

SAN JOAQUIN REGIONAL TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING – NOTICE AND AGENDA  
10:00 A.M. ON FRIDAY, JUNE 19, 2020

This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. The Board of Directors will attend the meeting telephonically via Zoom Video Communications.

Members of the public can attend the RTD Board Meeting (audio only) by dialing: (669) 900-9128 Meeting ID: 882 2476 2500, or by viewing a live broadcast of the meeting online at <https://us02web.zoom.us/j/88224762500>

**Persons wishing to address the Board must submit a public comment request by sending an email to [BoardSupport@sjRTD.com](mailto:BoardSupport@sjRTD.com) or by calling (209) 467-6668. All comments must be received by 9:00 a.m. on Friday, June 19, 2020.**

RTD is committed to ensuring that all meetings are accessible regardless of an individual’s ability or access method. If you need a reasonable accommodation, please contact RTD’s Chief Executive Office at (209) 467-6613. *For language assistance, interpreter services, please contact (209) 943-1111. 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. ROLL CALL
5. SPECIAL PRESENTATIONS
  - A. EMPLOYEES OF THE MONTH  
Special recognition of the Administration, Maintenance, and Transportation Employees of the Month.
  - B. RTD’S BUSINESS CONTINUITY PLAN  
Risk Administrator Nancy Antonio will present RTD’s Business Continuity Plan.
  - C. RTD’S AGENCY SAFETY PLAN  
Safety Administrator John Coose will present RTD’s Agency Safety Plan.

6. 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 FIVE 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 disconnected from the meeting.

7. REPORTS
  - A. CHIEF EXECUTIVE OFFICER (CEO) UPDATE
  - B. STATE/FEDERAL LEGISLATIVE UPDATE
  - C. FINANCIAL REPORTS  
May financial reports provided to the Board.
8. INFORMATION ITEMS  
There are no information items.
9. CONSENT CALENDAR
  - A. RESOLUTION: APPROVING THE MINUTES OF THE MAY 15, 2020 REGULAR BOARD OF DIRECTORS MEETING  
Board approval of minutes.
  - B. RESOLUTION: APPROVING THE MINUTES OF THE MAY 15, 2020 SPECIAL BOARD OF DIRECTORS MEETING  
Board approval of minutes.
  - C. RESOLUTION: ADOPTING THE ZERO-EMISSION BUS ROLLOUT PLAN  
Board adoption of Zero-Emission Bus Rollout Plan.
  - D. RESOLUTION: AMENDING RESOLUTION NO. 5737 DECLARING SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) COMMITMENT FROM ALL-ELECTRIC FLEET TO ZERO-EMISSION FLEET FOR THE CITY OF STOCKTON BY 2025  
Board amendment of Resolution Number 5737.
10. ACTION ITEMS
  - A. RESOLUTION: ADOPTING THE REVISED FARE AND MAJOR SERVICE CHANGE POLICY AND PROCEDURE  
Board adoption of Revised Fare and Major Service Change Policy and Procedure.
  - B. RESOLUTION: ADOPTING THE FY 2021 OPERATING BUDGET IN THE AMOUNT OF \$38,980,891 AND CAPITAL BUDGET IN THE AMOUNT OF \$6,162,765  
Staff will present RTD fixed-route, mobility and dial-a-ride service modifications in conjunction with FY 2021 operating and capital budgets for Board adoption.
  - C. RESOLUTION: AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPLY FOR THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES/FEDERAL EMERGENCY MANAGEMENT (FEMA) AGENCY PUBLIC ASSISTANCE GRANT  
Board authorizing the CEO or designee to apply for grant.
11. QUESTIONS AND COMMENTS FROM DIRECTORS AND STAFF
12. CLOSED SESSION
  - A. CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator: Gloria Salazar, CEO

Employee Organization: Amalgamated Transit Union, Local 256

- B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
[Paragraph (1) of subdivision (d) of Government Code, Section 54956.9]:
- i. San Joaquin Regional Transit District vs. DSS-2731 Myrtle LLC, et al., San Joaquin Superior Court Case No. 39-2010-00252684-CU-EI-STK
  - ii. April Jenkins vs. San Joaquin RTD, complaint filed with the California Department of Fair Employment and Housing, Matter No. 201909-07700926
  - iii. Deanna Jimenez vs. San Joaquin RTD, complaint filed with the California Department of Fair Employment and Housing, Matter No. 202001-09090630
  - iv. Linda Gaines vs. San Joaquin RTD, claim filed with the California Department of Industrial Relations, Division of Worker’s Compensation, Claim No. SJSP-549314
  - v. Workers’ Compensation Claim of Loretta Blair, WC Claim #SJSN54922
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Government Code, Section 54956.9

13. ADJOURNMENT

**NOTE: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD ON FRIDAY, JULY 17, 2020 AT 10:00 A.M.**

DATE POSTED: JUNE 12, 2020

**SPECIAL PRESENTATION: RECOGNITION OF ADMINISTRATION, MAINTENANCE,  
AND TRANSPORTATION EMPLOYEES OF THE MONTH**

**LEAD STAFF: GLORIA SALAZAR  
CHIEF EXECUTIVE OFFICER**

**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:

- \$75.00 gift card
- Certificate and acceptance photograph

RTD recognizes EOMs by posting their photographs in the employee newsletter, "As the Wheels Turn," and at each RTD facility in frames designed for EOM recognition.

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).

**SPECIAL PRESENTATION: RTD'S BUSINESS CONTINUITY PLAN**

**LEAD STAFF: NANCY ANTONIO  
RISK ADMINISTRATOR**

**BACKGROUND:**  
Risk Administrator Nancy Antonio will present RTD's Business Continuity Plan.

**SPECIAL PRESENTATION: RTD'S AGENCY SAFETY PLAN**

**LEAD STAFF: JOHN COOSE  
SAFETY ADMINISTRATOR**

**BACKGROUND:**  
Safety Administrator John Coose will present RTD's Agency Safety Plan.

**REPORT: CHIEF EXECUTIVE OFFICER UPDATE**

**LEAD STAFF: GLORIA SALAZAR  
 CHIEF EXECUTIVE OFFICER**

**POLICE ACTIVITIES (MAY)**

Officer Marquez worked 15 days, Officer Perez worked 14 days, and other officers worked 2 days. Their production statistics for May are listed below:

Type of Report Filed	Quantity	Type of Report	Quantity	Type of Report Filed	Quantity
Felony Arrests	1	Intoxication Arrest		Field Interviews	20
Warrants Arrests	1	Moving Citations		PC 640 Citations	
Other Arrests	1	SMC Citations	1	Misdemeanor Arrests	1
Parking Citations	4	Traffic Citations		Abandoned Autos	
Other Citations		Vehicles Towed		Narcotics Confiscated	
Calls for Service	21	Weapons Seized		Weapons Confiscated	

**MEETINGS**

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

- **American Public Transportation Association (APTA) Bus Operations Committee Meeting:** CEO Gloria Salazar
- **The Bus Coalition (TBC) Steering Committee Meeting:** CEO Gloria Salazar
- **APTA 2020 Virtual Fly-In for Congress:** Board Chair Gary Giovanetti, CEO Gloria Salazar
- **San Joaquin Council of Governments (SJCOG) Management and Finance Committee Meeting:** Deputy CEO Kimberly Gayle
- **Virtual State of the City:** Executive and Board Support Analyst Alan Anguiano, Project Controls Manager Merab Talamantes, CEO Gloria Salazar, Deputy CEO Kimberly Gayle, Grants Manager George Lorente, Chief of Administration and Innovation Mike Thompson, Chief of Marketing and Communications Jean Foletta-Morales, Finance Manager Ravi Sharma
- **Leading in Real Time—Leadership APTA Committee Meeting:** CEO Gloria Salazar
- **Access San Joaquin (ASJ) Technical Advisory Committee (TAC) Meeting:** Deputy CEO Kimberly Gayle
- **SJCOG Board Meeting:** Deputy CEO Kimberly Gayle, Grants Manager George Lorente
- **Social Service Technical Advisory Committee (SSTAC) Meeting:** Grants Manager George Lorente, Chief of Marketing and Communications Jean Foletta-Morales
- **Stockton Unified School District (SUSD) Board Meeting:** Chief of Marketing and Communications Jean Foletta-Morales

**EVENTS**

**Welcome Back Administrative Employees**

Employees reported back to the DTC building on May 18, 2020. In preparation, RTD has been proactive in ensuring that the health and safety of its worksites and employees is in accordance with Center for Disease Control guidance by increasing common surface disinfecting, instituting social distancing protocols for work spaces, and providing personal protective equipment.

**Face Shield/Face Mask Campaign**

RTD launched the “Do your part to keep us safe!” campaign in June. RTD is offering free face masks to passengers at the Customer Service Center window on a first-come/first-serve. RTD received donations from various private and public sources to help with this campaign. As of June 9, 2020 facial coverings are required for all staff while on RTD property to ensure safety.

