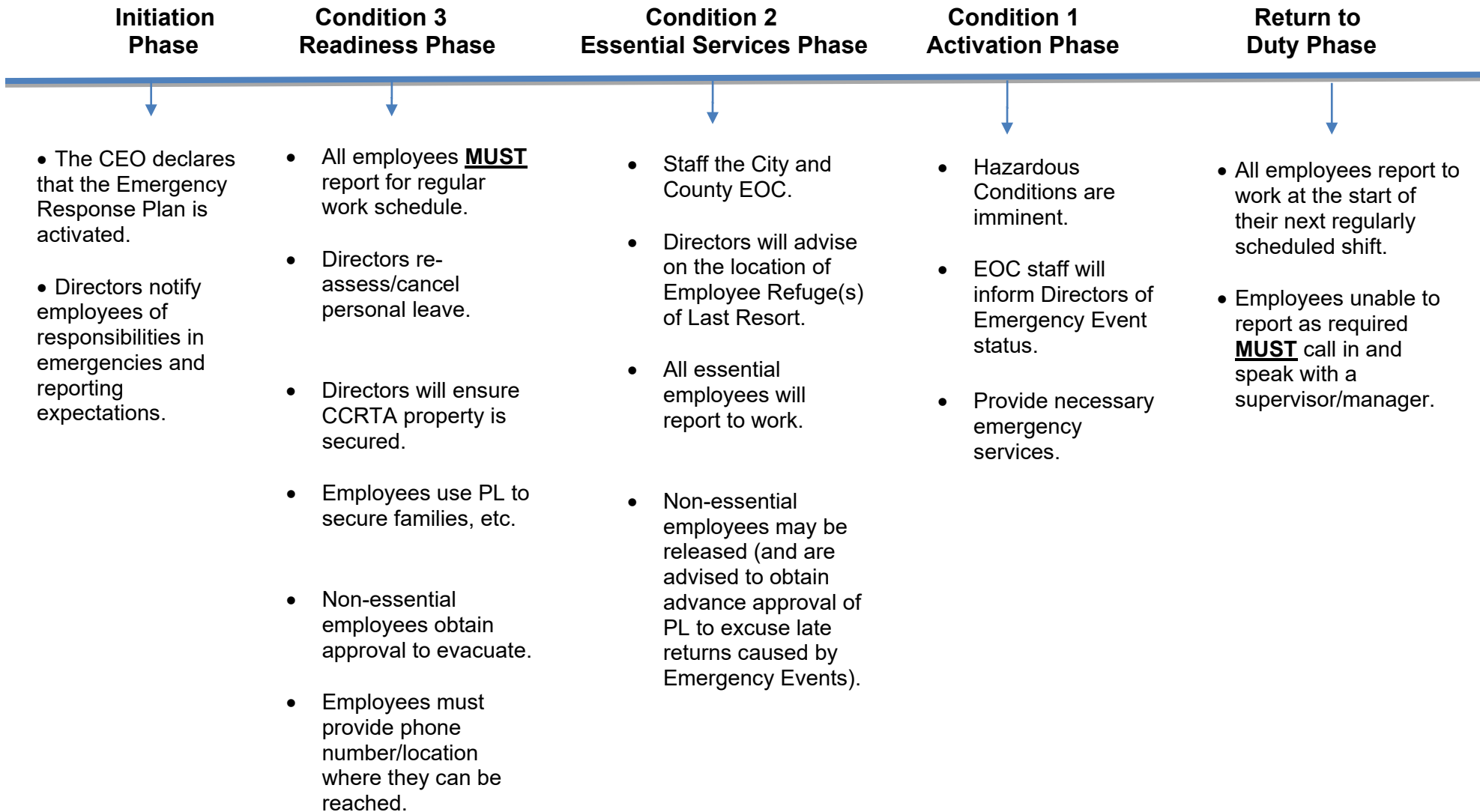
- 5) Emergency Event compensatory time off must be scheduled and used within 60 days of the date the Return to Duty Phase is announced. Employees may use the compensatory time off upon reasonable request that does not unduly disrupt operations when considering the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff for his/her duties. If a director reasonably and in good faith anticipates that the request for time off would impose an unreasonable burden on CCRTA's ability to provide services of acceptable quality and quantity for the public, the request may be denied and postponed to a fitting time.
- 6) Compensatory time off earned for emergency response activity may not exceed 240 hours.
- 7) When used, compensatory time off is not counted as hours worked or included in the calculation of overtime in the workweek taken.
- 8) CCRTA reserves the right to pay out compensatory time off accrued, including pay out occurring at separation. Compensatory time off will be paid at the employee's hourly rate at the time of pay out or the average regular rate the employee earned over the three-year period preceding the pay-out, whichever is greater.

