

MEETING AGENDA

DATE: Wednesday, October 23, 2024

TIME: 8:30 a.m.

Administration & Finance Committee & Operations & Capital Projects Committee,
Legislative Committee (No Meeting), and Rural and Small Cities Committee (No Meeting)

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

ADMINISTRATION & FINANCE COMMITTEE

Beatriz Charo, Committee Chair

David Berlanga Gabi Canales Armando Gonzalez Anna Jimenez

	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 & Finance Committee Meeting Minutes of May 22, 2024 and June 26, 2024	B. Charo	3 min.	Pages 1-6
7.	Discussion and Possible Action to Recommend the Board of Directors Approve the Fiscal Year 2025 Board & Committee Meetings Calendar	D. Majchszak	3 min.	Pages 7-8
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five-Year Contract to Collier, Johnson & Woods PC for Financial Auditing Services	R. Saldaña	3 min.	Pages 9-11 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3	M. Rendón	3 min.	Pages 12-82 PPT
10.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Exercise the Second Option Year with Unum for Employee Long-Term Disability and Short-Term Disability Insurance	A. Gaitan	3 min.	Pages 83-84 PPT

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 Eloy Salazar Amanda Torres

	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	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 of September 25, 2024	A. Muñoz	3 min.	Pages 1-5
7.	Discussion and Possible Action to Recommend the Board of Directors Approve the Fiscal Year 2025 Holidays and Service Levels	G. Robinson	3 min.	Pages 6-8 PPT
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract A. Ortiz Construction and Paving, Inc., for the VA Clinic Bus Stop Pull-In	S. Montez	3 min.	Pages 9-10 PPT
9.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award Task Order #5 for Architectural Design Services to Turner/Ramirez Architects for a New CCRTA Maintenance Facility and Amend the 2024 Capital Budget for Maintenance Shop – A/E Design	S. Montez	10 min.	Pages 9-16 PPT
10.	Committee Chair Report	A. Muñoz	3 min.	-----
11.	Adjournment	A. Muñoz	1 min.	-----

Total Estimated Time: 34 min.

LEGISLATIVE COMMITTEE

Lynn Allison, Committee Chair

Gabi Canales Jeremy Coleman Aaron Muñoz Amanda Torres

NO MEETING

RURAL AND SMALL CITIES COMMITTEE

Armando Gonzalez, Committee Chair

David Berlanga Beatriz Charo Anna Jimenez Eloy Salazar

NO MEETING

On **Friday, October 18, 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

To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unites communities and promotes local economic growth.

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, May 22, 2024**

Summary of Actions

1. **Roll Call**
2. **Heard Safety Briefing**
3. **Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
4. **Receipt of Conflict of Interest Affidavits – None Received**
5. **Opportunity for Public Comment – No Public Comments**
6. **Approved the Administration & Finance Committee Meeting Minutes of April 24, 2024**
7. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five (5) Year Contract to Equans-Ineo Systrans USA Inc. for On-Board**
8. **Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize a Two-Month Lease with Nueces County Social Services and Veteran's Services for Office Lease Space at the Staples Street Center Building**
9. **Approved to Recommend the Board of Directors Approve the Update of CCRTA's Mission Statement**
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

Beatriz Charo; Committee Chair, called the meeting to order at 8:54 a.m. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Beatriz Charo, Armando Gonzalez, Anna Jimenez and Erica Maymi.

Board Members Absent

Gabi Canales.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Gordon Robinson, Miguel Rendón 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.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting.

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

None received

Public Comment may be provided in writing, limited to 1,000 characters, by using the [Public Comment Form](http://www.ccrta.org/news-opportunities/agenda) online at www.ccrta.org/news-opportunities/agenda or by regular mail or hand-delivery to the CCRTA at 602 N. Staples St., Corpus Christi, TX 78401, and MUST be submitted no later than 5 minutes after the start of a meeting in order to be provided for consideration and review at the meeting. All Public Comments submitted shall be placed into the record of the meeting.

Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of April 24, 2024

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF APRIL 24, 2024. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ, AND MAYMI. VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five (5) Year Contract to Equans-Ineo Systrans USA Inc. for On-Board

Mr. David Chapa, Director of IT, presented the item and provided the background stating CCRTA is required to produce system wide passenger mile data for the National Transit Database (NTD) Reporting. Currently, passenger counts are tracked manually by staff and compared to fare ridership for accuracy. This method leaves room for human error and is labor intensive. He provided a list of the requested products and services which include 90 complete APC System, 100 sensors/cameras, on-site installation and labor for 90 buses,



annual maintenance and support costs for five years, NTD/APC Certification and training. Equans-Ineo Systrans USA Inc, which is the current CAD/AVL provider, has been in the business for 45 years and specializes in vehicle mobile technologies and reporting. By using Equans-Ineo, will help with dynamic fare pricing and revenue assurance. Equans will use a DBE installer for the Bus APC installation and the DBE percentage for the contract is 8%. Funds for the On-Board APC system were identified in the MIS 2024 Capital Budget using funding provided by the 5307 Formula Funds with an 80/20 match. The total five-year cost for the APC system is \$511,118 which includes a one-time cost of \$373,794 (80% Federal / 20% Local) and 5-year total operating cost of \$137,324. At this time, Mr. Chapa answered any questions from the board members.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A FIVE-YEAR CONTRACT TO EQUANS-INEO SYSTRANS USA INC. FOR ON-BOARD. VICE-CHAIR JIMENEZ SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize a Two-Month Lease with Nueces County Social Services and Veteran’s Services for Office Lease Space at the Staples Street Center Building

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item and provided the background stating Nueces County Social Services and Veterans Services have occupied lease space on the first floor of the Staples Street Center since 2016, when the building opened. The office space is approximately 4,077 net usable square feet. The County currently is in the first option year of their agreement, which runs through July 31, 2024. Instead of exercising the second-year option, the County is requesting a two-month lease through the end of September 2024 and have given their notice to move out at that time. The option rate is proposed at \$5,595.01 per month, which is an increase of \$162.96 over the current monthly rate of \$5,432.05. At this time, questions were answered from the Board.

DIRECTOR ERICA MAYMI MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AUTHORIZE A TWO-MONTH LEASE WITH NUECES COUNTY SOCIAL SERVICES AND VETERAN’S SERVICES FOR OFFICE LEASE SPACE AT THE STAPLES STREET CENTER BUILDING. VICE-CHAIR JIMENEZ SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Discussion and Possible Action to recommend the Board of Directors Approve the Update of CCRTA’s Mission Statement

Mr. Derrick Majchszak, CEO, presented the item and provided the current Mission Statement followed by a recommended updated statement based on feedback from the



board as follows: “To provide safe, accessible, convenient and sustainable transportation solutions for the people that unite communities and promotes local economic growth”. Director Maymi thanked Mr. Majchszak for listening to the Board’s feedback and coming back with something that pleases everyone. At this time, Director Charo recommended for the Mission Statement to read “To provide our riders with safe, accessible, convenient, and sustainable transportation solutions that unite communities and promotes local economic growth”. The Board Members agreed.

VICE-CHAIR ANNA JIMENEZ MADE A MOTION RECOMMEND THE BOARD OF DIRECTORS APPROVE THE UPDATE OF CCRTA’S MISSION STATEMENT TO READ “TO PROVIDE OUR RIDERS WITH SAFE, ACCESSIBLE, CONVENIENT, AND SUSTAINABLE TRANSPORTATION SOLUTIONS THAT UNITE COMMUNITIES AND PROMOTES LOCAL ECONOMIC GROWTH”. DIRECTOR ERICA MAYMI SECONDED THE MOTION. CHARO, GONZALEZ, JIMENEZ AND MAYMI VOTING IN FAVOR. ABSENT CANALES.

Heard Committee Chair Report

None

Adjournment

There being no further review of items, the meeting adjourned at 9:14 a.m.

Submitted by: Marisa Montiel



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, June 26, 2024**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
- 4. Receipt of Conflict of Interest Affidavits – None Received**
- 5. Opportunity for Public Comment – No Public Comments**
- 6. Heard Committee Chair Report**
- 7. 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 8:47 a.m. Marisa Montiel called roll and stated there was no quorum was present.

Board Members Present

Beatriz Charo and Erica Maymi.

Board Members Absent

Gabi Canales, Armando Gonzalez and Anna Jimenez.

Staff Present

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

Public Present

Pam Garza, Chris Salinas and Crystal Gonzales with REAL, Inc.

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.



Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting.

Receipt of Conflict of Interest Affidavits

None received

Opportunity for Public Comment

Ms. Montiel noted one public comment was received online and each Board Member was provided a copy.

1. Pam Garza "Public comment on behalf of REAL, Inc."

Ms. Montiel noted one person signed up in person, Pam Garza with REAL Transportation. She wanted to come and thank the Board in person for their consideration of the Call for Projects, Section 5310. She described the services that they provide and noted how important the services are to the rural areas.

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.

With there being no quorum, all further items were presented for informational purposes only with no actions being taken.

Heard Committee Chair Report

None

Adjournment

There being no further review of items, the meeting adjourned at 9:09 a.m.

Submitted by: Marisa Montiel

Subject: Adopt the Fiscal 2025 Board and Committee Meetings Calendar

Background

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

Recommendation

Staff requests the Board of Directors to Adopt the 2025 Board and Committee Meetings Calendar.

Respectfully Submitted,

Submitted by: Marisa Montiel
Executive Administrative Assistant & Assistant Board Secretary

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer

Subject: Award a Five-Year Contract to Collier, Johnson and Woods, PC for Financial Auditing Services for FY 2025 to 2029.

Background

In accordance with Texas and Federal Statutes including Section 451.451 of the Texas Transportation Code which requires “*an annual audit of the affairs of the authority prepared by an independent public accountant or firm of independent certified public accountants,*” audits of the CCRTA’s financial statements are conducted annually for regulatory compliance and to determine whether the financial statements are materially correct. In addition, a single audit is also required when a non-federal entity expends \$750,000 or more in federal awards during its fiscal year.

The Office of Management and Budget (OMB) sets the rules and regulations for Single Audits. The Single Audit Act of 1984, as amended in 1996, and 2 CFR Part Subpart F governs compliance audits of federal grant assistance while the Texas Administrative Code Chapter 802.102 requires a separate audit of retirement plans to be conducted “at least annually by a certified public accountant in accordance with generally accepted auditing standards.”

The Federal Transit Administration (FTA) requires an auditor to review the annual data reported by CCRTA to the Federal Funding Allocation Statistics through the National Transit Database (NTD) reporting system for compliance and accuracy.

The annual audit requirements for the five-year (5) contract are:

- Financial Statements of CCRTA
- The Annual Comprehensive Financial Report (ACFR)
- Single Audit of grant assistant funding
- Financial Statements of the Defined Benefit Plan
- FTA standard requiring NTD Agreed-Upon Procedures

Identified Need

With the expiration of the five-year (5) financial auditing services contract with Carr, Riggs, and Ingram, LLC, a solicitation was issued on Friday, July 26, 2024. A **Request for Proposals (RFP)** was used to solicit proposals for a five-year (5) Financial Auditing contract requiring responses by September 6, 2024, with an award recommendation to Committee and Board on October 23, 2024, and November 6, 2024, respectively.

Bids Received and Ranking

A total of *five (5) proposals* were received in response to *RFP No. 2024-S-15* and scored by the evaluation team. Burton, McCumber & Longoria LLP withdrew their proposal by email received on September 17, 2024, at 9:52 am.

Carr, Riggs & Ingram, LLC and Collier, Johnson & Woods, PC are the two firms that have a local presence with offices located in Corpus Christi.

A *Best and Final Offer (BAFO)* produced the following ratings

Ratings after Best and Final Offer (BAFO)

Name of Auditing Firm	Technical Rating	Five-Year Fixed Cost Estimate	Final Rating
Collier, Johnson & Woods PC	70.00	\$ 477,500	95.00
Crowe, LLP	71.00	577,092	91.69*
Carr, Riggs & Ingram, LLC	72.20	645,000	90.71
ABIP, PC	60.40	517,642	83.46

*Did not respond to BAFO Pricing.

Collier, Johnson & Woods PC, a local auditing firm, came in as the lowest proposer. Collier, Johnson & Woods, PC previously served as the auditing firm for 14 years prior to the five-year (5) engagement with Carr, Riggs, and Ingram, LLC.

Board Priority

Financial Transparency.

Disadvantaged Business Enterprise

Although encouraged, there is no DBE requirement for this procurement.

Financial Impact

The cost to perform the financial auditing services under a five-year contract equates to \$95,500 per year, and sufficient funds are allocated in the proposed 2025 Operating Budget.

Recommendation

Staff requests that the Administration & Finance Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to award a five-year (5) contract for Financial Auditing Services to Collier, Johnson & Woods, PC for Financial Auditing Services for FY 2025-2029.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 

Miguel Rendón
Deputy Chief Executive Officer

Subject: Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3

Background

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016, that adopted SMS as the foundation for developing and implementing a Safety Program. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A). While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

Identified Need

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards. We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System. For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training,

are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

Financial Impact

There is no financial impact.

Board Priority

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

Recommendation

Staff requests the Administration and Finance Committee Recommend the Board of Directors Adopt the 2024 Public Transportation Agency Safety Plan (PTASP) Version 3.

Respectfully Submitted,

Prepared by: John Esparza
Safety & Security Administrator

Final Approval by:  _____
Miguel Rendón
Deputy Chief Executive Officer

Corpus Christi Regional Transportation Authority

Public Transportation Agency Safety Plan

Version 3,

September 4, 2024

In compliance with 49 CFR Part 673

& 49 U.S.C. § 5329 (d)

**Developed in conjunction with the
Texas Department of Transportation**

Table of Contents

1. Executive Summary	5
A. Plan Adoption – 673.11 (a) (1).....	6
B. Safety Committee Plan Approval 5329 (d) (1) (a).....	6
2. Transit Agency Information – 673.23 (d)	7
A. Authorities & Responsibilities – 673.23 (d)	9
B. Safety Committee & Responsibilities – 5329 (d) (5) (a).....	9
3. Safety Policies and Procedures	10
A. Policy Statement – 673.23 (a).....	10
I. Employee Safety Reporting Program – 673.23 (b)	11
II. Customer Reporting 5329 (d) (1) (I)	12
III. Communicating the Policy throughout the Agency – 673.23 (C).....	12
B. PTASP Development and Coordination with TX-DOT – 673.11 (d)	12
C. PTASP Annual Review – 673.11 (a) (5).....	13
D. PTASP Maintenance – 673.11 (a) (2) (c)	15
E. PTASP Documentation and Recordkeeping – 673.31	15
F. Safety Performance Measures – 673.11 (a) (3)	16
G. Safety Performance Target Coordination – 673.15 (a) (b).....	18
H. Exposure to Infectious Disease – 5329 (d) (1) (D)	19
4. Safety Management System – 673 subpart C	20
A. Risk Reduction Program – 5329 (d) (1) (I)	21
B. Safety Risk Management – 637.25	21
I. Safety Hazard Identification – 673.25 (b).....	22
II. Job Hazard Analysis (JHA) – 5329 (d) (1) (I).....	25
III. Safety Risk Assessment – 673.25 (c).....	26
IV. Safety Risk Mitigation – 673.25 (d)	27
C. Safety Assurance – 673.27 (a).....	28
I. Safety Performance Monitoring and Measures – 673.27 (b).....	29
II. Safety Event Investigation – 673.27 (b) (3)	30



III. Safety Site Inspections 5329 (d) (1) (I).....	31
D. Safety Promotion – 673.29	32
I. Safety Competencies and Training – 673.29 (a).....	32
II. Safety Communication – 673.29 (b)	33
E. Employee Safety Training – 5329 (d) (1) (H)	33
I. Operator Training – 5329 (d) (1) (H).....	34
II. Maintenance Safety Training – 5329 (d) (1) (H)	35
III. Observation of Operators – 5329 (d) (1) (H)	35
5. Appendix A	36
A. Glossary of Terms	39
B. Additional Acronyms Used	43
6. Appendix B	44
Figure 8. PTASP supporting Documents-ESRP Safety Suggestion Form	43
7. Appendix C	46
A. Board Minutes or Resolution.....	46
B. Board Minutes for amended version 2, approval.....	59



LIST OF FIGURES

Figure 1: CCRTA Organizational Chart.....	8
Figure 2: Safety Management Systems.....	20
Figure 3: Safety Risk Management Process	21
Figure 4: Draft Risk Register.....	22
Figure 5: Safety Risk Assessment Steps in Populating the Risk Register.....	26
Figure 6: Safety Risk Assessment Matrix.....	27
Figure 7: Risk Register Mitigation Component	28
Figure 8: Web based (ESRP) Safety Suggestion Form.....	44

LIST OF TABLES

Table 1: Agency Information.....	7
Table 2: ASP Annual Update Timeline.....	14
Table 3: ASP Record of Changes.....	14
Table 4: NSP Safety Performance Measures.....	16
Table 5: Baseline 2023 Safety Performance Measures.....	16
Table 6: Fixed Route (Bus) Safety Performance Targets	17
Table 7: Demand Response Safety Performance Targets	17
Table 8: Van Pool Safety Performance Targets.....	17
Table 9: PTASP Supporting Documents.....	36

1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Corpus Christi Regional Transportation Authority (CCRTA), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with CCRTA and the CCRTA Board of Directors.


