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Agenda

MEETING OF THE METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

September 5, 2013
 Executive Conference Room
 9:00 a.m.

- | | <u>Action
Recommended</u> |
|--|-------------------------------|
| A. ROLL CALL | |
| B. APPROVAL OF MINUTES - August 8, 2013 | Approve |
| C. COMMITTEE DISCUSSION ITEMS | |
| 1. <u>Trolley Renewal Project Update (John Haggerty)</u>
Action would receive a report for information. | Receive |
| 2. <u>San Diego Vintage Trolley, Inc. Assets and PCC/U-2 LRV Exchange (Wayne Terry)</u>
Action would forward a recommendation to the Board of Directors to approve: (1) the transfer of San Diego Vintage Trolley, Inc. (SDVTI) assets to MTS; (2) the exchange of 2 surplus Siemens U-2 light rail vehicles for 1 PCC car from United Transportation Corporation (UTC)/Rail Air Sources (RAS) (former New Jersey Transit [NJT] #10); and (3) restoration expenses for the PCC car. | Approve |
| 3. <u>Mobile Ticketing Pilot Program (Rob Schupp)</u>
Action would receive a report on the launch of a pilot program to provide mobile ticketing for special events. | Receive |
| D. REVIEW OF DRAFT SEPTEMBER 12, 2013, BOARD AGENDA | |
| E. <u>REVIEW OF SANDAG TRANSPORTATION COMMITTEE AGENDA</u>
Review of SANDAG Transportation Committee Agenda and discussion regarding any items pertaining to MTS, San Diego Transit Corporation, or San Diego Trolley, Inc. Relevant excerpts will be provided during the meeting. | Possible
Action |
| F. COMMITTEE MEMBER COMMUNICATIONS AND OTHER BUSINESS | |
| G. PUBLIC COMMENTS | |
| H. NEXT MEETING DATE: October 3, 2013 | |
| I. ADJOURNMENT | |

Please SILENCE electronics
 during the meeting



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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lamons Grove, National City, Poway, San Diego, Santee, and the County of San Diego.

MEETING OF THE EXECUTIVE COMMITTEE FOR THE
METROPOLITAN TRANSIT SYSTEM (MTS)
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

August 8, 2013

DRAFT MINUTES

A. ROLL CALL

Chairman Mathis called the Executive Committee meeting to order at 9:03 a.m. A roll call sheet listing Executive Committee member attendance is attached.

B. APPROVAL OF MINUTES

Mr. Cunningham moved for approval of the minutes of the June 13, 2013, MTS Executive Committee meeting. Mr. Ovrom seconded the motion, and the vote was 4 to 0 in favor with Mr. Roberts absent.

C. COMMITTEE DISCUSSION ITEMS

1. Trolley Renewal Update

Bruce Schmith of SANDAG discussed the status of the Blue and Orange Line Improvement Corridor, Blue Line crossover and signaling, Orange Line stations and Downtown stations. Wayne Terry, Chief Operating Officer of Rail discussed the project status of the Santa Fe Transit Center – America Plaza including the budget and funding. He discussed evening service and passenger transfers affected by the construction and advised the project would be completed by the end of the year. Mr. Mathis asked if there was still a parking structure underneath America Plaza and Mr. Terry advised that there is a parking structure underneath America Plaza.

Ms. Cooney, Chief of Staff advised that America Plaza has become a transit facility in its own right as many more transfers are happening at these locations. MTS is being impacted by the Port project on Broadway causing buses to be re-routed. Complaints have been received from adjacent property owners because the buses are coming through more frequently in their area. MTS has tried to accommodate these property owners by not allowing the buses to layover in particular locations. Ms. Cooney provided the routes that are affected due to the detour caused by the Port project. Mr. Mathis asked if there is a timetable for the Port construction project. Mr. Gloria advised the project was not following the timeline and was behind.

Mr. Schmith discussed the Blue Line station upcoming construction milestones and advised the stations would likely be completed in the fall of 2014, with other remaining construction punch list items still requiring completion. He discussed the 8th Street Transit Center project and provided a timeline with construction slated to begin in October. Mr. Jablonski advised the Navy was in the appraisal process with

regard to the 8th Street Transit Center. Mr. Schmith discussed the new rail train, future Blue Line projects, the traction power substation installation and traction power substation and site acquisition.

Mr. Cunningham asked if MTS was able to resolve the issues with the Woodman property and asked if MTS had to obtain an Order of Possession and whether or not the owners accepted MTS's settlement offer. Ms. Landers advised they did not accept the offer. Mr. Jablonski stated they wanted a significantly higher amount. Ms. Landers stated one of the owners insisted the property value is \$2 million. The owners hired an attorney and the attorney has since withdrawn as counsel. MTS was in hopes that after the owners retained counsel there would be additional settlement discussions. Ms. Landers was not certain if the owners would retain new counsel or they would represent themselves.

Mr. Terry provided the light rail procurement status and advised the 6th car arrived the prior evening and there have been no issues with the procurement.

Mr. Gloria asked why the 25th and Commercial project was delayed to October 2013. Ms. Landers answered the schedule is set by City staff and MTS was working with the City as to what type of form of agreement they wanted in place. Mr. Schmith said MTS was not able to get on the City agenda in July and has to go through the Housing Committee in September and then will go in front of the City Council in October. Mr. Gloria asked if that would affect the timeline of the project. Mr. Schmith advised he was not concerned with the timeline.

Mr. Jablonski stated the three substations at Woodman, 25th and Commercial and the Mt. Hope area would provide redundancy, power overlays and would allow for additional service and trains. If one of MTS's current substations went down there is currently not enough redundancy which would result in stopped cars. MTS is carefully monitoring the substations, activity and load very carefully at present time. These three proposed substations will prevent loss of service and will allow trains to continue to operate should one of the other substations go down. Mr. Mathis asked if there were operation limitations. Mr. Jablonski said there were none at this time. Mr. Terry advised there were procedures in place if there were to be a problem with one of the current substations where service would be modified and hopefully still continue.

Mr. Gloria asked what the status was with regard to the East Village station art project. Ms. Cooney said there was a dispute between the artist and the East Village Association as the association wanted to start with one figure and the artist wants to do all of the figures as proposed or none at all. It is a disagreement solely between the artist and the East Village Association. Mr. Jablonski stated MTS is in regular contact with the association regarding status of the project. Ms. Cooney advised the association is fundraising to try to accommodate the artist. MTS has advised that when they are ready to move forward MTS is also prepared to proceed.

Mr. Gloria asked if any of the projects would be affected by the delay of MTS's capital grants. Mr. Jablonski said he does not believe so although MTS had a meeting the prior day with SANDAG and they have grants that are going up for

approval now that reference MTS projects and there is a possibility when they get referred out the unions might object. So far what MTS has seen is that only those grantees that have labor agreements with the ATU, the UTU and the Machinists Workers in Bay Area have been held up. Generally if you have a labor contract with one of these groups and the issue gets held up MPO grants have not been held up. He will provide the Board with an update at a later date.

Action Taken

Mr. Cunningham moved to receive a report for information. Mr. Gloria seconded the motion, and the vote was 5 to 0 in favor.

3. California Public Employees' Pension Reform Act of 2013 (PEPRA) (TAKEN OUT OF ORDER)

Mr. Jablonski informed the Board MTS's federal grants were certified and provided specific amounts for portions of MTS's grants of federal money. He discussed a grant amendment and resubmission which was approved and MTS negotiated stipulations with the ATU. Mr. Mathis inquired about a bus grant. Mr. Jablonski responded they will not refer this particular grant out.

Mr. Jablonski discussed JARC funds and how MTS's federal grant money would be allocated and to which projects it would be allocated to. Some minor amounts of money MTS will not receive will negatively impact MTS, but the larger amounts MTS still has time to obtain.

Action Taken

Mr. Gloria moved to receive a report for information. Mr. Ovrom seconded the motion, and the vote was 5 to 0 in favor.

D. REVIEW OF DRAFT August 15, 2013, BOARD AGENDA (TAKEN OUT OF ORDER)

Mr. Jablonski advised the Consent items could wait for approval in September and requested that the Executive Committee to cancel the August 15, 2013 meeting for lack of discussion items. Staff was directed to defer the meeting until September.

Recommended Consent Items

6. San Diego and Arizona Eastern Railway Company (SD&AE) Quarterly Reports and Ratification of Actions Taken by the SD&AE Board of Directors at its Meeting on July 16, 2013

Action would: (1) receive the San Diego and Imperial Valley Railroad (SD&IV), Pacific Southwest Railway Museum Association (Museum), and Pacific Imperial Railroad, Inc. (PIR) quarterly reports for information; (2) ratify actions taken by the SD&AE Board at its quarterly meeting on July 16, 2013; and (3) ratify and appoint Erin Dunn as Treasurer replacing Linda Musengo who is retiring.

7. Investment Report – May 2013

Action would receive a report for information.

8. Upgrade of Existing Server Room Heating, Ventilation and Air Conditioning System at the Imperial Avenue Division

Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-10 (in substantially the same format as Attachment A) with ABC Construction, Inc. under MTS Doc No. PWL135.0-12, for the installation of a new Server Room Heating, Ventilation and Air Conditioning System at the Imperial Avenue Bus Division.

9. Approve Work Order for IAD/KMD Revenue Camera System Replacement

Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-09 (in substantially the same format as Attachment A) with ABC Construction, Inc., under MTS Doc No. PWL135.0-12, for the installation of a new revenue processing surveillance system, and construction of secure data rooms at the Imperial Avenue and Kearny Mesa bus fuel and service buildings.

10. Updated Salary Ranges - MTS, SDTI and SDTC

Action would approve and adopt the MTS Salary Ranges, effective July 1, 2013 to comply with CalPERS regulations.

The Executive Committee convened to Closed Session at 9:29 a.m.

2. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION Pursuant to California Government Code Section 54956.9(b) (One Potential Case)

The Executive Committee reconvened to Open Session at 10:03 a.m.

Oral Report of Final Actions Taken in Closed Session

Karen Landers, General Counsel, reported the following:

The Executive Committee received a report and gave directions to legal counsel.

E. REVIEW OF SANDAG TRANSPORTATION COMMITTEE AGENDA

Review of SANDAG Transportation Committee Agenda and discussion regarding any items pertaining to MTS, San Diego Transit Corporation, or San Diego Trolley, Inc. Relevant excerpts will be provided during the meeting.

F. COMMITTEE MEMBER COMMUNICATIONS AND OTHER BUSINESS

There were no Committee member communications.

G. PUBLIC COMMENTS

There were no Public comments.

H. NEXT MEETING DATE

The next Executive Committee meeting is scheduled for September 5, 2013.

I. ADJOURNMENT

Chairman Mathis adjourned the meeting at 10:04 a.m.

Chairman

Attachment: A. Roll Call Sheet

DRAFT



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Agenda Item No. C1

MEETING OF THE METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

September 5, 2013

SUBJECT:

TROLLEY RENEWAL PROJECT UPDATE (JOHN HAGGERTY)

RECOMMENDATION:

That the Executive Committee receive a report for information.

Budget Impact

None.

DISCUSSION:

The Trolley Renewal Project is a system-wide rehabilitation and upgrade of the existing trolley system. The project includes the purchase of new low-floor vehicles, the rehabilitation and retrofit of stations and transit centers throughout the system, new crossovers and upgraded signaling, replacement of the overhead catenary wire, track work and rail replacement, slope repair, and traction power substation replacement and rehabilitation. Construction and infrastructure work is currently underway in downtown San Diego and on the Orange and Blue Lines. Staff will provide an update on the construction project.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com





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Agenda Item No. C2

MEETING OF THE METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

September 5, 2013

SUBJECT:

SAN DIEGO VINTAGE TROLLEY, INC. ASSETS AND PCC/U-2 LRV EXCHANGE
(WAYNE TERRY)

RECOMMENDATION:

That the Executive Committee forward a recommendation to the Board of Directors to approve:

1. the transfer of San Diego Vintage Trolley, Inc. (SDVTI) assets to MTS;
2. the exchange of 2 surplus Siemens U-2 light rail vehicles for 1 PCC car from United Transportation Corporation (UTC)/Rail Air Sources (RAS) (former New Jersey Transit [NJT] #10); and
3. restoration expenses for the PCC car.

Budget Impact

Authorize the establishment of a budget line in the amount of \$100,000 to cover the cost necessary to place NJT #10 into service as San Diego PCC #530.

DISCUSSION:

This report provides information pertaining to the dissolution of the San Diego Vintage Trolley, Inc. (SDVTI) PCC restoration program. An overview of the proposed changes will be presented followed by a brief discussion of the proposed acquisition of a second PCC car.

Restoration Efforts

Currently, volunteer efforts are performed on site in San Diego Trolley Building A. These efforts would be discontinued and would be replaced by an off-site volunteer association. The association will also perform fundraising, promotional, and networking activities for the benefit of SDVTI.

Under the established agreement, during restoration and prior to induction into the trolley vehicle fleet and MTS ownership, PCC cars are assets of SDVTI. This intermediate SDVTI deed ownership of cars in restoration status would be discontinued and all SDVTI assets would come under direct MTS ownership and control.

One SDVTI PCC (former Muni #1170) has been declared surplus and would be deeded to the San Diego Electric Railway Association (SDERA), which would move it from the MTS yard to National City at no cost to SDVTI or MTS. Former Muni #1123 and SEPTA #2186 and #2785 would be transferred to MTS ownership and stored in a designated area in the MTS rail yard to eliminate any potential impact on yard operations. This move would also allow Building A to return to use as an MTS rail maintenance facility.

SDVTI Operations

MTS is in the process of acquiring former New Jersey Transit PCC #10 from UTC/RAS in Morton, PA. PCC #10 has been completely refurbished and is in operating condition. Inducting this PCC into the MTS light rail vehicle fleet as PCC #530 would expand SDVTI operational capabilities potentially allowing revenue service to be operated daily and the PCC schedule to be included as a regular MTS service. This would also provide additional flexibility and the ability to maintain service if the PCC #529 needs repair or maintenance and must be taken out service.

The refurbishment of PCC #10 was performed by UTC/RAS at an estimated cost of \$200,000. Acquisition of this vehicle at no cost to MTS is made possible by the exchange of two (2) decommissioned MTS U-2 LRVs for display at UTC/RAS-affiliated museums in Rockhill Furnace, Pennsylvania, and Suisun City, California. In addition to the vintage trolley service benefits discussed above, MTS and the public would benefit from this exchange because it will preserve the 2 decommissioned U-2 LRVs for museum purposes. MTS's replacement plan for the original U-2 fleet has always contemplated the preservation of some U-2 vehicles for museum purposes, as these vehicles are representative of the renaissance of light rail in the U.S.

An on-site assessment of the condition of PCC #10 was performed by MTS staff during a visit to the UTC/RAS in late August 2013. The on-site inspection involved a review of the vehicle, the restoration records, and an operational test run of the car. A report of these findings formed the basis for finalizing the transaction and more accurately estimating the budget impact to bring PCC #10 in line with MTS Vintage Trolley standards. It is estimated at this time that an investment of approximately \$100,000 will be necessary to accomplish this. This estimate includes shipping; paint; interior, console, and body work; lighting; and 8 new wheels.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com



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Agenda Item No. C3

MEETING OF THE METROPOLITAN TRANSIT SYSTEM EXECUTIVE COMMITTEE

September 5, 2013

SUBJECT:

MOBILE TICKETING PILOT PROGRAM (ROB SCHUPP)

RECOMMENDATION:

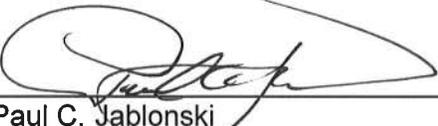
That the Executive Committee receive a report on the launch of a pilot program to provide mobile ticketing for special events.

Budget Impact

None.

DISCUSSION:

MTS plans to launch a pilot mobile-ticketing option for passengers to purchase Trolley Day Passes from iPhone and Android smartphones. Initially, the Trolley Day Passes will be offered on game days for Chargers and Aztecs, as well as for Poinsettia and Holiday Bowls. If successful, the pilot may be expanded to other special events, including the 2014 Comic-Con.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com



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DRAFT

Agenda

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

9:00 a.m.

James R. Mills Building
Board Meeting Room, 10th Floor
1255 Imperial Avenue, San Diego

This information will be made available in alternative formats upon request. To request an agenda in an alternative format, please call the Clerk of the Board at least two working days prior to the meeting to ensure availability. Assistive Listening Devices (ALDs) are available from the Clerk of the Board/Assistant Clerk of the Board prior to the meeting and are to be returned at the end of the meeting.

**ACTION
RECOMMENDED**

1. Roll Call

2. Approval of Minutes - July 18, 2013 Approve

3. Public Comments - Limited to five speakers with three minutes per speaker. Others will be heard after Board Discussion items. If you have a report to present, please give your copies to the Clerk of the Board.

Please SILENCE electronics
during the meeting

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CONSENT ITEMS

- | | | |
|-----|---|--------------------|
| 6. | <p><u>San Diego and Arizona Eastern (SD&AE) Railway Company Quarterly Reports and Ratification of Actions Taken by the SD&AE Board of Directors at its Meeting on July 16, 2013</u></p> <p>Action would receive the San Diego and Imperial Valley Railroad (SD&IV), Pacific Southwest Railway Museum Association (Museum), and Pacific Imperial Railroad, Inc. (PIR) quarterly reports for information; (2) ratify actions taken by the SD&AE Board at its quarterly meeting on July 16, 2013; and (3) ratify and appoint Erin Dunn as Treasurer replacing Linda Musengo who is retiring.</p> | Receive/
Ratify |
| 7. | <p><u>Investment Report – May 2013</u></p> <p>Action would receive a report for information.</p> | Receive |
| 8. | <p><u>Upgrade of Existing Server Room Heating, Ventilation and Air Conditioning System at the Imperial Avenue Division</u></p> <p>Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-10 with ABC Construction, Inc. under MTS Doc No. PWL135.0-12, for the installation of a new Server Room Heating, Ventilation and Air Conditioning System at the Imperial Avenue Bus Division.</p> | Approve |
| 9. | <p><u>IAD/KMD Revenue Camera System Replacement - Work Order</u></p> <p>Action would authorize the CEO to execute Work Order No. MTSJOC1431-09 with ABC Construction, Inc., under MTS Doc No. PWL135.0-12, for the installation of a new revenue-processing surveillance system and construction of secure data rooms at the Imperial Avenue and Kearny Mesa bus fuel and service buildings.</p> | Approve |
| 10. | <p><u>Updated Salary Ranges - MTS, SDTI and SDTC</u></p> <p>Action would approve and adopt the MTS Salary Ranges, effective July 1, 2013 to comply with CalPERS regulations.</p> | Approve/
Adopt |
| 11. | <p><u>Investment Report - June 2013</u></p> <p>Action would receive a report for information.</p> | Receive |
| 12. | <p><u>State Transit Assistance (STA) Claims</u></p> <p>Action would adopt Resolution No. 13-18 approving fiscal year (FY) 2014 State Transit Assistance (STA) claims.</p> | Adopt |
| 13. | <p><u>East County Bus Maintenance Facility Project - Funding Transfer</u></p> <p>Action would approve the transfer of funds from the San Diego Association of Governments' (SANDAG's) East County Bus Maintenance Facility Project to MTS for the procurement of compressed natural gas (CNG) facilities at the East County Bus Maintenance Facility.</p> | Approve |
| 14. | <p><u>FY 2014 Capital Improvement Program Amendment</u></p> <p>Action would approve the amended fiscal year 2014 Capital Improvement Program (CIP).</p> | Approve |
| 15. | <p><u>Proposed Revisions to MTS Policy No. 44 - Travel Expense Policy</u></p> <p>Action would approve the proposed revisions to MTS Policy No. 44 - Travel Expense Policy.</p> | Approve |

CONSENT ITEMS CONTINUED

16. Unallocated Transportation Development Act Funds for Transit-Related Projects Approve
Action would approve the use of unallocated Transportation Development Act (TDA) funds currently held by the County of San Diego for transit-related expenses for the City of El Cajon.
17. Semiannual Uniform Report of Disadvantaged Business Enterprise Awards or Commitments and Payments Receive
Action would receive the Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payments.
18. Operations and Maintenance Services for Compressed Natural Gas Fueling Facilities Approve
Action would authorize the CEO to execute MTS Doc. No. B0522.1-09 with Trillium USA LLC for projected usage increases in compressed natural gas (CNG) operations and maintenance services.
19. Audit Report - Liability Claims Management Receive
Action would receive an internal audit report on liability claims management governed by Risk and Claims Management.
20. Audit Report - Special Events Revenue Operations Receive
Action would receive an internal audit report on special events revenue operations governed by San Diego Trolley, Inc. (SDTI) Revenue Management.
21. Audit Report - Business Process Review of Token Management Operations Receive
Action would receive an internal audit report on token management operations governed by San Diego Trolley, Inc. (SDTI) Revenue Management.
22. Enterprise Server Infrastructure Project Approve
Action would authorize the CEO to execute MTS Doc. No. G1656.0-14 with Nth Generation for the purchase of a HP c7000 BladeSystem, associated network and storage interconnect modules, software, 5-year 24/7 support agreement, and professional services.

