

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, JUNE 17, 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 the 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
May Financial Reports provided to the Board
 - E. GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) AWARD
A presentation will be provided to the Board on the Certificate of Achievement for Excellence in Financial Reporting Award
 - F. TRANSITION TO ELECTRONIC DISTRIBUTION OF BOARD MATERIALS
 - G. ADMINISTRATIVE PROCESS REPORT
A presentation will be provided to the Board on the status of the Administrative Process for fare evasion and passenger misconduct enforcement
9. INFORMATION ITEMS
These reports are being provided for information only
10. CONSENT CALENDAR
- A. RESOLUTION: MINUTES OF THE MAY 20, 2016, REGULAR BOARD MEETING
Board approval of the May 20, 2016, Regular Board of Directors Meeting minutes
11. ACTION ITEMS
- A. RESOLUTION: APPROVE REVISED TRAVEL POLICY
 - B. RESOLUTION: AWARD A FIVE YEAR CONTRACT TO STOTT OUTDOOR ADVERTISING FOR TRANSIT VEHICLE ADVERTISING SALES AND SERVICES, IN THE AMOUNT OF REVENUE NO LESS THAN \$213,000.00
 - C. RESOLUTION: AWARD CONTRACT TO PARATRANSIT, INC. FOR TRAVEL TRAINING SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$164,424.00
 - D. RESOLUTION: AWARD CONTRACTS FOR CONTRACTED TRANSPORTATION SERVICES TO MV AND AMERICAN LOGISTICS COMPANY
 - E. RESOLUTION: APPROVE FY 2017 OPERATING BUDGET IN THE AMOUNT OF \$34,629,981.00 AND CAPITAL BUDGET IN THE AMOUNT OF \$24,630,891.00
Board approval of the FY 2017 Operating Budget in the amount of \$34,629,981.00 and Capital Budget in the amount of \$24,630,891.00
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. PUBLIC EMPLOYMENT

Title: Assistant General Manager/Chief Operating Officer

C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

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

1. 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, JULY 15, 2016, AT 10:00 A.M.

DATE POSTED: JUNE 10, 2016

SPECIAL PRESENTATION: RECOGNITION OF ADMINISTRATION, MAINTENANCE, AND TRANSPORTATION EMPLOYEES OF THE MONTH – FEBRUARY AND APRIL 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).

REPORT: MV TRANSPORTATION, INC. REPORT/UPDATE

LEAD STAFF: SUSANNA SANCHEZ
MV GENERAL MANAGER

DISCUSSION:

MV Transportation staff will provide an update

REPORT: GENERAL MANAGER/CEO UPDATE

LEAD STAFF: DONNA DeMARTINO
 GENERAL MANAGER/CEO

RTD CUSTOMER COMMENTS SUMMARY – MAY 2016

TOTAL COMMENDATIONS	5	RTD received five commendations during the month of May. This is an increase of two compared to last month and an increase of three for the same period last fiscal year.
PASSENGER INCIDENT	2	RTD Received 22 comments during the month of May. This is an increase of eight received compared to last month and an increase of four for the same period last fiscal year; however, five comments received are Commendations.
INJURY	2	
OPERATOR CONDUCT	5	Operator Conduct received the most comments with five total, during the month of May. This is a decrease of four compared to last month and an increase of two for the same period last fiscal year.
PASS UP	2	
POLICE AND SECURITY	3	
SCHEDULE ADHERENCE	2	RTD received one comment regarding ALC's performance during the month of May which is an increase of one compared to last month and a decrease of three compared to the same period last fiscal year.
AMERICAN LOGISTICS (ALC)	1	
TOTAL COMMENTS RECEIVED	22	Operations staff investigates every comment received and takes appropriate corrective action. Staff addresses performance related issues through training and documented disciplinary action.

MV CUSTOMER COMMENTS SUMMARY – MAY 2016

TOTAL COMMENDATIONS	4	RTD received four commendations during the month of May for services operated by MV. This is an increase of two compared to last month and an increase of three for the same period last fiscal year.
HAZARDOUS OPERATION	2	RTD Received 14 comments during the month of May 2016. This is a decrease of three compared to last month and an increase of five for the same period last fiscal year; however, four of the total comments received are commendations.
OPERATOR CONDUCT	2	
PASS UP	1	RTD received two comments during the month of May for Hazardous Operation, Operator Conduct, Schedule Adherence, and DAR Scheduling. RTD is working closely with MV staff to address each comment appropriately.
BAD/INCORRECT INFORMATION	1	
SCHEDULE ADHERENCE	2	
DIAL-A-RIDE (DAR) SCHEDULING	2	RTD's Operations closely monitors MV staff, assists in the investigation of every comment received, and takes appropriate corrective action. Staff addresses performance related issues through training and documented disciplinary action.
TOTAL COMMENTS RECEIVED	14	

POLICE ACTIVITIES

Officer Ordaz worked 12 days; Officer Tran worked 13 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	10	Intoxication Arrests	0	Field Interviews	276
Warrants Arrests	11	Moving Citations	7	PC 640 Citations	102
Other Arrests	1	SMC Citations	9	Misdemeanor Arrests	17
Parking Citations	0	Traffic Citations	8	Abandoned Autos	0
Other Citations	7	Vehicles Towed	4	Self-Initiated Activity	0
Calls for Service	68	Weapons Seized	1		

MEETINGS

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

- Air Resources Board: Donna DeMartino, General Manager/CEO
- American Bus Benchmarking Group (ABBG): Donna DeMartino, General Manager/CEO; Gloria Salazar, Assistant General Manager/CFO; Nate Knodt, Director of Planning; Damaris Galvan, Service Development Manager
- American Public Transportation Association (APTA): Donna DeMartino, General Manager/CEO; Gloria Salazar, Assistant General Manager/CFO
- Bus Coalition: Donna DeMartino, General Manager/CEO; Max Vargas, Public Affairs Manager
- California Transportation Association (CTA): Donna DeMartino, General Manager/CEO; Gloria Salazar, Assistant General Manager/CFO; George Lorente, Grants Manager; Max Vargas, Public Affairs Manager
- California Association for Coordinated Transportation (CALACT): Donna DeMartino, General Manager/CEO
- CALSTART: Donna DeMartino, General Manager/CEO; George Lorente, Grants Manager; Max Vargas, Public Affairs Manager
- Southern California Regional Transit Training Consortium (SCR TTC): Donna DeMartino, General Manager/CEO; Brad Menil, Superintendent-Operations
- City of Stockton City Council: Nate Knodt, Director of Planning; Max Vargas, Public Affairs Manager
- City of Stockton Mayor’s Task Force for Person with Disabilities: Daniela Romero, Mobility Analyst
- City of Stockton – RTD Joint Action Committee (JAC): Donna DeMartino, General Manager/CEO; Nate Knodt, Director of Planning; Max Vargas, Public Affairs Manager
- San Joaquin County Board of Supervisors: Donna DeMartino, General Manager/CEO; Nate Knodt, Director of Planning; Max Vargas, Public Affairs Manager
- San Joaquin County Smoking & Tobacco Outreach/Prevention Program (STOPP): Nancy Antonio, Safety and Risk Specialist
- San Joaquin Council of Governments (SJCOG) Board of Directors: Donna DeMartino, General Manager/CEO; Gloria Salazar, Assistant General Manager/CFO; Nate Knodt, Director of Planning; George Lorente, Grants Manager; Max Vargas, Public Affairs Manager
- SJCOG Citizens Advisory Committee (CAC): Nate Knodt, Director of Planning
- SJCOG Interagency Transit Committee: Nate Knodt, Director of Planning; George Lorente, Grants Manager; Max Vargas, Public Affairs Manager
- SJCOG Management & Finance Committee: Donna DeMartino, General Manager/CEO
- SJCOG Project Delivery Committee: Nate Knodt, Director of Planning; George Lorente, Grants Manager
- SJCOG Technical Advisory Committee (TAC): Nate Knodt, Director of Planning; George Lorente, Grants Manager; Max Vargas, Public Affairs Manager

- San Joaquin Regional Rail Commission (SJRRRC): Donna DeMartino, General Manager/CEO; Nate Knodt, Director of Planning; Max Vargas, Public Affairs Manager
- Amtrak San Joaquin Joint Powers Authority (AMTRAK SJ-JPA): Nate Knodt, Director of Planning
- Business Team San Joaquin: Nate Knodt, Director of Planning; Max Vargas, Public Affairs Manager
- Greater Stockton Chamber of Commerce Business Education Alliance: Max Vargas, Public Affairs Manager
- Greater Stockton Chamber of Commerce Fresh Wellness Committee: Nancy Antonio, Safety and Risk Specialist
- San Joaquin Business Council: Max Vargas, Public Affairs Manager
- San Joaquin Partnership: Max Vargas, Public Affairs Manager
- Downtown Stockton Alliance (DS): Nate Knodt, Director of Planning
- University Neighborhood Renaissance Committee: Nate Knodt, Director of Planning

EVENTS

Children & Youth Day at Pixie Woods

- On May 21, RTD's Artie D. joined other local mascots in support of Family Resource & Referral Center's Children & Youth Day at Pixie Woods.

Visit Stockton Ambassadors Lunch

- On May 24, RTD hosted Visit Stockton's Certified Tourism Ambassadors (CTA) for a lunch-and-learn presentation at the Downtown Transit Center (DTC). The presentation covered RTD's mission, services, marketing, planning, and fare vending. CTA helps relay information about local services and events with Stockton's tourists and visitors.

