# MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT TUESDAY, NOVEMBER 19, 2013

The Board of Directors of the San Joaquin Regional Transit District (RTD) held a Regular Meeting at 3:00 p.m. on Tuesday, November 19, 2013, IN THE BOARDROOM OF RTD'S DOWNTOWN TRANSIT CENTER, 421 E. WEBER AVENUE, STOCKTON, CALIFORNIA

- 1. CALL MEETING TO ORDER Chair Giovanetti called the meeting to order at 3:00 p.m.
- MOMENT OF SILENCE/REFLECTION.
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. ROLL CALL Present: Duane Isetti Absent: Michael P. Restuccia

Les J. Fong Joni Bauer

Gary S. Giovanetti

### Staff Present

Donna DeMartino, General Manager/CEO Gloria Salazar, Assistant General Manager/CFO Al Hoslett, Legal Counsel Norman Tuitavuki, Director of Operations Wendell Krell, Director of Facilities Mike Thompson, Director of Information Technology Shelly Valenton, Executive and Board Support Manager Lorena Herrera, Executive and Board Support Analyst Deffria Bass-Nwoffiah, Administrative Assistant Sharon Miller, Procurement Manager – Contracts Inez Reed, Contracts Specialist Nathaniel Atherstone, Planning Manager Paul Rapp, Marketing and Communications Manager Virginia Alcayde, Finance Manager Nate Knodt, Service Development Manager George Lorente, Grants Manager Ericka Rocha, Human Resources Analyst Gail Hall, Coach Operator Doug Smith, Facilities Supervisor Kevin Goans, Facilities Lead/Technician A Phil Schmit, Facilities Technician C Ron Vliet, Facilities Technician C Sean Messick, Information Technology Specialist

## Members of the Public Who Indicated They Were Present

Jesse Lopez James Young

#### SPECIAL PRESENTATION

#### A. EMPLOYEES OF THE MONTH

Special recognition was given to Human Resources Analyst Ericka Rocha, Administration Employee of the Month for October; Coach Operator Gail Hall, Transportation Employee of the Month for October; Team Award Recipients: Facilities Supervisor Doug Smith, Facilities Lead/Technician A Kevin Goans, Facilities Technician C Phil Schmit, Facilities Technician C Ron Vliet, and Information Technology Specialist Sean Messick.

## 6. PUBLIC COMMENT

Jesse Lopez noted that he enjoys riding RTD's electric bus.

James Young wished everyone at RTD a happy Thanksgiving, noted that there is graffiti on a Route 61 bus stop, and suggested that RTD install cameras at all bus stops.

#### 7. REPORTS

#### A. MV REPORT

MV General Manager Susanna Sanchez reported on events at the County Yard. She noted that coach operators recently completed wheelchair recertification.

## B. GENERAL MANAGER/CEO REPORT

The General Manager/CEO:

- Noted that RTD is considering participating in a vanpool program.
   Washington State transports millions of passengers per year through its vanpool program.
- Administrative Assistant Deffria Bass-Nwoffiah provided an update on RTD's United Way Campaign and noted that RTD has collected about \$6,000.00 towards the 2014 goal of \$12,500.00.
- Marketing and Communications Manager Paul Rapp provided an update on RTD's Stuff the Bus Campaign and noted that RTD partnered with the Boy Scouts for this year's event.
- Noted that it is Director Les Fong's last Board meeting, that he was appointed to RTD's Board in 2009, and he served as Chair of the Board in 2012. For three years, he went on the San Joaquin Council of Governments' (SJCOG) One Voice trip where he rallied for funding for RTD's projects in Washington, D.C. RTD appreciates Director Fong's support and thanks him for his time on the Board.

Director Fong noted that although he won't be on the Board he will continue to advocate for public transit in the community. He said that RTD is a great

organization and that General Manager/CEO Donna DeMartino does an outstanding job.