To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, CCRTA and the CCRTA Board of Directors adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at CCRTA, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Derrick Majchszak, Chief Executive Officer



ACCOUNTABLE EXECUTIVE SIGNATURE



DATE

B. Safety Committee Plan Approval 5329 (d)(1)(A)

CCRTA'S Safety Committee certified on Wednesday, September 4, 2024, this Agency Safety Plan has been reviewed and approved by the safety committee.



Miguel Rendon



John Esparza



Ian O'Keefe



Gordon Robinson



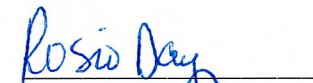
Alberta Macias



Brandon Selcer



Felicia Villarreal



Rosio Day

2. TRANSIT AGENCY INFORMATION – 673.23(D)

CCRTA is the regional transportation authority for Nueces County, Texas and is the largest transit provider in the region. The CCRTA main office is located at 602 N. Staples St, Corpus Christi, TX 78401 and the main transfer center (Staples Street Station) is also located in downtown Corpus Christi at 602 N Staples Street.

CCRTA currently operates thirty-three (33) fixed routes, of which five (5) are commuter/express routes and two (2) flexible, deviated fixed routes. Services operate seven days a week, starting as early as 3:45 AM for commuter/express routes and 4:50 AM for fixed routes. The service hours extend until 10:25 PM for fixed routes, 10:35 PM for Flex Routes, and 12:55 AM for our seasonal route, which runs from May through September. CCRTA also serves Americans with Disabilities Act (ADA) paratransit services, known as the B-line from 4:30 AM to 11 PM, for those with disabilities that prevent them from using fixed route services. In addition, the CCRTA administers a contracted Vanpool program.

CCRTA is managed by the CEO and the management team consisting of the Asset Management Executives, Project Managers, and Transit Asset Team Members.

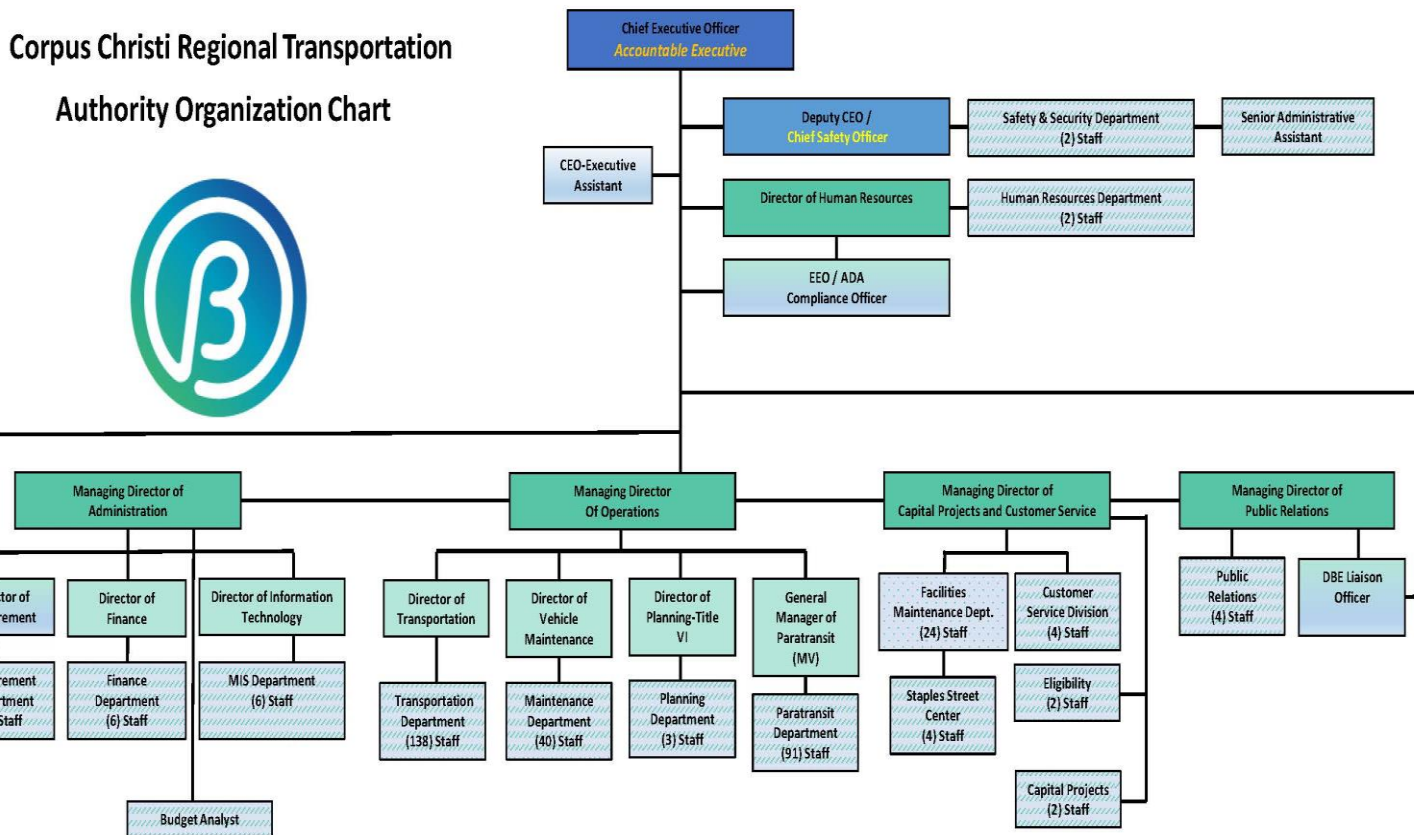
CCRTA No additional transit service is provided by CCRTA on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information while an organizational chart for CCRTA is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information	
Full Transit Agency Name	Corpus Christi Regional Transportation Authority	
Transit Agency Address	602 N. Staples St, Corpus Christi, TX 78401	
Name and Title of Accountable Executive 673.23(d)(1)	Derrick Majchszak, Chief Executive Officer	
Acting Chief Safety Officer or SMS Executive 673.23(d)(2)	Miguel Rendon, Deputy CEO / Chief Safety Officer	
Key Staff / Safety Committee Members	Name	Title
	John Esparza Gordon Robinson Ian O'Keefe	Safety & Security Administrator Managing Director of Operations Transportation Administrator
	Rosio Day Brandon Selcer Alberta Macias Felicia Villarreal	Dispatcher / Reservationist Maintenance Mechanic Bus Operator / Classroom Trainer Bus Operator
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus, Demand Response, ADA Paratransit, and Vanpool.	
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, & 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated and contracted service)	Fixed Route Bus, Demand Response, ADA Paratransit	
Number of Vehicles Operated	110 to approximately 120	

FIGURE 1: CCRTA ORGANIZATIONAL CHART



Encompass essential responsibilities that require a direct line to CEO

Any CCRTA position can have a direct line to the Chief Executive Officer at their discretion.

2024 Changes Made

- 1) Added (11) positions to the Transportation Department.
- 2) Added an Eligibility Specialist position.
- 3) Added Capital Projects Analyst position.
- 4) Added (2) more staff to Facility Maintenance Department.
- 5) Changed EEO/ADA Compliance direct contact from CEO to Director of Human Resources as well as CEO.
- 6) Changed DBE Liaison Officer direct contact from CEO to Managing Director of Public Relations as well as CEO.
- 7) Changed Procurement Director direct contact from Managing Director of Administration to CEO as well as Managing Director of Administration.

A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), CCRTA is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the CCRTA SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the CCRTA SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

B. Safety Committee 5329 (d) (5) (A)

Corpus Christi's Regional Transportation Authority (CCRTA) has an active safety committee. Our committee meets monthly to discuss preventable accidents, injuries, safety concerns & suggestions, and general safety concerns from each department. Our committee also performs monthly safety inspections.

CCRTA is empowered to look beyond the critical review of safety incidents toward opportunities to reduce occurrences by looking for ways to improve the work environment and safety culture at CCRTA by acknowledging safe actions and work that contributes to safety in the workplace.

The CCRTA's Safety Committee is composed of eight members.

- I. Deputy CEO / Chief Safety Officer.
- II. Managing Director of Operations.
- III. Safety and Security Administrator
- IV. Street Operations Administrator

- V. Dispatcher / Reservationist
- VI. Maintenance Mechanic
- VII. Bus Operator / Classroom Trainer
- VIII. Bus Operator

The Safety Committee's Responsibilities will be:

- Approving the agency safety plan and any updates to the ASP.
- Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment process.
- Identifying Mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.
- Identifying safety deficiencies for purposes of continuous improvement.
- Establishing performance targets for the agency's risk reduction program.

Further detail on this authority and these responsibilities are described at length in *Transit Asset Management Plan* (Appendix A, Table 9 shows the document name, file name, and date of adoption). In addition, over the next year, CCRTA will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

Safety is CCRTA's first priority. CCRTA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

CCRTA recognizes that our employees are most familiar with the details of their respective jobs and work environment, which makes their input critical to maintaining safety in the workplace. Therefore, employees must promptly report safety concerns such as:

- Witnessed an unsafe act
- Unsafe conditions
- Near miss
- Safety hazard
- Security risk
- Safety Recommendation

CCRTA will ensure no action will be taken against employees who disclose safety concerns through the reporting system unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.

There are several ways employees can report their safety concerns to management.

1. Report directly to their supervisors.
2. Reports directly to the Safety Department.
3. Reports through a Safety Committee representative.
4. Via an anonymous web-based reporting tool. See Appendix B.

In general, the CCRTA ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, CCRTA will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, CCRTA will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

The Chief Safety Officer and Safety Committee routinely review safety data captured via these avenues. When necessary, the Chief Safety Officer, Safety Department, and the Safety Committee ensure that the concerns are investigated or analyzed through the SRM process.

As appropriate, information about reported concerns will be shared with the reporting individual and all CCRTA employees to raise awareness and share mitigation solutions or best practices.

II. Customer Reporting 5329 (d) (1) (I)

Customers are also our partners in safety. Here at the CCRTA, we encourage our customers to bring their safety concerns to our attention, whether through our bus operators or our Customer Service Team. Customer Service contact information is available on all our transit buses and paratransit vehicles. Customers can also visit our website and social media platform and submit safety concerns. The Customer Service Team is responsible for documenting and forwarding the customer's concern to the appropriate individual or department for resolution.

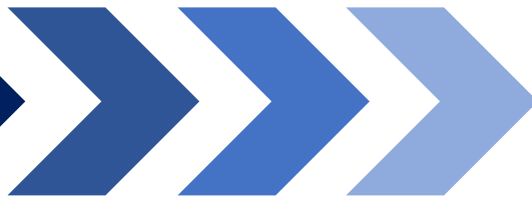
III. Communicating the Policy throughout the Agency – 673.23(c)

CCRTA is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of the Corpus Christi Metropolitan Planning Organization (MPO) and Corpus Christi Regional Transportation Authority in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. CCRTA provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The CCRTA documentation used in the development of this plan is presented in Table 9, in Appendix A.



In support of tracking performance on our SA and SP processes, CCRTA conducts a yearly safety culture survey. The survey is intended to help CCRTA assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by CCRTA's administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with CCRTA to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit CCRTA's size, operational characteristics, and capabilities.

The draft ASP was delivered to CCRTA in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to CCRTA for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of CCRTA's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, CCRTA will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through CCRTA's annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at CCRTA. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the CCRTA Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, CCRTA will track those changes for use in the annual review.



TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	➔							
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		➔						
Review Previous Targets and Set or Continue Targets. Report Targets to National Transit Database (NTD), TxDOT, Corpus Christi MPO			➔					
Make Any Necessary Adjustments to PTASP				➔				
Safety Committee updates Version No., Adopt & Certify Plan Compliance					➔	➔		
CCRTA Board of Directors, Adopt & Certify Plan Compliance							★	

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Names	Date of Change
Version 2	Agency Information page6. Organizational Chart page7. Safety Perf Measures page13. Safety Performance Targets p15. Safety Committee added Page 9. ESRP modified Page 11. Customer Reporting added page 12 Infectious Disease added page 18. Risk Reduction Program page 20. Job Hazard Analysis added page 24 Safety Site Inspection added page 30 Employee Safety Training added page 32 Operator Training page 33 Mechanical Cert and Safety Training pg. 34 Operator observation page 34	*Updated agency address. *Updated roles and positions. *Updated performance measures and performance targets. *Added Bipartisan Infrastructure Law Changes. *Updated Annual Timeline to include Safety Committee Update.	John Esparza Derrick Majchszak Rick Navarro Joel Mendez	12/8/2022
Version 2 Amended	Accountable Executive Name Change, page 6. Transit Agency Information, page 7. Organizational Chart changes, page 8, Safety Committee change, page 9, and Update Exposure to infectious disease, page 18.	*Change in Accountable Executive.	John Esparza Ian O'keefe Raul Trejo Michael Buxton Irene Trevino Gordon Robinson Ricardo Navarro Joel Mendez	7/19/2023

Version 3	Certification of Compliance, page 6 Agency Information, page 7 Organizational Chart, page 8 Safety Committee, page 9 ASP Annual Update Timeline, page 14 Safety Performance Measures, page 16 Safety Performance Targets, page 17 Exposure to Infectious Disease, page 19 Appendix-5 Table 9 Supporting Documents, page 36	Update Compliance information Updated route information Updated roles and positions. Updated front line workers-selected by labor union. Updated annual Timeline. Updated Performance Measures Updated Performance Targets Updated Language on Facial Mask Updated revision dates to reflect current policy updates.	Miguel Rendon John Esparza Ian O’Keefe Gordon Robinson Brandon Selcer Alberta Macias Felicia Villarreal Rosio Day	9/4/2024
-----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------	----------

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

CCRTA will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as CCRTA continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, CCRTA will maintain documents that set forth our ASP, including those documents related to the implementation of CCRTA’s SMS and those documents related to the results from SMS processes and activities. CCRTA will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. CCRTA will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.



F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. CCRTA collected the past three (3) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2023 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0.0	0.00000%	12.0	0.000542%	10.0	0.000452%	45,180
Demand Response	0.0	0.00000%	1.0	0.000091%	1.0	0.00091%	26,301
Van Pool	0.0	0%	0	0%	0	0%	773,539

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the CCRTA operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6, Table 7, and Table 8 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported two-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last two years.



TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0.0	0.0
Rate of Fatalities*	0.00000%	0.00000%
Injuries	12.0	12.0
Rate of Injuries*	0.000542%	0.000542%
Safety Events	10.0	10.0
Rate of Safety Events*	0.000452%	0.000452%
Mean Distance Between Major Mechanical Failure	45,180	45,180

*rate = total number for the year/total revenue vehicle miles traveled

TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0.0	0.0
Rate of Fatalities*	0.000000%	0.000000%
Injuries	1.0	1.0
Rate of Injuries*	0.000091%	0.000091%
Safety Events	1.0	1.0
Rate of Safety Events*	0.000091%	0.000091%
Mean Distance Between Major Mechanical Failure	26,301	26,301

*rate = total number for the year/total revenue vehicle miles traveled

TABLE 8: VAN POOL SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0%	0%
Injuries	0	0
Rate of Injuries*	0%	0%
Safety Events	0	0
Rate of Safety Events*	0%	0%
Mean Distance Between Major Mechanical Failure	773,539	773,539

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, CCRTA will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, CCRTA may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

CCRTA will make our SPTs available to TxDOT and the Corpus Christi MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, CCRTA will coordinate with TxDOT and the MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, CCRTA will transmit any updates to our SPTs to both the Corpus Christi MPO and TxDOT (unless those agencies specify another time in writing).



