



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Special Board Meeting**

**Thursday, August 06, 2020**

**5:30 p.m.**

**Pecan Campus**

**Ann Richards Administration Building**

**Board Room**

**McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
Thursday, August 6, 2020 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

**COVID-19 Public Health / Attendance Measures**

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at: <https://admin.southtexascollege.edu/president/agendas/live.html>.

- Anyone wishing to make Public Comments as provided in the agenda is asked to sign up prior to the meeting, and they will be called into the Board Room individually when it is their turn to make comments.
- Anyone who wishes to be available to respond to questions that may arise on an agenda item will be asked to wait outside the Board Room until their agenda item is called upon by the Board of Trustees. Pecan Campus Room D-106 will be open and televising the live stream, and guests are invited to wait for their items there.
- Essential staff will be on standby in an adjacent area, and ready to be called into the meeting as needed.

**I. Call Meeting to Order**

**II. Determination of Quorum**

**III. Consideration and Action**

1. Review and Recommend Action as Necessary on Ratification of Acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA)..... 4 - 6
2. Review and Recommend Action as Necessary on Amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fiscal Year 2019 – 2020 ..... 7 - 11
3. Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 – 2021..... 12 - 27

IV. **Announcements**

A. Next Meetings:

- Tuesday, August 11, 2020
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, August 25, 2020
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2020 Semester starts on Monday, August 24, 2020!

## **Review and Recommend Action as Necessary on Ratification of Acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA)**

Ratification of acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) is requested.

Purpose – To request ratification of acceptance from the Lower Rio Grande Valley Development Council (LRGVDC), of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) to the LRGVDC, as a recipient of the urbanized area formula funds, in the amount of \$297,624.00.

The LRGVDC offered the allocation to the College and Administration accepted the award with the acknowledgement that the acceptance of the award totaling \$297,624.00 would require ratification of the acceptance by the Board of Trustees.

Justification – The LRGVDC approved for South Texas College to receive the CARES Act funding to be used for transportation services in the amount of \$297,624.00 and the College acknowledged that the acceptance of the award totaling \$297,624.00 would require ratification of the acceptance by the Board of Trustees.

Background - On Friday, March 27, 2020, President Trump signed the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the [COVID-19 pandemic](#) and provide emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic. The Federal Transit Authority (FTA) allocated funding to the LRGVDC as a recipient of urbanized area formula funds.

As a partner of the LRGVDC, South Texas College has been awarded by LRGVDC a portion of the funding that was allocated for the McAllen urbanized area. The LRGVDC will reimburse the College up to 100% of transportation service expenditures incurred for the Yellow Line. The eligible expenses for reimbursement are as follows:

- Operating expenses, such as fuel, and salaries and benefits of bus drivers and other transportation staff, incurred beginning on January 20, 2020, to maintain transit services (previously reimbursed at 50%).
- Administrative leave for transit personnel due to reduced operations during an emergency.
- Maintenance expenses, such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection, (previously reimbursed at 80%).

A total of \$297,624 has been allocated to the College. The reimbursement at 100% will continue until the total award amount has been expended, including carrying over the unused amount into the next fiscal year. Operating and maintenance expenditures will in effect be reimbursed by LRGVDC at 100%.

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety have reviewed the information being presented.

Enclosed Documents – A copy of the letter from LRGVDC approving the (CARES) Act Funds follows in the packet for the Board's information and review.

Ruben Suarez, Acting Chief of Police for the Department of Public Safety will be present at the Meeting to address any questions by the Board Members.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the ratification of acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes the ratification of acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA) as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



May 19, 2020

Alina O. Cantu, MBA  
Department of Public Safety  
South Texas College  
2509 W. Pecan Blvd.  
McAllen, Texas 7850

RE: CARES Act Funding Request

Dear Ms. Cantu:

We are pleased to inform you as a partner of the Lower Rio Grande Valley Development Council, the South Texas College (STC) has been approved for **\$297,624.00** of CARES Act funding. This allocation is determined based on the reimbursement history for FY 2019. The funds requested reflect the priorities (Operating, PM and/or Capital) as identified by STC. In order to continue with this process, STC must provide specific Activity Line Items to include in the grant application by Friday, May 22<sup>th</sup>, 2020 by 5:00 P.M.

Thank you for your attention to this important matter.

Best Regards,

Thomas F. Logan  
Director of Regional Transit  
LRGVDC – Valley Metro

CC: *Ken Jones, Interim Executive Director*  
*Crystal Balboa, Finance Director*

## **Review and Recommend Action as Necessary on Amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fiscal Year 2019 – 2020**

Approval of an amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 is requested.

Purpose – An Amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 is requested by the College to include the Corona Virus Aid, Relief, and Economic Security (CARES) Act funding allocated by LRGVDC and to revise the College's Spring semester payment to LRGVDC.

Background – The Interlocal Agreement for Transportation Services was approved on August 27, 2019 for the period of September 1, 2019 through August 31, 2020.

The services included in the Interlocal Agreement for transportation services are as follows:

- Circulator (Yellow Line) and Park & Ride Lines operated by the College.
  - ⇒ The College is reimbursed by the LRGVDC for expenses incurred for the Yellow Line and Park & Ride Lines as follows:
    - 50% of operating expenses
    - 80% of preventive maintenance expenses
- Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line), which are operated by the LRGVDC.
  - ⇒ The Interlocal Agreement for transportation services entered into by the College called for a total payment to LRGVDC for the Green and Purple Lines in the total amount of \$197,647.67, paid in two (2) installments of \$98,823.84 and \$98,823.83.

