

SAN JOAQUIN REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING – NOTICE AND AGENDA
9:30 A.M. ON FRIDAY, MARCH 28, 2025

The Board of Directors of the San Joaquin Regional Transit District (RTD) will hold a regular meeting at 9:30 a.m. on Friday, March 28, 2025, in the Boardroom of RTD's Downtown Transit Center, 421 East Weber Avenue, Stockton, California. Please visit <https://sanjoaquinrtd.com/board-of-directors/board-meeting-agendas-and-minutes/> for an electronic copy of this document. Materials related to an item on this agenda packet are available for public inspection at the above address.

ACCESSIBLE PUBLIC MEETINGS: RTD is committed to ensuring that all meetings are accessible regardless of an individual's ability or access method. RTD will make all reasonable accommodations for persons with disabilities to participate in this meeting. Upon request to the Chief Executive Office, 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, preferred alternative format, auxiliary aid, or service, at least three workdays before the meeting. Requests should be sent to RTD by mail at 421 East Weber Avenue, Stockton, CA 95202, by phone at (209) 467-6613, by fax at (209) 948-8516, or by email to BoardSupport@sjRTD.com.

The RTD Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action, or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

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. SAFETY ANNOUNCEMENT
4. PLEDGE OF ALLEGIANCE TO THE FLAG
5. ROLL CALL
6. PUBLIC COMMENT
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 public comment. Those who violate this protocol may be removed from the meeting at the presiding officer's discretion.

7. REPORTS

- A. CHIEF EXECUTIVE OFFICER UPDATE
CEO Alex Clifford will provide an oral update on matters of relevance to RTD.
- B. MARKETING UPDATE
Supervisor of Marketing and Customer Engagement Maximilian Cao will provide event updates.
- C. FINANCIAL UPDATE
Finance Manager Ravi Sharma will provide February financial reports.

8. INFORMATION ITEMS

Reports are provided for information only. Staff will be available to answer any questions.

- A. FEDERAL LEGISLATIVE UPDATE
Report of Federal Legislative Updates prepared by Capital Edge Advocacy, Inc.
- B. STATE LEGISLATIVE UPDATE
Report of State Legislative Updates prepared by Shaw Yoder Antwih Schmelzer & Lange.
- C. MASABI CONTACTLESS PAYMENT IMPLEMENTATION UPDATE
Report of Masabi contract update prepared by CIO John Hodson.

9. CONSENT CALENDAR

- A. MOTION: APPROVING THE MINUTES OF THE FEBRUARY 21, 2025, REGULAR BOARD OF DIRECTORS MEETING
Board approval of minutes.
- B. MOTION: APPROVING AND ADOPTING THE REVISED RECORDS RETENTION AND DESTRUCTION POLICY
Board approval and adoption of the revised Records Retention and Destruction Policy.
- C. MOTION: AUTHORIZING THE CEO TO FILE AND EXECUTE THE FY24 - FY25 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) APPLICATION FOR THE BUS RAPID TRANSIT (BRT) EXPANSION - MIDTOWN CORRIDOR PROJECT
Board approval of filing and execution of funding application.
- D. MOTION: APPROVING AMENDMENT 2 TO THE FINANCE ENTERPRISE AND HR/PAYROLL RE-IMPLEMENTATION AGREEMENT WITH

CENTRAL SQUARE TECHNOLOGIES, INCREASING THE CONTRACT AMOUNT BY \$118,958 FOR A TOTAL CONTRACT VALUE NOT TO EXCEED \$301,338

Board approval of contract amendment with CentralSquare.

E. ACCEPT AND FILE: APPROVED BOARD OF DIRECTORS TRAVEL EXPENSES
Board acceptance and filing of CY 2025 Board Member travel expenses.

F. ACCEPT AND FILE: CHECK REGISTER FOR THE MONTH OF FEBRUARY 2025

Board acceptance and filing of Check Register for February 2025.

10. ACTION ITEMS

A. MOTION: APPROVING THE FIRST AMENDMENT OF THE PROTIVITI AGREEMENT WITH A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$928,500

Board approval of contract amendment with Protiviti.

11. QUESTIONS AND COMMENTS FROM DIRECTORS AND STAFF

12. ADJOURNMENT

NOTE: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE ON FRIDAY, APRIL 18, 2025, AT 10:00 A.M.

DATE POSTED: MARCH 21, 2025

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LEAD STAFF: ALEX CLIFFORD, CEO

REPORT: CHIEF EXECUTIVE OFFICER UPDATE

MEETINGS SINCE FEBRUARY 21, 2025

RTD participated in meetings of the following committees and organizations:

- **American Public Transportation Association (APTA) Small Ops Committee Monthly Meeting:** CEO Alex Clifford
- **APTA Transit CEO's Seminar:** CEO Alex Clifford
- **APTA Virtual Executive Committee Meeting:** CEO Alex Clifford
- **The California Association for Coordinated Transportation (CalACT) Legislative Committee Meeting:** CEO Alex Clifford
- **CalACT Virtual Board Meeting:** CEO Alex Clifford
- **California Transit Association (CTA) State Legislative Committee Meeting:** CEO Alex Clifford
- **CTA Transit Transformation Advisory Committee Meetings:** CEO Alex Clifford
- **Federal Legislative Bi-weekly Meetings with Chris Giglio of Capital Edge Advocacy Inc.:** CEO Alex Clifford
- **The Center for Transportation and the Environment Hydrogen Fuel Cell Bus Council Membership Meeting:** CEO Alex Clifford
- **Quarterly Meeting with Sacramento Regional Transit District's General Manager/CEO Henry Li:** CEO Alex Clifford
- **Quarterly Retirement Board Meeting:** CEO Alex Clifford, Board Member Michael Restuccia
- **San Joaquin Council of Governments (SJCOG) Board of Directors Meeting:** Board Member Gary Giovanetti, Government Affairs Director Ken Baxter, Director of Grants and Capital Projects Juan G. Villanueva
- **SJCOG Interagency Transit Committee Meeting:** Government Affairs Director Ken Baxter, Planning and Service Development Director Dámaris Galvan
- **SJCOG Management and Finance Committee Meeting:** Government Affairs Director Ken Baxter
- **SJCOG Social Services Transportation Advisory Council Meeting:** Government Affairs Director Ken Baxter, Planning and Service Development Director Dámaris Galvan
- **SJCOG Technical Advisory Committee Meeting:** Government Affairs Director Ken Baxter, Director of Grants and Capital Projects Juan G. Villanueva
- **San Joaquin Partnership Board of Directors Meeting:** CEO Alex Clifford
- **San Joaquin Regional Rail Commission Board Meeting:** Government Affairs Director Ken Baxter
- **State Legislative Bi-weekly Meetings with Michael Pimentel and Brendan Repicky of Shaw Yoder Antwih Schmelzer & Lange:** CEO Alex Clifford,

Government Affairs Director Ken Baxter, Director of Grants and Capital Projects Juan G. Villanueva

- **Stockton “Move Downtown” Workshops:** Government Affairs Director Ken Baxter, Director of Grants and Capital Projects Juan G. Villanueva, Planning and Service Development Director Dámaris Galvan
- **The Bus Coalition (TBC) Board Meeting:** CEO Alex Clifford
- **TBC DC Fly-In:** CEO Alex Clifford
- **Meetings in Washington, DC: Representative Josh Harder, Representative Adam Gray, Senator Alex Padilla:** CEO Alex Clifford



LEAD STAFF: MAXIMILIAN CAO, SUPERVISOR OF MARKETING AND CUSTOMER ENGAGEMENT

REPORT: MARKETING UPDATE

APTA Marketing, Communication, and Customer Experience Workshop – February 23 -26

The APTA 2025 Marketing, Communications and Customer Experience Workshop featured insightful sessions that tackled key topics in transit, including employee communication, customer-centric strategies, and customer experience improvements. Highlights included practical workshops on subjects such as AI-enhanced communications, emotional branding, innovative youth outreach, and economic impact storytelling. Additionally, panels explored the best practices for navigating major service changes, using arts and culture to elevate rider experiences, and tracking social media trends for 2025 and beyond.

Community Transportation Association of America (CTAA) Leadership Academy – March 3 - 7

The CTAA Leadership Academy took place in Washington, D.C., between March 3 and 7. This brought together leaders and professionals from across the transit sector. Participants explored innovative strategies, shared best practices, and collaborated to improve regional transit services. Transit operators, policymakers, and community advocates worked together to create equitable and sustainable transportation solutions. RTD underscored its commitment to providing effective and inclusive transit options by staying connected with industry trends and building valuable networks.

Maintenance Supervisors Dario Dominguez and Chris Melton shared valuable insights on the spare ratio issue and explained how to remove Proterra buses from asset lists when they do not meet useful life requirements. They answered numerous questions about electric and hydrogen buses, showcasing their deep knowledge and expertise.

During the training, Chris and Dario also participated in the Legislative Fly-in on Capitol Hill on Thursday, March 6th. They shared information regarding CTAA priorities and advocated for key issues discussed during the visit.

Transit Driver Appreciation Day – March 18

On Tuesday, March 18, RTD celebrated Transit Driver Appreciation Day to highlight the commitment and hard work of our bus operators. Bus operators are the heart of the business, and they ensure the safety and reliability of transporting thousands of people daily. Dedication keeps public transit running seamlessly, even though their efforts often go unnoticed. The celebration included thoughtful gestures, such as breakfast and lunch prepared by the management team and the employee engagement

committee, individually packaged boxed meals, and an exclusive tumbler designed specifically for bus operators only.

Continued Recruitment Efforts

RTD has launched a new billboard as part of its hiring marketing efforts. The billboard prominently displays "Now Hiring" and is strategically located near the RTC, visible to westbound commuters on Highway 4 coming from Highway 99. This billboard will remain in place until the end of the fiscal year.

English and Spanish radio ads are running daily until next month. At that time, RTD will reassess and determine if additional action or efforts are necessary. Social media posts are being created and shared consistently every week.

PAST EVENTS

- **February 22** – Ripon 63rd Annual Almond Blossom Festival Parade
- **February 23-26** – APTA Marketing, Communication, and CX Workshop
- **March 1** – California Transit Worker Conference in Monterey
- **March 8** – Chinese New Years Festival at St. Baptist Community Center
- **March 12** – Greater Stockton Chamber of Commerce REXPO
- **March 14** – Asian Chamber of Commerce Route 40 Ride Along
- **March 27** – 22nd Annual Latina Business Conference at the Waterfront Hotel

UPCOMING EVENTS

- **April 4** – RTD Metro Market at the DTC
- **April 11** – Asparagus Festival at the County Fairgrounds
- **April 19** – Honor Stockton Blue at University of the Pacific



LEAD STAFF: RAVI SHARMA, FINANCE MANAGER

REPORT: FINANCIAL UPDATE

I. SUMMARY

- A brief analysis of San Joaquin RTD's financial status is prepared monthly to inform the Board of Directors regarding RTD's actual revenues and expenses in relation to the adopted operating budget for the fiscal year.
- Cash inflows, outflows, and projections are also included.

II. DISCUSSION/BACKGROUND

The operating Revenue and Expense summary report for the fiscal year ending February 28, 2025, is attached. The fiscal year (FY) has elapsed 66.6%.

Revenues

Passenger fare revenues are lower than the budget due to lower bus pass sales. Federal 5307 preventive maintenance revenue is recorded based on actual expenses, not the budget. Local Transportation Funds (LTF) revenue is lower than the budget due to RTD's apportionment being reduced by approximately \$1.9 million because the City of Mountain House is now an eligible recipient of LTF funds. Federal ARPA 5311 revenue is recorded based on actual expenses and not the budget. Overall, actual total revenues are lower than the budget revenue level.

Expenses

Compared to the budget level, total expenses are lower mainly due to lower labor and fringe expenses resulting from vacant positions. Insurance expenses exceed the budget due to higher annual premiums for excess auto and general liability. Fuel tax and property assessment taxes are marginally higher than the budget. Purchase transportation expenses are higher due to increased demand for Paratransit services. There has been less spending on materials and supplies, utilities, and miscellaneous expenses.

Cash Basis and Projection

The fiscal year-to-date cash basis has a positive result because RTD received \$4 million of TDA funds. RTD has not received any SB125 funds yet.

The 12-month cash flow projection includes capital and operating cash inflows and outflows.

III. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns with the Board's Strategic Priorities 3 and 4.

Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

IV. CUSTOMER IMPACT

The financial update assures customers that RTD is financially stable, will remain in business in the long run, and has the financial resources to complete projects that benefit its customers.

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenue and Expenses contribute to favorable budget variance in Operating Balance as of February 28, 2025.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider as this is a Monthly Financial Report.

VIII. ATTACHMENTS

Attachment A: Fiscal year-to-date monthly financial report for the period ending February 28, 2025

Attachment B: Cash flow projections

Prepared by: Ravi Sharma, Finance Manager

IX. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO





Attachment A
Cover Page

San Joaquin RTD
FY2025 Revenue & Expense Summary
For the Period Ending February 28, 2025 (Manually Generated)*

	FYTD		fav/(unfav)		Fiscal Year	FYTD Cash Flow	
	Actual	Budget	Variance \$	Variance %		Budget	(amounts in 000's)
REVENUES						OPERATING	CAPITAL
						INFLOW	
PASSENGER FARES	\$ 1,689,696	\$ 1,906,494	(216,798)	-11%	\$ 2,859,741	1,690	-
NON-TRANSPORTATION REVENUES	1,805,561	1,805,952	(391)	0%	2,708,928	2,340	-
FEDERAL GRANTS (5307)	6,214,337	6,885,105	(670,768)	-10%	10,327,658	8,832	-
FEDERAL GRANTS (5311)	345,442	345,442	0	0%	518,163	562	-
PROPERTY TAXES	972,699	972,699	0	0%	1,459,048	828	-
TDA - STA	-	-	0	0%	-	-	2,500
TDA - LTF	2,310,701	3,731,834	(1,421,133)	-38%	5,597,751	13,116	10,081
LCTOP	1,177,510	1,177,510	0	0%	1,766,265	1,766	-
MEASURE K	3,804,020	3,804,020	0	0%	5,706,030	2,850	-
SB 125**	19,164,347	19,164,347	0	0%	28,746,521	-	-
FEDERAL ARPA (5311)	345,435	793,333	(447,898)	-56%	1,190,000	-	-
FEDERAL CRRSSA (5311)	-	-	-	-	-	329	-
CAPITAL PROJECTS CASH INFLOW	-	-	-	-	-	-	13,083
TOTAL REVENUES	\$ 37,829,748	\$ 40,586,737	(2,756,988)		\$ 60,880,105		
CASH INFLOW OPERATING & CAPITAL						32,313	25,664
TOTAL CASH INFLOW						57,977	
EXPENSES						OUTFLOW	
WAGES AND FRINGE BENEFITS	23,141,845	28,436,221	5,294,376	19%	42,654,331	24,742	-
SERVICES	3,888,368	3,775,287	(113,081)	-3%	5,662,930	4,263	-
MATERIALS & SUPPLIES	2,720,774	3,187,796	467,022	15%	4,781,694	3,429	-
UTILITIES	826,641	936,719	110,078	12%	1,405,078	827	-
INSURANCE	1,322,786	1,041,217	(281,569)	-27%	1,561,826	2,821	-
TAXES	261,477	249,857	(11,620)	-5%	374,786	261	-
PURCHASED TRANSPORTATION	1,891,544	1,656,965	(234,579)	-14%	2,485,448	1,931	-
MISCELLANEOUS EXPENSES	572,875	1,302,675	729,800	56%	1,954,013	742	-
CAPITAL PROJECTS CASH OUTFLOW	-	-	-	-	-	-	13,751
TOTAL EXPENSES	\$ 34,626,310	\$ 40,586,737	5,960,427		\$ 60,880,105		
CASH OUTFLOW OPERATING & CAPITAL						39,016	13,751
TOTAL CASH OUTFLOW						52,767	
Net Revenue (Deficit)	3,203,438	-	3,203,438		-	5,210	

****SB 125 \$19,164,347 HAS NOT BEEN RECEIVED YET**

Explanation for unfavorable variances greater than 5%

REVENUES

PASSENGER FARES = Bus pass sales of 31 Day Student and Commuter routes are lower than projected.

FEDERAL 5307 = Preventive Maintenance revenue is recorded based on actual expenses and not the budget.

TDA-LTF = RTD's LTF apportionment was reduced by approximately \$1.9mil because the City of Mountain House is now an eligible recipient of LTF funds.

FEDERAL ARPA 5311 = Revenue is recorded based on actual expenses and not the budget.

EXPENSES

INSURANCE = Annual Premiums for Excess Auto and General liability is higher than the budget

PURCHASED TRANSPORTATION = Purchase transportation expenses are higher than the budget due to increased demand for Paratransit services.

*** This financial information has been manually produced due to the Cyber attack on RTD's IT servers in early March 2024 and as a result RTD's financial system was wiped out.**

This report is both accrual and cash-based. Revenues are based on accruals, and expenses are mostly cash-based. The expenses for Services, Materials & Supplies, taxes, and Miscellaneous expenses may be misclassified because we don't have access to our purchase order database.



Attachment B
Cover Page

San Joaquin RTD
Twelve Months Cash Flow Projection (amounts in 000's)

	<u>Feb-25</u>	<u>Mar-25</u>	<u>Apr-25</u>	<u>May-25</u>	<u>Jun-25</u>	<u>Jul-25</u>	<u>Aug-25</u>	<u>Sep-25</u>	<u>Oct-25</u>	<u>Nov-25</u>	<u>Dec-25</u>	<u>Jan-26</u>
Beginning Cash Balance	\$77,929	\$77,867	\$92,594	\$90,807	\$95,665	\$93,148	\$89,631	\$93,798	\$89,281	\$91,864	\$88,772	\$84,255
Add: Projected Cash Inflow	4,306	19,457	2,943	9,588	2,213	1,213	11,111	213	7,313	1,638	213	7,313
Less: Projected Cash Outflow	-4,369	-4,730	-4,730	-4,730	-4,730	-4,730	-6,945	-4,730	-4,730	-4,730	-4,730	-4,730
Projected Month-end Cash Balance	\$77,867	\$92,594	\$90,807	\$95,665	\$93,148	\$89,631	\$93,798	\$89,281	\$91,864	\$88,772	\$84,255	\$86,838

OPERATING CASH INFLOWS:

Fare Revenue	186	200	200	200	200	200	200	200	200	200	200	200
Advertising, Rental, & Other Income	13	13	13	13	13	13	13	13	13	13	13	13
Interest			330			1,000						
Federal 5307			2,000		2,000		2,000					
Property tax Revenue			400				200					
TDA-LTF		1,000		850								
SB-125		14,373		7,100			7,273		7,100			7,100
Measure K Operating		1,425		1,425			1,425			1,425		
Federal 5311 ARPA		296										
Projected Operating Cash Inflow	199	17,307	2,943	9,588	2,213	1,213	11,111	213	7,313	1,638	213	7,313

OPERATING CASH OUTFLOWS:

Payroll and Payroll Related Expenses	2,848	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Accounts Payable Check-runs	1,288	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Purchased Transportation Invoices	232	230	230	230	230	230	230	230	230	230	230	230
Projected Operating Cash Outflow	4,369	4,730	4,730	4,730	4,730	4,730	4,730	4,730	4,730	4,730	4,730	4,730

Net Operating Cash Flow	-4,170	12,577	-1,787	4,858	-2,517	-3,517	6,381	-4,517	2,583	-3,092	-4,517	2,583
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CAPITAL CASH INFLOWS:

TDA-STA Capital		2,150										
TDA-LTF Capital	4,000											
State of Good Repair	107											
Projected Capital Cash Inflow	4,107	2,150	0	0	0	0	0	0	0	0	0	0

CAPITAL CASH OUTFLOWS:

Glaval 9 Hopper buses							2,215					
Projected Capital Cash Outflow	0	0	0	0	0	0	2,215	0	0	0	0	0
Net Capital Cash Flow	4,107	2,150	0	0	0	0	-2,215	0	0	0	0	0

Funds Kept at:

Bank of Stockton	1,735
County Treasury	76,132
Total	77,867

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LEAD STAFF: CHRIS GIGLIO, CAPITAL EDGE ADVOCACY, INC.