CLOSED SESSION

24. a. CLOSED SESSION - CONFERENCE WITH LABOR NEGOTIATORS Possible
Pursuant to California Government Code section 54957.6 Action
Agency-Designated Representative - Jeff Stumbo
Employee Organization - International Brotherhood of Electrical Workers, Local 465 (IBEW)
- Oral Report of Final Actions Taken in Closed Session

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS

30. San Diego Vintage Trolley, Inc. Assets and PCC/U-2 LRV Exchange Approve
Action would approve: (1) the transfer of San Diego Vintage Trolley, Inc. (SDVTI) assets to MTS; (2) the exchange of 2 surplus Siemens U-2 light rail vehicles for 1 PCC car from United Transportation Corporation (UTC)/Rail Air Sources (RAS) (former New Jersey Transit [NJT] #10); and (3) restoration expenses for the PCC car.

REPORT ITEMS

45. East County Bus Maintenance Facility (Elliot Hurwitz) Receive
Action would receive a report for information.
46. Comic-Con (Rob Schupp) Receive
Action would receive a report for information.
47. Operations Budget Status Report for May 2013 (Mike Thompson) Receive
Action would receive the MTS operations budget status report for May 2013.
60. Chairman's Report Information
61. Audit Oversight Committee Chairman's Report Information
62. Chief Executive Officer's Report Information
63. Board Member Communications
64. Additional Public Comments Not on the Agenda
If the limit of 5 speakers is exceeded under No. 3 (Public Comments) on this agenda, additional speakers will be taken at this time. If you have a report to present, please furnish a copy to the Clerk of the Board. Subjects of previous hearings or agenda items may not again be addressed under Public Comments.
65. Next Meeting Date: October 10, 2013
66. Adjournment



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Agenda Item No. 6

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

SAN DIEGO AND ARIZONA EASTERN RAILWAY COMPANY (SD&AE) QUARTERLY REPORTS AND RATIFICATION OF ACTIONS TAKEN BY THE SD&AE BOARD OF DIRECTORS AT ITS MEETING ON JULY 16, 2013

RECOMMENDATION:

That the Board of Directors:

1. receive the San Diego and Imperial Valley Railroad (SD&IV), Pacific Southwest Railway Museum Association (Museum), and Pacific Imperial Railroad, Inc. (PIR) quarterly reports (Attachment A) for information;
2. ratify actions taken by the SD&AE Board at its quarterly meeting on July 16, 2013; and
3. ratify and appoint Erin Dunn as Treasurer replacing Linda Musengo who is retiring.

Budget Impact

None.

DISCUSSION:

Quarterly Reports

Pursuant to the Agreement for Operation of Freight Rail Services, SD&IV, Museum, and PIR have provided operations reports during the second quarter of 2013 (Attachment A).

SD&AE Property Matters

Under its adopted policy for dealing with the SD&AE Railway, the MTS Board of Directors must review all property matters acted on by the SD&AE Board. At its meeting of July 16, 2013, the SD&AE Board considered and approved:

- S200-13-559: Right of Entry Permit to SD&AE for a transformer removal at the Lemon Grove Depot in the City of Lemon Grove.
- S200-13-562: Right of Entry Permit to Navy Region Southwest for the Bay Bridge Run/Walk.



- S200-13-563: Easement to SDG&E for power service to a new traction power substation at Seaward Avenue in the City of San Diego.
- S200-13-564: Easement to SDG&E for power service to a new traction power substation at 27th Street in the City of San Diego.
- S200-13-565: Easement to SDG&E for power service to a new traction power substation at Market Creek Plaza in the City of San Diego.
- S200-13-567: Easement to SDG&E for power service to a new traction power substation at 13th Street in the City of San Diego.
- S200-13-568: Right of Entry Permit to PAR Electrical Contractors Inc. for electric facilities removal at 24th Street in the City of San Diego.
- S200-13-569: Right of Entry Permit to the City of La Mesa for the La Mesa Flag Day Parade.
- S200-13-570: Right of Entry Permit to COMM22 Family Housing L.P to construct residential housing at 24th Street in the City of San Diego.
- S200-13-571: Easement to SDG&E for power service to a new traction power substation at Palm Avenue in the City of San Diego.
- S200-13-572: Right of Entry Permit to Flatiron West, Inc. to construct the Blue Line Low-Floor Station Improvements project.
- S200-13-577: Right of Entry Permit to Aguirre Engineering for general land surveying on SD&AE right-of-way.
- S200-13-578: Right of Entry Permit to the San Diego County Bicycle Coalition for the Bike the Bay fun bike ride.
- S200-13-579: Right of Entry Permit to SDG&E for pole removal and overhead wire transfer at Moss Street in the City of Chula Vista.

Appointment of SD&AE Corporate Officer

On July 16, 2013, the SD&AE Board of Directors learned that Linda Musengo (SD&AE Treasurer) will soon be retiring. During that meeting, the SD&AE Board approved forwarding a recommendation to the MTS Board of Directors to appoint Erin Dunn, MTS Assistant Finance Manager, as SD&AE Treasurer replacing Linda Musengo. Ms. Dunn, who is a Certified Public Accountant (CPA), will be promoted to MTS Finance Manager once Ms. Musengo retires.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Karen Landers, 619.557.4512, Karen.Landers@sdmts.com

Attachment: A. SD&AE Meeting Agenda & Materials (**Board only due to volume**)

AGENDA

San Diego and Arizona Eastern (SD&AE)
 Railway Company
 Board of Directors Meeting

July 16, 2013

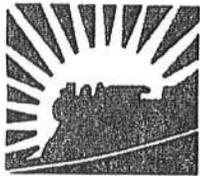
9:00 a.m.

Executive Committee Room
 James R. Mills Building
 1255 Imperial Avenue, 10th Floor

This information will be made available in alternative formats upon request. To request an agenda in an alternative format, please call the Clerk of the Board at least five working days prior to the meeting to ensure availability. Assistive Listening Devices (ALDs) are available from the Clerk of the Board prior to the meeting and are to be returned at the end of the meeting.

**ACTION
 RECOMMENDED**

1. Approval of the Minutes of April 16, 2013
 Action would approve the SD&AE Railway Company Minutes of April 16, 2013. Approve
2. Statement of Railway Finances (Linda Musengo)
 Action would: (1) receive a report for information; and (2) forward a recommendation to the MTS Board of Directors to elect Erin Dunn as SD&AE Treasurer to replace the position being vacated by Linda Musengo. Receive
3. Report on San Diego and Imperial Valley (SD&IV) Railroad Operations (Matt Domen)
 Action would receive a report for information. Receive
4. Report on Pacific Southwest Railway Museum (Diana Hyatt)
 Action would receive a report for information. Receive
5. Report on the Desert Line (Chas McHaffie)
 Action would receive a report for information. Receive
6. Real Property Matters (Tim Allison)
 - a. Summary of SD&AE Documents Issued Since April 16, 2013
 Action would receive a report for information. Receive
 - b. Easements for an At-Grade Crossing at the U.S./Mexico Border in San Ysidro
 Action would approve issuing an easement to the U.S. Department of Homeland Security (DHS) for an at-grade crossing over SD&AE tracks located at the U.S./Mexico border in San Ysidro. Approve
7. Board Member Communications
8. Public Comments
9. Next Meeting Date: October 15, 2013
10. Adjournment A-1



**SAN DIEGO & ARIZONA
 EASTERN RAILWAY
 COMPANY**

A NEVADA NONPROFIT
 CORPORATION

1255 IMPERIAL AVENUE,
 SUITE 1000
 SAN DIEGO, CA
 92101-7490
 (619) 231-1466

BOARD OF DIRECTORS

BRAD OVITT, CHAIRPERSON
 MATT DOMEN
 PAUL JABLONSKI

OFFICERS

PAUL JABLONSKI, PRESIDENT
 MATT DOMEN, SECRETARY
 LINDA MUSENGO, TREASURER

LEGAL COUNSEL

KAREN LANDERS

MINUTES

BOARD OF DIRECTORS MEETING OF THE SAN DIEGO & ARIZONA EASTERN RAILWAY COMPANY

April 16, 2013

A meeting of the Board of Directors of the San Diego & Arizona Eastern (SD&AE) Railway Company, a Nevada corporation, was held at 1255 Imperial Avenue, Suite 1000, San Diego, California 92101, on April 16, 2013, at 9:00 a.m.

The following persons, constituting the Board of Directors, were present: Bob Jones, Randy Perry, and Wayne Terry (for Paul Jablonski). Also in attendance were members from:

San Diego Metropolitan Transit System:	Tim Allison, Karen Landers, Linda Musengo
San Diego & Imperial Valley Railroad:	Matt Domen, Brad Ovitt
Pacific Southwest Railway Museum:	Diana Hyatt
Pacific Imperial Railroad, Inc.:	Sheila Lemire, Don Stoecklein
Burlington Northern Santa Fe:	John Hoegemeier

1. Approval of Minutes

Mr. Jones moved to approve the Minutes of the January 15, 2013, SD&AE Railway Board of Directors meeting, and it was unanimously approved.

2. Statement of Railway Finances

Linda Musengo reviewed the financial statement for the first quarter of 2013 (attached to the agenda item).

Action Taken

Mr. Terry moved to receive the report for information. Mr. Jones seconded the motion, and it was unanimously approved.

3. Report on San Diego & Imperial Valley Railroad (SD&IV) Operations

Matt Domen reviewed the report of activities for the first quarter of 2013 (attached to the agenda item). Mr. Domen noted that the first page of the report is missing from the packet (attached).

Action Taken

Mr. Terry moved to receive the report for information. Mr. Jones seconded the motion, and it was unanimously approved.

4. Report on Pacific Southwest Railway Museum Operations

Diana Hyatt reviewed the first quarter of 2013 report (attached to the agenda item). Ms. Hyatt distributed a flyer for a celebration for the Museum's 50-plus years of service (attached).

Action Taken

Mr. Jones moved to receive the report for information. Mr. Terry seconded the motion, and it was unanimously approved.

5. Report on the Desert Line

Chas McHaffie reviewed the first quarter of 2013 report (attached to the agenda item). Mr. McHaffie thanked Mr. Jones and Mr. Perry for their contributions as SD&AE Board members.

Don Stoecklein informed the Board that PIR is moving forward with Union Pacific for trackage/hauling rights on approximately ten miles of track (from Plaster City to El Centro). A proposal has been submitted to counsels for PIR and Union Pacific. Mr. Stoecklein stated that Union Pacific representatives are in town today to discuss logistics issues with PIR. He added that PIR has submitted a reconstruction plan to MTS and is updating that plan at this point. PIR is meeting with consultants (subject to MTS approval) to review their proposals for commencement of construction pursuant to the reconstruction plan.

Karen Landers reminded operators that they must utilize MTS's Right of Entry permit process for any consultants or third parties testing or working on the line to ensure indemnification and proof of insurance. Mr. Stoecklein responded that an inspection team went out and looked at the line for purposes of generating true inspections. He added that inspections will be extensive (bridges tunnels, track, ability to hold freight, condition of the ties, etc.). Right of Entry permits will be obtained before any work commences.

Mr. Stoecklein reported that PIR is continuing to develop its marketing plan. PIR has ordered three locomotives to be in a position to move freight and continues to pursue investment banking. (He noted that a Kinsell Securities representative was present at the meeting.)

Ms. Landers stated that there are ownership issues regarding some old rail cars sitting at Jacumba. Ms. Landers stated that she is not sure about the process to resolve this issue and get equipment not owned by PIR removed from the line. She stated that an inventory of these cars should be created and a certain amount of time given to remove the cars. Ms. Landers added that safe removal of these cars is a priority before operations.

Tim Allison asked Mr. Stoecklein to assign a PIR representative to review and approve or concur with SDG&E's plans for proposed power and underground lines on PIR's behalf. Mr. Stoecklein responded that he would be the representative. Ms. Landers added that she received a call this week from SDG&E's attorney wanting to finalize the East County Substation Project documents that address the wires over the SD&AE tracks being high enough to accommodate double-stacked cars. Mr. Allison added that he has reviewed the documents, and they look fine; he just needs PIR's consent. Mr. Stoecklein will work with Mr. Allison to finalize approval of the documents.

Action Taken

Mr. Terry moved to receive the report for information. Mr. Jones seconded the motion, and it was unanimously approved.

6. Real Property Matters

a. Summary of SD&AE Documents Issued Since January 15, 2013

Since the January 15, 2013, SD&AE Railway Company Board of Directors meeting, the documents described below have been processed by staff.

- **S200-13-558:** Right of Entry Permit to LB Civil Construction, Inc. for 24th Street and Civic Center Drive freeway and ramp improvements in the City of National City.
- **S200-13-561:** Right of Entry Permit to Davey Tree Surgery Company for tree maintenance and wood power-pole inspections along various portions of the SD&AE right-of-way.
- **S200-13-566:** Right of Entry Permit to NX Utilities, LLC for installing fiber-optic cabling at 28th Street in the City of San Diego.

Mr. Jones moved to receive the report for information. Mr. Terry seconded the motion, and it was unanimously approved.

b. **Easement for a Water Pipeline – H Street, Chula Vista**

Mr. Allison informed the Board that the request is to issue an easement to Sweetwater Authority to extend the water line to the west on H Street, and Sweetwater Authority would pay the appraised easement value.

Action Taken

Mr. Terry moved to approve issuing an easement to Sweetwater Authority for a proposed 16-inch water pipeline crossing under SD&AE tracks located on H Street between Bay Boulevard and Marina Parkway in Chula Vista, California. Mr. Jones seconded the motion, and it was unanimously approved.

c. **Ancillary Real Estate Actions for the Trolley Renewal Project – SDG&E Service Easement for Traction Power Substation Power**

Mr. Allison stated that the request presented is to authorize the SD&AE President to issue ancillary real estate actions and agreements for the Trolley Renewal Project. He explained that as part of the project, SDG&E requires easements for service power for signaling, power stations, etc. at 7 or 8 locations along the SD&AE line. Mr. Allison stated that approval of this action would authorize the President to approve upcoming easement requests without having to come back to the SD&AE Board each time.

Action Taken

Mr. Terry moved to authorize the President to execute any and all ancillary real estate documents and agreements that are needed for the MTS Trolley Renewal Project. Mr. Jones seconded the motion, and it was unanimously approved.

7. **Election of SD&AE Chairperson and Board Member**

Ms. Landers stated that this is the last meeting for Mr. Jones and Mr. Perry (due to reorganization within RailAmerica, which was acquired by Genesee & Wyoming). She added that the SD&AE Board needs to discuss proposed replacements and make recommendations to forward to the MTS Board on May 16, 2013, so that the new members will be in place for the next SD&AE meeting (on July 16, 2013).

Mr. Jones introduced Brad Ovitt of Genesee and Wyoming; they have worked together at RailAmerica for the past 11 years. Mr. Jones reviewed Mr. Ovitt's background and experience and added that he feels that Mr. Ovitt would be a good addition as Chairperson due to his experience and savvy in the industry. Mr. Jones added that he also feels that Matt Domen of SD&IV would be a good replacement as Secretary. Ms. Landers requested that curriculum vitae be submitted for Mr. Ovitt and Mr. Domen in time for the recommendation to the MTS Board of Directors on May 16.

Action Taken

Mr. Terry moved to elect Brad Ovitt from Genesee and Wyoming as Chairperson and Matt Domen from SD&IV as Secretary for the SD&AE Board of Directors and forward a recommendation for approval to the MTS Board of Directors at its meeting on May 16, 2013. Mr. Jones seconded the motion, and it was unanimously approved.

8. Board Member Communications

There were no Board member communications.

9. Public Comments

There were no public comments.

10. Next Meeting Date

The next meeting of the SD&AE Railway Company Board of Directors is on Tuesday, July 16, 2013.

11. Adjournment

The meeting was adjourned at 9:19 a.m.



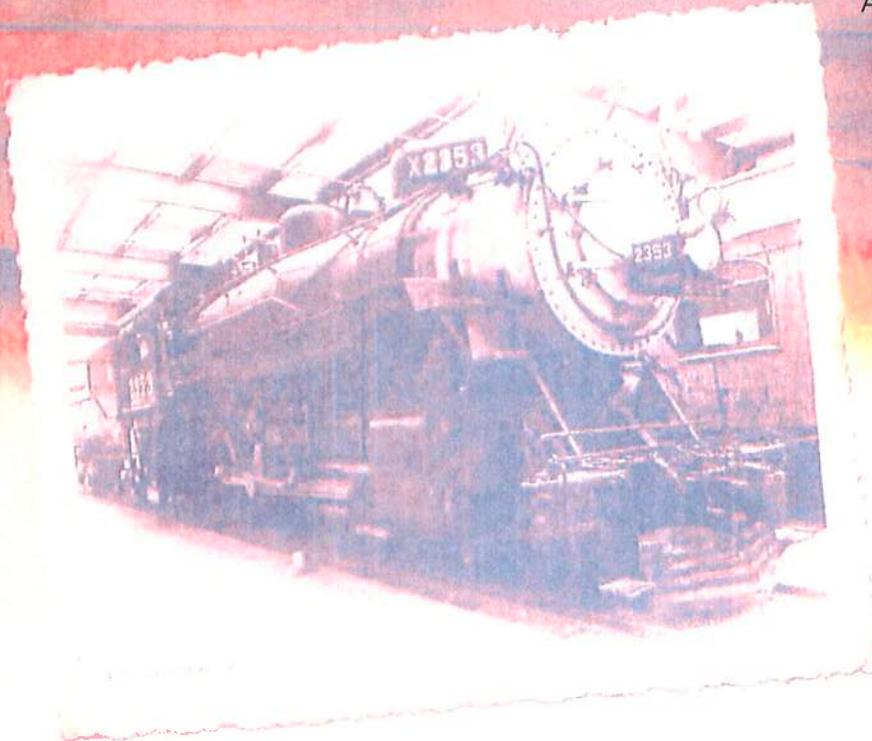
President



General Counsel

2013-4-16 MINUTES-SDAE

Attachments: Flyer "Chefs Fire up the Iron Horse"
SD&IV Quarterly Report (complete)



COME AND ENJOY!