Justification – An amendment for the FY 2019 – 2020 agreement is necessary to increase the total reimbursement allowed by the LRGVDC from CARES Act funds allocated to the College and to reduce the Spring payment to the LRGVDC due to the suspension of the transportation services on April 21, 2020, resulting from the COVID-19 pandemic.

### CARES Act Funds

The Lower Rio Grande Valley Development Council was awarded funds from the Corona Virus Aid, Relief, and Economic Security (CARES) Act and has allocated to the College

a total of \$297,624. The amendment will allow the College to use the CARES Act funds for authorized expenses incurred from January 20, 2020 until the total award amount has been expended, including carrying over the unused amount into the next fiscal year. These funds may be used to receive 100 percent reimbursement of the expenses previously reimbursed at 50% or 80% levels. The College will be required to submit monthly expenditure reimbursement vouchers to LRGVDC in order to be reimbursed CARES Act Fund at 100 percent.

Once the CARES Act funds are exhausted, the College will continue to receive State/Federal Contributions of 50 percent of College expenditures for operation expenses, such as fuel, and salaries and benefits of bus drivers and other transportation staff, and 80 percent for expenses related to preventive maintenance, such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

Spring Payment to LRGVDC

In addition, due to the Corona Virus pandemic, the College canceled face to face classes and subsequently suspended the services of the Purple Line (Mid Valley) and Green Lines (Starr County) as of April 21, 2020. Based on the original Interlocal Agreement, the College is responsible to remit payment to LRGVDC for the cost of the Purple Line and Green Line in the amount of \$98,823.84 for the Fall 2019 semester and \$98,823.83 for the Spring 2020 semester, as required under section IV-A of the Interlocal Agreement.

However, the College has requested a reduction in the Spring 2020 semester payment. The Lower Rio Grande Valley Development Council agreed to reduce the Spring payment by \$6,439.50, thereby reducing the amount due for Spring from \$98,823.83 to \$92,384.33, as presented on the table below:

| Payment Description           | Fall 2019   | Spring 2020 | Total        |
|-------------------------------|-------------|-------------|--------------|
| Original Payment Due          | \$98,823.84 | \$98,823.83 | \$197,647.67 |
| Payment Reduction (3.5 Weeks) | -0-         | 6,439.50    | 6,439.50     |
| Revised Payment Due           | \$98,823.84 | \$92,384.33 | \$191,208.17 |

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2019 - 2020.

Reviewers – The Interlocal Agreement Amendment was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Interim Chief Administrator for Department of Public Safety, Comptroller, and by the College’s Legal Counsel.

Enclosed Documents - A copy of the Amended Interlocal Agreement and the LRGVDC CARES Act allocation letter follows in the packet for the Board’s information and review.



Presenters – Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the meeting to address any questions by the Board.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 to include the CARES Act funding and revised Spring payment, as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes the amendment to the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2019 – 2020 to include the CARES Act funding and revised Spring payment, as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**1<sup>st</sup> amendment to Interlocal Agreement for Transportation Services Between South Texas College and The Lower Rio Grande Valley Development Council (LRGVDC)**

**IV. CONTRACT AMOUNT AND COMPENSATION**

**A. Expense Reimbursement and Payment**

*Is amended to read as follows:*

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations *and* maintenance expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$429,470.11 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$98,823.84 for the Fall 2019 semester and \$92,384.33 for the Spring 2020 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$39,292.00 and from the Economic Development Corporation of Weslaco in the amount of \$39,000.00 for the Fall 2019 and Spring 2020 semesters.

*In addition:*

*Notwithstanding the foregoing, LRGVDC agrees to allocate the additional sum of \$297,624 from Corona Virus Aid, Relief and Economic Security (CARES) Act (the "Act") funds to fund operations and maintenance expenditures which qualify under the Act. The college may use these funds for transportation expenditures, any excess may be used in future fiscal years. The College will submit monthly expenditure reimbursement vouchers and will be reimbursed at 100 percent for its operating and maintenance expenses starting January 20, 2020 until the CARES funds are expensed. Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.*

**The following parties attest to the amendment and agree to implement the provisions contained herein.**

**South Texas College**

**Lower Rio Grande Valley  
Development Council**

\_\_\_\_\_  
**Shirley A. Reed, M.B.A., Ed. D.  
President**

\_\_\_\_\_  
**Manuel Cruz  
Executive**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



May 19, 2020

Alina O. Cantu, MBA  
Department of Public Safety  
South Texas College  
2509 W. Pecan Blvd.  
McAllen, Texas 7850

RE: CARES Act Funding Request

Dear Ms. Cantu:

We are pleased to inform you as a partner of the Lower Rio Grande Valley Development Council, the South Texas College (STC) has been approved for **\$297,624.00** of CARES Act funding. This allocation is determined based on the reimbursement history for FY 2019. The funds requested reflect the priorities (Operating, PM and/or Capital) as identified by STC. In order to continue with this process, STC must provide specific Activity Line Items to include in the grant application by Friday, May 22<sup>th</sup>, 2020 by 5:00 P.M.

Thank you for your attention to this important matter.