### C. STATE/FEDERAL LEGISLATIVE REPORT

The General Manager/CEO did not provide additional comments.

#### 8. CONSENT CALENDAR

- A. RESOLUTION: MINUTES OF THE OCTOBER 22, 2013, REGULAR BOARD MEETING Resolution No. <u>5488</u>: Board approval of the October 22, 2013, Regular Board of Directors Meeting minutes
- B. RESOLUTION: FY 2014 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM
  - 1. Resolution No. <u>5489</u>: Board approval to authorize the FY 2014 Local Transportation Fund (LTF) Claim
  - 2. Resolution No. <u>5490</u>: Board approval to authorize the FY 2014 State Transit Assistance (STA) Claim
- C. RESOLUTION: FY 2014 TRANSPORTATION PLANNING GRANT
  Resolution No. <u>5491</u>: Board approval to authorize the execution of the FY 2014
  Transportation Planning Grant Agreement with the California Department of
  Transportation
- D. RESOLUTION: STOCKTON LARGE URBAN SECTION 5316 JOB ACCESS REVERSE COMMUTE (JARC) FUNDS FOR FEDERAL FISCAL YEAR (FFY) 2012 Resolution No. <u>5492</u>: Board approval to award the Stockton Large Urban Section 5316 JARC Funds for FFY 2012 to San Joaquin Regional Transit District (RTD) and Manteca Center for Advanced Personal Success
- E. RESOLUTION: AWARD STOCKTON LARGE URBAN SECTION 5317 NEW FREEDOM (NF) FUNDS FOR FFY 2012
   Resolution No. <u>5493</u>: Board approval to award the Stockton Large Urban Section 5317 NF Funds for FFY 2012 to RTD
- F. RESOLUTION: FY 2014–FY 2015 UNMET TRANSIT NEEDS SUMMARY REPORT Resolution No. <u>5494</u>: Board approval of the FY 2014–FY 2015 Unmet Transit Needs Summary Report
- G. RESOLUTION: SUBMISSION OF THE REGIONAL TRANSPORTATION CENTER (RTC) AS A REGIONAL PRIORITY PROJECT FOR THE SAN JOAQUIN ONE VOICE 2014 FEDERAL LEGISLATIVE AGENDA
  Resolution No. 5495: Board approval to authorize the submission of the RTC as a Regional Priority Project for the San Joaquin One Voice 2014 Federal Legislative Agenda

In response to Chair Giovanetti's question regarding calculations described on the resolution for Item 8B, Grants Manager George Lorente explained that the negative administration cost is the off-the-top portion that is designated for SJCOG and the unexpended carryover for prior years. The unexpended carryover is funding that is

scheduled for projects and have not been spent.

ACTION: MOTION: DIRECTOR ISETTI SECOND: DIRECTOR FONG

Roll Call:

AYES: Giovanetti, Fong, Bauer, Isetti

NAYES: None ABSTAIN: None ABSENT: Restuccia

#### 9. ACTION ITEMS

A. RESOLUTION: APPROVE THE 2014 BOARD OF DIRECTORS MEETING SCHEDULE Resolution No. <u>5496</u>: Board approval of the 2014 Board of Directors meeting schedule

After some discussion, the Board agreed to change the January meeting date to January 3, 2014, and approved the 2014 Board of Directors meeting schedule with this change.

ACTION: MOTION: DIRECTOR ISETTI SECOND: DIRECTOR FONG

Roll Call:

AYES: Giovanetti, Fong, Bauer, Isetti

NAYES: None ABSTAIN: None ABSENT: Restuccia

B. RESOLUTION: APPROVE RTD's DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 6% FOR FFY 2014, FFY 2015, AND FFY 2016
Resolution No. <u>5497</u>: Board approval of RTD'S DBE Overall Goal of 6% for FFY 2014, FFY 2015, And FFY 2016

In response to questions from the Directors, Procurement Manager Sharon Miller provided more information on how the 6% goal was determined.