Conflicts: This Policy is not intended to conflict with any state, federal, or CCRTA policy or practice. The CCRTA reserves the right to amend this Policy.

Adopted: May 30, 2000

Amended: May 6, 2015; May 4, 2016; April 5, 2017; May 2, 2018; May 1, 2019;
April 22, 2020; May 5, 2021; April 27, 2022; April 26, 2023; April ____, 2024.

Emergency Preparedness Phases





Subject: Authorize to Execute and Submit the Federal Transit Administration (FTA) 2024 Certifications and Assurances

Background

Since 1995, the FTA has been consolidating the various Certifications and Assurances that may be required of its grant applicants and their projects into a single document for publication in the Federal Register. FTA also requires a current compliance with the obligations imposed by the Certifications and Assurances that are selected (see *attached "FTA FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES"*).

The annual Certifications and Assurances for federal fiscal year 2024 (October 2023 through September 2024) covers all projects for which the CCRTA seeks funding for in 2024. All applicants for FTA formula program, capital investment program assistance, and current FTA grantees with an active project financed with FTA formula program or capital investment program assistance, are expected to provide the 2024 Certifications and Assurances within 90 days from the date of the Federal Register publication. The 2024 Certifications and Assurances were published in the Federal Register on March 1, 2024.

There are 21 categories within the annual Certifications and Assurances that the CCRTA must agree to comply with before federal funding can be received from the FTA. These are noted below:

01. Certifications and Assurance Required of Every Applicant
02. Public Transportation Agency Safety Plan
03. Tax Liability and Felony Convictions
04. Lobbying
05. Private Sector Protections
06. Transit Asset Management Plan
07. Rolling Stock Buy America Reviews and Bus Testing
08. Urbanized Area Formula Grants Program
09. Formula Grants for Rural Areas
10. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11. Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12. Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13. State of Good Repair Grants

14. Infrastructure Finance Programs
15. Alcohol and Controlled Substances Testing
16. Rail Safety Training and Oversight
17. Demand Responsive Service
18. Interest and Financing Costs
19. Cybersecurity Certification for Rail Rolling Stock and Operations
20. Tribal Transit Program
21. Emergency Relief Program

By signing the annual Certifications and Assurances, the CCRTA understands and agrees that every provision in these Certifications and Assurances may not apply to it or to every project for which FTA provides federal financial assistance through a grant agreement. The type of project and the section of the statute authorizing federal financial assistance for the project will determine which requirements apply.

Identified Need

Before FTA may award a federal grant to the CCRTA, the CCRTA must submit all Certifications and Assurances pertaining to itself and its projects as required by federal laws and regulations. FTA requires the CCRTA to obtain a current affirmation signed by the agency’s attorney affirming CCRTA’s legal authority to certify its compliance with the FTA Certifications and Assurances that CCRTA has selected.

Financial Impact

No direct financial impact. By not complying with the Certifications and Assurances, the FTA will not appropriate formula or competitive grant funds.

Board Priority


This item aligns with Board Priority – Public Image & Transparency.