Best Regards,

Thomas F. Logan  
Director of Regional Transit  
LRGVDC – Valley Metro

CC: *Ken Jones, Interim Executive Director*  
*Crystal Balboa, Finance Director*

## **Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 – 2021**

Approval of transportation services plan for Fiscal Year 2020 – 2021 is requested.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 is required.

Justification – A transportation services plan is needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership is expected due to social distancing protocols, shelter at home orders by governor and county judge, and less students on campus associated with the coronavirus pandemic.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to suspend the transportation services operation and considered the reduction in student enrollment in face-to-face classes occurring on campus, the health risks of population density, safety protocols, and the financial viability of the operations. An estimated 60% to 75% reduction of students on campus is anticipated due to the projected student enrollment decline and limiting the number of students in face-to-face classes required by safety protocols.

### **Recommendations**

Based on these factors, at the July 14, 2020, Finance Committee Meeting and the July 28, 2020, Board Meeting, Administration recommended the following:

- An operation plan for the transportation services consisting of suspending all routes.
- Not entering into a contract with the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester.
- Staffing be significantly reduced and duties be modified, as necessary, to include special transportation needs.
- Currently furloughed employees be advised of possible adjustment to their employment status, pending final approval of the transportation services operation plan by the Board of Trustees.
- Continue to monitor the situation for any adjustments needed in the operation plan, consider other options for providing transportation in a cost-effective manner, and evaluate whether to operate the transportation services in the Spring 2021 Semester.

### **Cost Analyses of Different Scenarios**

On July 14, 2020, the Finance, Audit, and Human Resources Committee asked administration to present a clear revised Transportation Services Plan for review and approval by the Board.

At the July 28, 2020, Board Meeting, administration presented cost analyses of ten (10) different scenarios that would, in lieu of suspending the operation, reduce routes and cost

with and without a LRGVDC agreement. The ten (10) different scenarios and estimated cost of operations were presented for the Board’s review and feedback. The ten (10) different scenarios are as follows:

- With LRGVDC Agreement - Scenario #1 through Scenario #4
- Without an LRGVDC agreement - Scenario #5 through Scenario #10

The table below reflects four (4) scenarios with a LRGVDC agreement servicing the Green Lines and Purple Line, which consists of different strategies to reduce routes and operating cost.

| Cost Analyses - Total Net Cost by Scenario<br>With LRGVDC Agreement |                     |                                     |                                     |                                     |   |
|---|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| Strategies  | Original FY20       | Scenario #1                         | Scenario #2                         | Scenario #3                         | Scenario #4                               |
| Green Line (Starr) 1  | 4 trips             | M-F                                 | M-F                                 | M-Thurs.                            | M-Thurs.                                  |
| Green Line (Starr) 2  | 4 trips             | M-F                                 | X                                   | X                                   | X   |
| Green Line (Roma)   | 9.5 trips           | M-F                                 | M-F                                 | M-F                                 | M-Thurs.                                  |
| Purple Line (Mid Valley)  | 10 trips            | M-F                                 | M-F                                 | M-F                                 | M-Thurs.                                  |
| Yellow Line (Circulator)  | 41 trips/ 6 drivers | Reduced (4 drivers/28 trips)<br>M-F | Reduced (4 drivers/28 trips)<br>M-F | Reduced (4 drivers/28 trips)<br>M-F | Reduced (4 drivers/ 28 trips)<br>M-Thurs. |
| Park & Ride (P&R)   | 3 drivers           | X                                   | X                                   | X                                   | X   |
| <b>Total Net Cost</b>   | <b>\$756,007.30</b> | <b>\$457,475.18</b>                 | <b>\$379,457.07</b>                 | <b>\$363,971.40</b>                 | <b>\$343,800.98</b>                       |

X = Do Not Maintain

|                                    |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
| Number of STC Bus Driver Employees | 9 | 4 | 4 | 4 | 4 |
|------------------------------------|---|---|---|---|---|

The Total Net Cost for the Green and Purple lines is the total cost for the lines less the grant contribution received by LRGVDC, less the City of Weslaco contribution of \$39,292 and the Weslaco EDC contribution of \$39,000, and less in-kind expenses incurred by the College. The Total Net Costs above are contingent on whether these two entities make the contributions. In the event, the City of Weslaco and Weslaco EDC do not contribute, the Total Net Cost would increase by \$78,292 in each scenario.

The Total Net Cost for the Yellow Line is the total cost for the line less certain expenses reimbursed to the College by LRGVDC.

The table below reflects six (6) scenarios without a LRGVDC agreement, which consists of different factors to reduce routes and operating cost.