**Sound the Horn National Campaign**

In conjunction with the American Public Transportation Association (APTA) and other transit agencies throughout the country, RTD paid tribute to our frontline workers by “sounding the horn” at noon on May 21. Additional tributes were given through social media posts, displays on internal monitors, and a short video recognizing their hard work.



**REPORT: STATE/FEDERAL LEGISLATIVE UPDATE**

**UPDATED BY: KIMBERLY GAYLE  
DEPUTY CEO**

**PAT JORDAN  
JORDAN & ASSOCIATES**

## **State Report**

### **Agreement Made on Proposed FY 2020-21 Budget**

Key lawmakers reached an agreement on June 3, 2020 for the FY 2020-21 state budget. The joint legislative budget builds on the Governor's framework to further protect jobs and preserve vital services, while recognizing the sober economic outlook facing California. Acknowledging the strong likelihood of additional federal relief, the plan would use reserves to avoid overcutting now, while still keeping reserves on hand for the future, and ensuring full funding of K-14 schools. The plan also increases legislative oversight on COVID-19 spending.

While full details have not been released, the budget includes important public transit statutory relief provisions approved by the Senate Budget and Fiscal Review Subcommittee on Resources, Environmental Protection, Energy and Transportation.

The following placeholder provisions were included:

- Institute a hold harmless provision for calculation and allocation of State Transit Assistance Program (STA) and STA State of Good Repair allocations
- Temporarily suspend financial penalties associated with the Transportation Development Act (TDA) requirements that transit agencies obtain specified fixed percentages of their operating budgets from passengers' fares; and,
- Temporarily suspend the financial penalties associated with the STA Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year.

**Effect on RTD: While there are funding reductions in the budget, the TDA provisions provide relief for RTD by removing financial penalties for not meeting TDA performance requirements impacted by declining ridership and revenues.**

## **Federal Report**

### **House Panel Unveils Highway, Transit Reauthorization Bill**

With the 2015 Fixing America's Surface Transportation (FAST) Act set to expire on September 30, House Transportation & Infrastructure (T&I) Committee Chairman Peter DeFazio (D-OR) released a five year, \$500 billion surface transportation reauthorization proposal on June 3 that he is calling the "Investing in New Vision for the Environment and Surface Transportation in America" (INVEST in America) Act (HR 7095).

There are historic levels of bus transit funding included in Chairman DeFazio's reauthorization proposal. While the bill would provide significant increases for all modes of transportation under its jurisdiction, it does not provide any blueprint for how to pay for the measure. Reports are that the measure would need an infusion of \$140 billion in "new" money beyond what would come into the Highway Trust Fund. The Eno Center for Transportation estimates that if Congress chose to fill that gap by raising the federal gasoline tax, the current 18.3-cent level would have to be doubled.

The Highway Trust Fund (HTF) does not fall under the jurisdiction of the T&I Committee. The House Ways and Means Committee is tasked with coming up with the funding mechanism for this bill. Also, DeFazio for the last two years has been promoting his "penny for progress" plan in which the federal government would issue \$500 billion in bonds to fund infrastructure projects, to be paid for with an indexing of the gasoline tax, no more than one penny per year.

Another unique aspect of the bill is that it does not have the support of committee Republicans. Usually, the T&I Committee works in a bipartisan manner on these large reauthorizations, but panel Republicans early on declared that they would not agree to climate change provisions in the bill. DeFazio and his colleagues on the Democratic side considered climate change to be a central piece of the bill.

Although the Committee describes the bill as a five-year reauthorization, it is written so that FY 2021 would simply be a one-year extension of current law, with an additional \$83 billion above FY 2020 spending levels specifically targeted for COVID-19 relief, with the non-federal match waived.

Over five years, the bill would authorize:

- \$319 billion for Federal-aid highway programs (27% increase),
- \$105 billion for transit programs (54% increase),
- \$60 billion for intercity passenger rail programs, and
- \$5.3 billion for highway safety programs.

Under the umbrella of climate change, the bill would create a new greenhouse gas emissions performance measure, including \$8.35 billion to support carbon pollution reduction and \$6.25 billion for a new program to pay for resilient infrastructure that could withstand major weather events caused by climate change. "Low-performing" states would be required to invest 10 percent of their federal surface transportation funds in additional projects to cut emissions.

Other highlights of the bill:

### ***Transit***

- Urbanized Area formula grants (Section 5307) would rise annually from the current level of \$5.6 billion to \$7.86 billion by FY 2025.
- Bus Facility and Fleet Expansion Grants – would rise annually from current level of \$1.1 billion to \$1.65 billion in FY 2025 (modifies competitive portion of the bus program to focus on large one-time needs for bus garages, bus stations, and fleet expansions).
- The Low and No Emission Vehicle program would be renamed the "Zero-Emission Bus Grant" program and funding would rise annually from the current level of \$130 million to \$500 million in FY 2025.
- Creates a sub grant administered through bus formula grant that provides increase in funding for transit agencies with the oldest buses.
- Authorizes Mobility Innovation Sandbox Program. This program allows for the use of on-demand information, real-time data, and predictive analysis.
- Increase Small Transit Intensive Cities (STIC) program set-aside from 2 % to 3% of the Section 5307 program and provides a 3-year phase out for prior STIC recipients who no longer qualify under new census designation.
- Fixed guideway Capital Investment Grants – re-establishes the 80 percent federal share, streamlines approval process, increase "small starts" cap to \$400 million.
- Transit data from 2020 (heavily impacted by COVID-19) will not be used to determine appointments for FY 2022 formula programs.

The most likely outcome in this Congress is an extension of current law. The bill text and other background on the House bill can be found at the committee website at:

<https://bit.ly/2BCvbhq>

**Effect on RTD: The Zero Emission Bus Grant Program has been redirected to focus on Clean Air Act attainment. Buses will be funded in areas with the biggest impact. This will help RTD secure funding through the Zero Emission Bus Grant Program due to the air quality standards in San Joaquin County.**

**There are changes to the CMAQ program, which will allow funds to be used longer than three years if it can be proved that it will have a greenhouse gas reduction benefit. In addition, 10 percent of funds can be used for operating expenses. This will be helpful to RTD due to the air quality standards in San Joaquin County.**

**The Bus Facilities and Expansion Grants require the Secretary to only consider the age and condition of bus-related facilities, and improvements to resilience as defined in the legislation.**

### **New Federal Guidelines Provided for Transit Agencies amid Coronavirus Pandemic**

The Center for Disease Control (CDC) issued new federal guidelines on May 19 to direct the country's gradual reopening, including the restoration of transit service levels.

New federal guidelines to help transit agencies resume and ramp up service amid the coronavirus pandemic say systems should ensure passengers can wash their hands in train and bus stations and have access to hand sanitizer.

The guidelines also say that telework should be allowed for as many employees as possible and that workers with health conditions who are at risk of developing complications from COVID-19, should be taken off the front lines. While the guidelines do not require employees to wear masks or other face covering, most transit agencies have already done so.

Other recommendations include use of touch-free fare payment systems and touchless trashcans. Areas where there may have been infected customers or employees should be closed off for 24 hours before cleaning. The guidelines also suggest transit authorities check the health of employees daily, including their temperatures.

The link to the CDC guidelines is here: <https://bit.ly/2UEhJjV>

**Effect on RTD: The CDC guidelines provides critical information to help RTD in protecting employees and passengers using the system.**

**REPORT: FINANCIAL UPDATE**

**LEAD STAFF: VIRGINIA ALCAYDE  
DIRECTOR OF FINANCE**

**DISCUSSION:**

Finance staff will provide an update on the following:

- May Revenue and Expense Summary
- Graphs
- Cash Flow Projection

**San Joaquin RTD  
 FY2020 Revenue & Expense Summary  
 Year to Date Comparison to Annual Budget  
 For the Period Ending May 31, 2020  
 (91.6% of Fiscal Year )**