CHEF'S FIRE UP THE

APRIL 20, 2013



12:00 - 5:00 PM

IRON HORSE

PRESENTED AT

THE CAMPO RAILROAD MUSEUM

The Chefs de Cuisine & The Campo RR Museum are celebrating over fifty years of service to the San Diego community together with The Southern California Vintners Alliance

**GOURMET FOOD SAMPLING • WINE TASTING
BEER GARDEN • SILENT AUCTION • LIVE MUSIC**

(MUST BE COVERED)

TICKETS \$25 PER PERSON | \$30 DAY OF EVENT

\$20 PER PERSON FOR GROUPS OF 12 OR MORE

TICKETS AT WWW.PSRM.ORG | 619-465-7776



SCVA
Southern California Vintners Alliance



GOURMET FOOD

Last years selection included...

Seafood Station

Sushi, Seafood Pasta, Ceviche
and much more

Bar-B-Que Station

With Grilled Gourmet Sausages,
Chili, Bar-B-Que Chicken

The "Iron Horse" Oven

Carved Roasted Pig,
and New York Strip Loin

Salads

Caesar Salad

Potato Salad with
Cherry Wood Smoked Bacon

Tropical Fruit Salad

Spring Caprice Salad

Dessert Station

Assorted Cookies

Brownies

Assorted Pies

BEVERAGES

Wine provided by the members of
**The Southern California
Vintners Alliance**

Food prepared by
**Chefs de Cuisine
Association of San Diego**
www.sdcchefsdecuisine.com

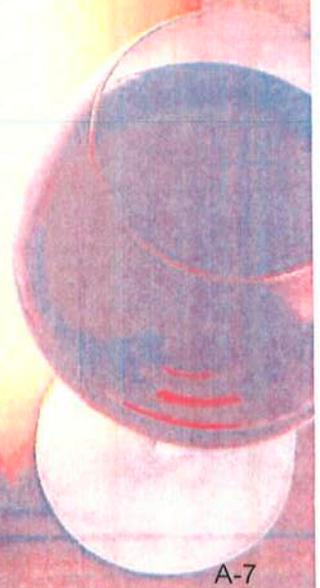
SPONSORS

Caffé Calabria
Ballast Point Brewery



TRAIN RIDES AVAILABLE

Train fares may be purchased when you place
your Iron Horse ticket order
or at the Campo Depot on the day of the event.





SD&AE Board
C/O MTS
1255 Imperial Avenue, Suite 1000
San Diego, California 92101

April 2, 2013

Periodic Report

In accordance with Section 20 of the Agreement for Operational Freight Service and Control through Management of the San Diego and Arizona Eastern Railway Company; activities of interest for the 1st Quarter of 2013 are listed as follows:

1. Labor

At the end of March 31, 2013 the San Diego & Imperial Railroad had 10 employees:

- 1 General Manager
- 1 Asst. General Manager
- 1 Asst. Trainmaster
- 1 Manager - Marketing & Sales
- 1 Office Manager
- 1 Mechanical Manager
- 1 Roadmaster
- 1 Maintenance of Way Employee
- 2 Train Service Employees

2. Marketing

Volume in the 1st Quarter rose 38% as compared to 2012. Bridge traffic had a 44% increase, primarily driven by a rise in LPG traffic. Traffic terminating or originating on the SDIV rose 7% as compared to this time last year. Primary driver was sand products moving to Kleen Blast.

3. Reportable Injuries/Environmental

Days through year to date, March 31, 2013, there were no FRA Reportable injuries or environmental incidents on the SDIV Railroad.

Days FRA Reportable Injury Free: 4933

4. Summary of Freight

	2013	2012	2011
Total rail carloads that moved by SDIY Rail Service in the quarter.	1227	756	1418
Total railroad carloads Terminating/Originating Mexico in the quarter.	1043	584	1167
Total railroad carloads Terminating/Originating El Cajon, San Diego, National City, San Ysidro, California in the quarter.	184	172	251
Total customers directly served by SDIY in the quarter	10	10	10
Regional Truck trips that SDIY Railroad Service replaced in the quarter	3681	2268	4254

Respectfully,

Randy Perry
General Manager

Agenda Item No. 2

San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting

July 16, 2013

SUBJECT:

**STATEMENT OF RAILWAY FINANCES AND ELECTION TO FILL POSITION OF
SD&AE RAILWAY TREASURER**

RECOMMENDATION:

That the SD&AE Board of Directors: (1) receive a report for information; and (2) forward a recommendation to the MTS Board of Directors to elect Erin Dunn as SD&AE Treasurer to replace the position being vacated by Linda Musengo.

Budget Impact

None.

DISCUSSION:

Linda Musengo will be vacating the position of Treasurer; therefore, staff proposes forwarding a recommendation to the MTS Board of Directors to replace Ms. Musengo with MTS Finance Manager Erin Dunn.

Attachment: Quarterly Report not submitted in time for mail-out – to be provided

Agenda Item No. 2

San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting

July 16, 2013

SUBJECT:

STATEMENT OF RAILWAY FINANCES

RECOMMENDATION:

That the SD&AE Board of Directors receive a financial report for four quarters ended June 30, 2013.

Budget Impact

None.

DISCUSSION:

Attached are the unaudited financial results for four quarters of fiscal years 2013 and 2012, which includes the periods ended June 2013 and 2012. These statements are subject to adjustment for depreciation and other revenue or expense items that may occur during the annual financial audit to be completed before the end of December 2013.

The current year-to-date income is \$638,878 favorable to budget due to sale of property resulting in a \$642,214 unbudgeted gain on sale. Revenue for the SD&IV freight fee was not received during the year but has been accrued as a receivable as of June 30, 2013. SD&AE has received \$500,000 from Pacific Imperial Railroad in payment of the first installment under the Desert Line Lease and Operating Agreement dated December 20, 2012. Additional payments in accordance with the lease schedule will be due semiannually until limited operations begin after which payments will be due quarterly. The initial payment will be recognized as of July 1, 2013. Management, in consultation with the auditors, will analyze the lease terms to determine when the lease payments should be recognized; as a result, subsequent adjustment to the June 30, 2013, financial statements may be required.

Income has increased by \$684,129 compared to the same period last year due to the property sale cited above and a significant increase in Right of Entry permits. Finally, SD&AE received \$683 from the Secretary of State related to checks sent to us in 1995 that were never cashed.

Expenses are \$15,051 unfavorable to budget due to increased personnel costs and fees paid to PGH Wong for engineering services, both related to increased Right of Entry

permits activity; and \$4,733 paid to RL Banks for consulting services related to the Desert Line project.

Expenses have increased by \$28,255 over the same period last year due to a \$20,156 increase in personnel costs and a \$29,728 increase in Outside Services as stated above. Net income for FY13 was \$650,560 compared to a net loss of \$(5,313) for the same period in FY 12.

Attachment: SD&AE Operating Statement 4th Quarter FY 13

	FY 2013						FY 2012		
	Q1 2013	Q2 2013	Q3 2013	Q4 2013	YTD	Budget	Variance	Q1 - Q4	Variance
Right of entry permits	\$ 13,400	\$ 29,689	\$ (5,040)	\$ 17,850	\$ 55,899	\$ 50,000	5,899	9,121	46,778
Lease income	19,563	16,497	22,826	14,196	73,081	80,000	(6,919)	78,762	(5,681)
Other income	-	-	683	-	683	-	683	-	683
SD&IV 1% freight fee	-	-	-	32,000	32,000	35,000	(3,000)	31,866	134
Gain on sale of property	-	-	-	642,214	642,214	-	642,214	-	642,214
Total revenue	32,963	46,186	18,469	706,260	803,878	165,000	638,878	119,749	684,129
Personnel costs	25,179	30,410	21,379	27,196	104,164	91,966	(12,198)	84,008	(20,156)
Outside services	-	-	29,740	(13)	29,728	20,000	(9,728)	-	(29,728)
Energy costs	-	-	-	-	-	-	-	-	-
Risk management	5,752	5,752	3,637	3,751	18,892	22,300	3,409	23,543	4,651
Misc operating expenses	534	-	-	-	534	4,000	3,466	431	(103)
Depreciation	-	-	-	-	-	-	-	-	-
Total expense	31,465	36,162	54,757	30,934	153,317	138,266	(15,051)	107,982	(45,335)
Net income/(loss)	\$ 1,498	\$ 10,025	\$ (36,288)	\$ 675,326	\$ 650,560	\$ 26,734	623,826	\$ 11,767	638,794

Reserve balance 2012	\$ 916,413
Estimated interest earnings	1,651
Operating profit/(loss)	650,560
Improvement expense 2013	-
Reserve balance 2013-est	\$ 1,568,624

Agenda Item No. 3

San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting

July 16, 2013

SUBJECT:

REPORT ON SAN DIEGO AND IMPERIAL VALLEY (SD&IV) RAILROAD OPERATIONS

RECOMMENDATION:

That the SD&AE Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

An oral report will be given during the meeting.

Attachment: Periodic Report for the 2nd Quarter of 2013



SD&AE Board

July 3, 2013

**C/O MTS
1255 Imperial Avenue, Suite 1000
San Diego, California 92101**

Periodic Report

In accordance with Section 20 of the Agreement for Operational Freight Service and Control through Management of the San Diego and Arizona Eastern Railway Company; activities of interest for the 2nd Quarter of 2013 are listed as follows:

1. Labor

At the end of June 30, 2013 the San Diego & Imperial Railroad had 10 employees:

1 General Manager

1 Asst. General Manager

1 Asst. Trainmaster

1 Manager - Marketing & Sales

1 Office Manager

1 Mechanical Manager

1 Roadmaster

1 Maintenance of Way Employee

2 Train Service Employees

2. Marketing

Volume in the 2nd Quarter rose 11% as compared to 2012. Bridge traffic had a 12% increase, primarily driven by a rise in both shipments to the Cuauhtémoc Brewery (malt and corn syrup) and increases in LPG traffic to ConocoPhillips. Traffic terminating or originating on the SDIY was virtually flat compared to this time last year.

3. Reportable Injuries/Environmental

Days through year to date, June 30, 2013, there were no FRA Reportable injuries or environmental incidents on the SDIV Railroad.

Days FRA Reportable Injury Free: 5024

4. Summary of Freight

	2013	2012	2011
Total rail carloads that moved by SDIV Rail Service in the quarter.	1554	1401	1099
Total railroad carloads Terminating/Originating Mexico in the quarter.	1316	1173	805
Total railroad carloads Terminating/Originating El Cajon, San Diego, National City, San Ysidro, California in the quarter.	238	228	294
Total customers directly served by SDIV in the quarter	11	10	11
Regional Truck trips that SDIV Railroad Service replaced in the quarter	4662	4203	3297

Respectfully,

Matt Domen-

General Manager

Agenda Item No. 4

**San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting**

July 16, 2013

SUBJECT:

REPORT ON PACIFIC SOUTHWEST RAILWAY MUSEUM

RECOMMENDATION:

That the SD&AE Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

A report will be presented during the meeting.

Attachment: Quarterly Report



Pacific Southwest Railway Museum

La Mesa Depot 4885 Nebo Drive La Mesa, CA 91841 619-485-7778

July 8, 2013

SD&AE Board
c/o Metropolitan Transit System
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Re: Second Quarter, 2013

Dear SD&AE Board:

During the second quarter of 2013, utilizing all volunteer crews, the Pacific Southwest Railway Museum ran 49 passenger trains carrying 1,901 passengers with no FRA reportable accidents or injuries. Total income from SD&AE property for second quarter, 2013 was \$ 18,781.96, a check for \$376.00 is attached to the hard copy of this letter. By comparison, PSRM carried:

2,882 passengers during the second quarter of 2012
2,434 passengers during the second quarter of 2011
1,977 passengers during the second quarter of 2010
1,606 passengers during the second quarter of 2009
2,541 passengers during the second quarter of 2008

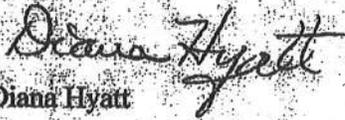
The highlight during the second quarter was the 3rd Annual Chefs Fire Up the Iron Horse wine and food pairing held on Saturday, April 20, 2013. This is a collaborative event between ourselves, the Chefs de Cuisine and the Southern California Vintner's Alliance and is held in the museum's Display Building. The event hosted nearly 350 attendees and featured 32 wines from nine local wineries from San Diego and Riverside Counties.

A substantial amount of track work was accomplished during the second quarter of the year as well. On April 3 the right of way from the international border to MP 66.7 received an application of pre-emergent and weed killer. Tie replacement, renewal and rail replacement is nearly complete for the sweeping curves at MP 64.8 and 63.5 and other maintenance was performed at various locations between the border and Campo.

The museum has been operating Saturday summer evening trains since June 22 with departure times at 5:00 and 7:00 p.m. This schedule will continue through August 31, 2013. On Saturday,

September 7, 2013, the museum will resume its regular Golden State train schedule with departures at 11:00 a.m. and 2:30 p.m. every Saturday and Sunday.

Sincerely,


Diana Hyatt

Agenda Item No. 5

**San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting**

July 16, 2013

SUBJECT:

REPORT ON THE DESERT LINE

RECOMMENDATION:

That the SD&AE Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

A report will be presented during the meeting.

Attachment: Quarterly Report not submitted in time for mail-out – to be provided

Agenda

Item No. 6a

San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting

July 16, 2013

SUBJECT:

SUMMARY OF SD&AE DOCUMENTS ISSUED SINCE APRIL 16, 2013

RECOMMENDATION:

That the SD&AE Railway Company Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

Since the April 16, 2013, SD&AE Railway Company Board of Directors meeting, the documents described below have been processed by staff.

- S200-13-559: Right of Entry Permit to SDG&E for a transformer removal at the Lemon Grove Depot in the City of Lemon Grove.
- S200-13-562: Right of Entry Permit to Navy Region Southwest for the Bay Bridge Run/Walk.
- S200-13-563: Easement to SDG&E for power service to a new traction power substation at Seaward Avenue in the City of San Diego.
- S200-13-564: Easement to SDG&E for power service to a new traction power substation at 27th Street in the City of San Diego.
- S200-13-565: Easement to SDG&E for power service to a new traction power substation at Market Creek Plaza in the City of San Diego.
- S200-13-567: Easement to SDG&E for power service to a new traction power substation at 13th Street in the City of San Diego.
- S200-13-568: Right of Entry Permit to PAR Electrical Contractors Inc. for electric facilities removal at 24th Street in the City of San Diego.
- S200-13-569: Right of Entry Permit to the City of La Mesa for the La Mesa Flag Day Parade.

- **S200-13-570:** Right of Entry Permit to COMM22 Family Housing L.P to construct residential housing at 24th Street in the City of San Diego.
- **S200-13-571:** Easement to SDG&E for power service to a new traction power substation at Palm Avenue in the City of San Diego.
- **S200-13-572:** Right of Entry Permit to Flatiron West, Inc. to construct the Blue Line Low-Floor Station Improvements project.
- **S200-13-577:** Right of Entry Permit to Aguirre Engineering for general land surveying on SD&AE right-of-way.
- **S200-13-578:** Right of Entry Permit to the San Diego County Bicycle Coalition for the Bike the Bay fun bike ride.
- **S200-13-579:** Right of Entry Permit to SDG&E for pole removal and overhead wire transfer at Moss Street in the City of Chula Vista.

Agenda

Item No. 6b

San Diego and Arizona Eastern (SD&AE)
Railway Company
Board of Directors Meeting

July 16, 2013

SUBJECT:

**EASEMENTS FOR AN AT-GRADE CROSSING AT THE U.S./MEXICO BORDER IN
SAN YSDIRO**

RECOMMENDATION:

That the SD&AE Railway Company Board of Directors approve issuing an easement to the U.S. Department of Homeland Security (DHS) for an at-grade crossing over SD&AE tracks located at the U.S./Mexico border in San Ysidro.

Budget Impact

Fees would be credited to the SD&AE reserve. SDG&E would also reimburse MTS for processing fees incurred in preparing and processing the easements.

DISCUSSION:

DHS requests the issuance of an easement for an at-grade crossing at the U.S./Mexico border in San Ysidro. The purpose of the easements is to gain access to the fence constructed along the border between the U.S. and Mexico. (The proposed location of the easement is attached.) This location is an existing crossing, which would be used for construction access, maintenance access, and enforcement access.

Attachment: Location of proposed easement



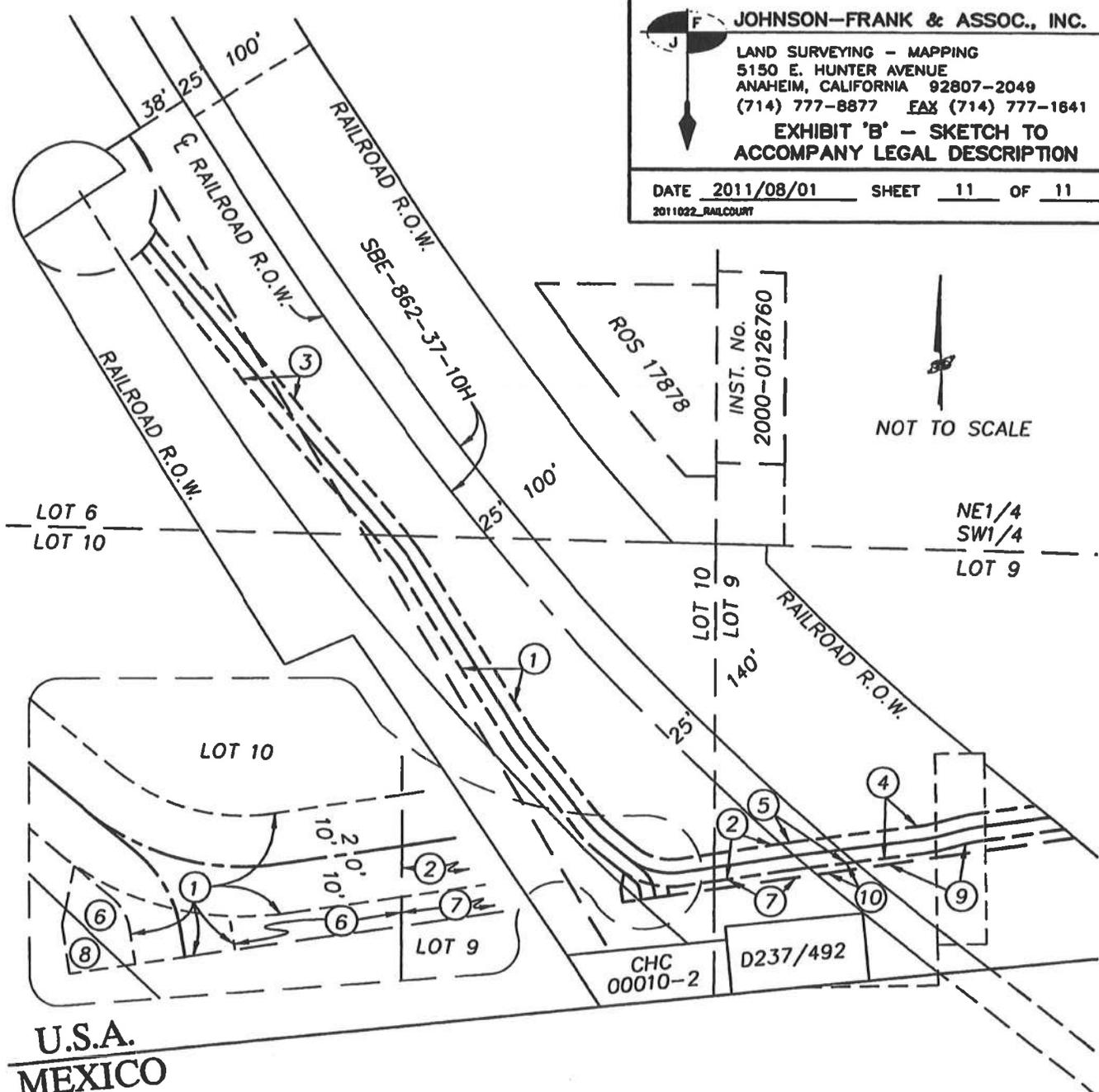
JOHNSON-FRANK & ASSOC., INC.

