

SAN JOAQUIN REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS - AGENDA

THE BOARD OF DIRECTORS OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT WILL HOLD A REGULAR MEETING AT 10:00 A.M. ON FRIDAY, APRIL 15, 2016, IN THE BOARDROOM OF SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S DOWNTOWN TRANSIT CENTER, 421 EAST WEBER AVENUE, STOCKTON, CALIFORNIA

ACCESSIBLE PUBLIC MEETINGS: San Joaquin Regional Transit District (RTD) will make all reasonable accommodations for persons with disabilities to participate in this meeting. Upon request to the General Manager/CEO, RTD will provide agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, and a brief description of the requested materials and/or preferred alternative format or auxiliary aid or service at least three (3) working days before the meeting. Send requests to RTD by mail at P.O. Box 201010, Stockton, CA 95201, by fax at (209) 948-8516, or by e-mail to BoardSupport@sanjoaquinRTD.com. Para información en Español, por favor llame al (209) 943-1111.

1. CALL MEETING TO ORDER
2. MOMENT OF SILENCE/REFLECTION
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. SAFETY ANNOUNCEMENT
5. ROLL CALL
6. SPECIAL PRESENTATIONS
 - A. EMPLOYEES OF THE MONTH
Special recognition to the Administration, Maintenance, and Transportation Employees of the Month
 - B. EMPLOYEE SPECIAL RECOGNITION
Special recognition to Office Assistant II Jennie Felix
7. PUBLIC COMMENT

Each person who addresses the Board shall not make slanderous or profane remarks to or about any member of the Board, staff, or general public. Any person who utters loud, threatening, personal or abusive language, who is unduly repetitious or engages in extended discussion of irrelevancies, or who engages in any disorderly conduct which disrupts, disturbs or impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting. All Public Comments shall be limited to no more than THREE MINUTES. In addition, applause, loud noises, or any other outbursts or disruptions from the audience are not allowed during or after a public comment. At the discretion of the presiding officer, those who are in violation of this protocol may be removed from the meeting.

- 8. REPORTS
 - A. MV REPORT
 - B. GENERAL MANAGER/CEO REPORT
 - C. STATE/FEDERAL LEGISLATIVE REPORT UPDATE
- 9. CONSENT CALENDAR
 - A. RESOLUTION: MINUTES OF THE FEBRUARY 19, 2016 REGULAR BOARD MEETING
Board approval of the February 19, 2016, Regular Board of Directors Meeting Minutes
 - B. RESOLUTION: AUTHORIZING THE NECESSARY ACTIONS TO OBTAIN FINANCIAL ASSISTANCE THROUGH THE FY2016 TRANSIT SYSTEM SAFETY, SECURITY, AND DISASTER RESPONSE ACCOUNT (TSSSDRA) PROGRAM
Board approval to authorize the necessary actions to obtain financial assistance through the FY 2016 Transit System Safety, Security, and Disaster Response Account (TSSSDRA) Program
 - C. RESOLUTIONS: FY 2016 GRANTS
 - 1. RESOLUTION TO AUTHORIZE THE FILING OF FY 2016 GRANT APPLICATIONS UNDER THE FEDERAL TRANSIT ACT
 - 2. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5307 GRANT APPLICATION UNDER THE FEDERAL TRANSIT ACT
 - 3. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5308 GRANT APPLICATION UNDER THE FEDERAL TRANSIT ACT
 - 4. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5309 GRANT UNDER THE FEDERAL TRANSIT ACT
 - 5. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5310 GRANT UNDER THE FEDERAL TRANSIT ACT
 - 6. RESOLUTION TO AUTHORIZE THE FILING OF APPLICATIONS WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5311 AND 5311(f) GRANTS UNDER THE FEDERAL TRANSIT ACT
 - 7. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U. S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5316 GRANT UNDER THE FEDERAL TRANSIT ACT
 - 8. RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY 2016 SECTION 5316 (49 U.S.C. SECTION 5316) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)
 - 9. RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5317 GRANT UNDER THE FEDERAL TRANSIT ACT

10. RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE FY 2016 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5317 (49 U.S.C. SECTION 5317) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)
11. RESOLUTION TO AUTHORIZE THE EXECUTION OF THE FY 2016 MASTER AGREEMENT AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT PROJECTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)
12. RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE FY 2017 TRANSPORTATION PLANNING GRANT PROGRAM
Board approval to authorize the General Manager/CEO to execute and file grant applications, execute grant agreements, and take such other necessary actions to receive grant funds

- D. RESOLUTION: APPROVE A REVISED RTD PROHIBITED WORKPLACE BEHAVIOR POLICY OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) INCORPORATING 2016 CHANGES TO CALIFORNIA REGULATIONS
Board approval of the Revised RTD Prohibited Workplace Behavior Policy incorporating 2016 changes to California regulations

10. ACTION ITEMS

- A. RESOLUTION: EXERCISE YEARS TWO AND THREE OF A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR TRANSITMASTER SUPPORT SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$318,367.92
Board approval to exercise years two and three of a contract with Trapeze Software Group, Inc. for TransitMaster Support Services for a total contract amount not to exceed \$318,367.92
- B. RESOLUTION: AWARD A FIVE YEAR CONTRACT (WITH ANNUAL OPTIONS) TO BANK OF STOCKTON FOR BANKING SERVICES, A REVOLVING LINE OF CREDIT UP TO \$10,000,000.00, AND ASSOCIATED BANKING FEES
Board approval to award a contract to Bank of Stockton for banking services, a revolving line of credit up to \$10,000,000.00, and associated banking fees

11. DISCUSSION ITEMS

- A. STANDING BOARD COMMITTEE AND RETIREMENT BOARD ASSIGNMENTS
Provided to Board for information, discussion, and Board concurrence

12. INFORMATION ITEMS

- A. FINANCIAL REPORTS
March Financial Reports provided to the Board

13. QUESTIONS AND COMMENTS FROM DIRECTORS

14. CLOSED SESSION

A. LABOR NEGOTIATIONS

1. Conference with Labor Negotiator

Agency Negotiator: Donna DeMartino, General Manager/CEO

Employee Organization: Amalgamated Transit Union, Local 276

B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

[Paragraph (1) of subdivision (d) of Government Code, Section 54956.9]:

- (i) San Joaquin Regional Transit District vs. DSS-2731 Myrtle LLC, et al.,
San Joaquin Superior Court Case No. 39-2010-00252684-CU-EI-STK

C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of
Government Code, Section 54956.9.1 case.

1. ADJOURNMENT

NOTE: THE NEXT REGULAR BOARD MEETING IS SCHEDULED FOR FRIDAY, MAY 20, 2016
AT 10:00 A.M.

DATE POSTED: APRIL 12, 2016

Subject: General Manager/CEO Report

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SPECIAL PRESENTATION: RECOGNITION OF ADMINISTRATION,
MAINTENANCE, AND TRANSPORTATION
EMPLOYEES OF THE MONTH – MARCH 2016

LEAD STAFF: DONNA DeMARTINO
GENERAL MANAGER/CEO

FINANCIAL IMPACT: MINIMAL

BACKGROUND:

To qualify as Employee of the Month (EOM), employees must meet the following basic requirements:

1. Has been an employee for at least six months
2. Has not been selected EOM for the previous six months
3. Has a perfect attendance record for the month
4. Does not have any disciplinary action pending or in effect

RTD selects EOMs based on the following criteria:

1. Takes initiative and accepts and carries out additional responsibilities beyond regular job assignments
2. Provides exceptional internal and external customer service by being courteous and helpful
3. Projects a positive image and has a helpful and cooperative attitude
4. Exemplifies trustworthy and ethical behavior
5. Promotes a positive work environment
6. Comes to work on time, on a daily basis

The Administrative EOMs are selected as follows:

1. A member of the management team nominates employees at a monthly meeting.
2. Nominees are selected as EOM when they receive at least a 2/3 majority of the votes cast by members of the management team.

A majority of their respective supervisors selects Maintenance and Transportation EOMs.

There may be months where no EOM is selected for Administration, Maintenance, or Transportation.

Every EOM receives:

- EOM watch
- RTD coffee tumbler
- Certificate and acceptance photograph

RTD recognizes employees of the month by posting their photographs at each RTD facility in frames designed for EOM recognition and through a feature article with photographs in the employee newsletter, "As the Wheels Turn."

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The EOM program provides that RTD selects the Employee of the Year (EOY) from the previous 12 months' EOMs. RTD offers EOYs the opportunity to represent their department/division at one of the conferences of the American Public Transportation Association (APTA).

DISCUSSION:

The Employees of the Month from Administration, Maintenance, and Transportation

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INFORMATION ITEM: MV REPORT

LEAD STAFF: DONNA DeMARTINO
GENERAL MANAGER/CEO

REPORTS BY: MV TRANSPORTATION, INC.

FINANCIAL IMPACT TO BE DETERMINED

DISCUSSION:

MV Transportation staff will provide an update.

LEGISLATIVE UPDATES:

The State and Federal Legislative Report from Jordan & Associates is attached (8C).

PROJECT STATUS, REPORTS, OR UPDATES:

February – 2016

Police Activities – Report:

Officer Ordaz worked 9 days; Officer Tran worked 15 days; Officer Butcher worked 12 days. Their production statistics are listed below:

Type of Report Filed	Quantity	Type of Report Filed	Quantity
Felony Arrests	1	Intoxication Arrests	1
Warrants Arrests	6	Moving Citations	7
Other Arrests	1	SMC Citations	7
Parking Citations	0	Traffic Citations	4
Other Citations	6	Vehicles Towed	5
Calls for Service	52	Weapons Seized	0
Field Interviews	205	Abandoned Autos	0
PC 640 Citations	169	Self-Initiated Activity	190
Misdemeanor Arrests	13		

March – 2016

Police Activities – Report:

Officer Ordaz worked 14 days; Officer Tran worked 12 days; Officer Butcher worked 23 days; Officer Jue worked 23 days. Their production statistics are listed below:

Type of Report Filed	Quantity	Type of Report Filed	Quantity
Felony Arrests	2	Intoxication Arrests	2
Warrants Arrests	5	Moving Citations	5
Other Arrests	1	SMC Citations	9
Parking Citations	1	Traffic Citations	8
Other Citations	5	Vehicles Towed	2
Calls for Service	47	Weapons Seized	0
Field Interviews	321	Abandoned Autos	0
PC 640 Citations	171	Self-Initiated Activity	182
Misdemeanor Arrests	11		

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We are changing the way we are formatting our customer comment report. No report will be provided at this time.

