

**CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY COMMITTEE (TPC) MINUTES**

**December 6, 2018**

**1. Call to Order and Quorum Determination**

Judge Simpson called the meeting to order at 2:00 p.m. at the City of Corpus Christi Council Chambers.

Present: Judge Simpson, San Patricio County; Mr. Zahn, Port of Corpus Christi (PCC); Mayor Skurow, City of Portland; Mr. Olivarez, P.E., Texas Department of Transportation – Corpus Christi District (TxDOT-CRP); Mr. Martinez, Corpus Christi Regional Transportation Authority (RTA, 2:04 p.m.)

Ms. Melissa Vela, Assistant Chief of Administration, Nueces County

Staff present: Daniel Carrizales, Victor Mendieta, and Yoshiko Boulan

**2. Introduction of Visiting Agency Officials**

San Patricio Judge Elect David Krebs, Ms. Sharon Montez, Ms. Christina Perez (RTA) and all in attendance were welcomed.

**3. Public Comments**

Judge Simpson called for public comment on TPC agenda items; none were offered.

**4. Approval of the November 1, 2018 TPC Special Meeting Minutes**

Mr. Zahn made a motion to approve the November 1, 2018 TPC Meeting Minutes. Mayor Skurow seconded; motion passed unanimously.

**5. Presentation, Discussion and Possible Action**

**A. Corpus Christi Regional Transportation Authority (RTA) Transit Asset Management (TAM) Plan. Presenter: Sharon Montez, Managing Director of Capital Programs.**

Federal Transit Administration (FTA) requires all transit agencies who provide public transportation and receive federal financial assistance to develop a TAM Plan. Ms. Montez presented RTA's TAM Plan that aims to achieve and maintain a State of Good Repair (SGR) condition for RTA's assets to deliver the performance-based service. Current RTA's assets, non-revenue vehicles, rolling stock/buses, and facilities satisfied the FTA's useful life benchmark and are considered in good condition. RTA uses the useful life, asset age, and vehicle mileage/age for their asset condition assessment and is using several strategies such as risk management, maintenance, overhaul, disposal, and acquisition and renewal, to prioritize investment and prepare five-year capital replacements and comply with the FTA's SGR requirement.

Judge Simpson made a motion to adopt the RTA's TAM Plan. Mayor Skurow seconded; motion passed unanimously.

**B. RTA Transit Projects Amendment to the FY 2019-2022 Transportation Improvement Program (TIP) and 2015-2040 Metropolitan Transportation Plan (MTP). Presenter: Christina Perez, DBE/EEO Compliance Officer.**

Ms. Perez presented the proposed amendment to the FY 2019-2022 TIP based on the Capital Investment Plan and routine purchase/maintenance of assets. Most projects are routine in nature, such as replacement of vehicles, shelter amenities and improvements, and this amendment is for specifying the projects and their cost. Three major facility projects: Port/Ayers Station renovation, Del Mar South Campus Transfer Station, and Bear Lane Bus Parking Lot Improvement are programmed in FY 2020. Westside Station near Del Mar College is programmed in FY 2022. Port/Ayers Station Renovation project is expected to complete within 18 months and Del Mar South Campus Transfer Station is expected to complete within 12 months in two phases. The first phase would be the turn-off drive, sidewalks, shelter

**TPC APPROVED MINUTES**

pad, 50% of the overall covered shelter, and related infrastructure construction. The second phase would be another shelter pad, and the rest of the overall covered shelter and related infrastructure construction. Westside Station near Del Mar College is still under the concept development at this point and more detail will be provided after the concept is finalized.

Judge Simpson asked if the Del Mar South Campus Transfer Station's two phases are both in FY 2020. Ms. Montez responded that the two phases are planned to be in FY 2020.

Judge Simpson made a motion to approve the requested TIP and MTP amendments. Mr. Zahn seconded; motion passed unanimously.

**C. Discussion and possible action to select a third-party recruiting agency to recruit for the position of the MPO Director.**

Mayor Skurow briefed the current status of recruitment efforts for the MPO Director. The job opening was advertised via Nueces County Human Resources webpage and other resources such as caller.com and indeed.com for two weeks and received two applicants. The opening period was extended for another two weeks and we received another two applicants. The ad-hoc committee will meet and review these four applications. Meanwhile, MPO sent 27 Request for Qualification (RFQ) to the recruitment agencies with the help of City of Corpus Christi and Nueces County Human Resources Office and received two RFQs from Renee's Narloch & Associates and GovHRUSA. Renee's Narloch & Associates is a Texas-based, boutique-style agency and GovHRUSA is a Florida-based, relatively large agency and both are considered qualified firms. Mayor Skurow recommended Renee's Narloch & Associate as the recruiting agency for the MPO Director search. Mayor Skurow also informed that Nueces County Human Resources agreed to advertise the Director's salary range as "negotiable," and the ad-hoc committee would make a recommendation based on the candidate's qualification upon reviewing the application and submit it to the TPC.

Mr. Martinez inquired that the hiring of the agency would be simultaneously done with the reviewing of potential applicants. Mayor Skurow answered that the execution of contract with Renee's Narloch & Associate would be after the ad-hoc committee's review and recommendations for the potential candidates.

Mr. Zahn made a motion to approve the recommendation to hire Renee's Narloch & Associate. Judge Simpson seconded; motion passed unanimously.

**6. Director's Report**

**A. 2017 Federal Certification Review draft report**

The MPO received a draft report of 2017 Federal Certification Review from Federal Highway Administration (FHWA) on November 8, 2018. MPO provided the response to FHWA in accordance with TxDOT-CRP and RTA on November 27, 2018. The approved letter was issued on November 30, 2018 and the final report was electronically delivered on December 4, 2018.

**B. Ms. Buentello, MPO Transportation Planner departure**

Ms. Buentello, MPO Transportation Planner resigned effective on November 30, 2018. She has been working for the MPO for four years and was an integral part of the MPO.

**D. Next Transportation Policy Committee Meeting: February 7, 2019**

The January TPC meeting has been cancelled and the next TPC meeting will be held on February 7, 2019. Mr. Carrizales will send the 2019 meeting calendar to all TPC members.

**7. Future Agenda Items**

- A.** Discussion and action to elect officials for the Transportation Policy Committee for the 2019 calendar year. MPO by-laws indicate that the Transportation Policy Committee shall elect a Chair and Vice Chair from among its voting members during the first meeting of each calendar year. Such election shall be by a majority vote of the voting membership.

- B. Discussion and action on Performance Targets. Staff will seek action from TAC in the form of a recommendation to the Transportation Policy Committee (TPC) to assume the state's new 2019 performance targets for Safety Performance Measure Final Rule (PM1) to meet the February deadline.

**8. Adjourn**

The meeting adjourned at 2:26 p.m.