

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, MAY 20, 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) work days before the meeting. Requests should be sent 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 Administration, Maintenance, and Transportation Employees of the Month
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 UPDATE

- C. STATE/FEDERAL LEGISLATIVE UPDATE
 - D. FINANCIAL REPORTS
April Financial Reports provided to the Board
9. INFORMATION ITEMS
These reports are being provided for information only
- A. QUARTERLY UPDATE OF CONTRACTS AWARDED JANUARY – MARCH 2016
10. CONSENT CALENDAR
- A. RESOLUTION: MINUTES OF THE APRIL 15, 2016, REGULAR BOARD MEETING
Board approval of the April 15, 2016, Regular Board of Directors Meeting minutes
 - B. RESOLUTION: MINUTES OF THE FEBRUARY 27, 2016, SPECIAL BOARD MEETING
Board approval of the February 27, 2016, Special Board of Directors Meeting minutes
 - C. RESOLUTION: ADOPT A RESOLUTION TO AMEND RESOLUTION NO. 5639 DATED APRIL 15, 2016, PROVIDING THAT THE VICE-CHAIR OF THE BOARD SHALL SIGN IN LIEU OF THE CHAIR
 - D. RESOLUTIONS: FY 2016 UPDATE OF AUTHORIZED SIGNATURES FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK AND COUNTY FINANCIAL ACCOUNTS
 - 1. RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK OF STOCKTON PAYROLL CHECKING ACCOUNT NO. 1215024793
 - 2. RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK OF STOCKTON GENERAL CHECKING ACCOUNT NO. 1215023126
 - 3. RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK OF STOCKTON MERCHANT SAVINGS ACCOUNT NO. 1215024801
 - 4. RESOLUTION TO UPDATE THE LIST OF PERSON AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) ACCOUNTS AT SAN JOAQUIN COUNTY
11. ACTION ITEMS
- A. RESOLUTION: APPROVE THE REVISED RULES OF PROCEDURES FOR THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD)
 - B. RESOLUTION: AWARD OF A SECOND AMENDMENT TO CARL WARREN & COMPANY FOR GENERAL LIABILITY CLAIMS PROGRAM THIRD PARTY ADMINISTRATOR SERVICES FOR AN AMENDMENT AMOUNT NOT TO EXCEED \$28,975.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$194,772.25
 - C. RESOLUTION: AWARD A CONTRACT TO MISSION LINEN SUPPLY FOR MAINTENANCE UNIFORM AND SUPPLY SERVICES FOR A THREE YEAR BASE TERM, PLUS TWO ONE-YEAR OPTIONS, IN A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$197,055.63
12. QUESTIONS AND COMMENTS FROM DIRECTORS
13. 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

14. ADJOURNMENT

NOTE: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD ON **FRIDAY, JUNE 17, 2016, AT 10:00 A.M.**

DATE POSTED: MAY 17, 2016

SPECIAL PRESENTATION:

**RECOGNITION OF ADMINISTRATION, MAINTENANCE, AND
TRANSPORTATION EMPLOYEES OF THE MONTH – MARCH 2016**

LEAD STAFF:

**DONNA DeMARTINO
GENERAL MANAGER/CEO**

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."

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).

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

REPORT: GENERAL MANAGER/CEO UPDATE

**LEAD STAFF: DONNA DeMARTINO
 GENERAL MANAGER/CEO**

RTD CUSTOMER COMMENTS SUMMARY – APRIL 2016

NATURE OF CONTACT	Total Comments	Total Validated Comments	COMMENTS
EMPLOYEE COMMENDATION	1	0	RTD received three commendations for the month of April. RTD management personally thanked each commended employee. The supervisory staff recognizes these commendations at monthly VTT meetings and presents the commendations in front of other Operators.
OPERATOR COMMENDATION	2	0	
TOTAL COMMENDATIONS	3	0	
POLICE AND SECURITY	1	0	RTD staff received one comment alleging a G4S Security Officer was rude. The video showed the Security Officer acted appropriately. Staff left a message for the complainant, but has not received a return call.
BUS STOPS AND AMENITIES	1	0	RTD staff received a request for a bus bench near Saint Mary's Dining Hall. Service Development is investigating the request. Staff thanked the customer for providing their recommendation.
SERVICE IMPROVEMENTS	1	0	RTD staff received a request to extend operating hours for transit services to East Stockton and Delta College. Staff thanked the customer and forwarded the comment to Service Development staff.
HAZARDOUS OPERATION	1	0	RTD staff received one comment alleging the Route 43 Operator did not properly secure a customer in a mobility device. Staff was not able to retrieve video footage, but a Supervisor counseled the Operator about the importance of ensuring proper mobility device securement. Staff left a message for the complainant, but has not received a return call.
PASSENGER INCIDENT	1	1	RTD staff received one comment regarding a verbal altercation involving two customers. The video showed the Operator intervened to resolve the incident. Staff forwarded the video to the Stockton Police Department for possible suspension of riding privileges of the aggressor. Staff contacted the customer and explained our findings.
PASS UP	1	0	RTD staff received one comment alleging pass-up on the Route 76. Staff invalidated the comment after reviewing the video that showed the Operator arrived and departed on time – there were no potential customers waiting at the bus stop at arrival and departure. A Supervisor spoke with the complainant and informed them of our findings.
OPERATOR CONDUCT	1	1	RTD staff received one comment alleging the Route 43 Operator honked the horn at a customer and told them to "hurry up" while the customer was off-loading their

			bike. The video confirmed the comment. Staff apologized to the customer involved and explained RTD would be taking the appropriate corrective action with the Operator involved. The lead Supervisor counseled the Operator about providing excellent customer service and will continue monitoring the Operator's performance.
SCHEDULE ADHERENCE	3	0	RTD staff invalidated three comments alleging schedule adherence problems - two on the Route 40 and one for the Route 70. Staff traced the routes and reviewed the videos, which showed the Operators departed as scheduled.
OTHER	1	0	RTD received one comment alleging the Fare Vending Machine (FVM) at the HTS did not provide a fare. The customer reported the Operator on the Route 71 refused to allow them to board with the receipt and instructed the customer to seek help at the DTC. Staff at the DTC was not able to validate the customer's allegation regarding the FVM, but issued a complimentary Day Pass. The Maintenance Department reviewed all of the trouble reports from the FVMs for this day and was not able to find any records or reports matching that of this customer.
AMERICAN LOGISTICS (ALC)	0	0	RTD staff received zero comments for ALC during the month of April. This is two months in a row with zero comments received regarding ALC's performance.
TOTAL DOCUMENTED COMMENTS	14	2	

POLICE ACTIVITIES

Officer Ordaz worked 15 days; Officer Tran worked 12 days; Officer Butcher worked 21 days; Officer Jue worked 21 days. Their production statistics are listed below:

Type of Report Filed	Quantity	Type of Report Filed	Quantity	Type of Report Filed	Quantity
Felony Arrests	1	Intoxication Arrests	0	Field Interviews	257
Warrants Arrests	4	Moving Citations	4	PC 640 Citations	101
Other Arrests	0	SMC Citations	6	Misdemeanor Arrests	6
Parking Citations	2	Traffic Citations	3	Abandoned Autos	0
Other Citations	2	Vehicles Towed	2	Self-Initiated Activity	8
Calls for Service	69	Weapons Seized	0		

COMMITTEES/MEETINGS

RTD participates in conferences and meetings of the following committees and organizations:

- Air Resources Board
- American Bus Benchmarking Group (ABBG)
- American Public Transportation Association (APTA)
- Bus Coalition
- California Transportation Association (CTA)
- California Association for Coordinated Transportation (CALACT)
- CALSTART
- Southern California Regional Transit Training Consortium (SCR TTC)
- City of Stockton City Council

- City of Stockton Mayor's Task Force for Person with Disabilities
- City of Stockton – RTD Joint Action Committee (JAC)
- San Joaquin County Board of Supervisors
- San Joaquin County Smoking & Tobacco Outreach/Prevention Program (STOPP)
- San Joaquin Council of Governments (SJCOG) Board of Directors
- SJCOG Citizens Advisory Committee (CAC)
- SJCOG Interagency Transit Committee
- SJCOG Management & Finance Committee
- SJCOG Project Delivery Committee
- SJCOG Technical Advisory Committee (TAC)
- San Joaquin Regional Rail Commission (SJRRC)
- Amtrak San Joaquin Joint Powers Authority (AMTRAK SJ-JPA)
- Business Team San Joaquin
- Greater Stockton Chamber of Commerce Business Education Alliance
- Greater Stockton Chamber of Commerce Fresh Wellness Committee
- San Joaquin Business Council
- San Joaquin Partnership
- Downtown Stockton Alliance (DS)
- University Neighborhood Renaissance Committee

REPORT: STATE/FEDERAL LEGISLATIVE REPORT UPDATE

UPDATE BY: JORDAN & ASSOCIATES

STATE REPORT

Chair of Senate Transportation Committee Introduces \$6.5 Billion Funding Package for Transportation Infrastructure

On April 22, Senator Jim Beall (D-San Jose) introduced legislation (SB X1 1) that proposes new revenue measures and adjustments to fix roads, as well as transit, commuter, and intercity rail.