H. Exposure to Infectious Disease – 5329 (d)(1)(D)

CCRTA's top priority is maintaining a safe workplace in the event of an infectious disease outbreak, including COVID-19, seasonal flu, and other public health emergencies when determined by the United States Centers for Disease Control and Prevention (CDC), state and local health authorities. Our objectives are to monitor government warnings and information, provide relevant information as timely as possible, and maintain a clean workplace when necessary, materials and supplies are available. CCRTA will instruct you on your part in the effort and monitor compliance with directives to employees. Furthermore, CCRTA will institute continuity of operations plans to operate our business as effectively and continuously as possible during the outbreak. It is essential for every employee to be informed and engaged in the effort to maintain operations and guard against an outbreak in our offices.

CLEANING: CCRTA is committed to a clean workplace, regularly cleaning objects and common areas, such as bathrooms, breakrooms, conference rooms, door handles, and railings. While you are not expected to clean public areas, please be mindful of using these areas and clean as necessary or communicate with the Facilities Building Manager when additional cleaning may be required. The Executive Management Team (the "EMT") will be designated to monitor and coordinate events around an infectious disease outbreak and create additional work rules that could be implemented to promote safety through infection control.

VACCINATION: CCRTA encourages all its employees to vaccinate against COVID-19 and the seasonal FLU. Furthermore, CCRTA provides employees with an onsite health professional to administer the influenza vaccine.

Facial Mask: The Centers for Disease Control and Prevention have shown that masks significantly reduce the spread of Infectious Diseases. At CCRTA, wearing a mask is optional unless mandated by a governing agency.

Hand Sanitizing Stations: Hand sanitizing stations have been set up throughout our facilities and added to our revenue vehicles. This new practice allows employees and customers the opportunity to sanitize their hands between washing.

Filtration: The Facility Building Manager ensures all CCRTA buildings utilize MERV-13 filters, which trap 98% of airborne particles as small as .3 microns. Most of CCRTA's buses are retrofitted with UV lighting installed on the return air system, which runs continuously while the engine is on.

Additional Cleaning Efforts: Each night all revenue buses are disinfected. In addition, a deacon station has been established to combat any vehicles that come in contact with COVID or any other biohazard.

Lastly, CCRTA will utilize its Safety Risk Management process to identify mitigations related to exposure to Infectious diseases safely.



4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, CCRTA is adopting SMS as the basis for directing and managing safety and risk at our agency. CCRTA has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at CCRTA will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. CCRTA has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, CCRTA will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. CCRTA will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the CCRTA Board and our agency's planning partners.

A. Risk Reduction Program 5329 (d) (1) (I)

CCRTA's objective of our Risk Reduction Program is to identify risks and effectively mitigate those risks. One of our primary goals is to reduce vehicular and pedestrian accidents and mitigate assaults on all transit workers. The following is how CCRTA identifies and mitigates risks.

B. Safety Risk Management – 673.25

By adopting this ASP, CCRTA is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the CCRTA SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS




The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into CCRTA's SOPs.


The SRM is focused on implementing and improving actionable strategies that CCRTA has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER


Hazard	Type	Likelihood	Consequence	Resolution



What is wrong?



What could happen



What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps CCRTA is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

CCRTA has a *Hazard Recognition/Identification* strategy located in the *System Safety Program Plan (SSPP)* (Appendix A) in place to identify safety and operational risks based on individual assets. This assessment uses both inductive and deductive identification processes. The purpose of the hazard assessment activities is to determine the acceptability of assuming the hazard risk, or to determine the necessity of recommending corrective measures. These activities involve four steps:

1. Cause identification.
2. Testing and analysis.
3. Determination of severity and likelihood of occurrence.
4. Development of options for control/elimination strategies and costs

This assessment is provided in *Sections 6 through 8* of CCRTA’s *SSPP*.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, CCRTA is working to implement the following expanded SRM process.



The CCRTA SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. CCRTA uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, CCRTA ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that CCRTA has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. *Pre-and Post-trip Inspection Forms* and *Collision Reports* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The CCRTA *SSPP* contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- CCRTA uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.



- To increase the safety knowledge of our agency, Safety Department personnel are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events
 - Safety trend analysis on data currently collected
 - Training and evaluation records
 - Internal safety audits
 - Safety Inspections
 - External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.



II. Job Hazard Analysis (JHA) 5329 (d) (1) (I)

A job hazard analysis (JHA) describes the high-risk work activities that take place in a workplace, the hazards and risks arising from these activities, and the measures that should be put in place to control the risks. A JHA focuses on the following:

- The job steps
- The potential hazards associated with undertaking the job steps
- The hazard control measures required to eliminate the risk of injury or reduce the risk to an acceptable level

The primary purpose of a JHA is to help supervisors and workers develop, implement, and monitor workplace control measures to ensure high-risk work is carried out safely.

A Job Hazard Analysis (JHA) must:

1. Specify hazards relating to the work and risks to health and safety associated with those hazards.
2. Describe the measures that must be put in place to control the risks.
3. Describe how control measures are to be implemented, monitored, and reviewed.

Consider all relevant matters, including circumstances in the workplace that may affect how the task is carried out.

- This must be expressed in a way that is readily available and understandable to employees who use it.

The JHA must be reviewed, approved, and signed by the supervisor before starting the task. When training the employee, the supervisor should give the employee a copy of the JHA and document any training which has taken place. Understanding every job step is crucial! Whenever a job step changes or a new phase is introduced, the JHA must be reviewed/updated, and employee retraining is to take place.

The critical reasons for completing a JHA are to improve workplace safety, encourage teamwork (especially with new employees), involve everyone performing the job in the process, and elevate awareness.



III. Safety Risk Assessment – 673.25(c)

CCRTA currently uses a *Hazard Analysis/Assessment/Evaluation* process with a framework for assessing risks and threats with reference to security for the transportation system. This assessment procedure can be found in *Section 7* of the *SSPP* and shows the likelihood of occurrence and the impact on transportation assets and the system as a whole.

As part of the new SRM process, CCRTA has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, CCRTA may need to perform an investigation. CCRTA currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure will start with an Assessment Form and framework found in the *Hazard Analysis/Assessment/Evaluation* procedures and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and Safety Department supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that CCRTA will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must act to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

IV. Safety Risk Mitigation – 673.25(d)

As part of *the SSPP*, CCRTA currently has a *Hazard Resolution* policy found in *Section 8*. The *SSPP* lists specific resolution strategies according to the assigned Likelihood Categories, with additional precautionary measures to take moving forward.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely

or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

C. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the CCRTA SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) CCRTA meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting CCRTA’s critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the CCRTA SA program, CCRTA collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. CCRTA currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, CCRTA will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

CCRTA monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with CCRTA SOPs through direct observation and review of information from internal reporting systems such as the *Employee Grievance* procedures from employees and the *Customer Assistance Form (CAF)* (Appendix A) for customers.

CCRTA addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor

and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

CCRTA currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that CCRTA can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. CCRTA uses gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

- A. The purpose of these investigations is to:
 - Determine responsibility.
 - Identify causes and effects.
 - Verify identified hazards.
 - Implement remedies to eliminate, reduce or control recurrences of a similar accident.
 - Gather formal documentation in the event of litigation.
 - Develop solutions that will eliminate, nullify, or prevent such accidents and hazards.
 - Provide a means of checking the adequacy of past training.
 - Make personnel aware of unsafe acts and conditions.
 - Promote on-the-spot correction.
- B. Investigations will be of two types:
 - Those in which the affected department conducts the investigation, and reports and information are provided to Safety.
 - Those of a major nature in which the Safety Department will play the leading role and publish a report.
- C. The following are necessary for effective investigations:
 - Determine field personnel responsibilities for investigation.
 - Utilize the Supervisor's Accident Investigation Procedures.
 - Integrate Claims' findings into investigations.
 - Ensure Safety Department notification of significant accidents, on both an immediate and routine basis.
 - Develop criteria for Safety Department investigations.

- Prepare procedures, checklists and formats for conducting investigations.
- Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the Safety Department will establish procedures for coordinating investigations by outside agencies, or peer reviews.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, CCRTA monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, CCRTA is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

III. Safety Site Inspections 5329 (d) (1) (I)

Safety Site Inspections are performed to:

- Identify hazards, risks, and unsafe practices by inspecting areas with a designated department representative or a member of the Safety Committee.
- Proactively take corrective actions by noting and photographing concerning findings and abatement issues. Items that can be diminished immediately will be done on the spot and a record of the reduction notated.
- Promote a safe and healthy working environment by providing a systematic and consistent inspection schedule to identify hazards, risks, and unsafe practices.
- It serves as a positive performance indicator and encourages safe work practices by documenting that we are achieving our safety goals and acknowledging employees observing safety policies when performing their work.

Daily Safety Inspections

Each department completes site safety inspections informally each day. Daily checks will consist of department representatives walking their immediate work area and correcting any unsafe findings.

Quarterly Safety Inspections

The Safety Department will conduct formal site safety inspections each quarter. These inspections may include CCRTA's Administration and Facility Operations buildings and any transit facility operated by or occupied by CCRTA personnel. The Safety Department will ensure that facility safety concerns are routed to the appropriate department for immediate investigation and mitigation.

The Safety Department will use Track-it Manager Program for Quarterly Inspections. Completed inspections forms are generated from Track-it Manager Program and forwarded to the responsible employee (s) for timely correction. Every inspection is recorded and retained in Track-It.

D. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that CCRTA will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

CCRTA provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, CCRTA will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (CCRTA is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.

- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.

II. Safety Communication – 673.29(b)

CCRTA regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in 3.A.I) or other means.

CCRTA reports any safety related information to the CCRTA Board of Directors at their regular meetings and will begin including safety performance information. In addition, CCRTA holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. CCRTA also posts safety related and other pertinent information in a common room for all employees.

CCRTA will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, CCRTA will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, CCRTA will review our current communications strategies and determine whether others are needed. As part of this effort, CCRTA has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas CCRTA should be addressing to fully implement a safety culture at our agency.

D. Employee Safety Training 5329 (d) (1) (H)

All CCRTA employees must receive New Employee Orientation Training on the essential elements of employee safety. De-escalation training is required for all operations, maintenance, and personnel directly responsible for safety. Depending upon job classification, some employees may receive additional training in Transit Operator Assaults, Bloodborne Pathogens, Back Safety, lifting Safety, Office Safety, and other safety programs required to do their job safely and effectively. Refresher training may be required for



specific programs and will be done following changes to the agency's safety policies and local, state, and federal requirements.

I. Operator Training

CCRТА offers Commercial Driver License (CDL) training for City Transit Buses and Paratransit Operators. In addition, CCRТА Operations Trainers document CDL training, which includes an in-house driver certification process audited by the state.

Training programs are also subject to internal auditing that includes auditing of trainer performance and content. Tracking the number of accidents incurred by new operators is one measure to evaluate the effectiveness of new operator training.

The Training Department follows the U.S. Department of Transportation Federal Motor Carrier Safety Administration, FMCSA, Entry Level Driving Training (ELDT) for class B CDL. CCRТА's instructors document that each trainee is proficient in all curriculum elements.

CCRТА's training course is approximately eight weeks for new operators including time spent with an operator mentor. Training begins with the operator selection process. An evaluation of skills sets must be considered during selection. Prospective operators must meet three thresholds to advance to the next stage of training; for example, a trainee must obtain a permit before starting classroom training and must pass a skill test prior to moving onto the balance of the class. If a trainee fails a step at a critical point in the training, they will be given another chance and sent to a supplemental training before being dropped from the program. Achieving thresholds scores is necessary to progress to the next step and is an important component of the training program.

Ride checks provide a chance to correct actions before an accident/incident occurs. A systematic process is used to identify who needs a ride check and when. Street Supervisors will conduct ride checks to evaluate the performance holistically and includes evaluation of the following:

- Health and well-being as it relates to safety
- Customer Service
- Diffusing angry customers
- De-escalation techniques
- Operator Assaults
- Operation skills
- Ergonomics
- Bike rack usage
- Ramp usage
- Sharing the road with Bicyclists
- Recognizing hazards
- Mirror usage
- How to avoid fixed objects



In addition to the classroom training on Operator Assaults, CCRTA has equipped our larger buses with a locking protective shield to protect the operator against an assault. In the near future, our cutaway fleet will be retrofitted with the same locking protective shield.

Lastly, CCRTA operators are trained to contact dispatch in emergencies and, in a specific crisis, use a code word to indicate severe trouble.

II. Maintenance Safety Training

CCRTA vehicle maintenance technicians receive training from a certified original equipment manufacturer (OEM) in air conditioning, electrical, engine, transmission, chassis, suspension, brakes, ramps, air system suspension, and compressed natural gas (CNG).

In addition, to OEM training, maintenance personnel receive regular safety meetings once a month which include the following:

- General Shop Safety
- Hand Tool Safety
- Protection Against Blood Borne Pathogens
- Attitude and Behavior
- Equipment Safety
- Personal Protective Equipment Safety
- Operational Safety-Heavy equipment

III. Observation of Operators

Instructors or Street Supervisors provide Ride Checks as outlined below:

- Training Instructors or Street Supervisors are required to perform at least one Ride Check on each operator per year.
- Additional oversight and review opportunities are planned for specific groups to create positive coaching and help change behavior. These groups include:
 - Operators within their six-month new-hire probation.
 - Operators with safety or customer service-related issues as determined by Operations Administration; or by the accident review board, (ARB).
 - Special requests from the Safety Division or Operations Administration.
- On board Ride Checks are conducted using the Ride Check Form in the Track-It program.
- Operations Administration will be responsible for tracking and administering onboard observations.
- The Track-It system records information and maintains a record of the evaluation. Instructors, Operations Administration, Street Supervisors, and Safety may access the data to work on needed training and or corrective coaching.

5. APPENDIX A

TABLE 9: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
Interview Tech.pdf	5/1/2004	Interview Techniques	CCRTA
Rep. Writing SG.pdf	N/A	Report Writing: An Overview	CCRTA
2018 Monthly Accident _Incident Reports.xls	12/31/2018	Monthly Accident/Incident Reports	CCRTA
Customer Assistance Form.docx	2018	Customer Assistance Form (CAF)	CCRTA
Attachment B - Revised Drug and Alcohol Policy 2019.pdf"	3/6/2019	Drug and Alcohol Policy	CCRTA
Attachment A - Section 103 Employee Grievance.pdf	12/1/2023	Employee Grievance	CCRTA
Attachment C - 2023 Employee Handbook.pdf	12/1/2023	Employee Handbook	CCRTA
CCRTA IT Policy and Procedure Manual 2023 (003).pdf"	2023	Information Technology Policy and Procedure Manual	CCRTA
Dispatch Operations Administrator 2019.pdf	2021	Job Description: Dispatch Operations Administrator	CCRTA
JD - Dispatcher.pdf	2021	Job Description: Dispatcher	CCRTA
Street Operations Administrator 2021.pdf	2021	Job Description: Street Operations Administrator	CCRTA
Street Operations Supervisor 2021.pdf	2021	Job Description: Street Operations Supervisor	CCRTA
Training Instructor 2021.pdf	2021	Job Description: Training Instructor	CCRTA
Transportation Services Administrator 2021.pdf	2021	Job Description: Transportation Services Administrator	CCRTA
Fleet Forward	12-2022	Long Range Plan	CCRTA

File Name	Revision Date	Document Name	Document Owner
Corpus Christi MPO Boundary.pdf	N/A	Corpus Christi Metropolitan Planning Organization (MPO)	CC MPO
Biohazard - Final.pdf	12/29/2022	Biohazard on a RTA Vehicle	CCRTA
BTW Training 5.3.19.pdf	1/13/2023	Behind the Wheel Training	CCRTA
Bus Operator Trainee Requirements.pdf	1/13/2023	Bus Operator Trainee Requirements	CCRTA
Daily Schedule Posting and Rotation - Final.pdf	1/13/2023	Daily Schedule Posting and Rotation	CCRTA
Dispatch Responsibilities - Final 1.1.pdf	1/13/2023	Dispatch Responsibilities	CCRTA
Electronic Fare-box Road call Instructions - Final.pdf	1/13/2023	Electronic Fare-box Road Call Instructions	CCRTA
Emergency Procedures 1.24.19.pdf	1/13/2023	Emergency Procedures (Dispatch)	CCRTA
Handheld Radio - Final.pdf	1/13/2023	Handheld Radio: Basic Operating Guide	CCRTA
Health Care Providers Statement - Final.pdf	1/13/2023	Health Care Providers Statement	CCRTA
Health Leave - Final.pdf	12/1/2023	Health Leave	CCRTA
Lost and Found Articles - Revision 2.pdf	1/13/2023	Lost and Found Articles	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
Request for Leave - Final.pdf	1/13/2023	Request for Leave	CCRTA
Request Video Pull - Final.pdf	1/13/2023	Video Request Pull Instructions	CCRTA
Retraining.pdf	7/6/2023	Retraining	CCRTA
Return to Work Revised 2-13-18.pdf	1/13/2023	Return to Work	CCRTA
Road Call Report.pdf	12/29/2022	Road Call Report	CCRTA
Street Supervisor Work Schedule - Final.pdf	3/1/2023	Road Monitor Work Schedule	CCRTA