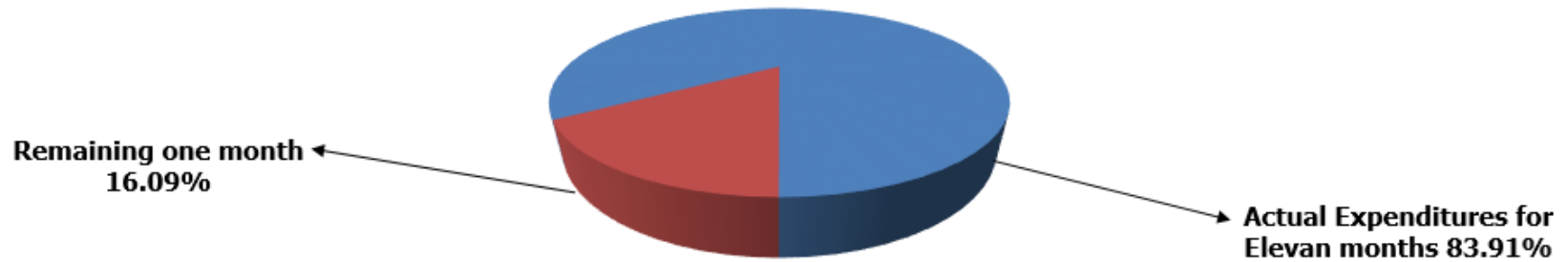
	Annual Budget	Year to Date Amount (Accrual Basis)	Annual Budget Balance	% of YTD Amount vs. Annual Budget	Year to Date Amount (Cash Basis)
<b>REVENUES</b>					
PASSENGER FARES & SPECIAL FARES	\$ 4,399,450	\$ 2,949,973	\$ 1,449,477	67.05%	\$ 2,949,973
NON-TRANSPORTATION REVENUES	431,706	397,843	33,863	92.16%	397,843
FEDERAL GRANTS (5307)	5,324,079	4,788,786	535,292	89.95%	3,867,834
OTHER FEDERAL GRANTS	359,783	329,801	29,982	91.67%	-
PROPERTY TAXES	1,121,238	1,027,801	93,436	91.67%	1,068,561
TDA - STA	1,655,262	1,219,803	435,460	73.69%	1,330,262
TDA - LTF	21,034,056	18,951,078	2,082,978	90.10%	14,782,464
OTHER LOCAL GRANTS OPERATING	885,865	-	885,865	0.00%	-
LCTOP	1,055,070	967,148	87,923	91.67%	1,055,070
MEASURE K	6,113,512	5,606,669	506,843	91.71%	6,073,625
<b>TOTAL REVENUES</b>	<b>\$ 42,380,020</b>	<b>\$ 36,238,902</b>	<b>6,141,119</b>	<b>85.51%</b>	<b>\$ 31,525,633</b>
<b>EXPENSES</b>					
WAGES AND FRINGE BENEFITS	22,433,678	19,761,339	2,672,339	88.09%	19,177,307
SERVICES	3,342,845	2,515,556	827,289	75.25%	2,496,967
MATERIALS & SUPPLIES	2,364,467	1,911,568	452,899	80.85%	1,868,296
UTILITIES	1,151,601	1,004,508	147,093	87.23%	1,001,228
INSURANCE	919,122	826,252	92,870	89.90%	1,000,838
TAXES	297,759	223,085	74,674	74.92%	223,085
PURCHASED TRANSPORTATION	10,299,194	8,469,660	1,829,534	82.24%	5,867,522
MISCELLANEOUS EXPENSES	1,571,355	853,212	718,143	54.30%	853,212
<b>TOTAL EXPENSES</b>	<b>\$ 42,380,020</b>	<b>\$ 35,565,181</b>	<b>\$ 6,814,839</b>	<b>83.92%</b>	<b>\$ 32,488,454</b>
 <b>Net Revenue (Deficit)</b>	 -	 <b>673,721</b>			 <b>(962,822)</b>

Funds used to bridge the cash shortfall:

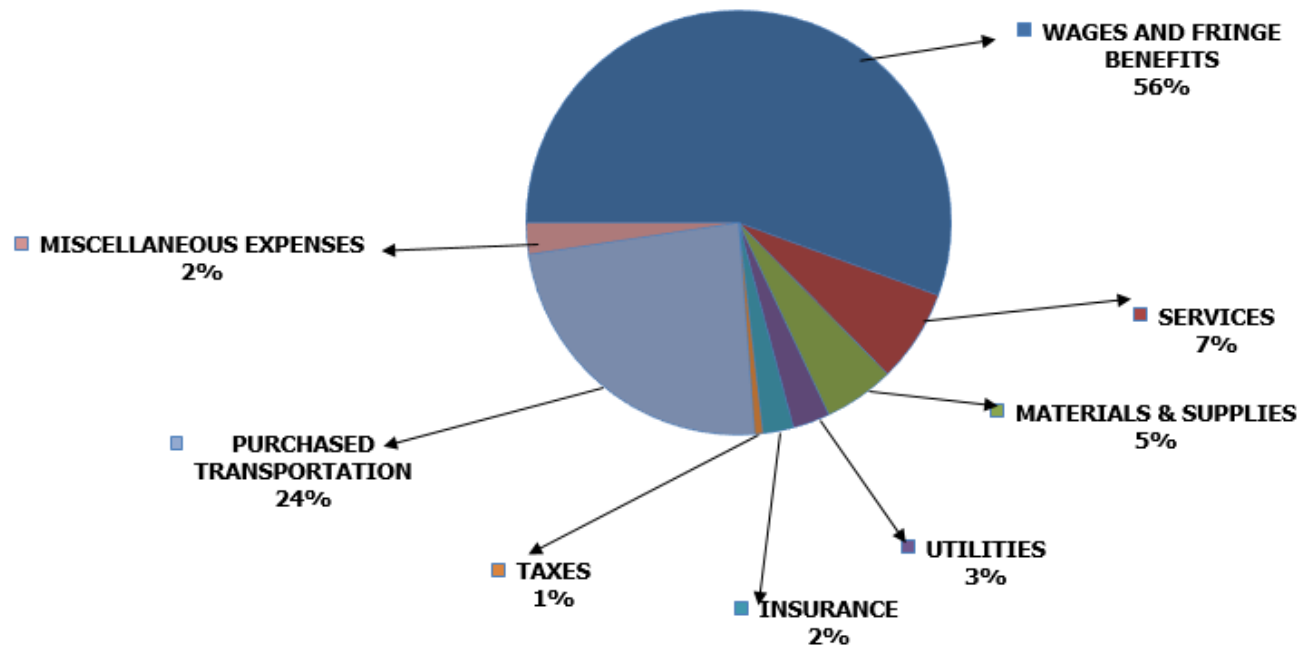
Advance LCTOP and Capital STA funds

962,822

### Total YTD Expenses as of May 31, 2020 (91.6% of Fiscal Year)



### FY2020 Expenses as of May 31, 2020 (\$35,565,181)



San Joaquin RTD Twelve Months Cash Flow Projection												
	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Beginning Cash Balance	3,637,508	8,631,710	8,297,830	6,436,304	6,628,667	4,916,382	2,838,636	1,710,889	913,143	0	0	0
Projected Cash Inflow	7,296,332	3,656,120	2,990,089	3,839,353	1,875,715	1,422,254	2,547,254	2,702,254	2,538,234	2,547,254	1,622,254	1,495,774
Cash Available	10,933,840	12,287,830	11,287,919	10,275,657	8,504,382	6,338,636	5,385,889	4,413,143	3,451,377	2,547,254	1,622,254	1,495,774
Projected Cash Outflow	2,302,130	3,990,000	4,851,615	3,646,990	3,588,000	3,500,000	3,675,000	3,500,000	3,500,000	3,500,250	3,504,614	3,513,241
Net Cash Available	8,631,710	8,297,830	6,436,304	6,628,667	4,916,382	2,838,636	1,710,889	913,143	-48,623	-952,996	-1,882,360	-2,017,467
Draw From Line of Credit	0	0	0	0	0	0	0	0	48,623	952,996	1,882,360	2,017,467
<b>Balance</b>	<b>8,631,710</b>	<b>8,297,830</b>	<b>6,436,304</b>	<b>6,628,667</b>	<b>4,916,382</b>	<b>2,838,636</b>	<b>1,710,889</b>	<b>913,143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
LOC Opening Balance	0	0	0	0	0	0	0	0	0	48,623	1,001,619	2,883,979
LOC advance	0	0	0	0	0	0	0	0	48,623	952,996	1,882,360	2,017,467
LOC Payoff	0	0	0	0	0	0	0	0	0	0	0	0
LOC Closing Balance	0	0	0	0	0	0	0	0	48,623	1,001,619	2,883,979	4,901,446
LOC Available	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	9,951,377	8,998,381	7,116,021	5,098,554
<b>CASH INFLOW</b>												
Fare Revenue	513,593	60,000	60,000	91,134	91,134	91,134	91,134	91,134	91,134	91,134	91,134	91,134
Advertising, Rental, Interest & Other Income	31,120	31,120	31,120	31,120	31,120	31,120	31,120	31,120	31,120	31,120	31,120	31,120
Federal 5307	3,782,262		788,354	92,100	753,461							
Federal 5311			1,110,615									
Property tax Revenue								580,000				
TDA-STA Operating								1,000,000			500,000	
TDA-STA Capital		1,565,000		1,200,000		300,000						
TDA-LTF	1,425,000	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
LCTOP									800,000			373,520
Measure K Operating	1,544,357			1,425,000			1,425,000			1,425,000		
Federal 5310									249,529			
Federal 5311									366,451			
Other												
<b>Projected Cash Inflow</b>	<b>7,296,332</b>	<b>3,656,120</b>	<b>2,990,089</b>	<b>3,839,353</b>	<b>1,875,715</b>	<b>1,422,254</b>	<b>2,547,254</b>	<b>2,702,254</b>	<b>2,538,234</b>	<b>2,547,254</b>	<b>1,622,254</b>	<b>1,495,774</b>
<b>PROJECTED DRAW FROM LINE OF CREDIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48,623</b>	<b>952,996</b>	<b>1,882,360</b>	<b>2,017,467</b>
<b>CASH OUTFLOW</b>												
Payroll and Payroll Related Expenses	1,199,342	1,395,000	2,068,615	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000	1,395,000
Accounts Payable Check-runs	702,627	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Purchased Transportation Invoices	400,162	1,395,000	1,395,000	905,000	905,000	905,000	905,000	905,000	905,000	905,000	905,000	905,000
Capital Payments:												
Temp Barriers on Buses					88,000							
BRT FVM Camera's				146,990								
Line of Credit interest										250	4,614	13,241
Line of Credit Payoff												
Measure K Interest to SJCOG			188,000				175,000					
<b>Projected Cash Outflow</b>	<b>2,302,130</b>	<b>3,990,000</b>	<b>4,851,615</b>	<b>3,646,990</b>	<b>3,588,000</b>	<b>3,500,000</b>	<b>3,675,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,250</b>	<b>3,504,614</b>	<b>3,513,241</b>