This transportation funding package eliminates the Board of Equalization's annual adjustment of the gas excise tax and restores the gas excise tax to pre-2015 levels by raising the rate by six cents. It also enhances the gas excise tax an additional six cents and indexes it to raise about \$1.7 billion annually. The legislation also increases the diesel excise tax by 22 cents and sales tax to 5.25 percent to generate an estimated \$900 million annually. Other revenue are raised by an annual road access fee of \$35 per vehicle, an annual \$100 fee for zero-emission vehicles, and a vehicle registration adjustment of \$35 per vehicle.

The package would also increase the Cap and Trade allocation for transit. The allocation for the Transit and Intercity Rail Capital Program would increase from 10 to 20 percent and the Low Carbon Transit Operations Program would increase from five to 10 percent. The bill provides Funding for Self-Help Counties by setting aside five percent of annual revenues to counties that adopt local sales tax measures. There is a 50-50 split between state and local agencies in the package. Commuter rail improvements would receive \$550 million.

Local transit providers would receive additional State Transit Assistance (STA) Program funding. Trade Corridors would receive 12 cents of the diesel excise tax or about \$300 million annually to support goods movement along critically important trade corridors. Transportation funding would be protected since the Legislature would be prohibited from borrowing or redirecting new revenues levied on vehicles or their use.

A summary of Senator Beall's transportation bill is below:

https://caltransit.org/cta/assets/File/SB%20X1%201%20Beall%20Fact%20Sheet_4_21_16.pdf

What this means for RTD: Senator Beall's proposal would benefit public transit overall by increasing the Cap and Trade allocation for transit. Because allocations for the Transit and Intercity Rail Capital Program and the Low Carbon Transit Operations Program would be increased, RTD would have a larger funding pool available to apply for transit projects.

California Transportation Commission (Commission) Issues 2016 State Transportation Improvement Program (STIP) Recommendations

The Commission released staff recommendations for the 2016 STIP on April 22, which is required at least 20 days prior to the Commission's adoption of the STIP. The Commission will receive comments on these recommendations and adopt the STIP at its May 19-20, 2016 meeting. The STIP must be updated every two years, and covers the five-year period from FY 2016-17 through FY 2020-21.

Based on the 2016 Fund Estimate, the STIP is over-programmed in the first three years of the STIP period by \$1.5 billion, resulting in no capacity to add new projects. This affects both the Public Transportation Account (PTA) and the State Highway Account (SHA). For rail and transit, staff recommendations include no new projects; project delegations and delays as proposed by regional agencies and Caltrans; and additional project deletions and delays. The cuts are due to a dramatic drop in gas tax revenues.

The Commission's adopted STIP may only include projects nominated by a regional agency in its Regional Transportation Improvement Program (RTIP) or by Caltrans in its Interregional Transportation

Improvement Program (ITIP).

A copy of the Commission Staff Recommendations is below:

http://www.catc.ca.gov/programs/STIP/2016_STIP/2016_STIP_Staff_Recommendations.pdf

What this means for RTD: The Commission's STIP recommendations would negatively affect RTD, since the available transit funding for San Joaquin County overall would decrease from \$3.1 million to \$2.1 million for 2016-17. No new transit projects are listed for San Joaquin County for 2016-17.

Senate Subcommittee Addresses State Transit Assistance Program

The Senate Budget Subcommittee on Resources, Environmental Protection, Energy and Transportation approved a proposal that would require the State Controller's Office to use the fourth quarter 2014-15 funding ratios and list of operators for STA allocations through 2017-2018 while stakeholders developed a long-term solution to STA allocations for 2018 and beyond.

The State Controller's Office released the 2015-16 first quarter allocations on January 14. The funds are allocated for the first quarter of Fiscal Year 2015-16 to each transportation planning agency, county transportation commission, and the San Diego Metropolitan Transit System.

The total amount allocated to all agencies for the first quarter was \$70.6 million. The payment was scheduled for January 15, 2016.

The allocations reflect a lower program funding level of \$299.4 million, which was proposed in the Governor's budget proposal. Last year's budget adopted in June 2015 included \$351.5 million for the 2015-16 STA Program.

The 2015-16 revenue has declined by \$52 million, which is due to a revised projection of incoming revenue made by the Governor's Finance Department.

The State Controller's Office first quarter allocations: http://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_1617_january16.pdf

What this means for RTD: The Senate Subcommittee proposal would benefit RTD since the funding ratios from the fourth quarter of 2014-15 would result in more transit funding being allocated to San Joaquin County.

California Public Utilities Commission (PUC) Holds Workshop on Transportation Electrification

The California PUC held a workshop on April 29 to provide guidance on the SB 350 transportation electrification applications. The Air Resources Board, the California Energy Commission, electric utilities, and the California Transit Association made presentations about their respective transportation electrification efforts and initiatives.

In 2015, the Legislature enacted SB 350, requiring widespread transportation electrification to reduce greenhouse gases. SB 350 requires that greenhouse gas emissions be reduced to 40 percent below 1990 levels by 2030 and to 80 percent below 1990 levels by 2050. SB 350 took effect on January 1, 2016.

What this means for RTD: The ruling proposes a schedule for addressing transportation electrification issues. The ruling will be finalized within 18 months. It is important for RTD to remain involved to ensure a reasonable window of time for transit to meet transportation electrification requirements.

FEDERAL REPORT

Senate Appropriations Committee Approves Transportation Spending Bill

The Senate Appropriations Committee unanimously approved the FY 2017 appropriations bill with jurisdiction over the Department of Transportation that funds federal highway, transit, and rail and safety programs.

Funding for most highway and transit programs in the bill is consistent with the authorized levels from the FAST Act, including \$44 billion for the federal aid highway program (a \$900 million increase from FY 2016) and \$9.7 billion for transit formula programs (an increase of \$386 million).

For programs funded outside the highway trust fund, the committee recommended \$2.3 billion for New Starts fixed guideway programs, an increase of \$161 million over FY 2016 that would fully fund all current Full Funding Grant Agreement transit projects. In addition, the TIGER discretionary grants program would receive \$525 million in FY 2017, an increase of \$25 million. Amtrak would receive \$1.4 billion, a \$30 million increase over current levels.

The measure also includes \$199 million in highway trust fund resources for implementation of federally mandated rail safety technology known as Positive Train Control (PTC). The Federal Railroad Administration would also receive \$50 million for rail safety projects under the new Consolidated Rail Infrastructure and Safety Improvement Grants authorized in the FAST Act. Other rail grants programs include State of Good Repair Grants that would receive \$20 million and Restoration and Enhancement Grants that would receive \$15 million.

The Senate was expected to consider the Transportation-HUD spending measure on the floor in April, after Majority Leader Mitch McConnell made a motion to proceed. However, the Senate was unable to pass the Energy & Water Appropriations, which funds Army Corps of Engineers and Department of Energy programs. Senate Democrats have moved for action on emergency funding for the Zika virus by attaching it to the Energy & Water Appropriation Bill. Senate Democrats are stalling action on spending bills, as part of a strategy to disrupt the regular appropriations process to show that the Republicans cannot govern and pass spending bills in regular order. As a result, the transportation spending bill will be delayed until at least the second week in May when Congress returns from break.

What this means for RTD: The Senate Transportation spending bill adheres to the authorized funding levels of the FAST Act, but the likelihood of another continuing resolution means short-term funding bills are expected to be passed by Congress this fall. This short-term approach to budgeting makes it difficult for RTD to implement capital projects.

APTA President Michael Melaniphy Resigns

Michael Melaniphy resigned as APTA's President and CEO on April 29. The Board of Directors has appointed Richard White, APTA's Vice President for Member Services, to lead the association as Acting President & CEO. APTA will begin a national search for the next President and CEO.

What this means for RTD: This update is informational.

FTA Announces \$22.5 Million in Low and No- Emission Transit Projects

The FTA awarded \$22.5 million to seven transit agencies in five states on April 19 through the Low and No-Emission Vehicle Deployment Program (LoNo). This will fund transit buses and facilities that utilize battery-electric, fuel cell, and other innovative technologies to reduce greenhouse gas emissions.

A list of the grant recipients: <https://www.transit.dot.gov/funding/grants/fiscal-year-2015-low-and-no-emission-vehicle-deployment-program-projects>

What this means for RTD: This announcement is informational.

FTA to Fund State, Local Mobility-on-Demand Projects for Transit

The FTA will begin giving millions of dollars to state and local transportation agencies the first week of May to launch mobility-on-demand demonstration projects. The program is called the Mobility on Demand (MOD) Sandbox. FTA has indicated the funding level will be \$8 million.

The Administration is looking for projects where a lead agency has at least one partner involved, whether in the public or private sector, or a research institution.