| Cost Analyses - Total Net Cost by Scenario<br>Without LRGVDC Agreement |                                 |                                 |                                 |                                 |                                 |                                 |                                 |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Strategies   | Original FY20<br>(w/ agreement) | Scenario #5                     | Scenario #6                     | Scenario #7                     | Scenario #8                     | Scenario #9                     | Scenario #10                    |
| Green Line (Starr) 1   | 4 trips                         | M-Thurs.<br>6 trips/2 drivers   | M-Thurs.<br>3 trips/2 drivers   | M-Thurs.<br>3 trips/ 2 drivers  | M-Thurs.<br>3 trips/ 2 drivers  | M-Thurs.<br>2 trips/ 2 drivers  | M-Thurs.<br>2 trips/ 2 drivers  |
| Green Line (Starr) 2   | 4 trips                         | X                               | X                               | X                               | X                               | X                               | X                               |
| Green Line (Roma)  | 9.5 trips                       | M-Thurs.<br>11 trips/2 drivers  | M-Thurs.<br>3 trips/2 drivers   | M-Thurs.<br>3 trips/2 drivers   | X                               | M-Thurs.<br>3 trips/ 2 drivers  | X                               |
| Purple Line (Mid Valley)   | 10 trips                        | M-Thurs.<br>11 trips/2 drivers  | M-Thurs.<br>5 trips/2 drivers   | X                               | X                               | X                               | X                               |
| Yellow Line (Circulator)   | 41 trips/ 6 drivers             | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers |
| Park & Ride (P&R)  | 3 drivers                       | X                               | X                               | X                               | X                               | X                               | X                               |
| <b>Total Net Cost</b>  | <b>\$756,007.30</b>             | -                               | -                               | -                               | -                               | -                               | -                               |
| <b>Total Cost</b>  | -                               | <b>\$1,007,411.12</b>           | <b>\$787,790.22</b>             | <b>\$649,368.31</b>             | <b>\$493,700.81</b>             | <b>\$617,254.38</b>             | <b>\$461,586.89</b>             |

X = Do Not Maintain

|                                    |   |   |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|---|---|
| Number of STC Bus Driver Employees | 9 | 9 | 9 | 7 | 5 | 7 | 5 |
|------------------------------------|---|---|---|---|---|---|---|

At the July 28, 2020 Board meeting, Administration also presented the results of a survey of students registered for face-to-face classes from Starr County to confirm the need of transportation. The survey results are enclosed for Board's review and consideration (Exhibit B).

### **Agreement Terms**

At the July 28, 2020, Board meeting, Administration was asked by the Board of Trustees to request from the LRGVDC, the possibility of terminating the agreement mid-term, specifically if the agreement could be terminated at any time prior to the end date of the agreement. According to the LRGVDC, the College may request to change the term of the agreement, including terminating the agreement, with the stipulation that a 30-day notice is given.

### **New Terms Offered by LRGVDC**

On August 3, 2020, the LRGVDC offered to operate the Green Lines and the Purple Line at no cost to the College.

As a result, the College would only be responsible to cover the costs for the Yellow Line and will continue to receive reimbursements for certain costs by the LRGVDC. The estimated net cost for the Yellow Line for the Fall Semester is \$22,612.53.

**Recommendation - Transportation Services Plan**

Considering the new terms offered by LRGVDC, Administration recommends the following:

- Accept the LRGVDC offer to fully-fund the operation of the Valley-Metro operated routes and enter into an agreement for the Fall 2020 semester.
- Continue the full-service operation of the routes fully-funded by LRGVDC, which are the Green Lines 1 & 2, Green Line - Roma – Route 60, and the Purple Line
- Eliminate the Park & Ride Line
- Decrease the number of routes for the Yellow Line service
- Decrease the number of STC Bus Driver Employees from 8 to 4
- Continue to monitor the demand and situation and evaluate whether to operate the transportation services in the Spring 2021 Semester by November 2020.

Enclosed Documents – The following enclosed documents are included for the Board’s review and consideration of a revised Transportation Services Plan:

- Exhibit A Service Map
- Exhibit B Survey Results for Starr County Student
- Exhibit C PowerPoint Presentation

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety have reviewed the information being presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the transportation services plan for Fiscal Year 2020 - 2021 as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**

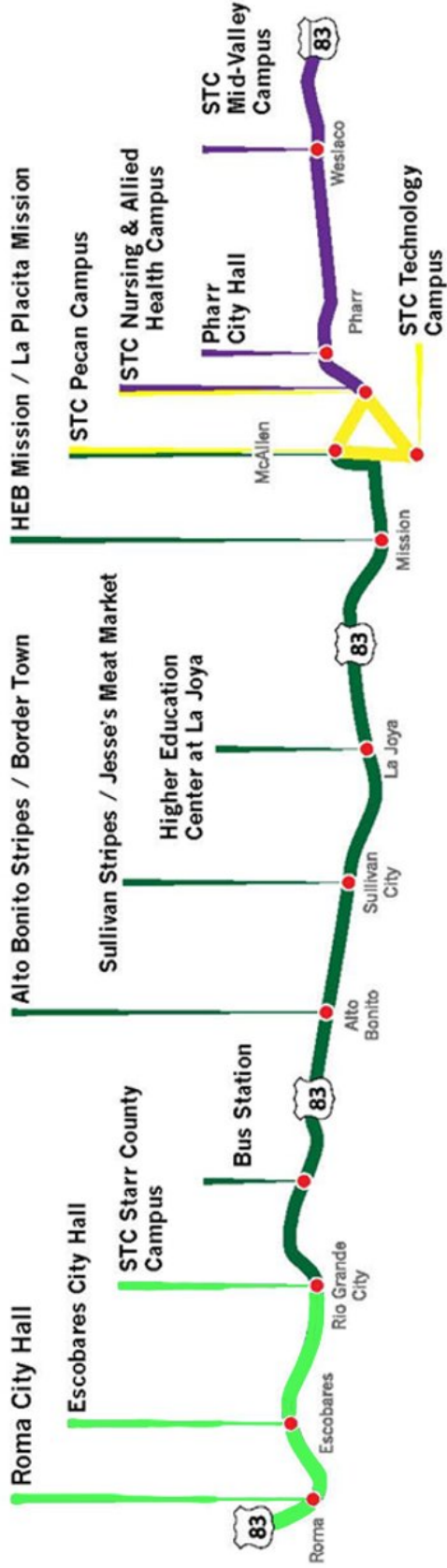
The Board of Trustees approves and authorizes the transportation services plan for Fiscal Year 2020 - 2021 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