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT  
FRIDAY, MAY 15, 2020

Pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020 the Board of Directors of the San Joaquin Regional Transit District (RTD) held a Regular Meeting at 10:00 a.m. on Friday, May 15, 2020 telephonically via Zoom Video Communications.

Members of the public were able to attend the RTD Board Meeting (audio only) by dialing: 408-638-0968 Meeting ID: 392 290 4298, or by viewing a live broadcast of the meeting online at <https://zoom.us/j/3922904298>

1. CALL MEETING TO ORDER Chair Giovanetti called the meeting to order at 10:00 a.m.
2. MOMENT OF SILENCE/REFLECTION Chair Giovanetti called for a moment of silence and reflection.
3. PLEDGE OF ALLEGIANCE TO THE FLAG Chair Giovanetti led the pledge.
4. ROLL CALL Present: Gary Giovanetti, Chair  
Michael Restuccia, Vice-Chair  
Les Fong  
Balwinder Singh  
Joni Bauer

Staff Present (via videoconference)

Gloria Salazar, CEO  
Al Hoslett, RTD Legal Counsel  
Merab Talamantes, Project Controls Manager  
Alan Anguiano, Executive and Board Support Analyst  
Ravi Sharma, Finance Manager  
Emily Oestreicher, Marketing Outreach Supervisor  
Nancy Antonio, Risk Administrator  
Virginia Alcayde, Director of Finance  
George Lorente, Grants Manager  
John Coose, Safety Administrator  
Kimberly Gayle, Deputy CEO  
Sharon Miller, Director of Procurement  
Darla Smith, Operations Superintendent – Facilities  
Jean Foletta-Morales, Chief of Marketing and Communications  
Mike Thompson, Chief of Administration and Innovation  
Sean Messick, Network Administrator  
Syed Bukhari, Finance Senior Specialist  
Luciana Lindroos, Senior Accountant – Payroll  
Stephennie Costa, Senior Accountant  
Brenda Oliva, Accountant I  
Cameron Isaacson, Operations Superintendent – Transportation  
Brad Menil, Operations Superintendent – Maintenance  
Damaris Galvan, Service Development Manager  
Ericka Franco, Human Resources Administrator – Benefits  
Malika McGee, Human Resources Administrator – Employee Relations  
Karin Berner, Service Development (Temp)  
Angela Chang, Marketing – Graphic Design Senior Specialist



Members of the Public Who Indicated They Were Present  
Ryan Niblock, San Joaquin Council of Governments

5. SPECIAL PRESENTATIONS

A. EMPLOYEES OF THE MONTH

CEO Gloria Salazar recognized Lead Mechanic-A George Fifita as the Maintenance Employee of the Month for March 2020.

B. WEBSITE REDESIGN

Marketing – Graphic Design Senior Specialist Angela Chang presented the RTD Website Redesign Project.

C. ZERO-EMISSION ROLLOUT PLAN

Operations Superintendent – Facilities Darla Smith presented the Zero-Emission Rollout Plan.

Chair Giovanetti recommended holding a Facilities Committee meeting to discuss this topic further.

6. PUBLIC COMMENT

There were no public comments.

7. REPORTS

A. CHIEF EXECUTIVE OFFICER UPDATE

CEO Gloria Salazar provided an update to the Board regarding RTD's newly formed focus group to prepare for employees' return to the office. Efforts include sanitizing work areas, implementing social distancing procedures, and distributing hand sanitizers, face masks, and face shields to all employees. She also stated that staff is working on a plan to install operator barriers on the buses.

Service Development Manager Damaris Galvan planned meetings with affected cities regarding Intercity Service to provide updates on route design.

CEO Salazar invited Marketing Outreach Supervisor Emily Oestreicher to provide an update to the Board about RTD's current events. Oestreicher gave the Board a summary about the Cloth Face Mask and Face Shield Distribution Campaigns.

B. STATE/FEDERAL LEGISLATIVE UPDATE

Deputy CEO Kimberly Gayle provided the Board with an update on current legislative affairs.

C. FINANCIAL REPORT

Director of Finance Virginia Alcaide presented the April financial update to the Board.

8. INFORMATION ITEMS

A. QUARTERLY UPDATE OF CONTRACTS AWARDED JANUARY – MARCH 2020

A written report was provided to the Board.

9. CONSENT CALENDAR

- A. RESOLUTION NO. 5923: APPROVING THE MINUTES OF THE APRIL 17, 2020  
REGULAR BOARD OF DIRECTORS MEETING

ACTION: MOTION: DIRECTOR RESTUCCIA SECOND: DIRECTOR BAUER  
Roll Call:

AYES: Fong, Restuccia, Giovanetti, Singh, Bauer NAYES: ABSTAIN: ABSENT:

10. ACTION ITEMS

- A. RESOLUTION NO. 5924: AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO  
ENTER INTO AND EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
CITY OF MODESTO (CITY) AND RTD REGARDING THE COORDINATION OF COMMUTER  
TRANSIT SERVICES BETWEEN MODESTO AND STOCKTON, CA

ACTION: MOTION: DIRECTOR RESTUCCIA SECOND: DIRECTOR FONG  
Roll Call:

AYES: Fong, Restuccia, Giovanetti, Singh, Bauer NAYES: ABSTAIN: ABSENT:

- B. RESOLUTION NO. 5925: AWARDING A CONTRACT TO MOTOR COACH INDUSTRIES FOR  
THE PURCHASE OF TWO 45-FOOT DIESEL COMMUTER BUSES FOR A TOTAL CONTRACT  
NOT TO EXCEED \$1,647,232

ACTION: MOTION: DIRECTOR RESTUCCIA SECOND: DIRECTOR FONG  
Roll Call:

AYES: Fong, Restuccia, Giovanetti, Singh, Bauer NAYES: ABSTAIN: ABSENT:

11. QUESTIONS AND COMMENTS FROM DIRECTORS AND STAFF

Director Singh congratulated all RTD staff and the EOM.

Director Bauer commended the RTD team for responding promptly to modify service for  
passengers in San Joaquin County.

Director Fong echoed Director Bauer and said the staff is doing a wonderful job.

Vice-Chair Restuccia commended Dr. Maggie Park (Health Director for San Joaquin County) and  
the San Joaquin County Board of Supervisors for working diligently to protect our county.

Chair Giovanetti asked CEO Gloria Salazar to update the Board on what RTD is doing to minimize  
the risk of COVID-19 for the staff.

Salazar summarized the efforts regarding precautions taken from the CEO report.

12. CLOSED SESSION

Chair Giovanetti announced that there would be no closed session.

13. ADJOURNMENT

Chair Giovanetti adjourned the meeting at 11:32 a.m.

RESOLUTION NO. \_\_\_\_\_  
DATED JUNE 19, 2020

RESOLUTION APPROVING THE MINUTES OF THE MAY 15, 2020  
REGULAR BOARD OF DIRECTORS MEETING

RESOLVED AND ORDERED by the Board of Directors of San Joaquin Regional Transit District that the minutes of the Regular Meeting of May 15, 2020 be approved.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT  
FRIDAY, MAY 15, 2020

Pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020 the Board of Directors of the San Joaquin Regional Transit District (RTD) held a Special Meeting at 12:00 p.m. on Friday, May 15, 2020 telephonically via Zoom Video Communications.