The purpose is to demonstrate and evaluate innovative approaches to mobility-on-demand solutions with a public transportation framework.

What this means for RTD: The MOD Sandbox program may be a mechanism for RTD to attract additional passengers, since the intent is to complement the Uber ride-sharing service that is prevalent in many communities, including San Joaquin County.

San Joaquin RTD

FINANCIAL REPORT

April 30, 2016
FISCAL YEAR 2016

San Joaquin RTD

April 30, 2016

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

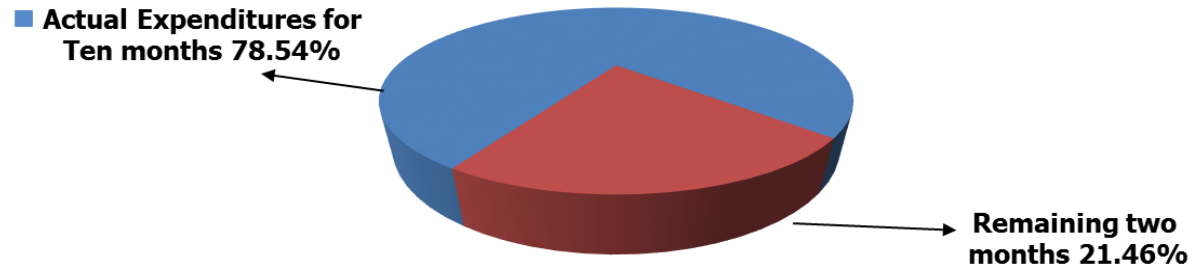
**San Joaquin RTD
Revenue & Expense Summary
Year to Date Comparison to Annual Budget
For the Period Ending April 30, 2016
(83.3% of Fiscal Year)**

	Annual Budget	Year to Date Amount (Accrual Basis)	Annual Budget Balance	% of YTD Amount vs. Annual Budget	Year to Date Amount (Cash Basis)
REVENUES					
PASSENGER FARES & SPECIAL FARES	4,507,734	3,643,687	864,047	80.83%	3,323,057
NON-TRANSPORTATION REVENUES	149,680	114,133	35,547	76.25%	98,527
FEDERAL GRANTS (5307)	4,088,601	3,407,167	681,434	83.33%	-
OTHER FEDERAL GRANTS	1,053,640	878,033	175,607	83.33%	117,785
PROPERTY TAXES	834,894	685,064	149,830	82.05%	903,027
TDA - STA	3,000,000	2,500,000	500,000	83.33%	1,130,000
TDA - LTF	13,525,159	11,270,967	2,254,192	83.33%	10,995,000
OTHER LOCAL GRANTS OPERATING	1,735,876	361,819	1,374,057	20.84%	361,819
LCTOP (State funding) low carbon	221,773	184,811	36,962	83.33%	221,773
MEASURE K	5,050,023	3,788,184	1,261,840	75.01%	4,543,629
TOTAL REVENUES	34,167,380	26,833,864	7,333,516	78.54%	21,694,618
EXPENSES					
WAGES AND FRINGE BENEFITS	18,116,208	14,472,805	3,643,402	79.89%	14,448,146
SERVICES	3,001,030	2,102,656	898,375	70.06%	1,910,013
MATERIALS & SUPPLIES	2,900,045	2,015,276	884,769	69.49%	1,977,338
UTILITIES	603,950	502,263	101,687	83.16%	468,105
INSURANCE	933,496	518,085	415,411	55.50%	736,109
TAXES	211,082	154,264	56,818	73.08%	152,982
PURCHASED TRANSPORTATION	7,053,591	6,054,735	998,856	85.84%	4,982,502
MISCELLANEOUS EXPENSES	1,347,977	1,013,779	334,198	75.21%	1,006,588
TOTAL EXPENSES	34,167,380	26,833,864	7,333,516	78.54%	25,681,784
Net Revenue (Deficit)	0	0	0		(3,987,166)

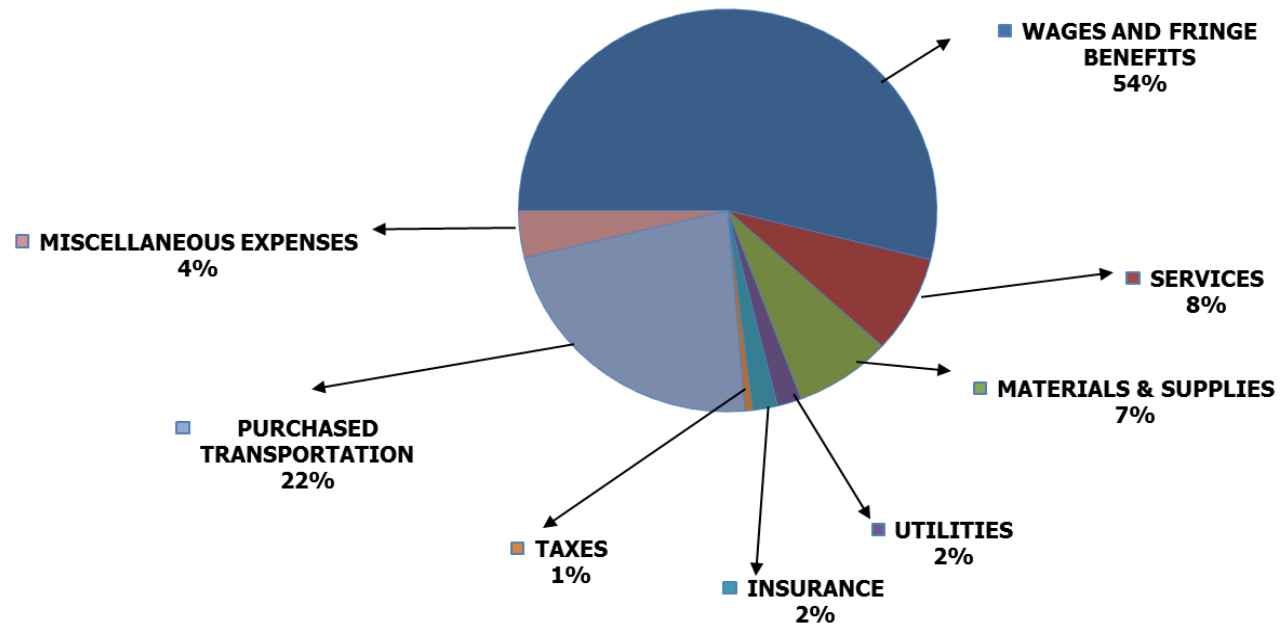
Funds Used to bridge the cash shortfall:

LCTOP funds	36,962
Prior Year TDA funds	3,450,204
Bank of Stockton Line of credit	500,000
	<u>3,987,166</u>

Total YTD Expenses as of April 30, 2016 (83.3% of Fiscal Year)



FY2016 Expenses as of April 30, 2016 (\$26,833,864)



INFORMATION ONLY:

CONTRACTS AWARDED JANUARY – MARCH 2016

LEAD STAFF:

**SHARON MILLER
DIRECTOR OF PROCUREMENT**

FINANCIAL IMPACT:

**UP TO \$1,826,310.97 OPERATING AND CAPITAL AS
INCURRED (MULTI-YEAR)**

BACKGROUND:

Per Section 2.3 – Organizational Structure, of the San Joaquin Regional Transit District (RTD) Procurement Manual, RTD shall present to the Board of Directors a report summarizing contracts awarded within the General Manager/CEO's authority on a periodic basis, no less than quarterly.

DISCUSSION:

Attached for the Board's information, is a list of RTD's awarded contracts for the period January 1, 2016 through March 31, 2016.

QUARTERLY UPDATE OF CONTRACTS AWARDED JANUARY – MARCH 2016

Award Date	Contract Number	Title	Company	Location	Award Amount	Contract Begins	Contract Ends	Funding	DBE
3/24/2016	2016-007-C	DTC Passenger Loading Zone Light Replacement	Bockmon Woody Electric Co., Inc.	Stockton, California	\$23,153.00	4/18/2016	5/18/2016	100% State	
3/23/2016	2016-P118054	Spears Annual Maintenance Support	Infor Public Sector, Inc.	Rancho Cordova, California	\$50,562.97	7/1/2016	6/30/2017	100% Operating	
3/21/2016	2016-002-S	Data Analysis Management Consulting	TransTrack Systems	Long Beach, California	\$79,928.00	4/1/2016	9/30/2017	100% Operating	36728 CF
3/2/2016	2016-P118055-S	eBid User Licenses	eBid Systems, Inc.	Bainbridge Island, Washington	\$18,000.00	4/1/2016	3/31/2017	100% Operating	
2/29/2016	2014-004-R	Maintenance Services for Department of Corrections Vehicles	California Department of Corrections	Sacramento, California	\$0.00	3/1/2016	2/28/2017	Revenue Contract	
* 2/19/2016	2016-003-S	Fiscal Year Audit Services	Vasquez and Company LLP	Los Angeles, California	\$209,867.00	3/1/2016	2/28/2019 + 2 option years	100% Operating	
* 2/19/2014	2016-001-S	RTD Legal Services	Al Warren Hoslett	Stockton, California	\$1,425,000.00	3/1/2016	2/28/2021	100% Operating	
1/5/2016	2016-P117923-S	SugarCRM	Technology Advisors, Inc.	Cupertino, California	\$19,800.00	1/28/2016	6/30/2016	100% State	

* Board Awarded

TOTAL CONTRACT AWARDS \$1,826,310.97

NOTE: The Contract dollars represents a "not to exceed" amount. Final amount to be paid will be based on actual work requested and executed.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT
HELD ON FRIDAY, APRIL 15, 2016

The Board of Directors of the San Joaquin Regional Transit District (RTD) held a Regular Meeting at 10:00 a.m. on Friday, April 15, 2016, in the Boardroom of RTD's Downtown Transit Center, 421 East Weber Avenue, Stockton, California.

