

MEETING AGENDA

DATE: Wednesday, September 25, 2024

TIME: 8:30 a.m.

**Operations & Capital Projects Committee,
Administration & Finance Committee (No Meeting), 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)

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	J. Esparza	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 August 28, 2024	A. Muñoz	3 min.	Pages 1-3
7.	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	S. Montez	3 min.	Page 4-5 PPT
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 Clean Energy for Compressed Natural Gas (CNG) Maintenance Services	S. Montez	3 min.	Page 6-8 PPT
9.	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	G. Robinson	3 min.	Page 9-10 PPT

10.	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	G. Robinson	3 min.	Page 11-12 <i>PPT</i>
11.	Committee Chair Report	A. Muñoz	3 min.	-----
12.	Adjournment	A. Muñoz	1 min.	-----

Total Estimated Time: 30 min.

ADMINISTRATION & FINANCE COMMITTEE

Beatriz Charo, Committee Chair

David Berlanga Gabi Canales Armando Gonzalez Anna Jimenez

NO MEETING

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

BOARD OF DIRECTORS BUDGET WORKSHOP #5

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	2025 Budget Workshop #5 a. Operations	R. Saldaña	20 min.	<i>PPT</i>

Total Estimated Time: 20 min.

On **Friday, September 20, 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
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, August 28, 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 April 24, 2024**
- 7. Approved to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Grainger, Inc., for the Replacement of an M20 Tennant Large Sweeper Scrubber**
- 8. Heard Committee Chair Report**
- 9. Adjournment**

The Corpus Christi Regional Transportation Authority Board of Directors met at 8:00 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 8:11 a.m. Ms. Marisa Montiel called roll and stated a quorum was present.

Board Members Present

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

Board Members Absent

Eloy Salazar.

Staff Present

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

Public Present

None.

Safety Briefing

Mr. John Esparza, Safety and Security Administrator, 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 April 24, 2024

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

Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Award a Contract to Grainger, Inc., for the Replacement of an M20 Tennant Large Sweeper Scrubber

Ms. Sharon Montez, Managing Director of Capital Programs and Customer Services, presented the item stating the Board Priorities are Facilities and Public Image. She provided background summarizing the Facilities Maintenance Department currently has an M20 Tennant Large Sweeper Scrubber that has reached it's useful life and is no longer working. The sweeper scrubber is used in CCRTA's bus parking lot to remove oily spots. According to the Texas Commission on Environmental Quality (TCEQ), oil runoff into the City's water system violates the spill prevention regulations and can result in fines. She displayed photos of the sweeper scrubber and examples of the oil spots in the parkin lot. The proposed vendor is Grainger, Inc., which is on TXMAS a buyboard agency, and has a bid of \$79,999. Two other companies were contacted to acquire additional pricing; however, Grainger was the lowest bidder. Background was provided on Grainger. This project is funded with local funds and does not have a DBE goal. Ms. Montez answered any questions from the Board at this time.

DIRECTOR AMANDA TORRES MADE A MOTION TO RECOMMEND THE BOARD OF DIRECTORS AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO AWARD A CONTRACT TO GRAINGER, INC., FOR THE REPLACEMENT OF AN M20 TENNANT LARGE SWEEPER SCRUBBER. SECRETARY LYNN ALLISON SECONDED THE MOTION. MUNOZ, ALLISON, COLEMAN, AND TORRES VOTING IN FAVOR. ABSENT SALAZAR.

Heard Committee Chair Report

Committee Chair Munoz had nothing new to report at this time.

Adjournment

Adjourned at 8:20 a.m.

Submitted by: Marisa Montiel

Subject: Award a Contract to Link Roofing Solutions of Louisiana, LLC for Bear Lane Lower Roof Replacement

Background

The Bear Lane Operations Facility was built in 2002. The roof had a 20-year life and has now exceeded its useful life. In November 2022, a contract was awarded for the replacement of the top section of the roof.

Identified Need

The bottom portion of the roof and the bus canopy sections have been budgeted and are scheduled for replacement.

Analysis

An Invitation for Bids (IFB) was issued on July 23rd, the pre-bid was held August 6th, the bids were due September 3rd, and two (2) proposals were received. The lowest base bidder is Roofing Solutions, LLC, DBA Link Solutions of Louisiana, LLC, at \$293,000.

Company	Total for Base Bid
Roof Solutions, LLC, DBA Link Roofing Solutions of Louisiana, LLC	\$293,000
Rain Seal Master Roofing	\$498,700

The company is located in Baton Rouge, Louisiana. The company has been in business 20 years. The company is located in 75 cities nationwide and has completed over 5,000 projects since 2018. The references received stated the work performed was satisfactory and they have worked with the company on numerous occasions. Jobs in progress include Fort Polk, LA \$531,000, Sherriff's Prison Office, Lake Charles, LA - \$302,328, Louisiana Children's Museum, Lake Charles, LA - \$1,360,006, Lackland AFB, San Antonio, TX - \$2,276,672 and the City Hall Roof, Corpus Christi, TX \$869,120

Disadvantaged Business Enterprise

There was no DBE contract goal set for this procurement since it is locally funded.