Recommendation

Staff recommends the Board of Directors Authorize the Chief Executive Officer (CEO) or his designee and the CCRTA Legal Counsel, Mr. John Bell, to execute the Federal Transit Administration’s Fiscal Year 2024 Certifications and Assurances.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by: 
Derrick Maschszak, Chief Executive Officer

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES
FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–21. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

| <u>No.</u> | <u>Category</u> | <u>Certification</u> |
|------------|---|----------------------|
| 01. | Certifications and Assurances Required of Every Applicant | _____ |
| 02. | Public Transportation Agency Safety Plans | _____ |
| 03. | Tax Liability and Felony Convictions | _____ |
| 04. | Lobbying | _____ |
| 05. | Private Sector Protections | _____ |
| 06. | Transit Asset Management Plan | _____ |
| 07. | Rolling Stock Buy America Reviews and Bus Testing | _____ |
| 08. | Urbanized Area Formula Grants Program | _____ |
| 09. | Formula Grants for Rural Areas | _____ |
| 10. | Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program | _____ |
| 11. | Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs | _____ |
| 12. | Enhanced Mobility of Seniors and Individuals with Disabilities Programs | _____ |
| 13. | State of Good Repair Grants | _____ |
| 14. | Infrastructure Finance Programs | _____ |
| 15. | Alcohol and Controlled Substances Testing | _____ |
| 16. | Rail Safety Training and Oversight | _____ |
| 17. | Demand Responsive Service | _____ |
| 18. | Interest and Financing Costs | _____ |
| 19. | Cybersecurity Certification for Rail Rolling Stock and Operations | _____ |
| 20. | Tribal Transit Programs | _____ |
| 21. | Emergency Relief Program | _____ |

**FEDERAL FISCAL YEAR 2024 FTA CERTIFICATIONS AND ASSURANCES
SIGNATURE PAGE**

(Required of all Applicants for Federal Assistance to be awarded by FTA in FY 2024)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute Certifications and Assurances Fiscal Year 2023.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: _____

Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of the Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: _____

Date: _____

Name: _____
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Subject: Award a Professional Services Agreement with TransPro to Perform the 2020-2023 Quadrennial Performance Review

Background

The Corpus Christi Regional Transportation Authority is required by the Texas Transportation Code Section 451.454, CCRTA's enabling legislation, to conduct a review on a 4-year basis to examine the performance of oversight functions of the CCRTA and inform the State of Texas of their findings.

Identified Need

1. The audit shall include an examination of one or more of the following areas:
 - a. The Administration and management of the authority
 - b. Transit Operations; or
 - c. Transit authority system maintenance
2. The Authority's compliance with applicable state laws, included in Chapter 451
3. The following Performance Indicators:
 - a. Operating cost per passenger, per revenue mile, and per revenue hour
 - b. Sales and Use tax receipts per passenger
 - c. Fare recovery rate
 - d. Average Vehicle Occupancy
 - e. On-time Performance
 - f. Number of accidents per 100,000 miles; and
 - g. Number of miles between mechanical road calls

Financial Impact

A request for quotes was issued on February 8, 2024, which defined the scope of work for the Quadrennial review. The request for quotes was emailed to several potential qualified firms that have the capacity to perform the state mandated review. The CCRTA received the following two quotes:

1. TransPro - \$70,721.24
2. Crowe LLP - \$179,287.50

The prior Quadrennial Performance Review was conducted in 2021 by First Transit at a cost of \$22,944.69.

Board Priority


The Board Priority is financial transparency.

Recommendation

Staff requests the Administration and Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into a Professional Services Agreement with TransPro to perform the State mandate Quadrennial Performance Review.

Respectfully Submitted,

Submitted by: Robert M. Saldaña, Managing Director of Administration

Final Approval by: 
Derrick Majchszak, Chief Executive Officer



Subject: Approve to lower the discount rate 25 basis points from 7.0% to 6.75% to measure the Defined Benefit Plan (DBP) obligations and increase the 2024 annual contribution by \$323,690.

Background

CCRTA provides full time employees with a pension benefit where employee benefits are computed using a formula that considers length of employment at a pension program rate of 2.0% of “Final Average Compensation.” The vesting schedule ranges from 3 to 7 or more years of service.