REPORT: FEDERAL LEGISLATIVE UPDATE

FY 2025 BUDGET

March 15, 2025: President Trump signed into law a Continuing Resolution (CR) that funds federal agencies and programs (including USDOT) at their FY 2024 levels through the remainder of FY 2025 (September 30, 2025). The House and Senate had each approved the CR in the days prior to the March 14 expiration of the previous CR that was keeping the government open.

The action represented an end to a long and winding annual budget process that started a year ago but was upended in November when Republicans gained control of the House, Senate, and White House. GOP leaders late last year delayed enactment of the FY 2025 budget that had been crafted last summer with the intent of making changes that were more representative of their priorities, but in the end could not come to an agreement.

The enactment of a CR means that programs at DOT will be funded at their FY 2024 levels in FY 2025. As a result, the Section 5307 formula program will not receive the 2% increase that was authorized in the five-year reauthorization bill that was part of the 2021 infrastructure law. The exact impact on RTD will not be known until FTA publishes its FY 2025 allocations for formula funding.

CRs also traditionally do not allow room for Community Project funding, also known as earmarks, and this year was no different. As a result, the \$250,000 that had been secured in the House version of the FY 2025 budget by Rep. Josh Harder for UCP van replacement will not be funded. All signs point to Congress engaging in the earmark process in the FY 2026 budget so we are hopeful there will be a chance to resubmit.

Impact on RTD: The most direct impact is the loss of the UCP van replacement funds, and we will soon find out the impact on formula funding (in FY 2024, the Section 5307 formula program received a 2% increase, but the RTD allocation was increased by 11% because the formula is based on both population and ridership).

DEPARTMENT OF TRANSPORTATION

March 12, 2025: Transportation Department leadership issued an internal guidance to offices (such as FTA) to ensure that 2021 infrastructure law (IIJA) discretionary grants comply with the Trump Administration's Executive Orders.

The new guidance applies to awardees with final grant agreements, subjecting awardees to a new level of departmental review as well as potential revisions to existing grant agreements. This new policy overturns the established practice of treating final grant agreements as a binding federal contract.

The new guidance also applies to awardees without final grant agreements and will govern the terms of awardee negotiations with USDOT staff in advancing previously announced grant awards.

It is important to note that new internal USDOT guidance only applies to *competitive grant and cooperative agreement award selections*, not formula funding.

The guidance outlines three steps for USDOT staff to review grant awards.

1. **Program Identification:** Identify programs that include equity activities, Diversity, Equity, and Inclusion (DEI) activities, climate change activities, environmental justice activities, gender-specific activities, or have a primary purpose bicycle infrastructure or EV charging infrastructure.
2. **Project-by-project review:** For projects that require further review, examine each individual project to identify those award selections that have project scopes that include any of the project elements listed in Step 1 document and flag any project scope elements or activities for potential removal, including project activities such as equity analysis, green infrastructure, bicycle infrastructure, and EV charging infrastructure (with a directive to consult with legal counsel for *elements based in statute*). Choices after this review are:
 - Continue the project in its current form with no change,
 - Revise or reduce project scope, or
 - Cancel the project.
3. **Project Scope Revision:** Award selections identified for revision or review must renegotiate and update project scopes to eliminate flagged activities, and where possible replace identified elements with relevant elements that align with program statute, the scope of the application submission, and the current Administration policies.

While formula funds are not included in their guidance, there is the possibility that similar instructions for those programs will follow.

Impact on RTD: DOT is taking unprecedented steps to alter competitive grant awards made by the previous administration, potentially impacting the status of any grant award made in the past or in the future if it at any point is seen as not aligning with Trump Administration policies.

FEDERAL GRANT OPPORTUNITIES, AWARDS AND NOTICES

As a result of the government-wide review of all federal grant programs and disbursements, grant activities at the USDOT have been paused. We are hopeful now

that the FY 2025 budget has been approved that notices for competitive programs such as the Low and No Emissions Vehicle Program will be published soon by DOT.

Impact on RTD: Information purposes only.

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LEAD STAFF: **MICHAEL PIMENTEL, PARTNER**
 SHAW YODER ANTWIH SCHMELZER & LANGE
 BRENDAN REPICKY, LEGISLATIVE & REGULATORY
 ADVOCATE

REPORT: **STATE LEGISLATIVE UPDATE**

General Update

Approximately 2,350 bills have been introduced across the two houses of the State Legislature in this first year of the 2025-2026 Legislative Session. Many of these bills start out as “spot” bills and will need to be amended before they can be heard in the Legislature’s policy committees. The Assembly requires spot bills to be amended by March 17 and the Senate by March 26. Already, pursuant to the Assembly deadline, we have seen substantive language amended into many spot bills; we will see additional substantive amendments over the coming weeks. The deadline for policy committees to meet and hear bills with a fiscal impact is May 2 (May 9 for non-fiscal) for bills in the first house. For information about key legislative and budget deadlines, please see the 2025 Legislative Calendar available [here](#).

In this report, we provide updates on a new budget proposal for public transit, the release of CalSTA’s Climate Action Plan for Transportation Infrastructure 2.0, the most recent meeting of CalSTA’s Transit Transformation Task Force, new appointments to CARB, bills of interest, and funding for zero-emission buses and infrastructure.

Potential Impact to RTD: N/A – General Update

Senator Arreguin and Assemblymember Mark Gonzalez Lead Effort to Secure Additional Funding for Transit

On March 5, Senator Jesse Arreguín (D-Berkeley) and Assemblymember Mark Gonzalez (D-Los Angeles) launched an [major statewide effort to secure an additional \\$2 billion for local transit agencies](#) as part of the Fiscal Year 2025-26 budget. The effort is supported by the California Transit Association and numerous stakeholders statewide. If successful, this effort would result in additional flexible transit funding to help address near-term funding shortfalls as several regions and transit agencies prepare to advance self-help measures or find other solutions.

Potential Impact to RTD: As of the drafting of this report, key details of this budget proposal, including fund source, distribution mechanism, and eligible uses, have not been defined. That said, the California Transit Association, a key supporter of the budget proposal, is advocating that any new funding be distributed through the SB 125 program formula. If the budget proposal ultimately advances in the FY2025-26 budget and the funding is distributed through the SB 125 program, it will result in a new regional share

of funding for San Joaquin County. As with SB 125, this funding would flow to San Joaquin COG for distribution to transit and rail agencies in the county, which is likely to result in new funding for RTD.

CalSTA Releases Update to Climate Action Plan for Transportation Infrastructure

On February 28, the California State Transportation Agency released an [update to the Climate Action Plan for Transportation Infrastructure \(CAPTI 2.0\)](#). CAPTI 2.0 builds on the successful implementation of CAPTI 1.0 and identifies 14 new key actions to further reduce greenhouse gas emissions, confront longstanding inequities in our transportation system, and prioritize benefits for all Californians.

Potential Impact to RTD: CAPTI 2.0 is largely focused on reducing GHG emissions from highway projects and goods movement projects. As such, the policy document is unlikely to lead to significant new developments that immediately or directly impact RTD. That said, several of the strategies included in the policy document may create future opportunities for funding or program support that RTD may explore. These strategies include continued work toward Vehicle Miles Traveled / Greenhouse Gas (VMT/ GHG) neutrality in key state transportation programs and implementation of a Caltrans Transit Policy, as required by SB 960 (Wiener), to prioritize the movement of transit on the state highway system.

CalSTA Holds Ninth Transit Transformation Task Force Meeting

The California State Transportation Agency's Transit Transformation Task Force met for its ninth time in Sacramento on March 11. The meeting included discussion on the process and timeline for completing the Task Force's report of recommendations to the Legislature, required to be submitted by October 30, 2025, and provided Task Force members with the opportunity to review and discuss the proposed structure of the report. More significantly, the meeting included discussion on the draft staff report of recommendations for strategies to provide first-and-last mile access to transit and accessible transportation options for seniors and people with disabilities as well as a series of continuing or new topics, including Transportation Development Act reform and project delivery.

As we have highlighted for you previously, the California Transit Association (the trade organization to which RTD belongs) continues to lead engagement in the Task Force discussions on behalf of California transit agencies. To inform the positions it takes at Task Force meetings, the Association continues to engage its membership on the challenges / barriers they face in delivering improvements to transit service and has convened an internal Transit Transformation Advisory Committee, which includes RTD CEO Alex Clifford, to develop policy recommendations (for breaking past these challenges) for submittal to the Task Force.

The Task Force is subject to the state's open meeting requirements for state bodies, known as Bagley- Keene, and as such, all agenda materials are available on [CalSTA's website](#).

The next Task Force meeting will take place on April 25 in San Francisco.

Potential Impact to RTD: RTD's must continue to monitor the work of the Transit Transformation Task Force, as its recommendations may become new laws or regulations impacting the agency. RTD has continued to directly influence the California Transit Association's involvement on the Task Force and its recommendations through RTD CEO Alex Clifford's participation in the Association's Transit Transformation Advisory Committee.

Governor Newsom and Assembly Speaker Rivas Appoint News Members to California Air Resources Board

In late February, Governor Newsom and Assembly Speaker Rivas separately announced new appointments to the California Air Resources Board.

Governor Newsom announced the appointment of Lynda Hopkins, a Sonoma County Supervisor, and Dawn Ortiz Legg, a San Luis Obispo County Supervisor. Hopkins will serve as the Bay Area Air Quality Management District Member on CARB, replacing Davina Hurt. Legg will serve as the Air District Member. Speaker Rivas announced the appointment of Corey A. Jackson, an Assembly Member, as ex- officio member. Jackson replaces Assembly Member Eduardo Garcia.

Potential Impact to RTD: CARB oversees the implementation of several regulations, impacting RTD, including the Innovative Clean Transit regulation, Advanced Clean Fleets regulation, and Low Carbon Fuel Standard, as well key funding programs, like the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project. CARB members provide oversight over these regulations and programs and, at times, provide policy direction that alters how these regulations and programs advance. As of the drafting of this report, we do not anticipate any substantial policy changes to be pursued by the new CARB members, but we will continue to monitor their participation in official proceedings and advise, as appropriate.

Bills of Interest

SB 71 (Wiener) CEQA Exemptions for Transit Projects

This bill, as in print on March 13, would extend indefinitely the current January 1, 2030 sunset date established by SB 922 (Wiener, 2022) for statutorily authorized CEQA exemptions for transit and transportation projects, add additional project-types to the list of exemptions (e.g. ferry terminals, transit operational analysis, bus stops, bus shelters), and make substantive procedural changes surrounding board actions (i.e. board process for establishing a project's cost estimate).

Potential Impact to RTD: This bill would help expedite transit project delivery statewide, including at RTD, by exempting various transit project types from CEQA. Key transit project types that would be streamlined include charging and refueling infrastructure and maintenance and operations facilities necessary to deploy zero-emission buses, the construction of bus rapid transit projects, transit priority projects, and the conversion of general purpose lanes to transit-only or part-time transit lanes.

Committee amendments, which are not yet in print as of the drafting of this report, would shorten the extension of the sunset date for some of the statutorily authorized CEQA exemptions, benefitting near- zero emission transit and transportation projects, to January 1, 2032.

SB 752 (Richardson) SUT Exemption for Zero-Emission Buses

This bill would extend the current January 1, 2026 sunset date, established by AB 2622 (Mullin, 2022), for the partial sales and use tax exemption for zero-emission buses purchased by a transit agency to January 1, 2028.

Potential Impact to RTD: This bill would save RTD between \$40,000 and \$70,000 on each zero-emission bus it purchases through January 1, 2028.

AB 394 (Wilson) Transit Safety

This bill would enhance the safety and security of California’s public transportation systems by strengthening protections for transit operators, employees, and passengers. The bill, as in print on February 3, accomplishes this goal by applying enhanced penalties for assaults to all transit employees, as well as updated provisions for trespass violations on transit systems. Further, AB 394 would empower agencies to seek court-issued prohibition orders against those convicted of assault or trespass. AB 394 promote safer transit environments for transit riders and employees alike.

Potential Impact to RTD: This bill would provide RTD with additional statutory tools for addressing safety issues at their facilities and on their vehicles.

Grants for Zero-Emission Buses and Infrastructure

As a standing feature, we provide the following breakdown of funding opportunities for zero-emission buses and charging/refueling infrastructure.

Zero-Emission Transit Bus Funding

Vehicles:

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project – Transit Set-Aside (\$17.3 million remaining total) – The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) provides point-of-sale discount vouchers to fleet owners to reduce the purchase cost of zero- and near- zero emission trucks and

buses operated in California on a first-come/first-served basis. HVIP is funded through the state's Greenhouse Gas Reduction Fund and State General Fund.

Current Guidelines: Found [here](#)

Status: [Funding cycle remains open](#)

Infrastructure:

Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project (\$10 million total) – The Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project is intended to accelerate the deployment of infrastructure needed to fuel zero-emission trucks, buses, and equipment. The project will use a concierge-like model working directly with eligible applicants to help plan and fund the purchase of charging and hydrogen fueling infrastructure.

Current Guidelines: Found [here](#)

Status: [Funding cycle remains open](#)

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LEAD STAFF: JOHN HODSON, CIO

REPORT: MASABI CONTACTLESS PAYMENT IMPLEMENTATION UPDATE

I. SUMMARY

- CEO Alex Clifford has approved an amendment to the contract with Masabi LLC to add Open Payments (cEMV) services to support contactless credit/debit cards, Apple Pay, and Google Pay across 160 Justride Validators (JRVs) and extend the contract through December 31, 2026, with four optional one-year extensions.
- Masabi will serve as the Merchant of Record (MoR), handling all payment processing through Visa Cybersource and WorldPay Group, ensuring full PCI compliance and EMV Level 3 Certification.
- This upgrade modernizes RTD's fare collection system, improves payment convenience, and reduces cash-handling costs.

II. DISCUSSION/BACKGROUND

RTD has used Masabi's QR validation system since 2021. This upgrade brings contactless EMV payments to RTD, aligning with industry standards while improving efficiency and security.

The amendment includes:

- Contract extension through December 31, 2026 with four optional one-year renewals.
- Full cEMV implementation using existing validators.
- Masabi serving as the Merchant of Record for payment processing.
- PCI compliance measures, including hardware audits, fraud prevention, and secure storage requirements.

RTD will launch marketing efforts, supported by Masabi's free promotional services through 2025, to encourage riders to transition from cash to contactless payments.

III. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board's Strategic Priorities 1 through 4. Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations

6. Innovation

IV. CUSTOMER IMPACT

The contactless system introduces:

- Fare capping – Ensuring riders never pay more than necessary
- Multi-modal ticketing – Enabling seamless transfers across transit services
- Elimination of pre-registration – Riders can tap and pay instantly with a card or mobile wallet
- By making public transit more accessible and user-friendly, this upgrade is expected to increase ridership satisfaction and adoption rates.

V. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of \$51,610 is included in the FY 25 current fiscal year's IT Operating budget within the 407000-50372 account. Since this is a multi-year contract, the IT Department manager(s) will be accountable for budgeting the cost in future years, including any options exercised.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

N/A

VIII. ATTACHMENTS

N/A

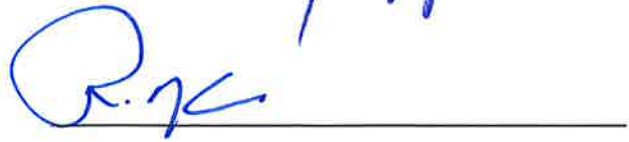
Prepared by: Joshua Jennings, IT Specialist II

IX. APPROVALS

Thomas Dempsey,
Director of Procurement



Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO



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LEAD STAFF: ALEX CLIFFORD, CEO

I. RECOMMENDED ACTION

Motion to approve meeting minutes from the February 21, 2025, Regular Board of Directors meeting.

II. SUMMARY

- Staff is providing the February 21, 2025, Regular Board of Directors meeting minutes.
- Minutes provide an official record of the discussions, decisions, and actions taken during the previous board meeting.
- Meeting minutes are recorded after each meeting and will be provided for approval at the following regularly scheduled meeting.

III. DISCUSSION/BACKGROUND

Meeting minutes are prepared by staff and serve as an official public record of actions taken by the Board of Directors. Once approved, minutes are filed and will remain in RTD’s archives to provide a clear and accurate record of the proceedings. This ensures that Board members, staff, and stakeholders can refer to the documented decisions and rationale, reinforcing trust in the organization’s governance. Additionally, as the organization evolves, approved minutes serve as an important historical reference. They help track the progression of decisions, policies, and strategies, which can inform future actions.

Minutes will be made available to any member of the public upon request.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board’s Strategic Priority 4.

Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

V. CUSTOMER IMPACT

Meeting minutes provide customers with transparent agency information.

VI. FINANCIAL CONSIDERATIONS/IMPACT

N/A

VII. CHANGES FROM COMMITTEE

N/A

VIII. ALTERNATIVES CONSIDERED

N/A

IX. ATTACHMENTS

Attachment A: Draft minutes of the RTD Board of Directors Regular Meeting of February 21, 2025

Prepared by: Erica Aguiñiga, Executive and Board Support Senior Specialist

X. APPROVAL

Alex Clifford, CEO





Attachment A
Cover Page

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT
FRIDAY, FEBRUARY 21, 2025

The San Joaquin Regional Transit District (RTD) Board of Directors held a Regular Meeting at 10:00 a.m. on Friday, February 21, 2025, in the Boardroom of RTD's Downtown Transit Center, 421 East Weber Avenue, Stockton, California.

1. CALL MEETING TO ORDER Chair Gary 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. SAFETY ANNOUNCEMENT Safety, Security, and Risk Management Director Curtis Moses made the Safety Announcement.
4. PLEDGE OF ALLEGIANCE TO THE FLAG Chair Giovanetti led the pledge.
5. ROLL CALL Present: Gary Giovanetti, Chair
Les Fong, Director
Balwinder Singh, Director
Stephan Castellanos, Director

Alex Clifford, CEO
Julie Sherman, RTD Legal Counsel

Absent: Michael Restuccia, Vice Chair
6. PUBLIC COMMENTS A public comment was received from Julie DeVincenzo regarding concerns with buses driving past her home.
7. SPECIAL PRESENTATIONS
 - A. RECOGNITION OF EMPLOYEES YEARS OF SERVICE Dean Tu, Duli Chand, Javier Ventura, and Traci Taylor were recognized for five years of service with RTD.
Araceli Gonzalez and Maximilian Cao were recognized for 10 years of service with RTD.
Leila Griffis was recognized for 20 years of service with RTD.
Cesario Felix and Paul Williams were recognized for 25 years of service with RTD.