Senior Awareness Day

- On May 26, RTD provided seniors free bus service to the San Joaquin County Human Services Agency "Senior Awareness Day" event at Micke Grove Park. RTD coordinated with San Joaquin County community centers to provide transportation between select locations as well as service every half-hour from eastbound Yokuts Avenue. Last year, RTD provided roundtrip service to over 900 seniors.

Dump the Pump

- On June 16, RTD celebrated National Dump the Pump Day with prize-filled gas pump piñatas at the DTC, the Hammer Triangle Station, and the Southbound bus stop at San Joaquin Delta College on Pacific Avenue. Among the top prizes was a single golden ticket, good for one year of transit on RTD. Organized nationally by the American Public Transportation Association, Dump the Pump encourages people to ride public transportation instead of driving to save money and preserve the environment.

Justice Fair

- On June 25, RTD will be participating at a Justice Fair at San Joaquin Delta College, which will feature free legal consultations and live scan appointments, as well as community resources and programs. This event is organized by Californians for Safety and Justice, and is sponsored by United Way of San Joaquin, Community Partnership for Families, El Concilio, and other local organizations.

RTD COMMITTEE MINUTES

ACCESS ADVISORY COMMITTEE (AAC):

MINUTES OF THE ACCESS ADVISORY COMMITTEE (AAC)
TUESDAY, APRIL 12, 2016
2:30 PM

Mobility Analyst Daniela Romero called to order the regular meeting of the San Joaquin Regional Transit District's (RTD) Access Advisory Committee (AAC) at 2:33 p.m.

RTD and MV Transportation (MV) Staff Present

Daniela Romero – RTD Mobility Analyst
Damaris Galvan – RTD Service Development Manager
Denoris Motley – RTD Transportation Lead Supervisor
Jim Paice – MV Operations Manager

Members of the Public Who Indicated They Were Present

Rosa Provencio
Larry Stewart
Ruth Esqueda
Arlene Ponce
Denise Nagai
Muhammad
Angela Lewis
Denise Maurer
Tim Cabral
Cheryl D.
James Young
Josephine Hernandez
Wilma Murray – Transportation Community Service Manager, Valley Mountain Regional Center
DeAnna Nava – Transportation Supervisor, United Cerebral Palsy

Approval of Minutes

The February 16, 2016 meeting minutes were approved.

Old Business

- Early Dial-A-Ride (DAR) pick-ups – RTD will continue to monitor all trips to ensure they are performing within the 20-minute window.

New Business

- Service Changes:
 - RTD Service Development Manager Damaris Galvan explained there were no major changes at this time. Minor changes will be made to the 300 routes in June during summer break.
 - RTD will be extending route 44 weekend service hours from April 15 to 17 to provide transportation to the Asparagus Festival located in the San Joaquin Fairgrounds.

- Mobility Update:
 - RTD Mobility Analyst Daniela Romero announced that Senior Awareness Day would be held on May 26, 2016. This event will take place in Lodi at the Micke Grove Park from 8:00am – 12:00pm. San Joaquin RTD will shuttle from 8 am to noon. Shuttle buses will leave every half hour from eastbound Yokuts Avenue, just east of Claremont Avenue, in Stockton. Returning buses will leave the park every half hour until 3 pm.
 - RTD created a cancellation email, DARcancellation@sanjoaquinRTD.com as an alternative option for Dial-A-Ride (DAR) guest to inform RTD of a cancellation.
 - RTD is continuously looking for ways to increase the efficiency and effectiveness of the transit services. The Mobility Department is working on recommendations to propose the following:
 - Same Day Trips - Trip will be provided based on space available. The window of time will be increased compared to the current 20-minute window when booking in advance. A premium fare will be charged for trips provided on the same day.
 - Will-Call Return - An option will be available for guests to request a will-call return trip, typically from a doctor's appointment. This option will help reduce the no shows incurred from a return scheduled trip.
 - Travel Buddy - Volunteer Travel Buddies will assist new RTD guests on how to use the fixed-route service to arrive at their destination. RTD staff will refer new guests to a Travel Buddy to complete one-day training.
- Community Update:
 - UCP will be conducting its second Annual Rummage Sale on June 3.

Other Business

- Tim Cabral – Interested in being a Travel Buddy. Currently helps others when he is approached with a question in regards to RTD transportation services.
- Rosa Provencio – Is having a difficult time going to her doctor's appointments in Manteca.
- Larry Stewart – Enjoys using the fixed-route.
- Arlene Ponce – Is being scheduled to use the Hopper. She has to wait over an hour to be picked up when scheduled as a Hopper deviation.

Meeting Adjourned

RTD Mobility Analyst Daniela Romero adjourned the meeting at 3:33 p.m. Next meeting will take place Tuesday, June 14, 2016 in the DTC Boardroom at 2:30 pm.

REPORT: STATE/FEDERAL LEGISLATIVE REPORT UPDATE

UPDATE BY: JORDAN & ASSOCIATES

STATE REPORT

California Department of Transportation (Caltrans) releases List of Awarded Projects for Low Carbon Transit Operations Program (LCTOP)

Caltrans released the list of LCTOP projects for Fiscal Year (FY) 2015-16 on June 1. Transit agencies received a total of \$74.7 million for expanded service, transit passes, fare payment integration, zero- and near-zero emission buses, and station improvements. Most of the funding benefits disadvantaged communities.

The LCTOP is part of the Transit, Affordable Housing, and Sustainable Communities Program that passed the State Legislature in 2014. The Program was created to provide operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with an emphasis on helping disadvantaged communities. The 2014 legislation appropriates five percent of the annual auction proceeds in the Greenhouse Gas Reduction Fund toward the Program, which began in 2015-16.

Link to list of awarded projects: <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Cap&Trade/lctop.projectlist.1516.pdf>

RTD received funding for two different projects that would provide deviated fixed routes for Stockton's disadvantaged communities: The Bus Rapid Transit Expansion along Martin Luther King Corridor received \$584,436 and the Metro Hopper Expansion project received \$221,773. A total of 131 transit projects were awarded across the State.

FEDERAL REPORT

Senate Passes Transportation Spending Bill

The Senate passed the FY 2017 Transportation, Housing, Urban Development and Related Agencies (THUD) Appropriations bill on May 19 by a vote of 89-8. The Senate Appropriations Committee had approved the spending measure on April 21 by a vote of 30-0.

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 and 13 percent higher than the pre-FAST FY 2015 level).

The bill makes little changes to how the FAST Act would distribute transit formula funding among programs. TIGER discretionary grants program would receive \$525 million in FY 2017, an increase of \$25 million. The Capital Investment Grants, which fund subway, light rail, streetcar and bus rapid transit projects, would increase from \$2.177 billion in FY 2016 to \$2.338 in the Senate bill, which exceeds the FAST Act authorization of \$2.3 billion.

Other transit provisions in the Senate bill:

- The expedited Project Delivery Pilot Program would be funded at \$20 million, below the \$75.5 million requested in the President's budget.

- The General Accounting Office is required to conduct a study regarding the construction costs of transit capital projects in the United States in comparison to other developed G-20 nations, such as South Korea, Japan, Spain, France, Italy, and Germany.
- Washington Metropolitan Area Transit Authority (WMATA) would receive \$150 million as the latest installment of the 10-year, \$1.5 billion WMATA capital appropriation authorized under the 2008 rail safety law.
- Section 165 allows small transit operators to use urbanized area formula grants for operating assistance based on locally determined planning processes and requirements.

Link to copy of the Senate Transportation-HUD appropriations bill:

<https://www.congress.gov/114/crpt/srpt243/CRPT-114srpt243.pdf>

What this means for RTD: The Senate transportation spending bill makes no changes to the FAST Act, and funds transit formula programs at the authorized level. This benefits RTD since the FAST Act increased federal transit formula funds.

House Appropriations Committee Approves FY 2017 Transportation Spending Bill

House appropriators easily approved a \$58.2 billion spending bill for transportation and housing programs on May 23 by voice vote.

FTA would receive \$1.5 billion under the House bill, up \$743 million from current funding levels. Transit formula grants total \$9.7 billion, consistent with the FAST Act. Capital Investment Grants would receive \$2.5 billion, which is \$200 million above the FAST Act authorization and the Senate bill amount. The TIGER program would receive \$450 million, which is \$75 million below the Senate level. The cap on New Start Full Funding Grant Agreements is 50 percent. Funding for the California High Speed Rail Project was eliminated.

In regards to the TIGER program, the House Committee Report stated, "High growth areas are challenged by the high costs of infrastructure to support the growing economy, and often these areas must provide a local funding match that exceeds the federal requirement in order to complete transportation projects. The Committee strongly encourages the Department to take into consideration population growth, as well as the expanded port and waterways coming into operation in 2016 and beyond, and the matching funds when evaluating the impact and merit of the TIGER grant applications." This type of language is very close to being an earmark.

The Federal Railroad Administration would receive \$1.7 billion, which is an increase of \$743 million from FY 2016. The spending measure conforms to the new funding structure for Amtrak outlined in the FAST Act by providing \$420 million for the Northeast Corridor and \$1 billion for the national network. Rail safety and research programs are funded at \$300 million.

The report also included language regarding the new Competitive Bus and Bus Facilities Program authorized in the FAST Act. The Notice of Funding Opportunity released by the FTA in March did not require the DOT Secretary to take into account the age and mileage of buses as a primary consideration in determining grant awards. The language states, "The Committee strongly encourages the FTA to follow the guidance set forth in the FAST Act when developing scoring criteria for the competitive Bus and Bus Facilities Program. Per the legislation, the age and mileage of fleet should be the primary consideration for scoring applications."

While the THUD Appropriations Bill went smoothly at the Committee level, House Republicans are in disarray in terms of passing spending bills on the floor. House Speaker Paul Ryan gave Republicans an "open order" for spending bills, allowing both sides of the aisle to offer all types of amendments.