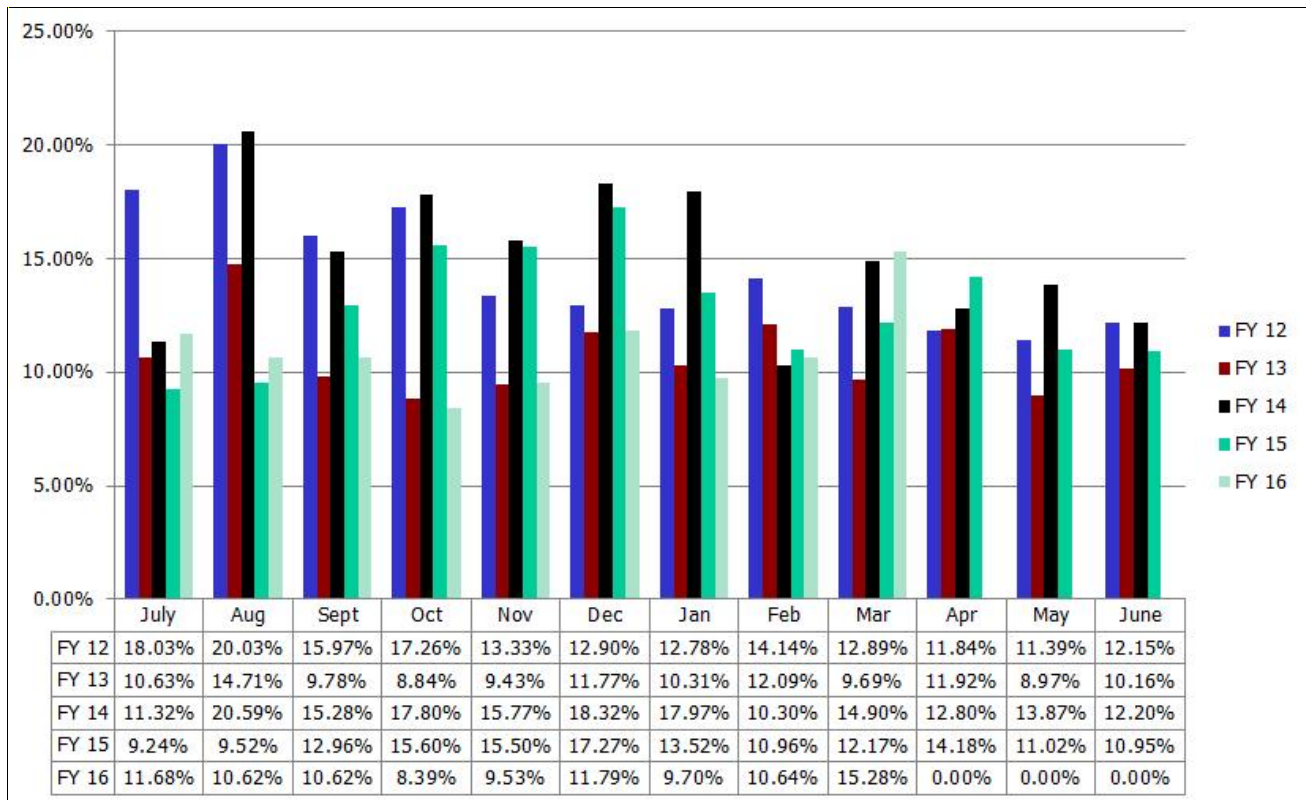
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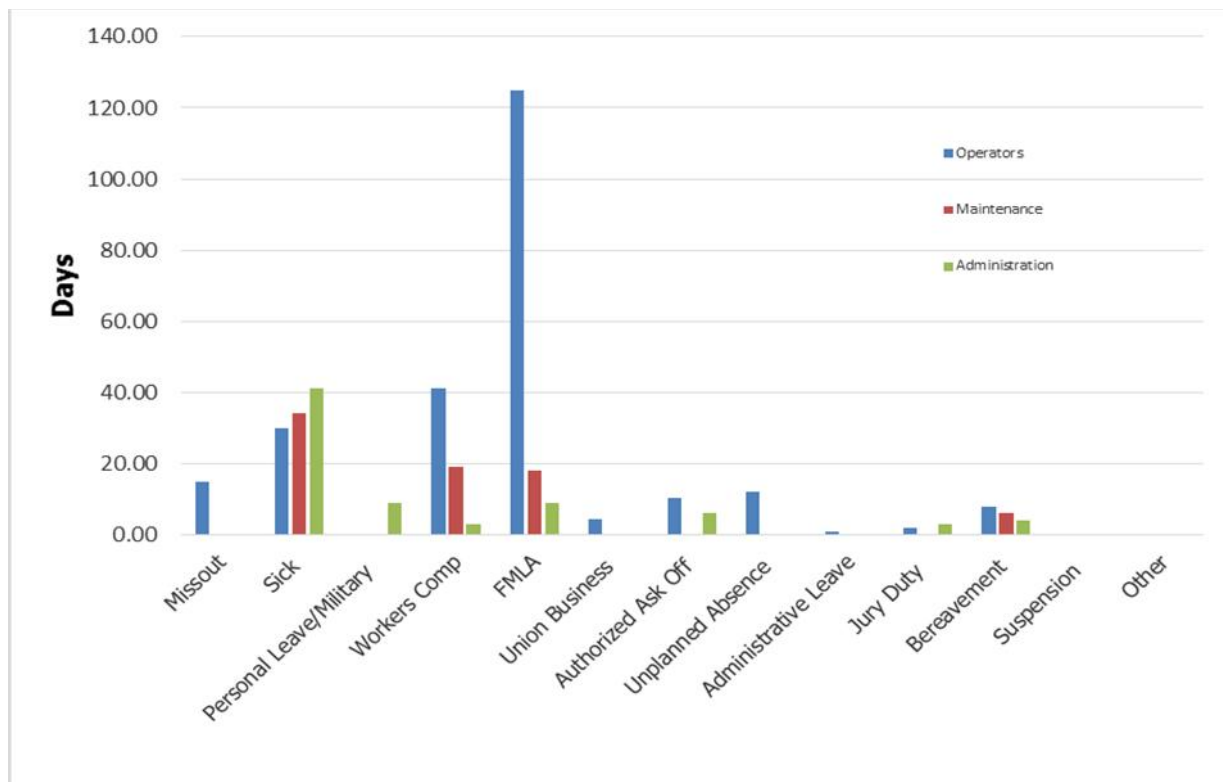
COMMITTEES/MEETINGS:

There are no committees or meetings to report at this time.

Operator Monthly Absenteeism Percentage
 FY 2012, FY 2013, FY 2014, FY 2015, and FY 2016 (July 2011 – March 2016)



Absenteeism Breakdown for FY 2015 (through March 2016)



Absenteeism Breakdown for FY 2016 (through March 2016)
By Number of Scheduled Work Days

Type of Absence	Operators	Maintenance	Administration
Missout	15.00		
Sick	30.00	34.00	41.00
Personal Leave/Military			9.00
Workers Comp	41.25	19.00	3.00
FMLA	125.00	18.00	9.00
Union Business	4.50		
Authorized Ask Off	10.25		6.00
Unplanned Absence	12.00		
Administrative Leave	1.00		
Jury Duty	2.00		3.00
Bereavement	8.00	6.00	4.00
Suspension			
Other			
Total Days Absent	249.00	77.00	75.00
Total Sched Work Days	1630.00	765.00	1564.00
Absence Rate by Type	15.28%	10.07%	4.80%

INFORMATION ITEM: STATE/FEDERAL LEGISLATIVE REPORT UPDATE

LEAD STAFF: DONNA DeMARTINO
GENERAL MANAGER/CEO

REPORT BY: JORDAN & ASSOCIATES

STATE LEGISLATIVE UPDATE

Board of Equalization (BOE) Lowers Gasoline Excise Tax

The Board of Equalization voted on February 23, 2016 to lower the excise tax rate for gasoline by \$0.022 for Fiscal Year 2016-17. The current excise tax rate of \$0.30 per gallon for gasoline remains effective through June 30, 2016. The new excise tax rate of \$0.278 will be effective from July 1, 2016 through June 30, 2017. This is estimated to reduce gas tax revenue by \$300 million statewide.

In March 2010, Governor Arnold Schwarzenegger signed two fuel tax measures (commonly referred to as the fuel tax swap), which adjusted the rates of the sales and excise tax on gasoline effective July 1, 2010. The fuel tax swap legislation was designed to be revenue neutral, ensuring that the overall state taxes paid by consumers at the pump are the same, as they would have paid under the prior tax structure. As a result, the fuel tax swap legislation does not produce a net revenue gain in overall state taxes paid at the pump. The legislation mandated the Board to adjust the excise tax rate every year by March 1.

What this means for RTD: The BOE announcement to decrease the gas tax will lower the amount of state transit funding RTD receives. The Governor's budget proposal would end the annual requirement by BOE to adjust the tax rate, which would benefit RTD.

CalTrans Requesting Input for 2018 California State Rail Plan

Congress passed the Passenger Rail Investment and Improvement Act of 2008, which has the objective of strengthening the national rail network by developing a long-term vision of the rail system. The legislation underscores the benefits of integrating rail planning into the statewide transportation planning process. The federal law requires that states develop state rail plans no less frequently than every five years to be eligible for high-speed rail and intercity passenger rail programs.

As a result, CalTrans is developing an update to the current State Rail Plan. CalTrans is planning a passenger rail network for intercity, commuter and high-speed rail with transfer stations that allow for efficient connections in coordination with local transit systems – allowing door-to-door alternatives to driving. This approach is intended to expand the reach of passenger rail to maximize ridership and market, moreover, it intends to capture potential growth and support the movement of freight by rail, which benefits California by reducing roadway congestion, air pollution, and greenhouse gas emissions.