# Shuttle Bus Lines Service Map

# Exhibit A



Green Line – Route 60 (1Route):

- Roma City Hall to Starr County Campus
- Services Starr County Campus 10 times/day

Green Line (2 Routes):

- Starr County Campus to Pecan Campus
- Services Pecan Campus 8 times/day (Each route services Pecan 4 times)

Purple Line (1 Route):

- Mid Valley Campus to Nursing and Allied Health Campus
- Services NAH Campus 10 times/day

Yellow Line (5 Routes)

- Pecan Campus to Tech Campus to NAH Campus
- Services Pecan Campus 41 times/day



**Survey Results of Starr County Students’ Intent to Ride Transportation System**

A total of one hundred eighty-three (183) Starr County students are currently enrolled for Fall 2020, as of July 16, 2020, to attend Face-to-Face classes at either the Starr County Campus (traveling from Roma) or at a McAllen Campus (traveling from Roma or Rio Grande City). Staff from the Department of Public Safety attempted to contact each student by telephone to inquire about the student’s plans of transportation and reached eighty-six out (86) of the one hundred eighty-three (183) students.

The results of the survey are reflected below.

| <b>Starr County Students Transportation Plans for Fall 2020 Telephone Survey</b> |                                 |  |             |
|--|---------------------------------|--|-------------|
| <b>Fall 2020</b>   | <b>Actual Student Responses</b> | <b>Estimated Total if all Students Responded</b> | <b>%</b>    |
| Switched to Online   | 5                               | 11   | 6%          |
| Personal Vehicle   | 67                              | 143  | 78%         |
| Green Line (Starr)   | 9                               | 19   | 10%         |
| Green Line - Route 60 (Roma)   | 1                               | 2  | 1%          |
| Green Line (Starr) and Route 60 (Roma)   | 4                               | 9  | 5%          |
| <b>Total</b>   | <b>86</b>                       | <b>183</b>                                       | <b>100%</b> |

**Green Line – Starr County Campus to Pecan Campus**

Based on the telephone survey results, nine (9) students plan to use the Green Line. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (19) nineteen.

**Green Line Route 60 – Roma to Rio Grande City**

Based on the telephone survey results, one (1) student plan to use the Green Line Route 60. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (2) two.

**Green Line (Starr) and Route 60 (Roma)**

Based on the telephone survey results, four (4) students plan to use both routes. If all students responded to the survey, the estimated total of students projected to use the shuttle system in the fall 2020 semester is (9) nine.

July 16 – 17, 2020 – survey conducted by Alina O. Cantu



**SOUTH TEXAS  
COLLEGE**

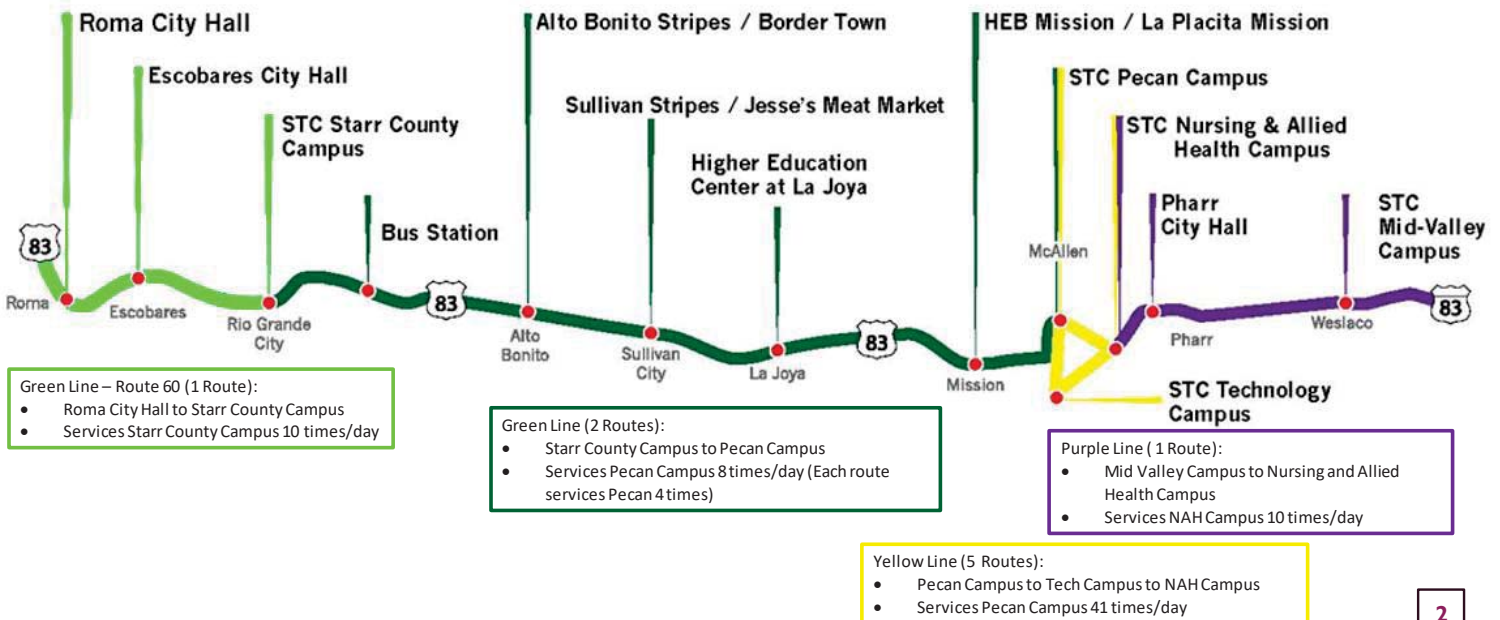
# Transportation Services Plan for FY 2020 - 2021