Members of the public were able to attend the RTD Board Meeting (audio only) by dialing: 669-990-6833 Meeting ID: 938 5160 4523, or by viewing a live broadcast of the meeting online at <https://zoom.us/j/3922904298>

1. CALL MEETING TO ORDER Chair Giovanetti called the meeting to order at 12:02 p.m.
2. ROLL CALL Present: Gary Giovanetti, Chair  
Michael Restuccia, Vice-Chair  
Les Fong  
Balwinder Singh  
Joni Bauer

Staff Present (via videoconference)

Gloria Salazar, CEO  
Al Hoslett, RTD Legal Counsel  
Merab Talamantes, Project Controls Manager  
Alan Anguiano, Executive and Board Support Analyst  
Ravi Sharma, Finance Manager  
Nancy Antonio, Risk Administrator  
Virginia Alcayde, Director of Finance  
George Lorente, Grants Manager  
John Coose, Safety Administrator  
Kimberly Gayle, Deputy CEO  
Sharon Miller, Director of Procurement  
Darla Smith, Operations Superintendent – Facilities  
Jean Foletta-Morales, Chief of Marketing and Communications  
Mike Thompson, Chief of Administration and Innovation  
Sean Messick, Network Administrator  
Cameron Isaacson, Operations Superintendent – Transportation  
Brad Menil, Operations Superintendent – Maintenance  
Damaris Galvan, Service Development Manager  
Ericka Franco, Human Resources Administrator – Benefits  
Malika McGee, Human Resources Administrator – Employee Relations

Members of the Public Who Indicated They Were Present

Kenneth Huntley

3. PUBLIC COMMENT  
There were no public comments.
4. INFORMATION ITEMS
  - A. Update on Electrification Projects  
Operations Superintendent – Facilities Darla Smith provided the Board with an update on

electrification projects which included:

- Solar Panel Installation
- Solar Road Map
- Battery Electric Storage System (BESS)
- Pacific Gas & Electric (PG&E) EV Fleet Electrification Program
- Zero-Emission Rollout Plan

B. Strategic Plan for FY 2021

CEO Gloria Salazar presented the Strategic Plan for FY 2021 to the Board.

C. Operating Plan/Project Controls for FY 2021

CEO Salazar and Project Controls Manager Merab Talamantes gave a presentation to the Board regarding Operating Plan and Project Controls for FY 2021.

D. Funding Outlook

i. Proposed FY 2021 Capital Budget

Grants Manager George Lorente gave a presentation to the Board regarding the proposed FY 2021 Capital Budget.

ii. Proposed FY 2021 Operating Budget

Director of Finance Virginia Alcayde presented the FY 2021 Operating Budget to the Board.

5. QUESTIONS AND COMMENTS FROM DIRECTORS AND STAFF

Director Fong thanked RTD staff for all the hard work.

6. CLOSED SESSION

Chair Giovanetti announced that the Board would recess into Closed Session to consider the following items set forth on the agenda.

A. CONFERENCE WITH LABOR NEGOTIATOR

Agency Negotiator: Gloria Salazar, CEO

Employee Organization: Amalgamated Transit Union, Local 256

B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

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

i. San Joaquin Regional Transit District vs. DSS-2731 Myrtle LLC, et al.,

San Joaquin Superior Court Case No. 39-2010-00252684-CU-EI-STK

ii. April Jenkins vs. San Joaquin RTD, complaint filed with the California Department of Fair Employment and Housing, Matter No. 201909-07700926

iii. Workers' Compensation Claim of Loretta Blair, WC Claim #SJSN54922

C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Government Code, Section 54956.9

Upon returning from Closed Session, the Chair announced that the Board took no reportable action in Closed Session.

7. ADJOURNMENT

Chair Giovanetti adjourned the meeting at 1:45 p.m.

RESOLUTION NO. \_\_\_\_\_  
DATED JUNE 19, 2020

RESOLUTION APPROVING THE MINUTES OF THE MAY 15, 2020  
SPECIAL BOARD OF DIRECTORS MEETING

RESOLVED AND ORDERED by the Board of Directors of San Joaquin Regional Transit District that the minutes of the Special Meeting of May 15, 2020 be approved.

**STAFF RECOMMENDATION:                      ADOPTING THE ZERO-EMISSION BUS ROLLOUT PLAN**

**LEAD STAFF:                                      FACILITIES COMMITTEE  
    DIRECTOR SINGH  
    DIRECTOR GIOVANETTI**

**BACKGROUND:**

Effective October 1, 2019 the Innovative Clean Transit (ICT) regulation requires all public transit agencies to gradually transition their bus fleet to zero-emission technologies. As defined by the regulation, RTD is a large public transit agency and is thus required to submit a complete Zero-Emission Bus Rollout Plan by July 1, 2020. This plan must be approved by the transit agency's governing board through the adoption of a resolution prior to submitting it to the California Air Resources Board (CARB).

**DISCUSSION:**

The Zero-Emission Bus Rollout Plan contains nine sections as outlined by the guidance as follows:

- Section A: Transit Agency Information
- Section B: Rollout Plan General Information
- Section C: Technology Portfolio
- Section D: Current Bus Fleet Composition and Future Bus Purchases
- Section E: Facilities and Infrastructure Modifications
- Section F: Providing Service in Disadvantaged Communities
- Section G: Workforce Training
- Section H: Potential Funding Sources
- Section I: Start-up and Scale-up Challenges

This plan provides an estimated timeline based on best available information for bus purchases, infrastructure upgrades, and workforce training. Furthermore, it does not preclude RTD from exploring alternative zero-emission technology as it becomes available, including hydrogen fuel cell.

Facilities Superintendent Darla Smith presented the outline and concepts of the Zero-Emission Bus Rollout Plan to the Board of Directors during the May 2020 Board of Directors Meeting, and the Facilities Committee of the Board reviewed the final draft of the Zero-Emission Bus Rollout Plan on June 4, 2020.

After reviewing the plan on June 4, 2020 the Facilities Committee of the Board recommends that the Zero-Emission Bus Rollout Plan be submitted to the full Board for approval.






# MEMORANDUM


**DATE:** June 4, 2020  
**TO:** BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE:  
BALWINDER SINGH  
GARY GIOVANETTI  
**SUBJECT:** ZERO-EMISSION BUS ROLLOUT PLAN

The Facilities Committee met on Thursday, June 4, 2020, to review the Zero-Emission Bus Rollout Plan.

The Facilities Committee has reviewed the Zero-Emission Bus Rollout Plan and endorses it to the Board for approval.

  
\_\_\_\_\_  
Balwinder Singh, Director

6/4/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gary Giovanetti, Board Chair

6/4/2020  
\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_  
DATED: JUNE 19, 2020

RESOLUTION ADOPTING THE ZERO-EMISSION BUS ROLLOUT PLAN

WHEREAS, on May 15, 2020, the draft Zero-Emission Bus Rollout Plan was presented to the San Joaquin Regional Transit District (RTD) Board of Directors, and

WHEREAS, on June 4, 2020, the Facilities Committee of the RTD Board of Directors endorsed the final draft of the Zero-Emission Bus Rollout Plan.

RESOLVED AND ORDERED by the RTD Board of Directors as follows:

- 1) That the Zero-Emission Bus Rollout Plan for RTD dated June 4, 2020 hereby is approved; and
- 2) That the CEO be, and hereby is, authorized and directed to execute the document on behalf of RTD, and submit the plan to the California Air Resourced Board as required.

**STAFF RECOMMENDATION:**

**AMENDING RESOLUTION NO. 5737 DECLARING SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) COMMITMENT FROM ALL-ELECTRIC FLEET TO ZERO-EMISSION FLEET FOR THE CITY OF STOCKTON BY 2025**

**LEAD STAFF:**

**GLORIA SALAZAR  
CHIEF EXECUTIVE OFFICER**

**BACKGROUND:**

On August 18, 2017 the RTD Board of Directors declared its commitment to an all-electric fleet for the City of Stockton by 2025. Said commitment was for the purpose of deploying buses that reduce fuel consumption, air pollution, and greenhouse gas emissions.

**DISCUSSION:**

To honor the RTD Board's commitment toward an all-electric fleet technology, RTD developed a fleet plan, bought and deployed 17 all-electric buses which are supported by 10 chargers. RTD currently has 9 incoming all-electric buses and will be procuring and installing 8 more chargers.

While the transit bus industry began rapidly shifting towards electric buses, it is also recognizing the limitations and weaknesses of electric technology. Challenges such as electricity costs and supply, operations in the event of power failure, and the ability to provide the demand for zero-emission bus technology by the State-mandated deadline of 2040 are driving further research for alternative technology, including hydrogen cell.

In order to have more flexibility and ability to exercise the best option for RTD based on the industry research and experience, staff recommends amending the Board's commitment from all-electric fleet to zero-emission fleet for the City of Stockton by 2025.

This amendment does not alter the intent of the Board's commitment to reduce fuel consumption, air pollution, and greenhouse gas emissions.