Conservatives had pushed for the opportunity to allow controversial amendments such as the Iran Nuclear Agreement to the Energy and Water Appropriations bill, but this also resulted in Democrats using the opportunity to push for amendments such as transgender anti-discrimination issues.

Due to strong opposition by Democrats and conservative Republicans, the Energy and Water spending bill was defeated on May 26 by a vote of 112-305. This will increase the likelihood that House Speaker Ryan will have a tighter grip on amendments for future appropriations bills considered by the House.

The House is expected to take up the THUD Appropriations bill in June.

Link to the THUD Appropriations Bill: <http://appropriations.house.gov/uploadedfiles/bills-114hr-fc-ap-fy2017-ap00-thud.pdf>

Effect on RTD: Federal transit formula funds are appropriated at the authorized level of the FAST Act, which is beneficial to RTD. The overall inability of Congress to have an orderly appropriations process and pass individual appropriations bills points to an omnibus appropriation. This approach would provide only short-term funding to RTD. Short-term funding is disruptive for RTD's efforts to plan and implement capital projects.

Metropolitan Planning Organization Final Rule Issued by FHWA and FTA

The FHWA and FTA jointly published the final rule for Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning on May 27. The rule updates regulations governing the developing of metropolitan transportation plans and programs for urbanized areas, long-range statewide transportation plans and programs. The changes reflect provisions in MAP-21 and the FAST Act. Proposed rules were published on June 2, 2014 and September 10, 2014.

RTD commented on the proposed rule regarding the representation of transit agencies on metropolitan planning organization boards, citing the inability to vote. The FTA has made clear, in the Executive Summary of the final rule, that effective implementation of a performance-based planning process established by MAP-21, requires every metropolitan planning organization (MPO) serving an area designated as a transportation management area (TMA) to include on its policy board an official (or officials) who is formally designated to represent the collective interests of the operators of public transportation in the metropolitan planning area. This representation includes having equal decision-making rights and authorities as other officials on its policy board.

MAP-21 required the structure of an MPO serving a TMA to include representation by operators of public transportation, and that each MPO serving a TMA satisfy the structure requirements no later than October 1, 2014. There were 68 comments submitted, including from the RTD and the San Joaquin Council of Governments (SJCOG).

The specific language in the proposed rule of interest to RTD is located in section 450.310(d) and states, "Each metropolitan planning organization that serves an area designated as a transportation management area shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation, and appropriate State officials." MAP-21 further provides that an MPO may be restructured to meet the requirement of including representation by operators of public transportation without a re-designation that would require an agreement between the Governor and units of general purpose government that together represent at least 75 percent of the existing planning area population including the largest incorporated city). The final rule published on May 27 provides that MPOs that serve a TMA must include a formally designated representative of operators of public transportation.

FHWA and FTA also stated in the proposed rule that representatives of operators of public transportation would have equal decision making rights as other officials who are on the policy board of an MPO that

serves a TMA. The FHWA and FTA stated in the May 27 final rule that the long-standing requirement to include public transportation representation on each MPO serving a TMA, explicitly provided in MAP-21 and the FAST Act, supports the new performance requirements for operators of public transportation. This includes the coordination of MPO targets with operators of public transportation, the coordination of public transportation operator targets with MPOs, and the integration of public transportation performance plans into the metropolitan transportation planning process. Given these new performance responsibilities, the FHWA and FTA make clear in the final rule that public transportation operators need to participate in the MPO's decision-making process.

Link to the final rule: <https://www.federalregister.gov/articles/2016/05/27/2016-11964/statewide-and-nonmetropolitan-transportation-planning-metropolitan-transportation-planning>

Effect on RTD: The final metropolitan planning rule published by the FTA and FHWA solidify that RTD should have voting rights and have a seat on the policy board of the SJCOG. This rule will benefit RTD, as the Agency will have a stronger role in determining where federal transit and federal highway formula funds will be allocated.

U.S. Department of Transportation program application deadlines in June and July

FTA – Mobility on Demand (MOD) Sandbox Program: This program will provide an opportunity to fund projects that explore new business strategies that integrate transit and mobility, using new technical capabilities such as integrated payment systems, decision support, and incentives for traveler choices. An example given is using an approach similar to Uber that connect with public transit.

The application deadline is July 5 and \$8 million is available.

Link to the application: <https://www.transit.dot.gov/funding/applying/notices-funding/mobility-demand-mod-sandbox-program%20%20>

Effect on RTD: This federal grant program could help RTD to improve transit integration, such as planning and developing business models, obtaining equipment and service, acquiring/developing software and hardware interfaces to implement the project, and operating the demonstration.

Federal Highway Administration (FHWA) – Advance Transportation & Congestion Management Technologies (ATCMTD) Grant Program: This programs supports model deployment sites for large-scale installation and operation of advanced transportation technologies to improve safety, efficiency, system performance, and infrastructure return on investment. For transit-related projects, the purpose is to provide benefits for public access to real time integrated traffic, transit, and multimodal transportation information to make informed travel decisions.

Projects funded under this initiative will deploy advanced transportation and congestion management technologies that assist public transportation system operators or other shared mobility entities in managing and optimizing the provision of public transportation and mobility services. Technologies can include remote fleet monitoring systems, coordinated communication systems, and applications to enable better transit connections for users, advanced data collection and processing to provide dynamic responsive transit services, and communication and data systems that enable shared mobility services.

Transit agencies are eligible for funding, and there is a 50 percent federal match. The application deadline is June 24, and \$60 million is available.

Link to the funding opportunity: <file:///C:/Users/Owner/Downloads/NOFO%20DTFH6116RA00012.pdf>

Effect on RTD: This federal program could help RTD improve real time traffic information to the public to make informed travel decisions.

REPORT: FINANCIAL REPORT

LEAD STAFF: VIRGINIA ALCAYDE
FINANCE MANAGER

DISCUSSION:

Finance will provide an update:

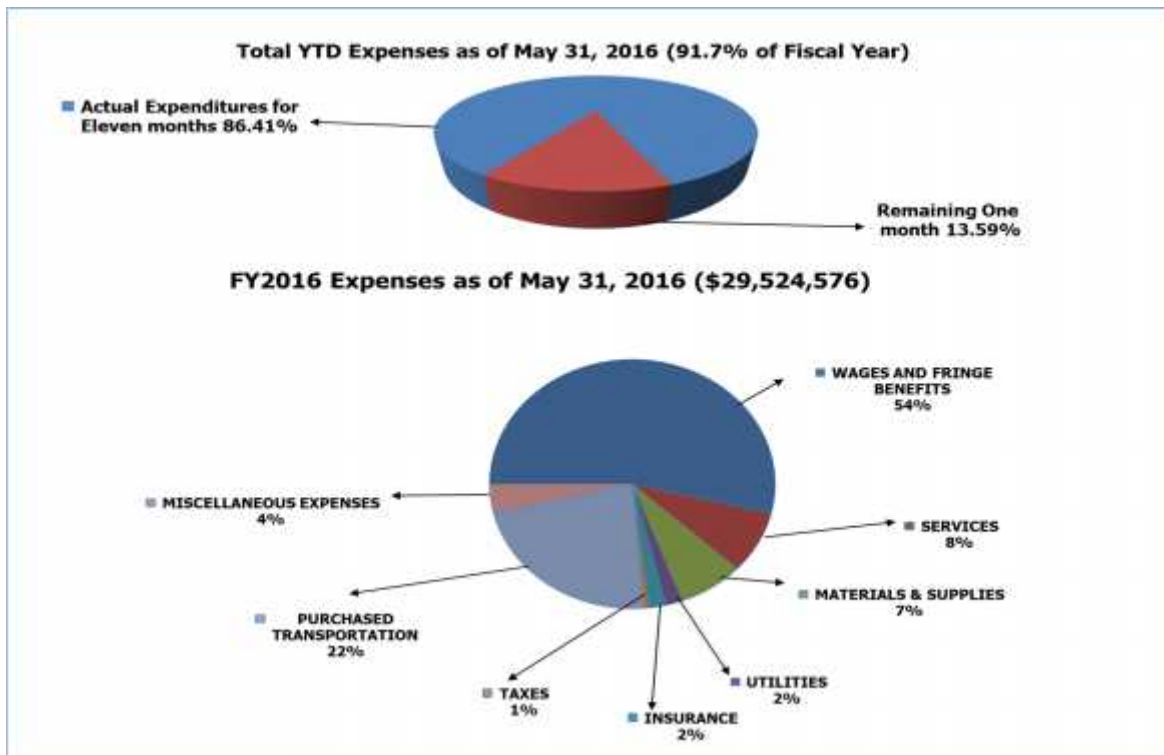
- Revenue and Expense Summary
- Graph (Total YTD Expenses vs. Annual Budget)
- Graph (YTD Expenses Composition)