Special Board Meeting  
August 6, 2020

Presented By:  
**MARY G. ELIZONDO**  
Vice President For Finance And Administrative Services,  
MBA, CPA, CFE, CGMA

## SHUTTLE BUS LINES SERVICE MAP

### Exhibit A



## Lower Rio Grande Valley Development Council (LRGVDC) Agreement



LRGVDC operates the following lines:

- Green Line - Roma
- Green Line 1 & Line 2
- Purple Line



South Texas College operates the following lines:

- Park & Ride Line
- Yellow Line

3

## Current LRGVDC Operated Routes

### Green Line - Roma

- Travels between Roma City Hall and the Starr County Campus with one stop at Escobares City Hall.
- One bus operates this route.

### Green Line 1 & Line 2

- Travels between the Starr County Campus and the Pecan Campus with various stops along the way.
- Two buses operate this route.

### Purple Line

- Travels between the Mid Valley Campus and the Nursing and Allied Health Campus with one stop at Pharr City Hall.
- One bus operates this route.

4

# Current College Operated Routes

## Yellow Line (5 Routes)

- Travels between the following Campus:
  - Pecan Campus
  - Technology Campus
  - Nursing Allied Health Campus

## Park & Ride Line

- Travels between the following:
  - Pecan Campus
  - Pecan Plaza
  - Cooper Center
  - West Parking Lot 16 (Park & Ride west of Ware Road).

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# Lower Rio Grande Valley Development Council (LRGVDC) Agreement – Total Cost

- Green Lines (2 Routes) and Purple Line Costs (LRGVDC Bus Drivers)
  - The Total Cost paid by the College is determined by the LRGVDC and reduce by the following amounts resulting in Total Net Cost:
    - Federal Grant Contribution received by LRGVDC
    - Contributions received from the City of Weslaco and the Weslaco EDC (for Purple Line)
    - Certain in-kind expenses incurred by the College
- Yellow Line and Park & Ride Line (College Bus Drivers)
  - The College incurs all the costs less certain expenses reimbursed by LRGVDC as follows:
    - Federal grant contribution received by LRGVDC, 50% for operating expenses and 80% for maintenance expenses.
- Not included in the agreement, is Route 12 that connects the Mid Valley Campus, Elsa, La Villa, and the University of Texas Rio Grande Valley.

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## Green And Purple Line Ridership\* - Students and Public\*\*

### FY 2019 FullYear Ridership\*

| Route            | Students | Public | Total  |
|------------------|----------|--------|--------|
| Route 60 - Roma  | 6,180    | 1,878  | 8,058  |
| Green Line 1 & 2 | 19,795   | 2,188  | 21,983 |
| Purple Line      | 7,336    | 201    | 7,537  |

### FY 2019 Average Per Day

| Route            | Students | Public | Total |
|------------------|----------|--------|-------|
| Route 60 - Roma  | 16       | 5      | 21    |
| Green Line 1 & 2 | 51       | 6      | 57    |
| Purple Line      | 19       | 1      | 20    |

\*Ridership – A passenger is counted each time he/she gets on the bus

\*\*public transit system

- Green Line 1 & 2 (Starr County Campus to Pecan Campus)
  - Stops include:
    - Bus Station Rio Grande City
    - Stripes Alto Bonito
    - Stripes Sullivan
    - La Joya Teaching Center
    - HEB Mission
- Route 60 – Roma (Roma City Hall to Starr County Campus)
  - Stops include:
    - Escobares City Hall
- Purple Line (Mid-Valley to NAH)
  - Stops include:
    - Pharr City Hall

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## Potential Fully Self-Sufficient College Operated Routes

- In order to receive federal grant funds, the College must gain approval from the LRGVDC to operate its own bus system:
  - Additional staff for reporting requirements
  - Additional bus drivers to fulfill the entire route schedule
  - Purchase new buses
  - Additional risk of liability



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## Cost Reduction Strategies - Different Scenarios Prepared

### STC Operated Routes

- Eliminate the Park & Ride Line
- Reduce the number of Yellow Line routes
- Reduce the number of College drivers from 8 to 4
- Eliminate service on Friday

### Valley Metro Operated Routes

- Eliminate one of the two Green Line routes from Starr County Campus to Pecan Campus
- Eliminate service on Friday
- Reduce the number of daily trips for the Green Line and Purple Line

## LRGVDC Agreement Terms

- LRGVDC agreed the College may terminate the agreement mid-term with a 30-day notice.
- This includes a service change for an increase and/or decrease.