What this means for RTD: This is informational; however, RTD should monitor the development of the State Rail Plan to ensure that the agency will have bus connections to proposed high-speed rail routes in San Joaquin County.

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Legislative Analyst Office's (LAO) Analysis of the Governor's Transportation Budget

On February 22, the LAO published a report on the Governor's Fiscal Year 2016-17 transportation proposals. Overall, the Governor's budget provides a total of \$17 billion from various fund sources for departments and programs under the California State Transportation Agency in 2016-17. This is an increase of \$644 million, or four percent, over the current-year expenditures. The budget includes \$10.5 billion for CalTrans, \$1.8 billion for the California High-Speed Rail Authority, \$1.1 billion for the Department of Motor Vehicles, and \$459 million for state transit assistance.

One of the findings from the LAO report is that the state has ongoing highway repair needs of about \$3.6 billion annually as well as an existing backlog of repairs totaling \$12 billion. This is significantly higher than the \$1.6 billion proposed in the Governor's budget for these purposes. The LAO recommended that the Legislature make the Highway Maintenance Program the highest priority for additional funding to address the \$1.1 billion in ongoing unmet needs as well as \$3 billion existing maintenance backlog, and make the State Highway Operation and Protection Program the next priority for additional funds. The LAO also recommended that the level of funding for local roads be based on legislative priorities weighed against state highway needs and temporary funding sources with one-time needs, and that the Legislature adopt accountability measures to ensure that additional funds are spent effectively.

The Governor's budget estimates total expenditures of \$459 million in 2016-17 for the State Transit Assistance Program, which is \$114 million or 20%, less than current-year expenditures. According to the LAO, this reduced spending reflects the completion in the current year of transit capital projects supported with Proposition 1B bond funds. The LAO report on the Governor's transportation proposal for Fiscal Year 2016-17 can be viewed via the link below:

<http://lao.ca.gov/reports/2016/3366/transportation-proposals-022316.pdf>

What this means for RTD: This report provides objective information regarding the Governor's transportation proposal submitted to the Legislature earlier this year, and will likely be referenced by state legislators in considering the state budget this year.

Air Resources Board Announces Public Workshop on the Funding Plan for Low Carbon Transportation and Fuels Investments and Air Quality Improvement Program (AQIP)

On April 4, the Air Resources Board held a final public workshop on the Fiscal Year 2016-17 Funding Plan for Low Carbon Transportation and Fuels Investments and AQIP. The Board plans to release the proposed Fiscal Year 2016-17 Funding Plan on May 20, 2016 for public comment prior to consideration at the June 23-24, 2016 Board meeting. The meeting will take place at CAL/EPA Headquarters in Sacramento from 9:30 a.m. - 4:00 p.m.

Cap-and-trade auction proceeds provide funding for the Board's advanced technology and clean transportation incentive programs, which expands the types of projects funded through AQIP. Low Carbon Transportation is identified as a priority investment area in the first two Cap-and-Trade Auction Proceeds Investment Plans. These investments accelerate the transition to low carbon freight and passenger transportation. The Governor's climate change strategy has a 50% reduction in petroleum use in vehicles by 2030 and has a goal to deploy 1.5 million zero-emission vehicles in California by 2025.

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The Legislature has appropriated \$325 million to the Board for Low Carbon Transportation investments to reduce greenhouse gas emission over the last three years. This funding is used for the following:

- Clean Vehicle Rebate Project, which provides consumer rebates for the purchase of zero-emission and plug-in hybrid vehicles
- Light-duty vehicle pilot projects to benefit disadvantaged communities which are designed to increase access to the cleanest vehicles in disadvantaged communities
- Deployment incentives for clean trucks and buses through the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project and incentives for larger commercial deployments of zero-emission trucks and buses
- Advanced technology demonstration projects for freight equipment and other heavy-duty engines and equipment

More than 50% of the funds will provide benefits in disadvantaged communities, and more than 10% of the funds will be invested in disadvantaged communities.

The Governor's Fiscal Year 2016-17 Budget proposal includes \$500 million for the Board to continue Low Carbon Transportation investments. This proposal includes \$40 million for very low carbon fuel production incentives.

What this means for RTD: The Low Carbon Transportation and Fuels Investments Program is a source of funding for RTD for zero-emission vehicles. RTD, in conjunction with the California Transit Association, is currently working on the time frames and technology to implement the Advanced Clean Transit Regulation and provide more flexibility for public transit agencies in the State.

FEDERAL LEGISLATIVE UPDATE

Department of Transportation (DOT) Releases TIGER Grant Program Notice

The DOT announced the TIGER grant round on February 23, 2016. There is \$500 million available nationwide, the same funding level as last year. For projects in urbanized areas, the minimum federal grant award is \$5 million. This means that the project must be \$6.25 million to meet match requirements. TIGER Discretionary Grants have typically been awarded to multimodal and multijurisdictional projects that are difficult to fund through traditional Federal programs. Successful TIGER projects leverage resources, encourage partnership, catalyze investment and growth, fill a critical void in the transportation system, or provide a substantial benefit to the nation, region, or metropolitan area in which the project is isolated. Eligible projects for TIGER Discretionary Grants are capital projects that include, but are not limited to:

- Highway or bridge projects (including bicycle and pedestrian related projects)
- Public transportation projects
- Passenger and freight rail transportation projects
- Port infrastructure investments (including inland port infrastructure)
- Intermodal projects.

A pre-application is not required to be submitted prior to submitting a final application for the Fiscal Year 2016 TIGER Grant Program. The application deadline is 8:00 p.m. EST on April 29, 2016. If awarded, the obligation deadline is September 30, 2019. This means that by September 30, 2019, the TIGER awardee must have a signed and executed grant agreement with the DOT. The execution of the

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Grant agreement obligates TIGER funding for the awarded project. The expenditure deadline of September 30, 2024, is the date when all TIGER funding must be spent.

Submitting a Ladders of Opportunity project would make a TIGER application more competitive. Ladders of Opportunity projects increase connectivity to employment, education, services, and other opportunities. They may also support workforce development or contribute to community revitalization – particularly for disadvantaged groups, low-income groups, and persons with visible and hidden disabilities, elderly individuals, and minority populations.

Based on a review of last year's grant awards, including a transit project as part of a larger project would also improve RTD's chances of securing a TIGER grant award. Improving intersections and pedestrian safety could also be included in the project (as an example).

What this means for RTD: The TIGER Grant Program could help fund RTD's capital needs, but is extremely competitive. Serious consideration should be given to applying for the grant as part of a larger regional project in San Joaquin County.

Acting FTA Administrator Therese McMillan Leaves

On March 3, FTA Administrator Therese McMillan announced she is leaving the agency to take a job with the Los Angeles County Metropolitan Transportation Agency. McMillan is taking a job as the Chief Planning Officer of the Los Angeles transit system.

McMillan joined the FTA as Deputy Administrator in 2009 and became the acting head of the agency in 2014. Prior to joining the FTA, McMillan was Deputy Executive Director for Policy at the Metropolitan Transportation Commission, the regional planning organization for roads and transit in the Bay Area.

What this means for RTD: RTD had a good relationship with Therese McMillan, given her background and experience in California. Carolyn Flowers, Special Advisor to Transportation Secretary Anthony Foxx, assumed leadership and all decision-making duties on April 2, 2016. RTD has previously met with Carolyn Flowers to discuss the agency's priorities.

FTA Issues Proposed Revisions to Equal Employment Opportunity (EEO) Program Circular

The FTA is updating its EEO Circular to clarify what recipients must do to comply with Titles VI and VII of the Civil Rights Act of 1964. The FTA is seeking comment on the proposed guidance that can be viewed at:

http://www.fta.dot.gov/documents/FTA_Proposed_EEO_Circular_3-3-16.pdf

Effect on RTD: The proposed Guidance is largely an update of the existing guidance and should not have a significant effect on RTD.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
SAN JOAQUIN REGIONAL TRANSIT DISTRICT
FRIDAY, FEBRUARY 19, 2016

The Board of Directors of the San Joaquin Regional Transit District (RTD) held a Regular Meeting at 10:00 a.m. on Friday, FEBRUARY 19, 2016, IN THE BOARDROOM OF RTD'S DOWNTOWN TRANSIT CENTER, 421 E. WEBER AVENUE, STOCKTON, CALIFORNIA.

1. CALL MEETING TO ORDER Chair Restuccia called the meeting to order at 10:01 a.m.
2. MOMENT OF SILENCE/REFLECTION
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. SAFETY ANNOUNCEMENT
5. ROLL CALL Present: Michael Restuccia
Les Fong
Gary Giovanetti
Balwinder T. Singh

Absent: Joni Bauer

Staff Present

Donna DeMartino, General Manager/CEO
Gloria Salazar, Assistant General Manager/CFO
Kent Bradbury, Legal Counsel, Employee and Labor Relations
Al Hoslett, RTD Legal Counsel
Norman Tuitavuki, Director of Operations
Wendell Krell, Director of Facilities
Sharon Miller, Director of Procurement
Cameron Isaacson, Operations Superintendent
Nate Knodt, Service Development Manager
Virginia Alcayde, Finance Manager
Max Vargas, Public Affairs Manager
George Lorente, Grants Manager
Teresa Evans, Executive and Board Support Manager
Terry Williams, Marketing Manager
Moorea Warren, Customer Engagement Manager
Susanna Sanchez, MV Transportation
Doug Smith, Facilities Supervisor
Roberta Paoletti, Customer Information Supervisor
Ravi Sharma, Finance Senior Specialist
Nancy Antonio, Safety and Risk Specialist
Lamar Gibbs, Marketing Specialist
Max Cao, Marketing Specialist
Boldero In, Grants Analyst

Matthew Taia, Grants Analyst
Daniela Romero, Mobility Analyst
Merab Talamantes, Executive and Board Support Analyst
Sheri Soxman, Sr. Administrative Assistant
Sunny Pannu, Human Resources Specialist
Daniel Scoggins, Coach Operator
Christy Arias, Coach Operator
Dammon Turner, MV Coach Operator
Gurcharn Sidhu, Utility Worker

Members of the Public Who Indicated They Were Present

Becky Thornton
Alan Wagner
Deborah Gurley
Chanel Murray

6. SPECIAL PRESENTATION

A. EMPLOYEES OF THE MONTH

Special recognition was given to Facilities Supervisor Doug Smith, Administration Employee of the Month for November; Marketing Specialist Lamar Gibbs, Administration Employee of the Month for December; Human Resources Specialist Sunny Pannu, Administration Employee of the Month for January; Coach Operator Daniel Scoggins, Transportation Employee of the Month for January; and MV Coach Operator Dammon Turner, MV January Employee of the Month.