LAND SURVEYING - MAPPING
 5150 E. HUNTER AVENUE
 ANAHEIM, CALIFORNIA 92807-2049
 (714) 777-8877 FAX (714) 777-1641

**EXHIBIT 'B' - SKETCH TO
 ACCOMPANY LEGAL DESCRIPTION**

DATE 2011/08/01 SHEET 11 OF 11

2011022_RAILCOURT



**U.S.A.
 MEXICO**

	ASSESSORS PARCEL / PURPOSE	U.S.A.C.E. PARCEL No.
①	AP 667-020-52 INGRESS/EGRESS	SDC - IMB - 290E
②	AP 667-020-54 INGRESS/EGRESS	SDC - IMB - 291E
③	AP 667-020-60 INGRESS/EGRESS	SDC - IMB - 292E
④	AP 667-020-71 INGRESS/EGRESS	SDC - IMB - 293E
⑤	SBE 862-37-10H INGRESS/EGRESS	SDC - IMB - 294E
⑥	AP 667-020-52 UTILITY	SDC - IMB - 290E - 1
⑦	AP 667-020-54 UTILITY	SDC - IMB - 291E - 1
⑧	AP 667-020-70 UTILITY	SDC - IMB - 295E
⑨	AP 667-020-71 UTILITY	SDC - IMB - 293E - 1
⑩	SBE 862-37-10H UTILITY	SDC - IMB - 294E - 1



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 7

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

INVESTMENT REPORT – MAY 2013

RECOMMENDATION:

That the Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

Attachment A comprises a report of MTS investments as of May 2013. The combined total of all investments has decreased from \$206 million to \$202.6 million in the current month. This \$3.4 million decrease is attributable to expenditure of \$6.4 million for acquisition of capital assets and \$1.1 million in payments for billings from prior months that vendors submitted late, partially offset by receipt of subsidy funds designated for capital acquisition totaling \$6.3 million, and normal timing differences in other payments and receipts.

The first column provides details about investments restricted for capital improvement projects and debt service, which are related to the 1995 lease and leaseback transactions. The funds restricted for debt service are structured investments with fixed returns that will not vary with market fluctuations if held to maturity. These investments are held in trust and will not be liquidated in advance of the scheduled maturities. During May, MTS transferred \$266,000 in Proposition 1B funding restricted for the acquisition of capital assets from the San Diego County Investment Pool to fund the acquisition of trolley cars and other assets. The second column, unrestricted investments, reports the working capital for MTS operations allowing payments for employee payroll and vendors' goods and services.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Investment Report for May 2013

1255 Imperial Avenue, Suite 1000, San Diego, CA 92101-7490 • (619) 231-1466 • www.sdmts.com

Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.



**San Diego Metropolitan Transit System
Investment Report
May 31, 2013**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	Average rate of return
Cash and Cash Equivalents				
Bank of America - concentration account			\$ -	
JP Morgan Chase - concentration account	1,322,629	27,016,775	28,339,404	0.00%
Total Cash and Cash Equivalents	1,322,629	27,016,775	28,339,404	
Cash - Restricted for Capital Support				
US Bank - retention trust account	7,356,063	-	7,356,063	N/A *
San Diego County Investment Pool				
Proposition 1B grant funds	-	88,432	88,432	
Proposition 1B TSGP grant funds	4,655,826	446,124	5,101,951	
Total Cash - Restricted for Capital Support	12,011,890	534,557	12,546,446	
Investments - Working Capital				
Local Agency Investment Fund (LAIF)	-	42,101,485	42,101,485	0.264%
Total Investments - Working Capital	-	42,101,485	42,101,485	
Investments - Restricted for Debt Service				
US Bank - Treasury Strips - market value (Par value \$39,474,000)	39,187,819	-	39,187,819	
Rabobank -				
Payment Undertaking Agreement	80,435,481	-	80,435,481	7.69%
Total Investments Restricted for Debt Service	119,623,300	-	119,623,300	
Total cash and investments	\$ 132,957,819	\$ 69,652,817	\$ 202,610,635	

N/A* - Per trust agreements, interest earned on retention account is allocated to trust beneficiary (contractor)



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San Diego, CA 92101-7490
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Agenda Item No. 8

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

**UPGRADE OF EXISTING SERVER ROOM HEATING, VENTILATION AND AIR
CONDITIONING SYSTEM AT THE IMPERIAL AVENUE DIVISION**

RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-10 (in substantially the same format as Attachment A) with ABC Construction, Inc. under MTS Doc No. PWL135.0-12, for the installation of a new Server Room Heating, Ventilation and Air Conditioning System at the Imperial Avenue Bus Division.

Budget Impact

The direct cost of this Project is \$134,889.76 (see Pricing Summary, Attachment B). As it will be completed using a SANDAG Job Order Contract, a 6.75% administrative fee (\$9,105.06 for this Project) will be applied. Thus, the total cost of this Project will be a not to exceed amount of \$143,994.82. This project is funded by CIP 11337.

DISCUSSION:

This project will replace the two existing rooftop HVAC units that provide cooling and ventilation for the Server Room located at the Imperial Avenue Division. This Server Room is the Primary Data Center for MTS and it is critical to maintaining all aspects of MTS IT operations. It is critical that the existing HVAC units be replaced as they are no longer large enough to handle the current heat load generated within the data center and the current ducting no longer distributes chilled air efficiently for proper cooling of the data storage and transfer equipment.

Two new 15 ton roof top HVAC units will replace the existing 5 ton and 7.5 ton units and all ducting will be replaced and configured to distribute chilled more effectively within the space. This new HVAC system is sized adequately to ensure that the Data Center



equipment is protected from overheating at all times. Having two 15 ton units in place will also help ensure that should either unit fail or be taken off line for maintenance, the other unit will be fully capable of assuming the load and keep the Data Center at a safe operating temperature.

Due to the critical nature and expense of the equipment installed in the Data Center, it is imperative that an adequately sized HVAC system is installed. This system will provide the operating environment required to maintain the significant investment MTS has made in information technology hardware.

This work will start on September 16, 2013 and will be completed by January 13, 2014.

Therefore, staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-10.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachments: A. Draft Work Order No. MTSJOC1431-10
B. Pricing Summary



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

JOB ORDER CONTRACT
WORK ORDER

PWL135.0-12
CONTRACT NUMBER

MTSJOC1431-10
WORK ORDER NUMBER

THIS AGREEMENT is entered into this _____ day of _____ 2013, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: ABC Construction, Inc. Address: 320 National Avenue

Form of Business: Corporation San Diego CA 92113
(Corporation, partnership, sole proprietor, etc.)

Telephone: (619) 239-3428

Authorized person to sign contracts: Wayne Czubernat Project Manager
Name Title

Pursuant to the existing Job Order Contract (MTS Doc. No. PWL135.0-12), MTS issues a Work Order to Contractor to complete the detailed Scope of Work (attached as Exhibit A.), the Cost Breakdown for the Scope of Work (attached as Exhibit B.), and the subcontractor listing form applicable to this Work Order (attached as Exhibit C.)

TOTAL AMOUNT OF WORK ORDER SHALL NOT EXCEED \$ 134,889.76

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
<u>\$ 134,889.76</u>	<u>11337-1000</u>	<u>2014</u>

By: Chief Financial Officer Date _____

(___ total pages, each bearing contract number and work order number)





Detailed Scope of Work

Job Order Contract

Date: 05/14/2013

To: Wayne Czubernat
Project Manager
ABC Construction, Inc.
3120 National Ave
San Diego, Ca 92113
Phone: (619) 239-3428
Fax: (619) 239-6614

From: Frank Doucette
San Diego Metropolitan Transit System
1255 Imperial Ave, Suite 900
San Diego, CA 92101
Phone: (619) 238-0100 x 6494
Fax:

Project: MTSJOC1431-10

MTS Work Order Number: 11337

Title: IAD Server Room HVAC Replacement

Location:

Railroad Protective: Yes No

Detailed Scope of Work

MTS Server Room HVAC Duct Improvement Project

Scope of Work

Work Location and Conditions:

All work is to be performed at the MTS Imperial Avenue Bus Division. The site address is 100 16th Street San Diego, CA 92101.

All work shall be completed during normal working hours: between 7:00am and 5:00pm, Monday thru Friday.

Project location is on 2nd floor and limited space is available for field assembly of HVAC ducting. Contractor will work with Project Manager to identify material staging and field assembly locations.

Project duration shall be 120 days. All work shall be completed within 120 days of NTP.

Contractor shall provide submittals for 15 Ton HVAC Units and Controls and/or thermostats. Prior to acceptance, Contractor shall deliver 2 sets of complete OEM operating and maintenance manuals including illustrated parts breakdowns for 15 Ton HVAC units and controls/thermostats.

Summary Scope:

This project will replace the MTS Server Room rooftop HVAC units and rework the duct work to create a dedicated air flow across the information systems rack equipment. The Server room measures 14 feet, 10 inches by 29 feet, 6 inches. The server room air temperature is controlled by the two existing roof-top package units:

- One 5 Ton Carrier unit: Model No. 50ZH-060-60L
- One 7.5 Ton Bryant unit: Model No. 548FEX09-000-AA-GA

This equipment will be replaced with two identical 15 ton curb mounted packaged roof top HVAC units. New HVAC units will be supplied without economizer option.

Currently the supply and return air ducts for the rooftop HVAC units are connected in a common plenum. This project will provide separate ducting systems for these HVAC units and replace the existing supply registers with alternating supply and return ceiling diffusers to create a continuous "wall" of cool air on the server intake and continuous removal of server exhaust on the opposite side. The suspended acoustical tile ceiling will also be removed and replaced to allow access to the HVAC ducting. New mechanical thermostats and control wiring shall be provided with the new roof-top package units.

Detailed Scope of Work:

The existing rooftop HVAC units, mounting curbs, plenum ducts and rooftop penetrations shall be demolished. New penetrations, plenum ducts, mounting curbs, and rooftop HVAC units shall be installed. Roof penetration curbs shall be sealed per Section 7 of the JOC technical specifications. The new roof sealing membrane shall extend a minimum of 24 inches beyond the HVAC mounting curb edge to facilitate a future roof replacement project.

Existing ducting and new ducting shall be removed and replaced as needed to provide a leak free duct system that directs a curtain of cold air across the intake side of the computer equipment racks. Supply ceiling diffusers shall be installed to create a Cold Zone at the server rack equipment intake and sized to match the air flow requirements of the new HVAC units. Diffuser placement will match the conceptual design drawing provided by MTS and as discussed during the pre-scope job walk.

All server equipment shall remain in place during construction and be protected from dust and debris with temporary protective barriers. The contractor will utilize plywood or other approved rigid material to completely cover server equipment and ensure that construction material, dust and debris do not infiltrate the server equipment or the individual server ventilation systems. Construction of temporary wood stud barrier walls with a plywood lid around the equipment is recommended. It is also recommended that the supply and return ports of the temporary cooling units be integrated into the barrier wall design. MTS IT personnel may require access to the server equipment during the construction. The contractor will ensure that they are provided priority access to server equipment throughout the project.

The contractor will provide a minimum of three (3) temporary portable HVAC units and make electrical connections at the Server Room Electrical Panel. The Portable HVAC Units shall be 3 ton (36,000 Btu) units utilizing one 20 Amp 240 VAC circuit breaker for each unit on the electrical panel. If required, the contractor will install temporary breakers to allow connection of the portable HVAC Units. The HVAC Units will direct cool air toward the intake side of the server equipment racks and heated condenser coil air will be ducted into the overhead attic space away from the Server Room.

The contractor will demolish and remove the existing T-Bar suspended ceiling grid and acoustical tiles in order to access the ventilation ducting. The existing fluorescent light fixtures shall be replaced to facilitate easy installation of the new 2 foot by 4 foot ceiling grid. After the new ductwork is in place, the contractor will install a new T-Bar suspended ceiling grid integrating the new 4' fluorescent light fixtures and the new supply and return registers.

Perforated return registers will be installed to duct air from the exhaust side of the equipment racks

(Hot Zone) into the return air plenum. Return registers shall be sized to match the air flow rate of the new HVAC unit plus 15%. In general, ducting on the East side of the MTS Server Equipment Racks shall be return air ducts and ducting on the West side shall be supply air ducts. All supply and return registers shall be drop-in type diffusers designed for use in T-Bar suspended ceiling grid systems.

Equipment Specifications:

15 Ton Rooftop HVAC self-contained packaged units shall be equal to JOC catalog number 15770-0036. Units shall not include Heat or Economizer options.

Roof HVAC units shall be mounted on base curb equal to JOC catalog number 15MOD-0562. Supplied electrical disconnects shall be equal to JOC catalog number 16170-0105.

New weather rated HVAC fused Disconnects shall be furnished for each of the two (2) new HVAC units and sized to match the load and conductor ratings. New conductors and conduit shall be run from the new disconnects to the new HVAC units. Conduit shall be EMT with weather tight connections and sized to match the conductors.

Supply diffusers shall be 24" X 24" large vein drop in registers. Supply diffusers shall be sized to match each HVAC unit's air flow specifications.

Return diffusers shall be 24" X 48" drop in ceiling diffuser with perforated face and flush mount. Return diffusers shall be rated to match each HVAC unit's air flow specifications plus 15%.

Insulated flexible ducting that meets the performance specifications of JOC catalog number 15840-0409/0411 may be used to connect supply and return registers to duct plenum only. Where insulated flexible ducting is used, a rigid elbow shall be installed to eliminate the possibility of flexible duct compression. Flexible duct connections should be minimized and shall not exceed 18 inches.

Rigid ductwork shall be Galvanized Sheet Metal Ductwork meeting the technical specifications of JOC catalog number 15840-0070 (low & medium pressure as required). Ductwork may be field or shop fabricated with 22 gauge galvanized steel. Roof Plenums shall be Double Walled Galvanized Sheet Metal Ductwork with 1 ½ inch thick fibrous glass blanket insulation between sheet metal walls.

All ductwork will be insulated using 1.5# density, 1 ½ inch thick fibrous glass blanket with reinforced foil, kraft facing lapped and joints sealed vapor tight or equal as specified for JOC catalog number 15190-0012.

Suspended T-Bar ceiling system shall be equal to JOC catalog number 09540-0005 with 1 ½ inch faced grid option equal to 15MOD-0152. Vinyl faced 2' X 5' X 5/8" mineral fiber acoustical ceiling tiles shall be equal to JOC catalog number 09511-0024 with 09MOD-0108 option.

Performance Testing:

New ductwork that is designed to operate at static pressures exceeding 3 inches water column shall be leak tested in accordance with the SMACNA HVAC Air Duct Leakage Test Manual and/or as required in the JOC technical specifications.

Leak test shall utilize a calibrated fan and calculate the total CFM loss throughout the new duct system or an equal approved test method. Leakage limits shall be in accordance with SMACNA *HVAC Air Duct Leakage Test Manual*, California Green Building Code, and/or as described in the JOC Technical Specifications.

Only the new sections of rigid ducting will be subject to leak testing. Insulated flexible ductwork will not be leak tested. Roof-top equipment and plenums shall not be subject to leak testing.

Order of Work:

Within 15 Days of NTP the contractor will provide a preliminary construction schedule describing all phases of construction.

Prior to any construction, the contractor will provide three (3) temporary portable HVAC units and make electrical connections at the Server Room Electrical Panel. The Portable HVAC Units shall be 3 ton (36,000 Btu) units.

The server equipment protective barrier will be constructed and the portable HVAC units will be test operated to ensure that they will sufficiently cool the server equipment during construction. As much as practical, the contractor will block off the Server Room from the surrounding attic space to allow hot air from the portable HVAC units to be ducted into the attic and away from the server equipment. Upon successful test operation of the portable HVAC units, the rooftop HVAC units will be placed out of service using proper lock-out and tag-out procedures.

After the rooftop HVAC units are offline, the existing T-bar suspended ceiling shall be removed. The existing lighting fixtures shall be protected - they will not be replaced during this project.

The existing supply and return air ducts shall then be removed up to the roof penetrations for both the 5 Ton and 7.5 ton HVAC units. The rooftop HVAC units shall not be removed until the new rooftop HVAC units are on site. Temporary storage accommodations for the new units can be arranged with the MTS Project manager. The contractor will coordinate with mechanical and roofing trades to ensure that the building envelope exposure is minimized during the demolition and installation of HVAC equipment. Roof penetrations shall be temporarily sealed at the end of each day's shift and in case of rain.

After existing HVAC equipment is been removed, the new curbs will be installed and roof penetrations shall be sized to match the new HVAC requirements. The contractor will take care to effectively seal the HVAC penetrations and repair the roof sealing membrane around the new curbs. The new roof sealing membrane shall extend a minimum of 24 inches beyond the curb edge. This equipment will not be removed during the planned roof replacement project.

New ductwork will then be installed, sealed and tested. Final duct connections to the HVAC units will be made once the new duct meets the prescribed testing standard. Final duct connection to the registers and linear diffusers shall be made at this time or once the new T-Bar suspended ceiling grid is installed at the contractor's discretion.

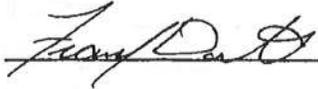
A new T-Bar suspended ceiling system will be installed. All duct registers and the existing lighting shall be integrated into the T-Bar grid system and all duct connection shall be made at this time. The vinyl faced mineral fiber ceiling tiles are to be installed after inspection and acceptance of the T-Bar Grid system and duct register installation. R-30 batt insulation (Kraft side down) shall be laid

over the ceiling tiles as they are installed to create a blanket of insulation over the suspended ceiling.

Under the supervision of the MTS Project Manager, the rooftop HVAC units shall be made operable and in-serviced in accordance with the manufacturer's recommended start-up procedures. Upon successful operation and balancing of the new HVAC units, all temporary construction barriers will be removed from the Server Room equipment. The portable HVAC units will then be disconnected and removed from the Server Room.

The MTS Project Manager and contractor will conduct a final walk through and complete any punch list items. An acceptance letter and release of maintenance will be forwarded to the contractor to document completion of all contract requirements.

End of Scope
MTS-11337



6/28/13
Date



Wayne Czubemat, Project Manager

6-25-13
Date

**Job Order Contract
Contractor's Price Proposal Summary- CSI**

This price proposal - all information and data - shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this price proposal. This price proposal - all information and data - is Confidential and Proprietary.

Work Order #: MTSJOC1431-10
Title: IAD Server Room HVAC Replacement
Contractor: ABC Construction, Inc.
Proposal Value: \$ 134,889.76
Proposal Name: IAD Server Room HVAC Replacement

To: Frank Doucette
 MTS Bus Facility Manager
 Metropolitan Transit System (MTS)
 1255 Imperial Ave., Suite 1000
 San Diego, Ca 92101

From: Wayne Czubernat
 Project Manager
 ABC Construction Co. Inc.
 3120 National Ave
 San Diego, Ca 92113

01 - General Requirements:	\$39,559.24
06 - Wood and Plastic:	\$3,489.63
07 - Thermal & Moisture Protection:	\$3,218.80
09 - Finishes:	\$2,148.20
15 - Mechanical:	\$81,540.26
16 - Electrical:	\$4,933.63
Work Order Proposal Total	\$134,889.76

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%


 Wayne Czubernat, Project Manager

6-25-13
 Date



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
619.231.1466 FAX 619.234.3407

Agenda Item No. 9

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

IAD/KMD REVENUE CAMERA SYSTEM REPLACEMENT – WORK ORDER

RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC1431-09 (in substantially the same format as Attachment A) with ABC Construction, Inc., under MTS Doc No. PWL135.0-12, for the installation of a new revenue-processing surveillance system and construction of secure data rooms at the Imperial Avenue and Kearny Mesa bus fuel and service buildings.