File Name	Revision Date	Document Name	Document Owner
Service Stop Removal or Temporary Closure - Final.pdf	1/13/2023	Service Stop Closure / Removal	CCRTA
Setting up Detours - Final.pdf	1/13/2023	Detour Set Up	CCRTA
Transporting Passengers in Non-Revenue Vehicle - Final.pdf	4/1/2018	Transporting people in a non-revenue RTA vehicle	CCRTA
Utilizing EB Operators - Rev 5-21-19.pdf	5/21/2019	Utilizing Extra Board Operators	CCRTA
Final Procurement Policy. 2019 revised (08-2019).pdf	Aug-2019	Procurement Policy	CCRTA
2023 Policy Book final.pdf	12/3/2023	Employee Handbook	CCRTA
Original Manual 2009.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
Red Light and Stop Sign Procedures.pdf	5/24/2019	Red Light and Stop Sign Procedures	CCRTA
RTA System Safety Program Plan.doc	Jun-13	System Safety Program Plan	CCRTA
Emergency Preparedness Plan 4-3-24.docx	4/3/2024	Emergency Response Plan	CCRTA
Transit-Plan-2020-Five-Year-Service-Plan-Executive-Summary.pdf	Sep-16	Transit Plan 20/20	CCRTA
Cover Page (3).pdf	N/A	Instructors Course in Bus Operator Training: Participant Manual	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 1 (3).pdf	N/A	Vehicle Operation: Part 1	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 2.pdf	N/A	Vehicle Operation: Part 2	Transportation Safety Institute (TSI)
Tab1 VEH OP Part 3.pdf	N/A	Vehicle Operation: Part 3	Transportation Safety Institute (TSI)
Tab2 CUST REL Part 1.pdf	N/A	Customer Relations: Part 1	Transportation Safety Institute (TSI)

File Name	Revision Date	Document Name	Document Owner
Tab2 CUST REL Part 2.pdf	N/A	Customer Relations: Part 2	Transportation Safety Institute (TSI)
Tab3 EM MGMT.pdf	N/A	Emergency Management	Transportation Safety Institute (TSI)
Tab4 Operational Procedures .pdf	N/A	Operational Procedures Schedule	CCRTA
Tab5 BUS GUIDE Part 1.pdf	3/11/2009	Bus Operator's Guidelines	CCRTA
6.a1-4_Transit Asset Management Plan MPO.pdf	10/1/2022	Transit Asset Management Plan	CCRTA
June 2021 CCRTA Service Standards.pdf	2021	Fixed Route Service Standards	CCRTA

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.



Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ARB: Accident Review Board

ASP: Agency Safety Plan

CAF: Customer Assistance Form

CCRTA: Corpus Christi Regional Transportation Authority

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SSPP: System Safety Program Plan

TxDOT: Texas Department of Transportation





6. APPENDIX B

Figure 8. PTASP SUPPORTING DOCUMENTS – Web based (ESRP) Safety Suggestion Form



Read About Policy

One significant way employees can participate in a safety program is to report observed hazards, incidents, accidents or near misses. The safety suggestion website facilitates the ease of reporting events, speeds up the process to ensure that all events receive the appropriate attention and investigation.

All reports are treated as strictly confidential. The reporter may remain anonymous if they choose. However, in many cases, more information may be required; it is preferred that the reporter identify themselves. In other cases, the employee may request feedback on what, if any, action was taken or planned. Employees who choose to remain anonymous will only receive feedback by means of a general notification or other normal communications.

NON-PUNITIVE REPORTING – In accordance with agency guidelines employees who report mishaps, risk exposures, safety hazards, incidents, or accidents will not be subject to disciplinary action by the agency.

Nevertheless, there are exceptions such as the following (which could create or worsen risk exposures):

- Accident or incident that are reported which employees are required to report as part of the Standard Operating Procedure or other agency policies;
- Premeditated or intentional acts of violence against people or damage to equipment/property;
- Actions or decisions involving material negligence which, in the company's judgment, no reasonably prudent employee of relevant training and experience would take; or
- Failure to report safety incident or risk exposures as required by agency operating procedures and/or this policy.

Employees who act irresponsibly in one of these ways remain exposed to disciplinary action. Alternately, employees who make honest mistakes or misjudgments will not be subject to blame provided that they report such incidents in a proper and timely fashion

Anonymous

Name



Email

Phone

Request feedback

Yes No

Work Location

Be Specific, include Work Location and Department.

Type

-Select Type-



Safety Issue/Suggestion

Describe Hazard or Safety Suggestion in detail, be sure to include any specific details related to the issue.

Where is it happening?

Be Specific, include exact building, room, facility, station, stop, street location, vehicle #

When is it happening?

If it is a specific time of day, please add this information. "morning rush", "all the time", "weekends" or "8 PM"

What "benefit is expected" if suggestion is implemented?

Explain if the proposal is applied how it may save time, reduce injury or provide a better work environment

[Add Images](#) (Only 2 images are allowed)

[Submit](#)

7. APPENDIX C

A. Board Minutes or Resolution

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JULY 1, 2020**

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member, Mr. George Clower, who served from July 11, 2012 until June 30, 2020
5. Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors, a) Mr. Eloy H. Salazar
6. Administered the Oath of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors, a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright
7. Receipt of Conflict of Interest Affidavits
8. Opportunity for Public Comment
9. Heard Update – CCRTA’s COVID-19 Response
10. Heard Update – RCAT Committee Activities
11. Action to Approve the Board of Directors Meeting Minutes of June 3, 2020.
12. Heard Consent Items –
 - a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
 - b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
 - c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)
13. Action to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration
14. Heard Presentations –
 - a) May 2020 Financial Report
 - b) May Procurement Update
 - c) May 2020 Safety & Security Report
 - d) May 2020 Operations Report
15. Heard CEO’s Report
16. Heard Chairman’s Report
17. Adjournment
18. Informational Items

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

Mr. Edward Martinez, Board Chairman, called the meeting to order at 8:30 a.m., and held the Pledge of Allegiance. Ms. Dena Linnehan called Roll and stated a quorum was present.

Board Members Present: Edward Martinez, Board Chair; Michael Reeves, Board Vice Chairman; Dan Leyendecker, Board Secretary; Lynn Allison, Anne Bauman, George B. Clower; Patricia Dominguez, Anna Jimenez, Glenn Martin, Philip Skrobarczyk and Matt Woolbright.

Board Members Absent: None.

Staff Present: Jorge G. Cruz-Aedo, CEO; David Chapa, Dena Linnehan, Derrick Majchszak, Sharon Montez, Rita Patrick, Mike Rendón and Robert Saldaña.

Public Present: Mr. Roland Barrera, Roland Barrera Insurance. Public Comment has been made available online to the Public on the CCRTA website at the following link below. No online comments have been received.

<https://www.ccrta.org/news-opportunities/agendas/>

Held Safety Briefing

Mr. Mike Rendón provided safety information in the event of an emergency for the Board members and guests in the audience. He pointed out three exits to the Board of Directors room, to the back by the kitchen, my immediate right, and to the back of this boardroom. He said during an emergency you will utilize the west side door, report to the clock tower adjacent to the transfer station,

Ms. Linnehan will account for the Board of Directors members, and that he will make sure everyone exits properly. Mr. Rendón also commented do not use the elevator, do not return to the building unless an 'all clear' has been given, and if we have to shelter in place, we will shelter in place in the west side of the building.

Adopted a Resolution for outgoing City of Corpus Christi Appointed Board Member. Mr. George Clower, who served from July 11, 2012 until June 30, 2020

Mr. Edward Martinez read the Resolution for Mr. George Clower and thanked him for his dedication and service to the agency. He asked Mr. Clower to join everyone at the podium. Mr. Michael Reeves commented Mr. Clower would be missed sorely and thanked him for the comic relief at our meetings, and for everything he has done for the agency. He also thanked him for being you. Mr. Martinez allowed for Mr. Clower's parting words. Mr. Clower thanked the agency and said it's been a long and memorable ride. He has had a lot of good times here at the CCRTA, made a lot of good friends. He also commented he would always have a heart for the CCRTA in the future, and said he hoped someday our paths will cross that I can work with the CCRTA again

in the future. Mr. Clower said to Mr. Jorge Cruz-Aedo, that he wanted to say it's been great to get to know you, and that Jorge, you have done an outstanding job as CEO of the CCRTA, and I want you to continue forward with the mission statement. Mr. Clower also mentioned to Mr. Edward Martinez, that you have been a great chairman, and I have loved working with you over the last couple of years. Mr. Clower mentioned, and Glenn, I know we haven't been on the board too long, but have you on my speed dial. Each board member provided their sincere comments and thank Mr. Clower and said he will be sorely missed by all. Mr. Martinez then asked for a vote on the Resolution.

MR. DAN LEYENDECKER MADE A MOTION TO ADOPT A RESOLUTION FOR OUTGOING CITY OF CORPUS CHRISTI APPOINTED BOARD MEMBER, MR. GEORGE CLOWER, WHO SERVED FROM JULY 11, 2012 UNTIL JUNE 30, 2020. MR. MICHAEL REEVES SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Administered the Oath of Office Appointment by the City of Corpus Christi to the CCRTA Board of Directors. a) Mr. Eloy H. Salazar

Mr. Martinez asked Mr. Eloy Salazar to join Mr. John Bell, Legal Counsel at the Podium to take the Oath of Office. Mr. Bell administered the Oath of Office to Mr. Salazar and welcomed him to the CCRTA Board of Directors. Mr. Martinez and the other board members also welcomed him to the Board. Mr. Salazar joined the others at the panel area to begin his term.

Administered the Oaths of Office Re-Appointments by the City of Corpus Christi to the CCRTA Board of Directors. a) Anne Bauman; b) Patricia Dominguez; c) Philip Skrobarczyk and d) Matt Woolbright

Mr. Martinez asked each of them to join Mr. John Bell, Legal Counsel, via the virtual meeting, to take the Oath of Office. Mr. Bell administered the Oath of Office to Ms. Anne Bauman and Ms. Patricia Dominguez, and Messrs. Philip Skrobarczyk and Matt Woolbright. He welcomed each of them to their next term as a CCRTA Board of Directors member. Mr. Martinez and the other board members also welcomed each of them again to the Board.

Action to receive Conflict of Interest Affidavits

None received.

Provided Opportunity for Public Comment

No Public Comments received.

Heard Update – CCRTA's COVID-19 Response

Mr. Jorge G. Cruz-Aedo commented the agency continues to be very engaged with the COVID-19 pandemic to ensure that both employees and riders are provided the safest environment to have public transportation in our community. He said as of this report, there had been no positive

cases. Unfortunately, last evening, he received word that we in fact have received our first confirmation of a confirmed case at our Bear Lane facility. Mr. Cruz-Aedo said the person is now quarantined and contact tracing is now being done. He also commented the agency is still working tirelessly to ensure we have a safe and clean environment to provide transportation. Last Saturday we began the compliance with Nueces County mask order that everyone is to wear facial coverings while in public places, i.e., public transportation. He said face coverings need to be not necessarily surgical masks, hospital grade, and worn by children 10 years of age and under, and worn in public areas where social distancing is not possible and you are confined space like a bus. He also mentioned the order does provide exceptions to individuals who have conditions. Mr. Cruz-Aedo continued that there are no penalties for noncompliance, yet the agency strongly encourages all of our riders to do facial coverings while at our facilities, and at our bus stops and on our buses. He also said riders are also given the opportunity to receive masks by the CCRTA if the rider does not have one. This has also been put on our social media, our messaging systems to make sure riders know facial coverings are required.

Mr. Cruz-Aedo commented the executive team still continue to meet daily to make sure we are current with situations pertaining to transportation. He said we continue to deep clean all our buses every evening, and our facilities are cleaned regularly during the day and again at night. Any personal protective equipment needed for employees are monitored to procure immediately and we continue to advertise all our venues to reinforce to the community the efforts to help reduce the spread of COVID-19. Mr. Cruz-Aedo also provided some financial costs spent to-date for employee cards at \$52,530 to help them be able to get the pandemic cleansing equipment needed at home for a safe environment. He said the agency is currently paying employees \$2 more per hour while on duty. Emergency supplies bought, masks, cleansers, foams costs are at \$669,000, we have our additional security personnel costs and police officers on duty at \$15,311. Mr. Cruz-Aedo said that the purchase transportation services costs are at \$67,761 for the direct supplies and equipment for the use of the CCRTA by MV Transportation. He said that we have submitted all of these items to the federal transit administration (FTA) who has concurred these expenses and reimbursement is anticipated assumed for these costs, and these costs would be covered strictly by FTA and not an item of the CCRTA.

He commented we are now going to be testing our employees for their temperatures and the customer service area is still closed, yet the community can still get passes, and our employees are able to get all their equipment needed in the H-E-B stores in this community. Mr. Cruz-Aedo also pointed out that we have a video which shows what we do and that we're good stewards. He said it is all about ensuring safety for the employees of the CCRTA, safety for our riders and safety for our communities, and we stay diligent every day, and available to answer any questions the board may have.

Heard Update – RCAT Committee Activities

Ms. Sharon Montez commented on the RCAT Committee for our new board member Mr. Salazar and stated that the RCAT committee represents the voice of the disabled community in Corpus Christi and is the Regional Committee for Accessible Transportation. Ms. Montez said she

wanted to brief the Board members this morning in our continuing efforts to enhance the safety for the community and our riders. She said we have decided to delay the RCAT meetings until January of next year, as we will continue to monitor and stay informed on COVID in the community, and if there are any changes to our current timeline, I will come back to the board to keep everyone informed.

Action to Approve the Board of Directors Meeting Minutes of June 3, 2020

MR. REEVES MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JUNE 3, 2020. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Consent Items

- a) Action to Adopt the 2020 Public Transportation Action Safety Plan (PTASP) Manual (pgs. 7-8)
- b) Action to Award a One-Year Contract to Carlisle Insurance for Windstorm and Hail Insurance Coverage (pgs. 9-10)
- c) Action to Execute a One-Year Memorandum of Agreement (MOA) with Texas A&M University-Corpus Christi for Transportation Services (pgs. 11-12)

MR. MATT WOOLBRIGHT ASKED TO PULL CONSENT ITEM C) FOR FURTHER DISCUSSION.

MR. LEYENDECKER MADE A MOTION TO APPROVE CONSENT ITEMS A) AND B). MS. ALLISON SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Mr. Cruz-Aedo mentioned that this is an important relationship for the CCRTA, and for our new board member, it would be beneficial to go over the high level of what this agreement entails and what that relationship looks like as we have a number of things going with them at the same time and we're in a weird situation. Mr. Derrick Majchszak presented the consent item C) again for the new board member and for further discussion. Mr. Salazar said he believes this is a great program and for the agency to continue on the path and partnership with the University. He continued to say he congratulates the Board with supporting it, and continuing to support it. A motion was asked by the Chairman to approve.

MR. REEVES MADE A MOTION TO APPROVE CONSENT ITEM C) AFTER FURTHER DISCUSSION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ,

***LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING
IN FAVOR. ABSENT NONE.***

Action to Approve Entering into a Professional Service Agreement, and if unable, then Approve Issuing a Request for Proposal (RFP) to Negotiate a Professional Service Agreement for a Third-Party Administrator of the CCRTA Employee Group Health, Vision, and Dental Benefit Program Administration

Mr. Reeves commented, on behalf of the Administration & Finance Committee, we have spent a great deal of time on this item. He said, I believe it is in the best interest of us to move forward on this item, knowing these things can become very difficult, and the reasoning behind offering this option, by Staff, it makes a lot of sense to us, so if we want to move forward with hearing the presentation, we can, but on behalf of the Board, I would like to make a motion at this time to move forward with this recommendation. Mr. Leyendecker seconded the motion, yet wanted a little further discussion and would have like to have had the name of the firm 90 Degree Benefit listed on the Agenda of who we are trying to enter an agreement with, for transparency sake, and although in our Packet, the Public does not get the Packet.