1. CALL MEETING TO ORDER Chair Michael Restuccia called the meeting to order at 10:04 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
Joni Bauer
Absent: None

Staff Present

Donna DeMartino, General Manager/CEO
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
Nancy Braxton, Executive and Board Support
Terry Williams, Marketing Manager
Moorea Warren, Customer Engagement Manager
Jim Paice, MV Transportation
Doug Smith, Facilities Supervisor
Roberta Paoletti, Customer Information Supervisor
Ravi Sharma, Finance Senior Specialist Nancy
Antonio, Safety and Risk Specialist
Max Cao, Marketing Specialist
Boldero In, Grants Analyst
Daniela Romero, Mobility Analyst
Merab Talamantes, Executive and Board Support Analyst
Sunny Pannu, Human Resources Specialist

Members of the Public Who Indicated They Were Present

Becky Thornton
Deborah Gurley
Alan Wagner

6. SPECIAL PRESENTATIONS

A. EMPLOYEES OF THE MONTH

Special recognition was given to Procurement Analyst Adriana De Borba, Administration Employee of the Month for February; Mechanic Sal Debudey, Maintenance Employee of the Month for March.

B. EMPLOYEE SPECIAL RECOGNITION

Special recognition was given to Office Assistant II, Jennie Felix, for her awareness and commitment to creating a safe and responsible environment for our employees, our customers, and our community.

7. PUBLIC COMMENT

Becky Thornton reported challenges with the Dial-A-Ride Service. Chair Restuccia asked Operations Director Norm Tuitavuki to assist Becky with her concerns.

Alan Wagner, President, ATU Local 276, expressed concerns about (a) Cheryl Ross not being listed on the website as a member of the RTD Retirement Board, (b) being denied the day off to attend a former employee's funeral, and (c) his request that item 9D be pulled from the Consent Calendar pending questions regarding employees that are placed on administrative leave without pay. Alan also wanted to thank the Board for giving him the opportunity to attend and express comments at the Special Board Meeting held on February 27, 2016; he appreciated the Board taking his comments into consideration and feels the Board has the District's best interest at heart.

Deborah Gurley expressed concerns about the security guards requesting her to show her proof of fare, and thanked RTD for implementing the new Sapling Clock System.

8. REPORTS

A. MV REPORT

On behalf of MV General Manager Susanna Sanchez, MV Operations Manager Jim Paice reported on February and March events, which included: a Maintenance department safety meeting on the topic lock-out-tag-out, a Driver Appreciation Day, and a BBQ for all employees.

B. GENERAL MANAGER/CEO REPORT

The General Manager/CEO:

- RTD is currently making changes to and reformatting the General Manager's Report. The customer comments report will now be automated through the new SugarCRM application. This customer relations management system will provide a robust and centralized system for RTD to enhance its connection to riders, transit partners, and the community. Due to the large number of meetings and activities attended by RTD staff, a list of these will be provided without a summary of events. Summaries of these meetings and activities will be provided upon request.

- In an effort to keep RTD buses, employees, and customers synchronized and on time, RTD has implemented a new Sapling Clock System. Director of Facilities, Wendell Krell, was asked to summarize this new system. Twelve clocks have been added in the loading area at the DTC, two clocks in the lobby of the DTC, and one clock over doorframes in each room at the DTC. Each clock is networked on a central system, connected to the internet to keep each clock updated hourly.
- This is the second consecutive year RTD has participated in the Asparagus Festival with the current format. Director of Service Development, Nate Knodt, was asked to summarize for the Board, RTD's participation. RTD worked with the Festival Committee and Delta College to provide special extended bus service to and from the festival, discount fares into the festival, and free parking.

C. STATE/FEDERAL LEGISLATIVE REPORT UPDATE

The General Manager/CEO provided a written report to the Directors in the Board package.

9. CONSENT CALENDAR

Chair Restuccia removed from the Consent Calendar Item D, the approval of a Revised RTD Prohibited Workplace Behavior Policy for RTD. Chair Restuccia then asked for approval of the remaining items on the Consent Calendar.

- A. RESOLUTION: MINUTES OF THE FEBRUARY 19, 2016 REGULAR BOARD MEETING
Resolution No. 5623: Board approval of the February 19, 2016, Regular Board of Directors Meeting Minutes

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

- B. RESOLUTION: AUTHORIZING THE NECESSARY ACTIONS TO OBTAIN FINANCIAL ASSISTANCE THROUGH THE FY 2016 TRANSIT SYSTEM SAFETY, SECURITY, AND DISASTER RESPONSE ACCOUNT (TSSSDRA) PROGRAM
Resolution No. 5624: 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

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

C. RESOLUTIONS: FY 2016 GRANTS

1. RESOLUTION TO AUTHORIZE THE FILING OF FY 2016 GRANT APPLICATIONS UNDER THE FEDERAL TRANSIT ACT
Resolution No. 5625: Board approval to authorize the filing of FY 2016 grant applications under the Federal Transit Act

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5626: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5627: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5628: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5629: Board approval to authorize the filing of an application with the Department of Transportation (DOT) for FY 2016 Section 5310 grant under the Federal Transit Act

ACTION: MOTION: CHAIR RESTUCCIA

SECOND: VICE-CHAIR FONG

Roll Call:

AYES: Bauer, Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5630: Board approval to authorize the filing of applications with the U.S. Department of Transportation (DOT) for FY 2016 Section 5311(f) grant under the Federal Transit Act

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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 Resolution No. 5631: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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) Resolution No. 5632: Board approval 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)

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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 Resolution No. 5633: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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) Resolution No. 5634: Board approval 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)

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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)
Resolution No. 5635: Board approval 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)

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5636: Board approval 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

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

Chair Restuccia next called for consideration and approval of item 9D on the Consent Calendar.

- D. RESOLUTION: APPROVE A REVISED RTD PROHIBITED WORKPLACE BEHAVIOR POLICY OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) INCORPORATING 2016 CHANGES TO CALIFORNIA REGULATIONS
Resolution No. 5637: Board approval of the Revised RTD Prohibited Workplace Behavior Policy incorporating 2016 changes to California regulations

Legal Counsel-Employee and Labor Relations Manager Kent Bradbury informed the Board that the Workplace Behavior Policy needed revisions to be compliant with California State Law. Kent informed Alan Wagner that with the 2016 revisions of the Workplace Behavior Policy there have been no changes that would affect employees that have been placed on administrative leave pending an investigation.

Director Singh inquired as to whether there was language in the Policy that designated a contact person for an employee with concerns or complaints.

Kent explained that in addition to the Work Place Behavior Policy, RTD also has an EEO Policy that identifies himself as the EEO contact for employees with concerns or complaints.

Chair Restuccia asked if Alan had any further questions. He responded no.

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

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
Resolution No. 5638: 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

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

Chair Restuccia advised the Board that he may have a conflict with respect to this matter and therefore recused himself and left the room. Vice-Chair Fong assumed the role of Chair of the meeting.

- 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
Resolution No. 5639: Board approval to award a 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

ACTION: MOTION: VICE-CHAIR FONG SECOND: DIRECTOR BAUER
Roll Call:
AYES: Bauer, Giovanetti, Singh, Fong NAYES: ABSTAIN: ABSENT: Restuccia

Chair Restuccia returned to the meeting.

11. DISCUSSION ITEMS

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

ACTION: MOTION: CHAIR RESTUCCIA SECOND: VICE-CHAIR FONG
Roll Call:
AYES: Bauer, Fong, Giovanetti, Singh, Restuccia NAYES: ABSTAIN: ABSENT:

12. INFORMATION ITEMS

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

13. QUESTIONS AND COMMENTS FROM DIRECTORS

14. CLOSED SESSION

Chair Restuccia announced that there would be no Closed Session.

