

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

MINUTES

October 29, 2015

1. Roll Call

Chairman Mathis called the Board meeting to order at 9:05 a.m. A roll call sheet listing Board member attendance is attached.

2. Approval of Minutes

Mr. Minto moved to approve the minutes of the September 17, 2015, MTS Board of Directors meeting. Mr. McClellan seconded the motion, and the vote was 10 to 0 in favor with Messrs. Cunningham and McWhirter and Misses Cole, Emerald and Salas absent.

3. Public Comments

John Wood – Mr. Wood commented that the crossing gates at Central come down at the same time as the gates on Broadway in Lemon Grove. He said that it can take five minutes for the train to go by and the gates to come back up. Mr. Wood said that the buses coming off of Main Street onto Broadway in Lemon Grove are frequently pushy and rude. He commented that the windows on the trolleys are very water streaked, making it harder to have a clear view outside. Mr. Wood also stated that the trolley leaving eastbound on 62nd Street always goes very slow.

Sol Schumer – Mr. Schumer provided the Clerk of the Board a transcript of his exact comments he made to the Board of Directors. The transcript is included in the final Board packet attached to his public comment speaker slip and can be found at www.sdmts.com/about-mts-meetings-and-agendas/board-meetings. In summary, Mr. Schumer discussed the senior round-trip trolley ticket prices at special events. He noted that a one-way fare for seniors is \$1.25; however, a round-trip special event trolley ticket costs \$3.00 instead of \$2.50 for seniors. Mr. Schumer referenced the SANDAG Fare Ordinance and noted that he believes the extra \$0.50 convenience fee does not comply with the Ordinance. He stated that he hopes MTS will resolve this matter.

CONSENT ITEMS

6. Adoption of the 2016 San Diego Metropolitan Transit System (MTS) Executive Committee and Board of Directors Meeting Schedule

Action would adopt the 2016 Executive Committee and Board of Directors meeting schedule.

7. Caltrans 2016 - 2017 Sustainable Communities Planning Grant Application

Action would adopt Resolution No. 15-15 authorizing the Chief Executive Officer (CEO) to enter into a contract with the California Department of Transportation (Caltrans) for the use of a sustainable communities transportation planning grant (if awarded) on behalf of the Jacobs Center for Neighborhood Innovation.

8. Amend the Fiscal Year 2016 Capital Improvement Program by Creating a New Project for the Transit Store Relocation
Action would: (1) amend the Fiscal Year (FY) 2016 Capital Improvement Program (CIP) by creating a new project for the Transit Store Relocation (Project #11574); and (2) transfer \$300,000 from Land Management reserve account (902-30100000), to fund the construction phase of project #11574 Transit Store Relocation.
9. Third Party Administration Services for Workers' Compensation Benefits - Contract Award
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. G1799.0-15 with TRISTAR Risk Management for third party administration (TPA) services for workers' compensation claims handling and related functions for MTS, San Diego Transit Corporation (SDTC) and San Diego Trolley, Inc. (SDTI) employees, for five (5) base years and three (3) optional one-year extensions to be exercised at MTS's sole discretion; and (2) authorize the CEO to exercise each option year at his discretion.
10. Unallocated Transportation Development Act Funds For Transit-Related Projects
Action would approve the use of \$86,545.59 in unallocated Transportation Development Act (TDA) funds currently held by the County of San Diego for transit-related expenses for the City of El Cajon.
11. Trolley Heating, Ventilation and Air Conditioning Spare Parts for Stock - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1274.0-15 with TK Services, Inc., for the purchase of Light Rail Vehicle (LRV) heating, ventilation and air conditioning (HVAC) spare parts for stock.
12. Investment Report - August 2015
13. Next Train Arrival Information Displayed to Variable Message Signs (VMS) at Trolley Stations - Issue Purchase Orders
Action would authorize the Chief Executive Officer (CEO): (1) Issue a purchase order to AT&T Datacomm, Inc. (AT&T) totaling \$298,891.42 for the purchase of Cisco Network Equipment and equipment maintenance needed for the MTS Next Train Arrival (NTA) Information System; and (2) Issue a purchase order to Presidio Network Solutions Group, LLC (Presidio) totaling \$320,000.00, on a sole source basis, for the provision of professional services necessary to assist with the implementation of a NTA solution across the entire MTS Trolley system.
14. San Diego Metropolitan Transit System Bus Benches - Contract Award
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. B0632.0-16 with Tolar Manufacturing Company for the provision of Anchored Bus Benches; and (2) execute MTS Doc. No. B0633.0-16 with Ultra Site, for the provision of Non-Anchored Bus Benches.
15. Transit Onboard Video Surveillance System Post Warranty Maintenance, Repair, and Parts Support Services - Sole Source Contract Award
Action would authorize the Chief Executive Officer (CEO) to: (1) execute MTS Doc. No. B0624.0-15, with Apollo Video Technology (Apollo), on a sole source basis, for the provision of post-warranty maintenance, repair, and parts support services for MTS's bus fleet for the remaining portion fiscal year 2016 (FY16); and (2) pay invoices related to as-needed Apollo repair services performed on individual buses between July 1 and October 31, 2015.
*CLERK NOTE: Due to a contract number duplication, this contract number has been updated to B0644.0-16. A memo has been placed in the contract file reflecting this update.