The pension plan is funded through annual contributions made solely from CCRTA’s operating budget which requires a pension actuary to calculate the funding necessary to provide the promised retirement income to its employees.

Annual Contributions consist of two components: Normal costs and unfunded accrued liability (UAAL). The Normal Cost is the annual cost of service accrual for the upcoming fiscal year for active employees which is viewed as the long-term contribution rate. When a plan’s Value of Assets is less than its Accrued Liability, the difference is the plan’s Unfunded Accrued Liability. When the unfunded liability is positive, the plan will have to pay contributions exceeding the normal costs.

Pre-funding a benefit that is decades away from payment requires assumptions. The discount rate assumption is currently set at 7.00% which started at 7.5% and lowered to 7.4% in 2019 with the Board’s commitment to lower by ten basis points each year until the discount rate of 7.0% was reached. The discount rate is a critical factor that impacts the funding status of a pension plan.

The CCRTA Board approved a funding plan on September 6, 2019, in response to the Texas Government Code §802.2011 which commits CCRTA to stay within a funded ratio range of 85-95%.

Factors That Impact the Defined Benefit Plan

Risk Assessment Associated with Assumptions

| Risk Factor | Explanation |
|------------------------------|---|
| Investments | Investment returns tend to be more volatile than the measurements of plan liabilities and therefore create a risk to the funded status of the plan, as well as required contributions. |
| Rate of Return/Discount Rate | Low interest rates and declining stock markets contribute to the loss in value of pension assets and increased costs of plan liabilities thereby increasing funding costs and making defined benefit plans more volatile. |
| Longevity | Liabilities will fluctuate with changes in longevity and longevity continues to rise. |
| Inflation | Inflation is a component of future compensation amounts of covered employees, interest rates and investment returns over a long period. As a result, changes in inflation can affect funded percentages |
| Salary Increases | A 3.5% assumption has been used but averaging 4-5% |
| Legislative Risks | Changes in laws and regulations governing pension plans for instance Texas Government Code §802.2011 |

Other Plan Factors to Consider

| Description | 2023 | 2022 | 2021 | 2020 | 2019 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| Investment Income | (5,168,261) | (7,400,566) | 5,597,623 | 5,498,173 | 6,617,918 |
| Benefits Paid | 2,581,632 | 2,415,094 | 2,292,357 | 2,218,914 | 1,927,249 |
| Benefits Paid % Incr. | 6.80% | 5.35% | 3.30% | 15.13% | |

Identified Need

The 2022 Independent Audit identified the 7.00% discount rate to be higher than the average discount rate used for the valuation rendered which could possibly result in an understatement of the pension liability.

In consideration of the auditor's concern, the assumption risks and other plan factors, staff recommend steps to keep pace with the anticipated increases in service costs.

To favorably impact the Year 2025, two factors are being recommended.

1. An additional contribution of \$323,690 in 2024 is required to positively impact Year 2025, increasing the annual contributions in 2024 from \$1,994,276 to \$2,317,966,
2. Lower the discount rate from 7.00% to 6.75% report the pension liability that will enable CCRTA to plan for the funding levels required to meet future benefit obligations.
3. A sensitivity analysis is provided below to show you three funding levels at different discount rates.

| Target Funded Ratio | Discount Rate of 6.75% | Discount Rate of 6.50% |
|----------------------------|-------------------------------|-------------------------------|
| 90% | \$2,634,846 | \$3,850,984 |
| 95% | \$5,161,033 | \$6,444,734 |
| 100% | \$7,687,220 | \$9,038,484 |

Fiscal Impact

The financial impact for 2024 is \$323,690 to improve the plan status in 2025 funded by the reserve available for spending which is currently at

Board Priority

Public Image and Transparency.