B. EMPLOYEES OF THE YEAR 2015

Special recognition was given to Coach Operator Christy Arias, Transportation Employee of the Year; Utility Worker Gurcharn Sidhu, Maintenance Employee of the Year; Facilities Supervisor Doug Smith, Administration Employee of the Year; and Marketing Specialist, Maximillian Cao, Administration Employee of the Year.

7. PUBLIC COMMENT

Becky Thornton reported challenges with a validating machine and the Dial-A-Ride Service.

Alan Wagner, President, ATU Local 276, congratulated the Employees of the Month and Employees of the Year and provided comments about the Retirement Board By-Laws.

Deborah Gurley expressed concerns about RTD Operators and service. Chair Restuccia asked Operations Director Norm Tuitavuki to assist Deborah with her concerns.

Chanel Murray introduced herself as the Senior Field Representative for Assemblymember Jim Cooper. Cooper, who represents the Ninth District, covers as far south as Lodi. She wanted the Board to know that she and her colleagues are available to speak about any transit issues that are going on in Lodi.

8. REPORTS

A. MV REPORT

MV General Manager Susanna Sanchez reported on January MV Safety topics. MV held their Bi-Annual Wheelchair Recertification this month. MV is preparing for their Safety Blitz for the month of March and are finalizing the Driver Safety Awards Program.

B. GENERAL MANAGER/CEO REPORT

The General Manager/CEO reported:

- RTD's intent to migrate to the P25 Radio Network, and called Director of IT, Mike Thompson, to summarize the project for the Board. The P25 Network is a Radio Network and Public Safety system for Federal, State, and Local jurisdictions. San Joaquin County is currently working on a 3-5 year buildout of a new P25 Network that will include 12 antennas. RTD will join the Master Radio Communications Plan for San Joaquin County, which will allow RTD to have great coverage all over the county. Mr. Thompson stated that the plan requires no financial commitment on the part of RTD. Chair Restuccia mentioned that the city of Ripon works with Lockheed Martin on what they called the Mesh System.

Chair Restuccia offered introductions should we want to learn more about the Ripon plan. Director Fong asked if RTD is part of an Emergency Operations Plan. General Manager/CEO Donna DeMartino replied that RTD has done some emergency planning with the City and County, but this radio system will make RTD a more viable partner. Director Singh suggested we explore all possibilities, including the Mesh Network Chair Restuccia mentioned, while the County works on the buildout of the P25 Network.

C. STATE/FEDERAL LEGISLATIVE REPORT

The General Manager/CEO reported:

- That the Air Resources Board (ARB) is working on Advanced Clean Technology Regulations. The regulations would mandate that all transit agencies move to electric or zero emission buses as quickly as possible; however, we are not ready for implementation yet. General Manager/CEO Donna DeMartino and a group from the California Transit Association met with ARB Chairwoman Nichols recently. The ARB is working with the transit industry to understand our concerns in an effort to avoid a mandate without funding. Donna DeMartino will join the Transit Advisory Group that supports this effort.

9. CONSENT CALENDAR

Chair Restuccia pulled Item 9D from the agenda. Director Fong moved to adopt the Consent Calendar. Director Singh seconded the motion.

- A. RESOLUTION: MINUTES OF THE JANUARY 15, 2016 REGULAR BOARD MEETING
Resolution No. 5614: Board approval of the January 15, 2016, Regular Board of Directors Meeting minutes

ACTION: MOTION: DIRECTOR FONG SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

- B. RESOLUTION: FY 2015 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND
FY 2015 SINGLE AUDIT REPORT
Resolution No. 5615: Board approval of the FY 2015 CAFR and FY 2015 Single Audit Report

ACTION: MOTION: DIRECTOR FONG SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

- C. RESOLUTION: APPROVING AND AUTHORIZING THE EXECUTION OF A
CONTRACT FOR LEGAL SERVICES
Resolution No. 5616: Board approval authorizing a contract for Legal Services and authorizing the RTD Board Chair and Secretary to finalize and execute the contract for Legal Services

ACTION: MOTION: DIRECTOR FONG SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

- E: RESOLUTION: AUTHORIZE THE NECESSARY ACTIONS TO OBTAIN FINANCIAL
ASSISTANCE THROUGH THE FY 2015 TRANSIT SYSTEM SAFETY, SECURITY,
AND DISASTER RESPONSE ACCOUNT (TSSSDRA) PROGRAM REVISION
Resolution No. 5618: Board approval to obtain financial assistance through the
FY 2015 Transit System Safety, Security, and Disaster Response Account
(TSSSDRA) Program Revision

ACTION: MOTION: DIRECTOR FONG SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
ABSTAIN: None
ABSENT: Bauer

10. ACTION ITEMS

- A. RESOLUTION: ADOPT A SET OF BY-LAWS TO GOVERN THE ACTIVITIES OF THE RETIREMENT BOARD OF THE RTD RETIREMENT PLAN
Resolution No. 5619: Board approval to adopt a set of By-Laws to govern the activities of the Retirement Board of the RTD Retirement Plan

Chair Restuccia stated that the Retirement Board, as an oversight committee, should have an operating basis and structure in place. Director Fong commented that we need a structure in place that protects the outcomes discussed at the Retirement Board meetings. Chair Restuccia called for a motion to accept the By-Laws as written with the condition that the By-Laws document is sent to the Retirement Board for review and comment, if needed, and any suggestions for amendments would then go back to the RTD Board for approval.

NAYES: None
ACTION: MOTION: DIRECTOR GIOVANETTI SECOND: DIRECTOR FONG
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

- B. ORDINANCE: APPROVE AMENDMENT TO PASSENGER CODE OF CONDUCT ORDINANCE
Ordinance No. 5620: Board approval of Amendment to the Passenger Code of Conduct Ordinance

ACTION: MOTION: DIRECTOR GIOVANETTI SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

- C. RESOLUTION: ADOPT REVISED RTD DRUG AND ALCOHOL-FREE WORKPLACE POLICY
Resolution No. 5621: Board approval of the revised RTD Drug and Alcohol-Free Workplace Policy

ACTION: MOTION: DIRECTOR FONG SECOND: DIRECTOR SINGH
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh

NAYES: None
ABSTAIN: None
ABSENT: Bauer

- D. RESOLUTION: AWARD OF A CONTRACT TO VASQUEZ AND COMPANY, LLP FOR FISCAL YEAR AUDIT SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$209,867.00
Resolution No. 5622: Board approval to award a contract to Vazquez and Company, LLP for Fiscal Year Audit Services for a total contract amount not to exceed \$209,867.00

ACTION: MOTION: DIRECTOR GIOVANETTI SECOND: DIRECTOR FONG
Roll Call:
AYES: Restuccia, Giovanetti, Fong, Singh
NAYES: None
ABSTAIN: None
ABSENT: Bauer

12. INFORMATION ITEMS

- A. QUARTERLY REPORT – AWARDED CONTRACTS
Information was given to the Board on awarded contracts for the period October through December 2015
- B. FINANCIAL REPORTS
January Financial Reports were provided to the Board

13. QUESTIONS AND COMMENTS FROM DIRECTORS

Director Singh congratulated Donna and her staff for the great teamwork and leadership effort on the RTC Grand Opening. Director Singh further commented that he looked forward to the same teamwork continuing between represented and non-represented employees.

14. CLOSED SESSION

Chair Restuccia announced that there would be no closed session.

15. ADJOURNMENT

Chair Restuccia adjourned the meeting at 11:46 a.m.

RESOLUTION NO. _____
DATED: APRIL 15, 2016

RESOLUTION TO APPROVE THE BOARD MINUTES OF THE
REGULAR MEETING OF FEBRUARY 19, 2016

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the minutes of the Regular Meeting of FEBRUARY 19 2016, be approved.

Subject: Authorize Necessary Actions to Obtain Financial Assistance through the TSSSDRA Program

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RECOMMENDATION: AUTHORIZE THE NECESSARY ACTIONS TO OBTAIN FINANCIAL ASSISTANCE THROUGH THE FY 2016 TRANSIT SYSTEM SAFETY, SECURITY, AND DISASTER RESPONSE ACCOUNT (TSSSDRA) PROGRAM

LEAD STAFF: GEORGE LORENTE
GRANTS MANAGER

FINANCIAL IMPACT: \$342,372

BACKGROUND:

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit Operators to develop disaster response transportation systems. With the adoption of Proposition 1B in 2008, funding was set aside for the Transit System Safety, Security, and Disaster Response Account (TSSSDRA) Program. In order to be eligible for these funds, San Joaquin Regional Transit District (RTD) must solicit project approval through the California Governor's Office of Emergency Services (Cal OES).

Cal OES has approved funding under the California Transit Security Grant Program (CTSGP), California Transit Assistance Fund (CTAF) for Grant # 6861-0002, and FIPS # 077-91080. Cal EMA determined that RTD's projects meet the program guidelines and are eligible for Proposition 1B funding for the total amount of \$342,372.

The California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account (TSSSDRA) under the California Transit Security Grant Program (CTSGP).