16. Proposed Revisions to San Diego Metropolitan Transit System (MTS) Policy No. 41, "Signature Authority"
Action would approve the proposed revisions to MTS Policy No. 41, "Signature Authority" (Attachment A).
17. Blue Line 8th Street Bridge Improvements - Transfer of Funds from San Diego Metropolitan Transit System (MTS) to the San Diego Association of Governments (SANDAG)
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.43 for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the 8th Street Bridge rehabilitation on the Blue Line.
18. Green Line Retaining Wall Improvements for Rio Vista Station and Morena Linda Vista Bridge Approach Support - Transfer of Funds from San Diego Metropolitan Transit System (MTS) to the San Diego Association of Governments (SANDAG)
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G0930.17-04.44 for the transfer of funds from MTS to SANDAG to allow SANDAG to issue a work order on behalf of MTS for the provision of General Engineering Services for the retaining wall improvements at the Rio Vista Station and Morena Linda Vista bridge approach support on the Green Line.
19. Green Line Shelter Improvements for Old Town, Amaya, El Cajon, Arnele and Gillespie Field - Design Engineering Services; Finding that Project is Exempt Under the California Environmental Quality Act
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1493.0-13.16 with Kimley Horn & Associates to perform Design Engineering Services for the Green Line Shelter Upgrades and find the project exempt under the California Environmental Quality Act ("CEQA").
20. Audit Report - Information Technology Governance & Planning
21. Audit Report - Business Continuity
22. Audit Report - Transit Revenue

COMMENTS – RECOMMENDED CONSENT ITEMS

Karen Landers, General Counsel, clarified that consent item number 13, "Next Train Arrival Information Displayed to Variable Message Signs (VMS) at Trolley Stations - Issue Purchase Orders", is a purchase order to AT&T for equipment for the project, however staff has a few Buy America questions regarding the equipment. Ms. Landers stated that she would like to add to this item that the Board approves it subject to General Counsel confirming Buy America compliance.

Action on Recommended Consent Items

Mr. Minto moved to approve Consent Agenda Item Nos. 6 – 22, as amended by the General Counsel. Mr. McClellan seconded the motion, and the vote was 12 to 0 in favor with Mr. Cunningham, Mr. McWhirter and Ms. Emerald absent.

CLOSED SESSION

24. None.

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS:

30. Class E Medium Duty Body on Chassis Buses - Contract Award (Bill Spraul)

Bill Spraul, Chief Operating Officer – Transit Services, provided a presentation on Class E Medium Duty Body on Chassis Buses. He gave an overview and stated that MTS operates select fixed routes with a fleet of thirty-seven (37), 32-foot Class E medium duty body on chassis “mini-buses”. He stated that thirty-one (31) of these mini-buses are scheduled for replacement as part of the FY 2016 MTS Fleet Replacement Plan. He noted that staff evaluated the possibility of switching from gasoline to propane powered mini-buses. The evaluation resulted in staff recommending propane instead of gasoline due to operating/fuel cost savings, emissions reduction and operating range. Mr. Spraul reviewed the operating and fuel cost savings and said propane will generate about \$15,000 per year, per mini-bus in annual fuel cost savings; \$105,000 total fuel cost savings per mini-bus over the seven year life cycle; and \$3,255,000 total life cycle fuel cost savings. The additional cost per propane powered bus compared to gasoline powered bus is \$26,900. He also stated that the propane powered mini-buses will continue to contribute to reducing emissions and it will continue to meet the daily operating range requirements.

Mr. Minto inquired if the cost for the mini-buses will impact any other projects or programs. Mr. Spraul replied no.

Ms. Salas commented that converting to propane is great since it is cleaner and will help the environment.