Financial Impact

The award of the contract is \$293,000 for the base bid. This project is locally 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 Roof Solutions, LLC for an amount not to exceed \$293,000.

Respectfully Submitted,

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

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Action to Award a Five-Year Contract, to Clean Energy for Compressed Natural Gas (CNG) Maintenance Services

Background

In November 2012, the Corpus Christi Regional Transportation Authority (CCRTA) completed the construction of a Compressed Natural Gas (CNG) fueling station at the Bear Lane facility. It consists of three (3) 500 hp. Compressors, a dryer, buffer tanks and six (6) fueling dispensers.

The CCRTA has had a contract for CNG Maintenance Services, since April of 2015. The contract provides for a well-staffed company that regularly maintains CNG fueling facilities to ensure that there will be enough staff resources to minimize any necessary maintenance repairs and that is experienced in all aspects of inspection and repair of a CNG fueling compound.

Identified Need

The need is twofold, and reason number one is we do not have staff trained and certified to maintain the station. Secondly, as we continue the conversion of the last large buses to CNG, whereby further utilizing the fueling station, the timely regular maintenance and repair of the CNG fueling facility has become increasingly critical to the operational safety and reliability of the station. The hiring of an experienced, well-staffed company that regularly maintains CNG fueling facilities ensures that there will be enough staff resources to minimize any necessary maintenance repairs.

The contract will provide for all maintenance, monitoring and repair services for the CCRTA's CNG fueling station. The work shall include maintaining all maintenance records, performing maintenance and/or repair of all structural, mechanical, electrical, programmable logic controls (PLC), monitoring computer and associated software and utility services and obtaining and maintaining current license requirements for the CNG Fueling Station, dispensers, and associated piping and systems.

Analysis

An Invitation for Bids (IFB) was issued on July 2nd, the pre-proposal was held July 16th and the proposals were due August 13th.

Two proposals were received. The evaluation criteria consisted of the following:

- | | |
|------------------------------------|--------|
| • Qualifications and Related Exp. | 30 pts |
| • Technical Approach & Methodology | 20 pts |
| • Client References | 10 pts |
| • Implementation | 10 pts |
| • Price | 30 pts |

The table below represents the results of the evaluation.

Firm	Qualifications and Related Experience (30 points)	Technical Approach and Methodology (20 points)	Client References (10 points)	Implementation (10 points)	Price (30 points)	Total Score Maximum Points 100
Clean Energy	25.60	15.40	7.80	8.60	30.00	87.40
Zeit Energy, LLC	19.40	14.40	7.40	6.80	25.25	73.25

The table below list the total price for the five years:

Firms	Total Five-Year Base Costs
Clean Energy	\$1,483,691.07
Zeit Energy	\$1,762,780.72

In the CNG Maintenance Services industry there are three main companies that perform the services. Two of the companies submitted a bid, but the third company, Trillium responded to CCRTA, stating they did not have the personnel available to bid on the contract.

Clean Energy has been in business nationwide since 2001, specializing in the CNG maintenance arena. Their headquarters is in Newport Beach, California.

Clean Energy’s current clients include Dallas Area Rapid Transit “DART”, Fort Worth Transportation Authority “Trinity Metro”, Sun Metro Mass Transit Department” in El Paso, and El Metro Transit, in Laredo, Texas. CCRTA’s current contractor is Clean Energy and they have performed in a satisfactory manner.

Disadvantaged Business Enterprise

This contract has no DBE goal since it is not federally funded.

Financial Impact

Based on the scope of work and annual fuel consumption estimate (gallons), the estimated costs for maintenance services for the CNG fueling station are as follows:

- Annual estimated CCRTA 2025 budgeted costs - \$250,952
- Total estimated five-year base bid - \$1,483,691.07

The annual estimated cost is budgeted in the Facilities Maintenance Department 2024 Operating Budget.

Board Priority

This item aligns with the Board Priority – 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 Clean Energy for Compressed Natural Gas (CNG) Maintenance Services for an amount not to exceed \$1,483,691.07.

Respectfully Submitted,

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

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

Subject: Award a Two (2) Year Contract to Cummins Inc. for Heavy-Duty Vehicle Filters

Background

The CCRTA purchases the majority of filters needed to maintain the fixed route buses utilizing an Invitation for Bid (IFB) process. The Heavy-Duty Vehicle Filters bid represents 13 different filters. The vendors were asked to submit bids for individual filters based on expected usage during a twelve-month period at our current service levels.

Heavy-Duty Vehicle Filters were specified to meet minimum requirements as outlined in the vehicle service manual by Cummins Inc. CCRTA’s fixed route buses utilize Cummins Compressed Natural Gas (CNG) and Diesel engines, of which half remain under a manufacturer’s warranty. Any non-compliance with the engine manufacturer could result in denial of warranty services and claims.