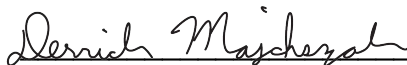
Recommendation

Staff requests that the Committee recommend to the Board of Directors to authorize the Chief Executive Officer (CEO) or designee to lower the discount rate by 25 basis points from 7.0% to 6.75% to measure the DBP obligations and increase the 2024 annual contribution by \$323,690.

Respectfully Submitted,

Submitted by: Sandra Roddel
Director of Finance

Final Review: Robert M. Saldaña
Managing Director of Administration

Approval: 
Derrick Majchszak
CEO



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, January 24, 2024**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Receipt of Conflict of Interest Affidavits – None Received**
- 4. Provided Opportunity for Public Comment – None Received**
- 5. Approved the Operations & Capital Projects Committee Meeting Minutes of November 15, 2023**
- 6. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of (8) ENC 35' CNG Buses from the State of Georgia Department of Administrative Services (DOAS) Contract**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

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

Call to Order & Roll Call

Committee Chair Eloy Salazar, called the meeting to order at 8:32 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Eloy Salazar, Gabi Canales, Beatriz Charo and Armando Gonzalez.

Board Members Absent

Erica Maymi

Staff Present

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

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 left and proceed towards the west stairwell to the first floor where they will exit through the westside doors. Once outside, everyone will go to the clocktower adjacent to the transfer station. He instructed to not use the elevator during an emergency and to not return until the all-clear is given. If a shelter-in-place is needed, this will be done in the westside stairwell.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of November 15, 2023

DIRECTOR BEATRIZ CHARO MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF NOVEMBER 15, 2023. DIRECTOR GABI CANALES SECONDED THE MOTION. SALAZAR, CANALES, CHARO AND GONZALEZ AND MAYMI VOTING IN FAVOR. ABSENT MAYMI.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of (8) ENC 35' CNG Buses from the State of Georgia Department of Administrative Services (DOAS) Contract

Mr. Gordon Robinson, Managing Director of Operations, presented the item noting the Board Priority is Public Image and Transparency. He provided background information noting the heavy-duty bus fleet consists of 61 buses, consisting of 11 diesel and 50 Compressed Natural Gas. These are primarily used on CCRTA directly operated fixed routes but are also utilized for special events and emergency services. The Federal Transit Administration (FTA) defines minimal useful life which is, 12 years or 500,000 miles. Mr. Robinson provided background information on ENC Rev Group. He noted the purchase of the eight ENC 35' CNG buses are required to replace equal number of heavy-duty buses which have met their useful life. This will help avoid excessive maintenance costs and ensure fleet reliability and minimize unnecessary disruptions.

Mr. Robinson stated there is no DBE requirement for this procurement and displayed the funding breakdown. Total expenditures for eight CNG 35' Fixed Route Fleet replacement vehicles is estimated to be \$7,398,888.00 and is a FY2024 CIP project funded partially by 5307 Formula Funds, 85% federal/15% local match. Estimated cost per unit is \$924,861. At this time, Mr. Robinson answered questions from the Board. Director Salazar asked for clarification on why the RTA is going with one source for this



procurement and Mr. Robinson and Mr. Rendon provided responses on timing, availability and pricing. Mr. Salazar wanted to note how staff did a great job on their due diligence during this procurement since this is a long process and a product you cannot just order and get quickly. Mr. Majchszak added that keeping commonality with continuing with ENC vehicles will help with maintenance costs. Also, the bus production market started with five manufacturers and now they are down to three now.

DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE THE PURCHASE OF (8) ENC 35' CNG BUSES FROM THE STATE OF GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CONTRACT. DIRECTOR ARMANDO GONZALEZ SECONDED THE MOTION. SALAZAR, CANALES, CHARO AND GONZALEZ VOTING IN FAVOR. ABSENT MAYMI.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize the Purchase of Six (6) Cutaway Van Replacement Vehicles from Model 1 Commercial Vehicles from the State of Oklahoma Contract