Action Taken

Mr. Minto moved to: (1) authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0625.0-15, with Creative Bus Sales, for the purchase of up to thirty-one (31) propane powered Class E medium duty body on chassis buses; and (2) authorize the transfer of \$700,000.00 of available funding from Capital Improvement Program (CIP) 11502 - Bus Procurement to CIP 11569 - Mid Size Bus Procurement to fund this project. Mr. McClellan seconded the motion, and the vote was 12 to 0 in favor with Mr. Cunningham, Mr. McWhirter and Ms. Emerald absent.

PUBLIC COMMENTS

Michael Horgan – Mr. Horgan inquired if natural gas was considered instead of propane. He commented that he really enjoys the new MTS website. Mr. Horgan also stated that he has noticed a lot of people smoking waiting for the route 235 bus at the Escondido Transit Center.

John Wood – Mr. Wood left the meeting and did not speak on this item.

REPORT ITEMS

45. Year End Operations Report (Bill Spraul, Wayne Terry and Rebecca Zelt)

Sharon Cooney, Chief of Staff, introduced the item and commented that typically staff provides the operations report and the performance monitoring report together, however the data for the performance reporting was not ready and will be presented separately at the November Board meeting.

Mr. Spraul provided the FY 2015 Transit Services highlights. He reviewed the service quality highlights for ridership, fleet reliability, safety, and call center wait times. Mr. Spraul stated that MTS Bus targeted 2015 as the Year of Safety and was awarded the 2015 Gold Award for Safety from the American Public Transportation Association (APTA). Mr. Spraul reviewed additional highlights including Rapid service; the deployment of CNG Gillig buses and new paratransit buses; converting SuperLoop buses to Rapid; awarding a new contract with Transdev; beginning construction on the East County Bus Facility; implementing the regional transportation management system (RTMS)/computer-aided dispatch (CAD)/automatic vehicle location (AVL) system on the entire MTS bus fleet; transitioning Chula Vista Transit operations to the South Bay Contract Services; installing mobile data terminals and radios on the entire Access fleet; consolidating all bus dispatching into a central operation; and replacing the bus washing system. Mr. Spraul also discussed the Rapid corridor ridership results and Access, the ADA Paratransit service.

Wayne Terry, Chief Operating Officer – Rail, continued the presentation and discussed the FY 2015 year-end review for the Rail division. Mr. Terry discussed the trolley renewal program and presented a few photos from the renewal including Civic Center Station and 8th Street Station. Mr. Terry discussed the Good Movement Funding – Freight Improvements including the improvements to the San Ysidro freight yard and the Main Street Bridge in Chula Vista. He stated that there are now two PCC vintage trolley cars in service. Mr. Terry discussed Centralized Train Control (CTC) and noted that effective September 2015 train tracking was functional system wide. Mr. Terry reviewed revenue results, the master concessionaire services results and special events for FY 2015. Lastly, Mr. Terry discussed MTS's staff involvement in the Mid-Coast extension project.

Rebecca Zelt, System Safety Manager, discussed MTS rail system safety. She reviewed the vision for safety culture, the action plan, and MTS's 3-year agency preparedness program. She reviewed the 2015 training schedule and classes provided in the program. Ms. Zelt noted that MTS staff is teaching for the FTA at the national level and provided training for 368 industry professionals. MTS also participated in emergency responder training and will begin to implement new hire rail safety training for all new employees. Ms. Zelt also stated that MTS implemented the Roadway Worker Protection Plan. She noted that some MTS staff will begin FEMA incident command system training the following week. Ms. Zelt reviewed the safety data acquisition and analysis as well as the FY 2013-2015 MTS Rail accident results. Lastly, Ms. Zelt commented that MTS and the City of San Diego collaborated in making improvements to signage and pavement markings within the City.

Ms. Rios commented that National City really loves the new 8th Street Station and it is a great improvement for not only safety, but also traffic flow.

Mr. Minto stated that he is impressed with the amount of training that is being conducted throughout the agency for safety. He also commented about the bus stops and stated there are bus stops along Mission Gorge Road that are very old and need to be replaced. He also stated

that he received a complaint about the route 834 bus being frequently late on Mission Gorge Road.

Ms. Salas extended her appreciation to MTS for all of the great work. She commented that all the work done on the Blue Line was worth the wait and she would like to continued expansion with trolley services including the potential Purple line in Chula Vista.

Ms. Bragg commented about a bus driver that she spoke to and the great things they said about training and the experience working for MTS. She also commented about the great quality of the Access buses. Ms. Bragg noted that the Blue line improvements are wonderful and people really enjoy riding it.