Mr. Salazar asked for an explanation of the recommendation on the agenda as it was modified a little. Mr. Cruz-Aedo provided background information where the item went to the committee for review as we were looking at doing a Request for Proposal (RFP) as the likely option we would want to pursue. He said at committee, we introduced the suggestion language of trying to negotiate a deal with 90 Degree Benefit which was formerly Entrust, and if this option wasn't successful, we would have the ability to still issue an RFP. He said in time since committee to now, 90 Degree Benefit is interested in pursuing a new deal to help administer the program. Mr. Cruz-Aedo explained the program and stated we have approximately 230 employees that are covered health care, vision care and dental care. This is a self-funded program that the CCRTA designed years ago and has been updated throughout time to reflect the current changes that takes place in the medical industry. He stated 90 Degree Benefit has helped us manage this program very well. He said the program designed by the CCRTA with the help of consultants that we've brought in along from time to time, we have Mr. Roland Barrera with Roland Barrera Insurance, who is our current consultant that helps us administer the program. Mr. Cruz-Aedo commented they do a great job, employees love the benefits and it is a fair program. He commented the program costs us the normal amounts employers pay in the ranges of reasonable care, and I do not want us to be changing administrators right now, especially because of the COVID, and a few potential claims that we are going to be looking at over time. He stated that he has asked the consultants, Mr. Barrera and staff, to look at ways to ensure that we optimize this program if we go with the renewal, and asked Mr. Barrera, if he could maybe add or correct some of the things Mr. Cruz-Aedo may have commented on.

Mr. Barrera commented he wanted to congratulate Mr. Salazar on his appointment to the CCRTA Board of Directors and welcome. He provided background information as stated at the committee meeting last month, the base plan has a \$300 deductible that resets every month, so if an employee has some type of claim in a period with the 30 days, they pay only

\$300, and is also set for the entire family. He provided an example of a family claim with complications and how the deductible works as employees have a primary care benefit allowance in lieu of a copay. What it provides is that the families have \$2K of primary care. Most asks what is my copay, so there is a separate arrangement with the Doctors Center that is covered under 100 percent without being subject to the primary care allowance. He also commented that 90 Degree Benefit is one of the largest vendors of Spohn Hospital system. Mr. Barrera commented on the costs with the City and County and that the CCRTA plan per participant is lower than theirs at \$43.78. He said when you customize a plan, it can discourage other bidders which could encourage a proposer to charge whatever they want because they know they provide a product that is difficult for others to administer. He commented he believes we have a better opportunity to negotiate a good deal rather than sending it out. Mr. Salazar said being new to the Board, it was more of a question than anything. After further discussion, the Chairman asked for a motion.

MR. REEVES MADE A MOTION TO APPROVE ENTERING INTO A PROFESSIONAL SERVICE AGREEMENT, AND IF UNABLE, THEN APPROVE ISSUING A REQUEST FOR PROPOSAL (RFP) TO NEGOTIATE A PROFESSIONAL SERVICE AGREEMENT FOR A THIRD-PARTY ADMINISTRATOR OF THE CCRTA EMPLOYEE GROUP HEALTH, VISION, AND DENTAL BENEFIT PROGRAM ADMINISTRATION. MR. LEYENDECKER SECONDED THE MOTION. THE MOTION CARRIED. MARTINEZ, REEVES, ALLISON, BAUMAN, DOMINGUEZ, JIMENEZ, LEYENDECKER, MARTIN, SALAZAR, SKROBARCZYK AND WOOLBRIGHT VOTING IN FAVOR. ABSENT NONE.

Heard Presentations –

a) May 2020 Financial Report

Mr. Robert Saldaña reported on highlights for the month of May of departmental expense right now at 13.8 percent shy of budget. He explained the far left column is our annual budget we adopted for that line item, the 2ND column is the actual where we came in for May, and the 3RD column is the monthly budget for May. He said operating revenues are a little more than \$42M for the year, and May was at \$3M, or right at budget. Our baseline is about \$3.2M, capital funding comes a lot from our grants about \$146,921, and for May we came in under baseline. He said operating expenses are about \$40M for the year, and May we came in at \$2.8M on a budget of \$3.3M, or a \$500K savings. So the bottom line, there is \$14,519 more revenue than expenses for the month. Mr. Saldaña displayed a slide by category showing the breakdown of revenues and commented May passenger services were at \$82,670 and should be \$153K basically due to the shortfall in ridership. Bus advertisements budget is \$13K and we are at \$9,300, or a shortfall of about \$4K. He said sales tax is \$2.8M and what we estimated, although it is going to be short of a little over 11 percent than the previous month as we believe we will be around 16-17 percent short of that this month. Those numbers will come in Thursday or Friday next week. Mr. Saldaña commented total revenues for May are \$3.08M, or \$200K shortfall in revenues.

A pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He pointed out that in Other, the \$300K, \$134K were strictly COVID supplies.

Mr. Saldaña reported on the year-to-date highlights should be about 42 percent on revenues and expenses through five months of the year. Revenue-wise, we are at \$14.5M on a budget of \$15.3, or about \$7-8K shy on revenues. He said capital funding is right on budget, operating expenses are budgeted at \$16.7M and we are at \$15.47M, or a \$1.3M savings. For capital expenditures are right at budget, so right now, we are at \$1.8M shy of revenues over expenses. Mr. Saldaña said that on next month's category, a lot of the shortfall from sales tax and other expense we are having is due to COVID. He did mention that the agency is getting the first draw from the COVID CAREs Act allotment of \$16.3M, we drew down last week that hits our bank statement today. He said that with the \$1.8M shortfall is actually now a \$4M positive increase from the CAREs Act monies transit agencies were given to help cover these losses, so we are not behind, but \$4.4M ahead of budget. A year-to-date pie-chart detailing where monies are allocated by object, with an additional slide of the dollar breakdown. He again pointed out that in Other, \$1.8M, \$271K were strictly COVID supplies, some supplies that have been received, paid, and other merchandise we have purchased that has not yet been received. You will see the variances between these and the weekly updates. Mr. Saldaña continued with expenses year-to-date budgeted \$14.8M and we are at \$13.5M, or a \$1.2M savings on expenses.

He provided a month-to-month comparison from 2020 to 2019 stated sales tax over the last five years averaged about 76 percent of our total revenue. Another slide of trending sales tax revenues from April 2019 to April 202 as we get our sales tax revenue being 2 months in arrears. So, in June we get April sales tax and received \$2.46M in April 2020, and last April, we received \$2.77M, a decrease of \$312K, or a shortfall at 11.26 percent.

b) May Procurement Update

Mr. Saldaña reported there is one procurement for the month being for Parts Inventory Storage Cabinets and Shelving at \$150K and the Invitation for Bids (IFB) goes out July 14, 2020. For our new board member, the CEO signature authority of \$50K or less that we can spend without having to come to the board and we have 8 items; Marketing & Consulting Services at \$44,100 seven-month base agreement; Fasteners and Shop Supplies at \$27,682 three-year base with two 1-year options; Waste Collection and Disposal Services at \$19,368 one-year agreement with two 1-year options; Mass Notification Software at \$45,715 three-year base agreement; HVAC Services at \$39,681 one-year agreement with two 1-year options; Local and Long Distance Phone Provider at \$24,206 three year service contract with one 2-year option; Brass Fittings at \$24,206 two-year agreement with one 1-year option and Hydraulic Hoses and Fittings at \$49,344 two-

year agreement with one 1-year option. He said we still maintain our Marina Rental Space on a month-to-month contract with the City of Corpus Christi.

c) May 2020 Safety & Security Report

Mr. Mike Rendón reported May at six accidents with one deemed preventable and 5 deemed non-preventable, or a monthly collision rate of 3.25, and operators drove 184K miles for May. He commented the year-to-date collision rate for 2020 is at 0.78 still meeting the industry standard of 2.0. Mr. Rendón stated security stats were for 368 contacts and the top 2 contacts being 75 percent of the contacts with individuals.

Mr. Rendón reported the security updates on the Staples Street Center, we were almost averaging about 90 to 100 per day in the last few weeks due to the COVID situation, and most entering through the DMV. He said for Veterans Services who receive about 80 to 90 percent of the visitors in this building will be going online, only by appointment, so we're having almost zero visitors in this building, and possibility of right now the averaging again, like it was in the past, between 5 to 15 at the most. He said Greyhound continues on a short schedule as they have canceled three of their schedules, putting less people riding their buses and coming into our building.

He said on the CCPD crime reduction unit, we continue to meet and our priority is servicing the areas across the street from this building on the Leopard side, and have done very well on the Staples Street side. Mr. Rendón said we have worked with CCPD in the past year, yet are concentrating on the area across the street. He said we do spot checks throughout the day on the homeless population. He mentioned that there is a new group that has gathered together called the Uptown Initiative Group (UIG), and is a business owners group of the uptown on the Leopard street area. They met about 3 weeks ago, and discussed on how to address the homeless population, because they have had incidents across the street, and are very concerned. Their next meeting will be in about three weeks and I plan to attend, and will update the Board after I do so. The UIG is asking business leaders/owners to contribute to their group, and with these funds, they will be hiring a security guard company to do security down Leopard and Staples Street areas, the Uptown areas between 7 p.m. and 7 a.m., he said he will update you next month on what happens.

Mr. Rendón also commented that the "If you See Something, Say Something" campaign is re-educating our tenants and staff. For our new member, we started this campaign about a year ago, and it is working very, very well. He said the Tenants and staff, when

they saw any criminal activity or any individual that looked suspicious in our area, especially in the parking lot, you know, there's a number that they call for the security 24 hours a day, and the reason we're re-educating and reminding people about this campaign is because even though there's about two-thirds less vehicles in our parking lot, we're still having incidents on tenants and company vehicles that are left unlocked. He said our own staff in this building are leaving their windows down, and so we just want to remind them and re-educate them on this campaign, so I am working with Marketing, and they will be helping me to change the poster that we have up here right now, so next month we plan to bring you a new poster, different colors to make a difference, so maybe we can get back on track with this campaign..

d) May 2019 Operations Report

Mr. Derrick Majchszak reported on behalf of Gordon Robinson. Mr. Majchszak reported on one of the highlights for May 2020, is that our passenger trips were at 196,997, which is about a 56 percent reduction from May 2019. He said revenue service hours are down 25.9 percent, and our revenue service miles were down 26.3 percent. A slide showing monthly ridership trends was displayed and he mentioned while COVID obviously had a large impact on our ridership, we did see an increased trend through May, and may see a small increase through June. For system-wide monthly ridership reports, you can see the system overall was down, 56.4 percent, fixed route by 56.5 percent, and B-line was down 56.1 percent. He said for rural services that encompass, Real did not provide any transportation services for CCRTA during that month of May, and you can also see the contracted demand service which is operated by Port Aransas was down. Mr. Majchszak also commented that Real was closed part of that time, and what they provide, is transportation to the DPS office, it was limited to the CDL tests a good portion of the month. We did not receive any direct complaints due to their closure. He commented Paisano operates in Corpus Christi.

He continued with our year to date ridership down 22.2 percent, 29.8 percent being fixed route, 28.5 percent being on B-line, Van pool is up right now at 19.1 percent, but we'll see a continued downward trend due to laid off employees. He said we still offer services, just limited capacity at this time. Here is all of our fixed route metrics, you can see all of them well within the standards, with the increase of rider ships, the bicycle boardings. A slide showing the list of all of the upcoming bond projects associated with the harbor bridge project and the City's bond projects was displayed, and once these start kicking in, we'll be at 33 percent, or services will be impacted by these detours. The B line metrics, the passengers per metric that we have waived since the beginning of the pandemic, for us

to encourage social distancing in single rider trips as often as possible. No issues with Miles Between Roadcalls (MBRC) with the fleet.

Heard CEO's Report

Mr. Jorge G. Cruz-Aedo commented we are currently in the hurricane season, and as such, we are in Phase I of our preparedness, and that is to make our employees cognizant of the season, encouraging employees to do all the things you need to be doing now before there is any kind of potential for an actual hurricane to be a threat so that in case we need to activate to further phases, we are prepared to do so. We have also worked with the emergency operations center of the county and the City to ensure that coordination is in place, and in case there is a need for any kind of response, we are in a position to do so. So we are preparing and getting ready for unforeseen circumstances that may happen over the hurricane season.

Additionally, we, again, are so focused on ensuring our equipment and our facilities, are cleaned and cleaned deeply every day, and our focus on a daily basis is to ensure it happens. So when you hear about us, be sure and feel comfortable saying that we are working to the fullest extent possible to ensure that we have a safe environment here at the CCRTA.

Mr. Cruz-Aedo commented his final point as of today, is I have taken over the responsibilities of being President of the Texas Transit Association, and a board member of the Southwest Transit Association as well. So, now two board seats of not only the state agency, but the regional agencies as well, so with that, that concludes my report.

Heard Chairman's Report

Mr. Edward Martinez, Board Chairman, applauded Mr. Cruz-Aedo as taking on the position of President for the Texas Transit Association, and that is an incredible honor for the CCRTA, obviously, because as CEO, this is a leading organization for metropolitan, small, urban and rural transportation across the State of Texas. Mr. Martinez said this is a fantastic achievement, you stayed the course.

He continued with, I know you were vice chair for some time interim, and now you're representing the CCRTA as a whole. Mr. Martinez commented for those of you who don't know, the TTA supports the needs of Texas public transportation system throughout the state, and an advocacy agency and education.

Mr. Martinez stated, let me be the first to announce, we are thrilled to broadcast it, the CCRTA will be hosting the 2021 state conference and competition here in Corpus Christi, so, another fantastic announcement Jorge again. We are very proud of all the efforts Jorge across the state and across the nation, so congratulations again.

Mr. Martinez opened it up for other board member's comments. Mr. Michael Reeves, Board Vice Chairman, commented, Jorge, once again, very proud of you, well done, well deserved, you continue over the last several years to become more involved in our local community and outside and abroad, we tasked you with, that you have exceeded those expectations, I commend you for

that. He also said, Staff, once again with this unwritten time period that we are in, with no manual, you continue to stay ahead of things, you are cognizant of what is going on around you, you are watching internal, external customers, and just being safeguards of our agency and our people and our riders, and so I thank you for that, applaud you for that. He also said, Welcome aboard, Director Salazar, looking forward to meeting you and thank you for your commitment to serve, we are glad you're here, and we want you to enjoy it. Mr. Reeves left with, other than that, everybody just stay safe and try to enjoy this 4th of July with your family and your dear ones. Mr. Dan Leyendecker, Board Secretary, stated Director Reeves, you pretty much summed it up. I have to reiterate during this uncertain times, Director Salazar, welcome aboard. I want to do a proper sendoff for George Clower as he was a great friend, a great board member, and I'm going to miss him. Ms. Lynn Allison commented to echo what Mike and Dan have said, and Jorge, congratulations, I know you are going to keep us on the map throughout the state here, representing not only the CCRTA, but transportation in Texas, and to the Staff as well, for all of your work, and always being so prepared for our questions, and Welcome to director Salazar. Ms. Patricia Dominguez commented welcome Director Salazar, and Jorge, great job, and everyone has always expressed all the details of your leadership, and I really appreciate that. Mr. Glenn Martin said I'm going to have to echo from all my fellow board members and welcome to our new board member. He said congratulation Jorge, on your additional job, I think that is well deserved, and thanks for the job you do. He also mentioned I am looking forward to the sendoff for George. Staff Job well done and everybody stay safe. Mr. Philip Skrobarczyk commented mega dittos and I will not restate all that stuff, but thanks to everybody, Jorge you know it is nice to hang with a rock star. Mr. Matt Woolbright commented he echos what everyone else has said, welcome to the Board Mr. Salazar, Staff doing a good job and let's keep it up. Mr. Eloy Salazar commented he looks forward to working with the board and getting educated, and my first meeting I had a lot of questions, I thought I would wait and meet with our Chair and CEO to get caught up in some of the areas that I'm not as up to date as I would like to be, because coming on this board, I see that there is a lot of activity, a lot of things that you do for the community, and I fully support that, and also that we continue to support the local community businesses, obviously, sometimes you have to go outside that area, it looks like you, from what I've seen in the past, you do a good job of trying to make sure that you look within first and then obviously, if competition doesn't allow it, then you go outside, but I look forward to working with each and every one of you, contributing whatever knowledge I have to make it better. In any way that I can. Mr. Martinez as Ms. Anna Jimenez for her comments and she said welcome to the board, Director Salazar, I look forward to working with you.

Jorge, congratulations on your appointments to the board for the Texas Transit Authority, we are glad to have you. She also commented I would like to give a shoutout to Rita, as I have been keeping up with the social media updates she is doing, and she is doing a phenomenal job with our clients and constituents. I appreciate those videos, Rita, thank you. Ms. Anne Bauman also commented I've been here all along, I washed dishes had a cup of coffee although I would have much rather be there with all of you. She said Director Salazar, welcome and I am looking forward to meeting you.