San Joaquin RTD
 Revenue & Expense Summary
 Year to Date Comparison to Annual Budget
 For the Period Ending May 31, 2016
 (91.7% 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	3,932,904	574,830	87.25%	3,932,904
NON-TRANSPORTATION REVENUES	149,680	127,474	22,206	85.16%	127,474
FEDERAL GRANTS (5307)	4,088,601	3,747,883	340,718	91.67%	-
OTHER FEDERAL GRANTS	1,053,640	880,757	172,883	83.59%	117,785
PROPERTY TAXES	834,894	789,867	45,027	94.61%	904,258
TDA - STA	3,000,000	2,750,000	250,000	91.67%	1,130,000
TDA - LTF	13,525,159	12,398,063	1,127,096	91.67%	12,295,000
OTHER LOCAL GRANTS OPERATING	1,735,876	527,333	1,208,543	30.38%	527,333
LCTOP (State funding) low carbon	221,773	203,292	18,481	91.67%	221,773
MEASURE K	5,050,023	4,167,003	883,020	82.51%	4,543,629
TOTAL REVENUES	34,167,380	29,524,576	4,642,804	86.41%	23,800,156
EXPENSES					
WAGES AND FRINGE BENEFITS	17,947,615	15,878,880	2,068,735	88.47%	15,079,980
SERVICES	3,172,223	2,387,910	784,313	75.28%	1,967,615
MATERIALS & SUPPLIES	2,904,964	2,192,227	712,737	75.46%	2,138,341
UTILITIES	624,131	557,147	66,985	89.27%	516,851
INSURANCE	933,496	574,793	358,703	61.57%	736,109
TAXES	211,082	166,716	44,366	78.98%	165,434
PURCHASED TRANSPORTATION	7,053,591	6,649,364	404,227	94.27%	5,461,986
MISCELLANEOUS EXPENSES	1,320,277	1,117,539	202,738	84.64%	1,110,907
TOTAL EXPENSES	34,167,380	29,524,576	4,642,804	86.41%	27,177,223
Net Revenue (Deficit)	0	-	(0)		(3,377,068)

Funds Used to bridge the cash shortfall:

LCTOP funds	18,481
Prior Year TDA funds	2,858,587
Bank of Stockton Line of credit	500,000
	<u>3,377,068</u>



REPORT: GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)
EXCELLENCE IN FINANCIAL REPORTING AWARD

LEAD STAFF: GLORIA SALAZAR
ASSISTANT GENERAL MANAGER/CFO

BACKGROUND:

The Certificate of Achievement for Excellence in Financial Reporting is awarded to the individual(s), department, or agency designated by the government as primarily responsible for preparing an award-winning Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government agency and its management.

DISCUSSION:

The Certificate of Achievement for Excellence in Financial Reporting is awarded by the Government Finance Officers Association (GFOA) of the United States and Canada, a non-profit professional association serving approximately 15,000 government finance professionals. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The CAFR is judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story.

In early July, the GFOA informed San Joaquin Regional Transit District (RTD) that it once again achieved the Certificate of Achievement for Excellence in Financial Reporting for its CAFR for FY 2015. This is the thirteenth year in a row that RTD's Finance Department has received this prestigious award.

RECOMMENDATION: TRANSITION TO ELECTRONIC DISTRIBUTION OF BOARD MATERIALS

LEAD STAFF: MIKE THOMPSON
 DIRECTOR OF IT

BACKGROUND:

Currently, Board meeting materials are printed and distributed by hand to the Board members. Because updates are frequently made to the Board meeting materials after the initial distribution, the materials must be reprinted and redistributed. This process increases the potential that individual Board Members may review or bring with them to Board meetings, out-of-date materials. In addition, this process takes a significant amount of administrative time in printing and distributing Board materials to the Board members each month.

The Board Chair and the General Manager/CEO recommend that RTD distributes Board packets electronically to ensure that the latest version is readily available to Board members and to reduce the time and expense of printing and distributing paper copies of Board materials.

DISCUSSION:

To ensure that the Board materials have a consistent look and feel, the materials should be distributed as PDF documents. Using the format of the original source document may introduce presentation differences in the documents depending upon the application settings on the device used to view the documents.

To further ensure a consistent presentation, staff believes that a single type of device be used to view the materials. This will also reduce any troubleshooting required if a problem is discovered as any configuration changes can be consistently applied to all Board member devices. Apple's iPad line of tablets is the likely best choice for ease of use, limited configurability, and large user base. The size of the iPad could be left to the individual Board member with a preference should be for a consistent size unless a required individual accommodation is needed. RTD plans to issue Apple iPads to all Board members in lieu of producing and distributing hard copies of Board materials.

REPORT: ADMINISTRATIVE PROCESS FOR FARE EVASION AND PASSENGER MISCONDUCT ENFORCEMENT

LEAD STAFF: MAX VARGAS
PUBLIC AFFAIRS MANAGER

BACKGROUND:

Fare evasion and passenger misconduct are a growing problem. These factors not only contribute to a loss of fare revenue but also to a perception of an unsafe environment for passengers.

In 2006, the San Francisco Municipal Transportation Agency (SFMTA) sought to "decriminalize" transit fare evasion and other minor traffic infractions that were being enforced in Superior Court under Section 640 of the California Penal Code. In order to effectuate this change, SB 1749 was introduced by Sen. Migden.

Since the passage of SB 1749, several bills expanding this rationale and authority to additional transit authorities have passed, including AB 492 (Galgiani), which was initiated by RTD and extended the application of these provisions to all public transportation agencies in California.

DISCUSSION:

On February 14, 2014, the RTD Board approved a Resolution adopting policy stating the desire to implement and enforce an administrative process for adjudication of fare evasion and other passenger misconduct pursuant to authority granted to RTD by the California Penal Code Section 640(e) and the California Public Utilities Code Section 99580 et seq.

On November 7, 2014, the RTD Board enacted the Passenger Code of Conduct (Ordinance No. 001). This ordinance imposes administrative penalties and fees for fare evasions and passenger misconduct offenses instead of criminal penalties, and establishes enforcement procedures thereto pursuant to authority granted to RTD by the California Penal Code Section 640(e) and the California Public Utilities Code Section 99580 et seq. (Ordinance).

RTD staff will update the Board on the progress it has made thus far on designing a new administrative process for fare evasion and passenger misconduct enforcement. Staff will also provide a planned schedule for implementation.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
SAN JOAQUIN REGIONAL TRANSIT DISTRICT
HELD ON FRIDAY, May 20, 2016

The Board of Directors of the San Joaquin Regional Transit District (RTD) held a Regular Meeting at 10:00 a.m. on Friday, May 20, 2016, in the Boardroom of RTD's Downtown Transit Center, 421 East Weber Avenue, Stockton, California.

1. CALL MEETING TO ORDER Vice-Chair Les Fong 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: Les Fong
Gary Giovanetti
Balwinder T. Singh
Joni Bauer

Absent: Michael Restuccia

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
Darla Smith, Superintendent of Facilities
Sharon Miller, Director of Procurement
Cameron Isaacson, Operations Superintendent
Nate Knodt, Service Development Manager
Virginia Alcayde, Finance Manager
George Lorente, Grants Manager
Nancy Braxton, Executive and Board Support Analyst
Doug Smith, Facilities Supervisor
Matthew Taia, Grants Analyst
Ravi Sharma, Finance Senior Specialist
Nancy Antonio, Safety and Risk Specialist
Max Cao, Marketing Specialist
Dero In, Grants Specialist
Merab Talamantes, Executive and Board Support Analyst
Damaris Galvan, Service Development Manager
Priya Ram, Senior Accountant
Kelvin Cao, Customer Engagement Analyst

Members of the Public Who Indicated They Were Present

Linda Ragsdale
Deborah Gurley
Brenda Luther
Kerstin Williams
Carrie Flanary

6. SPECIAL PRESENTATIONS

A. EMPLOYEES OF THE MONTH

Special recognition was given to Grants Specialist Dero In, Administration Employee of the Month for April.

7. PUBLIC COMMENT

Linda Ragsdale reported concerns with temperatures on the bus during the hot summer days. She has a problem with the sun and would like RTD to consider putting shades on the windows to block the sun. She stated the wraps on the outside of the bus helps to keep the sun out and makes the bus ride very comfortable for her.

Marvin Bolin rides the 43 Express Bus and would like RTD to have additional security placed at the bus stops due to fights, drug use, and public disruptions in the area. Marvin would also like RTD to consider extending RTD Ambassador and Stockton police hours at the DTC for patrons who use the service after hours and on the weekend.

8. REPORTS

A. MV REPORT

No report was provided

B. GENERAL MANAGER/CEO REPORT

- General Manager Donna DeMartino along with several RTD employees recently attended the APTA Bus and Paratransit Conference in Charlotte, North Carolina. RTD had the privilege of taking the Administration, Maintenance, and Operator Employees of the Year to this APTA Conference. They attended workshops on areas of interest to them and relevant to their specific work responsibilities.
- General Manager Donna DeMartino was asked to stay over in North Carolina to attend the Federal Transit Agency (FTA) conference in which she participated in a panel discussion on the Introduction of Performance-Based Planning Techniques. While on the panel, she shared RTD's journey to introduce the new Transtrack system that extracts data to create federally required reports. She also shared information about RTD's membership in the American Bus Benchmarking Group (ABBG), which has prepared RTD for the next step in the evolution of performance-based planning.
- RTD is currently working with the Air Resources Board (ARB) on proposed zero emissions bus rules. RTD currently has two electric buses with the hopes of having fifteen by next year. RTD's goal is to have the first all-electric bus rapid transit line by next year. RTD is concerned with the implementation of unfunded mandates and the uncertainties of future utility cost; RTD is working closely with ARB to address these concerns because we are still in the experimental phase of electric buses. RTD is currently under a utility waiver that will end in September. RTD does not pay demand charges for the electric buses. If RTD has to incur these utility charges, the cost to run the electric buses will be much higher.
- In the interest of saving time and paper, RTD is in the process of changing the format of the Board Packet to a paperless format. In an effort to condense the size of each Board Packet, reports on committees and meetings will no longer have details of each meeting. Summaries of these meetings and activities will be provided upon request.