- B. RECOGNITION OF EMPLOYEES OF THE QUARTER
Jakob Potosme was recognized as the Administration Employee of the Quarter.
Richard Erosa was recognized as the Facilities Employee of the Quarter.
 - C. RECOGNITION OF EMPLOYEES OF THE YEAR
Jakob Potosme was recognized as the Administration Employee of the Year.
Rey Saucedo was recognized as the Facilities Employee of the Year.
Laura Ortiz was recognized as the Maintenance Employee of the Year.
Jin Yu was recognized as the Transportation Employee of the Year.
 - D. FEDERAL LEGISLATIVE PRESENTATION
Federal Advocate Chris Giglio of Capital Edge Advocacy, Inc. discussed current legislation.
 - E. STATE LEGISLATIVE PRESENTATION
Legislative and Regulatory Advocate Michael Pimentel of Shaw Yoder Antwih Schmelzer & Lange discussed current legislation.
8. REPORTS
- A. CHIEF EXECUTIVE OFFICER UPDATE
CEO Alex Clifford provided an oral update regarding the following topics:
 - Hydrogen Fuel Trailer
 - SB125 Funding
 - Masabi Contactless Payments
 - Year in Review Sticky Note Exercise Handout
 - Measure K
 - San Joaquin County Office of Education field trip: Superintendent and Cabinet Members "ride along"
 - The Bus Coalition Fly-In
 - B. MARKETING UPDATE
Supervisor of Marketing and Customer Engagement Maximilian Cao provided an update on recent events.
 - C. FINANCIAL UPDATE
Finance Manager Ravi Sharma presented the January Revenue and Expense Summary and Cash Flow Projection.
9. INFORMATION ITEMS
Reports provided for information only:
- A. FEDERAL LEGISLATIVE UPDATE

- B. STATE LEGISLATIVE UPDATE
 - C. QUARTERLY UPDATE OF GRANTS FUNDING
 - D. QUARTERLY UPDATE OF SOLICITATIONS
 - E. QUARTERLY UPDATE OF CONTRACTS AWARDED
 - F. QUARTERLY UPDATE OF CAPITAL PROGRAM
 - G. TOTAL COMPENSATION MARKET STUDY FOR NON-REPRESENTED EMPLOYEES
 - H. PARATRANSIT OPERATIONS STATUS QUARTERLY REPORT
 - I. FY25 Q2 KEY PERFORMANCE INDICATORS (KPI) REPORT
10. CONSENT CALENDAR
- A. MOTION: APPROVING THE MINUTES OF THE JANUARY 17, 2025, REGULAR BOARD OF DIRECTORS MEETING

ACTION: MOTION: Stephan Castellanos SECOND: Les Fong
Roll Call:
AYES: Giovanetti, Fong, Singh, Castellanos
ABSENT: Restuccia NAYES: ABSTAIN:
 - B. RESOLUTION: ADOPTING A RESOLUTION APPROVING THE UPDATED LIST OF PERSONS AUTHORIZED TO SIGN ON SAN JOAQUIN REGIONAL TRANSIT DISTRICT'S (RTD) BANK OF STOCKTON, SAN JOAQUIN COUNTY TREASURY, DEFINED BENEFIT PLAN, 457(b) DEFERRED COMPENSATION PLAN, AND 401(a) DEFINED CONTRIBUTION PLAN ACCOUNTS

Director Singh requested to pull this item from the Consent Calendar to clarify the signature parties on certain documents. This item was considered as the first item under Action Items.

ACTION: MOTION: Stephan Castellanos SECOND: Balwinder Singh
Roll Call:
AYES: Giovanetti, Fong, Singh, Castellanos
ABSENT: Restuccia NAYES: ABSTAIN:
 - C. ACCEPT AND FILE: CHECK REGISTER FOR THE MONTH OF JANUARY 2025

ACTION: MOTION: Stephan Castellanos SECOND: Les Fong
Roll Call:
AYES: Giovanetti, Fong, Singh, Castellanos
ABSENT: Restuccia NAYES: ABSTAIN:

11. ACTION ITEMS

A. MOTION: AUTHORIZING ESTIMATED EXPENSES IN ADVANCE OF 2025 BOARD OF DIRECTORS TRAVEL

ACTION: MOTION: Les Fong SECOND: Stephan Castellanos
Roll Call:
AYES: Giovanetti, Fong, Singh, Castellanos
ABSENT: Restuccia NAYES: ABSTAIN:

B. ACCEPT AND FILE: CONCURRING WITH RTD STANDING BOARD COMMITTEE ASSIGNMENTS

ACTION: MOTION: Les Fong SECOND: Balwinder Singh
Roll Call:
AYES: Giovanetti, Fong, Singh, Castellanos
ABSENT: Restuccia NAYES: ABSTAIN:

12. QUESTIONS AND COMMENTS FROM DIRECTORS AND STAFF

13. CLOSED SESSION

Chair Giovanetti announced that the Board would recess into Closed Session at 12:42 p.m. to consider the following item set forth on the agenda:

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2) - One potential case

The Board of Directors returned from a Closed Session at 12:57 p.m. RTD Legal Counsel Julie Sherman reported that no reportable actions were taken in the Closed Session.

14. ADJOURNMENT

Chair Giovanetti adjourned the meeting at 12:58 p.m.

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**LEAD STAFF: CURTIS MOSES, SAFETY, SECURITY, AND RISK
MANAGEMENT DIRECTOR**

I. RECOMMENDED ACTION

That the Board of Directors approves and adopts the revised Records Retention and Destruction Policy.

II. SUMMARY

- The San Joaquin Regional Transit District's (RTD) Records Retention and Destruction Policy was adopted on July 20, 2004, and last revised on June 16, 2023.
- RTD Legal Counsel and staff have reviewed and revised the policy to reflect RTD's current needs and applicable law.
- Revisions include new language regarding RTD technical capacity to archive bus and facility video footage.
- Revisions include American Disability Act complaint retention.

III. DISCUSSION/BACKGROUND

The RTD Board of Directors (Board) adopted its Records Retention and Destruction Policy on July 20, 2004. The purpose of this Policy is to provide guidelines to staff regarding the retention or disposal of RTD records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements. The policy was updated on January 3, 2014, and June 16, 2023.

In collaboration with RTD Counsel, staff have reviewed the policy and identified the need to add language regarding the retention of bus and facility camera footage due to technical limitations.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board's Strategic Priorities 3 and 4.
Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

V. CUSTOMER IMPACT

N/A

VI. FINANCIAL CONSIDERATIONS/IMPACT

N/A

VII. CHANGES FROM COMMITTEE

N/A

VIII. ALTERNATIVES CONSIDERED

Do nothing. The Board may choose not to adopt the proposed revisions. Staff does not recommend this alternative because it may impede RTD's compliance with legal requirements.

IX. ATTACHMENTS

Attachment A: Records Retention and Destruction Policy – Current version
Attachment B: Records Retention and Destruction Policy – Revised version

Prepared by: Curtis Moses, Safety, Security, and Risk Management
Director

X. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO





Attachment A
Cover Page



BOARD APPROVED

RECORDS RETENTION AND DESTRUCTION POLICY

POLICY NO. AP - 003

Adopted July 20, 2004

Revised June 16, 2023

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I. PURPOSE

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of RTD records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The Board of Directors authorizes the Chief Executive Officer (CEO) to interpret and implement this policy and to cause to be destroyed any and all records, papers, and documents that meet the specifications of this section. This policy is adopted pursuant to Government Code sections 60200-60204.

For the purposes of this policy, electronic records, including, but not limited to, email communications, must be analyzed and retained in the same manner and to the same extent as paper records. However, because older emails are periodically deleted through automated system maintenance, staff must take measures to preserve emails and attachments whose contents are subject to retention under this Policy.

II. GENERAL GUIDELINES

The following general guidelines apply to all RTD records:

- A. RTD generally shall retain all documents in their original form for **two years** unless a different duration is specifically authorized by State or Federal regulation. The CEO may authorize the destruction of any duplicate records, including duplicates less than two years old, if no longer needed.
- B. Except where a longer retention period is required hereunder, after two years, RTD, with the CEO's approval, may destroy any original document without RTD retaining a record or copy of these documents.
- C. Except where the law or this policy requires that an original record shall be retained, RTD may authorize destruction of any record provided that an unalterable duplicate is retained in conjunction with the following requirements:
 1. The item must be photographed; microphotographed; recorded in an electronic data processing system; reproduced by electronically recorded video images on magnetic surfaces; recorded on optical disk; reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions or changes to the original document, or reproduced on film, optical disk, or any other medium in

compliance with Government Code section 12168.7; and

2. The recording medium must be able to reproduce the original document in all details, and in a manner that does not permit additions, deletions, or changes to the original document; and
3. The reproductions must be stored in conveniently accessible files, and provision must be made for preserving, examining, and using the files.

For the purposes of this policy, every reproduction shall be deemed to be an original record, and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original. (Gov't Code § 60203.)

D. Under certain circumstances, automated destruction of emails and destruction of other records in accordance with this policy may be suspended for certain individuals in the event that RTD counsel determines that a legal hold is necessary. Legal holds are most often implemented in the following circumstances:

1. a lawsuit filed by or against RTD;
2. threatened or anticipated litigation known to RTD;
3. government investigation conducted in connection with RTD;
4. protection or enforcement of RTD's legal rights;
5. tax audits, assessments, or other investigations.

RTD counsel will coordinate with Chief Information Officer (CIO) to suspend automatic deletion of email communications for affected RTD staff. RTD counsel will disseminate instructions to affected RTD personnel to inform them what email communications and other records must be retained. Although automatic email deletion will be suspended, affected RTD staff must nevertheless take care not to manually delete email communications that are subject to the legal hold and must not destroy relevant email communications or other records until RTD counsel or CIO has notified them in writing that the legal hold has been lifted. Every six months, RTD counsel must conduct a periodic review to determine the status of legal holds.

No records may be destroyed—even if to do so would otherwise be compliant with this policy, if they reasonably relate to ongoing or reasonably anticipated litigation, audits, or investigation, regardless of whether RTD

counsel has issued a formal legal hold. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to RTD counsel. Prompt reporting is critical in order for RTD to take appropriate steps to impose a legal hold, to suspend destruction of relevant records (including pertinent emails), and to ensure RTD's compliance with a legal obligation to preserve potential evidence.

E. Email Record Retention Requirements

Email communications in "Deleted Items," "Inbox," "Sent Items," are managed by RTD Information Technology ("IT") staff through an automated process.

Email Category	Retention Period	Method of Destruction
Emails in "Deleted Items" folder	Destroyed 7 days after the email enters the "Deleted Items" folder	Automated destruction by the IT Department
Emails in "Inbox" and "Sent Items" folder	Destroyed 2 years after the receipt or sending of the email	Automated destruction by the IT Department
Emails in "Archive Indefinite" folder	Destroyed after the applicable retention period passes	Project Controls Manager, who is the designated record keeper, determines when the applicable retention period has passed and confirms with RTD counsel, CEO, and Project Manager before destruction

RTD staff have an "Archive Indefinite" folder in their Outlook program that should be used for the retention of emails of greater significance than simply transitory communication. More specifically, where emails pertain to ongoing projects or business and have value to RTD beyond the two-year period used for standard transitory emails in the "Inbox" and "Sent Items" folder, each email user is responsible for moving those emails to the "Archive Indefinite" folder. Emails in the "Archive Indefinite" folder should be used for emails which fall into any one of the categories listed in the categories listed below.

The RTD Project Controls Manager is the designated record keeper of email records and is assigned the task of reviewing records to determine what the applicable retention period is.

The Records Retention Schedule lists the time period that RTD records remain active and when, if ever, they are to be disposed of in the normal course of business. Records covered within the Retention Schedule must be retained for the minimum retention period as specified in the table below. RTD recommends the disposition of records at the end of their minimum retention period for the efficient and effective management of local resources unless otherwise required for RTD operations. RTD reserves the right to retain records longer than the recommended minimum retention period. The Project Controls Manager, in consultation with the CEO and RTD counsel, is authorized to amend this Retention Schedule periodically to reflect updates to RTD’s inventory of records, and in a manner that is consistent with the Secretary of State guidelines and applicable laws.

All Records must be retained for a minimum of two years, unless otherwise provided for in this Policy.

LEGEND			
CY: Current Year	P: Permanent	CL: Closed/Completion	T: Termination

Record Categories	Descriptor	Retention
Accounting – Audit Reports		P
Accounting Documents	Includes original and final billing registers, source documents, accounting records created for a specific event or action, journals, ledgers, and statements. Can be destroyed if RTD retains a permanent photographic record	Audit + 7 years
Construction/Engineering – As Built		P
Construction/Engineering – Pending Construction	Retain records relating to any pending construction that RTD has not accepted or as to which a stop notice claim legally may be presented (GC § 60201(d)(6))	CL
Construction/Engineering – Contract Documents	Includes bids, correspondence, and change orders. Includes contracts with any person or entity who develops real property or furnishes the design, specifications, surveying, planning, supervision,	CL + 10 years *For records that pertain to a project that includes a

	testing, or observation of construction or improvement to real property (CCP § 337.15)	guarantee or grant, CL (of the guarantee/grant) + 10 years
Construction/Engineering – Rejected Public Works Bids/Proposals	(GC § 60201(d)(11))	CY + 2 years
Contracts – Goods and Services	(CCP § 337; GC § 60201(d)(9))	CL + 7 years
Debt Records – Debt, Bonds, Warrants, and Loans	Includes records of proceedings for the authorization of and the terms and conditions of debts, bonds, warrants, loans, or the original records of the terms and conditions (GC § 60203)	CL + 10 years
Debt Records – Paid Bonds, Warrant Certificates, and Interest Coupons		CY + 10 years
E-mails in "Deleted Items" folder	Automated destruction by the IT Department	Destroyed 7 days after the email enters the "Deleted Items" folder
E-mails in "Inbox" and "Sent Items" folder	Automated destruction by the IT Department	Destroyed 2 years after the receipt or sending of the email
E-mails in the "Archive Indefinite" folder	The "Archive Indefinite" folder is used for the retention of emails of greater significance, specifically where emails pertain to ongoing projects or business and have value to RTD beyond the two-year period. Each user is responsible for moving those emails to the "Archive Indefinite" folder. The Project Controls Manager is the designated record keeper of email records and is assigned the task of reviewing records to determine the applicable period	Destroyed after the applicable retention period passes

	is and will confirm with RTD counsel and Project Manager before destruction	
Federal Grants	Includes all supporting documentation for federal grants (FTA Circular 5010.1E at p. III-21)	Grant closeout + 3 years
Formation, Change of Organization, or Reorganization of RTD	(GC § 60201(d)(1))	P
Hazardous Materials	Includes all documents regarding the disposal and treatment of hazardous substances, including hazardous waste manifests. Original documentation may be destroyed after 2 years if RTD retains a permanent photographic record	P
Legal and Financial Status of RTD	Documents that are essential to re-create the legal and financial status of RTD in case of a disaster	P
Meeting Minutes	(GC § 60201(d)(3))	P
Obligations to Bondholders, Customers, and Employees	Documents that are essential to fulfill obligations to bondholders, customers, and employees	P
Operations	Documents that are essential to resume and/or continue operations	P
Operations – Agency Safety Plan	Includes documents that set forth RTD’s Public Transportation Agency Safety Plan (ASP), including documents related to implementing a Safety Management System (SMS) and results from SMS processes and activities, and documents included in whole, or by reference, that describe the programs, policies, and procedures that RTD uses to carry out its ASP (49 CFR § 673.31)	CY + 3 years
Ordinances and Resolutions	(GC § 60201(d)(2))	P

Personnel Records – Compensation Paid	Includes any records that specify that amount of compensation paid to RTD employees/officers or that relates to expense reimbursement to RTD officers/employees or to the use of RTD-paid credit cards or travel compensation (GC § 60201(d)(12))	CY + 7 years
Personnel Records – Employment Applications	Includes employment applications and employment referral records and files (GC § 12946)	CL + 4 years
Personnel Records – Fidelity Bonds and Garnishments		CL + 5 years
Personnel Records – Labor Organization	Includes records pertaining to any payments, loans, promises, or agreements by RTD to any labor organization or representative of a labor organization (29 USC § 436)	CY + 5 years
Personnel Records – Medical Records	RTD does not need to retain health insurance claims maintained separately from RTD's medical program and its records, first aid records for one-time treatment and subsequent observation of minor injuries, or medical records of employees who have worked less than 1 year if RTD provides the employee with the records upon termination of employment (8 CCR § 3204(d)(1)(A))	CL + 30 years
Personnel Records – Payroll Records	Payroll records that contain the name, address, date of birth, sex, job classification, and hours worked for each employee (29 CFR § 516.5; LC §§ 1174, 1197.5)	CY + 4 years
Personnel Records – Race, Sex, and National Origin	Records regarding the race, sex, and national origin of each applicant and for the job for which such application applied for. RTD may either retain the original documents used to identify applicants or keep statistical summaries of the collected information (2 CCR § 11013)	CL + 2 years

Personnel Records – Terminated Employees	Includes non-payroll personnel files (CCP § 337)	T + 4 years
Personnel Records – Time Sheets	(29 CFR § 516.6)	CY + 2 years
Property Records	Includes title documents. Documents must be retained permanently or until the property is transferred or otherwise no longer owned by RTD (GC § 60201(d)(8))	P
Public Records Act Requests	Any record that is the subject of a pending PRA request, whether or not RTD maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since RTD provided written notice to the requester that the request has been denied (GC § 60201(d)(5))	CL + 2 years
RFQs, RFPs, IFBs, Proposals, and Bids – Successful	RFQs, RFPs, and IFBs resulting proposals, bids and quotes and contract files	CL + 5 years
RFQs, RFPs, IFBs, Proposals, and Bids – Unsuccessful	RFQs, RFPs, and IFBs resulting proposals, bids and quotes and contract files	CL + 2 years
Safety Records – Employee Exposure Records	Includes employee exposure records and exposure assessment records (8 CCR § 3204(d)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years
Safety Records – Material Safety Data Sheet	RTD may destroy the material safety data sheet for a hazardous substance after RTD stops using the hazardous substance, provided it keeps a record of the substance and when/where it was used (8 CCR § 3204(d)(1)(B)(2)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years

Safety Records – Workplace Monitoring	Includes summary of relevant data of workplace monitoring, which must contain the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results (8 CCR § 3204(d)(1)(B)(1)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years
Conflict of Interest Code		CY + 5 years
Ethics Training Certificates		CY + 4 years
Form 700s		CY + 7 years
Form 801, 802, 806 – FPPC		CY + 5 years
Reimbursement	Reimbursements of \$100 or more (GC § 53065.5)	CY + 7 years
Tax Records	Includes all assessing records or any document containing information obtained from taxpayers (RTC § 465)	CL + 6 years
Tax Records – Delinquency Abstract	(RTC § 4377)	P
Tax Records – Tax Rolls	Can be destroyed if the necessary data from secured delinquencies is transferred to a delinquency abstract which RTD must retain indefinitely (RTC § 4377)	CL + 12 years
Telephone Recordings	Recordings of telephone communications, provided that the recordings are not evidence in any claim filed or pending litigation (GC § 53160)	CY + 100 days



Attachment B
Cover Page



BOARD APPROVED

RECORDS RETENTION AND DESTRUCTION POLICY

POLICY NO. AP - 003

Adopted July 20, 2004

Revised March 28, 2025

I. PURPOSE

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of RTD records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The Board of Directors authorizes the Chief Executive Officer (CEO) to interpret and implement this policy and to cause to be destroyed any and all records, papers, and documents that meet the specifications of this section. This policy is adopted pursuant to Government Code sections 60200-60204.

For the purposes of this policy, electronic records, including, but not limited to, videos and email communications, must be analyzed and retained in the same manner and to the same extent as paper records. However, because older emails are periodically deleted through automated system maintenance, staff must take measures to preserve emails and attachments whose contents are subject to retention under this Policy.

II. GENERAL GUIDELINES

The following general guidelines apply to all RTD records:

- A. RTD generally shall retain all documents in their original form for **two years** unless a different duration is specifically authorized by State or Federal regulation. The CEO may authorize the destruction of any duplicate records, including duplicates less than two years old if no longer needed.
- B. Except where a longer retention period is required hereunder, after two years, RTD, with the CEO's approval, may destroy any original document without RTD retaining a record or copy of these documents.
- C. Except where the law or this policy requires that an original record shall be retained, RTD may authorize the destruction of any record provided that an unalterable duplicate is retained in conjunction with the following requirements:
 1. The item must be photographed, microphotographed, recorded in an electronic data processing system, reproduced by electronically recorded video images on magnetic surfaces, recorded on an optical disk; reproduced on film or any other medium that is a trusted system, and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Government Code section 12168.7; and
 2. The recording medium must be able to reproduce the original document

3. in all details and in a manner that does not permit additions, deletions, or changes to the original document; and
4. The reproductions must be stored in conveniently accessible files, and provision must be made for preserving, examining, and using the files.