Budget Impact

The cost to replace the camera surveillance systems and for upgrades to the data rooms would be \$176,528.63 (see Pricing Summary, Attachment B). As the work will be completed under a SANDAG Job Order Contract, an administrative fee of 6.75% for direct cost (or \$11,915.68 for this Project) would be applied. Thus, the total cost of this JOC work order would be \$188,444.31 and funded through Capital Improvement Project (CIP) 11339 under the Proposition 1B Transit Security Grant Project (TSGP) grant.

DISCUSSION:

This project replaces a failing ten-year-old camera surveillance system. Because of its age, the existing system now requires constant monitoring, adjustments, and maintenance. Further, it is no longer supported by the original equipment manufacturer. The camera recording equipment is also installed in a hot and dusty environment not suitable for electronic equipment.



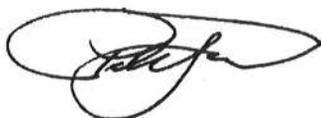
This project replaces the existing surveillance system with Avigilon equipment, which is increasingly becoming the standard for MTS camera and surveillance systems. To reduce costs, 1 megapixel digital cameras will be installed. These cameras offer resolution that is three times better than the existing analog cameras at a price that is comparable to most modern analog cameras. The new camera system will be easier to maintain and very similar to systems already in use at MTS transit stations and facilities.

Also included in this project is the construction of a new Data Room at both the IAD and KMD Service and Fuel buildings. This secure room will have a dedicated air-conditioning system, new electrical supply connected to the existing emergency generator, and a new data equipment storage rack. This room will provide a safe and clean operating environment for the growing number of information systems related to the bus fleet, including the new revenue surveillance system video-storage unit.

This project is critical to the operation and security of the MTS bus fleet. Upon completion of the project, several information technology operating systems will be moved into the secure data rooms. This will prolong the service life of the equipment currently deployed and provide a dedicated space for future technology.

This work will start on September 9, 2013, and will be completed on January 6, 2014.

Therefore, staff recommends that the Board of Directors authorize the CEO to execute Work Order No. MTSJOC1431-09.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachments: A. Draft Work Order No. MTSJOC1431-09
B. Pricing Summary



1255 Imperial Avenue, Suite 1000
 San Diego, CA 92101-7490
 (619) 231-1466 • FAX (619) 234-3407

**JOB ORDER CONTRACT
 WORK ORDER**

PWL135.0-12
 CONTRACT NUMBER

MTSJOC1431-09
 WORK ORDER NUMBER

THIS AGREEMENT is entered into this _____ day of _____ 2013, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: ABC Construction, Inc. Address: 320 National Avenue

Form of Business: Corporation San Diego CA 92113
 (Corporation, partnership, sole proprietor, etc.)

Telephone: (619) 239-3428

Authorized person to sign contracts: Wayne Czubernat Project Manager
 Name Title

Pursuant to the existing Job Order Contract (MTS Doc. No. PWL135.0-12), MTS issues a Work Order to Contractor to complete the detailed Scope of Work (attached as Exhibit A.), the Cost Breakdown for the Scope of Work (attached as Exhibit B.), and the subcontractor listing form applicable to this Work Order (attached as Exhibit C.)

TOTAL AMOUNT OF WORK ORDER SHALL NOT EXCEED \$ 176,528.63

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$ 176,528.63	11339-1000	2014

By: _____ Date
 Chief Financial Officer

(___ total pages, each bearing contract number and work order number)



Detailed Scope of Work
Job Order Contract



Date: 05/14/2013

To: Wayne Czubernal
Project Manager
ABC Construction, Inc.
3120 National Ave
San Diego, Ca 92113
Phone: (619) 239-3428
Fax: (619) 239-6614

From: Frank Doucette
San Diego Metropolitan Transit System
1255 Imperial Ave, Suite 900
San Diego, CA 92101
Phone: (619) 238-0100 x 6494
Fax:

Project: MTSJOC1431-09

MTS Work Order Number: 11339

Title: IAD/KMD Revenue Camera System Replacement

Location:

Railroad Protective: Yes No

Detailed Scope of Work

Work Location and Conditions:

Address - All work is to be performed at the MTS Imperial Avenue Bus Division (IAD) & Kearny Mesa Division (KMD). The site address is 100 16th Street San Diego, CA 92101, and 4630 Ruffner Street San Diego, CA 92111.

Working Hours - All work shall be completed during normal working hours: between 7:00am and 5:00pm, Monday thru Friday.

Work Site and Staging - All work shall be performed within the Fuel and Service Building on both properties. Contractor will work with Project Manager to identify material staging and field assembly locations. No welding or spark producing activities will be allowed within the fueling canopy.

Project Duration - 120 Calendar days from the Notice to Proceed date.

Summary Scope:

This project will remove and replace the existing 7 camera closed circuit video surveillance (CCTV) system at both bus divisions. The new camera system shall include ten (10) color cameras, and one (1) rack mount 16 channel 4 TB digital video server. All hardware except the cameras shall be rack mounted and installed in a new, secure, climate controlled Data Room within the Fuel and Service building at both divisions. Commissioning of the IAD data room shall include removing an existing interior door and filling the rough opening with a new metal stud and gypsum board wall. A new 18,000 btu/hr ductless split air conditioning unit shall be installed to cool the data room. A new three phase, 50 ampere, 120/208 volt surface mounted electrical sub-panel shall be installed in the data room to power the DVR server tower and the new air conditioning unit. Three (3) 2 inch EMT conduits will be installed to connect the existing fiber and data switch to new secure data room. A new exterior door with an automatic closer, HID card access reader and electronic lock will be installed to provide entry to the secure data room. An existing bollard shall be removed to provide adequate space for the new door. Commissioning of the KMD data room shall include replacing the existing exterior door and closer. A standard Schlage "E" keyway mortise lockset shall be installed in the new door. A new 18,000 btu/hr ductless split air conditioning unit shall be installed to cool the data room. Power feed shall be run from Panel P-2 and shall include one (1) L5-30 receptacle circuit, one (1) L6-30 receptacle circuit and a power circuit for the new HVAC unit. Two (2) 3 inch EMT conduits will be installed to connect the existing fiber and data switch to new secure data room.

Detailed Scope of Work:

The existing 7 camera closed circuit video surveillance systems shall remain in service while the replacement systems are installed. All work to commission the new secure data rooms will be complete prior to installing the camera equipment.

IAD Structural & Electrical Scope - Commission IAD secure data room to include:

- Demo existing interior door
- Fill existing interior door rough opening with a new metal stud and gypsum board wall
 - Apply tape and joint compound to produce a smooth commercial finish
 - Apply joint compound to the remaining wall surfaces to produce a smooth finish
 - Prime and paint all four walls with a commercial satin finish light gray paint
- Install a new 18,000 btu/hr ductless split air conditioning unit
- Install a new exterior door with automatic door closer and electronic latch
 - Cut metal siding and trim as necessary
 - Demo small concrete curb to allow installation of door at finished floor height
- Remove existing bollard - saw cut and grind flush with finished floor
- Install three (3) 2 inch EMT conduits from data room for cat-5 and fiber cables
 - Approximately 100 linear feet total
 - Install conduit with pull rope
 - Does not include pulling any wires - conduit and pull rope only
- Install surface mount, 3 phase, 60 amp, 120/208 volt, 12 circuit sub-panel in data room
 - Install new 50 amp circuit breaker in LPC-1 to feed new sub-panel
 - Label new sub-panel "Panel LPC-2"
 - Install the following breakers in new Sub Panel LPC-2
 - One (1) single phase 30 amp breaker for L5-30R receptacle
 - One (1) two phase 20 amp breaker for air conditioner
 - Two (2) single phase 20 amp breakers for "spare"
- Install one NEMA L5-30R receptacle in a 4 inch box above server tower
 - Feed from 30 amp breaker in panel LPC-2

Access Control Scope (IAD ONLY) - Install a card reader adjacent to the new secure data room door. Install an electrified door locking mechanism and connect reader and lock to the existing Kantech 4 door controller located within the Service Lanes building. The card reader shall be properly addressed and programmed in the MTS Kantech/Entrepass software program as "IAD Service Lanes Data Room".

CCTV Scope - ***CCTV Scope is identical for both IAD and KMD.*** Install cameras, DVR and all other devices required for a complete turn-key installation of a CCTV system. The scope includes aiming and verifying all CCTV images with MTS Revenue Department. All system wiring beyond the secure data room shall be run inside EMT conduit with compression fittings. A new, twelve (12) inch square junction box shall be installed on the Service Lanes parapet wall next to the existing junction box. New conduit shall be run to the Data Room from the new junction box. Existing camera system conduits will be re-routed to the new junction box.

Each of the two (2) new camera systems shall include ten (10) 1 Megapixel day/night HD dome CMOS cameras, and one (1) 16 channel DVR or server type storage device with 4TB of hard drive capacity. All hardware except the cameras shall be rack mounted and installed in a new, secure, climate controlled Data Rooms within the Fuel and Service buildings. MTS will supply the racks, and Uninterruptable Power Supplies (UPS). MTS will supply a complete monitor, keyboard and mouse KVM module to allow local programming and control of the new video surveillance systems. The contractor will provide software to allow for remote monitoring, programming and downloading of recorded events via a standard network connection for up to 10 users.

KMD Structural & Electrical Scope - Commission KMD secure data room to include:

- Remove and replace existing exterior door
- Install a new 18,000 btu/hr ductless split air conditioning unit

- Demo existing through-the-wall AC unit.
- Patch exterior of wall with 16 gauge galvanized steel (silicone then rivet)
 - Paint sheet metal to match exterior siding
- Patch interior of wall with metal studs and gypsum wall board as necessary
- Apply joint compound to patch and remaining walls to produce a smooth commercial finish
- Prime and paint ceiling and walls with a commercial satin finish gray paint
- Install two (2) 3 Inch EMT conduits from data room for cat-5 and fiber cables
 - Approximately 100 linear feet total
 - Install conduit with 2 pull ropes
 - Does not include pulling any wires - conduit and pull rope only
- Provide new circuit fed from Pane P-2 for the following equipment:
 - One (1) single phase 30 circuit for L5-30R receptacle
 - One (1) two phase 20 amp Circuit for air conditioner (or as required)
 - One (1) two phase 30 amp circuit for L6-30R receptacle
- Install one NEMA L5-30R receptacle in a 4 inch box above server tower
 - Feed from 30 amp breaker in panel LPC-2

Equipment Specifications:

Dome Cameras - Avigilon 1.0 Megapixel JPEG2000 HD Dome Cameras

POE device as recommended by the Camera Manufacturer

Camera Mounting - Where possible, existing box camera mounts shall be cleaned and reused

Digital Video Recorder - Del Power Edge R720 rack server supplied with 4 TB of storage space

CCTV Software - Avigilon Control Center Software or as required for up to 10 users

Ductless Split HVAC Unit - Equal to Panasonic Model number CS-S18NKUA with cooling mode only, low ambient temperature and power failure automatic restart

Access Control Card Reader - HID Global ThinLine II Model No. 5395 equal to JOC Catalog No. 13720-0111

Order of Work:

Within 15 Days of NTP the contractor will provide a preliminary construction schedule describing all phases of construction.

All work shall be complete one hundred and twenty (120) calendar days from Notice to Proceed.

Acceptance of Work:

Upon substantial completion of the work, Contractor shall schedule a walk-thru inspection with the Project Manager. At walk-thru, Contractor shall provide a three ring binder with Original Equipment Manufacturer (OEM) installation and operating manuals and warranty information for the equipment listed below:

- Cameras
- Digital Video Recorder
- HVAC unit
- CCTV Software - with CD

Any punch list items noted during walk-thru will be completed prior to acceptance of work.

Upon delivery of OEM Manuals and acceptance of work, MTS will issue a relief of maintenance letter of work and process any remaining project invoices.

~
End of Scope
 MTS-11339

For J. D. Smith

6/28/13
Date

Wayne Czubernat
Wayne Czubernat, Project Manager

6-25-13
Date

Job Order Contract

Contractor's Price Proposal Summary- CSI

This price proposal - all information and data - shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this price proposal. This price proposal - all information and data - is Confidential and Proprietary.

Work Order #: MTSJOC1431-09
Title: IAD/KMD Revenue Camera System Replacement
Contractor: ABC Construction, Inc.
Proposal Value: \$176,528.63
Proposal Name: IAD/KMD Revenue Camera System Replacement

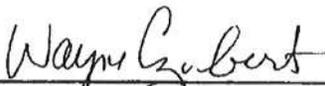
To: Frank Doucette
 MTS Bus Facility Manager
 Metropolitan Transit System (MTS)
 1255 Imperial Ave., Suite 1000
 San Diego, Ca 92101

From: Wayne Czubernat
 Project Manager
 ABC Construction Co. Inc.
 3120 National Ave
 San Diego, Ca 92113

01 - General Requirements:	\$20,181.83
02 - Site Work:	\$939.89
06 - Wood and Plastic:	\$1,161.04
07 - Thermal & Moisture Protection:	\$2,776.44
08 - Doors and Windows:	\$3,326.00
09 - Finishes:	\$629.14
13 - Special Construction:	\$111,013.44
15 - Mechanical:	\$16,404.52
16 - Electrical:	\$21,108.63
Work Order Proposal Total	\$176,528.63

The work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00%


 Wayne Czubernat, Project Manager

6.25.13
 Date



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Agenda Item No. 10

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

UPDATED SALARY RANGES - MTS, SDTI AND SDTC

RECOMMENDATION:

That the Board of Directors approve and adopt the MTS Salary Ranges, effective July 1, 2013 (Attachment A) to comply with CalPERS regulations.

Budget Impact

None.

DISCUSSION:

On June 25, 2013, CalPERS completed a Public Agency Review ("Audit") of MTS's enrolled individuals, member compensation, retirement information and other related documentation. While the results of the overall Audit were favorable, CalPERS is requiring that MTS revise its pay schedules to include the following information:

1. Effective date of pay schedule
2. Pay rate for every position
3. Identification of time base for each pay rate (e.g., annual, monthly, hourly)

While all of the information CalPERS is requiring of MTS was already accessible to the public via Board of Director agenda items and meeting minutes, CalPERS requires that the information be reflected in one stand-alone document.

Accordingly, staff recommends that we comply with CalPERS regulations and update our Salary Range document to include the items requested by CalPERS, which are reflected in Attachment A.



Summary of Changes

1. Revise the Salary Range document to clearly state that all listed salaries are "annual" salaries.
2. Update the Salary Range document to clearly state its effective date. This information was previously reflected in the May 16, 2013 Board minutes.
3. Include contract and part-time/temporary positions in the Salary Range document, such as Chief Executive Officer and Intern. This change is necessary in order to comply with the requirement that all positions be listed on one document.
4. Incorporate position and range changes previously made by the MTS Board of Directors as part of the annual budgeting process in the updated Salary Range document.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Salary Ranges effective 7/1/2013

MTS, SDTI and SDTC Salary Ranges

Range	Annual Salary			Title
	Minimum	Midpoint	Maximum	
1	\$ 20,567	\$ 26,172	\$ 31,777	Intern (Paid)
1	\$ 20,567	\$ 26,172	\$ 31,777	Operations Assistant / Ride Checker
2	\$ 23,652	\$ 30,097	\$ 36,542	Customer Serv Asst (Part-Time)
2	\$ 23,652	\$ 30,097	\$ 36,542	Maintenance Clerk
2	\$ 23,652	\$ 30,097	\$ 36,542	Receptionist
3	\$ 27,200	\$ 34,612	\$ 42,024	Admin Assistant (Copy Center)
3	\$ 27,200	\$ 34,612	\$ 42,024	Administrative Assistant I
3	\$ 27,200	\$ 34,612	\$ 42,024	Customer Service Rep
3	\$ 27,200	\$ 34,612	\$ 42,024	Human Resources Assistant
3	\$ 27,200	\$ 34,612	\$ 42,024	Office Clerk II
3	\$ 27,200	\$ 34,612	\$ 42,024	Revenue Analyst
4	\$ 31,280	\$ 39,804	\$ 48,328	Accounting Assistant
4	\$ 31,280	\$ 39,804	\$ 48,328	Communications Designer II
4	\$ 31,280	\$ 39,804	\$ 48,328	Transit Operations Technician
5	\$ 35,972	\$ 45,775	\$ 55,577	Admin Assistant II
5	\$ 35,972	\$ 45,775	\$ 55,577	Admin Assistant II - Finance
5	\$ 35,972	\$ 45,775	\$ 55,577	Computer Support Specialist
5	\$ 35,972	\$ 45,775	\$ 55,577	Marketing Coordinator
5	\$ 35,972	\$ 45,775	\$ 55,577	Materials Analyst
5	\$ 35,972	\$ 45,775	\$ 55,577	Payroll Coordinator
5	\$ 35,972	\$ 45,775	\$ 55,577	Procurement Assistant
5	\$ 35,972	\$ 45,775	\$ 55,577	Regional Revenue Administrator
5	\$ 35,972	\$ 45,775	\$ 55,577	Regulatory Inspector
5	\$ 35,972	\$ 45,775	\$ 55,577	Risk Management Specialist
6	\$ 41,512	\$ 52,824	\$ 64,136	Assoc Transportation Planner
6	\$ 41,512	\$ 52,824	\$ 64,136	Associate Scheduler
6	\$ 41,512	\$ 52,824	\$ 64,136	Asst Trans Ops Specialist
6	\$ 41,512	\$ 52,824	\$ 64,136	Asst Transit Store Supervisor
6	\$ 41,512	\$ 52,824	\$ 64,136	Bus Op Training Instructor
6	\$ 41,512	\$ 52,824	\$ 64,136	Capital Accountant
6	\$ 41,512	\$ 52,824	\$ 64,136	Code Compliance Supervisor
6	\$ 41,512	\$ 52,824	\$ 64,136	Contract Specialist
6	\$ 41,512	\$ 52,824	\$ 64,136	Customer Service Supervisor
6	\$ 41,512	\$ 52,824	\$ 64,136	Exec Asst GC/Asst Board Clrk
6	\$ 41,512	\$ 52,824	\$ 64,136	Executive Assistant
6	\$ 41,512	\$ 52,824	\$ 64,136	Facilities Supervisor
6	\$ 41,512	\$ 52,824	\$ 64,136	Maintenance Analyst
6	\$ 41,512	\$ 52,824	\$ 64,136	Regulatory Analyst
6	\$ 41,512	\$ 52,824	\$ 64,136	Regulatory Enforcement Supvr
6	\$ 41,512	\$ 52,824	\$ 64,136	Staff Accountant
6	\$ 41,512	\$ 52,824	\$ 64,136	Transit Asset Administrator
6	\$ 41,512	\$ 52,824	\$ 64,136	Workers' Compensation Analyst
7	\$ 47,531	\$ 60,484	\$ 73,436	Advertising Specialist