DISCUSSION:

This report shows amounts allocated by SJCOG to reflect funds available in FY16. In order to finalize the application process, RTD will submit all applicable and required documentation for the Transit Facility/Fleet Safety & Security project for \$108,882, the Pedestrian Safety Enhancement project for \$60,527, and the Bus Operation Safety Modernization project for \$281,845. Additional funds will be allocated to the Bus Operation Safety Modernization project in FY17 for \$342,371 to provide a total of \$624,214 for this project. Funds for the Pedestrian Safety Enhancement project will be combined with the \$39,473 of FY15 funds to provide a total of \$100,000 for this project.

RTD will submit all applicable and required documentation for all projects for a grand total of \$342,372.

Cal OES requires RTD to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of RTD to execute actions necessary to obtain

Subject: Authorize Necessary Actions to Obtain Financial Assistance through the TSSSDRA Program

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CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

Staff requests board approval to authorize the General Manager/CEO or designee to execute for and on behalf of RTD, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by Cal OES.

RESOLUTION NO. _____

DATED: April 15, 2016

RESOLUTION AUTHORIZING THE NECESSARY ACTIONS TO OBTAIN FINANCIAL ASSISTANCE THROUGH THE FY 2016 TRANSIT SYSTEM SAFETY, SECURITY, AND DISASTER RESPONSE ACCOUNT (TSSSDRA) PROGRAM

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit Operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the San Joaquin Regional Transit District (RTD) is eligible to receive CTSGP funds; and

WHEREAS, RTD will apply for FY16 CTSGP funds in the amount of \$108,882 for Transit Facility/Fleet Safety & Security, \$281,845 for Bus Operation Safety Modernization and \$60,527 for Pedestrian Safety Enhancement; and

WHEREAS, RTD recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires RTD to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of RTD to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) as follows:

1. The General Manager/CEO, DONNA DEMARTINO, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of San Joaquin Regional Transit District, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Emergency Management Agency under the CTSGP.

Subject: FY 2016 Grant Applications, Agreements, and Funds

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RECOMMENDATION: AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS, EXECUTE GRANT AGREEMENTS, AND TO TAKE REQUIRED ACTIONS TO RECEIVE GRANT FUNDS

LEAD STAFF: GEORGE LORENTE
GRANTS MANAGER

FINANCIAL IMPACT: TO BE DETERMINED

BACKGROUND:

San Joaquin Regional Transit District (RTD) will apply for both operating and capital assistance grant programs through the course of FY 2016. RTD currently has a blanket resolution in place for the General Manager/CEO or designee to sign applications, execute grant agreements, and take actions to meet the requirements of the grantors. However, certain grant programs specifically require RTD to obtain a separate resolution for each fiscal year that it applies for funding. RTD has compiled the required resolutions, as it has in previous years, for the grant programs for which RTD expects to file grant applications for FY 2016.

DISCUSSION:

The following resolutions will authorize the General Manager/CEO or designee to sign applications, execute grant agreements, and take actions to meet the requirements of the grantors. There are specific grant programs that require separate resolutions. Many grant programs, including those administered by the California Department of Transportation and the Federal Transit Administration, provide their notice of availability, and grant application deadlines at varying times during the fiscal year. Having the general authorization and specific grant resolutions allows RTD to respond to grant funding opportunities as they become available.

RESOLUTION NO. _____

DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF FY 2016 GRANT APPLICATIONS
UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of capital assistance projects.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT for the purposes of complying with Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

Resolution No. _____

Dated: April 15, 2016

Grant under Federal Transit Act

Page 2

5. That the General Manager/CEO or designee is authorized to accept and execute on behalf of RTD a grant with the DOT.

RESOLUTION NO. ____
DATED: April 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION
WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5307
GRANT UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5307 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of capital assistance projects, pursuant to Section 5307 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT for the purposes of complying with Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Capital Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

Resolution No. _____
Dated: April 15, 2016
Section 5307
Page 2

5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5307 of the Federal Transit Act.

RESOLUTION NO. ____

DATED: April 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5308 GRANT UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5308 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the capital assistance projects for FY 2016, pursuant to Section 5308 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Section 5308 Capital Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty (30) days before the date of said Public Hearing.

Resolution No. ____

Dated: April 15, 2016

Re: Section 5308

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5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5308 of the Federal Transit Act.

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5309 GRANT UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5309 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the capital assistance projects for FY 2016, pursuant to Section 5309 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Section 5309 Capital Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

Resolution No. ____

Dated: April 15, 2016

Re: Section 5309

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5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5309 of the Federal Transit Act.

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH
THE DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5310 GRANT
UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5310 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the capital and/or operating assistance projects for FY 2016, pursuant to Section 5310 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee is authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Section 5310 Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

Resolution No. _____
Dated: April 15, 2016
Re: Section 5310
Page 2

5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5310 of the Federal Transit Act.

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF APPLICATIONS WITH THE U.S. DEPARTMENT OF
TRANSPORTATION (DOT) FOR FY 2016 SECTION 5311 AND 5311(f) GRANTS
UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of applications for operating and capital assistance under Sections 5311 and 5311(f) of the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the operating and capital assistance projects for FY 2016, pursuant to Sections 5311 and 5311(f) of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file applications, certification of assurances, contracts or agreements, or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the Section 5311 projects

Resolution No. ____
Dated: April 15, 2016
Section 5311
Page 2

4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Sections 5311 and 5311(f) Capital Assistance Applications, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than 30 days before the date of said Public Hearing.
5. That the General Manager/CEO or designee be, and hereby is, authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

RESOLUTION NO. ____

DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE
U. S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5316 GRANT UNDER
THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5316 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the capital assistance projects for FY 2016, pursuant to Section 5316 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.

Resolution No. _____
Dated: April 15, 2016
Re: Section 5316
Page 2

4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Section 5316 Capital Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5316 of the Federal Transit Act.

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY 2016 SECTION 5316 (49 U.S.C. SECTION 5316) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

WHEREAS, the U. S. Department of Transportation (DOT) is authorized to make grants to states through the Federal Transit Administration (FTA) to support capital projects for non-urbanized public transportation systems under Section 5316 of the Federal Transit Act (FTA C 9050.1); and

WHEREAS, the California Department of Transportation (CalTrans) has been designated by the Governor of the State of California to administer Section 5316 grants for transportation projects for welfare recipients and eligible low income individuals; and

WHEREAS, San Joaquin Regional Transit District (RTD) desires to apply for said financial assistance to permit operation of paratransit service in San Joaquin County; and

WHEREAS, RTD currently has a blanket resolution in place for the General Manager/CEO or designee to sign grant applications, execute grant agreements, and take actions to meet the requirements of the grantors; and

WHEREAS, certain grant programs specifically require RTD to obtain a separate resolution for each fiscal year that it applies for funding.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to file and execute applications on behalf of RTD with CalTrans to aid in the financing of capital/operating assistance/mobility management projects pursuant to Section 5316 of the Federal Transit Act (FTA C 9050.1), as amended.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file all certification of assurances, contracts, or agreements or any other document required by CalTrans.
3. That the General Manager/CEO or designee be, and hereby is, authorized to provide additional information as CalTrans may require in connection with the application for the Section 5316 projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to submit and approve request for reimbursement of funds from CalTrans for the Section 5316 project(s).

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) FOR FY 2016 SECTION 5317 GRANT UNDER THE FEDERAL TRANSIT ACT

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U. S. Department of Transportation (DOT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for capital assistance under Section 5317 of the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the DOT requirements thereunder; and

WHEREAS, it is the goal of San Joaquin Regional Transit District (RTD) that minority business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file an application on behalf of RTD with the DOT to aid in the financing of the capital assistance projects for FY 2016, pursuant to Section 5317 of the Federal Transit Act.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the General Manager/CEO or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to schedule and hold a Public Hearing on Federal Section 5317 Capital Assistance Application, as required by Federal Transit Act regulations, and that Notice of said Public Hearing be given by the General Manager/CEO by publishing said Notice in a newspaper of local circulation at least twice, the first publication to be no later than thirty days before the date of said Public Hearing.

Resolution No. _____

Dated: April 15, 2016

Re: Section 5317

Page 2

5. That the General Manager/CEO or designee be, and hereby is, authorized to accept and execute, on behalf of RTD, a grant with the DOT pursuant to Section 5317 of the Federal Transit Act.

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE FY 2016 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5317 (49 U.S.C. SECTION 5317) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

WHEREAS, the U. S. Department of Transportation (DOT) is authorized to make grants to states through the Federal Transit Administration (FTA) to support capital projects for non-urbanized public transportation systems under Section 5317 of the Federal Transit Act (FTA C 9045.1); and

WHEREAS, the California Department of Transportation (CalTrans) has been designated by the Governor of the State of California to administer Section 5317 grants for transportation projects for individuals with disabilities; and

WHEREAS, San Joaquin Regional Transit District (RTD) desires to apply for said financial assistance to permit operation of paratransit service in San Joaquin County; and

WHEREAS, RTD currently has a blanket resolution in place for the General Manager/CEO or designee to sign grant applications, execute grant agreements, and take actions to meet the requirements of the grantors; and

WHEREAS, certain grant programs specifically require RTD to obtain a separate resolution for each fiscal year that it applies for funding.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to file and execute applications on behalf of RTD with CalTrans to aid in the financing of capital/operating assistance/mobility management projects pursuant to Section 5317 of the Federal Transit Act (FTA C 9045.1), as amended.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute and file all certification of assurances, contracts, or agreements or any other document required by CalTrans.
3. That the General Manager/CEO or designee be, and hereby is, authorized to provide additional information as CalTrans may require in connection with the application for the Section 5317 projects.
4. That the General Manager/CEO be, and hereby is, authorized to submit and approve request for reimbursement of funds from CalTrans for the Section 5317 project(s).

RESOLUTION NO. ____
DATED: APRIL 15, 2016

RESOLUTION TO AUTHORIZE THE EXECUTION OF THE FY 2016 MASTER AGREEMENT AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT PROJECTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

WHEREAS, San Joaquin Regional Transit District (RTD) may receive state funding from the California Department of Transportation (CalTrans) now or sometime in the future for transit projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the State Transportation Improvement Program, by Chapter 622 (SB 45) of the Statutes of 1997; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with CalTrans before it can be reimbursed for project expenditures; and

WHEREAS, the CalTrans uses Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

WHEREAS, RTD wishes to delegate authorization to execute these agreements and any amendments thereto to the General Manager/CEO or designee.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the fund recipient agrees to comply with all conditions and requirements set forth in the master agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.
2. That the General Manger/CEO or designee be authorized to execute the Master Agreement and all Program Supplements for State-Funded Transit Projects and any Amendments thereto with CalTrans.