RESOLUTION NO. \_\_\_\_\_  
DATED: JUNE 19, 2020

RESOLUTION AMENDING RESOLUTION NO. 5737 DECLARING SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) COMMITMENT FROM ALL-ELECTRIC FLEET TO ZERO-EMISSION FLEET FOR THE CITY OF STOCKTON BY 2025

WHEREAS, on August 18, 2017 the RTD Board of Directors declared its commitment for all-electric fleet for the City of Stockton by 2025; and

WHEREAS, said commitment was for the purpose of deploying buses that reduce fuel consumption, air pollution, and greenhouse gas emissions; and

WHEREAS, to honor the RTD Board's commitment toward an all-electric fleet technology, RTD has developed a fleet plan, bought and deployed 17 all-electric fleet supported by 10 chargers. RTD currently has incoming 9 all-electric buses and will be procuring and installing 8 more chargers; and

WHEREAS, while the transit bus industry began rapidly shifting towards electric buses, it is also recognizing the limitations and weaknesses of electric technology; and

WHEREAS, in order to have more flexibility and ability to exercise the best option for RTD based on the industry research and experience it is necessary to amend resolution no. 5737.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors that RTD declares its commitment to operate a zero-emission fleet for the City of Stockton by 2025.

**STAFF RECOMMENDATION:                   ADOPTING THE REVISED FARE AND MAJOR SERVICE  
CHANGE POLICY AND PROCEDURE**

**LEAD STAFF:                                   JEAN FOLETTA-MORALES  
TITLE VI OFFICER**

**BACKGROUND:**

RTD is required by the Federal Transit Administration (FTA) Title VI guidelines to establish a policy which defines the process it uses to solicit and consider public comment prior to implementation of fare increases and significant service reductions. The policy is also intended to differentiate between relatively minor changes which do not necessitate a formal public comment process and major changes for which public input would be sought.

**DISCUSSION:**

While RTD has followed this policy when making fare increases or service changes, RTD staff recommends that the RTD Board of Directors adopt this updated policy to adequately address provisions for emergency situations and national disasters/pandemics, such as COVID-19..

The proposed update adds a provision that allows for emergency service changes and changes necessitated by emergency situations to comply with the FTA, State of California, and San Joaquin County ordinances; the update would exempt situations such as pandemics from the public comment process. Updates are highlighted in the revised policy for reference.

This provision allows RTD to make necessary service changes swiftly during an emergency or an event such as the pandemic (COVID-19).



**MAJOR SERVICE AND FARE CHANGE POLICY**

BOARD APPROVED *(Insert Date)*

DRAFT

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**MAJOR FARE AND SERVICE CHANGE POLICY  
SAN JOAQUIN REGIONAL TRANSIT DISTRICT**

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**A. Background**

The San Joaquin Regional Transit District (RTD) is required by the Federal Transit Administration (FTA) Circular 4702.1B on Title VI of the Civil Rights Act of 1964, to establish a policy which defines the process used by RTD to solicit and consider public comment prior to the implementation of fare increases and/or major service changes. The policy is also intended to distinguish between relatively minor changes which do not necessitate a formal public notification process and major changes for which public input will be sought.

**B. Major Service Change and Fare Policy**

In 1992, the Board of Directors of what was then the Stockton Metropolitan Area Regional Transit District (SMART) adopted a policy that requires that public comments be solicited prior to any major change to service or increases in fares or results in either of the following:

- 1) A 25% or more reduction of the number of daily transit revenue vehicle miles of a route for the day(s) of the week for which the change is made; or
- 2) a 25% or more reduction of the number of transit route miles of a route. Public comments shall be solicited prior to any fare or major service change lasting longer than 180 days. Fare changes expected for fewer than 180 days, as well as standard seasonal variations in service are exempt from the public notification process.

**C. Emergency Policy**

Major service changes resulting from official federal, state, county, or local emergencies are exempt from the public notification process for the extent of the declared emergency based upon the requirements of the executive order, county order, or local ordinance. It is the policy for emergency service changes to continue throughout the duration of the emergency. Any service changes that continue for more than 180 days after the emergency is declared over, must adhere to the public notification process before the changes become permanent.

**D. Impacts of COVID-19**

Current changes to RTD's service due to the extraordinary operational challenges presented by the COVID-19 public health emergency which fall under the Emergency Policy as stated above are seriously impacting the ability to meet the public notification process. Ridership and revenues have been significantly impacted and service has been reduced to adhere to federal, state, and local requirements. In response to this emergency, RTD will continuously implement temporary service changes without the public notification process. However, prior to any permanent change to fares or major service, RTD will adhere to the public notification process.

**E. Public Notification Process**

When required by the major service change and fare policy, RTD will adhere to the following public notification process:

1. Legal Notices

The publishing of a legal notice must be done in the local newspaper of general circulation and other electronic media. The notice will set a specific date and time for one or more public hearings. Written comments will also be accepted on the proposed adjustments for a period of not less than 25 calendar days beyond initial publishing of the legal notice. No public hearings will be held earlier than 15 calendar days following the initial publication of the legal notice. Finally, written comments will be accepted for a minimum of three calendar days following a public hearing. Legal notices will inform the public of proposed actions that initiated the public comment process, how comments will be received and, if applicable, the location, dates and

times of scheduled public hearings. Press releases will be prepared and sent to local media; and notices will be placed on the RTD website and posted on social media. Patrons of routes proposed for adjustment will be further notified of the public comment process by an appropriate combination of on-vehicle fliers and posters.

2. Scheduling Public Hearing Location and Time

Adjustments that have system-wide implications may require multiple public hearing locations in order to maximize access to patrons that are affected. To the extent possible, public hearings will be scheduled at locations 1) in proximity to the area affected by proposed adjustments, and 2) in proximity to regular bus routes. All facilities utilized for public hearings will be accessible to persons with disabilities. Special arrangements will be made for translation into languages other than English and the sight or hearing impaired, if requested. When proposed service adjustments will affect only a limited area of the transit system, efforts will be made to schedule the hearing at a location near the affected area. Hearings will be scheduled to begin at a convenient time to the public, e.g., midday and/or early evenings.

3. Procedure for Conducting Public Hearings

Comment forms will be offered to attendees to register their presence and desire to speak or as an alternate method of providing their written comments. The public hearing will begin with a reading of the public notice. The purpose, proceedings, and proposed actions which necessitated the public hearing will be explained for clarification. Introductory proceedings will encourage the audience to comment on the proposed actions for which the hearing was scheduled. When the explanation of proposed actions is completed, the public will be invited to offer their comments. The public will be requested to limit their individual comments to five minutes until all persons have been given an initial opportunity to speak. After all registered persons have commented, a final opportunity will be offered for any additional public comment. This offering will precede the close of the public hearing.

4. Documentation of Public Hearings

Official records of RTD public hearings on fare or service adjustments will be generated by development of 1) affidavits of newspaper publications of public notices, 2) press releases conveying information on upcoming public hearings, and 3) voice recordings of proceedings. Records of public comment will be maintained on file at RTD.

**F. Conclusion**

Following the public hearing process, staff will analyze the public comments and, when determined reasonable to meet, incorporate requested service modifications into the service changes proposed for Board adoption. Staff will prepare a final report that summarizes the public comments and provide a recommended action for Board consideration. If approved by the RTD Board of Directors, staff will incorporate the changes and inform the public of the changes.



RESOLUTION NO. \_\_\_\_\_  
DATED: JUNE 19, 2020

RESOLUTION ADOPTING THE REVISED FARE AND MAJOR SERVICE CHANGE POLICY AND PROCEDURE

WHEREAS, section 601 of Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial”; and

WHEREAS, to ensure that organizations receiving federal assistance are not discriminating against minority individuals or communities, regular Title VI Program updates must be filed with the federal agency providing assistance to the organization; and

WHEREAS, the revised Fare and Major Service Change Policy and Procedure adds a provision that allows for emergency service changes, and changes necessitated by emergency situations to comply with the FTA, State of California and San Joaquin County ordinances, and pandemics are exempt from the public comment process; and

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

- 1) The revised Fare and Major Service Change Policy and Procedure dated June 19, 2020 is approved and adopted;
- 2) The Chief Executive Officer or her designee is hereby authorized and directed to take any and all actions necessary to submit the Fare and Major Service Change Policy and Procedure to FTA and Caltrans, including making any necessary amendments requested by FTA and Caltrans.

**STAFF RECOMMENDATION:**                    **ADOPTING THE FY 2021 OPERATING BUDGET IN THE AMOUNT OF \$38,980,891 AND CAPITAL BUDGET IN THE AMOUNT OF \$6,162,765**

**LEAD STAFF:**                                    **DAMARIS GALVAN, SERVICE DEVELOPMENT MANAGER  
GEORGE LORENTE, GRANTS MANAGER  
JEAN FOLETTA-MORALES, CHIEF OF MARKETING AND COMMUNICATIONS  
VIRGINIA ALCAYDE, DIRECTOR OF FINANCE**

**FINANCIAL IMPACT:**                         **\$38,980,891 – OPERATING  
\$6,162,765 – CAPITAL**

**BACKGROUND:**

The proposed operating and capital budget for Fiscal Year (FY) 2021 and funding outlook were presented at a special meeting of RTD’s Board of Directors on May 15, 2020. At the Finance and Audit Committee meeting of the RTD Board of Directors on June 8, 2020 a lower level of operating budget and higher level of capital budget were presented for reasons discussed below. Upon Board approval, RTD’s operating and capital budgets will provide the authority to spend effective July 1, 2020, and ends June 30, 2021.