Mr. Gordon Robinson, presented the item noting the Board Priority is Public Image and Facilities. He provided background summarizing the cutaway fleet consists of 57 vehicles, of which 32 are unleaded and 25 are Compressed Natural Gas (CNG) and are operated on the B-Line and fixed route services. The FAST Act was passed in 2015 and Model 1 Commercial Vehicles established in 1980 with 23 locations nationwide. The purchase of six cutaway van replacement vehicles required to replace year 2012-2014 cutaway van ARBOC vehicles that have met their useful life. Vehicle replacements follow FTA State of Good Repair replacement cycle. Purchase of new vehicles will avoid excessive maintenance costs, minimize potential disruptions to daily operations, and ensure fleet reliability for customers. There is no DBE requirement for this procurement. Total estimated cost for six vehicles is \$2,225,286. The local match of 15% is estimated at \$333,792.90 and federal match of 85% is estimated at \$1,891,493.10. Total estimated cost per unit is \$370,881.00. Total budget is within the FY2023 and FY2024 CIP is \$2,299,748. Director Salazar asked to confirm that these are unleaded and not CNG, Mr. Robinson confirmed. At this time, Mr. Robinson answered questions from the board.

DIRECTOR BEATRIZ CHARO MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE THE PURCHASE OF SIX (6) CUTAWAY VAN REPLACEMENT VEHICLES FROM MODEL 1 COMMERCIAL VEHICLES FROM THE STATE OF OKLAHOMA CONTACT. DIRECTOR GABI CANALES SECONDED THE MOTION. SALAZAR, CANALES, CHARO AND GONZALEZ VOTING IN FAVOR. ABSENT MAYMI.



Heard Committee Chair Report

Mr. Eloy Salazar inquired about the current projects. Ms. Montez provided an update on the Port Ayers Transfer Station along with the current status of the Bear Lane Maintenance Facility assessment.

Adjournment

Adjourned at 9:02 a.m.

Submitted by: Marisa Montiel



Subject: Authorize the Purchase of Fifteen (15) Fixed Route Compressed Natural Gas (CNG) Buses from GILLIG from the State of Washington Department of Enterprise Services Contract

Background

The current fleet of sixty-one (61) heavy-duty buses consists of eleven (11) diesel and fifty (50) Compressed Natural Gas (CNG) buses. The current fleet are all powered by a Cummins engine, regardless of being diesel or CNG. As these buses meet and exceed their useful life, buses require replacement to avoid increasing maintenance costs and the potential for disruptions in service. As outlined by the Federal Transit Administration (FTA) guidelines, the useful life of a heavy-duty bus is twelve (12) years or 500,000 miles.

With the passage of the 2015 Fixing America's Surface Transportation (FAST) Act, the FTA allows local transit agencies to purchase vehicles from state cooperatives, including the State of Washington Department of Enterprise Services Contract, that meet FTA's procurement guidelines.

GILLIG has been in business since 1890 and operates from a 300,000 square foot facility located in Livermore, California. GILLIG is the leading manufacturer of heavy-duty transit buses in the United States. From initial design through final assembly, each GILLIG bus is designed and built in Livermore, California. GILLIG buses are known for their unmatched quality and have earned their reputation as the lowest cost buses to maintain and operate.

Identified Need

The purchase of fifteen (15) GILLIG thirty-five (35) foot CNG fixed route buses is required to replace an equal number of heavy-duty buses that have met their useful life and are in need of replacement. With this purchase, the CCRTA will be positioned to avoid excessive maintenance costs, minimize potential disruptions to daily operations, and ensure fleet reliability for our customers.

The FY2024 FTA Low or No Emission Vehicle Program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. If the CCRTA is awarded funding from the Low or No Emission Vehicle Program – 5339(c), the funds would support up to eight (8) of the fifteen (15) GILLIG CNG bus purchases. Currently, eight (8) diesel buses are in need of replacement in which grant funds would support pending the award amount.

Based on input received at the Board of Directors Retreat on January 12, 2024, the purchase of CNG buses will continue in 2024 while the purchase of zero emission buses will be evaluated in 2025. With approval, CCRTA's base order of fifteen (15) buses would be delivered in 2025. With these vehicles, more than 60% of the fixed route buses would be operated with CNG.