Mr. Gloria commented on the ridership results for the Rapid corridor and Mid-City area. He asked if MTS is meeting its projections. Denis Desmond, Manager of Planning, replied that we are meeting the projection at 7,000 riders. He noted that the projection was anywhere from 7,000 to 9,000 riders. Mr. Gloria inquired about the MTS rail accidents and how we compare against other systems throughout the country. Mr. Terry replied that MTS rates very well overall compared to other systems. Mr. Gloria asked if the City of San Diego collaboration with MTS regarding signage and pavement marking improvements had been completed. Ms. Zelt replied that there is still on-going work and the City has been a very good partner in the project. Mr. Gloria commended the Chairman for the additional new PCC vintage trolley car.

Mr. Woiwode inquired about the Roadway Worker Protection Plan and who the roadway workers are that are required to go through training. Ms. Zelt responded that roadway workers are any workers that over the course of their regular duties come into MTS's right of way. She noted that all of MTS's contractors are required to go through the training as well. Mr. Terry also stated that any outside agency that has to work on our right-of-way is required to complete the training.

Mr. Roberts commented in reference to Mr. Minto's statement about replacing bus shelters. He noted that MTS is currently in the process of a procurement for new bus shelters.

46. New San Diego Metropolitan Transit System (MTS) Web Site Overview (Rob Schupp)

Rob Schupp, Director of Marketing and Communications, provided a presentation on the new MTS web site. Mr. Schupp introduced the employees that have played an instrumental role in launching the new web site: Gary Dexter, Applications Development & Support Manager, and Katie McCanna, Digital Design & Content Specialist. Mr. Schupp reviewed the current site and noted that the site is not useful for modern web use today. He provided examples of the new and completely redesigned web site. Mr. Schupp noted that the new site has simplified navigation, focuses on user tasks, and is device agnostic. He stated that this was a mobile-first design web site. He stated that 60% of MTS's web site traffic is from mobile devices. Ms. Schupp reviewed the search feature for finding schedules and the real time data feature. He stated that the new site complies with W3C standards for web accessibility and Google translate enables on every page for up to 90 languages. He stated that there has been user testing for navigation and site user flow. Mr. Schupp reviewed the changes from the feedback including mobile menu re-design, addition of "tour" functionality, refined schedule-finding tool, and the creation of a "how-to" video for launch of the site to aid in the transition. Lastly, Mr. Schupp reviewed the analytics for the beta web site release.

Ms. Zapf commented that the new web site looks great and easy to use.

Mr. Gloria commented that the new site is a very necessary upgrade and seems to be working great. He inquired about privacy issues that may occur while using location feature. Gary Dexter replied that the GPS feature is only transmitting positioning data and not any personal data. Mr. Gloria inquired what will be next in the future, such as real time data or mobile ticketing. Mr. Schupp replied that the buses currently have real time data and the trolleys are currently in the process of implementing real time data. He also commented that there is an RFP out for a permanent solution for mobile ticketing. Mr. Schupp noted that mobile ticketing is still available through the current provider for all special events using the trolley.

Ms. Bragg commented that she believes this type of technology investment will help to increase ridership.

60. Chairman's Report

Chairman Mathis reported that he attended the APTA Annual Conference in San Francisco. He commented that the main focus was on the pending long range funding bill for transportation. He also stated that Mr. Roberts attended the conference in San Francisco too.

Mr. Roberts commented about the new San Francisco multi-modal center that they visited while at the conference. He stated that they can arrange a presentation to be given about the multi-modal center. Mr. Roberts stated that another presentation that would be interesting for the Board would be a presentation by Kim Kennedy, with UCSD, regarding the naming rights deal from the UCSD perspective. Lastly, Mr. Roberts stated that he saw another presentation at the conference that was about elections being held throughout the county and how they are getting the electorate to vote on transit measures.

61. Chief Executive Officer's Report

Ms. Cooney stated that she and Paul Jablonski also attended the APTA Annual Conference. They were able to speak with people and see new technologies for potential new fare media options for the future. Ms. Cooney stated that she and Mr. Spraul attended the October meeting of the California Air Resources Board (CARB), where they were discussing the 2016 Mobile Source Strategy [Note: CARB is putting forward a proposed mobile source strategy for discussion that simultaneously meets air quality standards, achieves greenhouse gas emission reduction targets, reduces petroleum consumption, and decreases health risk from transportation emissions over the next fifteen years]. She noted that part of that will be a transit and bus component. Ms. Cooney said that she spoke to CARB, on behalf of the agency, asking them to look at a more comprehensive, performance based view of reducing emissions. Mr. Roberts commented that Ms. Cooney did a great presentation and her report was taken very well.