For the purposes of this policy, every reproduction shall be deemed to be an original record, and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original. (Gov't Code § 60203.)

D. Under certain circumstances, automated destruction of emails and destruction of other records in accordance with this policy may be suspended for certain individuals in the event that RTD counsel determines that a legal hold is necessary. Legal holds are most often implemented in the following circumstances:

1. a lawsuit filed by or against RTD.
2. threatened or anticipated litigation known to RTD.
3. government investigation conducted in connection with RTD.
4. protection or enforcement of RTD's legal rights.
5. tax audits, assessments, or other investigations.

RTD counsel will coordinate with the Chief Information Officer (CIO) to suspend the automatic deletion of email communications for affected RTD staff. RTD counsel will disseminate instructions to affected RTD personnel to inform them what email communications and other records must be retained. Although automatic email deletion will be suspended, affected RTD staff must nevertheless take care not to manually delete email communications that are subject to the legal hold and must not destroy relevant email communications or other records until RTD counsel or CIO has notified them in writing that the legal hold has been lifted. RTD counsel must conduct a periodic review every six months to determine the status of legal holds.

No records may be destroyed—even if to do so would otherwise be compliant with this policy if they reasonably relate to ongoing or reasonably anticipated litigation, audits, or investigation, regardless of whether RTD counsel has issued a formal legal hold. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to RTD counsel. Prompt

reporting is critical for RTD to take appropriate steps to impose a legal hold, suspend the destruction of relevant records (including pertinent emails), and ensure RTD's compliance with a legal obligation to preserve potential evidence.

E. Email Record Retention Requirements

Email communications in "Deleted Items," "Inbox," and "Sent Items" are managed by RTD Information Technology("IT") staff through an automated process.

Email Category	Retention Period	Method of Destruction
Emails in "Deleted Items" folder	Destroyed 7 days after the email enters the "Deleted Items" folder	Automated destruction by the IT Department
Emails in "Inbox" and "Sent Items" folder	Destroyed 2 years after the receipt or sending of the email	Automated destruction by the IT Department
Emails in "Archive Indefinite" folder	Destroyed after the applicable retention period passes	Director of Administration , who is the designated record keeper, determines when the applicable retention period has passed and confirms with RTD counsel, CEO, and Project Manager before destruction

RTD staff have an "Archive Indefinite" folder in their Outlook program that should be used to retain emails of greater significance than simply transitory communication. More specifically, where emails pertain to ongoing projects or business and have value to RTD beyond the two years used for standard transitory emails in the "Inbox" and "Sent Items" folder, each email user is responsible for moving those emails to the "Archive Indefinite" folder. Emails in the "Archive Indefinite" folder should be used for emails that fall into any one of the categories listed in the categories listed below.

The RTD **Director of Administration** is the designated record keeper of email records and is assigned the task of reviewing records to determine what the applicable retention period is.

The Records Retention Schedule lists the period that RTD records remain active and when, if ever, they are to be disposed of in the normal course of business. Records covered within the Retention Schedule must be retained for the minimum retention period as specified in the table below. RTD recommends disposing of records at the end of their minimum retention period for the efficient and effective management of local resources unless otherwise required for RTD operations. RTD reserves the right to retain records longer than the recommended minimum retention period. In consultation with the CEO and RTD counsel, the **Director of Administration** is authorized to amend this Retention Schedule periodically to reflect updates to RTD’s inventory of records and in a manner consistent with the Secretary of State guidelines and applicable laws.

All Records must be retained for at least two years unless otherwise provided for in this Policy.

LEGEND			
CY: Current Year	P: Permanent	CL: Closed/Completion	T: Termination

Record Categories	Descriptor	Retention
Accounting – Audit Reports		P
Accounting Documents	Includes original and final billing registers, source documents, accounting records created for a specific event or action, journals, ledgers, and statements. Can be destroyed if RTD retains a permanent photographic record	Audit + 7 years
ADA Complaints		CY + 1 year
ADA Complaints – Summary		CY + 5 years
Construction/Engineering – As Built		P
Construction/Engineering – Pending Construction	Retain records relating to any pending construction that RTD has not accepted or as to which a stop notice claim legally may be presented (GC § 60201(d)(6))	CL
Construction/Engineering – Contract Documents	Includes bids, correspondence, and change orders. Includes contracts with any person or entity who	CL + 10 years *For records that

	develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property (CCP § 337.15)	pertain to a project that includes a guarantee or grant, CL (of the guarantee/grant) + 10 years
Construction/Engineering – Rejected Public Works Bids/Proposals	(GC § 60201(d)(11))	CY + 2 years
Contracts – Goods and Services	(CCP § 337; GC § 60201(d)(9))	CL + 7 years
Debt Records – Debt, Bonds, Warrants, and Loans	Includes records of proceedings for the authorization of and the terms and conditions of debts, bonds, warrants, loans, or the original records of the terms and conditions (GC § 60203)	CL + 10 years
Debt Records – Paid Bonds, Warrant Certificates, and Interest Coupons		CY + 10 years
E-mails in "Deleted Items" folder	Automated destruction by the IT Department	Destroyed 7 days after the email enters the "Deleted Items" folder
E-mails in "Inbox" and "Sent Items" folder	Automated destruction by the IT Department	Destroyed 2 years after the receipt or sending of the email
E-mails in the "Archive Indefinite" folder	The "Archive Indefinite" folder is used for the retention of emails of greater significance, specifically where emails pertain to ongoing projects or business and have value to RTD beyond the two-year period. Each user is responsible for moving those emails to the "Archive Indefinite" folder. The Director of Administration is the designated record	Destroyed after the applicable retention period passes

	keeper of email records and is assigned the task of reviewing records to determine the applicable period is and will confirm with RTD counsel and Project Manager before destruction	
Federal Grants	Includes all supporting documentation for federal grants (FTA Circular 5010.1E at p. III-21)	Grant closeout + 3 years
Formation, Change of Organization, or Reorganization of RTD	(GC § 60201(d)(1))	P
Hazardous Materials	Includes all documents regarding the disposal and treatment of hazardous substances, including hazardous waste manifests. Original documentation may be destroyed after 2 years if RTD retains a permanent photographic record	P
Legal and Financial Status of RTD	Documents that are essential to re-create the legal and financial status of RTD in case of a disaster	P
Meeting Minutes	(GC § 60201(d)(3))	P
Obligations to Bondholders, Customers, and Employees	Documents that are essential to fulfill obligations to bondholders, customers, and employees	P
Operations	Documents that are essential to resume and/or continue operations	P
Operations – Agency Safety Plan	Includes documents that set forth RTD’s Public Transportation Agency Safety Plan (ASP), including documents related to implementing a Safety Management System (SMS) and results from SMS processes and activities, and documents included in whole, or by reference, that describe the programs, policies, and procedures that RTD uses to carry out its ASP (49 CFR § 673.31)	CY + 3 years
Ordinances and Resolutions	(GC § 60201(d)(2))	P

Personnel Records – Compensation Paid	Includes any records that specify that amount of compensation paid to RTD employees/officers or that relates to expense reimbursement to RTD officers/employees or to the use of RTD-paid credit cards or travel compensation (GC § 60201(d)(12))	CY + 7 years
Personnel Records – Employment Applications	Includes employment applications and employment referral records and files (GC § 12946)	CL + 4 years
Personnel Records – Fidelity Bonds and Garnishments		CL + 5 years
Personnel Records – Labor Organization	Includes records pertaining to any payments, loans, promises, or agreements by RTD to any labor organization or representative of a labor organization (29 USC § 436)	CY + 5 years
Personnel Records – Medical Records	RTD does not need to retain health insurance claims maintained separately from RTD's medical program and its records, first aid records for one-time treatment and subsequent observation of minor injuries, or medical records of employees who have worked less than 1 year if RTD provides the employee with the records upon termination of employment (8 CCR § 3204(d)(1)(A))	CL + 30 years
Personnel Records – Payroll Records	Payroll records that contain the name, address, date of birth, sex, job classification, and hours worked for each employee (29 CFR § 516.5; LC §§ 1174, 1197.5)	CY + 4 years
Personnel Records – Race, Sex, and National Origin	Records regarding the race, sex, and national origin of each applicant and for the job for which such application applied for. RTD may either retain the original documents used to identify applicants or keep statistical summaries of the collected information (2 CCR § 11013)	CL + 2 years

Personnel Records – Terminated Employees	Includes non-payroll personnel files (CCP § 337)	T + 4 years
Personnel Records – Time Sheets	(29 CFR § 516.6)	CY + 2 years
Property Records	Includes title documents. Documents must be retained permanently or until the property is transferred or otherwise no longer owned by RTD (GC § 60201(d)(8))	P
Public Records Act Requests	Any record that is the subject of a pending PRA request, whether or not RTD maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since RTD provided written notice to the requester that the request has been denied (GC § 60201(d)(5))	CL + 2 years
RFQs, RFPs, IFBs, Proposals, and Bids – Successful	RFQs, RFPs, and IFBs resulting proposals, bids and quotes and contract files	CL + 5 years
RFQs, RFPs, IFBs, Proposals, and Bids – Unsuccessful	RFQs, RFPs, and IFBs resulting proposals, bids and quotes and contract files	CL + 2 years
Safety Records – Employee Exposure Records	Includes employee exposure records and exposure assessment records (8 CCR § 3204(d)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years
Safety Records – Material Safety Data Sheet	RTD may destroy the material safety data sheet for a hazardous substance after RTD stops using the hazardous substance, provided it keeps a record of the substance and when/where it was used (8 CCR § 3204(d)(1)(B)(2)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years

Safety Records – Workplace Monitoring	Includes summary of relevant data of workplace monitoring, which must contain the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results (8 CCR § 3204(d)(1)(B)(1)). Original record may be destroyed after 2 years if RTD retains a permanent photographic record for the remaining retention period	CY + 30 years
Conflict of Interest Code		CY + 5 years
Ethics Training Certificates		CY + 4 years
Form 700s		CY + 7 years
Form 801, 802, 806 – FPPC		CY + 5 years
Reimbursement	Reimbursements of \$100 or more (GC § 53065.5)	CY + 7 years
Tax Records	Includes all assessing records or any document containing information obtained from taxpayers (RTC § 465)	CL + 6 years
Tax Records – Delinquency Abstract	(RTC § 4377)	P
Tax Records – Tax Rolls	Can be destroyed if the necessary data from secured delinquencies is transferred to a delinquency abstract which RTD must retain indefinitely (RTC § 4377)	CL + 12 years
Telephone Recordings	Recordings of telephone communications, provided that the recordings are not evidence in any claim filed or pending litigation (GC § 53160)	CY + 100 days
Video Recordings	Video recordings, provided that the recordings are	1 year unless (a)

	<p>not evidence in any claim filed or pending litigation or are not the subject of an incident report (GC § 53162)</p>	<p>RTD has made a diligent effort to identify a security system that is capable of storing recorded data for 1 year, (b) RTD determines that the technology to store recorded data in an economically and technologically feasible manner for 1 year is not available, and (c) RTD purchases and installs the best available technology with respect to storage capacity that is both economically and technologically feasible at that time.</p>
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LEAD STAFF: JUAN G. VILLANUEVA, DIRECTOR OF GRANTS AND CAPITAL PROJECTS

I. RECOMMENDED ACTION

That the Board of Directors authorizes the Chief Executive Officer (CEO) to file and execute the FY24 - FY25 Low Carbon Transit Operations Program (LCTOP) application for the Bus Rapid Transit (BRT) Expansion - Midtown Corridor Project.

II. SUMMARY

- The BRT- Midtown Corridor project has been submitted multiple times for operational funding over the past few years.
- For the current FY24-FY25 period, RTD will be submitting the BRT Expansion-Midtown Corridor Project.
- The project will continue to operate a new BRT route along the Midtown Corridor. This route will provide service entirely in a disadvantaged and low-income community, including implementing zero-emission technology.
- The total estimated operating budget for the BRT - Midtown Corridor is \$2,215,344. RTD will use \$1,685,607 in LCTOP funds, and \$529,737 will be fully covered by Local funds to fund this project.

III. DISCUSSION/BACKGROUND

This project is for an additional one year of operating funds in FY24-FY25 for the BRT route along the Midtown Corridor. The project will continue to benefit an entirely disadvantaged and low-income community by providing zero-emission BRT service and access to a variety of destinations.

- FY17-18. Staff requested board approval to authorize the CEO or designee to submit and execute applications, certifications and assurances, authorized agent, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$566,109 in FY 2017-18 LCTOP funds.
- FY18-19. Staff requested board approval to authorize the CEO or authorized agent to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$1,055,070 in FY 2018–19 LCTOP funds.
- FY19-20. Staff requested board approval to authorize the CEO or Deputy CEO to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$1,173,520 in FY 2019-20 LCTOP funds. This included \$1,014,092 from the regional allocation (PUC 99313)

- and \$159,428 from RTD's direct Allocation (PUC 99314). This was the third year that LCTOP funds had been applied to this project.
- FY20-21. Staff requested Board approval to authorize the CEO or Deputy CEO to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$650,737 in FY 2020–21 LCTOP funds. This included \$577,764 from the regional allocation (PUC 99313) and \$72,973 from RTD's direct allocation (PUC 99314). This allocation was down significantly from the last year's total LCTOP allocation of \$1,173,520. Unfortunately, due to auction proceedings being so low, LCTOP apportionments were down statewide.
 - FY21-22. Staff requested Board approval to authorize the CEO to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$1,556,856 in FY 2021–22 LCTOP funds. This included \$1,340,772 from the regional allocation (PUC 99313) and \$216,084 from RTD's direct allocation (PUC 99314). LCTOP apportionments were up from FY20-21 by \$906,119.
 - FY22-23. Staff requested Board approval to authorize the CEO to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$1,602,176 in FY 2022–23 LCTOP funds. This included \$1,430,676 from the regional allocation (PUC 99313) and \$171,500 from RTD's direct allocation (99314). LCTOP apportionments were up from FY21-22 by \$45,320.
 - FY23-24. Staff requested Board approval to authorize the CEO to submit and execute applications, certifications and assurances, authorized agent form, and all required documents on behalf of RTD for the LCTOP program. The application included a submittal for the BRT Expansion – Midtown Corridor Project for a total of \$1,766,265 in FY 2023–24 LCTOP funds. This included \$1,582,358 from the regional allocation (PUC 99313) and \$183,907 from RTD's direct allocation (PUC 99314). LCTOP apportionments were up from FY22-23 by \$164,089.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board's Strategic Priorities 2, 3, and 4.

Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

V. CUSTOMER IMPACT

The expansion of BRT service along the Midtown Corridor will enhance customer transit options, reduce travel times, improve service reliability, and provide more sustainable transportation options for the community.

VI. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of \$2,215,344 for FY24-25 will provide continued operating assistance for operators, fuel costs, administration expenses, and other expenses.

VII. CHANGES FROM COMMITTEE

N/A

VIII. ALTERNATIVES CONSIDERED

No alternative to consider. This action is needed to continue with last year's Midtown Corridor project submission. Under the new LCTOP Program's guidelines, RTD is allowed to resubmit a request for additional funding.

IX. ATTACHMENTS

N/A

Prepared by: Juan G. Villanueva, Director of Grants and Capital Projects

X. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO





LEAD STAFF: JOHN HODSON, CIO

I. RECOMMENDED ACTION

That the Board of Directors approve Amendment 2 to the Finance Enterprise and HR/Payroll re-implementation agreement with CentralSquare Technologies, increasing the contract amount by \$118,958 for a total contract value not to exceed \$301,338.

II. SUMMARY

- In 2024, a cybersecurity crime destroyed RTD’s financial and HR system, making it impossible to continue using ONESolution. Because ONESolution is no longer supported, there was no way to rebuild it, requiring RTD to transition to CentralSquare’s cloud-based Finance Enterprise and HR/Payroll solution.
- Amendment 1 (\$13,085, approved in 2025) funded initial recovery efforts, allowing RTD to stabilize financial operations and rebuild its enterprise resource planning (ERP) platform.
- Amendment 2 (Current Request: \$118,958) will fund the reimplementations of the remaining modules, ensuring that Finance Enterprise is fully operational. This amendment funds:
 - Payroll automation and check processing enhancements
 - Historical data migration to ensure accurate financial reporting
 - System integrations to connect Finance Enterprise with existing RTD platforms
 - Security updates and compliance improvements
- Without Amendment 2, RTD would face financial reporting inaccuracies, payroll inefficiencies, and integration failures that could disrupt operations.

III. DISCUSSION/BACKGROUND

RTD previously operated on CentralSquare’s ONESolution system for payroll, finance, and reporting. However, in 2024, a cybersecurity crime permanently destroyed RTD’s ONESolution environment. Because ONESolution is no longer supported, CentralSquare cannot rebuild it, requiring an immediate migration to Finance Enterprise, CentralSquare’s cloud-based ERP solution.

Essential restoration process:

- Restore Automatic Payroll Processing → Finance Enterprise must be fully implemented to ensure payroll is processed correctly and checks are issued on time.
- Rebuild and Migration of Financial Data → RTD must accurately transfer financial records to Finance Enterprise to ensure reporting accuracy and regulatory compliance.

- Systems must be reintegrated → Finance Enterprise must be properly configured to work with RTD’s other critical systems, including:
 - Kronos (Timekeeping)
 - Trapeze (Operations Management)
 - OpenGov (Procurement)
- The Scope of Amendment 2 includes services to reimplement the following modules:
 - Payroll and Automated Checks
 - General Ledger Setup
 - Accounts Payable and Vendor Management
 - Bank Reconciliation and Fixed Assets Configuration
 - Security and Compliance
 - System Integrations

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board’s Strategic Priorities 1 through 4. Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

V. CUSTOMER IMPACT

Approval of this amendment will allow RTD to complete its financial system transition without service disruptions. Maintaining a stable payroll and financial system ensures employees, vendors, and transit services operate efficiently.

VI. FINANCIAL CONSIDERATIONS/IMPACT

The requested \$118,958 is included in the FY25 IT Operating Budget under the allocated technology and financial system modernization funds.

- Original Contract: \$169,295
- Amendment 1: \$13,085
- Amendment 2 (Requested): \$118,958
- Total Contract Value After Amendment 2: \$301,338

VII. CHANGES FROM COMMITTEE

N/A

VIII. ALTERNATIVES CONSIDERED

Do nothing – Not approving Amendment 2 would halt the re-implementation project, delaying payroll and financial processing improvements.

Seek alternative solutions – No alternative vendors can support the CentralSquare Finance Enterprise system, making an alternative contract unfeasible.

Given these considerations, approving Amendment 2 is the most viable option to complete the project.

IX. ATTACHMENTS

Attachment A: RTD Amendment 2/Exhibit 5

Prepared by: Joshua Jennings, IT Specialist II

X. APPROVALS

Thomas Dempsey,
Director of Procurement



Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO





Attachment A
Cover Page

EXHIBIT 5**Statement of Work**

San Joaquin Regional Transit District, CA

Project: Re-Implementation

CentralSquare is implementing a configurable, commercially available, off-the-shelf solution. The parties mutually agree and acknowledge this Statement of Work (SOW) is to be a planning document, not the detailed requirements or design of the solution.

This Statement of Work (SOW) defines the services and deliverables that CentralSquare will be providing in accordance with the terms and conditions of the Agreement (the "Agreement") between CentralSquare Technologies, LLC (CentralSquare) and San Joaquin Regional Transit District, CA ("Customer").

This project description includes the services and deliverables specified by the Agreement, including if applicable, CentralSquare and services, Subcontractor activities, third-party products, and services for the implementation of the System and Subsystems specified in the Agreement (collectively the "Project").