MTS, SDTI and SDTC Salary Ranges

Range	Annual Salary			Title
	Minimum	Midpoint	Maximum	
7	\$ 47,531	\$ 60,484	\$ 73,436	Assignments Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Assistant Right of Way Agent
7	\$ 47,531	\$ 60,484	\$ 73,436	Benefits & Comp Analyst
7	\$ 47,531	\$ 60,484	\$ 73,436	Buyer
7	\$ 47,531	\$ 60,484	\$ 73,436	Communications Designer III
7	\$ 47,531	\$ 60,484	\$ 73,436	Compass Card Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Digital Design & Content Spec.
7	\$ 47,531	\$ 60,484	\$ 73,436	Financial Analyst
7	\$ 47,531	\$ 60,484	\$ 73,436	Human Resource Analyst
7	\$ 47,531	\$ 60,484	\$ 73,436	Human Resource Representative II
7	\$ 47,531	\$ 60,484	\$ 73,436	Liability Claims Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Maintenance Instructor
7	\$ 47,531	\$ 60,484	\$ 73,436	Public Relations Specialist
7	\$ 47,531	\$ 60,484	\$ 73,436	Quality Assurance Inspector
7	\$ 47,531	\$ 60,484	\$ 73,436	Radio Systems Engineer
7	\$ 47,531	\$ 60,484	\$ 73,436	Revenue Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Sr Bus Operations Instructor
7	\$ 47,531	\$ 60,484	\$ 73,436	Storeroom Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Supvr Building Maintenance
7	\$ 47,531	\$ 60,484	\$ 73,436	Tele Info Supervisor
7	\$ 47,531	\$ 60,484	\$ 73,436	Transit Store Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Assistant Manager of Stores
8	\$ 53,356	\$ 69,270	\$ 85,183	Assistant Payroll Manager
8	\$ 53,356	\$ 69,270	\$ 85,183	Comm/Ops Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Comm/Ops Supv-Radio-KMD
8	\$ 53,356	\$ 69,270	\$ 85,183	Contracts Administrator
8	\$ 53,356	\$ 69,270	\$ 85,183	Exec Asst CEO/Clerk of the Board
8	\$ 53,356	\$ 69,270	\$ 85,183	Foreman
8	\$ 53,356	\$ 69,270	\$ 85,183	Grants Administrator
8	\$ 53,356	\$ 69,270	\$ 85,183	Human Resources Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Mgmt Development Specialist
8	\$ 53,356	\$ 69,270	\$ 85,183	Procurement Specialist
8	\$ 53,356	\$ 69,270	\$ 85,183	Security / Crime Analyst
8	\$ 53,356	\$ 69,270	\$ 85,183	Senior Systems Engineer
8	\$ 53,356	\$ 69,270	\$ 85,183	Service Operations Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Sr Tele Info Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Sr Trans Ops Specialist
8	\$ 53,356	\$ 69,270	\$ 85,183	Systems Administrator
8	\$ 53,356	\$ 69,270	\$ 85,183	Systems Supervisors
8	\$ 53,356	\$ 69,270	\$ 85,183	Training Supervisor
8	\$ 53,356	\$ 69,270	\$ 85,183	Transportation Controller
9	\$ 61,093	\$ 79,314	\$ 97,534	Assistant Budget Manager
9	\$ 61,093	\$ 79,314	\$ 97,534	Assistant Finance Manager
9	\$ 61,093	\$ 79,314	\$ 97,534	Asst Mgr of Trans Comm & Techn
9	\$ 61,093	\$ 79,314	\$ 97,534	Central Control Supervisor
9	\$ 61,093	\$ 79,314	\$ 97,534	Communications Design Manager
9	\$ 61,093	\$ 79,314	\$ 97,534	LRV Maint Supervisor

MTS, SDTI and SDTC Salary Ranges

Range	Annual Salary			Title
	Minimum	Midpoint	Maximum	
9	\$ 61,093	\$ 79,314	\$ 97,534	LRV Project Coordinator/Analyst
9	\$ 61,093	\$ 79,314	\$ 97,534	Manager of Safety (Bus)
9	\$ 61,093	\$ 79,314	\$ 97,534	Manager Of Training
9	\$ 61,093	\$ 79,314	\$ 97,534	Mgr of Organizational Dev.
9	\$ 61,093	\$ 79,314	\$ 97,534	Mgr of TSS Field Operations
9	\$ 61,093	\$ 79,314	\$ 97,534	Network Administrator
9	\$ 61,093	\$ 79,314	\$ 97,534	Payroll Manager
9	\$ 61,093	\$ 79,314	\$ 97,534	Principal Contract Admin
9	\$ 61,093	\$ 79,314	\$ 97,534	Quality Assurance Supervisor
9	\$ 61,093	\$ 79,314	\$ 97,534	Report Development Analyst
9	\$ 61,093	\$ 79,314	\$ 97,534	Revenue Maintenance Supervisor
9	\$ 61,093	\$ 79,314	\$ 97,534	Schedules / Operations Analyst
9	\$ 61,093	\$ 79,314	\$ 97,534	Sen Transp Plnr/Rail Ops An
9	\$ 61,093	\$ 79,314	\$ 97,534	Senior Transportation Planner
9	\$ 61,093	\$ 79,314	\$ 97,534	Special Events Coordinator
9	\$ 61,093	\$ 79,314	\$ 97,534	System Safety Manager (Rail)
9	\$ 61,093	\$ 79,314	\$ 97,534	Track Supervisor
9	\$ 61,093	\$ 79,314	\$ 97,534	Wayside Maintenance Supervisor
10	\$ 69,951	\$ 90,814	\$ 111,676	Applications Development Mgr
10	\$ 69,951	\$ 90,814	\$ 111,676	Asst Mgr of Maintenance
10	\$ 69,951	\$ 90,814	\$ 111,676	Asst Superintendent LRV
10	\$ 69,951	\$ 90,814	\$ 111,676	Asst Superintendent Trans
10	\$ 69,951	\$ 90,814	\$ 111,676	Asst Superintendent Wayside
10	\$ 69,951	\$ 90,814	\$ 111,676	Budget Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Business Systems Analyst
10	\$ 69,951	\$ 90,814	\$ 111,676	Database Administrator
10	\$ 69,951	\$ 90,814	\$ 111,676	Deputy Dir of Transit Security
10	\$ 69,951	\$ 90,814	\$ 111,676	Facilities Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Internal Auditor
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Claims & Liability
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Facilities
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Marketing
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Planning
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Risk and Claims
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Scheduling
10	\$ 69,951	\$ 90,814	\$ 111,676	Manager of Service Operations
10	\$ 69,951	\$ 90,814	\$ 111,676	Materials Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Mgr of Trans Comm & Technology
10	\$ 69,951	\$ 90,814	\$ 111,676	Network Operations Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Revenue Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Right of Way Engineer
10	\$ 69,951	\$ 90,814	\$ 111,676	Taxicab Administration Manager
10	\$ 69,951	\$ 90,814	\$ 111,676	Trans Division Manager
11	\$ 80,093	\$ 103,981	\$ 127,869	Asst Chief Technology Officer
11	\$ 80,093	\$ 103,981	\$ 127,869	Contract Services Admin
11	\$ 80,093	\$ 103,981	\$ 127,869	Finance Manager
11	\$ 80,093	\$ 103,981	\$ 127,869	Manager of Human Resources

MTS, SDTI and SDTC Salary Ranges

Range	Annual Salary			Title
	Minimum	Midpoint	Maximum	
11	\$ 80,093	\$ 103,981	\$ 127,869	Manager of Maintenance
11	\$ 80,093	\$ 103,981	\$ 127,869	Systems Engineer (Rail)
12	\$ 91,707	\$ 119,059	\$ 146,411	Controller
12	\$ 91,707	\$ 119,059	\$ 146,411	Dir Fin Planning & Analysis
12	\$ 91,707	\$ 119,059	\$ 146,411	Dir of Transit System Security
12	\$ 91,707	\$ 119,059	\$ 146,411	Manager of Procurement
12	\$ 91,707	\$ 119,059	\$ 146,411	Manager of Real Estate Assets
12	\$ 91,707	\$ 119,059	\$ 146,411	Mgr of Capital Projects (Bus)
12	\$ 91,707	\$ 119,059	\$ 146,411	Mgr of Capital Projects (Rail)
12	\$ 91,707	\$ 119,059	\$ 146,411	Superintendent of LRV Maint
12	\$ 91,707	\$ 119,059	\$ 146,411	Superintendent Transportation
12	\$ 91,707	\$ 119,059	\$ 146,411	Superintendent Wayside Maint
12	\$ 91,707	\$ 119,059	\$ 146,411	Transit Services Administrator
13	\$ 102,985	\$ 136,353	\$ 169,720	Dir Marketing & Communications
13	\$ 102,985	\$ 136,353	\$ 169,720	Director of Maintenance
13	\$ 102,985	\$ 136,353	\$ 169,720	Director of Transportation
14	\$ 113,284	\$ 149,988	\$ 186,692	Chief of Staff
14	\$ 113,284	\$ 149,988	\$ 186,692	Chief Technology Officer
14	\$ 113,284	\$ 149,988	\$ 186,692	Dir of HR & Labor Relations
15	\$ 124,612	\$ 164,987	\$ 205,361	Chief Financial Officer
15	\$ 124,612	\$ 164,987	\$ 205,361	Chief Operating Officer
15	\$ 124,612	\$ 164,987	\$ 205,361	General Counsel
*16	\$ 323,582	\$ 323,582	\$ 323,582	Chief Executive Officer

* The Minimum, Midpoint, and Maximum of Range 16 reflect the Chief Executive Officer's current salary which was approved by the MTS Board of Directors to be effective January 1, 2013.



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Agenda Item No. 11

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

INVESTMENT REPORT – JUNE 2013

RECOMMENDATION:

That the Board of Directors receive a report for information.

Budget Impact

None.

DISCUSSION:

Attachment A comprises a report of MTS investments as of June 2013. The combined total of all investments has decreased from \$202.6 million to \$197.5 million in the current month. This \$5.2 million decrease is attributable to a \$1.7 million reduction in investments restricted for debt service to satisfy the scheduled annual lease/leaseback obligation and expenditure of \$5 million for capital asset acquisitions, which is partially offset by normal timing differences in continuing payments and receipts. The first column provides details about investments restricted for capital improvement projects and debt service, which are related to the 1995 lease and leaseback transactions. The funds restricted for debt service are structured investments with fixed returns that will not vary with market fluctuations if held to maturity. These investments are held in trust and will not be liquidated in advance of the scheduled maturities. During June, MTS transferred \$535,000 in Proposition 1B funding restricted for the acquisition of capital assets from the San Diego County Investment Pool to fund ongoing security projects. The second column, unrestricted investments, reports the working capital for MTS operations allowing payments for employee payroll and vendors' goods and services.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Investment Report for June 2013



**San Diego Metropolitan Transit System
Investment Report
June 30, 2013**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Average rate of return</u>
Cash and Cash Equivalents				
JP Morgan Chase - concentration account	4,071,468	21,157,650	25,229,118	0.00%
Total Cash and Cash Equivalents	<u>4,071,468</u>	<u>21,157,650</u>	<u>25,229,118</u>	
Cash - Restricted for Capital Support				
US Bank - retention trust account	7,487,745		7,487,745	N/A *
San Diego County Investment Pool Proposition 1B TSGP grant funds	4,504,151	151,675	4,655,826	
Total Cash - Restricted for Capital Support	<u>11,991,896</u>	<u>151,675</u>	<u>12,143,571</u>	
Investments - Working Capital				
Local Agency Investment Fund (LAIF)	-	42,112,988	42,112,988	0.244%
Total Investments - Working Capital	<u>-</u>	<u>42,112,988</u>	<u>42,112,988</u>	
Investments - Restricted for Debt Service				
US Bank - Treasury Strips - market value (Par value \$39,474,000)	39,171,173	-	39,171,173	
Rabobank - Payment Undertaking Agreement	78,692,891	-	78,692,891	7.69%
Total Investments Restricted for Debt Service	<u>117,864,064</u>	<u>-</u>	<u>117,864,064</u>	
Total cash and investments	<u>\$ 133,927,428</u>	<u>\$ 63,422,313</u>	<u>\$ 197,349,741</u>	

N/A* - Per trust agreements, interest earned on retention account is allocated to trust beneficiary (contractor)



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Agenda Item No. 12

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

STATE TRANSIT ASSISTANCE (STA) CLAIMS

RECOMMENDATION:

That the Board of Directors adopt Resolution No. 13-18 (Attachment A) approving fiscal year (FY) 2014 State Transit Assistance (STA) claims.

Budget Impact

None.

DISCUSSION:

Attachment B reflects the anticipated claim schedule and expenditure plan.

STA Claims \$19,718,930

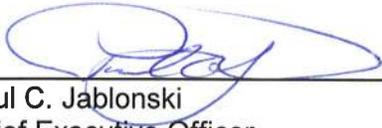
Discretionary STA funds are distributed to MTS on the basis of population. Formula STA funds are distributed to San Diego Transit Corporation (SDTC), San Diego Trolley, Inc. (SDTI), MTS Contract Services, and other operators on the basis of revenue generated.

State law and MTS Policy No. 20 "Allocation of State Transit Assistance Funds" require that priority consideration be given to STA claims for the following purposes:

- to enhance existing public transportation services;
- to meet priority regional, county, or area-wide public transportation needs; and
- to offset reductions in federal operating assistance and unanticipated increases in fuel costs.

Periodic Review of Expenditures

The San Diego Association of Governments (SANDAG) requires each operator to submit at least quarterly operating reports to SANDAG staff for review. These reports allow SANDAG, local jurisdictions, and operators to track STA expenditures during the course of the fiscal year with appropriate budget and operational adjustments made as necessary. In certain instances, it may be necessary to revise the original STA claims.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachments: A. MTS Resolution No. 13-18
B. Receipt/Expenditure Plan

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 13-18

Resolution Approving the MTS Area FY 2014 STA Claim

WHEREAS, California Public Utilities Code (PUC) Sections 99313.3 and 99313.6 established a State Transit Assistance (STA) fund and grants the San Diego Metropolitan Transit System (MTS) authority to allocate monies from this fund; and

WHEREAS, MTS, through its various operating entities and divisions, including San Diego Transit Corporation (SDTC), San Diego Trolley, Inc. (SDTI), MTS Contracted Services, and other operators (collectively referred to as "MTS"), qualifies for STA monies under the provision of PUC Section 99260 et seq.; and

WHEREAS, the County Auditor has informed MTS that its eligible STA allocation for FY 2014 is \$19,718,930, and

WHEREAS, the claimants' proposed expenditures of STA monies are in conformance with the *Regional Transportation Plan and Transportation Improvement Program*; and

WHEREAS the level of passenger fares and charges is sufficient to enable MTS to meet the fare revenue requirements of the PUC sections 99268.2, 99268.3, 99268.5, and 99268.9 as they may be applicable to MTS, and

WHEREAS MTS is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended, and

WHEREAS, the sum of MTS's allocations of STA and local transportations funds do not exceed the amounts they are eligible to receive during the fiscal year; and

WHEREAS, priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high-priority, area-wide public transportation needs; and

WHEREAS, MTS has made reasonable efforts to implement FY 2012 productivity improvements recommended pursuant to PUC section 99244, including continuing efforts to improve trolley cost effectiveness and evaluating opportunities to expand MTS Contracted Services as recommended in the Fiscal Year 2007-2009 triennial performance audit dated April 2010, and

WHEREAS, in the last 13 months, MTS has received a certification from the California Highway Patrol verifying that MTS is in compliance with section 1808.1 of the Vehicle Code, as required in PUC section 99251, and

WHEREAS, MTS is in compliance with the eligibility requirements of PUC section 99314.6,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board does hereby direct and empower MTS staff to prepare and transmit allocation instructions to the County Auditor to disburse to MTS the FY 2014 STA amount totaling \$19,718,930.

PASSED AND ADOPTED by the Board of Directors this _____ day of _____ 2013, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Chairman
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

Office of the Clerk of the Board
San Diego Metropolitan Transit System

Office of the General Counsel
San Diego Metropolitan Transit System

FY 2014 STA Anticipated Payment Schedule

Att. B, AI 12, 9/12/13

Anticipated Payment Receipts

<u>Period</u>	<u>Amount</u>
November-2013	\$4,349,558.52
February-2014	\$4,932,185.47
May-2014	\$4,820,514.92
August-2014	\$5,616,671.09
Remaining Balance	\$0.00
TOTAL	\$19,718,930.00

Expenditure Plan

<u>Project Description</u>	<u>Amount</u>
Pyramid Property Purchase	5,835,441.00
MTS Bus Replacement	8,161,464.00
ECBM Facility Redevelopment	5,000,000.00
Operatons	722,025.00
TOTAL	19,718,930.00



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Agenda Item No. 13

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

EAST COUNTY BUS MAINTENANCE FACILITY PROJECT – FUNDING TRANSFER

RECOMMENDATION:

That the Board of Directors approve the transfer of funds from the San Diego Association of Governments' (SANDAG's) East County Bus Maintenance Facility Project to MTS for the procurement of compressed natural gas (CNG) facilities at the East County Bus Maintenance Facility.

Budget Impact

Funds are available within SANDAG's Capital Improvement Program (CIP) 1049600 (East County Bus Maintenance Facility) in the amount of \$50,006,977--\$5,000,000 of which would be transferred to MTS CIP 11482 (ECBMF CNG Station).

DISCUSSION:

SANDAG is overseeing a design-bid-build project for the East County Bus Maintenance Facility with a total budget of \$50,006,977, of which \$5,000,000 was budgeted for construction of CNG facilities. With the considerable experience and knowledge of MTS's own project manager in regard to construction of CNG facilities, MTS will be responsible for procuring the CNG facilities portion of this project. This requires a transfer of \$5,000,000 from the SANDAG project to the MTS project. The requested funding of \$5,000,000 consists of \$4,000,000 in federal funds (State of Good Repair) and \$1,000,000 of local funds.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com





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Agenda Item No. 14

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/12**

SUBJECT:

FY 2014 CAPITAL IMPROVEMENT PROGRAM AMENDMENT

RECOMMENDATION:

That the MTS Board approve the amended fiscal year 2014 Capital Improvement Program (CIP).

Budget Impact

This action would increase the fiscal year 2014 CIP budget from \$63,007,000 to \$76,662,000, which is an increase of \$13,655,000.

DISCUSSION:

Since the fiscal year 2014 CIP was approved by the MTS Board of Directors, the Board has taken action on specific items that were not included in the original plan. This includes the following projects:

- The Board approved the purchase of the Pyramid Van Lines property in June 2013.
- The Board approved the purchase of 500 bus shelters with the extension of the CBS Outdoor contract in April 2013.

In total, funding adjustments of just over \$13,655,000 need to be added to the fiscal year 2014 CIP. The specific funding adjustments are detailed in Attachment A and can be summarized as follows:

1. Expected reserve utilization of \$4,507,000. The surplus revenues over expenses in the fiscal year 2013 amended operating budget were put into a reserve for SD 100 replacements. This action would move this funding out of that reserve and utilize it for the purchase of the Pyramid Van Lines property.



2. CNG credits of \$6,898,000. This revenue was not included in the original fiscal year 2014 CIP as the funding had expired at the federal level and was reinstated after the development of the fiscal year 2014 CIP. This is the projected amount of revenue for calendar years 2012 and 2013.
3. MTS received an installment payment of \$429,000 from Mendoza, Argentina, for the sale of additional U-2 light rail vehicles (LRVs).
4. Additional project transfers of \$1,821,000 from prior-year CIPs.

The complete list of projects and the funding per project is included in Attachment B. Below is a summary of the adjustments by project:

1. Pyramid Van Lines property - Added \$17,000,000 of funding for this project.
2. Bus Shelters - Added \$2,270,000 of funding for this project.
3. Bus Replacement - Reduced \$5,615,000 of funding for this project.