Karen Landers, General Counsel, commented on the Desert Line Project. She stated that in July 2015, the Board approved an amendment to the Pacific Imperial Railroad (PIR) contract modifying some of the milestones. Ms. Landers reported that one of the reasons for adjusting some of the milestones was that PIR was in the due diligence period with a group from New York to close their majority ownership transaction. As of Friday, October 23, the deal had closed. The majority ownership of PIR is now in the hands of a New York based conglomerate that has the financing for the project. She said that she is hoping to have a construction schedule for the Board in December. Ms. Landers also stated that she attended a meeting in Ensenada with the CEO of PIR giving a report to a US State Department sponsored working group.

63. Board Member Communications

Ms. Zapf commented about the audit report for the Information Technology (IT) department that was included on the consent calendar. She asked if the MTS Internal Auditor was independent. Ms. Landers replied yes and introduced Toufic Tabshouri, MTS's Internal Auditor. Ms. Landers noted that Mr. Tabshouri reports directly to her, but also has the right to report directly to the Board. Ms. Zapf commented on the findings for the IT audit and inquired how long the previous head of IT worked for MTS and if these findings were from that time period. Larry Marinesi, Chief Financial Officer, replied that the previous Chief Technology Officer worked for MTS for about four years and the findings were from that period. He stated that the new Chief Information Officer (CIO), Sandy Bobek, has made governance and planning one of the first initiatives as the new CIO. Ms. Zapf inquired if the Board could have periodic updates on the IT status. Ms. Zapf also commented on the findings in the audit report regarding Business Continuity and Contingency Planning.

Mr. Gloria commented on Sol Schumer's public comment and stated that he wants to make sure that MTS is providing the subsidies to seniors that was accorded to them in the TransNet extension. Ms. Landers responded that staff will take a closer look at this matter. She stated that the convenience fee that is being charged is for the extra facilities and staff assistance for the special event ticket sales. She also noted that this is not only subject to senior passes, but also for adult passes. Ms. Landers stated that they will look into this matter and discuss it further with SANDAG. Ms. Cooney commented that as another option, MTS could stop selling the conjoined two one-way passes for special events. Mr. Gloria commented that he would like to follow up with SANDAG on this matter.

64. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

65. Next Meeting Date

The next regularly scheduled Board meeting is November 12, 2015.

66. Adjournment

Chairman Mathis adjourned the meeting at 10:50 a.m.



Chairperson
San Diego Metropolitan Transit System

Filed by:



Clerk of the Board
San Diego Metropolitan Transit System

Approved as to form:



General Counsel
San Diego Metropolitan Transit System

Attachment: Roll Call Sheet

SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
ROLL CALL

MEETING OF (DATE): October 29, 2015

CALL TO ORDER (TIME): 9:05 a.m.

RECESS: _____

RECONVENE: _____

CLOSED SESSION: _____

RECONVENE: _____

PUBLIC HEARING: _____

RECONVENE: _____

ORDINANCES ADOPTED: _____

ADJOURN: 10:50 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
BRAGG	<input checked="" type="checkbox"/> (Bilbray) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
COLE	<input checked="" type="checkbox"/> (Alvarez) <input type="checkbox"/>	9:07 a.m.	10:50 a.m.
CUNNINGHAM	<input checked="" type="checkbox"/> (Mullin) <input type="checkbox"/>	9:24 a.m.	10:50 a.m.
EMERALD	<input type="checkbox"/> (Alvarez) <input type="checkbox"/>		
GASTIL	<input type="checkbox"/> (Jones) <input checked="" type="checkbox"/>	9:05 a.m.	10:50 a.m.
GLORIA	<input checked="" type="checkbox"/> (Alvarez) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
MATHIS	<input checked="" type="checkbox"/>	9:05 a.m.	10:50 a.m.
MCCLELLAN	<input checked="" type="checkbox"/> (Ambrose) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
MCWHIRTER	<input type="checkbox"/> (Arapostathis) <input type="checkbox"/>		
MINTO	<input checked="" type="checkbox"/> (McNelis) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
RIOS	<input checked="" type="checkbox"/> (Sotelo-Solis) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
ROBERTS	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
SALAS	<input checked="" type="checkbox"/> (Miesen) <input type="checkbox"/>	9:07 a.m.	10:50 a.m.
WOIWODE	<input checked="" type="checkbox"/> (Sandke) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.
ZAPF	<input checked="" type="checkbox"/> (Alvarez) <input type="checkbox"/>	9:05 a.m.	10:50 a.m.

SIGNED BY THE CLERK OF THE BOARD: Julia Tuer

CONFIRMED BY THE GENERAL COUNSEL: Kam Lender