RESOLUTION NO. ____
DATED: APRIL, 2016

RESOLUTION TO AUTHORIZE THE GENERAL MANAGER/CEO OR DESIGNEE TO EXECUTE AND
FILE GRANT APPLICATIONS AND GRANT AGREEMENTS UNDER THE
FY 2017 TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, San Joaquin Regional Transit District (RTD) is eligible to receive Federal and/or State funding for certain transportation planning related plans through the California Department of Transportation (CalTrans); and

WHEREAS, RTD currently has a blanket resolution in place for the General Manager/CEO or designee to sign applications, execute grant agreements, and take actions to meet the requirements of the grantors; and

WHEREAS, certain grant programs specifically require RTD to obtain a separate resolution for each fiscal year that it applies for funding; and

WHEREAS, many grant programs, including those administered by the CalTrans and the Federal Transit Administration, provide their notice of availability and grant application deadlines at varying times during the fiscal year; and

WHEREAS, having the general and specific grant resolutions allows RTD to proactively respond to grant funding opportunities as they become available; and

WHEREAS, a Fund Transfer Agreement must be executed with CalTrans before such funds can be claimed through the FY 2016 Transportation Planning Grant Programs.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of RTD as follows:

1. That the General Manager/CEO or designee be, and hereby is, authorized to file and execute applications on behalf of RTD with CalTrans under the FY 2016 Transportation Planning Grant Program.
2. That the General Manager/CEO or designee be, and hereby is, authorized to execute all Fund Transfer Agreements and any amendments thereto with CalTrans.
3. That the General Manager/CEO or designee be, and hereby is, authorized to provide additional information as CalTrans may require in connection with the application for transportation planning projects.
4. That the General Manager/CEO or designee be, and hereby is, authorized to submit and approve a request for reimbursement of funds from CalTrans for the transportation planning project(s).

Subject: Revised RTD Prohibited Workplace Behavior Policy

Page 49 of 66

STAFF RECOMMENDATION: APPROVE A REVISED RTD PROHIBITED WORKPLACE BEHAVIOR POLICY INCORPORATING 2016 CHANGES TO CALIFORNIA REGULATIONS.

LEAD STAFF: KENT BRADBURY
LEGAL COUNSEL- EMPLOYEE AND LABOR RELATIONS

FINANCIAL IMPACT: MINIMAL

BACKGROUND

On April 1, 2016, changes to California's Fair Employment and Housing Commission's regulations regarding employers' sexual harassment policies became effective. The RTD Policy is being updated to reflect those changes.

DISCUSSION:

In addition to several minor changes clarifying the policy's language, the policy is updated to include the following substantive changes:

- All protected statuses and characteristics under California law are specifically included in the Policy.
- The Policy now states that qualified, trained Human Resources employees will investigate all complaints. This has previously been the practice at RTD, but the new California regulations require that this be specifically stated in the Policy.
- The Policy applies not only to RTD employees, but prohibits harassment, discrimination, and retaliation by any contractors or vendors working on RTD property or with RTD employees.



PROHIBITED WORKPLACE BEHAVIOR POLICY

Workplace violence, harassment, discrimination, and retaliation are prohibited by state and federal law and San Joaquin Regional Transit District ("RTD") rules. Violations will result in serious discipline up to and including termination.

At RTD, we uphold our core values of treating our customers, community, and each other with respect, integrity, and loyalty, and promoting a positive work environment by supporting each other through effective communication, teamwork, and appreciation for our diverse abilities and contributions.

RTD is committed to preventing workplace violence, harassment, discrimination, and retaliation and to maintaining a safe work environment. Therefore, RTD is providing the following Prohibited Workplace Behavior Policy Procedure to deal with intimidation, ~~harassment~~, or other threats or acts of violence, as well as harassment, discrimination, and retaliation that may occur during business hours or on its premises at RTD.

I. SCOPE OF PROCEDURE

All full-time and part-time employees, including those hired under an employment contract and interns, are subject to this Policy, as well as contractors or vendors working at RTD facilities or with RTD employees.

II. PROCEDURES

All employees, including full-time, part-time, temporary, interns, and employees hired by RTD under contract, should treat all individuals with whom they come into contact during their employment or when representing RTD with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to themselves and/or others. Unauthorized firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from being in the possession of RTD employees during their employment or on RTD property without prior written RTD authorization.

RTD will not tolerate conduct that may threaten, intimidate, or coerce another employee, customer, or member of the public. This prohibition includes all acts of discrimination and harassment, including harassment that which is based on an individual's race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex (which include childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status, sex, race, age, or any characteristic protected by federal, state, or local law.

Subject: Revised RTD Prohibited Workplace Behavior Policy

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An employee who observes or believes they are the recipient of a threat or possible act of violence, either direct and/or indirect, or that they have been harassed, discriminated or retaliated against, must report the same –as soon as possible to the employee's immediate supervisor, to the Human Resources Director or other Human Resources employee, Department,—or to any other member of RTD management. This includes threats, discrimination, or harassment by employees, as well as as threats—by customers, vendors, or other members of the public. When reporting a threat or act of violence making a report, employees should be as specific and detailed as possible. It is preferred that the employee file a written report that is signed and dated.

Employees dated. Employees should report all suspicious individuals or activities as soon as possible to a supervisor. Employees who see or hear a commotion or disturbance near their workstation should not intercede or attempt to get closer to see what is happening.

RTD will promptly and thoroughly investigate all reports of threats or acts of violence and all reports of suspicious individuals or activities received in a fair and timely manner by employees properly trained in conducting such investigations. —The identity of the RTD individual making a report will be protected as much as is practical, and confidentiality of the investigation will be maintained to the extent possible to investigate the complaint. —In order to maintain workplace safety and the integrity of its investigation, RTD may place employees on administrative leave, either with or without pay, pending investigation. The investigation will provide an appropriate level of due process to all parties involved, and will reach reasonable conclusions based on the evidence collected.

Anyone found to be responsible for threats or acts of violence or other conduct that is in violation of this Policy will be subject to prompt disciplinary action up to and including termination of employment, and RTD will take all necessary action to ensure further incidents do not occur.

RTD encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. RTD is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

III. INVESTIGATIONS

Investigations of any matter covered under this Procedure Policy will be handled by qualified, trained employees in the Human Resources Department. Employees must not discuss matters under investigation with any persons other than those conducting the investigation. Speculation and gossip about the content of an investigation will only complicate the important goal of discovering the pertinent facts of the subject of the investigation and resolving the dispute at the earliest possible time. Any retaliation against a person raising a concern under this Procedure Policy or interference in the investigation, including spreading rumors or unsubstantiated statements regarding the matter or persons under investigation, is prohibited under this Policy, and will result in disciplinary action up to and including termination.

IV. CONCLUSION

All RTD employees must:

- Report all incidents promptly;

Subject: Revised RTD Prohibited Workplace Behavior Policy

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- Cooperate and participate fully in all investigations conducted by RTD;
- Refrain from speculation and gossip about the content of an investigation; and
- Refrain from retaliation against any person or persons raising a concern under this [ProcedurePolicy](#).



PROHIBITED WORKPLACE BEHAVIOR POLICY

Workplace violence, harassment, discrimination, and retaliation are prohibited by state and federal law and San Joaquin Regional Transit District ("RTD") rules. Violations will result in serious discipline up to and including termination.

At RTD, we uphold our core values of treating our customers, community, and each other with respect, integrity, and loyalty, and promoting a positive work environment by supporting each other through effective communication, teamwork, and appreciation for our diverse abilities and contributions.

RTD is committed to preventing workplace violence, harassment, discrimination, and retaliation and to maintaining a safe work environment. Therefore, RTD is providing the following Prohibited Workplace Behavior Policy to deal with intimidation or other threats or acts of violence, as well as harassment, discrimination, and retaliation that may occur at RTD.

I. SCOPE OF PROCEDURE

All full-time and part-time employees, including those hired under an employment contract and interns, are subject to this Policy, as well as contractors or vendors working at RTD facilities or with RTD employees.

II. PROCEDURES

All employees, including full-time, part-time, temporary, interns, and employees hired by RTD under contract, should treat all individuals with whom they come into contact during their employment or when representing RTD with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to themselves and/or others. Unauthorized firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from being in the possession of RTD employees during their employment or on RTD property without prior written RTD authorization.

RTD will not tolerate conduct that may threaten, intimidate, or coerce another employee, customer, or member of the public. This prohibition includes all acts of discrimination and harassment, including that which is based on an individual's race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex (which include childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status, or any characteristic protected by federal, state, or local law.

An employee who observes or believes they are the recipient of a threat or possible act of violence, either direct and/or indirect, or that they have been harassed, discriminated or

Subject: Revised RTD Prohibited Workplace Behavior Policy

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retaliated against, must report the same as soon as possible to the employee's immediate supervisor, to the Human Resources Director or other Human Resources employee, or to any other member of RTD management. This includes threats, discrimination, or harassment by employees, as well as by customers, vendors, or other members of the public. When making a report, employees should be as specific and detailed as possible. It is preferred that the employee file a written report that is signed and dated. Employees should report all suspicious individuals or activities as soon as possible to a supervisor. Employees who see or hear a commotion or disturbance near their workstation should not intercede or attempt to get closer to see what is happening.

RTD will promptly and thoroughly investigate all reports received in a fair and timely manner by employees properly trained in conducting such investigations. The identity of the RTD individual making a report will be protected as much as is practical, and confidentiality of the investigation will be maintained to the extent possible to investigate the complaint. In order to maintain workplace safety and the integrity of its investigation, RTD may place employees on administrative leave, either with or without pay, pending investigation. The investigation will provide an appropriate level of due process to all parties involved, and will reach reasonable conclusions based on the evidence collected.