**DISCUSSION:**

Due to the impact of COVID-19, FY 2021 will be a challenging year. To ensure sustainable operations, RTD will continue to closely monitor and respond to changes in the economy, including impacts to public transit ridership. RTD will be implementing various cost saving measures to preserve as much funding as possible beyond FY 2021.

Funding Outlook

RTD relies primarily on its share of tax revenues to fund its operations. Due to the pandemic, RTD is estimating a severe decline in its tax revenue sources. The following describes the fiscal impact by funding program:

*Transportation Development Act (TDA)*

TDA funds are administered by the California Department of Transportation (Caltrans) and implemented by the San Joaquin Council of Governments (SJCOG). The TDA includes two funding sources, the Local Transportation Fund (LTF) and State Transit Assistance (STA). SJCOG is projecting a 50% reduction for the first quarter of FY 2021, followed by a 25% reduction for the remainder of the fiscal year, an annual average of 31.25%. As a prudent measure, RTD’s budget estimates a more conservative decrease of 40% in LTF and STA revenues for the entire fiscal year.

*Low Carbon Transportation Operations Program (LCTOP)*

LCTOP is one of several programs established in 2014 by Senate Bill 862. LCTOP provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with priority on serving disadvantaged communities. RTD does not expect a reduction in this revenue source as the FY 2020 allocation was a result of an already completed Cap and Trade auction.

*Measure K*

Measure K is a voter approved, half-cent sales tax for transportation projects in the San Joaquin region. RTD receives funding under contracts administered by the SJCOG. On May 28, 2020, the SJCOG took action on an amendment to its Measure K strategic plan that halted new contracts for bus capital projects but provided for a one-year extension for the bus operating contract at the same levels as provided in FY 2020. RTD has budgeted this operating revenue accordingly.

### *Federal Formula Funding*

RTD receives annual apportionments from the Federal Transit Administration (FTA) through the Section 5307 Urbanized Area Formula Program, Section 5311 Rural Area Formula Program, and Section 5339 Bus and Bus Facilities Formula Program. For FY 21, RTD is budgeting revenues from these programs at FY 2020 levels. Congress is currently negotiating the next surface transportation reauthorization that will replace the Fixing America's Surface Transportation (FAST) Act which sunsets September 30, 2020. It is anticipated that funding will continue under a continuing resolution beginning October 1, 2020.

### *Federal Coronavirus Aid Relief and Economic Security (CARES) Act*

FTA allocated \$25 billion for planning, capital, and operating expenses to prevent, prepare for, and respond to the COVID-19 pandemic through its existing Section 5307 and Section 5311 programs.

- RTD's apportionment is \$16,257,304. RTD has submitted its funding application to FTA and it is progressing through an expedited review process. The funding will be applied to RTD's operations, filling the gap for the expected loss of revenues. A portion will be applied to the remainder of FY 2020 with the majority being used to support critical operations in FY 2021.
- RTD will also receive a rural area allocation of \$1,308,034 through Caltrans. RTD is applying \$308,034 to FY 2021 operations and will program \$1,000,000 for FY 2022 for eligible rural service expenses.

### Temporary Service Modifications

Following the state's stay-at-home order, RTD implemented a temporary service change to operate its weekend service schedule seven days a week in order to respond to the reduction of ridership. RTD also deployed shadow shuttles to duplicate higher-volume trips to accommodate for appropriate social distancing.

RTD has a plan to reintroduce service levels as sectors of the state begin to reopen. Service changes will aim to respond to the expected lower ridership and revenues levels in the near term with the hopes that both will gradually return to normal levels in the longer term. RTD is aiming to implement the temporary service design by the time school resumes in the fall, on August 2, 2020.

In order to develop the service modifications for August, RTD staff began by conducting an analysis of the performance of its routes prior to the ridership decline due to the pandemic. Key destinations, geographical coverage, and school schedules were also taken into consideration. Lastly, RTD staff ensured that service design was in alignment with funding requirements. The goal was to strategically reduce service in order to reduce cost and support the sustainability of the service and at the same time maintain connectivity, service essential destinations, and remain a viable service for our passengers. The service modifications included both service reductions as well as modifications provide coverage where routes were reduced. Overall, the new service design resulted in a 15% reduction of service hours for RTD's fixed-route services. This is the basis for the expense reduction in the FY 2021 operating budget as it relates to service levels.

RTD has a plan for modifications to its mobility programs, redesigning the Van Go! service parameters and by introducing subsidy program for Transportation Network Companies (Uber/Lyft) as an optional alternative for ambulatory ADA-Certified passengers to the Dial-A-Ride service.

Van Go! on-demand trips can currently occur within four zones covering the county. In order to provide trips to residents who may not have access to fixed-route service provided within the cities, the new service will require that at least the origin or destination be within the unincorporated areas of the county. This will ensure that service is available to county residents who do not have access to traditional bus routes. The four zones boundaries will be eliminated and trips can be taken across the county without transfers. The fare structure will be changed from a flat-fare to a mileage-based fare system.

RTD will also introduce a subsidy program for Transportation Network Companies (Uber/Lyft) as an optional alternative for ambulatory ADA-Certified passengers to the Dial-A-Ride service. This service will be more cost effective for RTD than providing Dial-A-Ride trips for eligible passenger who prefer the flexibility of on-demand trips in comparison to making a reservation for a Dial-A-Ride trip. The cost of this service will also be mileage-based, and all ADA-Certified passenger will still have access to the mandated ADA service.

#### Operating Budget

RTD's proposed FY 2021 operating budget is \$38,980,891. The budget reflects a service level that is appropriate for the current environment.

In addition to the revenue assumptions described in the funding outlook, the FY 2021 budget assumes a drastic drop in fare revenues due to declining ridership. Schools are anticipated to make use of online classes and passengers are expected to practice social distancing and change travel habits.

RTD will ensure the safety of frontline employees and passengers by complying with protective measures:

- Physical barriers between operators and passengers.
- Issuance of Personal Protective Equipment, including masks, to both RTD employees and passengers.
- Campaigns to encourage passengers to maintain social distancing and to wear facial coverings.
- Enhanced cleaning and sanitizing protocols on RTD buses and facilities.
- Symptoms and temperature checks for RTD employees.

In addition to these measures, RTD will push out an ongoing educational campaign to provide information on these changes to our passengers to maintain their safety in using public transit.

FY 2021 projected expenses were calculated using the following:

- No increase in pay rates, except for progression increases of represented employees.
- 5% increase in medical premiums.
- 1.88% decrease in pension contribution based on proposed rate from an actuarial study.
- Mandatory usage of vacation accrued during the year for non-represented employees.
- Increase in security services.
- Reduced administrative staffing levels.
- \$2.75 per gallon fuel cost.
- 15% approximate reduction in revenue hours.
- Eliminated Dial-A-Ride service beyond the minimum requirements of the ADA.
- Introduced more Dial-A-Ride options through Transportation Network Companies (TNC).
- Restructured the VanGo! service.