The number and type of software licenses, products, or services provided by CentralSquare, or its Subcontractors are specifically listed in the Agreement and any reference within this document as well as Subcontractors' SOWs (if applicable) do not imply or convey a software, license, or services that are not explicitly listed in the Agreement.

Project Scope

CentralSquare will assist the customer with configuration of Finance Enterprise & HR/Payroll to have it closely align with customer's legacy ONESolution application. This effort is referred to as "re-implementation". This re-implementation project is an effort to achieve base functionality of Finance Enterprise & HR/Payroll to get the customer up and running in a live, production environment as quickly as possible. Services to implement new enhancements or functionality, not included in customer's legacy ONESolution, are not included in this project. This project includes re-implementation services, detailed below, and are an estimated effort, to be billed as incurred.

Project Start and Meeting Schedule

Project kick off will occur upon contract execution. CentralSquare and customer project managers will meet remotely to review project plan and schedule engagements.

- Manage PM schedule to not meet daily
- Monday.com will be used to track activities and progress
- Weekly status report/recap will be provided for those activities
- PM hours approx. 4/wk

Re-Implementation Services

These sections and module areas are included in the re-implementation effort. The order in which these will be implemented will be mutually agreed upon during the project planning process, including the efforts completely to date. The re-implementation of each module will include a review of processes, configuration assistance and minor issue resolution. All re-implementation work will be completed in the customer's Finance Enterprise cloud production environment.

All delivery timeframes are estimates and are dependent on all parties, including any third parties hired by Customer.

NOTE: The current and immediate priority is to complete the effort to print payroll checks out of Finance Enterprise. All completion percentages are from the shared Monday.com project task tracker.

Payroll and Automated Checks				
Name	Owner	Estimated Delivery	Notes	% Completion
Completed Tasks To Date - Upgrade Pre-Config - Pay Period Creation - Calendars for 2024 - Updated Key HR table - Time and Attendance Settings - Payroll EFT - Payroll Pay Classes	SJRTD/CST	Q3 2024		100%
Adjust CDH Codes and Calc Codes Contribution Codes Build, Deduction Codes Build, Hour Codes Build, Contribution Calc Codes, Deduction Calc Codes, Hour Calc Codes, GL Object overrides for CDH	SJRTD/CST	Q4 2024	CDH Codes and Calc Codes will require continuous adjustments. Especially after testing the first full PY run.	75%
Employee Balances Gather Employee Balances, Upload Employee Balances, Interface for Kronos to Pull	SJRTD	Q1 2025	After the first full test PY run. Requires historical data (Protiviti)	0%

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updated balances				
Employee Online Add Files to the Job Server, Test EO configurations	CST	Q2 2025	After Payroll Configuration finalized, check running process is back to normal operations.	0%
HR/Payroll - Post live Payroll Checks - Tasks				
Module Area & Subitems	Owner	Estimated Delivery	Notes	% Completion
Completed Tasks To Date	SJRTD/CST	Q3 2024	- First PY check run with sample group - EFT File test with Bank	100%
First full Test PY check Validate GL postings, Produce Pay stub, Produce Pay Check, EO Pay stub, Payroll to AP process, EFT File run	SJRTD/CST	Q4 2024	Depending on availability of CST & SJRTD (PTO/Holidays/Payroll Processes)	5%
HR & PY Refresher	CST	Q2 2025	We'll focus on the refresher after going back to normal operations.	0%
Live PY check run	SJRTD	Q1 2025	Depending on PY calendar and outcomes of "First Full Test PY Check Run" could be just before or estimated delivery date.	0%
Final Adjustments Post-Live Audit and correct EEO codes	SJRTD/CST	Q1 2025	- Final EFT file test - Garnishment Calc Codes - PCN/Position - HREMEN	0%
General Ledger Setup				
Module Area & Subitems	Owner	Est. Delivery	Notes	% Completion
Completed Tasks To Date	CST/SJRTD	Q3 2024	- Load GL & JL Org Parts to FE - Load GL & Org Keys	100%

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			- Load GL & Obj Groups to FE - Load GL & Obj Codes to FE - Budget Upload - JL Cost Center Budget Correction - JE Interfund testing	
Opening Balances Recurring Cal Setup	SJRTD	Q1 2025	Data recovery for opening balances needs to be added by Protiviti (historical data).	0%
Core Financials (BK, AP, AR/CR, PO, FA)				
Module Area & Subitems	Owner	Estimated Delivery	Notes	% Completion
PE/Vendor Information (FE CF Conversion Doc) Upload information Validate vendor information, Upload vendor information, Complete Vendor template (SJRTD) for Data Conversion, Create PEID Seeds, Security Codes, NUUPDF defaults	SJRTD	Q4 2024	Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the PE/Vendor Information for upload from SJRTD.	0%
Accounts Payable Configuration Configure CKID Common Codes for AP checks, Upload check format(s) from perm directory, Test Print AP check (may require test data entered), Setup Positive Pay, Setup EFT payments, Security Codes, NUUPDF rules	SJRTD	Q4 2024	Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the AP Information for upload from SJRTD.	0%
Live Printing of AP Checks	SJRTD	Q4 2024	Depending on availability of SJRTD (PTO/Holidays). Following printer configuration by CST.	0%
Set up EFT Payments Configuration	CST	Q4 2024	Depending on availability of CST (PTO/Holidays).	0%

<p>Printers Configuration</p> <p>Purge sample NULP/xxxx common codes except for NULP/ARCHIVE, Create NULP/xxxx for actual printers needed for forms printing., Install printers locally on job server, ensuring that the share name matches the NULP long description, Need to know which printers to setup. Should only be printers needed for things like AP checks. Need ip address and name.</p>	<p>CST</p>	<p>Q4 2024</p>	<p>CST Team will work with Cloud to configure printers.</p>	<p>0%</p>
<p>Workflow Configuration</p> <p>Load WF_CLEANUP and WF_SUSPEND standard models. Configure WF_CLEANUP., Remove obsolete models like VENDORREQUEST, TRAREPORT, PD_CERT_PRINT, PD*, etc, Purge sample Workflow groups, Setup all Workflow groups that are present in models, add users, Setup Workflow email. Need dedicated email account on the client domain.</p>	<p>SJRTD/CST</p>	<p>Q2 2025</p>	<p>Existing WF Models will be set up as functional, no enhancements are included.</p>	<p>0%</p>
<p>Workspaces Training & Configuration</p> <p>Customize Workspaces for your needs, Assign Workspaces to groups</p>	<p>SJRTD/CST</p>	<p>Q1 2025</p>	<p>Consultant will meet with customer to showcase the workspaces config.</p>	<p>0%</p>
<p>Purchasing Configuration</p> <p>PO CDD report, Workflow</p>	<p>SJRTD/CST</p>	<p>Q1 2025</p>	<p>Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the Purchasing Information for</p>	<p>0%</p>

approvals, automation of POPO and CDD., POCO Workflow			upload from SJRTD.	
Submitting PO to vendors	SJRTD	Q1 2025	Customer to test process, following purchasing configuration.	0%
Printing PO's	SJRTD	Q1 2025	Customer to test process, following purchasing configuration.	0%
Accounts Receivable Configuration Setup ARUPCD screen	SJRTD/CST	Q2 2025	Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the AR Information for upload from SJRTD.	0%
Printing Invoices	SJRTD	Q2 2025	Customer to test process, following AR configuration.	0%
Receiving Cash	SJRTD	Q2 2025	Customer to test process, following AR configuration.	0%
Fixed Assets Configuration Setup codes on FAUPCD	SJRTD/CST	Q2 2025	Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the FA Information for upload from SJRTD.	0%
Bank Reconciliation Configuration Setup BKULTLB statement load	SJRTD/CST	Q3 2025	Depending on availability of CST & SJRTD (PTO/Holidays). Completion of the BK Information for upload from SJRTD.	0%
Reconciling Bank Statements	SJRTD	Q3 2025	Customer to test process, following BK configuration. It may require training with CST.	0%
User Security Setup NUUPDF for new users (us_usno_mstr), Clean up us_usno_mstr table.	SJRTD	Q1 2025	This is mostly done but customer may need assistance updating some items and adding additional users	75%
Finance Enterprise (CM, GM, PB) - Post Live Tasks				

Name	Owner	Estimated Delivery	Notes	% Completion
Contracts Management Configuration & Training	SJRTD/CST	Q3 2025	Not required for day to day use and can be added after go live. Depending on input from SJRTD	0%
Grants Management Configuration & Training	SJRTD/CST	Q3 2025	Not required for day to day use and can be added after go live. Depending on input from SJRTD	0%
Position Budgeting Configuration & Training	SJRTD/CST	Q3 2025	Not required for day to day use and can be added after go live. Depending on input from SJRTD	0%
Interfaces				
Name	Owner	Estimated Delivery	Notes	% Completion
Trapeze	SJRTD/CST	Q3 2024	Testing for timecards completed week of 10/14. Successful Testing.	100%
Kronos	SJRTD/CST	Q3 2024	Testing for timecards completed week of 10/14. Successful Testing.	100%
Transtrak	SJRTD/CST	TBD	Additional time is needed by SJRTD to determine how OS used this integration. Additional charges <u>may</u> be required due to this unknown item.	0%
OpenGov customer balances, • Training for any area for go-live dates and modules (CST)	SJRTD/CST	TBD	Additional time is needed by SJRTD to determine how OS used this integration. Additional charges <u>may</u> be required due to this unknown item.	0%
FleeWatch	SJRTD/CST	TBD	Additional time is needed by SJRTD to determine how OS used this integration. Additional charges <u>may</u> be required due to this unknown item.	0%

GFI customer balances	SJRTD/CST	TBD	Additional time is needed by SJRTD to determine how OS used this integration. Additional charges <u>may</u> be required due to this unknown item.	0%
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Training

Major Task	Description
Refresher Training	CentralSquare consultant will provide necessary refresher training. This refresher training should be attended by functional experts in the specific application area. We will use a train the trainer methodology. This will not be new user training.

Integration/Interfaces

CentralSquare will review customer's interfaces that were established with legacy ONESolution application. New interfaces are not included in this project. CentralSquare will work with the customer to recreate these legacy interfaces in Finance Enterprise by either creating a new flat file interface or process change. The client is responsible for obtaining data from their third-party solution in excel or csv format.

Integration/Interface	Type of Integration/Interface (i.e. API, Web Service, Batch)	1-way/2-way/Bi-directional	Standard/Custom	Automated/Manual
Kronos	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow
Trapeze	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow
TransTrak	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow
OpenGov	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow
FleetWatch	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow
GFI	Batch	Bi-Directional	Standard (flat csv file)	Manual/Workflow

Assumptions

- Any work that is not re-implementation, but rather, an enhancement of the customer's legacy ONESolution software, is not part of this project. CentralSquare reserves the right to determine what is an enhancement.
- CentralSquare does not provide data recovery or data recreation services. CentralSquare recommends working with a Financial Firm that specializes in this type of work.
- CentralSquare will not recreate customer's historical and transactional data. It is the responsibility of the customer to provide legacy data in an acceptable format.
- CentralSquare will assist with the import of legacy data after it has been provided in an acceptable format.
- Customer will test all re-implementation configuration, process and data promptly and report issues to CentralSquare.
- Customer will assist with configuration, and provide documentation and data requested by CentralSquare that is required for this project.
- The effort included in this project is an estimate and based on what is currently known today. If more time is needed, or requested, an additional quote will be provided, or a change order may be requested.
- Services will be delivered remotely.

Quote #: Q-193033
Primary Quoted Solution: Finance Enterprise
Quote expires on: March 18, 2025

Quote prepared for:
John Hodson
San Joaquin Regional Transit District
421 E. Weber Ave
Stockton, CA 95205
415-627-8321

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centalsquare.com.

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
1. Public Administration Consulting Services - As Incurred	99,000.00
2. Public Administration Project Management Services - As Incurred	36,180.00
Services Subtotal	135,180.00 USD
Discount	- 16,221.60 USD
Services Total	118,958.40 USD

QUOTE SUMMARY

Services Subtotal	135,180.00 USD
Quote Subtotal	135,180.00 USD

Discount - 16,221.60 USD

Quote Total **118,958.40 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	0.00
FIRST YEAR RECURRING SERVICES TOTAL	0.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance.

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete) Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

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LEAD: ALEX CLIFFORD, CEO

REPORT: ACCEPT AND FILE: APPROVED BOARD OF DIRECTORS TRAVEL EXPENSES

I. SUMMARY

- RTD's Board Travel Policy requires that the full Board approve estimated expenses before board member travel.
- RTD staff annually solicits the Board members' interest in attending educational conferences and events.
- The Board considered expressed travel interests from Board members on January 10, 2025 and February 21, 2025.
- This report includes a table summarizing estimated expenses associated with Board travel for calendar year 2025.
- The Board will consider expressions of interest received for travel from Board members throughout the year as necessary.
- Chair Gary Giovanetti is a member of the APTA Executive Committee and will be traveling more often to attend committee meetings and other related conferences.
- Director Balwinder Singh serves as the Chair of the APTA Transit Board Members (TBM) Legislative Committee and an American Public Transportation Foundation (APTF) Board of Director.

II. DISCUSSION/BACKGROUND

RTD acknowledges its responsibility to administer limited public resources prudently and to expend them only when there will be a substantial benefit to the agency and the community it serves.

RTD is an active member of local, state, and national associations representing transit's interests before the legislative and regulatory agencies at the local, state, and federal levels. Associations, including the California Association for Coordinated Transportation (CALACT), California Transit Association (CTA), and American Public Transportation Association (APTA), convene annual conferences to provide educational sessions focusing on the public transit industry's current challenges, technology innovations, lessons learned, best practices, and networking opportunities for public transit professionals at all levels, including Board members.

The San Joaquin Council of Governments also convenes an annual advocacy program (One Voice) for San Joaquin County, to promote projects, programs, and issues of regional significance to federal legislators and agencies, typically

through a yearly trip to Washington, D.C. The purpose of One Voice is to advocate for new or increased funding and new or amended legislation for issues and projects of significance to the San Joaquin region.

On an annual basis, RTD staff solicits Board members for expressions of interest in attending educational conferences. Additionally, Chair Gary Giovanetti is a member of the APTA Executive Committee and is required to travel more frequently to attend meetings and conferences. Director Balwinder Singh serves as the Chair of the APTA Transit Board Members (TBM) Legislative Committee and an American Public Transportation Foundation (APTF) Board of Director and may also require more frequent travel.

The estimated cost of travel expenses for board members, listed by conference for the 2025 calendar year, is provided in a table on the next page.

2025 CONFERENCES

Board Member	CTA Spring Legislative Conference May 8, 2025 Sacramento, CA	APTA Legislative Conference May 18-20, 2025 Washington, DC	San Joaquin One Voice May 19-21, 2025 Washington, DC	APTA Rail Conference June 29-July 2, 2025 San Francisco, CA	APTA Transit Board Members & Transit Board Admins. Seminars July 19-22, 2025 Kansas City, MO	APTA TRANSform September 14-17, 2025 Boston, MA	CTA Fall Conference & Expo November 5-7, 2025 Long Beach, CA	APTA Executive Committee Strategic Retreat Date: TBD Location: TBD	Total Cost
Mike Restuccia									
Gary Giovanetti		X		X	X	X		X	
Les Fong		X	X		X	X			
Balwinder Singh		X	X		X	X			
Stephan Castellanos	X				X		X		
Estimated Cost Per Person	\$300	\$3,600	\$500	\$3,600	\$2,500	\$3,200	\$2,400	APTA will reimburse attendees for expenses	
Total Budgeted Cost	\$300	\$10,800	\$1,000	\$3,600	\$10,000	\$9,600	\$2,400	\$0	\$37,700
Total Actual Cost	Will be updated after each conference								

Removed from table: APTA Mobility Conference, April 6-9, 2025, Austin, TX, \$2,800/person; CTAA National EXPO in Collaboration with CALACT, June 2-4, 2025, San Diego, CA, \$2,000/person; CALACT Fall Conference, October 20-24, 2025 Stateline, NV, \$2,400/person
 X: Previously Approved Request. N: New Request to Attend a Conference.

Pricing between Board member travel events may differ as a result of such factors as:

- Date the flights were finalized and booked
- Flights with connections versus direct flights
- Departing airports (SFO v. SMF)
- Destination airports (IAD v. DCA)
- Mileage to and from departing airports (SFO v. SMF)
- Airport parking fees (SFO v. SMF)
- Traveling expenses to and from the airport
- Duration of the trip may vary due to the conference agenda and Board Member's committee assignments

III. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns with the Board's Strategic Priority 4.
Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

IV. CUSTOMER IMPACT

By attending and participating in educational conferences, Board members remain updated with industry best practices benefiting the Board, RTD, and the community it serves.

V. FINANCIAL CONSIDERATIONS/IMPACT

Estimated Board member travel expenses for 2025, including registration, are estimated at \$37,700. Expenses are budgeted according to fiscal year under account number 403000-50912 – Board Travel.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

N/A

VIII. ATTACHMENTS

None

Prepared by: Erica Aguiñiga, Executive and Board Support Senior Specialist

IX. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO



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LEAD STAFF: RAVI SHARMA, FINANCE MANAGER

REPORT: ACCEPT AND FILE: CHECK REGISTER FOR THE MONTH OF FEBRUARY 2025

I. SUMMARY

- This staff report provides the Board of Directors (Board) with the Check Register for the month of February 2025.
- The Finance Department submits the check register for Board acceptance and filling.

II. DISCUSSION/BACKGROUND

This check register provides the Board with a listing of the vendors and amounts paid out on a monthly cash flow basis (Operating and Capital expenses). All invoices submitted for the month of February 2025 have been processed. The payments have been issued and signed by the Chief Executive Officer and Chief Financial Officer.

III. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns with the Board's Strategic Priorities 3 and 4.
Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

IV. CUSTOMER IMPACT

Vendor payments enable RTD to provide its customers with a better transit experience.