- RTD participated in Bring Your Sons and Daughters to Work Day. Students had the opportunity to spend the day touring each department throughout the organization, helping them understand what their parents do every day at work, and that there are lots of great careers in public transportation.
- RTC received the Project Achievement Award on May 19, 2016. RTD and its construction partner Arcadis U.S., Inc. received this Award for the San Joaquin Regional Transportation Center (RTC) project from the Construction Management Association of America (CMAA) Northern California Chapter. CMAA's Project Achievement Awards Program recognizes outstanding achievements in the practice of construction management for public and private projects. The competitive selection process judges projects based on their outcomes, overall management, safety performance, quality management, cost management, schedule management, complexity, innovation and creativity, and client satisfaction.

C. STATE/FEDERAL LEGISLATIVE REPORT UPDATE

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

9. CONSENT CALENDAR

A. RESOLUTION: MINUTES OF THE MAY 20, 2016 REGULAR BOARD MEETING

Resolution No. 5640: Board approval of the May 20, 2016, Regular Board of Directors Meeting Minutes

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

B. RESOLUTION: MINUTES OF THE FEBRUARY 27, 2016 SPECIAL BOARD MEETING

Resolution No. 5641: Board approval of the February 27, 2016, Special Board of Directors Meeting Minutes

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

C. 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

Resolution No. 5642: Board approval to amend resolution no. 5639 dated April 15, 2016, providing that the Vice-Chair of the Board shall sign in lieu of the chair

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

D. RESOLUTIONS: FY 2016 FINANCE

1. 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

Resolution No. 5643: Board approval 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

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

2. 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. 1215023126
Resolution No. 5644: Board approval to update the list of persons authorized to sign for San Joaquin Regional Transit District (RTD) on Bank of Stockton payroll checking account no. 1215023126

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

3. 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. 1215024801
Resolution No. 5645: Board approval to update the list of persons authorized to sign for San Joaquin Regional Transit District (RTD) on Bank of Stockton payroll checking account no. 1215024801

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

4. RESOLUTION: TO UPDATE THE LIST OF PERSONS AUTHORIZED TO SIGN FOR SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD) ON ACCOUNTS AT SAN JOAQUIN COUNTY
Resolution No. 5646: Board approval to update the list of persons authorized to sign for San Joaquin Regional Transit District (RTD) on accounts at San Joaquin County

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

E. ACTION ITEMS

- A. RESOLUTION: APPROVING THE ADDITION OF RULE 5.03 TO RULES OF PROCEDURE FOR THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT
Resolution No. 5647: Board approving the addition of rule 5.03 to Rules of Procedure for the San Joaquin Regional Transit District

ACTION: MOTION: DIRECTOR GIOVANETTI SECOND: VICE-CHAIR FONG
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

- B. 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
Resolution No. 5648: Board authorizing the 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 no to exceed \$194,772.25

ACTION: MOTION: DIRECTOR SINGH SECOND: DIRECTOR BAUER
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

- C. RESOLUTION: 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
Resolution No. 5649: Board approval 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

ACTION: MOTION: DIRECTOR GIOVANETTI SECOND: VICE-CHAIR FONG
ROLL CALL:
AYES: BAUER, FONG, GIOVANETTI, SINGH NAYES: ABSTAIN: ABSENT: CHAIR RESTUCCIA

11. INFORMATION ITEMS

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

12. QUESTIONS AND COMMENTS FROM DIRECTORS

13. CLOSED SESSION

Vice-Chair Fong announced that there would be no Closed Session.

14. ADJOURNMENT

Vice-Chair Fong adjourned the meeting at 10:43 a.m.

RESOLUTION NO. _____
DATED: JUNE 17, 2016

RESOLUTION TO APPROVE THE REGULAR BOARD MEETING MINUTES
OF THE REGULAR MEETING OF MAY 20, 2016

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the minutes of the Regular Meeting of June 17, 2016, be approved.

RECOMMENDATION: APPROVE THE REVISED TRAVEL POLICY

LEAD STAFF: DONNA DEMARTINO
GENERAL MANAGER/CEO

FINANCIAL IMPACT: NONE

DISCUSSIONS:

In order to streamline the accounting and administrative procedure for travel, staff is recommending changes to the existing travel policy.

One of the changes includes the transition from reimbursement basis to per-diem for travel outside of the 90-mile radius from either the RTD Representative's primary residence or regularly assigned work site. Other changes are highlighted in the Travel Policy document, as attached.



TRAVEL POLICY

BOARD APPROVED

Revised on June 17, 2016

TRAVEL POLICY
SAN JOAQUIN REGIONAL TRANSIT DISTRICT

San Joaquin Regional Transit District (RTD) recognizes it is in the best interest of RTD for members of the Board of Directors, RTD employees, and other authorized individuals (herein referred to collectively as RTD Representatives) to attend meetings of professional associations, conferences, training sessions, seminars, and other meetings having a direct relationship and/or advantage to RTD.

At all times, RTD Representatives serve the public and must do so within the ethical and business performance standards expected of a public agency. Prudent judgment and full compliance with RTD's Policies and Procedures, Codes of Conduct, Conflict of Interest, Lobbying, and Drug and Alcohol Policies are required.

This Policy applies to all RTD Representatives who are authorized to travel on behalf of RTD. Any exception to this Policy requires approval by the General Manager/CEO.

A. Definitions

RTD Representative(s) shall include, and this procedure shall apply to, RTD Board Members, RTD employees, interns, subcontractors, and any other individuals who are authorized to travel on behalf of RTD.

Travel is generally defined as attending off-site meetings of professional associations, conferences, training sessions, seminars, and other meetings having a direct relationship and/or advantage to RTD. Travel generally refers to authorized attendance at a meeting that is farther than 90 miles from either the RTD Representative's primary residence or regularly assigned work site, whichever is closer to the travel destination, and/or wherein overnight lodging is requested and approved by the General Manager/CEO or designee. Overnight lodging may be approved, under certain circumstances, for destinations within the 90-mile radius.

Travel Coordinator is a designated employee in the General Manager/CEO's office. All travel is arranged through the travel coordinator.

Travel/Training Request Form is the required form that needs to be completed by the RTD representative who is traveling. The Department Manager, Assistant General Manager/CFO, and/or General Manager/CEO must approve the form before any travel arrangements can be made.

B. General Requirements

1. Budgeted funds for travel must be available to cover the entire cost of the trip, including prepaid costs, estimated costs, and incidental expenses to be reported and paid at the conclusion of travel.
2. The department head and the General Manager/CEO or designee must approve expenses in advance. Trip documentation, such as conference schedules, completed registration forms,

business itineraries, and listing of all anticipated costs, should be submitted with the Travel/Training Request Form.

3. All travel arrangements will be made by the Travel Coordinator, when possible.
4. Within thirty days of return from business travel, the RTD Representative must complete and submit a claim for payment/reimbursement, accompanied by all supporting required documentation and a written report summarizing the value of such travel to RTD.

Any cost that is not adequately supported will not be paid or reimbursed. Receipts for all expenses for which reimbursement is requested must be attached to the expense report. Reimbursement request may not be processed if not accompanied by the required written report.

ALL RTD Employees must submit a written travel report within 30 days of return, or the cost of their travel may be declined and may require reimbursement from the Employee.

C. Specific Requirements

1. Air Travel

Coach accommodations should be used for air travel. Whenever possible, reservations should be made well in advance to take advantage of discount or reduced fares, resulting from, among other things, staying over a Saturday night, flying through a hub city, and other special air carrier promotions. If the selected airline charges for baggage, RTD will reimburse for the first bag within the airline's weight limit.

Depending upon the expense, taking an airport shuttle or an Uber-type service may be advisable rather than driving to the airport and paying to park. The cost of a shuttle or parking is reimbursable at cost; however, parking will only be reimbursed at the rate for long-term, daily, or economy parking.

RTD Representatives may keep individual airline and hotel reward points earned while traveling on RTD business.

2. Automobile Travel

Authorized travel by personal automobile may be reimbursed at the IRS-approved rate per mile from either the RTD Representative's primary residence or regularly assigned work site, whichever is closer to the travel destination. Requests for mileage reimbursement and reasonable parking expenses must include beginning and ending points, total miles traveled the business purpose for the trip, and the original parking receipts.

RTD Representatives who use their personal vehicle for business purposes to destinations outside of a 90-mile radius must receive approval from the General Manager/CEO or designee for personal vehicle use. In no case shall the mileage reimbursement exceed the cost of coach airfare and ground transportation (to/from airport and to/from hotel) to the destination.

For any travel within the 90-mile radius, RTD representatives must use an RTD vehicle, if one is available. The General Manager/CEO must approve any exception. If the RTD Representative chooses to drive a personal vehicle, RTD may not reimburse for mileage.

RTD Representatives who use their personal vehicle on RTD business must carry at least the minimum liability and property damage insurance required by state law. RTD reserves the right to request proof of insurance. Should RTD's Representatives be involved in an accident while on RTD business, they must notify both RTD and their insurance company immediately.

If two or more RTD Representatives are traveling to the same destination, they must arrange through the Travel Coordinator to find opportunities to contain travel costs, such as carpooling.

Automobile rentals must be authorized in advance by the General Manager/CEO or designee and will be approved if the cost of taxis and public transportation is expected to exceed rental costs. Automobile rentals for out-of-town travel will be reimbursed at the cost of a compact mode. Justification for a larger model can be made if three or more RTD Representatives are traveling together. Insurance on such rentals is not necessary and will not be reimbursed.

3. Lodging

Accommodations must be booked at conference rates, if applicable, or at government rates.

D. Reimbursements

RTD shall establish and maintain a procedure for reimbursement for RTD travel. This procedure will provide for the reimbursement of RTD Representatives for their reasonably required travel expenses, while at the same time, maximizing the availability of these RTD funds for RTD travel expenses associated with business travel.