Jorge, I have already expressed to you how proud I am of your advancement within the industry, and she said we do look forward to celebrating George in the proper way.

Adjournment

There being no further review of items, the meeting adjourned at 10:10 a.m.

Submitted by: Dena Linnehan

s/s Dan Leyendecker

Dan Leyendecker, Board Secretary

B. Board Minutes for Amended Version 2

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, August 2, 2023**

Summary of Actions

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Heard Safety Briefing**
4. **Receipt of Conflict of Interest Affidavits**
5. **Administered the Oath of Office to City of Corpus Christi Appointee, Arthur Granado**
6. **Provided Opportunity for Public Comment**
7. **Presented Awards and Recognition**
 - a) **CCRTA New Hires**
 - b) **2022 Certificate of Achievement for Excellence in Financial Reporting**
8. **Approved Board Minutes of Board of Director Meeting Minutes of July 12, 2023**
9. **Approved Consent Items**
 - a) **Authorized Executing a Memorandum of Agreement (MOA) with Texas A&M University – Corpus Christi for Transportation Services**
 - b) **Awarded Multiple Contracts to CD Starter, Cummins Southern Plains, Gillig LLC, Kirk's Automotive, Inc., Model 1, Muncie, Rush Trucks, Texas Alternator Starter Service, and White Associates for External and Internal Engine Parts**
10. **Adopted a Resolution Designating Certain Persons to Sign Checks on all Bank Accounts held at Frost Bank, the Authority's Depository Bank**
11. **Adopted the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual**
12. **Amended the Bylaws in the following Manner:**
 - a) **Amended Changing the Election of the Board Chair from January in Even-Numbered Years to October in Odd-Numbered Years, to be Effective with the Election in January 2024, so that the Term of the Next Board Chair Shall Expire September 30, 2025**
 - b) **Amended Changing the Election of the Vice-Chair, Secretary and any Assistant Secretaries from January in Even-Numbered Years to October in Odd-Numbered Years, to be Effective with the Elections in January 2024, so that Such Terms Shall Expire September 30, 2025**
13. **Heard Committee Chair Reports**
 - a) **Administration and Finance**
 - b) **Operations and Capital Projects**
 - c) **Rural and Small Cities**
 - d) **Legislative**

14. **Heard Update on State Legislative Report by Longbow Partners**
15. **Heard Presentation on the 2022 Annual Report for the Coastal Bend Air Quality Partnership**
16. **Heard Presentations –**
 - a) **June 2023 Financial Report**
 - b) **August 2023 Procurement Update**
 - c) **June 2023 Operations Report**
 - d) **April – June 2023 Safety & Security Report**
17. **Heard CEO Report**
18. **Heard Boar Chair Report**
19. **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

Board Chair Dan Leyendecker called the meeting to order at 8:30 a.m. He welcomed and gave a brief introduction for U.S. Veteran, Frank Newell, 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

Dan Leyendecker, Lynn Allison, Gabi Canales, Beatriz Charo, Jeremy Coleman (virtual), Armando Gonzalez (virtual), Arthur Granado, Anna Jimenez, Aaron Muñoz and Eloy Salazar.

Board Members Absent

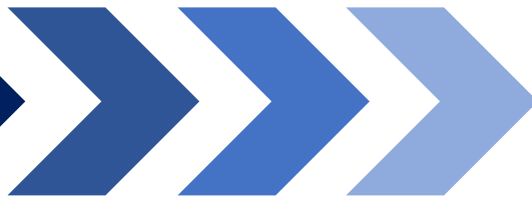
Erica Maymi.

Staff Present

David Chapa, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Mike Rendón, Gordon Robinson, Robert Saldaña and JoAnna Serna. Victor Krupalla, Leslie Smith, Edwin Hawkins, Jonathan Harden, Miranda Cruz, Crystal English, Joshua Ozuna, Israel Rojas Shaylee Patterson and Teodoso Gonzalez. Tameka Weathers, MV Transportation.

Public Present

Rob MacDonald, Corpus Christi MPO. Ryan Butler, TAMU-CC. Elizabeth Hardin & Sharon Bailey Murphy, CBAQF. Frank Newell, NC Veterans Cemetery.



Safety Briefing

Mr. Mike Rendón, Deputy CEO, 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

Ms. Montiel noted there was one public comment submitted online which has been provided to the full Board and reads as follows:

1. Mariah Boone – Please remove the hostile architecture from our bus benches and stop putting it on bus benches. Devices like the bars and straps on benches are meant to drive the unhoused away and that is cruel, dangerous and inappropriate for a public funded agency. Our transportation authority is so important – please make it stop hurting people. Thank you.

Awards and Recognitions

- a) CCRTA New Hires - Mr. Derrick Majchszak, CEO, introduced CCRTA new hires to the Board and noted this will become a regular item. The following employees were recognized: Bus Operators - Victor Krupalla, Leslie Smith, Edwin Hawkins, Jonathan Harden, Miranda Cruz, Crystal English, Joshua Ozuna, Israel Rojas; Marketing/DBE – Shaylee Patterson and Teodoso Gonzalez.
- b) 2022 Certificate of Achievement for Excellence in Financial Reporting – Mr. Majchszak noted that the Finance Department has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its ACFR presentation of the 2021 Financial Statements. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government agency and its management. This marks the 18th consecutive award and number 25 since 1989. Mr. Robert Saldaña, Managing Director of Administration and Ms. Sandy Roddel, Director of Finance were recognized and thanked their staff for their part in obtaining the certificate. Ms. Roddel introduced her staff to the Board and photos were taken at this time.





Discussion and Possible Action to Approve the Board of Directors Meeting Minutes of July 12, 2023

DIRECTOR ELOY SALAZAR MADE A MOTION TO APPROVE THE BOARD OF DIRECTORS MEETING MINUTES OF JULY 12, 2023. DIRECTOR GABI CANALES SECONDED THE MOTION. ALLISON, CANALES, CHARO, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT COLEMAN AND MAYMI.

Consent Items

- a) Authorize Executing a Memorandum of Agreement (MOA) with Texas A&M University – Corpus Christi for Transportation Services
- b) Award Multiple Contracts to CD Starter, Cummins Southern Plains, Gillig LLC, Kirk's Automotive, Inc., Model 1, Muncie, Rush Trucks, Texas Alternator Starter Service, and White Associates for External and Internal Engine Parts

SECRETARY LYNN ALLISON MADE A MOTION TO APPROVE CONSENT ITEMS A & B. DIRECTOR BEATRIZ CHARO SECONDED THE MOTION. ALLISON, CANALES, CHARO, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT COLEMAN AND MAYMI.

Discussion and Possible Action to Adopt a Resolution Designating Certain Persons to Sign Checks on all Bank Accounts held at Frost Bank, the Authority's Depository Bank

Mr. Robert Saldaña presented the item stating the Board Priority is Transparency. He provided background stating that Section 451.101 of the Texas Government Code allow the Authority's Board of Directors to designate certain persons to sign checks and other demands for money on an annual basis, or more often if need. The signature stamp for disbursements is utilized and control measures in place include: segregation of duties, authorization and processing of disbursements, internal review of AP batches before distributing funds, monthly bank reconciliations performed, unique invoice numbers required and controlled by system and annual audits on cash management of disbursements performed. As a result of changes in both personnel and the governing body, it is necessary to revise the current authorizations on file for all accounts held at Frost Bank. The accounts are the Main, Payroll Claims and Lockbox accounts. Mr. Saldaña displayed a table of the changes that will be made to the Main, Payroll and Lock Box accounts, which include, updating Mr. Dan Leyendecker from Board Secretary to Board Chair and adding Anna Jimenez, Board Vice-Chair, Lynn Allison, Board Secretary, Derrick Majchszak, CEO, and Miguel Rendón, Deputy CEO. The following individuals were deleted: Jorge Cruz-Aedo, Edward Martinez and Michael Reeves. The following changes were proposed for the Medical Claims Bank account: update Dan Leyendecker, from Board Secretary to Board Chair, add Anna Jimenez, Lynn Allison, Derrick Majchszak and Miguel



Rendón and delete Jorge Cruz-Aedo, Edward Martinez and Michael Reeves. The signature cards will reflect the following authorized signers once approved: Dan Leyendecker, Board Chair, Anna Jimenez, Board Vice Chair, Lynn Allison, Board Secretary, Derrick Majchszak, CEO, Miguel Rendón, Deputy CEO, Robert Saldaña, Managing Director of Administration, Dixie Gunning, Entrust LLC/90 Degrees (Claims Only) and Lonnie M. Meadows, Entrust LLC/90 Degrees (Claims Only).

DIRECTOR BEATRIZ CHARO MADE A MOTION TO ADOPT A RESOLUTION DESIGNATING CERTAIN PERSONS TO SIGN CHECKS ON ALL BANK ACCOUNTS HELD AT FROST BANK, THE AUTHORITY'S DEPOSITORY BANK. DIRECTOR GABI CANALES SECONDED THE MOTION. ALLISON, CANALES, CHARO, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT COLEMAN AND MAYMI.

Discussion and Possible Action to Adopt the 2023 Public Transportation Agency Safety Plan (PTASP) Version 2, Amended Manual

Mr. Miguel Rendón presented the item noting the Board Priority is Safety & Security. He provided background stating that on July 19, 2019, the Federal Transit Administration (FTA) implemented a requirement that public transit agencies receiving federal funding create, approve and implement a Public Transportation Agency Safety Plan (PTASP) to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. The compliance date was set for July 20, 2020. He adds that on July 1, 2020, the CCRTA Board of Directors approved CCRTA's PTASP, Version 1. On February 17, 2022, the FTA sent out a Dear Colleague Letter advising of the New Bipartisan Infrastructure Law Change. The changes consisted of: Safety Committee, Risk Reduction Program, Comprehensive Safety Training Program and Exposure to Infection Diseases. Mr. Rendón presented an image displaying the four pillars of the Public Transportation Agency Safety Plan which include: Safety Promotion, Safety Risk Management, Safety Assurance and Safety Management Policy. He displayed a chart of common types of changes including agency information. Key staff has been added to the agency information to include: Derrick Majchszak, CEO, Mike Rendón, Deputy CEO/Chief Safety Officer, Ian O'Keefe, Transportation Administrator and Jennifer McWilliams, Bus Operator. The CCRTA updated organizational chart was also displayed.

VICE CHAIR ANNA JIMENEZ MADE A MOTION TO ADOPT THE 2023 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) VERSION 2, AMENDED MANUAL. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. ALLISON, CANALES, CHARO, GONZALEZ, GRANADO, JIMENEZ, LEYENDECKER, MUÑOZ AND SALAZAR VOTING IN FAVOR. ABSENT COLEMAN AND MAYMI.



Discussion and Possible Action to Amend the Bylaws in the Following Manner:

- a) Amend Changing the Election of the Board Chair from January in Even-Numbered Years to October in Odd-Numbered Years, to be Effective with the Election in January 2024, so that the Term of the Next Board Chair Shall Expire September 30, 2025**
- b) Amend Changing the Election of the Vice-Chair, Secretary and any Assistant Secretaries from January in Even-Numbered Years to October in Odd-Numbered Years, to be Effective with the Elections in January 2024, so that Such Terms Shall Expire September 30, 2025**

Mr. John Bell, Legal Counsel, presented the item noting the Board Priority is Transparency. He provided background on the item stating initially after the 1985 confirmation election, the Board Chair was elected at the October Board Meeting after the appointees from Nueces County and the Mayors Panel were seated. The Board Chair serves a two-year term, with the election coming up at each October Board Meeting in odd-numbered years. He continues that in 2013, the Board amended the Bylaws to provide for the election of the Board Chair three months later at the January Board Meeting in even-numbered years. Also, the other Board Officers were changed to be elected at the January Board Meeting in even-numbered years. Mr. Bell states that Section 451.506 provides that “An individual may not serve more than eight years on the same board and may not be appointed to a term for which service to the completion of the term would exceed this limitation”. As a result, with the January election date any appointee by the County of the Mayors Panel who becomes Board Chair only can serve a maximum of six years and three months on the Board. He says that state law does not permit shortening the term of any incumbent public official, but changes to terms can be implemented before an election. Also, returning to the October election cycle for Board Chair in odd-numbered years would allow the current Board Chair and future Board Chairs similarly situated to serve eight years. At this time, the Board Members went down the line and had a lengthy conversation on the item and were able to ask Mr. Bell questions for further clarification.

Director Munoz stated he feels this amendment would negatively affect City Appointees. Mr. Bell confirmed that City Appointees, since 1985, have always only served around seven years instead of the full eight. Director Salazar commented that he believes this is fair and that it is up to the Board to make any future changes, as it states in the Bylaws. Secretary Allison echoed Director Salazar’s statement and says she supports the current Chair and feels he should have the opportunity to serve his full term. Vice Chair Jimenez stated she does not feel comfortable voting at the time as she needs more time to research and understand the timeline better. Director Canales says she understand Director Munoz standpoint but does feel this would be a positive amendment and is in support of it. Director Munoz pointed out that his standpoint is not against the current Chair and he does believe he has done a phenomenal job, however, he feels the Board should not give preferential treatment to certain Board Members and it should not be frequently changing. Director Granado asked for further clarification on the original amendment, he says he understands the viewpoint of pushing the election back, to give new appointees time to become familiar with their fellow board members, however, he just wants to be sure this is



not being amended for a certain person specifically, but for the general best for the board. Director Coleman asked if this amendment passes, when will the elections be held. Mr. Bell answered the elections will be held January 2024, with terms expiring September 2025. Director Gonzalez stated he feels the amendment should have never been made in the first place and it needs to be rectified. He feels it should be moved back to October and it should be as equitable as possible. At this time, former Board Chair, Mr. John Valls, came up to give clarification on the reason of the 2013 amendment. He added that it was updated because in the past, some newly appointed Board Members did not feel comfortable electing officers without getting to know their fellow Board Members. He added that their goal was to help make the situation equitable and they were going to try to take a bill to legislature to add one more term year, to make it nine, but that never happened. Ms. Montiel called for the votes and the item passed.

DIRECTOR ELOY SALAZAR MADE A MOTION TO AMEND THE BYLAWS IN THE FOLLOWING MANNER: A) AMEND CHANGING THE ELECTION OF THE BOARD CHAIR FROM JANUARY IN EVEN-NUMBERED YEARS TO OCTOBER IN ODD-NUMBERED YEARS, TO BE EFFECTIVE WITH THE ELECTION IN JANUARY 2024, SO THAT THE TERM OF THE NEXT BOARD CHAIR SHALL EXPIRE SEPTEMBER 30, 2025 AND B) AMEND CHANGING THE ELECTION OF THE VICE CHAIR, SECRETARY AND ANY ASSISTANT SECRETARIES FROM JANUARY IN EVEN-NUMBERED YEARS TO OCTOBER IN ODD-NUMBERED YEARS, TO BE EFFECTIVE WITH THE ELECTIONS IN JANUARY 2024, SO THAT SUCH TERMS SHALL EXPIRE SEPTEMBER 30, 2025. SECRETARY LYNN ALLISON SECONDED THE MOTION. ALLISON, CANALES, CHARO, GONZALEZ, GRANADO, LEYENDECKER, AND SALAZAR VOTING IN FAVOR. OPPOSED JIMENEZ AND MUÑOZ. ABSENT COLEMAN AND MAYMI.

Committee Chair Reports

- a) **Administration & Finance** – Committee Chair Canales had nothing new to report.
- b) **Operations & Capital Projects** – Committee Chair Salazar noted he is happy to see the progress on the New Port Ayers Transfer Station
- c) **Rural & Small Cities** – Committee Chair Allison had nothing new to report
- d) **Legislative – Committee Chair** Muñoz noted that the United Chamber Advocacy Trip to Washington, DC is coming up and he is working on getting some meetings set up.

Update on State Legislative Report by Longbow Partners

Mr. Majchszak introduced Tris Castaneda, with Longbow Partners, to the Board to Present the item. Mr. Castaneda noted he was going to discuss the highlights of the State Legislative Outcomes from the 88th Regular Session and Two Special Sessions. He began stating that the 88th Regular Legislative Session kicked off on January 10, 2023 with a historic \$33 billion surplus, and adjourned on May 29, 2023. The 88th Regular Session saw 8,580 bills filed, 1,357 or 15.8% made their way to the Governor’s desk. Gov. Abbott vetoed 76 bills, with 2 line-item

vetoed, which brought him in at the second highest number of bills vetoed by a Governor in the last 139 years. He discussed the most campaign worth issues passed during the 2nd Special Session, an ardously agreed to, \$12.7 billion package of property tax cuts, which goes before voters November 7th and contains the following five key components that if approved would affect: school tax compression, \$100,000 homestead exemption, temporary 20% appraisal cap, franchise tax exemptions and elected appraised officials. He also listed other significant legislation passed.