V. FINANCIAL CONSIDERATIONS/IMPACT

The check register presents the invoices paid in February 2025 for Board review, agency disclosure, and transparency.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Check Register for the month of February 2025

Prepared by: Ravi Sharma, Finance Manager

IX. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO





Attachment A
Cover Page

RTD Check Register for February 2025

Vendor Name	Invoice Date	Invoice Number	Invoice Amount	Payment Date	EFT or Check #
ALHAMBRA / PRIMO WATER	2/1/2025	7599441 020125	\$351.86	2/6/2025	EFT
Bertrand, Fox, Elliot, Osman Wenzel	1/30/2025	12931	\$1,743.00	2/6/2025	EFT
Bertrand, Fox, Elliot, Osman Wenzel	1/30/2025	12939	\$53.00	2/6/2025	EFT
BRANNON TIRE	1/29/2025	20402025	\$23.95	2/6/2025	EFT
BRANNON TIRE	1/29/2025	20402114	\$435.40	2/6/2025	EFT
CalHR	2/6/2025	Damaris	175.00	2/6/2025	1923
CalHR	2/6/2025	Jessica	\$175.00	2/6/2025	1923
CalHR	2/6/2025	Noel Mink	\$175.00	2/6/2025	1923
CalHR	2/6/2025	Stephen	\$175.00	2/6/2025	1923
CB / CASTLE BRANCH INC.	1/21/2025	0980717-IN	96.90	2/6/2025	EFT
CHEM STATION OF NORTHERN CA / CAL-ENVIROS	1/22/2025	58274	\$186.80	2/6/2025	1924
CISCO AIR SYSTEMS	1/20/2025	281684-1	\$1,463.63	2/6/2025	1925
D.S. BAXLEY, INC.	12/17/2025	40024	\$7,375.00	2/6/2025	1926
DUNCAN PRESS	1/9/2025	38625	2,011.05	2/6/2025	EFT
DUNCAN PRESS	1/9/2025	38626	\$595.14	2/6/2025	EFT
FASTENAL COMPANY	1/31/2025	CAST298237	1,740.16	2/6/2025	EFT
FASTENAL COMPANY	1/31/2025	CAST298488	567.31	2/6/2025	EFT
GENFARE	12/5/2025	90205622	\$15,528.00	2/6/2025	EFT
MISSION LINEN SUPPLY	1/29/2025	523211162	\$54.43	2/6/2025	EFT
MISSION LINEN SUPPLY	1/29/2025	523211163	\$598.78	2/6/2025	EFT
PITNEY BOWES	1/29/2025	12932509	\$604.95	2/6/2025	EFT
PLATINUM SECURITY	2/3/2025	61356	\$98,417.03	2/6/2025	EFT
RAMIREZ, VANESSA	2/3/2025	REIMB2325TOOLS	\$339.98	2/6/2025	EFT
REVAMP SIGNS & DESIGNS	8/29/2024	INV-3587	\$97.29	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	12/27/2024	16238444	\$941.33	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	1/3/2025	16241223	\$239.29	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	1/10/2025	16243211	\$936.45	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	1/17/2025	16245651	\$1,114.35	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	1/24/2025	16247866	\$1,345.82	2/6/2025	EFT
ROTH STAFFING COMPANIES LP	1/31/2025	16250135	\$1,175.74	2/6/2025	EFT
RUAKH STOCKTON	2/1/2025	FEBRUARY12025	231.75	2/6/2025	EFT
SAMUEL BERRI	1/27/2025	16047H	\$600.00	2/6/2025	EFT
SAMUEL BERRI	1/29/2025	16076H	\$600.00	2/6/2025	EFT
SAMUEL BERRI	1/28/2025	16327H	\$600.00	2/6/2025	EFT
SAMUEL BERRI	1/27/2025	16328H	\$600.00	2/6/2025	EFT
SJC Hispanic Chamber of Commerce	2/4/2025	Table Sponsor	\$1,500.00	2/6/2025	1927
STOCKTON PROGRESSIVE GLASS	1/16/2025	16578	1,120.13	2/6/2025	EFT
TG Tax, Inc	1/30/2025	RTD 1099 MISC	\$1,137.50	2/6/2025	EFT
TG Tax, Inc	1/30/2025	RTD's W-2s	2,460.94	2/6/2025	EFT
THE GOODYEAR TIRE & RUBBER CO	1/29/2025	9850007515	\$8,203.00	2/6/2025	EFT
THE GOODYEAR TIRE & RUBBER CO	1/29/2025	9850007516	\$15,053.53	2/6/2025	EFT
ULINE INC	1/8/2025	187595636	\$187.90	2/6/2025	1928
VENTEK INTERNATIONAL / CARACAL ENTERPRISES	2/3/2025	147923	\$727.40	2/6/2025	EFT
VERIZON	1/23/2025	6104335998	\$7,393.71	2/6/2025	EFT
VERIZON	1/23/2025	6104335999	\$1,291.66	2/6/2025	EFT
VERIZON	1/23/2025	6104336000	\$1,024.33	2/6/2025	EFT
WILLE ELECTRIC SUPPLY CO	1/13/2025	S2231648.001	\$46.65	2/6/2025	EFT
Aflac	2/7/2025	FEB625	\$875.87	2/7/2025	EFT
ATU LOCAL 256	2/7/2025	FEB625	\$11,799.30	2/7/2025	EFT
California State Disbursement Unit	2/7/2025	15DCS3743	\$157.50	2/7/2025	1929
California State Disbursement Unit	2/7/2025	17-FAM-01070	189.23	2/7/2025	1930
California State Disbursement Unit	2/7/2025	770200192-01	46.15	2/7/2025	1931

California State Disbursement Unit	2/7/2025	FFL141736	\$217.50	2/7/2025	1932
California State Disbursement Unit	2/7/2025	2-00000002609655	\$222.46	2/7/2025	1933
California State Disbursement Unit	2/7/2025	1214574	\$363.69	2/7/2025	1934
California State Disbursement Unit	2/7/2025	600099	\$234.00	2/7/2025	1935
California State Disbursement Unit	2/7/2025	1353083	\$223.84	2/7/2025	1936
California State Disbursement Unit	2/7/2025	FS99265	\$307.38	2/7/2025	1937
California State Disbursement Unit	2/7/2025	1754135	\$138.46	2/7/2025	1938
California State Disbursement Unit	2/7/2025	24FS02233	801.00	2/7/2025	1939
California State Disbursement Unit	2/7/2025	2-00000002460197	\$138.46	2/7/2025	1940
Franchise Tax Board	2/7/2025	546558585	\$160.00	2/7/2025	1941
Franchise Tax Board	2/7/2025	1103432037	\$179.52	2/7/2025	1942
Franchise Tax Board	2/7/2025	563739907	\$150.00	2/7/2025	1943
Franchise Tax Board	2/7/2025	559159110	\$50.00	2/7/2025	1944
GREAT WEST TRUST COMPANY	2/7/2025	FEB625	\$4,138.37	2/7/2025	EFT
NAVIA BENEFIT SOLUTION	2/7/2025	FEB625	2,612.93	2/7/2025	EFT
U.S. Department Of The Treasury	2/7/2025	WG2615239	\$403.33	2/7/2025	1945
US BANK	2/7/2025	FEB625	\$207,612.37	2/7/2025	EFT
US BANK	2/11/2025	PAYROLL21125	\$1,219.53	2/11/2025	EFT
US BANK	2/12/2025	PAYROLL21225	\$143.10	2/12/2025	EFT
Absolute Access ID, LLC	1/21/2025	8806	\$480.00	2/13/2025	1946
AIR & LUBE SYSTEMS INC	1/29/2025	51253	\$1,142.00	2/13/2025	EFT
AIR & LUBE SYSTEMS INC	1/29/2025	51356	640.00	2/13/2025	EFT
AMAZON	1/24/2025	14LH-13WL-JHR6	\$66.43	2/13/2025	EFT
AMAZON	1/17/2025	164P-KH6P-KTW3	15.16	2/13/2025	EFT
AMAZON	1/24/2025	17W7-TCHC-GL6G	11.88	2/13/2025	EFT
AMAZON	1/17/2025	19F4-TJXC-KGLD	\$109.70	2/13/2025	EFT
AMAZON	1/24/2025	19YX-K69F-KFMH	\$614.37	2/13/2025	EFT
AMAZON	1/17/2025	1FK7-XMVC-JRQX	\$205.47	2/13/2025	EFT
AMAZON	1/17/2025	1FK7-XMVC-K4QJ	\$179.30	2/13/2025	EFT
AMAZON	1/17/2025	1HV3-M6GY-LLNV	\$23.72	2/13/2025	EFT
AMAZON	1/17/2025	1HV3-M6GY-LQFD	\$173.30	2/13/2025	EFT
AMAZON	1/17/2025	1KKM-3TPL-JQDW	\$130.70	2/13/2025	EFT
AMAZON	1/17/2025	1LJG-9K1G-KR7R	\$25.04	2/13/2025	EFT
AMAZON	1/24/2025	1M3P-7NM3-JP6G	\$19.50	2/13/2025	EFT
AMAZON	1/17/2025	1N37-PC7N-LPG1	\$288.14	2/13/2025	EFT
AMAZON	1/17/2025	1NWR-LP1T-KN97	\$57.85	2/13/2025	EFT
AMAZON	1/17/2025	1QWM-LGFF-K1M7	\$185.00	2/13/2025	EFT
AMAZON	1/24/2025	1TT7-MKHX-JFYR	\$177.12	2/13/2025	EFT
AMERICAN GRAPHICS	2/10/2025	47480	\$500.00	2/13/2025	1947
AUTOZONE	1/15/2025	02858074498	84.77	2/13/2025	EFT
AUTOZONE	1/22/2025	02858085273	137.05	2/13/2025	EFT
AUTOZONE	1/22/2025	02858085384	391.89	2/13/2025	EFT
AUTOZONE	1/23/2025	02858087037	71.89	2/13/2025	EFT
AUTOZONE	1/23/2025	02858087104	52.29	2/13/2025	EFT
A-Z BUS SALES INC	1/13/2025	INVSAC26509	43,681.19	2/13/2025	EFT
A-Z BUS SALES INC	12/31/2024	INVSAC28919	\$230.70	2/13/2025	EFT
A-Z BUS SALES INC	1/15/2025	INVSAC29348	\$919.40	2/13/2025	EFT
A-Z BUS SALES INC	1/15/2025	INVSAC29351	101.27	2/13/2025	EFT
BIG VALLEY FORD INC.	1/21/2025	629702FOW	\$124.70	2/13/2025	EFT
BIG VALLEY FORD INC.	1/23/2025	629837FOW	\$70.56	2/13/2025	EFT
BIG VALLEY FORD INC.	1/27/2025	629858FOW	\$362.71	2/13/2025	EFT
BIG VALLEY FORD INC.	1/24/2025	629870FOW	\$175.77	2/13/2025	EFT
BIG VALLEY FORD INC.	2/10/2025	FTCS54010	\$205.79	2/13/2025	EFT
BROWN ARMSTRONG ACCOUNTANCY CORPORAT	2/7/2025	278839	\$1,054.00	2/13/2025	EFT
CalHR	2/4/2025	DAINEL GARZA	\$175.00	2/13/2025	1952

CALIFORNIA WATER SERVICES	1/30/2025	9332387932 201 YOKUTS	\$81.84	2/13/2025	EFT
CALIFORNIA WATER SERVICES	1/30/2025	9332387932 2849 MYRTLE	\$1,778.71	2/13/2025	EFT
CALTIP	2/5/2025	07-2025-JANUARY	\$7,620.73	2/13/2025	EFT
CAPITAL EDGE	2/3/2025	#25-26	\$5,500.00	2/13/2025	EFT
CCT TELECOMMUNICATION INC	2/7/2025	84772	\$152.18	2/13/2025	EFT
CHASE CHEVROLET	1/15/2025	35268	\$36.26	2/13/2025	EFT
CHASE CHEVROLET	1/22/2025	35720	\$168.31	2/13/2025	EFT
CHASE CHEVROLET	1/21/2025	35788	\$366.38	2/13/2025	EFT
CHASE CHEVROLET	1/24/2025	35874	\$515.55	2/13/2025	EFT
CHASE CHEVROLET	2/3/2024	525720	\$13,451.70	2/13/2025	EFT
CITY OF STOCKTON FIRE PREVENTION DIVISION	2/1/2025	525641	\$534.00	2/13/2025	1951
CREATIVE BUS SALES INC.	1/15/2025	XA128026066:01	\$117.72	2/13/2025	EFT
CREATIVE BUS SALES INC.	1/22/2025	XA128026298:01	166.63	2/13/2025	EFT
CUMULUS- MEDIA KWIN-FM KATM-FM MODESTO	1/31/2025	BB4359270	\$240.00	2/13/2025	EFT
CUMULUS- MEDIA KWIN-FM KATM-FM MODESTO	1/31/2025	BB4359271	\$1,740.00	2/13/2025	EFT
CUMULUS- MEDIA KWIN-FM KATM-FM MODESTO/S	1/31/2025	BB4359272	\$1,160.00	2/13/2025	EFT
CUMULUS- MEDIA KWIN-FM KATM-FM MODESTO	1/31/2025	BB4359273	\$160.00	2/13/2025	EFT
DENTONI'S WELDING	1/16/2025	01P30777	\$1,035.51	2/13/2025	EFT
DIEDE CONSTRUCTION	2/12/2025	24018-03	\$13,872.00	2/13/2025	1948
DUNCAN PRESS	1/23/2025	38664	\$822.95	2/13/2025	EFT
EMERY'S CUSTOM UPHOLSTERY	12/11/2024	INV3920	\$515.00	2/13/2025	EFT
EMTS ELITE MAINTENANCE & TREE SERVICE	2/3/2025	11202107	\$2,222.98	2/13/2025	EFT
EMTS ELITE MAINTENANCE & TREE SERVICE	1/31/2025	11202225	\$2,222.98	2/13/2025	EFT
ENTRAVISION COMMUNICATION / KMIX-FM	1/26/2025	784754A-1	2,874.00	2/13/2025	EFT
ENTRAVISION COMMUNICATION / KMIX-FM	1/31/2025	784754B-1	\$45.00	2/13/2025	EFT
FAST UNDERCAR STOCKTON	1/15/2025	16SI0717	\$2,146.24	2/13/2025	EFT
FAST UNDERCAR STOCKTON	1/22/2025	16SJ3235	\$140.72	2/13/2025	EFT
FASTENAL COMPANY	1/23/2025	CAST298338	\$108.69	2/13/2025	EFT
FASTENAL COMPANY	2/7/2025	CAST298716	\$240.89	2/13/2025	EFT
FASTENAL COMPANY	2/7/2025	CAST298779	\$392.03	2/13/2025	EFT
FASTENAL COMPANY	2/3/2025	MN019912930	\$10.90	2/13/2025	EFT
FEHR & PEERS	1/31/2025	180740	\$28,607.21	2/13/2025	EFT
GENFARE	1/7/2025	90206257	\$1,617.58	2/13/2025	EFT
GENFARE	1/16/2025	90206650	\$387.31	2/13/2025	EFT
GENFARE	1/17/2025	90206670	\$53,216.97	2/13/2025	EFT
GENFARE	1/20/2025	90206712	\$306.08	2/13/2025	EFT
GENFARE	1/20/2025	90206740	\$687.70	2/13/2025	EFT
GILLIG LLC	1/15/2025	41262675	\$309.25	2/13/2025	EFT
GILLIG LLC	1/16/2025	41263241	\$4,551.70	2/13/2025	EFT
GILLIG LLC	1/17/2025	41263735	\$535.25	2/13/2025	EFT
GILLIG LLC	1/20/2025	41264124	\$311.96	2/13/2025	EFT
GILLIG LLC	1/21/2025	41264529	\$28.67	2/13/2025	EFT
GILLIG LLC	1/21/2025	41264530	\$25.40	2/13/2025	EFT
GILLIG LLC	1/22/2025	41264989	\$3,018.31	2/13/2025	EFT
GILLIG LLC	1/23/2025	41265371	\$1,452.55	2/13/2025	EFT
GILLIG LLC	1/24/2025	41266033	358.07	2/13/2025	EFT
GILLIG LLC	1/24/2025	41266034	\$9.32	2/13/2025	EFT
GILLIG LLC	1/24/2025	41266270	\$52.04	2/13/2025	EFT
GRAINGER	1/23/2025	9383069821	\$28.46	2/13/2025	EFT
GRAINGER	1/24/2025	9385233946	\$26.05	2/13/2025	EFT
GRIFFITH, JENNIFER	1/25/2025	REIMB12525UNIFO	\$58.88	2/13/2025	EFT
HANOVER	1/17/2025	SIN25000146S	\$75.91	2/13/2025	EFT
HARBOR SIGNS INC	1/14/2025	429222	\$152.60	2/13/2025	EFT
HARBOR SIGNS INC	1/15/2025	429241	\$506.85	2/13/2025	EFT
HD / HARBOR DIESEL & EQUIPMENT	1/16/2025	P308205	\$73.22	2/13/2025	EFT

HOGAN MFG INC.	1/17/2025	168230	\$71.90	2/13/2025	EFT
HOGAN MFG INC.	1/23/2025	168418	\$28.00	2/13/2025	EFT
HOGAN MFG INC.	1/24/2025	168461	\$44.94	2/13/2025	EFT
INTERSTATE TRUCK CENTER LLC	1/21/2025	01P555528	\$783.43	2/13/2025	EFT
INTERSTATE TRUCK CENTER LLC	1/24/2025	01P556085	\$406.26	2/13/2025	EFT
LOOMIS	1/31/2025	13659798	\$632.55	2/13/2025	EFT
LOOMIS	1/31/2025	13659886	13,751.60	2/13/2025	EFT
LOOMIS	1/31/2025	13659939	\$6,674.40	2/13/2025	EFT
MINNESOTA LIFE	2/1/2025	13508061-01	\$5,492.49	2/13/2025	EFT
MISSION LINEN SUPPLY	2/5/2025	523252132	\$54.43	2/13/2025	EFT
MISSION LINEN SUPPLY	2/5/2025	523252133	\$778.82	2/13/2025	EFT
MOBILEVIEW / SEON DESIGN USA CORP	1/15/2025	200072	\$183.96	2/13/2025	EFT
MOHAWK MFG. & SUPPLY	1/22/2025	U124871	\$796.25	2/13/2025	1949
MUNCIE RECLAMATION SUPPLY / ABC COMPANY	1/16/2025	3774519	\$325.45	2/13/2025	EFT
MUNCIE RECLAMATION SUPPLY / ABC COMPANY	1/16/2025	3774626	\$159.16	2/13/2025	EFT
MUNCIE RECLAMATION SUPPLY / ABC COMPANY	1/22/2025	3776871	\$255.06	2/13/2025	EFT
NFI PARTS	1/17/2025	83621723	\$195.19	2/13/2025	EFT
NFI PARTS	1/21/2025	83624617	\$1,819.28	2/13/2025	EFT
OPENGOV	2/4/2025	INV18164	\$11,926.00	2/13/2025	EFT
O'REILLY AUTO PARTS	1/23/2025	2567-175622	\$42.51	2/13/2025	1950
PACIFIC SHREDDING/STORAGE CO	1/31/2025	1167539	\$1,119.13	2/13/2025	EFT
PACIFIC SHREDDING/STORAGE CO	1/30/2025	5245570	\$247.52	2/13/2025	EFT
PG&E / PACIFIC GAS AND ELECTRIC	2/3/2025	3090228695-1	\$235.28	2/13/2025	EFT
PHOENIX CARS LLC	1/15/2025	PS-INV105514	\$152.27	2/13/2025	EFT
PINNACLE PETROLEUM INC	1/23/2025	0361577	\$21,661.14	2/13/2025	EFT
PITNEY BOWES	2/3/2025	8-000900011432840	\$502.25	2/13/2025	EFT
PREVOST CAR / US INC	1/16/2025	902662182	\$94.80	2/13/2025	EFT
PREVOST CAR / US INC	1/16/2025	902662470	\$45.62	2/13/2025	EFT
PREVOST CAR / US INC	1/17/2025	902663157	\$68.89	2/13/2025	EFT
PREVOST CAR / US INC	1/17/2025	902663158	\$349.02	2/13/2025	EFT
PREVOST CAR / US INC	1/17/2025	902663506	\$439.19	2/13/2025	EFT
PREVOST CAR / US INC	1/21/2025	902665700	1,095.56	2/13/2025	EFT
PREVOST CAR / US INC	1/21/2025	902665701	77.66	2/13/2025	EFT
PREVOST CAR / US INC	1/22/2025	902666911	\$179.94	2/13/2025	EFT
PREVOST CAR / US INC	1/22/2025	902666912	49.21	2/13/2025	EFT
PREVOST CAR / US INC	1/22/2025	902667244	\$817.01	2/13/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/17/2025	601548	\$80.57	2/13/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/17/2025	601552	\$672.64	2/13/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/24/2025	601737	\$1,730.81	2/13/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/24/2025	601739	\$1,000.01	2/13/2025	EFT
RELATION INSURANCE	2/4/2025	5542152	\$5,417.00	2/13/2025	EFT
RELATION INSURANCE	2/4/2025	5765288	\$17,185.16	2/13/2025	EFT
REPUBLIC SERVICES / DBA DELTA CONTAINER	1/31/2025	0205-011017258	\$85.34	2/13/2025	EFT
REPUBLIC SERVICES / DBA DELTA CONTAINER	1/31/2025	0208-000849209	\$1,257.50	2/13/2025	EFT
REPUBLIC SERVICES / DBA DELTA CONTAINER	1/31/2025	0208-000849557	\$309.47	2/13/2025	EFT
REPUBLIC SERVICES / DBA DELTA CONTAINER	1/31/2025	0208-000849682	\$1,564.98	2/13/2025	EFT
REPUBLIC SERVICES / DBA DELTA CONTAINER	1/31/2025	0208-000850228	457.41	2/13/2025	EFT
ROBERT HALF	1/14/2025	64537375	\$1,459.65	2/13/2025	EFT
ROBERT HALF	1/22/2025	64564554	\$945.84	2/13/2025	EFT
ROBERT HALF	1/28/2025	64580379	\$1,457.92	2/13/2025	EFT
ROBERT HALF	1/28/2025	64586081	\$1,115.35	2/13/2025	EFT
ROBERT HALF	2/4/2025	64606085	\$1,822.40	2/13/2025	EFT
ROBERT HALF	2/4/2025	64612850	\$1,466.90	2/13/2025	EFT
ROSCO COLLISION AVOIDANCE, INC.	1/22/2025	804075	\$293.58	2/13/2025	EFT
ROTH STAFFING COMPANIES LP	1/31/2025	16250134	\$1,746.25	2/13/2025	EFT