RTD will reimburse RTD Representatives for all ordinary, necessary, and reasonable business expenses incurred in connection with official responsibilities performed on behalf of RTD, in accordance with established approved procedures and/or approved in advance by the appropriate management representatives.

1. Meals

For travel within 90 miles from either the RTD Representative's primary residence or regularly assigned work site which does not require an overnight stay, RTD will reimburse for the actual cost of the meals, including tax and tip. RTD Representatives must submit an itemized list of the meals for which a claim for reimbursement is being submitted. All receipts supporting the claim for reimbursement must be attached and reimbursement will not exceed the following amounts per meal:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$30.00
- Snacks and drinks will not be reimbursed unless they are part of the meal.
- For travel outside of the 90-mile radius, per diem will be given in advance of travel based upon IRS guidelines and will be adjusted for partial day travel in the same proportion as the breakdown for travel within the 90-mile radius.
- Meal Reimbursement Exceptions: The General Manager/CEO must authorize business meeting meal reimbursements. Requests for business meal reimbursement must include

original receipts, documentation of attendees, subjects discussed, purpose of meeting, and benefit to RTD.

- Non-reimbursable expenses include alcoholic beverages and entertainment, **as well as non-business and personal expenses**

2. Incidental Expenses

Incidental expenses, including but not limited to business-related long distance telephone calls, bridge tolls, parking fees, and taxis shall be reimbursed at cost, based upon supporting documentation, or reasonable costs where documentation is unavailable.

No items for personal use will be reimbursed.

3. Family Members and Friends Traveling with RTD Representatives

RTD representatives should notify RTD in advance of any family/friends traveling with the representative or accompanying the representative while conducting RTD business. RTD is not responsible for the payment of expenses incurred by individuals who are not RTD Representatives.

Arrangements for meals, accommodations, or any other expense for family members or friends traveling with RTD Representatives shall be the sole and full responsibility of that RTD Representative through independent arrangements between RTD and the RTD Representative.

4. Personal Property

Expenses incurred because of damage or loss of personal property of the RTD Representative, even when incurred in connection with RTD business, do not constitute an RTD obligation. All expenses in connection with repair or replacement of personal items shall be borne and paid by the RTD Representative. Personal items include, but are not limited to, automobiles, clothing, luggage, jewelry, books, and computers.

5. Travel Insurance

The purchase of the travel insurance is a personal decision of the RTD Representative. The cost of this insurance is not reimbursable.

6. Miscellaneous Expenses

The department Director and/or the General Manager/CEO must approve, in advance, reimbursement for expenses not specifically mentioned above.

E. Purchasing Card (P-Card) Holders

All travel arrangements will be made by the Travel Coordinator when possible; however, P-Card holders may make their own travel arrangement provided the P-Card is used and the lowest possible expense is incurred.

Hotel and airfare expenses will be charged to the P-Card to maximize the accumulation of reward points. RTD allows individual frequent flyer miles and individual hotel points earned from RTD travel to be kept by the RTD Representative.

Other incidentals, such as airport parking fees, may be charged to the P-Card.

RESOLUTION NO.
DATED: JUNE 17, 2016

RESOLUTION AUTHORIZING THE APPROVAL OF THE REVISED TRAVEL POLICY

RESOLVED AND ORDERED by the Board of Directors of the San Joaquin Regional Transit District that the revised Travel Policy, as is revised on June 17, 2016, is hereby approved and adopted.

RECOMMENDATION: AWARD A FIVE YEAR CONTRACT TO STOTT OUTDOOR ADVERTISING FOR TRANSIT VEHICLE ADVERTISING SALES AND SERVICES, IN THE AMOUNT OF REVENUE NO LESS THAN \$213,000.00

LEAD STAFF: SHARON MILLER, DIRECTOR OF PROCUREMENT

FINANCIAL IMPACT: REVENUES NO LESS THAN \$36,000.00 IN YEAR ONE, \$39,000.00 IN YEAR TWO, \$42,000.00 IN YEAR THREE, \$46,000.00 IN YEAR FOUR, AND \$50,000.00 IN YEAR FIVE, IN THE AMOUNT OF TOTAL REVENUE OF \$213,000.00

BACKGROUND:

RTD currently operates a fleet of 107 fixed route buses of which 87 are available for advertising, unless otherwise authorized by RTD's General Manager/CEO. Bus exterior and interior advertising is a major source of revenue for San Joaquin Regional Transit District (RTD). All advertising placed in and on RTD vehicles must comply with RTD's Transit Advertising Policy.

The current contract expires June 30, 2016, requiring RTD to have solicited for a new transit advertising contractor.

DISCUSSION:

On April 11, 2016, staff sent out the Request for Proposals (RFP) for transit vehicle advertising sales and services 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 50 registered vendors in the eBid database that fell under the criteria of the subject solicitation. A total of 16 firms downloaded the RFP from the eBid website.

On May 2, 2016, RTD received two responsive proposals. Follow-up with other firms revealed that they had other commitments or felt they did not have sufficient qualifications or experience to provide the advertising services specific to transit needs.

The Selection Committee evaluated the proposals in the following areas:

- ✓ Project Understanding (25 Points)
- ✓ Project Staffing and Experience (25 Points)
- ✓ Project Work Plan (25 Points)
- ✓ Price (25 Points)

Stott Outdoor Advertising received the highest score and was deemed to be the most responsive responsible proposer to provide transit vehicle advertising sales and services. A cost/price analysis was performed determining Stott Outdoor Advertising's price and revenue percentage as fair and reasonable.

Stott Outdoor Advertising contracts include Basin Transit Service, Corvallis Transit Services, Modesto Area Express, Rogue Valley Transit, and Yuba-Sutter Transit, who all provided positive references.

RESOLUTION NO. _____

DATED: June 17, 2016

RESOLUTION AUTHORIZING AWARD OF A FIVE YEAR CONTRACT TO STOTT OUTDOOR ADVERTISING FOR TRANSIT VEHICLE ADVERTISING SALES AND SERVICES IN THE AMOUNT OF TOTAL REVENUE NO LESS THAN \$213,000.00

WHEREAS, San Joaquin Regional Transit District (RTD) currently operates a fleet of 107 fixed route buses of which 87 are available for advertising; and

WHEREAS, the current contract expires June 30, 2016; and

WHEREAS, on April 11, 2016, staff sent out the Request for Proposals (RFP) for transit vehicle advertising sales and services to potential qualified proposers with potential eBid vendors being notified in advance and registered vendors on the eBid website; and

WHEREAS, on May 2, 2016, RTD received two responsive proposals; and

WHEREAS, Stott Outdoor Advertising was deemed the most responsive responsible proposer to provide transit vehicle advertising sales and 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 Stott Outdoor Advertising for Transit Vehicle Advertising Sales and Services in the amount of revenue no less than \$213,000.00.
- 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 Stott Outdoor Advertising for Transit Vehicle Advertising Sales and Services, in the amount of revenue no less than \$213,000.00, in accordance with the Request for Proposal for Transit Vehicle Advertising Sales and Services, dated April 11, 2016 being Solicitation No. 2016-TVASAS-R.
- 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 OF A CONTRACT TO PARATRANSIT, INC. FOR TRAVEL TRAINING SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$164,424.00

LEAD STAFF: SHARON MILLER, DIRECTOR OF PROCUREMENT

FINANCIAL IMPACT: 100% FEDERAL

BACKGROUND:

Travel training services identifies and trains individual within RTD's service area to use RTD's transportation system; extends outreach efforts with public schools, service agencies, and care providers within RTD's service area; and identifies and refers customers to the travel training program, or other appropriate RTD programs.

DISCUSSION:

In 2008, RTD teamed with Paratransit, Inc. to implement travel training services under a grant application for the Stockton Large Urbanized Zone Area (UZA) Job Access Reverse Commute (JARC) Program. The grant identified Paratransit, Inc. as RTD's partner agency for the travel-training program in the Stockton UZA.

RTD has been awarded additional FY14 5310 and FY15 5310 grant monies to continue the travel training program. The grants identify Paratransit, Inc. as RTD's partner agency. The grants provide for travel training and other related activities at a rate of \$50.00 per hour. Staff estimates that the grant monies will support a contract for travel training services for the next two years.

Staff recommends approval of a contract for travel training services with Paratransit, Inc. for a contract amount not to exceed \$164,424.00.

RESOLUTION NO. _____
DATED: June 17, 2016

RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO PARATRANSIT, INC FOR TRAVEL TRAINING SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$164,424.00

WHEREAS, travel training services identifies and trains individual within RTD's service area to use RTD's transportation system; and

WHEREAS, in 2008 RTD teamed with Paratransit, Inc. to implement travel training services under a grant application for the Stockton Large Urbanized Zone Area (UZA) Job Access Reverse Commute (JARC) Program; and

WHEREAS, the grant identified Paratransit, Inc. as RTD's partner agency; and

WHEREAS, RTD has been awarded additional FY14 5310 and FY15 5310 grant monies to continue the travel training program; and

WHEREAS, the grants identify Paratransit, Inc. as RTD's partner agency.