Anyone found to be responsible for threats or acts of violence or other conduct that is in violation of this Policy will be subject to prompt disciplinary action up to and including termination of employment, and RTD will take all necessary action to ensure further incidents do not occur.

RTD encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. RTD is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

III. INVESTIGATIONS

Investigations of any matter covered under this Policy will be handled by qualified, trained employees in the Human Resources Department. Employees must not discuss matters under investigation with any persons other than those conducting the investigation. Speculation and gossip about the content of an investigation will only complicate the important goal of discovering the pertinent facts of the subject of the investigation and resolving the dispute at the earliest possible time. Any retaliation against a person raising a concern under this Policy or interference in the investigation, including spreading rumors or unsubstantiated statements regarding the matter or persons under investigation, is prohibited under this Policy, and will result in disciplinary action up to and including termination.

IV. CONCLUSION

All RTD employees must:

- Report all incidents promptly;
- Cooperate and participate fully in all investigations conducted by RTD;
- Refrain from speculation and gossip about the content of an investigation; and
- Refrain from retaliation against any person or persons raising a concern under this Policy.

RESOLUTION NO. _____
DATED: APRIL 15, 2016

RESOLUTION TO APPROVE THE REVISED PROHIBITED WORKPLACE BEHAVIOR POLICY OF
SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD)

WHEREAS, RTD's Legal Counsel for Employee and Labor Relations has reviewed the San Joaquin Regional Transit District's (RTD) FMLA/CFRA Policy; and

WHEREAS, after careful review of the Policy, staff have suggested some updates to the current Policy; and

WHEREAS, in order to ensure compliance with legal and regulatory requirements and to reflect existing regulations as well as current RTD practices, RTD needs to update the Prohibited Workplace Behavior Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE RTD BOARD OF DIRECTORS that RTD's Revised Prohibited Workplace Behavior Policy as mentioned above is hereby approved.

Subject: Exercise Years Two and Three of the Contract
For TransitMaster Support Services

Page 56 of 66

STAFF RECOMMENDATION: EXERCISE YEARS TWO AND THREE OF A
CONTRACT WITH TRAPEZE SOFTWARE GROUP,
INC. FOR TRANSITMASTER SUPPORT SERVICES
FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED
\$318,367.92

LEAD STAFF: SHARON MILLER, DIRECTOR OF PROCUREMENT

FINANCIAL IMPACT: YEAR ONE (7/1/2015-6/30/2016) \$101,031.96
OPERATING
YEAR TWO (7/1/2016-6/30/2017) \$106,020.00
OPERATING
YEAR THREE (7/1/2017-6/30/2018) \$111,315.96
OPERATING

BACKGROUND

TransitMaster is used to manage bus operations – which buses are assigned to which trips and where they are in real time. TransitMaster also manages radio communications, voice communications, passenger counts, etc. Where Trapeze support services are used to plan operations, TransitMaster manages the execution of those plans and the actual results.

DISCUSSION

In 2015, staff entered into an agreement under the General Manager/CEO's authority for TransitMaster support services with the intent of ending the contract on June 30, 2016 with the award of the Intelligent Transportation Operating System (ITOS) contract. Since that time, the ITOS project has been put on hold.

The annual price for TransitMaster support is determined to be fair and reasonable when compared to RTD's historical annual pricing for the services. Staff therefore recommends exercising option years two and three of the contract for a total contract amount not to exceed \$318,367.92.

RESOLUTION NO. _____
DATED: April 15, 2016

RESOLUTION AUTHORIZING TO EXERCISE YEARS TWO AND THREE OF A CONTRACT TO TRAPEZE SOFTWARE GROUP, INC. FOR TRANSITMASTER SUPPORT SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$318,367.92

WHEREAS, TransitMaster is used to manage bus operations; and

WHEREAS, in 2015 staff entered into an agreement under the General Manager/CEO's authority for TransitMaster support services with the intent of ending the contract on June 30, 2016 with the award of the Intelligent Transportation Operating System (ITOS) contract; and

WHEREAS, the ITOS project has been put on hold; and

WHEREAS, the price for TransitMaster support services is deemed fair and reasonable;
and

WHEREAS, staff recommends exercising option years two and three of the contract.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the San Joaquin RTD as follows:

- 1) That years two and three of a contract be, and hereby are, exercised and awarded to Trapeze Software Group, Inc. for TransitMaster Support Services for a total contract amount not to exceed \$318,367.92.
- 2) That the Chair of the Board and the General Manager/CEO, acting individually, are hereby authorized and directed to execute such other agreements and amendments to this agreement, and to take such other actions as may be necessary or appropriate to carry out in the intent and purpose of this resolution.

Subject: Award a Contract to Bank of Stockton for Banking Services
And Revolving Line of Credit

Page 58 of 65

STAFF RECOMMENDATION: AWARD A FIVE YEAR CONTRACT (WITH ANNUAL OPTIONS) TO BANK OF STOCKTON FOR BANKING SERVICES, A REVOLVING LINE OF CREDIT UP TO \$10,000,000.00, AND ASSOCIATED BANKING FEES

LEAD STAFF: SHARON MILLER, DIRECTOR OF PROCUREMENT

FINANCIAL IMPACT: LINE OF CREDIT UP TO \$10,000,000.00 AND ASSOCIATED BANKING SERVICE FEES

BACKGROUND

On January 5, 2016, staff sent out a Request for Proposal (RFP) for banking services and revolving line of credit to potential qualified proposers with potential eBid vendors being notified in advance. The RFP was publicly advertised and posted on RTD's eBid website. The website notified all vendors in the eBid database that fell under the criteria of the subject solicitation. Eleven companies in total downloaded the RFP from the eBid website.

On February 8, 2016, RTD received one responsive proposal from Bank of Stockton. Follow-up with other firms revealed that they did not propose due to commitment and collateral matters.

The Selection Committee evaluated the proposals in the following areas:

- ✓ Project Understanding (20 Points)
- ✓ Project Staffing and Experience (20 Points)
- ✓ Project Work Plan (20 Points)
- ✓ Pricing (20 Points)

Bank of Stockton, a locally owned and community-focused financial institution, provided a responsive and responsible proposal for banking services and revolving line of credit. Included in the services are:

- ✓ Bank Deposit Services
- ✓ Check Disbursement Services
- ✓ Automated Clearing House Services
- ✓ Wire Transfer Services
- ✓ Online Banking Services
- ✓ Account Analysis Services
- ✓ Customer Services
- ✓ Contingency Planning
- ✓ Employee Services
- ✓ Transition of Services
- ✓ Optional/Future Banking Services
- ✓ Payment Card Acceptance/Merchant Services
- ✓ Revolving Line of Credit

The proposal included waiving of many fees for services.

RESOLUTION NO. _____
DATED: April 15, 2016

RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO BANK OF STOCKTON FOR BANKING SERVICES, A REVOLVING LINE OF CREDIT UP TO \$10,000,000.00, AND ASSOCIATED BANKING FEES

WHEREAS, on January 5, 2016, staff sent out the Request for Proposal for Banking Services and Revolving Line of Credit; and

WHEREAS, on February 8, 2016, RTD received one responsive proposal from Bank of Stockton; and

WHEREAS, staff and the Selection Committee determined that the proposal from Bank of Stockton was deemed responsive and responsible, also waiving many fees for services.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the San Joaquin RTD as follows:

- 1) That a contract be, and hereby is, awarded to Bank of Stockton for Banking Services, a Revolving Line of Credit for a total contract amount not to exceed up to a \$10,000,000.00 revolving line of credit and, associated banking fees.
- 2) That the Chair of the Board and the General Manager/CEO be, and they hereby are, authorized and directed to finalize and execute the contract with Bank of Stockton for Banking Services and a Revolving Line of Credit up to \$10,000,000.00, and associated banking fees in accordance with the Request for Proposal for Banking Services and Revolving Line of Credit dated January 5, 2016 being Solicitation No. 2016-BSARLOC-S.
- 3) That the Chair of the Board and the General Manager/CEO, acting individually, are hereby authorized and directed to execute such other agreements and amendments to this agreement, and to take such other actions as may be necessary or appropriate to carry out in the intent and purpose of this resolution.

Subject: Standing Board Committee Assignments

Page 60 of 65

RECOMMENDATION: CONCUR WITH THE STANDING BOARD COMMITTEE AND RETIREMENT BOARD ASSIGNMENTS

LEAD STAFF: DONNA DeMARTINO
GENERAL MANAGER/CEO

FINANCIAL IMPACT: NONE

DISCUSSION:

Committee and Retirement Board assignments to be distributed and finalized at the Board meeting.