ROTH STAFFING COMPANIES LP	1/31/2025	16250136	\$1,935.24	2/13/2025	EFT
ROTH STAFFING COMPANIES LP	2/7/2025	16252398	\$1,110.44	2/13/2025	EFT
ROTH STAFFING COMPANIES LP	2/7/2025	16252399	\$2,449.62	2/13/2025	EFT
SAFETY-KLEEN SYSTEMS INC	2/4/2025	96316768	\$481.80	2/13/2025	EFT
SAMUEL BERRI	2/4/2025	16017H	\$600.00	2/13/2025	EFT
SAMUEL BERRI	2/5/2025	16073H	\$600.00	2/13/2025	EFT
SAMUEL BERRI	2/4/2025	16082H	\$600.00	2/13/2025	EFT
SAMUEL BERRI	2/6/2025	16084H	600.00	2/13/2025	EFT
SEDGWICK CLAIMS MANAGEMENT	2/3/2025	SF-2657-2025-01632847	\$38,286.11	2/13/2025	EFT
SHAW YODER ANTIWIH SCHMELZER & LANGE	1/31/2025	23296	\$3,468.00	2/13/2025	EFT
TAKE CARE TERMITE / TCT	2/5/2025	30080	\$60.00	2/13/2025	EFT
TAKE CARE TERMITE / TCT	2/5/2025	30082	\$110.00	2/13/2025	EFT
TAKE CARE TERMITE / TCT	2/5/2025	30086	40.00	2/13/2025	EFT
TAKE CARE TERMITE / TCT	2/5/2025	30088	\$80.00	2/13/2025	EFT
TAKE CARE TERMITE / TCT	2/5/2025	30090	\$50.00	2/13/2025	EFT
TEC EQUIPMENT, INC.	1/17/2025	968000D	\$3,265.36	2/13/2025	EFT
TEC EQUIPMENT, INC.	1/16/2025	969040D	\$63.93	2/13/2025	EFT
TEC EQUIPMENT, INC.	1/23/2025	969305D	1,089.76	2/13/2025	EFT
TEC EQUIPMENT, INC.	1/24/2025	969305DX1	\$63.93	2/13/2025	EFT
TESCO TRANSPORTATION EQUIPMENT	1/16/2025	PA0222476	\$138.49	2/13/2025	EFT
TESCO TRANSPORTATION EQUIPMENT	1/23/2025	PA0222657	132.89	2/13/2025	EFT
TK SERVICES INC / SONSTRAY	1/17/2025	PSO100134-1	\$223.50	2/13/2025	EFT
VAN DE POL	1/23/2025	0195186-IN	1,438.80	2/13/2025	EFT
VAN DE POL	1/23/2025	0199746-IN	\$25,663.92	2/13/2025	EFT
VAN DE POL	1/24/2025	0199788-IN	\$24,982.40	2/13/2025	EFT
VAN DE POL	1/27/2025	0199801-IN	\$24,240.00	2/13/2025	EFT
VAN DE POL	1/24/2025	0203946-IN	\$799.14	2/13/2025	EFT
VAN DE POL	1/24/2025	0207097-IN	\$4,791.47	2/13/2025	EFT
VAN DE POL	2/4/2025	0234624-IN	\$3,782.31	2/13/2025	EFT
W.W.WILLIAMS	1/15/2025	023P28704	\$737.91	2/13/2025	EFT
W.W.WILLIAMS	1/17/2025	023P28756	\$3,658.86	2/13/2025	EFT
W.W.WILLIAMS	1/22/2025	023P28812	\$2,103.63	2/13/2025	EFT
WARDEN'S	1/21/2025	207338-00	\$342.49	2/13/2025	EFT
XPO LOGISTICS	1/24/2025	705-906611	\$270.03	2/13/2025	EFT
AT&T / CALNET	1/28/2025	22946044	\$1,049.88	2/14/2025	ACH
AT&T / CALNET	1/28/2025	22946045	\$31.53	2/14/2025	ACH
AT&T / CALNET	1/25/2025	22934851	1,116.93	2/14/2025	ACH
AT&T / CALNET	1/25/2025	22935034	\$1,116.93	2/14/2025	ACH
AT&T / CALNET	1/25/2025	22935035	\$699.80	2/14/2025	ACH
AT&T / CALNET	1/22/2025	22924849	\$291.49	2/14/2025	ACH
AT&T / CALNET	1/25/2025	22935036	\$1,116.93	2/14/2025	ACH
AT&T / CALNET	1/13/2025	22891680	\$1,008.97	2/14/2025	ACH
CENTRAL SQUARE	2/18/2025	AMENDMENT1	\$46,869.75	2/18/2025	EFT
US BANK	2/18/2025	FEB1825	\$1,711.31	2/18/2025	EFT
AMAZON	2/7/2025	139X-N1KV-9FLM	197.67	2/20/2025	EFT
AMAZON	1/31/2025	1633-D3TW-CWTN	\$169.75	2/20/2025	EFT
AMAZON	2/7/2025	16R9-GN7Y-C4QH	\$157.06	2/20/2025	EFT
AMAZON	2/7/2025	1C4D-RPTT-9RJM	\$21.78	2/20/2025	EFT
AMAZON	1/31/2025	1HN4-X9LT-9KL7	\$428.19	2/20/2025	EFT
AMAZON	2/7/2025	1MQ1-V6YN-7RTV	339.49	2/20/2025	EFT
AMAZON	1/31/2025	1QM9-RN7Q-CXGK	\$263.62	2/20/2025	EFT
AMAZON	2/7/2025	1Y7F-RTCP-C31F	\$72.06	2/20/2025	EFT
AMAZON	2/7/2025	1YJX-4P7V-9XMP	\$33.72	2/20/2025	EFT
AUTOZONE	2/4/2025	2858104885	\$132.96	2/20/2025	EFT
AUTOZONE	2/4/2025	2858105401	\$7.39	2/20/2025	EFT

AUTOZONE	1/29/2025	02858095885	\$28.33	2/20/2025	EFT
AUTOZONE	1/31/2025	02858098864	19.61	2/20/2025	EFT
AUTOZONE	1/31/2025	02858099487	\$131.77	2/20/2025	EFT
AUTOZONE	2/1/2025	02858100402	\$169.61	2/20/2025	EFT
AUTOZONE	2/3/2025	02858103430	\$150.39	2/20/2025	EFT
AUTOZONE	2/3/2025	02858103457	\$32.68	2/20/2025	EFT
AUTOZONE	2/3/2025	02858103984	\$65.39	2/20/2025	EFT
AUTOZONE	2/6/2025	02858107671	\$212.50	2/20/2025	EFT
AUTOZONE	2/6/2025	02858107933	\$45.75	2/20/2025	EFT
AUTOZONE	2/7/2025	02858109492	\$1,427.82	2/20/2025	EFT
AV8 TECHNOLOGIES	1/16/2025	SINV-00548	\$5,192.60	2/20/2025	1953
BIG VALLEY FORD INC.	1/29/2025	629966FOW	\$3,968.15	2/20/2025	EFT
BIG VALLEY FORD INC.	1/30/2025	630224FOW	\$43.38	2/20/2025	EFT
BIG VALLEY FORD INC.	2/4/2025	630346FOW	\$616.37	2/20/2025	EFT
BIG VALLEY FORD INC.	2/5/2025	630471FOW	\$151.07	2/20/2025	EFT
BIG VALLEY FORD INC.	2/6/2025	630472FOW	\$219.42	2/20/2025	EFT
BIG VALLEY FORD INC.	2/7/2025	630632FOW	\$124.70	2/20/2025	EFT
BRANNON TIRE	2/11/2025	20402668	\$228.45	2/20/2025	EFT
BRANNON TIRE	2/14/2025	20402914	\$464.49	2/20/2025	EFT
BRANNON TIRE	2/18/2025	20402965	\$106.42	2/20/2025	EFT
CALIFORNIA WATER SERVICES	2/10/2025	3472131955	\$1,141.32	2/20/2025	EFT
CAPITOL CLUTCH & BRAKE, INC	2/6/2025	1864214	\$37.92	2/20/2025	EFT
CEN-CAL FIRE ALARM & SECURITY	2/15/2025	14838	\$690.00	2/20/2025	EFT
CEN-CAL FIRE ALARM & SECURITY	2/17/2025	14857	\$3,508.57	2/20/2025	EFT
CHASE CHEVROLET	1/27/2025	36140	\$29.12	2/20/2025	EFT
CHASE CHEVROLET	1/28/2025	36216	\$102.51	2/20/2025	EFT
CHASE CHEVROLET	1/30/2025	36386	\$31.35	2/20/2025	EFT
CHASE CHEVROLET	2/6/2025	36392	31.30	2/20/2025	EFT
CHASE CHEVROLET	2/3/2025	36492	88.25	2/20/2025	EFT
CHASE CHEVROLET	2/3/2025	36634	\$51.55	2/20/2025	EFT
CHASE CHEVROLET	2/6/2025	36918	\$651.81	2/20/2025	EFT
CHASE CHEVROLET	2/7/2025	36920	90.40	2/20/2025	EFT
CINTAS	2/10/2025	5253483301	101.82	2/20/2025	EFT
CINTAS	2/11/2025	5253739505	\$164.87	2/20/2025	EFT
CINTAS	2/14/2025	5254401908	\$76.89	2/20/2025	EFT
CINTAS	2/17/2025	5254656901	\$155.10	2/20/2025	EFT
DAVEY COACH	2/4/2025	05P51278	\$133.89	2/20/2025	EFT
DAVEY COACH	2/7/2025	05P51280	\$1,210.03	2/20/2025	EFT
DICKERSON, WILLIAM	4/8/2025	REIMB031624BOOTS	\$193.94	2/20/2025	EFT
DUNCAN PRESS	2/6/2025	38703	\$366.24	2/20/2025	EFT
DUNCAN PRESS	2/6/2025	38705	\$1,442.07	2/20/2025	EFT
EMERY'S CUSTOM UPHOLSTERY / TIMOTHY A EV	2/3/2025	INV3940	\$470.00	2/20/2025	EFT
ESPARZA, LUIS	2/13/2025	REIMB21325TOOLS	\$600.00	2/20/2025	EFT
EVOLVE IP / EIP HOLDCO INC	2/14/2025	324226	\$7,234.57	2/20/2025	EFT
FAST UNDERCAR STOCKTON	1/27/2025	16SK2795	\$312.48	2/20/2025	EFT
FASTENAL COMPANY	2/14/2025	CAST298802	\$2,413.46	2/20/2025	EFT
FASTENAL COMPANY	2/14/2025	CAST298834	316.50	2/20/2025	EFT
FLEET E FORCE	1/30/2025	1218	\$10,587.19	2/20/2025	EFT
FRANCO, MARCO	2/6/2025	REIMB2625BOOTS	\$200.00	2/20/2025	EFT
FREGILLANA, MICHAEL	2/1/2025	REIMB1925TOOLS	600.00	2/20/2025	EFT
GENFARE	1/27/2025	90206892	\$2,111.63	2/20/2025	EFT
GENFARE	1/29/2025	90207001	\$44.48	2/20/2025	EFT
GILLIG LLC	1/28/2025	41267107	\$277.96	2/20/2025	EFT
GILLIG LLC	1/28/2025	41267108	\$263.52	2/20/2025	EFT
GILLIG LLC	1/29/2025	41267719	27.18	2/20/2025	EFT

GILLIG LLC	1/29/2025	41267720	\$419.11	2/20/2025	EFT
GILLIG LLC	1/29/2025	41267721	\$30.07	2/20/2025	EFT
GILLIG LLC	1/31/2025	41268615	\$799.89	2/20/2025	EFT
GILLIG LLC	1/31/2025	41268616	607.83	2/20/2025	EFT
GILLIG LLC	2/3/2025	41269159	\$14.52	2/20/2025	EFT
GILLIG LLC	2/4/2025	41269747	\$67.72	2/20/2025	EFT
GILLIG LLC	2/4/2025	41269748	\$9.32	2/20/2025	EFT
GILLIG LLC	2/5/2025	41270334	\$277.16	2/20/2025	EFT
GILLIG LLC	2/6/2025	41270904	\$47.64	2/20/2025	EFT
GILLIG LLC	2/7/2025	41271430	\$3.06	2/20/2025	EFT
GRAINGER	1/28/2025	9388572159	\$40.55	2/20/2025	EFT
GRAINGER	1/31/2025	9392930922	\$246.67	2/20/2025	EFT
GRAINGER	2/6/2025	9397925026	\$61.09	2/20/2025	EFT
GRAINGER	2/7/2025	9400560265	\$145.46	2/20/2025	EFT
HANSON BRIDGETT, LLP	2/13/2025	1517325-1517332	\$59,079.62	2/20/2025	EFT
HD / HARBOR DIESEL & EQUIPMENT	1/27/2025	P308605	\$607.68	2/20/2025	EFT
HOGAN MFG INC.	1/31/2025	168676	\$274.38	2/20/2025	EFT
HOGAN MFG INC.	2/3/2025	168729	\$182.92	2/20/2025	EFT
IEC SERVICES	1/31/2025	36083-1	868.35	2/20/2025	1954
INTERSTATE TRUCK CENTER LLC	1/31/2025	01P557373	\$68.28	2/20/2025	EFT
JOHNSTON LIM CO MD	2/5/2025	00237324-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/5/2025	00237325-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/5/2025	00237326-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/6/2025	00237461-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/6/2025	00237462-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/7/2025	00237632-00	\$190.00	2/20/2025	EFT
JOHNSTON LIM CO MD	2/10/2025	00237739-00	\$190.00	2/20/2025	EFT
MISSION LINEN SUPPLY	2/12/2025	523295343	54.43	2/20/2025	EFT
MISSION LINEN SUPPLY	2/12/2025	523295344	\$606.82	2/20/2025	EFT
MISSION LINEN SUPPLY	2/13/2025	523322399	\$628.00	2/20/2025	EFT
MODERN POSTCARD / THE IRIS GROUP	2/12/2025	1825507	810.00	2/20/2025	EFT
MOHAWK MFG. & SUPPLY	2/10/2025	U125493	\$176.68	2/20/2025	1955
MONK, KARL	2/8/2025	REIMB2825BOOTS	\$50.11	2/20/2025	EFT
MOUSER ELECTRONICS	1/27/2025	82841668	\$2,673.03	2/20/2025	1956
MOUSER ELECTRONICS	1/31/2025	82937814	\$295.51	2/20/2025	1956
MUNCIE RECLAMATION SUPPLY / ABC COMPANY	1/31/2025	3782088	16.42	2/20/2025	EFT
MUTUAL OF OMAHA	3/1/2025	1840640526	\$690.47	2/20/2025	EFT
NFI PARTS	1/28/2025	83631753	\$194.51	2/20/2025	EFT
NFI PARTS	1/30/2025	83634776	\$50.01	2/20/2025	EFT
NFI PARTS	1/31/2025	83635861	\$754.23	2/20/2025	EFT
NFI PARTS	1/31/2025	83636048	\$452.54	2/20/2025	EFT
O'REILLY AUTO PARTS	1/31/2025	2567-178619	\$155.78	2/20/2025	1957
O'REILLY AUTO PARTS	2/3/2025	2567-179590	\$75.18	2/20/2025	1957
O'REILLY AUTO PARTS	2/4/2025	2567-179759	\$150.35	2/20/2025	1957
PG&E / PACIFIC GAS AND ELECTRIC	2/12/2025	7782121081-0	\$73,891.81	2/20/2025	EFT
PINNACLE PETROLEUM INC	2/4/2025	362747	\$25,334.66	2/20/2025	EFT
PINNACLE PETROLEUM INC	12/26/2024	358975A	\$479.20	2/20/2025	EFT
PREFERRED ALLIANCE , INC.	1/31/2025	0201297-IN	4,741.10	2/20/2025	EFT
PREVOST CAR / US INC	1/27/2025	902670861	\$20.45	2/20/2025	EFT
PREVOST CAR / US INC	1/28/2025	902671952	\$708.61	2/20/2025	EFT
PREVOST CAR / US INC	1/28/2025	902672295	\$1,204.45	2/20/2025	EFT
PREVOST CAR / US INC	1/30/2025	902674501	\$275.55	2/20/2025	EFT
PREVOST CAR / US INC	1/31/2025	902675670	\$515.97	2/20/2025	EFT
PREVOST CAR / US INC	1/31/2025	902675987	\$106.56	2/20/2025	EFT
PREVOST CAR / US INC	1/31/2025	902675988	\$248.74	2/20/2025	EFT