15. ADJOURNMENT

Chair Restuccia adjourned the meeting at 11:22 a.m.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO APPROVE THE REGULAR BOARD MEETING MINUTES
OF THE REGULAR MEETING OF APRIL 15, 2016

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the minutes of the Regular Meeting of APRIL 15, 2016, be approved.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT
FRIDAY, FEBRUARY 27, 2016

The Board of Directors of the San Joaquin Regional Transit District (RTD) held a Special Meeting at 8:00 a.m. on Friday, FEBRUARY 27, 2016, IN THE BOARDROOM OF RTD'S DOWNTOWN TRANSIT CENTER, 421 E. WEBER AVENUE, STOCKTON, CALIFORNIA.

1. CALL MEETING TO ORDER Vice-Chair Les Fong called the meeting to order at 8:12 a.m.

2. MOMENT OF SILENCE/REFLECTION

3. ROLL CALL Present: Michael Restuccia
Les Fong
Gary Giovanetti
Balwinder T. Singh

Absent: Joni Bauer
Chair Restuccia arrived during roll call

Staff Present

Donna DeMartino, General Manager/CEO
Gloria Salazar, Assistant General Manager/CFO
Teresa Evans, Executive and Board Support Manager
Al Hoslett, Legal Counsel

Members of the Public Who Indicated They Were Present

Alan Wagner

6. PUBLIC COMMENT

Alan Wagner, President, ATU Local 276, expressed concerns about maintenance on the Hopper, increasing the Hopper service, and informed the Board about two webinars pertaining to blind spots on buses.

7. CONSENT CALENDAR

A. RESOLUTION: MINUTES OF THE FEBRUARY 27, 2016 REGULAR BOARD MEETING
Resolution No. 5617: Board approval of the February 27, 2016, Regular Board of Directors Meeting minutes

ACTION: MOTION: DIRECTOR FONG

SECOND: DIRECTOR SINGH

Roll Call:

AYES: Fong, Giovanetti, Singh, Restuccia

NAYES: ABSTAIN: ABSENT: Bauer

10. DISCUSSION ITEMS

- (1) Strategic Planning for FY 2017
- (2) RTD Projects
- (3) Projected Revenues for FY 2017

General Manager Donna DeMartino gave an overview of the FY 2017 Strategic Plan. Chair Restuccia and Director Giovanetti would like the General Manager/CEO to provide the City Councils in San Joaquin County an annual or bi-annual overview of RTD, who RTD's customers are, and why the service is important.

Vice-Chair Fong would like RTD to look into the San Joaquin County Office of Education Programs to explore opportunities to exchange services and build partnerships.

The General Manager/CEO informed the Board that RTD is implementing a Vanpool Service Program and Volunteer Driver Program. RTD is also looking into becoming an approved medicare provider to expand services at the lowest possible cost. RTD is continuously negotiating to develop a more sustainable retirement plan, creating and developing a Safety Management System Plan, planning and implementing the Martin Luther King (MLK) and Crosstown Metro Express Corridors, developing more marketing outreach plans to increase ridership, and developing and implementing an employee pass programs to increase revenue.

Director Giovanetti would like RTD's FY 2017 Strategic Plan to state, "Actively promote RTD Services to Regional Governing Boards and Chambers of Commerce," under Community Relations.

13. QUESTIONS AND COMMENTS FROM DIRECTORS

14. CLOSED SESSION

Chair Restuccia announced that there would be no closed session.

15. ADJOURNMENT

Chair Restuccia adjourned the meeting at 11:14 a.m.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO APPROVE THE SPECIAL BOARD MEETING MINUTES
OF THE SPECIAL MEETING OF FEBRUARY 27, 2016

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the minutes of the Special Meeting of FEBRUARY 27, 2016, be approved.

STAFF RECOMMENDATION: **ADOPT RESOLUTION TO AMEND RESOLUTION NO. 5639
DATED APRIL 15, 2016, PROVIDING THAT THE VICE-
CHAIR OF THE BOARD SHALL SIGN IN LIEU OF THE
CHAIR**

LEAD STAFF: **DONNA DeMARTINO
GENERAL MANAGER/CEO**

FINANCIAL IMPACT: **NONE**

DISCUSSION:

On Friday, April 15, 2016, the Board approved a resolution authorizing the Chair of the Board and the General Manager/CEO to sign on San Joaquin Regional Transit District's agreements with the Bank of Stockton. This proposed resolution replaces the Chair of the Board with the Vice-Chair, to sign such agreements for 2016.

This is due to the Chair of the Board's provision of audit services for the Bank of Stockton. In the future, this responsibility may be transferred back to the Chair of the Board.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO AMEND RESOLUTION NO. 5639 DATED APRIL 15, 2016, PROVIDING THAT THE VICE-CHAIR OF THE BOARD SHALL SIGN IN LIEU OF THE CHAIR

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) that, effective May 20, 2016, resolution no. 5639 shall and hereby is amended to provide that all documents associated with the Bank of Stockton shall be signed by the Vice-Chair of the Board and the General Manager/CEO. Both signatures are required.

This resolution supersedes and cancels any prior resolution involving subject matter of this resolution.

STAFF RECOMMENDATION: **ADOPT RESOLUTIONS TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN ON SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK AND COUNTY FINANCIAL ACCOUNTS**

LEAD STAFF: **DONNA DeMARTINO
GENERAL MANAGER/CEO**

FINANCIAL IMPACT: **NONE**

DISCUSSION:

It is necessary to update the list of persons authorized to sign for San Joaquin Regional Transit District's (RTD) various Bank and County financial accounts.

Please see attached resolutions.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) ON BANK OF STOCKTON PAYROLL CHECKING ACCOUNT NO. 1215024793

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) that the list of persons authorized to sign checks for the Payroll Account, No. 1215024793, be, and hereby is, updated, effective May 20, 2016, to include those persons listed below. Two signatures are required.

- Donna DeMartino
General Manager/CEO
- Gloria Salazar
Assistant General Manager/CFO
- George Lorente
Grants Manager
- Virginia Alcayde
Finance Manger

The use of financial system electronic signature with the signatures of the General Manager and the Chief Financial Officer may be used as a means of signing payroll checks.

This resolution supersedes and cancels any prior resolutions involving subject matter of this resolution.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) ON BANK OF STOCKTON GENERAL CHECKING ACCOUNT NO. 1215023126

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) that, effective May 20, 2016, the list of those persons authorized to sign for RTD's Bank Checking General Account No. 1215023126, be, and hereby is, updated to include those persons listed below. Two signatures are required.

- Donna DeMartino
General Manger/CEO
- Gloria Salazar
Assistant General Manager/CFO
- George Lorente
Grants Manager
- Virginia Alcayde
Finance Manager

The use of financial system electronic signature with the signatures of the General Manager and the Chief Financial Officer may be used as a means of signing accounts payable checks.

This resolution supersedes and cancels any prior resolutions involving subject matter of this resolution.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) ON BANK OF STOCKTON MERCHANT SAVINGS ACCOUNT NO. 1215024801

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) that, effective May 20, 2016, the list of those persons authorized to sign for RTD's Bank Savings Account No. 1215024801, be, and hereby is, updated to include those persons listed below. Two signatures are required.

- Donna DeMartino
General Manager/CEO
- Gloria Salazar
Assistant General Manager/CFO
- George Lorente
Grants Manager
- Virginia Alcayde
Finance Manager

This resolution supersedes and cancels any prior resolution involving subject matter of this resolution.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL
TRANSIT DISTRICT (RTD) ON ACCOUNTS AT SAN JOAQUIN COUNTY

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District (RTD) that, effective May 20, 2016, the lists of those persons authorized to sign on RTD's Accounts at San Joaquin County be updated as follows:

Funds at San Joaquin County Treasury

Requisitions requesting issuance of all warrants (except for capitalized items) and/or letters transferring money from one account to another shall require any two of the following authorized signatures:

1. Donna DeMartino, General Manager/CEO
2. Gloria Salazar, Assistant General Manager/CFO
3. George Lorente, Grants Manager
4. Virginia Alcayde, Finance Manager

Requisitions withdrawing funds from the following:

- a) General Fund – Account No. 55901
- b) Local Transportation Fund – Account No. 55977
- c) State Transit Assistance Fund – Account No. 55978 d) Proposition 1B – General – Account No. 55956
- e) Proposition 1B – Homeland Security – Account No. 55957 f) Measure K Funds – Account No. 55976
- g) Escrow IFB Bond Contract – Account No. 55953 h) County Area Transit – Fuel – Account No. 55974
- i) Catastrophic Reserve Fund – Account No. 55984 j) Other Reserves – Account No. 55988

Shall require any two of the following authorized signatures:

1. Donna DeMartino, General Manager/CEO
2. Gloria Salazar, Assistant General Manager/CFO
3. George Lorente, Grants Manager
4. Virginia Alcayde, Finance Manager

This resolution supersedes and cancels any prior resolution involving subject matter of this resolution.