In addition, the amended CIP seeks to shift additional federal preventive maintenance dollars into the operating budget, which will be back filled in the CIP with Transportation Development Act (TDA) funds from the operating budget. This is a net-zero adjustment to the CIP but will enable MTS to draw federal funds in a timelier manner.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachments: A. Fiscal Year 2014 Funding Sources
B. Fiscal Year 2014 Capital Improvement Projects List

**San Diego Metropolitan Transit System
FY 2014 Funding Sources (\$000s)**

Funding Description	Approved FY14	Adjustments	Proposed FY14
Federal FY13 - 5307 Funding Estimate	\$ 38,875		\$ 38,875
Federal FY13 - 5337 Funding Estimate	20,624		20,624
Federal FY13 - 5339 Funding Estimate	3,409		3,409
Transportation Development Act (TDA)	32,530	7,653	40,183
Proposition 1B - Security	2,779		2,779
California State Transit Assistance (STA)	21,075		21,075
Federal FY13 - 5317 - New Freedom Grant	200		200
Project Transfers	1,300	1,821	3,121
Compressed Natural Gas (CNG) Tax Credits	-	6,898	6,898
Reserve funds	-	4,507	4,507
Mendoza U2 Sale Proceeds	-	429	429
Total Available Funding	\$ 120,792	\$ 21,307	\$ 142,100
Preventive Maintenance - Federal 5307	\$ (12,576)	\$ (7,653)	\$ (20,229)
Preventive Maintenance - Federal 5337	(20,624)		(20,624)
Preventive Maintenance - FY14 TDA Match	(8,300)		(8,300)
ADA Preventive Maintenance - Federal 5307	(3,887)		(3,887)
ADA Preventive Maintenance - FY14 TDA Match	(3,887)		(3,887)
SANDAG Planning Study - Federal 5307	(711)		(711)
SANDAG Planning Study - FT14 TDA Match	(178)		(178)
Operations Usage	(7,622)	-	(7,622)
Total Preventative Maintenance/SANDAG Planning	\$ (57,785)	\$ (7,653)	\$ (65,438)
Available Funding for FY 14 Capital Program	\$ 63,007	\$ 13,654	\$ 76,662

Project Description	Funding Thru FY 2013	FY 2014 Funded	FY 2014 Unfunded	FY 2015	FY 2016	FY 2017	FY 2018	Budget FY14 - FY18
MTS Bus Replacement	36,346	21,749	6,376	28,069	29,602	28,607	27,468	141,870
Pyramid Property	-	17,000	-	-	-	-	-	17,000
Blue Line Rehab	-	10,000	-	-	-	-	-	10,000
EC Facility Redevelopment	45,007	5,000	5,000	-	-	-	-	10,000
Bus Shelters	-	2,270	-	2,270	2,270	-	-	6,810
Mainline Drainage and Slope Improvements	1,394	2,000	-	6,000	-	-	-	8,000
RTMS Expansion	3,235	1,950	-	950	-	-	-	2,900
Paratransit Vehicles	6,811	1,875	-	1,931	398	1,393	2,532	8,130
LRV HVAC Overhaul	1,985	1,564	1,000	-	-	-	-	2,564
IAD Roof & HVAC Repairs	209	1,313	-	-	-	-	-	1,313
SD100 Traction Motor Overhaul	660	1,135	-	1,135	1,135	1,135	-	4,540
Enhance Infrastructure (Fiber Optic)	200	1,069	-	2,000	2,000	2,000	2,000	9,069
New ERP System	2,600	900	-	600	725	-	-	2,225
Sub Station DC Breaker Replacement	-	700	-	-	-	-	-	700
Video Surveillance System for ADA Paratransit	505	645	-	-	-	-	-	645
Cisco VOIP phone system	-	630	-	-	-	-	-	630
Regional Scheduling System Upgrade	1,000	600	400	-	-	-	-	1,000
Video Surveillance System for New Buses	731	525	-	-	-	-	-	525
SD100 Buffer/ Coupler Overhaul	980	520	-	500	-	-	-	1,020
SD100 Inverters Overhaul	-	500	500	500	-	-	-	1,500
ADA AVL / MDT Equipment	-	425	-	-	-	-	-	425
Orange Line Feeder Cable Replacement (Similar to 43rd St.)	-	400	-	400	400	400	400	2,000
Hyrail Bucket Trucks	-	400	-	-	-	-	-	400
Network Infrastructure	890	350	-	250	250	250	250	1,350
MVE/Orange Line Signal Print Verification	500	350	-	-	-	-	-	350
Building A- A/C and Heating Replacement	265	300	-	-	-	-	-	300
New Wheel Truing Machine/ Wheel scan	2,850	300	-	-	-	-	-	300
Misc. Capital with no Federal	1,396	250	-	250	250	250	250	1,250
Orange & Blue Line Bridge Rating	-	250	-	-	-	-	-	250
Emergency Power Backup Generator	-	200	-	-	-	-	-	200
Substation SCADA Design	2,846	200	-	-	-	-	-	200
OCS Standardization	1,645	196	1,000	-	-	-	-	1,196

Project Description	Funding Thru FY 2013	FY 2014 Funded	FY 2014 Unfunded	FY 2015	FY 2016	FY 2017	FY 2018	Budget FY14 - FY18
<i>Design for Second Elevator at Fashion Valley Station</i>	-	150	-	1,000	-	-	-	1,150
<i>CNG Dispenser Replacements</i>	-	150	-	-	-	-	-	150
<i>Roof Replacement on Building B and C</i>	200	150	-	-	-	-	-	150
<i>Orange Line Entry Monument Signs</i>	-	132	-	-	-	-	-	132
<i>TransitWatch Re-write</i>	75	125	-	-	-	-	-	125
<i>Emergency Operations Center</i>	-	100	-	-	-	-	-	100
<i>Three Ton Mini-Excavator and Trailer</i>	-	75	-	-	-	-	-	75
<i>Cyber Security Project</i>	100	75	-	-	-	-	-	75
<i>CPD Bus Wash Wall</i>	-	40	-	-	-	-	-	40
<i>SDTC Security Improvement</i>	465	40	-	-	-	-	-	40
<i>IAD Service Lanes Compressed Air System</i>	-	30	-	-	-	-	-	30
<i>RTMS Dispatch Radio Recording System Replacement</i>	-	28	-	-	-	-	-	28
<i>LRV Replacement - SD100</i>	-	-	25,000	25,000	30,000	30,000	35,000	145,000
<i>SD7 Truck Overhaul</i>	-	-	3,600	-	-	-	-	3,600
<i>LED Interior / Exterior Lighting Upgrade SD100</i>	-	-	1,470	-	-	-	-	1,470
<i>Switches 9 and 11 Crossover Replacement</i>	-	-	1,200	-	-	-	-	1,200
<i>Roof Replacement on Building C</i>	-	-	1,200	-	-	-	-	1,200
<i>SD100 Propulsion System Overhaul</i>	-	-	1,000	500	-	-	-	1,500
<i>System Grade Crossing Replacements</i>	-	-	900	900	900	900	900	4,500
<i>25th and Commercial Crossover Replacement</i>	-	-	700	700	-	-	-	1,400
<i>LRV Interior Rehabilitation</i>	-	-	520	-	-	-	-	520
<i>C4 & C5 Mezzanine</i>	-	-	500	-	-	-	-	500
<i>Orange Line Grade Crossing Signal Upgrades (Design)</i>	-	-	400	1,848	1,038	1,038	1,038	5,362
<i>12 & C Street Corridor Track Work</i>	-	-	300	300	-	-	-	600
<i>Station Platform - Rio Vista Stability</i>	-	-	250	1,000	-	-	-	1,250
<i>Video Surveillance System for Minibus Fleet</i>	-	-	225	-	-	-	-	225
<i>IAD Asphalt Seal & Patch</i>	-	-	200	-	-	-	-	200
<i>KMD Storeroom Decking Replacement</i>	-	-	200	-	-	-	-	200
<i>S70 Brake Tooling</i>	-	-	200	-	-	-	-	200
<i>MTS Service Trucks</i>	240	-	160	300	-	270	-	730
<i>El Cajon Station Parking Lot Pavement Sealing and Striping</i>	-	-	150	-	-	-	-	150
<i>Sanding / Shop</i>	-	-	150	-	-	-	-	150

Project Description	Funding Thru FY 2013	FY 2014 Funded	FY 2014 Unfunded	FY 2015	FY 2016	FY 2017	FY 2018	Budget FY14 - FY18
<i>12th & Imperial Bus Plaza Upgrades</i>	-	-	142	722	-	-	-	863
<i>Station ADA Ramps - Design</i>	-	-	125	1,000	-	-	-	1,125
<i>Replace Wiggins Forklift 10K Capacity</i>	-	-	80	-	-	-	-	80
<i>Tool Vending Machines</i>	-	-	60	-	-	-	-	60
<i>Replacement Parts Washers</i>	-	-	25	-	-	-	-	25
<i>Replacement Paint Booth Compressor</i>	-	-	25	-	-	-	-	25
<i>SD100 Traction Motor Disconnects</i>	1,070	-	-	600	600	-	-	1,200
<i>CNG Compressor Replacement</i>	-	-	-	150	150	-	-	300
<i>LRV Procurement</i>	128,519	-	-	-	18,538	18,538	-	37,076
<i>LRV Electronic Components</i>	1,540	-	-	-	180	-	-	180
Project Totals	114,205	76,662	53,057	78,875	69,718	66,243	69,838	414,393



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Agenda Item No. 15

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

PROPOSED REVISIONS TO MTS POLICY NO. 44 – TRAVEL EXPENSE POLICY

RECOMMENDATION:

That the Board of Directors approve the proposed revisions to MTS Policy No. 44 – Travel Expense Policy (Attachment A).

Budget Impact

None.

DISCUSSION:

MTS staff is proposing updates to Board Policy No. 44, MTS Travel Expense Policy. The purpose of the modifications is to provide clarity and guidance for employees as it relates to agency travel.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Proposed Revisions to Policy No. 44 (with new forms)



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Policies and Procedures

No. 44

SUBJECT:

Board Approval: 6/24/109/12/13

MTS TRAVEL EXPENSE POLICY

PURPOSE:

To establish guidelines for MTS employees and Board members who have been approved to travel on behalf of MTS.

POLICY:

- 44.1 Agencies. This policy applies to all MTS agencies including MTS, San Diego Transit, San Diego Trolley, Inc., and San Diego Vintage Trolley, Inc.
- 44.2 Travel Request Authorization. Persons requesting that MTS pay for travel must request advance approval through a "Travel Authorization Form" (Attachment A). ~~This is done via a "Travel Request Form" (attached).~~ The form must be completed and approved based on when the need for travel is known, and if possible, at least two weeks prior to the trip. The requests can be approved as follows: The department managers or directors can approve requests up to \$500. ~~Travel requests from \$500 to \$1,500 can be approved by the Chief Operating Officer(s), Chief Financial Officer, or General Counsel can approve up to \$1,500, and~~ All amounts over in excess of \$1,500 must be approved by the Chief Executive Officer. The Chief Executive Officer must also approve all travel authorizations for his/her direct reports regardless of amount. The top-level approver will route the form back to the Finance Department, for payment of advances and/or matching with expense reports upon return. Finance will send a copy of the "Travel Authorization Form" to the traveler and keep the original as backup for a pending "Travel Expense Report."

This authorization form will not serve as the basis for reimbursement of travel costs, as reimbursement requests may be made on a "Travel Expense Report" (Attachment C). All Board member and employee travel shall be consistent with Policy No. 29, "Attendance at Transit-Related Conferences." The approved form will be returned to the traveler prior to departure. Travel reservations will be made by the individual traveler, the Clerk of the Board for Board of Director



travel, or such ~~person~~individuals as designated by the Chief Operating Officers or Chief Executive Officer.

- 44.3 Expense Report. The "Travel Expense Report" portion of the form will be used to record actual trip expenses, ~~and~~ ~~The Expense Report~~ must be completed within one week from the return date. The department manager or director must indicate approval of the submitted expenses (Chief Executive Officer approval for ~~director~~direct report travel; Chief Executive Officer, General Counsel, or Chief Financial Officer approval for Board of Director travel; and General Counsel approval of Chief Executive Officer travel). The form ~~should then be forwarded~~is routed to the Finance Department for processing, with a personal check attached for any funds due to MTS (if MTS direct expenses or travel advances exceed the total amount due). Failure to submit expense reports within this time-frame may result in not being reimbursed or collection actions taken if money is owed to MTS. Extensions may be granted by the Chief Executive Officer.

All expenses should be itemized, including items MTS may have paid for in advance (e.g., airfare, conference registration) so that the report provides a complete record of all expenses. It is the traveler's responsibility to submit a completed report in order to receive prompt reimbursement.

- 44.4 Receipts. Itemized receipts for expenditures must be attached to the "Travel Expense Report" for all expenses where a receipt is practically attainable (mandatory, unless a written satisfactory explanation is provided for expenses in excess of \$10). Such written explanations may be subjected to approval by the Chief Executive Officer. Hotel charges must be evidenced by an itemized hotel bill, ~~as~~ A credit card receipt is not sufficient.
- 44.5 Travel Advances. ~~The Travel Request Form will serve as the basis for travel advances. Travel advances will be distributed one week prior to the departure date. Costs incurred prior to departure may be reimbursed immediately; i.e., conference registration or airfare. Travel advances are provided on a case-by-case basis as determined by need and approved by the Chief Financial Officer and/or Chief Executive Officer. A travel advance is a loan that provides cash resources to assist the employee while traveling and is not a payment by MTS for travel expenses. Persons requesting that MTS provide advance proceeds must request approval using the "Travel Advance Request" (Attachment B). This form must be completed and approved at least two weeks prior to the trip-taking place, and these advances will be distributed one week prior to the departure date. Any travel advance shall not exceed the total estimated amount of the tripper diem meal expenses less any items paid by MTS.~~

Travel costs incurred prior to departure may be reimbursed when paid. An example is a traveler paying for conference registration or booking and paying for air travel personally several weeks in advance. Reimbursements for these costs are not considered an advance. These items should be included on a Request for Payment/Payment Voucher and only after the "Travel Authorization Request" has been approved.

- 44.6 MTS does not reimburse employees based on per diem. Employees must provide itemized receipts for all meals, hotel, airfare, registration, etc. The following expenditure guidelines should be observed as upper limits unless particular circumstances reasonably dictate otherwise:

- a. Upper Limits. Upper limits for meals, hotels, and similar costs will be updated, approved by the Chief Executive Officer, and published annually.
- b. Air Travel. Air travel is to be coach class for the most direct route. Travelers arrangements should be made as far as possible in advance in order to secure the most favorable rates. ~~are encouraged to take advantage of the minimum 14-day advance ticket pricing.~~ MTS will also cover the cost if it is more cost effective (i.e., difference in airfare as compared to the additional cost for hotel and meals) to include a Saturday stay. ~~Travelers~~ Travelers should consider this option when practical.
- c. Personal Auto Use. In the event that a private auto is used for the trip, mileage will be paid in accordance with the current IRS Mileage Reimbursement Rates. ~~(see attachment).~~ Maximum reimbursement shall not exceed the cost of a comparable coach airfare to the same location.
- d. Ground Transportation. In using surface transportation, the most practical, least expensive alternative must be utilized. Such transportation includes ~~would be used for~~ travel to and from the airport and reasonable business-related trips at the location. Employees and Board members are encouraged to utilize public transportation where available.
- e. Parking. MTS will reimburse the lesser of the parking cost for a personal auto left at the airport or the cost of a shuttle service or cab to and from the airport.
- f. Personal Travel. A traveler may wish to combine MTS-related travel with personal travel or with ~~include~~ family members in the trip. ~~provided it does not exceed the cost equivalent to a single-person trip.~~ If personal travel is included within the trip, prior authorization and approval of this request must be notated on the "Travel Authorization Form," and MTS will reimburse the cost equivalent to a single-person trip. Under no circumstances will MTS advance payments to cover such personal travel.
- g. Rental Car. ~~The Use~~ of rental cars must be preapproved as part of the "Travel Authorization Form". In the event a rental car is required, MTS will only reimburse ~~for~~ the least expensive compact-size vehicle. MTS will not reimburse for rental car insurance coverage due to the fact that employees are included under MTS's ~~G~~General ~~A~~automobile insurance coverage.
- h. Meals (While in Travel Status). Meals, including tip, shall generally average no more than the maximum rate approved and published annually. Alcohol consumed with a meal is not reimbursable, including applicable taxes and tips related to the alcohol cost. The amount per day applies to each 24-hour day of travel, ~~and~~ ~~Partial~~ days would be prorated accordingly. Exceptions to the maximum rates must be approved by the Chief Executive Officer or General Counsel.
- i. Business Meal. Reasonable business (involving outside persons or when necessary to conduct MTS-related business) meals are permitted. All such meals must be itemized, including the names of all attendees, with

justification on the Expense Report to determine eligibility for reimbursement.

- j. Hotel. Travelers will be reimbursed for the cost of a moderate and reasonably priced single-occupancy hotel room. Travelers should request the "government rate" when making hotel reservations. The maximum reimbursement is limited to the rate approved and published annually. Hotel stays in high-cost cities shall be approved by the Chief Executive Officer. These maximum limits may be waived if the traveler is staying at a hotel where a conference is being held and approved by the Chief Executive Officer. Baggage-handling service fees are reimbursable at standard rates.
- k. Other Business-Related Expenses. Other business-related expenses while traveling, such as supplies, equipment rental, reprographics, facsimiles, internet access, and other documented business-related expenses may be reimbursed when traveling on MTS business and used for MTS purposes.
- l. Travel Outside of the U.S. Reimbursement for travel to a foreign country will be calculated at the average exchange rate during the trip. All reimbursement for any Value Added Taxes charged for hotel accommodations must be returned to MTS.
- m. Telephone Calls (While in Travel Status). Reimbursements for telephone calls are permitted provided that such calls are directly related to MTS business. Travelers are required to provide an itemized list of all calls detailing the person(s) called and the reason for the call(s) for which reimbursement is requested. Personal calls are permitted up to a maximum of \$10 per day. ~~Calls charged to personal calling cards may be submitted for reimbursement no later than 30 days from the time that the Travel Expense Report has been submitted.~~
- n. Registration. Travelers requesting to attend a conference or training that requires registration should do so in sufficient time to take advantage of any discounts.
- o. Conferences. Conference luncheons, special banquets, or other set-price official affairs that exceed the actual cost listed under meals may be reimbursed if they are necessary to the attendance of the conference and must be authorized in advance with the submission of the "Travel Request Authorization Form". ~~Conference luncheons hosted by vendors doing business with MTS may not be attended by employees if the value of the luncheon or banquet exceeds \$50.00.~~
- p. Cancellation Penalties. In the event that registration, airfare, hotel deposit, or any other such items that require prepayment are paid and the traveler is unable to attend and the prepayment is nonrefundable, then the traveler would be responsible for reimbursing MTS for the full cost unless the inability to attend is for valid business reasons, medical conditions, or personal emergencies, as approved by the Chief Executive Officer for employees or by the Executive Committee for Board members.

- q. Nonallowable Expenses. MTS will not provide any reimbursement for personal entertainment expenses, alcoholic beverages, ~~travel expenses for family members~~, movies in hotels, personal items, charitable contributions, air travel insurance, any travel expenses for family members (including but not limited to transportation, hotels, and meals), or any other expenses not deemed necessary for business purposes.
- r. Political Events. MTS will not provide reimbursement for expenses incurred for the purpose of attending political events. An event shall be considered "political" if it is held for the purpose of supporting, opposing, or raising money to support or oppose any candidate, ballot measure, or political party.
- s. Non-Discrimination. MTS will not provide any reimbursement for expenses incurred with any private club that discriminates on the basis of race, gender, religion, sexual orientation, or other invidious criteria in its membership policy.