Identified Need

The CCRTA utilizes Original Equipment Manufacturer (OEM) filters to ensure the state of good repair for the fleet. In addition, following this process clearly demonstrates to the original OEM manufacturers that the CCRTA is performing preventative maintenance of the fleet according to their specifications. This process keeps the fleet in compliance with all warranty protocols meeting the OEM’s standards for maintaining assets.

The current contract with Cummins Inc. for Heavy-Duty Vehicle Filters expired in June 2024. Awarding a new contact ensures a steady supply of heavy-duty filters are available for Vehicle Maintenance Technicians to maintain the fleet in a state of good repair.

The heavy-duty vehicles filter contract is structured as a two (2) year term following Board of Directors approval.

Bids Received

One bid was received from Cummins Inc.

Bids	Two (2) Year Contract Amount
Cummins Inc.	\$167,183.12

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

This is a firm fixed price supply contract for Heavy-Duty Vehicle Filters. The projected estimated cost for the two (2) year contract with Cummins Inc. is \$167,183.12, but expenditures will be determined on actual usage. Funding is supported by local funds. Funds have been approved in the 2024 annual operating budget.

Board Priority

This item aligns with the Board Priority – Public Image.

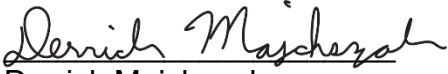
Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Two (2) Year contract to Cummins Inc. for Heavy-Duty Vehicle Filters.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer

Subject: Award a Two (2) Year Contract to Sunoco LLC for Texas Ultra Low Sulfur Emission Diesel Fuel Supply

Background

The CCRTA will require an estimated 120,000 gallons of diesel fuel annually to operate the fixed-route buses. In compliance with the Texas Low Emission Diesel Program of the Texas Commission on Environmental Quality (TCEQ), the CCRTA utilizes an ultra-low sulfur diesel (ULSD) fuel.

Identified Need

The current Texas Ultra Low Sulfur Diesel fuel supply contract will expire in October 2024. A Texas Ultra Low Sulfur Diesel fuel supply contract will help ensure product availability to meet demand while maintaining firm pricing. Contract pricing is based on vendor mark-ups or discounts from the Oil Price Information Service (OPIS) price schedule on each delivery of diesel fuel. The new contract will be issued for a two (2) year term with Board of Directors approval.

Bids Received

A total of six (6) bids were received. There were three (3) responsive bidders, and Sunoco LLC was the low bidder with a discount rate of 0.2900 per gallon and a delivery charge of 0.0275 per gallon.

RESPONSIVE BIDS RECEIVED

Vendor	Description	Est. Two-Year Quantity	Unit	Cost (Per Gallon) + or -	Total Annual Cost + or -	Annual Projected Discount or Cost
Petroleum Traders	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	-0.0246	-5904.0000	2,256.00
	Delivery Charge			0.034	8160.0000	
Pinnacle Petroleum, Inc.	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	-0.001	-240.0000	14,160.00
	Delivery Charge			0.060	14400.0000	
Sunoco LLC	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	-0.2900	-69600.0000	-63,000.00
	Delivery Charge			0.0275	6600.0000	

NON-RESPONSIVE BIDS RECEIVED

Vendor	Description	Est. Two-Year Quantity	Unit	Cost (Per Gallon) + or -
Arguindegui Oil Co. II, Ltd	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	0.0299
	Delivery Charge			Included
Notes: Failed to submit the required Supplemental Documentation.				
Global Montello Group Corp.	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	-0.0138
	Delivery Charge			0.0216
Notes: Failed to submit the required Supplemental Documentation.				
World Fuel Services, Inc.	Ultra Low Sulfur TxLED Diesel Fuel	240,000	Gallon	0.0300
	Delivery Charge			0.0363
Notes: Failed to meet the Cetane No. of 48 min. Proposed Citgo Cetane No. 40 min.				

Disadvantaged Business Enterprise

There is no DBE requirement for this procurement.

Financial Impact

Total expenditures will be determined by actual usage. The estimated cost of the two (2) year contract is \$720,000.00, and funds are allocated in the Board approved annual operating budgets.

Year	Gallons	Price	Estimated Cost
Year 1	120,000	\$3.00	\$360,000
Year 2	120,000	\$3.00	\$360,000
Total			\$720,000

Board Priority

This item aligns with the Board Priority – Public Image.

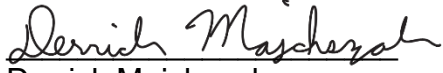
Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Award a Two (2) Year Contract to Sunoco LLC for Texas Ultra Low Sulfur Diesel Fuel Supply.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Gordon Robinson
Managing Director of Operations

Final Approval by: 
Derrick Majchszak
Chief Executive Officer