# Social Distancing Seating

- South Texas College:

- Yellow Line routes can seat 5 or 10 passengers while maintaining social distancing. Masks will be required.

| Route       | Social Distancing Capacity                                    |
|-------------|---|
| Yellow Line | 6 buses w/ 5-person capacity<br>2 buses w/ 10-person capacity |

- Valley Metro:

- Masks are required on bus and social distancing is enforced through pre-arranged seating and cordoning. The buses are operating at 50% capacity which translates to 10 passengers at a time.

| Route             | Social Distancing Capacity |
|-------------------|----------------------------|
| Roma Route 60     | 10-person capacity         |
| Green Lines 1 & 2 | 10-person capacity         |
| Purple Line       | 10-person capacity         |



# Social Distancing Seating

| Unit # | Owner                 | Total Seating | Seating with Social Distancing | Handicap Accessibility | Route Assignment                  |
|--------|-----------------------|---------------|--------------------------------|------------------------|-----------------------------------|
| 89     | STC                   | 40            | 10                             | lift                   | Yellow Line                       |
| 90     | STC                   | 40            | 10                             | lift                   | Yellow Line                       |
| 91     | STC                   | 24            | 5                              | lift                   | Yellow Line                       |
| 146    | STC                   | 22            | 5                              | lift                   | Yellow Line                       |
| 171    | STC                   | 20            | 5                              | lift                   | Yellow Line                       |
| 1511   | Valley Metro - Leased | 23            | 5                              | ramp                   | Yellow Line                       |
| 1512   | Valley Metro - Leased | 23            | 5                              | ramp                   | Yellow Line                       |
| 1513   | Valley Metro - Leased | 23            | 5                              | ramp                   | Yellow Line                       |
|        | Valley Metro          | 22            | 10                             | ramp                   | Green Line 1 & 2                  |
|        | Valley Metro          | 22            | 10                             | ramp                   | Route 60 - Roma                   |
|        | Valley Metro          | 22            | 10                             | ramp                   | Purple Line                       |
| 32     | STC                   | 18            | 4                              | lift                   | Park & Ride - bus will no be used |
| 31     | STC                   | 21            | 4                              | none                   | Park & Ride - bus will no be used |
| 57     | STC                   | 32            | 7                              | none                   | Park & Ride - bus will no be used |



## Ridership Comparison and Projection For FY21

| Routes  | FY 2017       | FY 2018       | FY 2019       | FY 2020<br>(As of March 23, 2020) | FY 2021 Projected<br>Totals<br>(75% Reduction from 2019) |
|---|---------------|---------------|---------------|-----------------------------------|--|
| Green Line – Roma/Starr<br><i>1 stop in between campuses</i>      | 3,766         | 6,474         | 6,180         | 4,277                             | 1,545  |
| Green Line - Starr/Pecan<br><i>5 stops in between campuses</i>    | 13,537        | 19,333        | 19,795        | 6,928                             | 4,949  |
| Purple Line – Mid Valley/NAH<br><i>1 stop in between campuses</i> | 4,381         | 6,509         | 7,336         | 4,267                             | 1,834  |
| Yellow Line - Pecan/Tech/NAH                                      | 18,605        | 22,226        | 24,035        | 13,289                            | 6,009  |
| Park & Ride – Pecan   | 22,238        | 16,358        | 20,870        | 18,070                            | 5,218  |
| <b>Total</b>  | <b>62,527</b> | <b>70,900</b> | <b>78,216</b> | <b>46,831</b>                     | <b>19,555</b>  |

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## Survey Results of Starr County Students

| Fall 2020                              | Actual Student Responses | Estimated Total if all Students Responded | % of Total  |
|--|--------------------------|---|-------------|
| Green Line (Starr)                     | 9                        | 19  | 10%         |
| Green Line - Route 60 (Roma)           | 1                        | 2   | 1%          |
| Green Line (Starr) and Route 60 (Roma) | 4                        | 9   | 5%          |
| Switched to Online                     | 5                        | 11  | 6%          |
| Personal Vehicle                       | 67                       | 143                                       | 78%         |
| <b>Total</b>                           | <b>86</b>                | <b>183</b>                                | <b>100%</b> |

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## Ridership Comparison (Average) Students Per Day

| Route Name  | FY 2019<br>~ Students Per Day | FY 2021 Projected<br>~Students Per Day<br>Survey Results/<br>** 75% Reduction from 2019 |
|---|-------------------------------|---|
| Green Line – Starr County Campus/Pecan<br>(Green Line 1 and Line 2) | 51                            | 28  |
| Green Line - Roma/Starr County Campus                               | 16                            | 2   |
| **Purple Line - MidValley/NAH                                       | 19                            | 5   |
| **Yellow Line - Pecan/Tech/NAH                                      | 93                            | 23  |
| **Park & Ride - Pecan   | 73                            | 17  |
| <b>Total</b>  | <b>252</b>                    | <b>75</b>   |