RECOMMENDATIONS: **APPROVE THE REVISED RULES OF PROCEDURE FOR THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT**

LEAD STAFF: **DONNA DEMARTINO
GENERAL MANAGER/CEO**

FINANCIAL IMPACT: **NONE**

BACKGROUND:

Section 5.01 of the RTD Rules of Procedure provides that the Rules of Procedure may be amended (a) upon the written request to the Secretary by the Chairperson, (b) with at least seven days' prior written notice of the intent to alter and/or amend the Rules has been given by the Secretary to all Directors, and (c) the amendment has been approved by a majority vote of the members of the Board of Directors.

DISCUSSION:

The Chair proposes that Article V of RTD's Rules of Procedure be amended to add thereto the following new Rule 5.03:

Rule 5.03- Protocol for Requesting Information from Independent Contractors

The purpose of this protocol is to ensure accuracy, consistency, and transparency of information provided to the members of the RTD Board. This protocol will ensure that all members of the RTD Board are aware of any and all information requested and received by any board member.

- 1) Board members may request information from RTD's independent contractors during the regular or special board meeting. The General Manager/CEO will provide information requested to all board members.
- 2) A board member wishing information outside of the RTD Board meeting will direct the request to the General Manager/CEO. The General Manager/CEO will provide the information requested to all members of the RTD Board.

**RULES OF PROCEDURE FOR THE
SAN JOAQUIN REGIONAL TRANSIT DISTRICT**

ARTICLE I

GENERAL PROVISIONS

Rule 1.01 - Purpose

These Rules of Procedure for the San Joaquin Regional Transit District (RTD) are adopted pursuant to the authority set forth in Public Utilities Code, Sections 50071 and 50087, for the purpose of providing for the conduct of the business of RTD.

Rule 1.02 - Conflict with Law

In the event that these Rules of Procedure should now or at any time in the future be in conflict either with the San Joaquin Regional Transit District Act, as amended, found in the California Public Utilities Code commencing with Section 50,000, or with the Ralph M. Brown Act, as amended, found in the California Government Code, commencing with Section 54950, then and in such event those statutory provisions shall supersede these Rules of Procedure.

ARTICLE II

BOARD OF DIRECTORS

Rule 2.01 - Purpose of the Board

The Board of Directors, within the authority granted by statute, shall control and guide the operation of RTD as the policy-making body. (See Public Utilities Code, Section 50086)

Rule 2.02 – Authority

The government of RTD shall be vested in a Board of Directors, composed of five members. Two of the Directors shall be appointed by the Board of Supervisors of the County of San Joaquin. Two of the Directors shall be appointed by the City Council of the City of Stockton. The Board of Supervisors, together with five members of the City Council appointed by the Mayor, shall constitute a Board of Election which, by a majority vote, shall appoint the fifth Director.

Rule 2.03 - Compensation of Board Members

The Board of Directors may provide, by ordinance or resolution, that each Director shall receive for attendance at the meetings of the Board of Directors the sum of one hundred dollars (\$100) per meeting, but not to exceed one hundred dollars (\$100) in any calendar month. The Directors shall be allowed such necessary travel and other expenses incurred in the performance of their duties as authorized by the Board.

Rule 2.04 - Attendance By Directors

The effectiveness of the Board of Directors is directly related to the regular participation of each Board member in each and all regular and special meetings of the Board. Each Board member shall make every reasonable effort to attend all Board meetings and to be prepared to discuss and consider the items on the Agenda.

As a courtesy to other Board members, Directors shall notify the General Manager/CEO at the earliest possible time if they will be unable to attend any meeting of the Board or any scheduled Committee meeting, indicating the reason(s) for their non-attendance at such meeting.

Rule 2.05 - Presiding Officer

The Presiding Officer shall maintain order and decorum and decide questions of procedure, subject to the advice of RTD's Legal Counsel, and subject to the right of the Board of Directors to override such decision by majority vote. The Presiding Officer shall call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by these Rules of Procedure and the laws of the State of California.

Rule 2.06 - Powers and Duties of Directors

The powers and duties of the Directors are specifically set forth in Article 3 of Chapter 3 of Part 5 of the Public Utilities Code, commencing with Section 50070.

Rule 2.06.1 - Policy

The Board of Directors shall establish all policy for RTD.

Rule 2.06.2 - Relationship to Staff

All instructions, demands, or directions to RTD staff shall be made by the Board of Directors to the General Manager/CEO. Nothing cited in either the law or these Rules of Procedure shall be deemed to provide for or contain any language authorizing an individual Director or the Board of Directors to instruct, direct, or make demands, specifically or by innuendo, of any person employed by RTD.

Rule 2.07 - Conflict of Interest

Directors may not place themselves in a position in which personal interest may conflict with public duty. A public office is a trust conferred by the public. The duties of that office must be exercised with fairness and impartiality. The good faith of the Director is not a consideration, for the policy exists to prevent a Director from being influenced by anything other than the public good.

Each Director shall file a Statement of Economic Interests in accordance with RTD's Conflict of Interest Code and complete Ethics training, in accordance with the provisions of the laws of the State of California.

ARTICLE III

MEETINGS

Rule 3.01 - Open Meetings

All meetings of the Board of Directors and all meetings of the committees of the Board shall be open to the public, excepting as otherwise provided for or allowed by law.

Rule 3.02 - Place of Meeting

Unless otherwise directed by the Board, all meetings of the Board of Directors shall be held in the Board Room of RTD'S Downtown Transit Center, 421 East Weber Avenue, Stockton, California.

Rule 3.03 - Regular Meetings

Regular Meetings shall be held at such date and time each month as established by resolution as from time to time adopted by the Board of Directors. If the regular meeting date shall fall upon a legal holiday, that meeting shall be held on the next succeeding business day.

Rule 3.04 - Special Meetings

Upon request to the Secretary at any time either by the Chairperson or by majority of the members of the Board pursuant to Government Code Section 54956, the Secretary shall give notice of Special Meetings by delivering personally or by mail, to be delivered and received at least twenty-four hours before the time of such meeting, a written notice to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing. The Notice of Special Meeting shall also be posted at least twenty-four hours before the time of the meeting in accordance with Rule 3.07.1. The notice of the Special Meeting shall specify the date, time, and place of the Special Meeting and the business to be transacted.

No other business shall be transacted. If the time and/or place of the meeting are not stated, it shall be commenced at the time and/or place of Regular Meetings.

Rule 3.05 - Adjourned Meetings

Any regular, adjourned regular, special or adjourned special meeting may be adjourned to meet again at a specific date, time, and place. Less than a quorum of Directors present may adjourn the meeting. If all Directors are absent, the Secretary of the Board may adjourn any meeting to a specific date, time, and place. If no time or place is specified in the order of adjournment, then the meeting shall be commenced at the time and place established for regular meetings.

The Notice of Adjournment shall be posted within twenty-four hours of the adjournment in accordance with Rule 3.07.1. If all of the Directors are absent, the Notice of Adjournment shall also be served as required for a Special Meeting.

Rule 3.06 - Agenda

At least seventy-two hours before each Regular Meeting and each Adjourned Regular Meeting, the Secretary shall cause the Agenda for the meeting to be posted in accordance with Rule 3.07.1 and to be distributed to each Board Member and to each local newspaper of general circulation, radio or television station, and member of the public requesting the agenda in writing.

Rule 3.06.1 - Agenda Items

Except as provided in the Ralph M. Brown Act (California Government Code, Sections 54950 et seq.) only those items listed on the Agenda as posted may be considered and acted upon by the Board of Directors at its meeting.

Rule 3.06.2 – Consent Agenda

Consent Agenda Items will be considered together and approved on a single motion. Items may be removed from the Consent Agenda for separate consideration, if requested before approval of the Consent Agenda. Discussion items will be considered separately.

Rule 3.06.3 - Additions to Agenda

Notwithstanding Rule 3.06.1, the Board of Directors may take action on items of business not

appearing on the posted agenda, pursuant to Section 54954.2 of the Government Code, under any of the following circumstances:

- (a) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists; or
- (b) Upon a determination by a two-thirds vote of the Board of Directors, or if less than two-thirds of the Directors are present, a unanimous vote of those Directors present, that the need to take action arose subsequent to the Agenda being posted; or
- (c) The item was posted for a prior meeting of the Board, occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

3.06.4 - Public Inspection of Agenda File

The Secretary shall maintain an Agenda File for Public Inspection, which shall include copies of all proposed resolutions, correspondence, reports, memoranda, and/or miscellaneous materials provided to the Directors with their Agenda in advance of the meeting or handed to the Directors during the meeting. Said Agenda File shall be available for public inspection in advance of and during meetings of the Board of Directors.

Rule 3.07 - Notice to Public

In accordance with Section 54954.1 of the Government Code, the Secretary shall cause notice of every regular meeting and of any special meeting called at least one week prior to the date set for the meeting to be mailed to any person who has filed a written request for that Notice. Such Notice shall be mailed within a reasonable time prior to the date of the meeting.

Rule 3.07.1 – Posting of Agenda and Other Notices

All Notices and Agenda required to be posted by these Rules of Procedure or by law shall be posted (i) on RTD's Public Bulletin Board at its Downtown Transit Center, (ii) on RTD's website, and (iii) at such other location as may be required by law.