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 Paratransit, Inc. for Travel Training Services for a total contract amount not to exceed \$164,424.00.
- 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 Paratransit, Inc. for Travel Training Services in a total contract amount not to exceed \$164,424.00 in accordance with the terms and conditions of the FY14 5310 grant and the FY15 5310 grant.
- 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 CONTRACTS FOR CONTRACTED TRANSPORTATION SERVICES

1. A TWO YEAR PLUS THREE ONE-YEAR OPTIONS CONTRACT TO MV TRANSPORTATION, INC. FOR CONTRACTED TRANSPORTATION – FIXED ROUTE OPERATIONS AND MAINTENANCE SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$28,235.443.00 AND
2. A ONE YEAR PLUS FOUR ONE-YEAR OPTIONS CONTRACT TO AMERICAN LOGISTICS COMPANY FOR CONTRACTED TRANSPORTATION – DIAL-A-RIDE SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$6,928,241.15

LEAD STAFF: SHARON MILLER, DIRECTOR OF PROCUREMENT

FINANCIAL IMPACT: FIXED ROUTE OPERATIONS AND MAINTENANCE: \$28,235,443.00 (5311 FEDERAL, LTF COUNTY, AND MEASURE K LOCAL)
DIAL-A-RIDE: \$6,928,241.15 (100% OPERATING)

BACKGROUND:

As a part of the San Joaquin Regional Transit District Act, the California Public Utility Code (PUC) Section 50075.5 provides the following:

“All new intercity, interregional, and rural services provided outside the Stockton Metropolitan Area shall be subject to open competitive bidding at least once every five years. For the bidding, the district may be one of the bidders. The district shall cause notice inviting bids to be published at least once in a newspaper of general circulation within San Joaquin County, which publications shall be made at least 10 days before bids are to be received. The Contract for service shall be let to the lowest responsible bidder. The Board may reject any and all bids and may readvertise in its discretion.”

In accordance with this provision, RTD issued its “REQUEST FOR PROPOSALS for Contracted Transportation Services,” dated August 6, 2015.

DISCUSSION:

RTD hired an independent consultant, Nelson Nygaard Consulting Associates, Inc., to develop the RFP for awarding a contract(s) pursuant to PUC Section 50075.5 and to oversee the bidding process to ensure a fair process and avoid any conflict of interest. The Director of Procurement acted in a support role to make sure that the solicitation and evaluation processes were followed according to RTD’s procurement policies and procedures.

Due to federal funding for a portion of this contract, the RFP solicitation process was submitted to Caltrans on August 6, 2015 and approved on January 29, 2016.

On August 6, 2015, RTD published a Notice Inviting Proposals for Contracted Transportation Services. The solicitation was also advertised on RTD’s eBid program as well as three transit related media outlets. The Request for Proposals (RFP) provided for contractor(s) to operate and maintain vehicles for all intercity, fixed route, interregional, and Dial-A-Ride (DAR) services. Proposers could present

proposals on either one, two, or all three options – fixed route operations (including Hopper services), maintenance services, and DAR services. A pre-proposal conference and tour of the site was conducted during the solicitation period. The solicitation also included two addenda.

On September 30, 2015, proposals were received from the following:

- American Logistics Company – DAR services only
- First Transit – fixed route operations, maintenance, and DAR services
- MTM – DAR services only
- MV Transportation, Inc. – fixed route operations, maintenance, and DAR services
- National Express – fixed route operations, maintenance, and DAR services
- Transdev – fixed route operations, maintenance, and DAR services

Staff deemed each proposal responsive for 1) debarment; 2) bid responsiveness; 3) Disadvantage Business Enterprise (DBE) participation; 4) price analysis; and 5) confidential statement of qualifications and business references.

The Selection Committee deemed all six Proposers qualified and they were invited to oral interviews and presentations on February 11, 2016. At the conclusion of oral interviews and presentations the Selection Committee deemed all six Proposers further qualified and they received the Best and Final (BAFO) request on March 11, 2016 with two clarification letters on March 15, 2016 and March 25, 2016.

BAFOs were submitted on April 1, 2016. Transdev was the only Proposer who did not elect to submit a BAFO.

Staff and consultants participated in a detailed analysis of all services to be provided under the Contracted Transportation Services and deemed MV Transportation, Inc. the lowest responsive Proposer to provide fixed route and maintenance services and American Logistics Company the lowest responsive Proposer to provide DAR services.

Staff recommends award of a two year plus three one-year options contract to MV Transportation, Inc. for Contracted Transportation – Fixed Route and Maintenance Services for a total contract amount not to exceed \$28,235,443 and a one year plus four one-year options contract to American Logistics Company for a total contract amount not to exceed \$6,928,241.15, subject to final negotiations and Caltrans award approval.

RESOLUTION NO. _____

DATED: June 17, 2016

RESOLUTION AUTHORIZING AWARD OF A TWO YEAR PLUS THREE ONE-YEAR OPTIONS CONTRACT TO MV TRANSPORTATION, INC. FOR CONTRACTED TRANSPORTATION – FIXED ROUTE OPERATIONS AND MAINTENANCE SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$28,235,443.00 AND A ONE YEAR PLUS FOUR ONE-YEAR OPTIONS CONTRACT TO AMERICAN LOGISTICS COMPANY FOR CONTRACTED TRANSPORTATION – DIAL-A-RIDE SERVICES FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$6,928,241.15

WHEREAS, San Joaquin Regional Transit District (RTD) provides new intercity, interregional, and rural services provided outside the Stockton Metropolitan Area in accordance with California Public Utility Code Section 50075.5 and shall be subject to open competitive bidding at least once every five years; and

WHEREAS, RTD issued its "REQUEST FOR PROPOSALS for Contracted Transportation Services" dated August 6, 2015; and

WHEREAS, RTD hired an independent consultant, Nelson Nygaard Consulting Associates, Inc, to develop the RFP, with the Director of Procurement acting in support, to ensure a fair process and avoid any conflict of interest; and

WHEREAS, on August 6, 2015, RTD published a Notice Inviting Proposals for Contracted Transportation Services and also advertised on RTD's eBid program as well as three transit related media outlets; and

WHEREAS, on September 30, 2015, proposals were received and deemed responsive; and

WHEREAS, the Selection Committee deemed all six Proposer qualified for oral interviews and presentation and further qualified to receive the Best and Final Offer (BAFO) request; and

WHEREAS, staff and consultants participated in a detailed analysis of all services to be provided and deemed MV Transportation, Inc. the lowest responsive responsible Proposer to provide fixed route and maintenance services and American Logistics Company the lowest responsive responsible Proposer to provide DAR services; and

WHEREAS, staff recommends award of a two year plus three one-year options contract to MV Transportation, Inc. for Contracted Transportation – Fixed Route and Maintenance Services for a total contract amount not to exceed \$ 28,235,443 and a one year plus four one-year options contract to American Logistics Company for a total contract amount not to exceed \$6,928,241.15 subject to final negotiations and Caltrans award approval.

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 MV Transportation, Inc. for Contracted Transportation – Fixed Route and Maintenance Services for a total contract amount not to exceed \$ 28,235,443 and a one year plus four one-year options contract to American Logistics Company for a total contract amount not to exceed \$6,928,241.15
- 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 MV Transportation, Inc. for Contracted Transportation – Fixed Route and Maintenance Services for a total

contract amount not to exceed \$28,235,443 and a one year plus four one-year options contract to American Logistics Company for a total contract amount not to exceed \$6,928,241.15, in accordance with the Request for Proposals for Contracted Transportation Services, dated August 6, 2015 being Solicitation No. 2015-TPTOPMAI-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.

RECOMMENDATION: ADOPT THE FY 2017 OPERATING BUDGET IN THE AMOUNT OF \$34,629,981 AND CAPITAL BUDGET IN THE AMOUNT OF 24,630,891

LEAD STAFF: GLORIA SALAZAR
ASSISTANT GENERAL MANAGER/CFO

FINANCIAL IMPACT: 34,629,981 – OPERATING
24,630,891 - CAPITAL

BACKGROUND:

At a Special Meeting of RTD's Board of Directors on June 6, 2016, RTD's Assistant General Manager/CFO Gloria Salazar and Grants Specialist Dero In presented details of the Fiscal Year (FY) 2017 Operating and Capital Budget.

Staff recommends adoption of the Budget that will provide RTD with the authority to spend on the respective areas of its operations throughout FY 2016-2017.

DISCUSSION:

Highlights of FY 2016

RTD takes pride in continuously being recognized by various organizations locally and nationally for its projects and initiatives. These awards and recognitions are a testament to RTD's creativity, long-term vision, and excellence in delivering high-quality products. In addition, RTD has proven to have the competence and ability to comply with the governing rules and regulations over RTD operations. RTD has not lost any funding previously awarded because RTD delivers high quality projects within budget and on time. Other than RTD's technical capacity, RTD thrives in developing a collaborative rapport with its stakeholders: funding partners, legislative officials, community leaders, and peers. RTD has been successful in obtaining competitive funding over the years, and FY 2016 is no exception. All these are made possible because of the concerted efforts of a strategic RTD Board, visionary leadership, commitment of the management team, and dedication and hard work of RTD employees.