Next, Mr. Castaneda discussed CCRTA's State Legislative Program, as in previous interims and legislative sessions, there were numerous legislative opportunities and challenges facing transit properties, that could make a material difference operationally or financially. He continues that CCRTA tracked 211 bills, with four bills amending Chapter 451, 6 bills amending 452, and over 45 bills touching on the definitions of regional, mass, rapid, metropolitan or rural transit. No legislation adverse to the CCRTA passed. He expressed his appreciation to Chair Leyendecker, Legislative Chair Munoz, Secretary Allison, Director Salazar, Director Canales and the full Board for their hands-on involvement and support of the legislative program, including visits to Austin. He also gave gratitude to Mr. Rendón, Mr. Bell and CCRTA staff for their time and efforts as well. Lastly, he acknowledged the Coastal Bend delegation as their support and assistance was vital throughout the sessions. Mr. Castaneda displayed tables listing the CCRTA primary and secondary initiatives and the current status. Also, he displayed CCRTA endorsement issues and industry defensive measures and their current status.

Presentation on the 2022 Annual Report for the Coastal Bend Air Quality Partnership

Elizabeth Harden and Sharon Bailey Murphy with the Coastal Bend Air Quality Partnership (CBAQP) presented the item and gave an introduction on how the Coastal Bend Air Quality Partnership began, the relationship with the RTA and the future of the CBAQP. The CBAQP was initially established in 1995 as a task force to address a now well-known air pollutant called "ozone". Dedicated stakeholders from local governing bodies, businesses, universities, corporations, community members, the media and the military met and collaborated to designed and deliver effective strategies to reduce ozone levels in the Coastal Bend. Ms. Bailey Murphy presented the 2022 Annual Report and shared the 2022. A graph was shown to demonstrate that the air quality remains well within compliance levels of ozone. She continued stating that the 2022 financials signals strength and stability and support has been shown through in-kind expenses. CBAAP development timeline was shown through December 2024. They took any questions the Board had at this time.

Presentations

a) June 2023 Financial Report

Mr. Robert Saldaña, Managing Director of Administration, presented the June 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 142.34% of baseline, Investment Income was 486.62% of baseline and Benefits were 115.12% of

baseline. He displayed the projected June 2023 Income Statement Snapshot. Total projected revenues came in at \$4,589,908 and total expenses were \$3,951,473. He displayed the revenue categories. The operating vs. non-operating revenue was displayed and discussed. The total operating and non-operating revenues were \$4,098,117 for the month. Next, he discussed and displayed a pie chart of where the money went. Mr. Saldaña showed the expenses by object for June. Purchased Transportation was 22%, Miscellaneous 1%, Supplies 9%, Salaries and Wages 36%, Benefits 17%, Services 12%, Utilities 2% and Insurance was 1%. The total Departmental Operating expenses were \$3,325,240. The YTD highlights for Bus Advertising was 144.31% of baseline, Investment Income was 445.51% of baseline, Federal Grant Assistance was 140.23% of baseline and Benefits were 105.47% of baseline. YTD total revenues came in at \$32,308,700 and YTD total expenses came in at \$29,534,958. Mr. Saldaña discussed the fare recovery ratio. The current YTD FRC is 2.25%. Lastly, he displayed the sales tax update for May in which \$3,371,557 was received.

b) August 2023 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 purchase, restoration and repurposing of the Kleberg Bank Building for a six-month contract. The NTD Passenger Miles Traveled Sampling Survey for a one-year service contract in the amount of \$124,657. The total of current procurements is \$124,657. The four-month outlook under the CEO signature authority was displayed next. All of these items are \$50,000 or less. Fleetwatch Hardware for \$34,496, Everbridge Mass Notification Software for \$38,706, IT Server Support Services for \$29,600, Training Services for \$21,000, Reverse Osmosis Drinking Water System for \$37,303, Network Managed Services for \$34,128, Track-It Manager Software for \$16,000, Online DBE and Vendor Registration for \$18,000, Investment Advisory Services for \$28,000, DRI AVL Software Maintenance for \$48,696, Trapeze FX-Blockbuster for \$33,255, South Texas Military Task Force MOA for \$25,000 and Media Production, Editing and Coordination Services for \$45,000. These total \$409,184. Mr. Saldaña closed with stating the Marina Space with the City of Corpus Christi is not to exceed \$6,840.

c) June 2023 Operations Report

Mr. Gordon Robinson, Director of Planning, noted the board image for this item is Public Image and Transparency. He provided the highlights for the month of June 2023 vs. June 2022. The Passenger Trips were up 10.2%, the Revenue Service Hours were up 2.5% and the Revenue Service Miles were up 4.3%. He displayed the RTA System Monthly Ridership Trends and the System-Wide Monthly Ridership by Mode. He noted the system overall, was up 10.2%. Year-to-date, the system overall, is up 23.4%. Next, he discussed the fixed route bus on-time performance and reported no issues. He displayed a list of the upcoming impacts and pointed out the total number of bus stops currently impacted or remain closed is 52 and 72 additional bus stops to be impacted or possibly closed due to these impacts. The B-Line service passengers per hour did meet

the performance standard and reported no issues. There were 42 customer assistance forms for the month. The miles between road calls and the large bus fleet exceeded the standards.

d) April – June 2023 Safety & Security Report

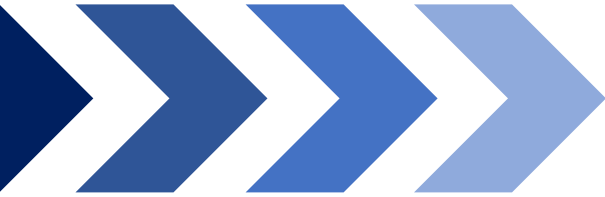
Mr. Mike Rendon

CEO Report

At this time, Mr. Majchszak provided the CEO Report. The Operation and Project Updates were discussed. He noted ridership has increased by up to 9%. There were six new hires in July. He provided updates on the Del Mar College – Oso Creek Construction, Port Ayers Transfer Station Construction and the Staples Street Center. Mr. Majchszak discussed meetings and events that he has attended recently which include: Annual Nueces County Top Business Leaders Hurricane Preparedness Roundtable Luncheon, CCREDC Senior Executive Breakfast, met with Transport Workers Union of America, CEO introduction at City Council and upcoming Texas Transit Association Board Workshop. He thanked the Board Chair and Board members for showing support during the CEO Meet and Greet event that was held on July 19th with tenants and stakeholders. Next, Mr. Majchszak discussed employee relations including training, wellness and celebration. A retirement celebration was held for Bus Operators Arnold Meza and Rosemary Torres. The transportation initiatives and community support outreach events were highlighted next. Rider survey outreach was conducted, CCRTA participated in the Nueces County Operation Health & Wellness event and he announced that beginning September 1st, B-Line will begin operating until 10pm, Monday through Friday. An upcoming events calendar was displayed.

Board Chair Report

At this time, Chair Leyendecker welcomed Director Granado to the Board and gave thanks to the staff for all of their continued efforts. He opened the floor to the Board for any additional remarks. Director Muñoz, noted a great job to the staff. Director Salazar asked Mr. Bell clarification on virtual attendance and if they are marked present or if their vote counts. Mr. Bell responded, they are counted present, however, in order for their vote to count, they must be physically seen and heard. Vice Chair Jimenez congratulated the recent retirees. Director Canales echoed the same. Director Granado said he was looking forward to working with everyone.



Adjournment

There being no further review of items, the meeting adjourned at 11:03 a.m.

Lynn Allison, Board Secretary

Submitted by: Marisa Montiel

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

Background

The CCRTA entered into a contract with UNUM Life Insurance Company for the period of January 01, 2022, through December 31, 2023. The original contract term was for two-year base contract with two one-year options. Applications for Short-Term and Long-Term disability coverage are processed by UNUM, along with processing claims and payments and reevaluating claims for approved employees. Long-Term Disability is available to employees who complete one year of employment and is paid by the organization; Short-Term Disability is available to employees who pay for the benefit. We entered into the First Option Year on January 1, 2024 and is set to expire on December 31, 2024.

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

Plan Description	Current Employee Count	Average Monthly Total*
Long-Term Disability	183	\$11,671.36
Short-Term Disability	118	\$4,392.24

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

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

Identified Need

Exercising the second option year of this contract will allow for the continuity of the Long-Term and Short-Term Disability insurance benefits provided from January 1, 2025 through December 31, 2025.

Disadvantaged Business Enterprise

There is no DBE requirement.

Financial Impact

The cost of having Long-Term and Short-Term Disability coverage available for our employees on an annual basis is projected to be approximately \$196,046.29. The cost is split with a portion of about \$47,564.22 being paid by the employee for Short-Term Disability coverage and the remaining \$148,482.07 paid by the CCRTA for Long-Term Disability. These monies are 100% budgeted within individual department budgets.

Board Priority

This item aligns with the Board Priority – Transparency.


Committee Review

Recommendation

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

Respectfully Submitted,

Submitted by: Angelina Gaitan
 Director of Human Resources

Final Approval by: 

 Miguel Rendón
 Deputy Chief Executive Officer

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, September 25, 2024**

Summary of Actions

- 1. Roll Call**
- 2. Heard Safety Briefing**
- 3. Confirmed Posting of Meeting’s Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551**
- 4. Receipt of Conflict of Interest Affidavits – None Received**
- 5. Provided Opportunity for Public Comment – None Received**
- 6. Approved the Operations & Capital Projects Committee Meeting Minutes of August 28, 2024**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Link Roofing Solutions of Louisiana, LLC for Bear Lane Lower Roof Replacement**
- 8. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five-Year Contract, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services**
- 9. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two-Year Contract to Cummins Inc. for Heavy Duty Vehicle Filters**
- 10. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two-Year Contract to Sunoco, LLC for Texas Ultra Low Sulfur Diesel Fuel Supply**
- 11. Heard Committee Chair Report**
- 12. 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 Aaron Muñoz, called the meeting to order at 8:32 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

Lynn Allison, Jeremy Coleman, Aaron Muñoz, Eloy Salazar and Amanda Torres.

Board Members Absent

None.

Staff Present

David Chapa, Angelina Gaitan, John Esparza, Derrick Majchszak, Sharon Montez, Marisa Montiel, Rita Patrick, Miguel Rendon and Robert Saldaña.

Public Present

Peter Oakman, Clean Energy Fuels. Savvan Tang, Roofing Solutions.

Safety Briefing

Mr. Miguel Rendon, Deputy CEO, gave a safety briefing to the Board and audience. He provided exit instructions in the event of an emergency. Ms. Montiel would account for all Board Members and he would be the last out to ensure everyone exits safely.

Confirmed Posting of Meeting's Public Notice in Accordance with Texas Open Meetings Act, Texas Government Code, Chapter 551

Ms. Montiel confirmed proper posting of the meeting.

Receive Conflict of Interest Affidavits

None Received

Opportunity for Public Comment

None Received

Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of August 28, 2024

SECRETARY LYNN ALLISON MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF AUGUST 28, 2024. DIRECTOR AMANDA TORRES SECONDED THE MOTION. MUNOZ, ALLISON, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT COLEMAN.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Link Roofing Solutions of Louisiana, LLC for Bear Lane Lower Roof Replacement

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item stating the Board Priorities are Facilities and Safety. She provided background summarizing the Bear Lane Operations Facility was built in 2002 and in November of 2022, a contract was awarded to replace the top section of the roof. The existing lower roof sections has reached it's useful life of 20 years and needs to be replaced. Ms. Montez noted two proposals were received and the lowest base bidder is from Link Roofing Solutions of Louisiana, LLC., at \$293,000. The project budget is \$325,229 as the engineers estimate. She displayed the bid analysis and provided background on Link Roofing Solutions of Louisiana. There is a 0% DBE participation goal,

and the project is locally funded. Ms. Montez answered any questions from the Board at this time.

DIRECTOR ELOY SALAZAR MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO LINK ROOFING SOLUTIONS OF LOUISIANA, LLC FOR BEAR LANE LOWER ROOF REPLACEMENT. DIRECTOR AMANDA TORRES SECONDED THE MOTION. MUNOZ, ALLISON, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT COLEMAN.

At 8:41 AM, Director Coleman entered the meeting.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Five-Year Contract, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services

Ms. Sharon Montez, presented the item stating the Board Priority is Facilities. She provided background summarizing in November of 2012, CCRTA completed the construction of a CNG fueling station at the Bear Lane Facility. It consists of three (3) 500 hp. Compressors, a dryer, buffer tanks and six fueling dispensers. Since 2015, CCRTA has had a contract for CNG Maintenance Services, which provides for a well-staffed company that regularly maintains CNG fueling facilities. CCRTA does not have staff trained and certified to maintain the station. The contract will provide for all maintenance, monitoring, and repair services for the fueling station. Two proposals were received, and she displayed the bid analysis comparison. She provided background on Clean Energy. There is a 0% DBE participation goal, and the five-year base bid cost of the project has an estimated cost of \$1,483,691.07. The annual estimated CCRTA 2025 budgeted cost is \$250,952. Ms. Montez answered any questions from the Board at this time.

SECRETARY LYNN ALLISON MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A FIVE-YEAR CONTRACT, TO CLEAN ENERGY FOR COMPRESSED NATURAL GAS (CNG) MAINTENANCE SERVICES. DIRECTOR ELOY SALAZAR SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two-Year Contract to Cummins Inc. for Heavy Duty Vehicle Filters

Mr. Gordon Robinson, Managing Director of Operations, presented the item stating the Board Priority is Public Image. He provided background summarizing there are 13 different filters primarily used in support of 62 large bus Gillig fleet. The filters are specified to meet or exceed the minimum requirements of Cummins and maintain any warranty. This contract will ensure preventative maintenance is completed at or beyond Original Equipment Manufacturer (OEM) requirements and will maintain assets in state of good

repair. The current contract is with Cummins and it expired in June 2024, with no interruption in supply. This project does not have a DBE goal. Mr. Robinson noted one bid was received from Cummins and he discussed the reasons why the competitors did not put in a bid. These included: to avoid bidding against competitor and avoid quoting longer than six months due to volatile price increases. This is a firm fixed price supply contract in which expenditures will be determined by actual usage. The project cost for the two-year contract is \$167,183.12 and the funds are allocated in the Board approved annual operating budgets. Mr. Robinson answered any questions from the Board at this time.

DIRECTOR AMANDA TORRES MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A TWO-YEAR CONTRACT TO CUMMINS INC. FOR HEAVY DUTY VEHICLE FILTERS. DIRECTOR JEREMY COLEMAN SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Two-Year Contract to Sunoco, LLC for Texas Ultra Low Sulfur Diesel Fuel Supply

Mr. Gordon Robinson presented the item stating the Board Priority is Public Image. She provided background summarizing approximately 120,000 gallons of diesel fuel required annual for fixed route buses. Subject to provisions of the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ). Diesel fuel supply contract ensures ability to meet demand, maintain firm pricing, and eliminate supply shortages. The current contract is with Merrimac Energy Group that expires in October of 2024. There is no DBE requirement for this procurement. Mr. Robinson noted there were six bids received, three of which were non-responsive. He displayed a chart comparing the bids and their annual projected costs. He also displayed the reasons why the three bids were deemed non-responsive. The total amount of expenditures will be determined on actual usage with an estimated 120,000 gallons in year one and year two. This will be local funds, not to exceed \$720,000. Mr. Robinson answered any questions from the Board at this time.

DIRECTOR ELOY SALAZAR MADE A MOTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A TWO-YEAR CONTRACT TO SUNOCO, LLC FOR TEXAS ULTRA LOW SULFUR DIESEL FUEL SUPPLY. DIRECTOR AMANDA TORRES SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, SALAZAR, AND TORRES VOTING IN FAVOR. ABSENT NONE.

Heard Committee Chair Report

Committee Chair Munoz thanked staff for all of their hard work. Director Coleman appreciated the additional notes on non-responsive bidders for further background information.

Adjournment

Adjourned at 9:12 a.m.

Submitted by: Marisa Montiel



Subject: Approve the Fiscal Year 2025 Holidays and Service Levels

Background

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

Identified Need

Per CCRTA Service Standards, staff must seek Board of Directors approval of service levels for implementation in the following year. For review and approval, Attachment A contains the draft notice to CCRTA employees and contractors containing the FY2025 Holidays and Service Levels.

Financial Impact

Costs associated with the FY2025 Holidays and Service Levels are included in the proposed FY2025 Operating Budget.