Rule 3.08 - Order of Business

The order of business for all meetings of the Board of Directors shall be established by the Presiding Officer in consultation with the General Manager/CEO. The order of business, as set forth in the agenda, may be subject to change. Members of the Board of Directors may submit to the General Manager/CEO, at least ten (10) days before the date of any Regular Meeting and five (5) days before the date of any Special Board Meeting, requests for items to be placed on the Agenda.

Rule 3.09 - Quorum and Voting

A majority of the Board shall constitute a quorum for the transaction of business.

Unless otherwise required by law, all ordinances, resolutions, and motions shall be adopted only upon the affirmative votes of a majority of the Directors. All Directors, including the Presiding Officer of the Board, shall vote on all matters coming before the Board, unless otherwise restricted from voting.

Rule 3.10 - Closed Sessions

A Closed Session shall be held only during a Regular or Special Meeting of the Board of Directors, in full compliance with these Rules of Procedure and in accordance with the disclosure provisions of the Ralph M. Brown Act. As applicable and in accordance with the Ralph M. Brown Act, disclosure on the Agenda under the topic of "Closed Session" shall indicate one or more of the following topics to be discussed:

- Personnel Matters
- Pending Litigation
- Real Estate Negotiations
- Labor Negotiations

In accordance with the Ralph M. Brown Act, RTD's Legal Counsel shall report at a public meeting any action taken by the Board of Directors during the Closed Session and the roll call vote thereon.

Rule 3.11 - Public Hearings

All matters set for public hearing before the Board shall be heard in accordance with the provisions of this Rule.

Rule 3.11.1 – Changes in Rates and Service

Any public hearing held in connection with changes in the service to be provided by RTD and/or with the rates and charges to be set for RTD's services shall be conducted substantially as follows:

- (a) The matter set for hearing shall be announced by the Presiding Officer at the time set for commencement of the hearing.
- (b) Staff reports on the matter shall be presented to the Board and to those in attendance at the hearing.
- (c) The Presiding Officer shall open the public hearing and invite those individuals who wish to speak on the matter to address the Board.
- (d) Persons addressing the Board shall identify themselves by name and address, and shall speak into the microphone, addressing their remarks to the Board. Only one person shall speak at a time, and a courteous and orderly hearing shall prevail. Comments shall be limited to the matter being heard and shall be short and to the point.
- (e) After all individuals have had an opportunity to speak, the Presiding Officer shall close the public hearing.

Rule 3.11.2 - Continued Hearings

Any matter set for hearing before the Board may be continued from time to time either before, during or after the public hearing.

Rule 3.11.3 - Improper Testimony

RTD's Legal Counsel shall advise the Presiding Officer where comments become improper and the Presiding Officer may preclude such comments.

Rule 3.11.4 – Conduct of Hearing

In the event that any issue is raised that is not addressed by this Rule or by provisions of law, the Presiding Officer, with the advice of RTD's Legal Counsel, shall conduct said public hearing in accordance with Robert's Rules of Order Revised.

Rule 3.12 - Conduct of Meetings

The Presiding Officer shall be responsible for the conduct of the meeting in a courteous and efficient manner.

Rule 3.12.1 - Addressing the Board – PUBLIC COMMENT

Persons in attendance may address the Board or member thereof only through the Presiding Officer. Members of the Board may address one another or persons in attendance only through the Presiding Officer.

Persons wishing to address the Board when recognized by the Presiding Officer shall step to the rostrum and then give their names and addresses for the record. Each person has three minutes to address the Board.

Rule 3.12.2 - Limitation on Discussion

Except as otherwise herein provided, discussion on any particular item, either by a Board member or by any person in attendance, may be limited, in the discretion of the Presiding Officer, to such time as the Presiding Officer may find to be reasonable under the circumstances, provided that any decision of the Presiding Officer to limit discussion may be overruled by the Board.

Rule 3.12.3 - Reconsideration

Whenever action has been taken on any matter by a majority vote of the members of the Board, the matter shall not again be considered nor placed upon the Agenda except in accordance with Robert's Rules of Order.

Rule 3.12.4 - Referral to Staff

Except as provided in Rule 3.06.2, the Presiding Officer may refer to the General Manager/CEO any item which is not on the posted Agenda when it is initiated by any Director or by members of the public during the Public Comment portion of the meeting.

Rule 3.12.5 - Disqualification of Board Member

A Director who is legally disqualified from participating in RTD action on any particular matter shall, as soon as such matter is reached on the agenda, disclose his/her disqualification and the reason therefore and shall take no part in the discussion, debate, or vote on such matter. If such disqualification is not known to the Director at the time such matter is reached on the agenda, the Director shall make such disclosure as soon as the disqualification becomes known.

As soon as the disqualification is declared by the Director, the Director shall step down and leave the Board Chambers. When the discussion and action on this item has been concluded, the Director may return and assume his/her position as a Director.

Such disclosure and disqualification, and the Director's retirement from the Board Chambers, shall be entered in the minutes of the meeting.

Rule 3.13 - Committees

The Chair of the Board of Directors may create standing, special, and/or Ad Hoc committees consisting of not more than two Directors and one alternate Director to advise the Board on matters assigned to the committees.

Rule 3.13.1 - Committee Appointments

The Chairperson shall, at the first Board Meeting in February, appoint committee members with the concurrence of the Board. The Board member first appointed to each committee shall act as its Chairperson.

Rule 3.13.2 - Appointments to Retirement Board

Annually at the first Board meeting in February, the Chairperson shall appoint RTD's two representatives to the Retirement Board, with one being a representative of the non-represented employees. The appointments shall be made in accordance with the procedures set forth in Section 3.13.1 for Committee Appointments.

Rule 3.13.3 – Appointment to Fill Vacancy

At any time there is a vacancy on any Committee or on the Retirement Board, the Chairperson shall fill said vacancy at the next regular meeting of the Board of Directors in accordance with Section 3.13.1, above.

ARTICLE IV

OFFICERS

Rule 4.01 - Officers

The officers of the Board of Directors are a Chairperson, a Vice-Chairperson, and a Secretary.

Rule 4.02 - Election of Officers

The Chairperson and Vice Chairperson shall be elected every year at the first regular meeting of the Board in January from among the Directors.

The election of the Chairperson and Vice Chairperson pursuant to these Rules of Procedure shall be conducted by the Secretary.

The term of office of the Chairperson and Vice-Chairperson shall commence at the close of the meeting at which the election is held and shall continue to the first regular meeting in January of the succeeding year at which time a successor has been elected. Provided, however, there shall be no change in the officers, other than in January, unless (a) it is necessary to fill or (b) upon the written request to the Secretary by three Directors. At least seven days' written notice of the intent to elect new officers shall be given by the Secretary to all Directors.

Rule 4.03 - Chairperson

The Chairperson shall preside at all meetings of the Board of Directors and shall perform such duties as ordered by the Board or prescribed by law.

Rule 4.04 - Vice Chairperson

In the Chairperson's absence or inability to act, the Vice Chairperson shall preside at all sessions of the Board and shall have such other duties as normally performed by the Chairperson.

Rule 4.05 - Temporary Presiding Officer

In the absence or inability to act of both the Chairperson and the Vice Chairperson, the Directors, by order duly entered in their records, shall select one of their members to act temporarily as the Presiding Officer.

Rule 4.06 – Secretary

The General Manager/CEO shall serve as the Secretary to the Board. The Secretary shall maintain a full and complete record of all meetings of the Board of Directors, including the names of those Directors present and the action taken by the Directors and the roll call vote thereon. The Secretary shall be responsible for the giving and/or posting of all agendas and all notices, to the Directors and/or to the public, required or permitted by these Rules of Procedure.

Rule 4.07 - Legal Counsel

The Board of Directors shall appoint an attorney to act as the legal counsel for RTD, who shall hold office during the pleasure of the Board. (See Public Utilities Code, Section 50100)

Rule 4.07.1 - Parliamentarian

The Legal Counsel for RTD shall be present at all meetings of the Board as requested by the Presiding Officer. The Legal Counsel shall act as Parliamentarian.

Rule 4.07.2 - Legal Matters

The Legal Counsel shall take charge of all suits and other legal matters to which RTD is a party or in which it is legally interested. The Legal Counsel shall give advice or opinion in writing whenever required by the Board or the General Manager/CEO. The Legal Counsel shall be the legal adviser of the General Manager/CEO and other RTD officers and shall prepare or approve, as requested by RTD, the forms of all ordinances, resolutions, contracts, bonds, and other legal documents connected with the business of RTD. The Legal Counsel shall perform such other and additional services as the Board or the General Manager/CEO may require.