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## Cost Analyses - Total Net Cost by Scenario With LRGVDC Agreement

| Strategies                            | Original<br>FY20    | Scenario #1                            | Scenario #2                            | Scenario #3                            | Scenario #4                                  |
|---------------------------------------|---------------------|--|--|--|--|
| Green Line (Starr) 1                  | 4 trips             | M-F                                    | M-F                                    | M-Thurs.                               | M-Thurs.                                     |
| Green Line (Starr) 2                  | 4 trips             | M-F                                    | X                                      | X                                      | X  |
| Green Line (Roma)                     | 9.5 trips           | M-F                                    | M-F                                    | M-F                                    | M-Thurs.                                     |
| Purple Line<br>(MidValley)            | 10 trips            | M-F                                    | M-F                                    | M-F                                    | M-Thurs.                                     |
| Yellow Line<br>(Circulator)           | 41 trips/ 6 drivers | Reduced<br>(4 drivers/28 trips)<br>M-F | Reduced<br>(4 drivers/28 trips)<br>M-F | Reduced<br>(4 drivers/28 trips)<br>M-F | Reduced<br>(4 drivers/ 28 trips)<br>M-Thurs. |
| Park & Ride (P&R)                     | 3 drivers           | X                                      | X                                      | X                                      | X  |
| <b>Total Net Cost</b>                 | <b>\$756,007.30</b> | <b>\$457,475.18</b>                    | <b>\$379,457.07</b>                    | <b>\$363,971.40</b>                    | <b>\$343,800.98</b>                          |
| Number of STC Bus Driver<br>Employees | 9                   | 4                                      | 4                                      | 4                                      | 4  |

Legend Key:

X = Do Not Maintain

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## Cost Analyses - Total Net Cost by Scenario With LRGVDC Agreement

| Strategies   | Original FY20      | Scenario #1        | Scenario #2        | Scenario #3        | Scenario #4        |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total Net Cost                                     | \$756,007.30       | \$457,475.18       | \$379,457.07       | \$363,971.40       | \$343,800.98       |
| Total Cost for Yellow Line – Fall 2020*            | \$95,225.06        | \$95,225.06        | \$95,225.06        | \$95,225.06        | \$95,225.06        |
| <b>*Estimated Net Cost After CARES Act Funding</b> | <b>\$22,612.53</b> | <b>\$22,612.53</b> | <b>\$22,612.53</b> | <b>\$22,612.53</b> | <b>\$22,612.53</b> |

•The Total Net Cost for the Green and Purple lines is the total cost for the lines as determined by the LRGVDC less the grant contribution received by LRGVDC, less the City of Weslaco contribution of \$39,292 and the Weslaco EDC contribution of \$39,000, and less certain in-kind expenses incurred by the College. The Total Net Costs above are contingent on whether two entities contributed to the cost of the Purple Line. In the event, the City of Weslaco and Weslaco EDC do not contribute, the Total Net Cost would increase by \$78,292 in each scenario.

•The Total Net Cost for the Yellow Line is the total cost for the line as determined by the College less certain expenses reimbursed to the College by LRGVDC.

## Cost Analyses - Total Net Cost by Scenario Without LRGVDC Agreement

Legend Key:

X = Do Not Maintain

| Strategies                         | Original FY20<br>(w/ agreement) | Scenario #5                     | Scenario #6                     | Scenario #7                     | Scenario #8                     | Scenario #9                     | Scenario #10                    |
|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Green Line (Starr) 1               | 4 trips                         | M-Thurs.<br>6 trips/2 drivers   | M-Thurs.<br>3 trips/2 drivers   | M-Thurs.<br>3 trips/ 2 drivers  | M-Thurs.<br>3 trips/ 2 drivers  | M-Thurs.<br>2 trips/ 2 drivers  | M-Thurs.<br>2 trips/ 2 drivers  |
| Green Line (Starr) 2               | 4 trips                         | X                               | X                               | X                               | X                               | X                               | X                               |
| Green Line (Roma)                  | 9.5 trips                       | M-Thurs.<br>11 trips/2 drivers  | M-Thurs.<br>3 trips/2 drivers   | M-Thurs.<br>3 trips/2 drivers   | X                               | M-Thurs.<br>3 trips/ 2 drivers  | X                               |
| Purple Line (Mid Valley)           | 10 trips                        | M-Thurs.<br>11 trips/2 drivers  | M-Thurs.<br>5 trips/2 drivers   | X                               | X                               | X                               | X                               |
| Yellow Line (Circulator)           | 41 trips/ 6 drivers             | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers | M-Thurs.<br>20 trips/ 3 drivers |
| Park & Ride (P&R)                  | 3 drivers                       | X                               | X                               | X                               | X                               | X                               | X                               |
| <b>Total Net Cost</b>              | <b>\$756,007.30</b>             | -                               | -                               | -                               | -                               | -                               | -                               |
| <b>Total Cost</b>                  | -                               | <b>\$1,007,411.12</b>           | <b>\$787,790.22</b>             | <b>\$649,368.31</b>             | <b>\$493,700.81</b>             | <b>\$617,254.38</b>             | <b>\$461,586.89</b>             |
| Number of STC Bus Driver Employees | 9                               | 9                               | 9                               | 7                               | 5                               | 7                               | 5                               |

# Recommended Operation Plan

- Accept the LGRVDC offer to fully-fund the operation of the Valley-Metro operated routes and enter into an agreement for the Fall 2020 semester.
- Continue the full-service operation of the routes fully-funded by the LRGVDC which are the Green Line 1 & 2, Green Line Route 60 - Roma and the Purple Line.
- Eliminate the Park & Ride Line.
- Decrease the number of routes for the Yellow Line service.
- Decrease the number of STC Bus Driver Employees from 8 to 4.
- Continue to monitor the demand and situation and evaluate whether to operate the transportation services in the Spring 2021 Semester by November 2020.

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Thank You!



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