PROCLEAN SUPPLY/MODESTO JANITORIAL	1/28/2025	601805	\$237.75	2/20/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/28/2025	601806	\$260.99	2/20/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	1/31/2025	601942	356.63	2/20/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	2/4/2025	602022	\$370.12	2/20/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	2/7/2025	602142	\$746.54	2/20/2025	EFT
R.L. RIGHETTI ENTERPRISES, INC.	1/27/2025	63566	\$954.84	2/20/2025	EFT
R.L. RIGHETTI ENTERPRISES, INC.	1/30/2025	63716	\$479.82	2/20/2025	EFT
ROBERT HALF	2/12/2025	64640854	\$1,822.40	2/20/2025	EFT
ROTH STAFFING COMPANIES LP	2/14/2025	16254594	\$2,402.31	2/20/2025	EFT
SAMUEL BERRI	2/7/2025	16085H	\$600.00	2/20/2025	EFT
SAMUEL BERRI	2/13/2025	16376H	\$600.00	2/20/2025	EFT
SAUCEDA, REYNALDO	2/1/2025	REIMB012625BOOTS	\$97.41	2/20/2025	EFT
State Social Security Administration	2/5/2025	17817645	\$650.00	2/20/2025	1959
State Social Security Administration	2/5/2025	17817647	\$650.00	2/20/2025	1959
STENGEL BROS. INC	2/6/2025	524238	\$576.86	2/20/2025	1958
TEC EQUIPMENT, INC.	1/28/2025	969383D	\$473.21	2/20/2025	EFT
TEC EQUIPMENT, INC.	1/28/2025	969469D	\$384.53	2/20/2025	EFT
TEC EQUIPMENT, INC.	1/29/2025	969469DX1	\$17.03	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/4/2025	969694D	\$154.80	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/4/2025	969725D	\$111.59	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/3/2025	CM962083D	-91.76	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/3/2025	CM962173DX2	-312.70	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/3/2025	CM963061D	-\$18.40	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/3/2025	CM964217D	-\$312.70	2/20/2025	EFT
TEC EQUIPMENT, INC.	2/3/2025	CM966087D	-\$137.95	2/20/2025	EFT
TK SERVICES INC / SONSRAY	1/21/2025	SWO159204-1	\$222.64	2/20/2025	EFT
TRAPEZE	1/31/2025	NWRMA0000000239	\$275.00	2/20/2025	EFT
VANNER INC	2/7/2025	631440	\$3,364.61	2/20/2025	EFT
VENTEK INTERNATIONAL / CARACAL ENTERPRISES	1/31/2025	147686	\$244.63	2/20/2025	EFT
W.W.WILLIAMS	1/30/2025	023P28725	\$476.95	2/20/2025	EFT
Aflac	2/21/2025	FEB22025	\$875.87	2/21/2025	EFT
ATU LOCAL 256	2/21/2025	Metro Union Cope Pay Period	\$143.00	2/21/2025	1960
ATU LOCAL 256	2/21/2025	FEB22025	\$5,540.00	2/21/2025	EFT
California State Disbursement Unit	2/21/2025	15DCS3743	\$157.50	2/21/2025	1961
California State Disbursement Unit	2/21/2025	17-FAM-01070	\$189.23	2/21/2025	1962
California State Disbursement Unit	2/21/2025	770200192-01	\$46.15	2/21/2025	1963
California State Disbursement Unit	2/21/2025	FFL141736	\$217.50	2/21/2025	1964
California State Disbursement Unit	2/21/2025	2-00000002609655	222.46	2/21/2025	1965
California State Disbursement Unit	2/21/2025	1214574	363.69	2/21/2025	1966
California State Disbursement Unit	2/21/2025	600099	\$234.00	2/21/2025	1967
California State Disbursement Unit	2/21/2025	836613	261.23	2/21/2025	1968
California State Disbursement Unit	2/21/2025	1353083	223.84	2/21/2025	1969
California State Disbursement Unit	2/21/2025	FS99265	\$307.38	2/21/2025	1970
California State Disbursement Unit	2/21/2025	1754135	\$138.46	2/21/2025	1971
California State Disbursement Unit	2/21/2025	2-00000002460197	\$138.46	2/21/2025	1972
California State Disbursement Unit	2/21/2025	24FS02233	\$801.00	2/21/2025	1973
Franchise Tax Board	2/21/2025	546558585	\$160.00	2/21/2025	1974
Franchise Tax Board	2/21/2025	563739907	\$150.00	2/21/2025	1975
Franchise Tax Board	2/21/2025	559159110	\$50.00	2/21/2025	1976
GREAT WEST TRUST COMPANY	2/21/2025	FEB22025	\$4,138.37	2/21/2025	EFT
NAVIA BENEFIT SOLUTION	2/21/2025	FEB22025	\$2,571.26	2/21/2025	EFT
U.S. Department of The Treasury	2/21/2025	WG2615239	\$403.33	2/21/2025	1977
US BANK	2/21/2025	FEB22025	\$189,922.54	2/21/2025	EFT
AMAZON	2/7/2025	1794-NLXQ-C7PW	15.25	2/27/2025	EFT
AMAZON	2/14/2025	1CY9-4P76-KNWW	\$152.74	2/27/2025	EFT

AMAZON	2/14/2025	1LLF-RKHF-KGGN	\$75.67	2/27/2025	EFT
AMAZON	2/14/2025	1Y6G-3FQ7-KLKR	\$594.06	2/27/2025	EFT
AMAZON	2/14/2025	CM173T-6V9P-QMCC	-\$43.57	2/27/2025	EFT
AUTOZONE	2/11/2025	2858115137	\$149.32	2/27/2025	EFT
AUTOZONE	2/11/2025	00911332027	\$42.50	2/27/2025	EFT
AUTOZONE	2/11/2025	02858115378	\$19.05	2/27/2025	EFT
AUTOZONE	2/11/2025	02858115703	\$28.33	2/27/2025	EFT
AUTOZONE	2/12/2025	02858116733	\$96.27	2/27/2025	EFT
AUTOZONE	2/12/2025	02858117507	\$108.44	2/27/2025	EFT
AUTOZONE	2/13/2025	02858118228	6.75	2/27/2025	EFT
AUTOZONE	2/13/2025	02858118264	\$4.55	2/27/2025	EFT
AUTOZONE	2/13/2025	02858118522	\$315.14	2/27/2025	EFT
AUTOZONE	1/5/2024	02858461703	72.14	2/27/2025	EFT
A-Z BUS SALES INC	2/13/2025	INVSAC30300	59.33	2/27/2025	EFT
BIG VALLEY FORD INC.	2/10/2025	630634FOW	124.70	2/27/2025	EFT
BIG VALLEY FORD INC.	2/13/2025	630726FOW	\$85.49	2/27/2025	EFT
BIG VALLEY FORD INC.	2/11/2025	630731FOW	130.69	2/27/2025	EFT
BIG VALLEY FORD INC.	2/11/2025	630806FOW	\$44.78	2/27/2025	EFT
BIG VALLEY FORD INC.	2/12/2025	630833FOW	\$154.62	2/27/2025	EFT
BIG VALLEY FORD INC.	2/11/2025	630843FOW	\$83.30	2/27/2025	EFT
BIG VALLEY FORD INC.	2/12/2025	630889FOW	\$65.47	2/27/2025	EFT
BIG VALLEY FORD INC.	2/14/2025	631110FOW	\$98.10	2/27/2025	EFT
BRANNON TIRE	2/13/2025	20400969	23.95	2/27/2025	EFT
BRANNON TIRE	2/20/2025	20402004	\$762.96	2/27/2025	EFT
BRANNON TIRE	2/20/2025	20402025	\$23.95	2/27/2025	EFT
BRANNON TIRE	2/24/2025	20403347	\$23.95	2/27/2025	EFT
CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYST	3/1/2025	1984844037 MARCH25	\$407,569.57	2/27/2025	EFT
CENTRAL VALLEY LIFT TRUCK, INC.	2/21/2025	64249	\$628.21	2/27/2025	EFT
CENTRAL VALLEY LIFT TRUCK, INC.	2/21/2025	64350	\$656.45	2/27/2025	EFT
CHASE CHEVROLET	2/11/2025	36973	494.73	2/27/2025	EFT
CHASE CHEVROLET	2/10/2025	37072	\$155.48	2/27/2025	EFT
CHASE CHEVROLET	2/12/2025	37104	\$207.48	2/27/2025	EFT
CHRIS MELTON	3/2/2025	CTAA3225MEETING	\$329.00	2/27/2025	EFT
CONCERN EMPLOYEE ASSISTANCE PROGRAM	2/14/2025	CN2508115	\$894.00	2/27/2025	EFT
Corey Cummings	2/28/2025	CTW22825MEETING	\$128.00	2/27/2025	EFT
CREATIVE BUS SALES INC.	2/12/2025	XA116002842:01	\$1,836.21	2/27/2025	EFT
DARIO DOMINGUEZ	3/2/2025	CTAA3225MEETING	\$329.00	2/27/2025	EFT
DEL ROSARIO, RALPH	2/14/2025	REIMB21425UNIFO	\$463.25	2/27/2025	EFT
DELTA DENTAL OF CALIFORNIA	3/1/2025	BE006468486	\$28,470.48	2/27/2025	EFT
DUNCAN PRESS	2/20/2025	38733	\$3,315.78	2/27/2025	EFT
ELENA BAEAZA	2/28/2025	CTW22825MEETING	\$128.00	2/27/2025	EFT
ELITE SUPPLY SOURCE, INC.	2/13/2025	135953	\$117.72	2/27/2025	1842
FASTENAL COMPANY	2/20/2025	CAST299132	\$429.55	2/27/2025	EFT
GAIL HALL	2/28/2025	CTW22825MEETING	128.00	2/27/2025	EFT
GENFARE	1/27/2025	90206907	\$131.07	2/27/2025	EFT
GENFARE	2/6/2025	90207110	\$137.00	2/27/2025	EFT
GENFARE	2/13/2025	90207418	294.62	2/27/2025	EFT
GHX THE EXPERT FIT	2/14/2025	16153775	\$79.56	2/27/2025	1843
GHX THE EXPERT FIT	2/14/2025	16153909	\$849.12	2/27/2025	1843
GILLIG LLC	2/11/2025	41272481	\$3,125.76	2/27/2025	EFT
GILLIG LLC	2/11/2025	41272482	\$1,861.33	2/27/2025	EFT
GILLIG LLC	2/12/2025	41272996	\$55.09	2/27/2025	EFT
GILLIG LLC	2/12/2025	41272997	\$55.09	2/27/2025	EFT
GILLIG LLC	2/12/2025	41272998	\$846.56	2/27/2025	EFT
GILLIG LLC	2/13/2025	41273405	\$877.97	2/27/2025	EFT

GILLIG LLC	2/14/2025	41273910	\$694.24	2/27/2025	EFT
GILLIG LLC	2/18/2025	41274435	\$1,792.34	2/27/2025	EFT
HOGAN MFG INC.	2/15/2025	169053	\$230.58	2/27/2025	EFT
JM EQUIPMENT	1/24/2025	V110092780	\$101.66	2/27/2025	EFT
LARRY BOTTLEY	2/17/2025	CASTA21725MEETING	\$293.59	2/27/2025	EFT
Laura Ortiz	2/28/2025	CTW22825MEETING	\$128.00	2/27/2025	EFT
MEDICAL TRANSPORTATION MANAGEMENT	2/24/2025	100033793	\$10,061.50	2/27/2025	EFT
MISSION LINEN SUPPLY	2/19/2025	523341931	\$54.43	2/27/2025	EFT
MISSION LINEN SUPPLY	2/19/2025	523341932	\$664.22	2/27/2025	EFT
NAVIA BENEFIT SOLUTION	1/30/2025	10925841	\$444.60	2/27/2025	EFT
PHOENIX CARS LLC	2/3/2025	PS-INV105565	1,905.01	2/27/2025	EFT
PINNACLE PETROLEUM INC	2/18/2025	364008	\$24,656.01	2/27/2025	EFT
PLATINUM SECURITY	2/7/2025	61600	\$104,214.38	2/27/2025	EFT
PREVOST CAR / US INC	1/31/2025	902680927	\$26.64	2/27/2025	EFT
PREVOST CAR / US INC	2/11/2025	902683903	\$46.56	2/27/2025	EFT
PREVOST CAR / US INC	2/12/2025	902685070	\$378.58	2/27/2025	EFT
PREVOST CAR / US INC	2/12/2025	902685071	\$228.08	2/27/2025	EFT
PREVOST CAR / US INC	2/12/2025	902685402	\$93.24	2/27/2025	EFT
PREVOST CAR / US INC	2/14/2025	902686996	\$925.87	2/27/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	2/11/2025	602222	\$233.52	2/27/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	2/14/2025	602335	149.31	2/27/2025	EFT
PROCLEAN SUPPLY/MODESTO JANITORIAL	2/14/2025	602337	\$1,994.35	2/27/2025	EFT
R.L. RIGHETTI ENTERPRISES, INC.	2/13/2025	64140	\$338.45	2/27/2025	EFT
RELATION INSURANCE	1/21/2025	5564874-5686496	\$7,500.10	2/27/2025	EFT
ROBERT HALF	2/11/2025	64637876	\$1,164.12	2/27/2025	EFT
ROBERT HALF	2/19/2025	64664124	\$1,457.92	2/27/2025	EFT
ROBERT HALF	2/19/2025	64668450	880.03	2/27/2025	EFT
ROTH STAFFING COMPANIES LP	2/14/2025	16254593	\$1,108.49	2/27/2025	EFT
ROTH STAFFING COMPANIES LP	2/21/2025	16256787	\$863.33	2/27/2025	EFT
ROTH STAFFING COMPANIES LP	2/21/2025	16256788	2,418.38	2/27/2025	EFT
RYDETRANS INCORPORATED	2/21/2025	RTD012025	\$231,654.05	2/27/2025	EFT
SAFETY-KLEEN SYSTEMS INC	1/14/2025	96357681	1,685.77	2/27/2025	EFT
SAFETY-KLEEN SYSTEMS INC	2/15/2025	96623266	\$2,446.48	2/27/2025	EFT
SAMUEL BERRI	2/14/2025	16022H	\$600.00	2/27/2025	EFT
SAMUEL BERRI	2/21/2025	16061H	\$600.00	2/27/2025	EFT
SAMUEL BERRI	2/12/2025	16070H	\$600.00	2/27/2025	EFT
SAMUEL BERRI	2/13/2025	16087H	\$600.00	2/27/2025	EFT
SAMUEL BERRI	2/20/2025	16091H	\$600.00	2/27/2025	EFT
SERRANO PRINGTING INC	2/25/2025	11151	\$1,784.88	2/27/2025	EFT
Stephen Mota	2/28/2025	CTW22825MEETING	\$128.00	2/27/2025	EFT
STOCKTON FENCE & MATERIAL INC	2/20/2025	17725	\$7,709.00	2/27/2025	EFT
SUGARCRM	1/30/2025	INV112553	\$37,407.65	2/27/2025	EFT
SYED BUKHARI	2/7/2025	1770-1985	\$309.00	2/27/2025	EFT
TEC EQUIPMENT, INC.	2/13/2025	970057D	\$497.87	2/27/2025	EFT
THE GOODYEAR TIRE & RUBBER CO	2/22/2025	9850856133	\$15,678.75	2/27/2025	EFT
THE GOODYEAR TIRE & RUBBER CO	2/22/2025	9850856134	\$8,203.00	2/27/2025	EFT
US Bank	2/27/2025	PAYROLL22725	\$5,042.68	2/27/2025	EFT
VENTEK INTERNATIONAL / CARACAL ENTERPRISES	2/10/2025	147953	\$167.13	2/27/2025	EFT
W.W.WILLIAMS	2/12/2025	023P29024	\$717.91	2/27/2025	EFT
W.W.WILLIAMS	2/12/2025	023P29033	2,425.98	2/27/2025	EFT
WILLIAMS, PAUL	2/14/2025	REIMB21425DMVLIC	\$58.00	2/27/2025	EFT
VAN DE POL	2/12/2025	0277598-IN	\$3,053.31	2/28/2025	EFT
VAN DE POL	2/12/2025	0278330-IN	\$1,841.67	2/28/2025	EFT
VAN DE POL	2/14/2025	0286209-IN	1,838.07	2/28/2025	EFT
VAN DE POL	2/17/2025	0296430-IN	25,354.97	2/28/2025	EFT

VAN DE POL	2/17/2025	0296460-IN	\$2,290.68	2/28/2025	EFT
VAN DE POL	2/18/2025	0296649-IN	\$27,901.37	2/28/2025	EFT
VAN DE POL	2/19/2025	0296668-IN	\$28,749.91	2/28/2025	EFT
TOTAL EFT/CHECKS			\$2,425,859.62		
P-Card Payments			\$24,156.33		
Total February Vendor Payments			\$2,450,015.95		



LEAD STAFF: ROBERT KYLE, CFO

I. RECOMMENDED ACTION

That the Board of Directors approve the first amendment to the contract with Protiviti Government Services, Inc. (Protiviti), which provides additional resources and services for \$683,500 to the base contract, increasing the contract not to exceed (NTE) amount from \$245,000 to \$928,500.

II. SUMMARY

- RTD's ERP system (and other software systems) was attacked by a cybersecurity crime a year ago rendering the financial software and all the data (current and backup) non-operational.
- CEO Clifford's Emergency Declaration allowed Procurement to onboard Protiviti on January 6th, a consultant team that specializes in General Ledger data reconstruction and other related services.
- A portion of this cost is reimbursable, to be paid by RTD's cyber insurance company. RTD still has \$250,000 remaining of reimbursable costs not yet submitted.

III. DISCUSSION/BACKGROUND

The effort by RTD to return to a fully restored ERP system has been significant and challenging. A "simple" system conversion from one ERP system to another can typically last up to a year. Having to recreate lost data from scratch can double the amount of time the overall project takes. One way to reduce the overall project time is to increase the size of the team working on the project. Although current RTD Finance staff is contributing significant amounts of time and effort to this project, the team also faces significant constraints on time as well. For example, the payroll department finds it difficult to devote time during payroll week. The current manual payroll process takes much more time than when it was automated, and the potential for human error is increased over the automated process, which requires additional time for review. Protiviti was RTD's answer to increasing our team size.

The method used for selecting Protiviti was based on a professional recommendation from a staffing agency CFO Kyle has worked with extensively in the past. Other vendors were initially considered, based on the recommendation of At Bay Insurance company. However, the vendor recommended by At Bay Insurance was not interested in doing any actual work. Instead, the vendor's desire was to shadow RTD by working in a supervisory capacity and to provide managerial advice. I pointed this out to At Bay, indicating RTD needs a vendor to do actual hands-on work (eg. Data entry). At Bay agreed with my concern

and after vetting Protiviti, added Protiviti as an approved vendor. The importance of using an approved vendor is that it allows At Bay to reimburse RTD for work Protiviti performs, up to the reimbursable limit.

CEO Clifford approved the Protiviti contract with a NTE amount of \$245,000. Based on the estimated cash burn rate of \$17,000 per week, staff is estimating eight weeks remaining at current staffing levels as of March 13th.

Additionally, staff is requesting Protiviti to increase their staffing levels to accelerate the pace of the project and due to other sub projects requiring attention soon.

The first contract amendment is to incrementally add \$683,500 to the original NTE contract amount of \$245,000 bringing the total amount of this contract up to \$928,500.

At the current cash burn rate of \$17,000/week, \$683,500 adds up to an additional 40 weeks of services under the contract. RTD is working with Protiviti to increase its dedicated headcount. Doing so may result in accelerating the pace of the project.

The initial engagement provides services that will assist RTD in returning to automated paychecks and rebuilding the financial system back to the closeout of FY2024. If Protiviti performs well, additional amendments will be required to continue rebuilding RTD's financial history further back than FY2024.

Protiviti has been working for RTD since early January. The current team consists of two (2) full time data entry specialists, a partially on-site supervisor (gentleman lives on the East Coast and is here about 50% of the time), and a remote manager that spends a portion of his time working behind the scenes with recruitment, and some administrative functions.

Protiviti's recent accomplishments are: a complete vendor master file upload, 64.9% of terminated employees entered, and 77.9% of retirees entered. The General Ledger is uploaded, yet still missing object codes (eg. Asset, Liability, Retained Earnings, etc.). Payroll go-live testing is ongoing. "Go-live" is defined as a fully functioning payroll module in the ERP system. The next complete test is April 4th. The second test is scheduled for April 18th. If successful, payroll go-live will occur at the end of April.

Protiviti's future staffing plans are to on-board additional personnel around mid-May after payroll is wrapped up to begin entering purchase order information and additional personnel in June with a shift in focus to Accounts Payable (AP).

A rough timeline to complete AP would be sometime around the end of September.

This first amendment should result in the completion of a successful return to automated paychecks and a reentry of all invoices needed to properly tie to the FY2024 closeout. Additionally, this first amendment should provide RTD the ability to reengage the annual single audit for FY2024 and FY2025.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This recommendation aligns with the Board's Strategic Priorities 1, 3, and 4.

Strategic Priorities:

1. Employees
2. Customers
3. Financial Health
4. Operations Excellence
5. Community Relations
6. Innovation

V. CUSTOMER IMPACT

None.

VI. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of \$683,500 is included in the FY25 current fiscal year's IT Department Operating budget within the 407000-50361 account. Since this is a multi-year contract, the IT Department manager(s) will be accountable for budgeting the cost in future years, including any options exercised. At Bay Insurance is expected to reimburse a portion of this cost, with \$250,000 in remaining reimbursable costs not yet submitted.

Original Contract (January 2024): \$245,000
Amendment 1 (March 2025, Requested): \$683,500
Total Contract Value After Amendment 1: \$928,500

VII. CHANGES FROM COMMITTEE

N/A

VIII. ALTERNATIVES CONSIDERED

The alternative available is to do nothing. This is not recommended as it would significantly increase the length of the project time.

IX. ATTACHMENTS

None

Prepared by: Robert Kyle, CFO

X. APPROVALS

Financial Impact Approved:
Robert Kyle, CFO



Alex Clifford, CEO