ACTION: MOTION: DIRECTOR ISETTI SECOND: DIRECTOR FONG

Roll Call:

AYES: Giovanetti, Fong, Bauer, Isetti

NAYES: None ABSTAIN: None ABSENT: Restuccia

C. RESOLUTION: REVISE AWARD AMOUNT FOR THE CONTRACT TO ARCADIS, U.S., INC. FOR REGIONAL TRANSPORTATION CENTER (RTC) CONSTRUCTION MANAGEMENT SERVICES TO A TOTAL AMOUNT NOT TO EXCEED \$1,250,000.00 Resolution No. <u>5498</u>: Board approval to revise the award amount for the contract to Arcadis, U.S., Inc. for RTC Construction Management Services to a total contract amount not to exceed \$1,250,000.00

Contracts Specialist Inez Reed noted that at the October 22, 2013, Regular Board of Directors meeting, the Board approved to continue negotiations and award a contract to Arcadis, U.S., Inc. in a total contract amount not to exceed \$1,000,000.00. After the

award, it was identified that McCarthy Building Companies, Inc.'s current schedule requires adding six months to the originally stated construction timeline. As a result, staff identified that the \$1,000,000.00 originally awarded for the ARCADIS U.S., Inc. contract would need to be increased.

In response to Director Isetti's question regarding reducing the contract cost if the construction schedule is reduced, Inez Reed noted that the contract does include an early termination clause and that payment is billed as time spent on the construction site.

In response to Chair Giovanetti's question regarding the six-month extension of the construction schedule, Inez Reed noted that the McCarthy construction schedule was not finalized until after the award of the contract to Arcadis U.S., Inc.

Director Fong commented that he was at the negotiation meeting and he was impressed with Inez Reed's negotiation skills and her knowledge of the proposal.

ACTION: MOTION: DIRECTOR ISETTI SECOND: DIRECTOR BAUER

Roll Call:

AYES: Giovanetti, Fong, Bauer, Isetti

NAYES: None
ABSTAIN: None
ABSENT: Restuccia

#### 10. INFORMATION ITEMS

A. FY 2014 FIRST QUARTER KEY PERFORMANCE INDICATOR (KPI) REPORT Planning Senior Specialist Dámaris Galvan provided a presentation on the FY 2014 First Quarter KPI Report.

Director Isetti thanked RTD staff for working on the KPI Report, raising the bar, and noted that Bus Rapid Transit is the future of RTD.

## B. CUSTOMER AND COMMUNITY SURVEY RESULTS

Planning Manager Nathaniel Atherstone provided a presentation on the results of the 2013 Customer and Community Survey.

In response to Chair Giovanetti's question regarding using the survey results to measure performance, Nathaniel Atherstone noted that the survey information is available and can be used in the future for comparison purposes.

Director Isetti noted that the least important service issue to RTD riders is midday service and that riders are interested in improving night and morning service. Bus Rapid Transit riders are regular Monday through Friday riders.

## C. FINANCIAL STATEMENTS

Finance Manager Virginia Alcayde provided the October Financial Reports to the Board.

Director Isetti noted that there is an opportunity to increase non-transportation

revenue by increasing advertising sales. He directed staff to contact the University of Pacific because they are currently advertising their basketball team on billboards around Stockton and that they may be interested in advertising on RTD's buses.

## 11. QUESTIONS AND COMMENTS FROM DIRECTORS

Director Isetti thanked Director Fong for his dedication.

Director Fong noted that he is proud of being a part of the RTD Board of Directors and that it was a very rewarding experience.

Director Bauer thanked Director Fong for giving so much of himself the last four years.

Chair Giovanetti thanked Director Fong and noted that he will be missed.

## 12. CLOSED SESSION

Chair Giovanetti announced that there would be no Closed Session.

## 13. ADJOURNMENT

Chair Giovanetti adjourned the meeting at 4:55 p.m.