Rule 4.08 - General Manager/CEO

In accordance with the San Joaquin Regional Transit District Act, as amended, and subject to the powers vested in the Board of Directors, the General Manager/CEO shall be the Chief Executive Officer of RTD and shall have full charge of the acquisition, construction, maintenance, and operation of the facilities of RTD, and also of the administration of the business and financial affairs of RTD. In addition to the duties and responsibilities assigned to the General Manager/CEO by the Board of Directors, the General Manager/CEO shall have all the duties and responsibilities enumerated in Sections 50105, 50106, 50108, 50109, and 50110 of the California Public Utilities Code.

The General Manager/CEO shall attend all meetings of the Board and, upon request of the Presiding Officer, all Committee Meetings of the Board.

ARTICLE V

MISCELLANEOUS PROVISIONS

Rule 5.01 - Alteration, Amendment, Suspension or Repeal of Rules

These Rules of Procedure may be altered, amended, suspended or repealed by the majority vote of the members of the Board of Directors, but such alteration, amendment, suspension, or repeal shall not affect any matter then pending before the Board. Provided, however, there shall be no change in these Rules of Procedure unless upon the request to the Secretary by the Chairperson or upon written request to the Chairperson and Secretary by three Directors, at least seven days' written notice of the intent to alter, amend, suspend or repeal these Rules of Procedure has been given by the Secretary to all Directors.

Rule 5.02 - Robert's Rules of Order

Robert's Rules of Order Revised are adopted for all proceedings of the Board in cases not otherwise provided for in these rules or by provisions of law.

Rule 5.03- Protocol for Requesting Information from Independent Contractors

The purpose of this protocol is to ensure accuracy, consistency, and transparency of information provided to the members of the RTD Board. This protocol will ensure that all members of the RTD Board are aware of any and all information requested and received by any board member.

1) Board members may request information 1) from RTD's independent contractors during the regular or special board meeting. The General Manager/CEO will provide information requested to all board members.

2) A board member wishing information outside of the RTD Board meeting will direct the request to the General Manager/CEO. The General Manager/CEO will provide the information requested to all members of the RTD Board.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION APPROVING THE ADDITION OF RULE 5.03 TO RULES OF PROCEDURE FOR THE
SAN JOAQUIN REGIONAL TRANSIT DISTRICT

WHEREAS, the Chairperson requested that the Secretary give notice to the Directors of this San Joaquin Regional Transit District that the Rules of Procedure for the San Joaquin Regional Transit District should be amended; and,

WHEREAS, the Secretary has given notice of said proposed amendment to the Directors more than seven (7) days prior to this meeting; and,

WHEREAS, the proposed revision includes adding a provision addressing a protocol for requesting information from independent contractors; and,

WHEREAS, the protocol will ensure accuracy, consistency, and transparency of information provided to the members of the RTD Board; and,

WHEREAS, the protocol will also ensure that all members of the RTD Board are aware of any and all information requested and received by any Board member.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the Revised Rules of Procedure for the San Joaquin Regional Transit District is hereby amended to add thereto a new Rule 5.03, being a Protocol for Requesting information from independent contractors.

STAFF RECOMMENDATION: **AWARD A SECOND AMENDMENT TO CARL WARREN & COMPANY FOR GENERAL LIABILITY CLAIMS PROGRAM THIRD PARTY ADMINISTRATOR SERVICES FOR AN AMOUNT NOT TO EXCEED \$28,975.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$194,772.25**

LEAD STAFF: **SHARON MILLER, DIRECTOR OF PROCUREMENT**

FINANCIAL IMPACT: **AMENDMENT 2 - \$28,975.00 OPERATING
TOTAL CONTRACT - \$194,772.25 OPERATING**

BACKGROUND:

On August 21, 2012, the San Joaquin Regional Transit (RTD) Board of Directors awarded a contract under resolution 5407 to Carl Warren & Company for General Liability Claims Program Third Party Administrator Services for a term of three years plus two option years. The contract provides for third party personal injury and accident claim adjustment services to RTD's General Liability Claims Program.

DISCUSSION:

Option year 1 was awarded as Amendment 1 under the General Manager/CEO's authority on August 31, 2015. Staff has negotiated for the second and final option year for Amendment 2 of the contract. Amendment 2 must be awarded under the authority of the RTD Board of Directors.

Staff recommends award of a second amendment to Carl Warren & Company for General Liability Claims Program Third Party Administrator Services for an amount not to exceed \$28,975.00 for a total contract amount not to exceed \$194,772.25.

RESOLUTION NO.
DATED: May 20, 2016

RESOLUTION AUTHORIZING AWARD OF A SECOND AMENDMENT TO CARL WARREN & COMPANY FOR GENERAL LIABILITY CLAIMS PROGRAM THIRD PARTY ADMINISTRATOR SERVICES FOR AN AMENDMENT AMOUNT NOT TO EXCEED \$28,975.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$194,772.25

WHEREAS, on August 21, 2012, the San Joaquin Regional Transit District (RTD) Board of Directors awarded a contract under resolution 5407 to Carl Warren & Company for General Liability Claims Program Third Party Administrator Services; and

WHEREAS, option year 1 was awarded as Amendment 1 under the General Manager/CEO's authority on August 31, 2015; and

WHEREAS, Amendment 2 must be awarded under the authority of the RTD Board of Directors; and

WHEREAS, staff recommends award of a second amendment to Carl Warren & Company for General Liability Claims Program Third Party Administrator Services.

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

- 1) That a second amendment be, and hereby is, awarded to Carl Warren & Company for General Liability Claims Program Third Party Administrator Services for an amount not to exceed \$28,975.00 for a total contract amount not to exceed \$194,772.25.
- 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 second amendment to contract with Carl Warren & Company for General Liability Claims Program Third Party Administrator Services, in and amount not to exceed \$28,975.00 for a total contract amount not to exceed \$194,772.25, in accordance with contract 2012-015-S dated September 1, 2012.
- 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.

RECOMMENDATION: **AWARD A CONTRACT TO MISSION LINEN SUPPLY FOR MAINTENANCE UNIFORM AND SUPPLY SERVICES FOR A THREE YEAR BASE TERM, PLUS TWO ONE-YEAR OPTIONS, IN A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$197,055.63**

LEAD STAFF: **ADRIANA DE BORBA
CONTRACTS SPECIALIST**

FINANCIAL IMPACT: **\$197,055.63 - OPERATING**

BACKGROUND:

RTD is bound by the Collective Bargaining Agreement (CBA) to provide uniforms, supplies, and the laundering thereof for maintenance staff. The maintenance uniform contract provides RTD maintenance staff with weekly uniform delivery, laundering, alterations, and repairs. Supplies include the rental of shop towels, floor mats, lockers, and bins.

This project is funded with 100% operating funds. No Disadvantaged Business Enterprise (DBE) participation goal was established based off the scope of work. However, staff included DBE firms in outreach as part of normal practice.

DISCUSSION:

On February 8, 2016, staff sent out the Request for Proposals (RFP) for maintenance uniform and supply services to potential qualified proposers. Prospective eBid vendors were notified in advance to register. The RFP was publicly advertised in The Record 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. A total of twelve (12) vendors downloaded the RFP, and a pre-proposal conference was held on February 22, 2016.

On March 16, 2016, RTD received three (3) proposals. Proposals were opened and ushered through the pre-award process. One Proposal was deemed non-responsive and therefore removed from competition. The two remaining proposals were forwarded to the Selection Committee for evaluation. The Selection Committee evaluated the Proposals in the following areas:

- Project Understanding
- Project Staffing and Experience
- Project Work Plan and Approach

Mission Linen Supply received the highest score and was deemed to be the most responsive and responsible proposer to provide RTD with maintenance uniform and supply services. A cost/price analysis was performed determining Mission Linen Supply's pricing as fair and reasonable.

RESOLUTION NO.
DATED: MAY 20, 2016

RESOLUTION TO AWARD A CONTRACT TO MISSION LINEN SUPPLY FOR THE PURCHASE OF MAINTENANCE UNIFORM AND SUPPLY SERVICES, FOR THREE YEARS WITH TWO ONE-YEAR OPTIONS, IN A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$197,055.63

WHEREAS, RTD is bound by the Collective Bargaining Agreement (CBA) to provide uniforms, supplies, and the laundering thereof for maintenance staff; and

WHEREAS, on February 8, 2016, staff released the Request for Proposal (RFP); and,

WHEREAS, on March 16, 2016 RTD received two responsive and responsible Proposal and,

WHEREAS, the Selection Committee deemed Mission Linen Supply to be the highest ranked, responsible, and responsive Proposer; and,

WHEREAS, RTD procurement staff performed a price analysis and deemed the Proposal from Mission Linen Supply in the amount of \$197,055.63 fair and reasonable.

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

- 1) That a Contract with Mission Linen Supply for maintenance uniform and supply services, for three years plus two one-year options, in a total Contract amount not to exceed \$197,055.63, be, and hereby is, approved.
- 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 Mission Linen Supply for maintenance uniform and supply services, for three years plus two one-year options, in a total Contract amount not to exceed \$197,055.63.
- 3) That the Chair of the Board and the General Manager/CEO, acting separately be, and they hereby are, authorized and directed to finalize and 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.