Disadvantaged Business Enterprise

There is no Disadvantaged Business Enterprise (DBE) requirement for this procurement.

Financial Impact

The Board of Directors approved two Capital Improvement Program (CIP) purchases for fixed route replacement vehicles in FY2023 and FY2024. In FY2023, the allocation was \$5,600,000.00 for seven (7) CNG buses. In FY2024, the allocation is \$4,160,000.00 for five (5) CNG buses and \$4,568,583.00

for three (3) electric buses for a total of eight (8) buses. The FY2023 and FY2024 combined amount is \$14,328,583.00.

| Year | Number of Heavy Duty Buses | Fuel Type | Approved CIP Amount |
|--------|----------------------------|-----------|---------------------|
| FY2023 | 7 | CNG | \$5,600,000.00 |
| FY2024 | 3 | Electric | \$4,568,583.00 |
| | 5 | CNG | \$4,160,000.00 |
| Total | 15 | | \$14,328,583.00 |

Based on the estimated cost per unit of \$850,000.00, the total expenditures for fifteen (15) CNG thirty-five (35) foot buses are estimated to be \$12,750,000.00 and are FY2023 and FY2024 CIP projects funded partially by 5307 Formula Funds. The local match is 15% with an estimated cost of \$1,912,500.00 and the federal match is 85% with an estimated cost of \$10,837,500.00 for a total \$12,750,000.00 which is within the CIP project costs.

| Number of Heavy Duty Buses | Fuel Type | Estimated Cost Per Unit | Total Estimated Cost |
|----------------------------|-----------|-------------------------|----------------------|
| 15 | CNG | \$850,000.00 | \$12,750,000.00 |

Within the three (3) FY2023 and FY2024 CIP projects, all fifteen (15) buses totaling \$12,750,000.00 could be purchased within the \$14,328,583.00 combined CIP budget. However, if the CCRTA is awarded funding from the Low or No Emission Vehicle Program – 5339(c), the funds would directly support the purchase of eight (8) CNG buses to replace eight (8) diesel buses as included within the FY2024 CIP.

Board Priority

This item aligns with Board Priority - Public Image and Transparency.


Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or Designee to purchase fifteen (15) Fixed Route CNG buses from GILLIG from the State of Washington Department of Enterprise Services Contract.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer



Subject: Exercise Two-Year Option with Brite Star Services, Ltd. for Maintenance Uniform Rental Services

Background

The CCRTA rents uniforms for employees within the Facilities Maintenance, Vehicle Maintenance, Materials Management, and Information Technology (IT) departments due to the types of work activities conducted by these departments. Each employee is provided with eleven (11) sets of shirts and pants. The contractor furnishes, launders, maintains, delivers, and picks up all garments and related items weekly at the CCRTA facility. Additionally, the contractor supplies lockers, entrance mats, and shop towels as part of this service. The three-year base contract consists of approximately 60 employees whereas an estimated seventy-six (76) employees will be supported under the two-year option.

Identified Need

On April 7, 2021, the Board of Directors approved the award of a three-year base contract with a one (1) two-year option to Brite Star Services, Ltd. The three-year base contract began on April 28, 2021, and ends on April 27, 2024. The two-year option will service approximately seventy-six (76) employees within the Facilities Maintenance, Vehicle Maintenance, Materials Management, and IT departments. The increase in the number of employees is due to the growth in the number of Facilities Maintenance and IT personnel.

Disadvantaged Business Enterprise

There is no Disadvantaged Business Enterprise (DBE) requirement for this procurement.