RTD received the following awards:

- GFOA Excellence in Financial Reporting Award (12 years in a row)
- San Joaquin A+'s Public Organization Spirit of Literacy Award (Books on Bus Program)
- WTS (Women's Transportation Seminar) 2015 Woman of the Year (GM/CEO Donna DeMartino)
- Construction Management Association of America (CMAA) Award(RTC Project)
- Greater Stockton Chamber of Commerce FRESH Employee of the Year Award
- APTA AdWheels Award 1st Place 2015
- Public Relations, Awareness, or Educational Campaign for RTD's "Patriot Recognition Program"
- August 2015 - TMSA Compass Award of Merit for RTD's Marketing Campaigns
 - Veterans Recognition Program (integrated campaign category)
 - Fall Festival (special events category)
 - 50th Anniversary Video (single advertisement)
- News Flash.... GFOA Excellence in Financial Reporting Award (13 years in a row)

RTD's major accomplishments in FY 2016 were as follows:

- Completed the construction of and occupied the Regional Transportation Center (RTC)
 - Opening event for employees
 - Opening event for other stakeholders
- Successfully transitioned to CALPERS medical benefits
- Completed Labor Agreement interest arbitration with final signed contract through July 2017
- Completed upgrade of financial management system to OneSolution (paperless payroll, grants/project accounting)
- Began the implementation of the Customer Relations Management System – Sugar
- Rolled out “The places you can go at RTD” campaign that integrates general and target marketing
- Introduced and launched RTD's mascot, Artie D.
- Released the RFP for County services
- Started planning for BRT IV and V projects
- Submitted the requirements for the federal triennial review (field work is in July)
- Celebrated RTD's 50th Anniversary
- Launched the 50th anniversary “gold” bus
- Launched the “pink” bus (for breast cancer awareness)
- Began union negotiation on the retirement plan
- Completed by-laws for the retirement plan board
- Fully funded the construction of the upcoming BRT IV and V corridors
- Was awarded competitive grants totaling over \$10 million

FY 2017

RTD has a lineup of goals this coming fiscal year 2017 to improve its service, amenities, customer engagement, safety, and technology. RTD's aim is to keep raising the bar of its performance and infrastructure in order to provide transit service and amenities that will attract and satisfy more passengers. While the achievement of some of these goals is a function of the level of local funding as well as local funding decisions, RTD will continue to focus and strategically plan to achieve the following:

- Begin implementation of the MLK Corridor and Crosstown Corridor (BRT IV and V) with a target opening in July 2017
- Implement the new contracts for County and DAR services
- Implement the University and Employer Pass Programs to increase ridership and fare revenues
- Operate 15 new electric buses
- Operate 22 Hopper replacement buses, powered by propane
- Implement the Sugar CRM system
- Upgrade radio communication in conjunction with San Joaquin County
- Establish an effective and robust project management process
- Finalize and implement Human Resources' compensation study
- Implement the vanpool program
- Finalize retirement plan labor negotiation/make a decision on the defined contribution retirement plan

Challenges

Local Transportation Fund (LTF) Allocation/Regional Transportation Systems Plan Study (RTSP)

LTF makes up 42% of RTD's operating budget. During the last two fiscal years, notwithstanding an increasing trend in LTF revenues for the County, RTD's LTF revenue level remained lower than the level

10 years ago in FY 2006. The allocation for the coming fiscal year 2017 remains an unsolved dilemma and continuing disagreement between and among the County jurisdictions. SJCOG's decision will articulate its vision and priorities in transit and mobility. RTD staff continues to strongly advocate for sustained funding on behalf of the disadvantaged members of the community (representing 85% of RTD's ridership) the students of Stockton high schools and San Joaquin Delta Community College, individuals with disabilities, and senior citizens, many of whom do not have any transportation choice except public transit.

RTD's operating budget assumes \$14.7 million LTF revenues that is consistent with RTD staff's proposal to the SJCOG.

Measure K Expenditure Plan Review and Revenue Projection Assessment

Measure K constitutes approximately 14% of RTD's operating budget. RTD also has a 5% share for BRT Capital, out of the 30% Passenger Rail, Bus, and Bicycles category of the total Measure K pot.

The Measure K 30-year renewal was initially estimated to generate approximately \$3 billion; current estimate is at \$2.6 billion.

State Transit Assistance (STA) Funding Drought and Allocation

STA is derived from statewide sales tax on diesel fuel that makes up approximately 9% of RTD's operating budget. While STA is generally for capital, RTD allocates over 90% of its STA revenues to operation in order to maximize the level of transit service on the street.

STA funding has declined statewide by over \$100 million in the last two years. This was caused by reductions in the price of gasoline and diesel fuel. In addition to the reduced revenue level, the State Controller's Office changed its STA distribution method in a way that will have a negative impact on STA allocation to RTD.

The California Transit Association (CTA) is moving forward with initiatives to "hit the pause button" on the new methodology for a limited time and define and pass non-urgency legislation to permanently clarify the ambiguities in the statues going forward. In the meantime, to mitigate the reduced revenue stream, some State bills have been initiated to increase allocation of Cap and Trade revenues to transit.

Risk to RTD is approximately \$550,000 less (down from \$3,377,809) in STA revenues for FY 2017.

Capital Budget

While effective operations are essential for RTD, as important is the maintenance and upgrade or replacement of RTD's capital infrastructure to provide convenient and safe amenities for the public as well as for RTD's employees. RTD has been successful in bringing in competitive State and Federal funding to San Joaquin County because of the significance of RTD's projects, RTD's technical capacity to manage funding and deliver high-quality products, and RTD's ability to comply with the governing rules and regulations. RTD's records are highly auditable with an effective financial management system in place. In addition, RTD has successfully developed effective, professional, and respectful relationship with its various stakeholders.

In FY 2016, in addition to over \$22.5 million competitive and formula grants received, RTD received notifications of awards for over \$10 million that include funding for RTD's upcoming BRT IV and V corridors, making both projects fully-funded.

Summary and What's Next

RTD's operating budget includes an infusion of \$1.2 million of reserves. This deficit will even grow if the funding decisions stated above work against RTD's assumptions.

While there are a number of significant moving parts in funding, RTD will strive to fulfill its vision to be the transportation of choice for the community it serves. RTD staff will continue its strong advocacy for transit service. Any adverse funding decision outside of RTD's control could lead to a reduction in level of service. Nevertheless, as RTD has done in the past, RTD staff will do its best to provide the highest level of service to the greatest number of people within RTD's financial means.

FY 2017 Proposed Budget

Description	FY 2016 Budget	FY 2017 Proposed Budget	FY17 over FY16 Budget	
Revenues				
Passenger Fares	\$ 4,350,891	\$ 4,285,531	\$ (65,360)	-2%
Special Transit Fares	156,843	145,262	(11,582)	-7%
Auxiliary Transportation Revenue	90,000	84,500	(5,500)	-6%
Non-transportation Revenues	59,680	65,219	5,539	9%
Property Tax Revenue	834,894	866,184	31,291	4%
Measure K	5,050,023	4,946,318	(103,705)	-2%
TDA-STA Revenues	3,000,000	3,000,000	-	0%
TDA-LTF Revenues	13,525,160	14,706,057	1,180,897	9%
LCTOP (State Fund)	221,773	221,773	-	0%
Federal 5307 - Urbanized Area Grant	4,556,147	4,675,445	119,298	3%
Federal 5311 - Rural Areas	452,597	379,079	(73,518)	-16%
Federal 5317 - New Freedom	133,497	-	(133,497)	-100%
Total Revenue	\$ 32,431,504	\$ 33,375,368	\$ 943,864	2.9%
Expenditures				
Wages & Fringes	\$ 18,116,208	\$ 19,025,166	\$ 908,958	5%
Services	3,000,030	2,629,144	\$ (370,886)	-12%
Materials & Supplies	2,900,045	2,830,416	\$ (69,629)	-2%
Utilities	603,950	729,330	\$ 125,380	21%
Insurance	933,496	806,879	\$ (126,618)	-14%
Taxes & Licenses	211,082	190,051	\$ (21,031)	-10%
Purchased Transportation	7,053,591	7,073,500	\$ 19,909	0%
Operating Contingency	0	200,000	\$ 200,000	100%
Miscellaneous Expenditures	1,348,977	1,145,495	\$ (203,482)	-15%
Total Expenditures	\$ 34,167,380	\$ 34,629,981	\$ 462,601	1.4%
Surplus (Deficit)	(1,735,876)	(1,254,613)		
Operating Funds From Prior Year's Surplus and Reserves	1,735,876	1,254,613		
Projected FY 2016 Surplus (Deficit)	-	-		

FY 2017 Capital Budget Summary			
Revenues by Program			
Revenues by Program	Type	Amount	% of Total
FTA 5307	Formula	\$ 489,114	2%
FTA 5307 Security	Formula	51,493	0.2%
FTA 5310 (Hopper Buses)	Competitive	614,000	2%
FTA 5312 (Electric Buses)	Competitive	5,812,562	24%
FTA 5339	Formula	468,854	2%
TIRCP (BRT IV & VI)	Competitive	6,841,000	28%
CMAQ (BRT IV & VI)	Competitive	4,845,486	20%
Prop 1B (BRT IV & VI)	Competitive	840,000	3%
Measure K (BRT IV & VI)	Formula	2,661,362	11%
STA	Formula	956,159	4%
TSSSDRA	Formula	326,646	1%
TSSSDRA Pedestrian Safety Enhancement	Competitive	100,000	0.4%
TSSSDRA Bus Operations Safety Modernization	Competitive	624,215	3%
Total Revenues		\$ 24,630,891	100%
Funded Projects by Project Category			
Funded Projects by Project Category		Amount	% of Total
Corridor Construction (BRT IV & VI)		\$ 15,187,848	62%
Grants/Project Administration		344,393	1%
Bus Refurbishment		626,819	3%
Tire Lease		267,000	1%
Revenue Vehicle Purchase (8 Hopper, 5 Electric, & 1 Charger)		6,426,562	26%
Bus Component Rebuild and Parts over \$500		215,000	1%
Facilities Equipment		355,343	1%
Information Technology		92,700	0%
Safety and Security		1,115,227	5%
Total		\$ 24,630,891	100%

RESOLUTION NO.
DATED: JUNE 17, 2016

RESOLUTION TO APPROVE THE FY 2017
OPERATING AND CAPITAL BUDGET

RESOLVED AND ORDERED by the San Joaquin Regional Transit District (RTD) Board of Directors
as follows:

1. That the FY 2017 Budget for RTD in the amount of \$34,629,981.00 for operating and \$24,630,891.00 for capital be, and hereby is, approved; and
2. That the General Manager/CEO be, and hereby is, authorized and directed to carry out the programs as outlined within the Budget.