## Proposed Fiscal Year 2021 Operating Budget

Description	FY20 Budget	Proposed FY21 Budget	Increase (Decrease)	
<b>Revenue</b>				
Passenger Fares	\$ 4,325,379	\$ 1,093,606	\$ (3,231,773)	-74.7%
Auxiliary Transportation Revenues	132,000	107,955	(24,045)	-18.2%
Non Transportation	299,706	311,059	11,353	3.8%
Property Tax	1,121,237	1,009,114	(112,123)	-10.0%
Measure K	6,113,512	5,708,775	(404,737)	-6.6%
LCTOP	1,055,070	1,173,520	118,450	11.2%
TDA-STA	1,330,262	1,800,000	469,738	35.3%
TDA-LTF	17,954,927	12,051,425	(5,903,502)	-32.9%
Federal 5307	5,324,078	5,680,263	356,185	6.7%
Federal 5310		249,529	249,529	100.0%
Federal 5311	359,783	366,451	6,668	1.9%
<b>Total Revenue</b>	<b>38,015,954</b>	<b>29,551,698</b>	<b>(8,464,256)</b>	<b>-22.3%</b>
Provision for Reserves per Policy	(400,000)	(400,000)		
<b>Total Revenue for Operations</b>	<b>\$ 37,615,954</b>	<b>\$ 29,151,698</b>	<b>\$ (8,464,256)</b>	<b>-22.5%</b>
<b>Expenses</b>				
Wages & Fringes	\$ 22,433,677	\$ 21,784,823	\$ (648,854)	-2.9%
Services	3,333,299	3,153,685	(179,614)	-5.4%
Materials & Supplies	2,375,411	2,543,689	168,278	7.1%
Utilities	1,150,700	1,160,143	9,443	0.8%
Insurance	919,121	1,121,169	202,048	22.0%
Taxes & Licenses	296,758	275,147	(21,611)	-7.3%
Purchased Transportation	10,299,194	7,765,918	(2,533,276)	-24.6%
Operating Contingency		200,000	200,000	
Miscellaneous Expenditures	1,571,860	976,317	(595,543)	-37.9%
<b>Total Expenses</b>	<b>\$ 42,380,020</b>	<b>\$ 38,980,891</b>	<b>\$ (3,399,129)</b>	<b>-8.0%</b>
<b>Deficit to be covered by CARES Act Grant</b>	<b>\$ (4,764,066)</b>	<b>(9,829,193)</b>		
Federal 5307 CARES Act	4,764,066	9,521,159		
Federal 5311 CARES Act	-	308,034		
<b>CARES Act Grants applied to operations</b>	<b>\$ 4,764,066</b>	<b>\$ 9,829,193</b>		
<b>Surplus ( Deficit)</b>	<b>-</b>	<b>(0)</b>		

### Capital Budget

The FY 2021 capital budget has an emphasis on items that accomplish the following:

- Prevent, prepare for, and respond to the COVID-19 pandemic.
- Support a federal, state, and local initiatives to reduce greenhouse gas emissions.
- Maintain high standards for safety and security of RTD passengers and employees.
- Improve customer experience with technology and facility improvements.
- Implement innovative projects to meet the changing mobility needs of the public.
- Keep RTD's infrastructure and rolling stock in a state of good repair.
- Evaluate the current condition of and plan for improvement to rural services.

## Proposed Fiscal Year 2021 Capital Budget

Projected Revenue Sources by Program	Type	Amount	% of Total Revenue
<b>Federal</b>			
FTA 5339 Bus & Bus Facilities	Formula	653,778	10.6%
FTA 5307 Urbanized Area Formula Program	Formula	537,377	8.7%
FTA 5311 Rural Area Formula Program	Formula	176,940	2.9%
FTA 5312 Integrated Mobility Innovation (IMI) Program	Discretionary	306,000	5.0%
FEMA Public Assistance Program	Discretionary	1,263,937	20.5%
	<b>Total Federal</b>	<b>\$ 2,938,032</b>	<b>47.7%</b>
<b>State</b>			
SB1 State of Good Repair	Formula	686,790	11.1%
State Transit Assistance (STA)	Formula	2,393,943	38.8%
	<b>Total State</b>	<b>\$ 3,080,733</b>	<b>50.0%</b>
<b>Local</b>			
Match to FTA 5312 Integrated Mobility Innovation (IMI) Program	Discretionary	144,000	2.3%
	<b>Total State</b>	<b>\$ 144,000</b>	<b>2.3%</b>
<b>Total FY 2021 Projected Capital Revenues</b>		<b>\$ 6,162,765</b>	<b>100.0%</b>
Capital Projects by Category		Amount	% of Total Expenses
<b>COVID-19 Response Capital Projects:</b> Cleaning/sanitizing equipment, bus operator barriers on all buses, facility improvements, HVAC upgrades		1,685,250	27.35%
<b>Bus Component Rebuild and Parts Over \$500:</b> Rebuild & replace engines, transmissions, and other major components		300,000	4.87%
<b>Communication and IT Equipment:</b> Bus surveillance camera upgrades, fare media/mobile payment upgrades, cyber security protection, Wi-Fi upgrades		2,595,544	42.12%
<b>Facilities Improvement and Upgrades:</b> Shelter solar lighting, maintenance bay fans, HTS roof replacement		242,500	3.93%
<b>Maintenance Equipment:</b> Specialized tools, diagnostic equipment		313,421	5.09%
<b>Non-Revenue Fleet Vehicles:</b> Replace 2 non-revenue vehicles.		65,400	1.06%
<b>Safety and Security:</b> Real-time incident reporting, bus training simulator, business continuity improvements		310,650	5.04%
<b>Revenue Vehicle Purchase:</b> Additional cost to purchase two new 45' coaches for commuter service using remaining funding from FTA grant		150,000	2.43%
<b>Tire Lease:</b> Tire lease for the entire bus fleet		300,000	4.87%
<b>Planning:</b> Rural Service Redesign		200,000	3.25%
<b>Total FY 2021 Proposed Capital Projects</b>		<b>\$ 6,162,765</b>	<b>100.00%</b>

RESOLUTION NO. \_\_\_\_\_  
DATED: JUNE 19, 2020

RESOLUTION ADOPTING THE FY 2021 OPERATING BUDGET IN THE AMOUNT OF \$38,980,891 AND  
CAPITAL BUDGET IN THE AMOUNT OF \$6,162,765

RESOLVED AND ORDERED by the Board of Directors as follows:

- 1) That the FY 2021 operating budget in the amount of \$38,980,891 and capital budget in the amount of \$6,162,765 be, and hereby are, approved; and
- 2) That the CEO be, and hereby is, authorized and directed to carry out the programs as outlined within the Budget.

**STAFF RECOMMENDATION:**                    **AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO)  
OR DESIGNEE TO APPLY FOR THE GOVERNOR’S OFFICE  
OF EMERGENCY SERVICES/FEDERAL EMERGENCY  
MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE  
GRANT**

**LEAD STAFF:**                                    **GEORGE LORENTE  
GRANTS MANAGER**

**FINANCIAL IMPACT:**                         **\$1,263,937 (FEMA)  
\$421,313 (Local)**

**BACKGROUND:**

On March 4, 2020 Governor Gavin Newsom declared a State of Emergency for California in response to the COVID-19 emergency. This was followed by the President’s major declaration for the State of California, pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207).

In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under the FEMA Public Assistance program.

The California Governor's Office of Emergency Services (Cal OES) Recovery Section acts as the grantee for FEMA’s Public Assistance Program. RTD has been deemed eligible to apply for Public Assistance funds as a subgrantee by both FEMA and Cal OES and may proceed with submitting a Streamlined Project Application.

**DISCUSSION:**

If approved, the grant will fund additional sanitation and protective equipment needed to mitigate the ongoing risk of COVID-19 in an effort to protect the health and safety of RTD customers, staff, and the general public.

Cal OES requires RTD to complete and submit a Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES Form 130) for the purposes of identifying agent(s) authorized to act on behalf of RTD to execute actions necessary to obtain FEMA funds through Cal OES, and ensure continued funding compliance.



<b>RTD Proposed FEMA Public Assistance Program Activities</b>		
<b>Description of Activity</b>	<b>Quantity</b>	<b>Total Cost</b>
Bus Operator Barriers	165	\$ 1,165,000
Steam Cleaning Trucks	2	\$ 330,000
Disinfecting Chemical Vehicle Foggers	2	\$ 11,500
Portable Chemical Vehicle Foggers	2	\$ 3,500
Portable Chemical Foggers	3	\$ 5,250
HVAC UV Light Purifiers	30	\$ 60,000
Truck Mounted Hot Water Pressure Washers	2	\$ 30,000
Wall Mounted Air Purifiers	30	\$ 45,000
Desktop UV Light Air Purifiers	50	\$ 5,000
3-in-1 Handwashing Sinks	6	\$ 30,000
		<b>\$ 1,685,250</b>

RESOLUTION NO. \_\_\_\_\_  
DATED: JUNE 19, 2020

RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO APPLY FOR THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES/FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE GRANT

WHEREAS, the San Joaquin Regional Transit District (RTD) is an eligible applicant and may receive federal funding from the FEMA Public Assistance Program for COVID-19 response as a subgrantee; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) serves as the grantee of the FEMA Public Assistance Program for the State of California in accordance with Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988; and

WHEREAS, FEMA and Cal OES have developed guidelines for the purpose of distributing FEMA Public Assistance Program funds to eligible applicants; and

WHEREAS, RTD wishes to apply for FEMA funds and requests the Board to delegate authorization to execute all required documents, including any amendments thereto, to Gloria G. Salazar, Chief Executive Officer (CEO) or designee.

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

- 1) RTD agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations, and guidelines for all FEMA Public Assistance Program funded projects.
- 2) The Chief Executive Officer (CEO) or designee, be authorized to execute all required documents of the FEMA Public Assistance Program and any amendments thereto with Cal OES associated with Disaster Number FEMA-4482-DR-CA.
- 3) RTD hereby authorizes the submittal of the application to Cal OES for FEMA Public Assistance Program funds for Additional Sanitation and Protective Equipment to mitigate the ongoing risk of COVID-19 in an effort to protect the health and safety of RTD customers, staff, and the general public.