Board Priority

The Board Priorities are Public Image and Ridership.

Recommendation

Staff recommends the Operations & Capital Project Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to approve the FY2025 Holidays and Service Levels.

Respectfully Submitted,

Submitted by: Liann Alfaro
Director of Planning

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer



To: CCRTA & Contract Employees

From: Derrick Majchszak, Chief Executive Officer _____

Re: 2025 Holidays and Service Levels

The 2025 holidays and service levels for bus and paratransit services are based on public input and historic ridership levels on holiday dates or on dates adjacent to a holiday. Regular fares apply to service dates listed below.

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

Day	Date	Holiday	Service Level	Comments
Wednesday	January 1, 2025	New Year's Day **	Reduced Service Level *	CCRTA Holiday: Administration and Customer Service Closed
Monday	January 20, 2025	Martin Luther King Jr. Day	Weekday Service Level	CCRTA Observed Holiday: Administration and Customer Service Closed
Friday	April 18, 2025	Good Friday (Admin Holiday)	Weekday Service Level	CCRTA Observed Holiday: Administration and Customer Service Closed
Sunday	April 20, 2025	Easter Sunday	No Service	CCRTA Holiday: All Facilities Closed
Monday	May 26, 2025	Memorial Day	Reduced Service Level *	CCRTA Holiday: Administration and Customer Service Closed
Thursday	June 19, 2025	Juneteenth	Weekday Service Level	CCRTA Holiday: Administration and Customer Service Closed
Friday	July 4, 2025	Independence Day	Reduced Service Level *	CCRTA Holiday: Administration and Customer Service Closed
Monday	September 1, 2025	Labor Day	Reduced Service Level *	CCRTA Holiday: Administration and Customer Service Closed

Day	Date	Holiday	Service Level	Comments
Thursday	November 27, 2025	Thanksgiving	No Service	CCRTA Holiday: All Facilities Closed
Friday	November 28, 2025	Day after Thanksgiving (Admin Holiday)	Weekday Service Level	CCRTA Observed Holiday: Administration and Customer Service Closed
Wednesday	December 24, 2025	Christmas Eve	Weekday Service Level: Terminates in Early Evening	No CCRTA Holiday
Thursday	December 25, 2025	Christmas	No Service	CCRTA Holiday: All Facilities Closed
Wednesday	December 31, 2025	New Year's Eve	Weekday Service Level: Terminates in Early Evening	No CCRTA Holiday
Thursday	January 1, 2026	New Year's Day	Reduced Service Level *	CCRTA Holiday: Administration and Customer Service Closed

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

**Approved in 2024 Holiday's & Service Levels calendar

Subject: Award a Contract A. Ortiz Construction and Paving, Inc., for the VA Clinic Bus Stop Pull-In

Background

A new VA Clinic was built in Corpus Christi and has requested a bus stop at the location. The location is at West Point Road and the South Padre Island Drive (S.P.I.D.) Access Road.

Identified Need

The VA Clinic has requested bus service at the clinic and CCRTA needs to construct a bus stop with a bus pull-in to pick up riders along the S.P.I.D. Access Road.

Analysis

An Invitation for Bids (IFB) was issued on August 30th, the bids were due September 28th, and two (2) proposals were received. The lowest bid is from A. Ortiz Construction and Paving, Inc. for \$63,889.50. The CCRTA notified 21 companies.

Company	Bid Total
A. Ortiz Construction and Paving, Inc.	\$63,889.50
RXDX, LLC.	\$99,470.00

The company is located in Corpus Christi and has been in business 35+ years. Ortiz has performed work on various projects for the City of Corpus Christi, CCRTA and has worked for the City of Robstown. The references received were from the City of Robstown and Munoz Engineering, and both stated a satisfactory performance. The services provided to the CCRTA have also been completed in a satisfactory manner.

Disadvantaged Business Enterprise

The DBE contract goal set for this procurement is 14%. The contractor has committed to meeting the goal, with a 16.31% commitment.

Financial Impact

The award of the contract is \$63,889.50. The Engineer's estimate was \$73,971.00. This project is federally funded.

Board Priority


The Board Priority is Facilities.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to award a contract to A. Ortiz Construction and Paving, Inc. for the VA Clinic Bus Stop Pull-In for \$63,889.50.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer

Subject: Award Task Order #5 for Architectural Design Services to Turner/Ramirez Architects for a New CCRTA Maintenance Facility and Amend the 2024 Capital Budget for Maintenance Shop – A/E Design Project

Background

The CCRTA currently has an “Architectural General Services” contract, which was approved at the September 1, 2021 Board meeting. Four firms, were selected for the “General On-Call Architectural Services”. The firms are listed below:

- Able City, LLC (San Antonio)
- Gignac Architects (Corpus Christi Office)
- Turner/Ramirez Architects (Corpus Christi Office)
- WKMC Architects, Inc. (now firm is Bill Wilson, FAIA, Corpus Christi Office)

Projects awarded from the “General On-Call Architectural Services List” included the Del Mar Oso Creek Bus Stops awarded to Turner/Ramirez Architects and the new Port Ayers Station, awarded to Gignac Architects.

The current base three-year contract for the Architectural Pool expires January 31, 2025. The one (1), two-year option will not be awarded, next year.

The process for selecting an architectural firm from the Master Agreement list, requires the issuance of a Task Order Proposal, to the firms who are experienced in the design type of services being requested. They are evaluated on the criteria listed in the Analysis section of this document, by a panel of five in-house management staff. The firm scoring the highest technical score is selected for fee negotiations and the references are checked.

Identified Need

At the April 3, 2024 Board meeting, Turner/Ramirez, presented windstorm risk assessment findings and there were two options presented to decrease the windstorm risk associated with storms.

The first option was to explore the cost of hardening the building and the estimated cost was roughly \$24,331,405. This approach, left the inside infrastructure in place, which in some cases, is as old as the building. The building is approximately 44 years old, and the typical life cycle of buildings is 50 years. Additionally, the building was built before windstorm building codes were in effect. The “hardening” process for the existing structure would have the outside of the building surrounded by a new structure, and the buildings/canopies that extend out from the main building would have to be demolished and rebuilt.

The second option includes the construction of a new maintenance structure, rated to withstand a category IV hurricane. The CCRTA provides hurricane evacuation services before/during/after a storm, and is basically considered a first responder in windstorm weather related events, supporting the City and Nueces County Emergency Services. During Hurricane Harvey, the City of Corpus Christi requested that the CCRTA transfer the various staff from different agencies, to the Corpus Christi Airport, because the generator had failed at their location.

The scope of the design would include the construction of a Risk Category IV building able to withstand windspeeds from 130 to 156 mph, consistent with a Category 4 hurricane. A new

facility would safeguard essential employees and assets while ensuring operational services are not disrupted by damage caused by extreme weather events.

The CCRTA owns 4.4 acres of land adjacent to the current Bear Lane property. The workflow at the existing facility will continue uninterrupted during the construction of the new facility, which will be roughly 65,000 square feet, and 10,000 square feet larger than the current building.

The new facility will have Heating, Ventilation, and Air Conditioning (HVAC) throughout the whole building. The current facility does not have HVAC in a majority of the building. Only the offices, breakrooms, parts area, and training room have HVAC. The areas, where the mechanics and facilities staff work every day, does not have HVAC, and starting in late May to mid-October, the working environment is extremely hot, and during the winter months, the areas are not well-insulated and a warm environment is challenging to attain.

Additional scope items include:

- A Combined training room and breakroom for both Vehicle/Facilities staffs, as well as IT electronic technicians.
- A loading dock
- LED lighting, insulation, modern energy efficient systems.
- Safety and security equipment.
- CNG gas detection system.
- Single and double fleet bays with new bus lifts.
- 10,000 additional square feet.
- Restrooms with showers.
- Tire rack system, a natural gas generator large enough to support the whole building in a power outage and a large paint booth to accommodate a 65 ft bus.
- The estimated cost of construction is \$45,111,161.56.

In order to proceed with Option Two - Construction of a New Maintenance Facility, Task Order Proposal #5 was issued.

Analysis

A Task Order Proposal #5 was issued on August 28, 2024 to all four firms on the Master Agreement list. Two proposals were received and a structured format was used to evaluate and rate the proposals. Written criteria for selection--in order of importance--were assigned as follows:

- Firm Experience (20 pts)
- Team Experience (20 pts)
- Capacity and Capability of the Firm (15 pts)
- Management and Organizational Approach (10 pts)
- Narrative & References (10 pts)
- Performance Standards (10 pts)
- Responsiveness to the Agency Needs (5 pts)
- Quality Control Program (5 pts)
- Disadvantaged Business Enterprise (DBE) Participation (5 pts)

The technical scores for the evaluation are listed below:

Firm	Firm Exp. (with similar efforts, related to projects in the public sector) (20 Points Max.)	Team Exp. (20 Points Max.)	Capacity and Capability (15 Points Max.)	Mgmt. and Org. App. (10 Points Max.)	Narrative and References (10 Points Max.)	Perform. Standards (10 Points Max.)	Resp. to the Agency Needs (5 Points Max.)	Quality Control Prog. (5 Points Max.)	DBE Part. (5 Points Max)	Totals - Max. Points 100
Turner, Ramirez & Assocs., Inc.	18.80	18.60	13.80	8.80	8.80	8.20	4.80	4.20	5	91.00
Abel City (from San Antonio, TX.)	15.00	15.00	11.80	7.40	7.20	6.00	4.00	3.00	5	74.40

After assessing each of these two of the architectural firms' proposals, Turner/Ramirez, had the highest technical score, of 91 points. Turner/Ramirez is a full-service, 100% minority owned, Architectural Firm, with 32 employees, establish in 1958 by the late Jack Rice Turner, AIA, over 63 years ago. In 2008, Philip Ramirez after an 11-year tenure with Mr. Turner, was named Principal Partner in Turner/Ramirez Architects. The firm has been involved in well over 1,200 projects.

Turner/Ramirez has designed three modern large scale and complex fleet maintenance facilities for governmental entities and has extensive knowledge in the design of the maintenance bays, shop areas, parts, storage, hazardous material storage and administrative areas which are part of the new maintenance facility design. Turner Ramirez has working experience with projects requiring environmental Phase I assessments and potential impacts and remedies.

Turner/Ramirez has completed the design of well over \$200 MM worth of commercial building projects within the last five years and is also well versed in windstorm/coastal environment design and sustainable design strategies.

The extent of the team's experience ranges from the recent design and upcoming construction of the new \$21 MM Gregory-Portland Maintenance Facility to a completed \$40 MM+ Armed Forces new construction training facility project in Austin, TX.

Turner/Ramirez's other similar projects include the following:

- Austin Army Aviation Support Vehicle Maintenance Facility – Construction Estimate \$65,000,000
- NW Houston Armed Forces Reserve Center and Joint Vehicle Maintenance Facility - \$23,500,000

The scope of their design team's experience ranges from the design for Del Mar College's new Oso Creek Campus, City of Corpus Christi's Police Training Academy, as well as, other multiple projects for the City of Corpus Christi. Other design projects include the new Public Works facility in Port Aransas and CCRTA's Del Mar South Campus Bus Stops.

Turner/Ramirez also has the following certifications:

- SBA 8(a) certified- A certification issued by the Small Business Bureau. The certification is intended for businesses that are owned and operated at least 51% by SBA-deemed socially and economically disadvantaged individuals. These firms gain access to government-limited contracts, and businesses that are 8(a) certified are automatically enrolled into the SBA Business Development program. Which has allowed the company to work with governmental agencies, and revealed to them to the processes inherent with governmental/municipalities and public transportation contracts.
- Texas Historically Underutilized Business (HUB) Certified - The Historically Underutilized Business (HUB) program is a State of Texas initiative to increase the opportunities available to businesses owned by minorities and women in the area of state procurement and contracting.
- Texas Board of Architectural Examiners (TBAE) Firm Registration No. BR1669

The design team will consist of the following Turner/Ramirez staff and subconsultants:

- Turner/Ramirez
 - Philip Ramirez, AIA RID, LEED, - Principal-In-Charge (26 yrs. exp.)
 - Brian Biensk – Project Manager (28 yrs. exp.)
 - Kira Bonesteel – AIA, LEED AP BD+C (14 yrs. exp.)
 - Nathan Swinney – CPE, CCM, Construction Administrator (27 yrs. exp.)
- Subconsultants
 - NRG Engineering -Mechanical/Electrical/Plumbing Engineering
 - John A. Rodriguez, III, P.E. – Principal-In-Charge (27 yrs. exp)
 - Sean M. Rodriguez, P.E. – Vice President (26 yrs. exp)
 - REM Engineering – Structural Engineering
 - Robert E. Martinez, P.E. – Principal-In-Charge (31 yrs. exp.)
 - Hanson Professional Services, Inc. – Civil Engineering
 - Willie Rivera, Jr., P.E. – Senior Project Manager (33 yrs. exp.)
 - Craig Thompson, P.E. – Civil/Site Design (27 yrs. exp.)
 - Gabriel Ortiz, P.E. CFM – Design Lead (15 yrs. exp.)
 - Stacy Mora, RPLS – Survey Lead (21 yrs. exp.)
 - Sitex – Environmental Assessments
 - Established since 1987

The CCRTA received three out of four reference responses. All three reference responses indicated they were satisfied with the design services and would work with the firm again. The replies were from:

- Del Mar College
- Gregory-Portland ISD
- City of Corpus Christi

The CCRTA has also worked with Turner/Ramirez and were very satisfied with the quality of the design for the Del Mar College Oso Creek Bus Stops and the customer service support.

Disadvantaged Business Enterprise (DBE)

The DBE goal of 6%, will be met by Turner/Ramirez.

Financial Impact

The estimated cost for total design services, with supplemental services is \$4,855,404.55, and is approximately 10%.

The cost of the design phases is displayed below:

Cost Breakdown for Architectural Design Services for CCRTA Maintenance Facility		
Construction Budget	\$	45,111,161.56
A/E Fees - 10% of Construction Budget	\$	4,855,404.55
Design Phases	Percent of Fees	Design Phase Fees
(1) Schematic Design (award now)	15.00%	\$ 728,310.68
<i>Subtotals</i>	15.00%	\$ 728,310.68
(2) Design Development (award now)	20.00%	\$ 971,080.91
<i>Subtotals</i>	35.00%	\$ 1,699,391.59
(3) Construction Documents	40.00%	\$ 1,942,161.82
<i>Subtotals</i>	75.00%	\$ 3,641,553.41
(4) Bidding	5.00%	\$ 242,770.23
<i>Subtotals</i>	80.00%	\$ 3,884,323.64
(5) Construction Administration	20.00%	\$ 971,080.91
Grand Totals	100.00%	\$ 4,855,404.55

CCRTA is recommending the contract award of \$4,855,404.55. However, a Notice to Proceed would only be issued, for Phase (1) Schematic Design and Phase (2) Design Development phases, for a total cost of \$1,699,291.59, which will garner design completion of 35%.

The two design phases will be funded with local funds, for \$1,699,291.59. In the 2024 Capital Budget there is \$1,000,000 in local funds designated for Maintenance Shop – A/E Design Project, but the balance needed of \$699,391.59, will require a Capital Budget amendment of \$699,391.59. The amendment will be posted after the Committee Meeting, if approved, for two weeks prior to the November Board Meeting.

The two design phases are projected to be completed by March 21, 2025. The completion of these phases, will tie in to the next competitive grant process, in a timely manner.

Issuance of a Notice to Proceed on only two design phases, will allow the CCRTA more time to monitor the Sales Tax Revenue trends while providing additional time to explore other funding options.

Turner/Ramirez has indicated they will be able to hold their pricing through the end of 2025.

Board Priority

This project aligns with the Board Priority – Facilities and Safety.

Recommendation

Staff requests the Operations and Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to award Task Order #5 for Architectural Design Services to Turner/Ramirez Architects for the Design of a New CCRTA Maintenance Facility for \$4,855,404.55. However, a Notice to Proceed, would only be issued for Phase (1) Schematic Design and Phase (2) Design Development, for a total cost of \$1,699,291.59. Once the 35% design has been completed and the grant is submitted, Staff will return to the Board with more information regarding the award of the next design phases.

Staff also request the Operations and Capital Projects Committee recommend the Board of Directors to authorize the Chief Executive Officer (CEO) to approve an amendment to increase the 2024 Capital Budget, for the Maintenance Shop – A/E Design Project, from \$1,000,000 to \$1,699,391.59 in local funds.

Respectfully Submitted,

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

Final Approval by: 
Miguel Rendón
Deputy Chief Executive Officer