Financial Impact

The original estimated cost of the three-year base contract was \$69,187.56. Subsequently, a contract modification was executed to increase the amount to \$85,037.56. For the two-year option, the estimated total cost is \$81,998.00. Total amount of expenditures will be determined on actual usage. Funds have been approved for the 2024 annual operating budget.

| <i>Estimated Projected Cost</i> | 2024 | 2025 | Two-Year Cost Estimate |
|---|-------------|-------------|-------------------------------|
| Department 11 Vehicle Maintenance Department 21 Facilities Maintenance Department 43 Materials Management Department 07 IT | \$37,500 | \$44,498 | \$81,998 |

Board Priority

This item aligns with Board Priority - Public Image and Transparency.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to exercise the Two-Year Option on the contract to Brite Star Services, Ltd. for Maintenance Uniform Rental Services.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

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



Subject: Enter Into Negotiations for General Engineering Services Pool

Background

The RTA utilizes general engineering services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, environmental assessments, cost estimates, renderings, project timelines for various grant packages, as well as environmental compliance services.

Currently, the CCRTA is nearing the end of the last option year with Hanson Professional Services, for general engineering services, which ends April 14, 2024. However, moving forward, instead of having one general engineering firm of record, the CCRTA is creating a “General Engineering Services Pool”, similar to the Architectural Services Pool.

Identified Need

The purpose of having a pool of general engineering service firms, serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident or a grant application)
- Provides for flexibility relating to a wide selection of engineering services (i.e. structural, civil, mechanical, structural, renewable energy, environmental, construction management and electrical)
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked
- Allows more engineering/construction management firms the opportunity to work with the CCRTA

In order to create the General Engineering Services Pool, a Request for Qualification was issued.

Analysis

The Request for Qualifications for General Engineering Services was issued on January 30th and was due March 12th. Twelve proposals were received, two were deemed non-responsive. Nine proposals were reviewed and evaluated, the tenth proposal, was submitted by Ardurra, and will not be reviewed and evaluated, until after July 10th of this year. The firm’s Regional Director for Texas and Louisiana is Dan Leyendecker, CCRTA’s previous Chair for the Board of Directors. His last day on the Board was January 10, 2024.

The firms were evaluated on the criteria listed below:

- Firm Experience (20),
- Team Experience (20),
- Capacity and Capability of the Firm (20),
- Management and Organizational Approach (10),
- Responsiveness to Agency Needs (10),
- Performance Standard (10),
- Quality Control Program and Safety (5), and
- Disadvantaged Business Enterprise (DBE) Participation (5)

The proposals were evaluated by a panel of 5 CCRTA executive staff. Please see the evaluation scores below:

| Names of Firms | Maximum Points (100) | Location |
|---|-----------------------------|--|
| AECOM Technical Services, Inc. | 94.00 | Houston/worldwide |
| Hanson Professional Services, Inc. | 89.80 | CC office /Nationwide |
| Half Associates, Inc. | 87.00 | CC office/ Headquarters Richardson, TX |
| Pape-Dawson Engineers | 79.40 | CC office/in 4 states |
| Terracon | 78.20 | CC office/Nationwide |
| Munoz Engineering (DBE firm) | 75.80 | Local |
| UES | 74.00 | CC office/Nationwide |
| AGCM | 70.80 | Local |
| N. Martinez & Associates, Inc. (DBE firm) | 69.20 | Local |

Staff is recommending all the firms be selected to be part of the General Engineering Services Pool.

The engineering firms vary in size, there are several large multidisciplinary ones, a few medium/small, and three that are local firms.

CCRTA has received references for a majority of the firms and has worked with a few of them as well. The references and services provided to CCRTA have been satisfactory.

Disadvantaged Business Enterprise (DBE)

All firms are committed to meeting the DBE requirements, that will be set for future federal projects.

Financial Impact

The services will be requested on an as-needed basis and associated fees will only be incurred as per request. The fees will be dependent on the cost of construction, the complexities of design and the number of employees needed to complete design. Historically, fees have ranged from 6.5% to 12% of construction, plus additional services and reimbursables.

Board Priority

This project aligns with the Board Priority – Facilities.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend that the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Enter into Negotiations for Engineering Design Services, on an as needed basis, with the firms selected for the General Engineering Services Pool.

Respectfully Submitted,

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

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