BOARD STANDING COMMITTEES

FEBRUARY 1, 2016

1. City/County/Transit Liaison Committee
Members: Director Fong and Director Singh
Alternate: Director Bauer
 - a. Apprise of policy issues regarding transit in the region
2. Facilities Committee:
Members: Director Giovanetti and Director Singh
Alternate: Director Fong
 - a. Construction and Remodeling Projects
 - b. Land Needs and Site Selection Review
3. Finance and Audit Committee:
Members: Director Restuccia and Director Bauer
Alternate: Director Fong
 - a. Pre-Audit Conference
 - b. Post-Audit Conference
 - c. Budget/Financial Review
4. Personnel Committee (Human Resources)
Members: Director Giovanetti and Chair Restuccia
Alternate: Director Singh
 - a. Review and Recommend Salary Schedule
 - b. Review of Personnel Policies and Guidelines
 - c. GM's Annual Review
5. Retirement Board for Employees
Members: Chair Restuccia
 - a. Manage Retirement Plan accounts in accordance with the Retirement Plan
6. San Joaquin Council of Governments Ex-Officio
Members: Director Giovanetti
Alternate: Director Fong
 - a. Serve on the SJCOG Board as RTD's Ex-Officio representative

Note: First member listed serves as Chair

San Joaquin RTD

FINANCIAL REPORT

March 31, 2016
FISCAL YEAR 2016

San Joaquin RTD

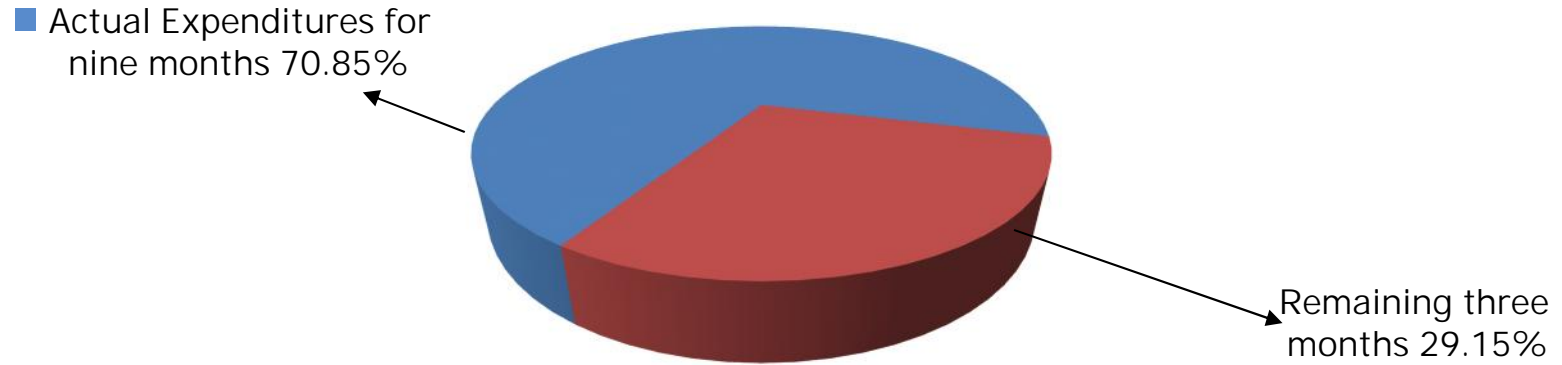
March 31, 2016

Revenue and Expense Summary	1
Graph (Total YTD Expenses vs. Annual Budget)	2
Graph (YTD Expenses Composition)	2

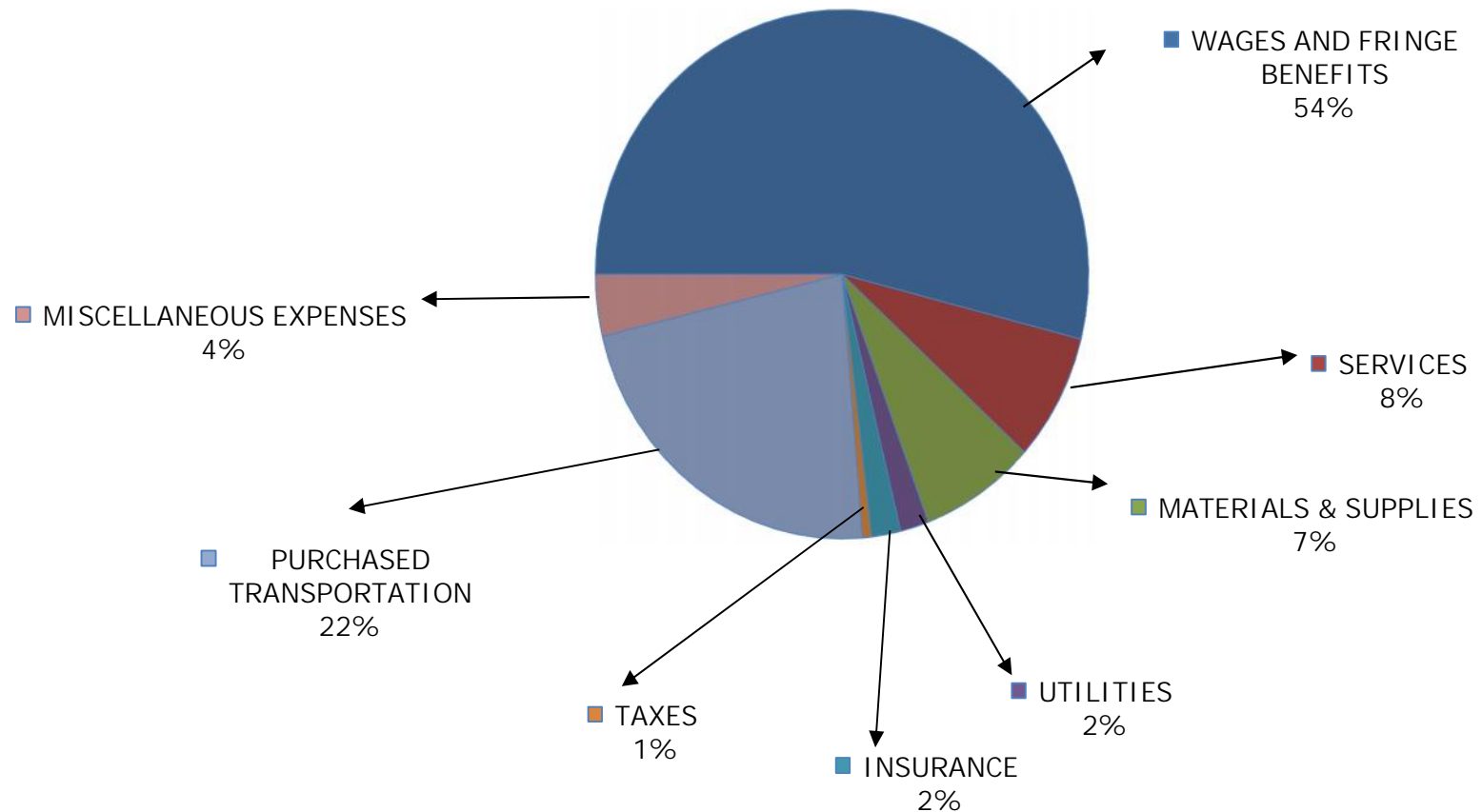
**San Joaquin RTD
Revenue & Expense Summary
Year to Date Comparison to Annual Budget
For the Period Ending March 31, 2016
(75% of Fiscal Year)**

	Annual Budget	Year to Date Amount	Annual Budget Balance	% of YTD Amount vs. Annual Budget
REVENUES				
PASSENGER FARES & SPECIAL FARES	4,507,734	3,323,057	1,184,677	73.72%
NON-TRANSPORTATION REVENUES	149,680	98,527	51,153	65.83%
FEDERAL GRANTS (5307)	4,088,601	3,066,450	1,022,151	75.00%
OTHER FEDERAL GRANTS	1,053,640	790,230	263,410	75.00%
PROPERTY TAXES	834,894	615,490	219,404	73.72%
TDA - STA	3,000,000	2,250,000	750,000	75.00%
TDA - LTF	13,525,159	10,143,870	3,381,289	75.00%
OTHER LOCAL GRANTS OPERATING	1,735,876	344,385	1,391,491	19.84%
LCTOP (State funding) low carbon	221,773	166,330	55,443	75.00%
MEASURE K	5,050,023	3,409,364	1,640,659	67.51%
TOTAL REVENUES	34,167,380	24,207,702	9,959,678	70.85%
EXPENSES				
WAGES AND FRINGE BENEFITS	18,163,516	13,059,222	5,104,293	71.90%
SERVICES	2,949,222	1,886,883	1,062,340	63.98%
MATERIALS & SUPPLIES	2,903,545	1,832,644	1,070,901	63.12%
UTILITIES	603,950	450,741	153,209	74.63%
INSURANCE	933,496	461,913	471,583	49.48%
TAXES	211,082	142,382	68,700	67.45%
PURCHASED TRANSPORTATION	7,053,591	5,458,481	1,595,109	77.39%
MISCELLANEOUS EXPENSES	1,348,977	915,435	433,542	67.86%
TOTAL EXPENSES	34,167,380	24,207,702	9,959,678	70.85%
 Net Revenue (Deficit)		(0)	(0)	

Total YTD Expenses as of March 31, 2016 (75% of Fiscal Year)



FY2016 Expenses as of March 31, 2016 (\$24,207,702)



San Joaquin RTD
Revenue & Expense Summary
Year to Date Comparison to Annual Budget
For the Period Ending March 31, 2016
(75% of Fiscal Year)

	Annual Budget	Year to Date Amount (Accrual Basis)	Year to Date Amount (Cash Basis)
REVENUES			
PASSENGER FARES & SPECIAL FARES	4,507,734	3,323,057	3,323,057
NON-TRANSPORTATION REVENUES	149,680	98,527	98,527
FEDERAL GRANTS (5307)	4,088,601	3,066,450	-
OTHER FEDERAL GRANTS	1,053,640	790,230	117,785
PROPERTY TAXES	834,894	615,490	505,949
TDA - STA	3,000,000	2,250,000	1,130,000
TDA - LTF	13,525,159	10,143,870	9,995,000
OTHER LOCAL GRANTS OPERATING	1,735,876	344,385	-
LCTOP (State funding) low carbon MEASURE K	221,773	166,330	221,773
	<u>5,050,023</u>	<u>3,409,364</u>	<u>3,357,170</u>
TOTAL REVENUES	<u>34,167,380</u>	<u>24,207,702</u>	<u>18,749,261</u>
EXPENSES			
WAGES AND FRINGE BENEFITS	18,163,516	13,059,222	12,117,936
SERVICES	2,949,222	1,886,883	1,837,283
MATERIALS & SUPPLIES	2,903,545	1,832,644	1,802,769
UTILITIES	603,950	450,741	427,480
INSURANCE	933,496	461,913	651,343
TAXES	211,082	142,382	142,382
PURCHASED TRANSPORTATION	7,053,591	5,458,481	4,905,876
MISCELLANEOUS EXPENSES	1,348,977	915,435	911,107
	<u>34,167,380</u>	<u>24,207,702</u>	<u>22,796,175</u>
TOTAL EXPENSES	<u>34,167,380</u>	<u>24,207,702</u>	<u>22,796,175</u>
Net Revenue (Deficit)	<u>(0)</u>	<u>(0)</u>	<u>(4,046,914)</u>