Exceptions to these guidelines must be approved by the Chief Executive Officer for employees and by the Executive Committee for Board members.

44.7 Within-Area Expenses. The form entitled "Expense Report (within area expenses)" (see Attachment D) must be used to record any potential eligible expenses.

- a. Submittal of Form. ~~Travelers~~Employees must submit this form together with receipts after applicable expenses are incurred, ~~on a monthly basis when (a) requesting reimbursement, or (b) reporting MTS credit card charges.~~ This report applies to expenses incurred within the San Diego County area only.
- b. Eligible Expenses. Eligible expenses must be related to and necessary for carrying out MTS business. They may include, but not be limited to, ~~phone calls on warrant checks~~, business meals or meetings, mileage, parking, or other miscellaneous out-of-pocket expenses related to MTS business. ~~The Director of Finance or Chief Executive Officer or Chief Financial Officer~~ may, in their judgment, disallow any extraordinary or inappropriate expenses. Whenever possible, local travel should be by public transportation. If it is impractical to use public transit, an MTS vehicle or private auto should be used.
- c. Description and Purpose. The report should include the date, description / purpose (including destination), and the applicable department / account code (if operations) or the applicable project / task detail (if capital), ~~describe the item or the destination (if mileage) and the purpose. The traveler should indicate to which project code each item should be charged.~~
- d. Approvals. All necessary approvals must be obtained in advance and the completed form must be submitted to the Finance and Administration Department within one week after expenses are incurred.

44.8 Overtime. No overtime pay shall be earned while an employee is in an out-of-town travel status. Travel status is defined as the time an employee begins and completes the authorized business-related travel.

POLICY.44.TRAVEL EXPENSE POLICY

Attachments: A. Travel Authorization Form~~Travel Request Form~~
B. Travel Advance Request~~Expense Report~~
C. Travel Expense Report~~Expense Report – Within Area Expenses Form~~
D. Expense Report (within-area expenses)~~2012 Reimbursement Rates~~
E. Annual Travel Cost Rates Calendar Year 2013

Original Policy approved on 8/12/93.

Policy amended on 10/27/94.

Policy revised on 4/29/04.

Policy revised on 1/26/06.

Policy revised on 7/19/07.

Policy revised on 6/24/10.

Attachments updated by Staff 1/16/13.

Policy and attachments revised on 9/12/13.

(Revised 6.27.2013)



TRAVEL AUTHORIZATION FORM

(complete this form first, before any travel expenses are incurred)

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date:	8/1/2013	Costs to be charged to:
Employee Name:	_____	Department/Acct Code: _____
Title:	_____	OPERATIONS ONLY
Department Name:	_____	Project/Task Detail: _____
		CIP ONLY
Travel Dates:	_____	
Meeting Name/Purpose:	_____	

PART II - TOTAL ESTIMATED EXPENSES

Transportation					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Air</td></tr> <tr><td style="padding: 2px;">Train</td></tr> <tr><td style="padding: 2px;">Car</td></tr> <tr><td style="padding: 2px;"><i>Mileage rate = 56.5¢ / mile</i></td></tr> </table>	Air	Train	Car	<i>Mileage rate = 56.5¢ / mile</i>	
Air					
Train					
Car					
<i>Mileage rate = 56.5¢ / mile</i>					
Total Transportation	\$ -				
Shuttles / Taxi / Parking					

Lodging					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Days</td></tr> <tr><td style="padding: 2px;">Rate</td></tr> </table>	Days	Rate			
Days					
Rate					
Total Lodging	\$ -				
Meals					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Days</td></tr> <tr><td style="padding: 2px;">Rate</td></tr> </table>	Days	Rate			
Days					
Rate					
Total Meals	\$ -				
Other Costs					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Registration</td></tr> <tr><td style="padding: 2px;">Other</td></tr> <tr><td style="padding: 2px;">Other</td></tr> </table>	Registration	Other	Other		
Registration					
Other					
Other					
Total Other	\$ -				
Grand Total Estimated Expenses	\$ -				
Less: Amount To Be Paid Directly By MTS	\$ -				
Maximum Amount To Be Paid By Traveler	\$ -				

PART III - SIGNATURES and APPROVALS

	Signature	Date
Traveler:	_____	_____
Department Manager / Director (Up to \$500):	_____	_____
Budget Manager:	_____	_____
COO / CFO / General Counsel (Up to \$1500):	_____	_____
Chief Executive Officer:	_____	_____

(Revised 6.27.2013)



**TRAVEL ADVANCE
REQUEST**

*(complete this form, if needed, to request cash
for travel)*

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date: 8/1/2013

Employee Name: _____

Title: _____

Department Name: _____

Travel Dates: _____

Meeting Name/Purpose: _____

PART II - TOTAL ESTIMATED EXPENSES

Grand Total Estimated Expenses (from travel authorization form)	\$	-
Less: Amount To Be Paid Directly By MTS (from travel authorization form)	\$	-
Maximum Amount To Be Paid By Traveler (from travel authorization form)	\$	-
Total Advance Requested	\$	-

PART III - SIGNATURES and APPROVALS

Signature

Date

Traveler: _____

Department Manager / Director: _____

COO: _____

CFO / General Counsel: _____

Chief Executive Officer: _____

Attachment C

(Revised 6.27.2013)



TRAVEL EXPENSE REPORT

(complete this form no later than 1 week after return from travel)

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date: 8/1/2013 **Costs to be charged to:**

Employee Name: _____ Department/Acct Code: _____

Title: _____ **OPERATIONS ONLY**

Department Name: _____ Project/Task Detail: _____

CIP ONLY

Meeting Name/Purpose: _____

PART II - TOTAL EXPENSES

		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	Total
Travel Dates								
Location (City, State)								
Transportation								\$ -
Shuttles/Taxis								\$ -
Parking								\$ -
Lodging								\$ -
Meals (Use Detail Tabs)	Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lunch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Dinner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	Registration							\$ -
Other:								\$ -
Other:								\$ -
Other:								\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1. Travel expense report must be filled within one week after completing trip.	Total Expenses	\$ -
2. Attach receipts for all purchases over \$10. Explain all items over \$10 not having receipts.	Less MTS Paid Items <small>(please enter a +number)</small>	\$ -
3. Include related trip items paid separately by MTS; mark with an asterisk.	Subtotal	\$ -
	Less Cash Advanced <small>(please enter a +number)</small>	\$ -
	Amount Due	\$ -

PART III - SIGNATURES and APPROVALS

I certify that the above report is true and correct.

	Printed Name	Signature	Date
Traveler:	_____	_____	_____
Manager/Supervisor (Up to \$3000):	_____	_____	_____
Department Director (Up to \$5000):	_____	_____	_____
Chief Financial Officer:	_____	_____	_____

Attachment D

(Revised 6.27.2013)



**EXPENSE REPORT
(within-area expenses)**

- MTS
- SDTC
- SDTI

Finance Use Only:

PEID _____

PART I - EMPLOYEE INFORMATION

Employee Name: _____

Period: _____ to _____

Employee Signature: _____

I certify that the expenses reported are true and correct.

PART II - EXPENSES AND MILEAGE DETAIL

Date	OPERATIONS ONLY	CIP ONLY	Description / Purpose	Telephone	Meeting	Mileage	Other
	Dept./Acct Code	Project/Task		55511	Exp. 59210	(56.5¢/mile) 59210	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -
TOTALS				\$ -	\$ -	\$ -	\$ -
GRAND TOTAL							\$ -

PART III - APPROVALS

Department Director (Up to \$500): _____

Chief Financial Officer (Up to \$1500): _____

Chief Executive Officer (CEO): _____

Expense Report Instructions

1. Employees must submit this form when requesting reimbursement. This report applies to expenses incurred within the San Diego metropolitan area only.
2. Eligible expenses must be related to and necessary for carrying out MTS business. They may include, but are not limited to, business meals, or meetings, parking, or other miscellaneous out-of-pocket expenses related to MTS business. The CFO or CEO may, in their judgment, disallow any extraordinary or inappropriate expenses. Attach receipts for all out-of-pocket expenses.
3. Briefly describe the item or the destination and the purpose.

Attachment E

Annual Travel Cost Rates
Calendar Year 2013

Hotel Maximum

Small/Medium US Cities	\$170.00
Large US Cities/International	\$220.00

Average Daily Meal Maximum

Small/Medium US Cities	\$ 65.00
Large US Cities/International	\$ 80.00

Mileage Reimbursement Rate

As set by the IRS, effective January 1, 2013	
per mile	\$ 0.565

NOTES:

1. These are maximum rates. Rates must be reasonable and necessary under the circumstances and will customarily be lower.
2. Small/Medium US Cities are defined for this rate structure as those with less than 1 million persons in the metropolitan area.

Large US Cities are defined for this rate structure as those with more than 1 million persons in the metropolitan area.
3. The Mileage Rate is directly tied to the rate set by the IRS and will be revised more frequently than annually if done so by the IRS.



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 16

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

UNALLOCATED TRANSPORTATION DEVELOPMENT ACT FUNDS FOR TRANSIT-RELATED PROJECTS

RECOMMENDATION:

That the Board of Directors approve the use of unallocated Transportation Development Act (TDA) funds currently held by the County of San Diego for transit-related expenses for the City of El Cajon.

Budget Impact

The use of unallocated TDA funds set aside by the County for transit-related projects in various jurisdictions would have no impact on MTS's operating or capital budgets. The total available unallocated TDA held for the benefit of the City of El Cajon would be reduced by \$70,898.52 resulting in a remaining balance of \$1,466,611 held by the County for future transit-related projects pending Board approval.

DISCUSSION:

On August 13, 2013, MTS received a request from the City of El Cajon requesting the use of \$70,898.52 of the unallocated TDA funds held by the County to reimburse the City of El Cajon's fiscal year 2012/2013 transit-related expenditures. These expenses cover graffiti removal, engineering services, and repair/maintenance of existing facilities.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com



1255 Imperial Avenue, Suite 1000
San Diego, CA 92101-7490
(619) 231-1466 • FAX (619) 234-3407

Agenda Item No. 17

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

SEMIANNUAL UNIFORM REPORT OF DISADVANTAGED BUSINESS ENTERPRISE
AWARDS OR COMMITMENTS AND PAYMENTS

RECOMMENDATION:

That the Board of Directors receive the Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payments.

Budget Impact

None.

DISCUSSION:

As a Federal Transit Administration (FTA) grantee, MTS complies with the federal regulations set forth in Title 49 of the Code of Federal Regulations Part 26 regarding participation by DBEs in the U.S. Department of Transportation (DOT) Program. The DBE regulations require MTS to prepare DBE goals based upon the number of ready, willing, and able DBE-certified contractors available to bid on certain categories of MTS procurements.

The goals of the DBE program are:

1. to ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. to ensure that the DBE program is narrowly tailored in accordance with applicable law;



4. to ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. to help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. to assist the development of firms that can compete successfully in the marketplace outside of the DBE program; and
7. to provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

For the current triennial reporting period (October 1, 2012, to September 30, 2015), MTS has a race-neutral program with an aspirational goal of 4.1% DBE participation.

A race-neutral DBE program means that no special quotas or advantages are provided to DBE contractors. Instead, MTS conducts outreach to DBE and other contractors in an effort to inform them of upcoming MTS procurements. Successful bidders are chosen using race-neutral means generally through a low-bid or best-value procurement process.

For purposes of reporting DBE participation rates to the FTA, MTS may only count participation by certified DBE contractors. Contractors with only a women, disabled veteran, or minority-owned certification do not qualify for DBE reporting. Certified DBE contractors must (1) have a woman or minority as a majority owner, and (2) meet specified income limits for both the business and the majority owner.

Summary of Semiannual DBE Report Findings (Federal Funds Only)

The current FTA semiannual reporting period runs from October 1, 2012, to March 31, 2013. For projects using federal funds, there were a total of 48 contracts that were entered into during the reporting period (Attachment A) and 42 contracts that were completed during the reporting period (Attachment B).

REPORTING PERIOD	Contract Awards/Commitments			Goal
	Total Federal \$\$	DBE \$\$	DBE %	vs 4.1%
Oct 1 2012 to Mar 31 2013	\$18,372,446.95	\$759,369.25	4.13%	+0.03%

REPORTING PERIOD	Contracts Completed (Actual Payments)			Goal
	Total Federal \$\$	DBE \$\$	DBE %	vs 4.1%
Oct 1 2012 to Mar 31 2013	\$2,407,395.30	\$84,745.24	3.52%	-0.58%

The MTS History of DBE Semi Annual Reports (Attachment C) shows MTS DBE participation from Federal Fiscal Year 2004 to present.

Local Funds

MTS generally reserves federal funds for capital projects and state-of-good-repair vehicle or system maintenance projects. MTS uses local and state funds for MTS administrative costs and other operating expenses (e.g., marketing expenses, land management, office supplies). SANDAG is responsible for most of the MTS-related construction projects. Some small construction projects are completed by MTS using Job Order Contracts

originally awarded as part of SANDAG's construction contacting program. Only contracts awarded and paid by MTS using federal funds (or a portion of federal funds) are reported to the FTA under the DBE reporting obligation. In addition, the FTA only calculates the realization of DBE firms. The FTA does not record the realization of minority or women-owned firms that do not meet the DBE personal and business income limits. Such firms are identified as "WBE" and "MBE" firms in the attached MTS reports. No non-DBE WBE or MBE firms were identified during this reporting period.

MTS's participation rates for the reporting period, using local funds, were as follows:

<u>REPORTING PERIOD</u>	<u>Contract Awards/Commitments</u>		
	<u>Total \$\$</u>	<u>DBE \$\$</u>	<u>DBE %</u>
Local Funds: Oct 1 2012 to Mar 31 2013	\$2,193,051.88	\$53,048.26	2.42%

<u>REPORTING PERIOD</u>	<u>Contracts Completed (Actual Payments)</u>		
	<u>Total Local \$\$</u>	<u>DBE \$\$</u>	<u>DBE %</u>
Local Funds: Oct 1 2012 to Mar 31 2013	\$1,694,397.03	\$121,500.00	7.17%



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Karen Landers, 619.557.4512, karen.landern@sdmts.com

- Attachments: A. Semiannual DBE Report Spreadsheet 10/1/12 - 3/31/13– Contracts Awarded
 B. Semiannual DBE Report Spreadsheet 10/1/12 - 3/31/13 – Contracts Completed
 C. History of Semiannual DBE Reports (FY 2004 to Present)

Contracts Awarded October 1, 2012 to March 31, 2013
 Contracts, IFAS POs, Work Orders w/o leases, ROE, TVMs, revenue, SANDAG or \$0

FEDERAL FUNDS												
Doc #	Organization	Subject	Amount	Funding Source	Local	DBE	MBE/WBE/D	DBEreported	Day	Completion	FTA	
1	G1387.3-11	NMS MANAGEMENT, INC.	ADDITIONAL LRV CLEANING SERVICES	\$ 160,084.08	352-53615	Y	Y	39730	\$160,084.08	10/2/2012	9/30/2014	Y
2	B0574.0-12	CUMMINS CAL PACIFIC, INC.	REBUILT TRANSMISSIONS IN-FRAME OVERHAULS	\$ 5,007,224.91	31253810	Y	N	N	\$0.00	10/9/2012	9/30/2017	Y
3	L1092.0-13	PROGRESS RAIL SERVICES	115# HIGH STRENGTH RAIL - 240,000 FT	\$ 6,593,660.00	12817-0200	N	N	N	\$0.00	10/15/2012		Y
4	G1500.0-13	APPLIED TRUST, INC.	CYBER SECURITY ASSESSMENT (I.T.)	\$ 40,000.00	11319-0800	N	N	N	\$0.00	10/25/2012	4/30/2014	Y
5	G1474.0-12	ENVIROMENTAL LOGISTICS	HAZ MAT DISPOSAL SERVICES IAD-KMD-SDTI	\$ 147,981.00	331/332/350/360/380-53710	Y	N	N	\$0.00	11/6/2012	10/31/2017	Y
6	B0595.0-13	DARTCO TRANSMISSION SALES AND	ALLISON TRANSMISSION REBUILDS	\$ 484,422.50	31253810	N	N	N	\$0.00	1/7/2013	12/31/2015	Y
7	B0592.0-13	HARBOR DIESEL AND EQUIPMENT	REBUILT TRANSMISSIONS INFRAME OVERHAULS	\$ 457,204.80	31253810	N	N	N	\$0.00	1/29/2013	10/31/2015	Y
8	B0563.3-11	TRAPEZE SOFTWARE GROUP, INC.	ADD TRAPEZE INFO-IVR-FX MAINT. AGMT	\$ 24,282.00	11318	N	N	N	\$0.00	2/11/2013	6/30/2014	Y
9	L0884.2-09	CARLOS GUZMAN, INC.	ADDITIONAL LRV VANDAL/ACCIDENT REPAIR	\$ 1,170,000.00	355-53610/53510	N	N	N	\$0.00	2/19/2013	6/30/2014	Y
10	PWL145.0-13	JL PATTERSON & ASSOCIATES	2013 BRIDGE INSPECTION SERVICES	\$ 97,970.00	371-53710	N	Y	7770	\$97,970.00	3/6/2013	12/31/2013	Y
11	G1500.1-13	APPLIED TRUST, INC.	ADDITIONAL TECH SUPPORT	\$ 20,000.00	11319-0800	N	N	N	\$0.00	3/11/2013	4/30/2014	Y
12	L0954.1-10	NELECO, INC.	EXERCISE BOTH OPTION YEARS - TRACK LUBE	\$ 290,472.48	37054310	N	N	N	\$0.00	3/11/2013	4/30/2015	Y
13	L1120.0-13	SIMMONS MACHINE TOOL CORPORATI	LRV TRUING MACHINE	\$ 1,685,673.75	11309-0200	N	N	N	\$0.00	3/11/2013		Y
14	B0546.1-11	MOHAWK MFG. AND SUPPLY CO.	AMENDMENT TO BENDIX AIR BRAKES	\$ 4,987.06	321/322-54510	N	N	N	\$0.00	3/14/2013	11/30/2015	Y
15	PWL144.0-13	TRI-SIGNAL INTEGRATION, INC.	FIRE ALARM TESTING AND MAINTENANCE	\$ 55,147.75	380-53720	Y	N	N	\$0.00	3/14/2013	2/28/2018	Y
PO NUMBER	Organization	Subject	AMOUNT	Funding Source		DBE				DATE	FTA	
FEDERAL FUNDS												
16	3300	NETWORK TOOL WAREHOUSE	HEAVY DUTY INDUSTRIAL FILTER CRUSHE	\$6,532.35	11200-0200		N				10/5/2012	Y
17	3335	ROTO ROOTER SERVICE	EMERGENCY REPAIR STORM DRAIN/SEWER	\$42,164.53	11200-0800		N				11/9/2012	Y
18	3341	FISHER WIRELESS SERVICES	TRANSIT ANTENNA/CABLE/CONNECTORS	\$8,893.13	11306-1300		N				11/21/2012	Y
19	PW001086	AZTEC FENCE CO.	SPRING STREET FENCING	\$6,135.00	11321-0200		N				11/21/2012	Y
20	3348	CRUZ ESTRELLA'S CADD AND DRAFT	BONDING COPIES FOR WRIGHT STREET	\$1,315.17	11321-0800		Y		\$1,315.17		12/11/2012	Y

Contracts Awarded October 1, 2012 to March 31, 2013
Contracts, IFAS POs, Work Orders w/o leases, ROE, TVMs, revenue, SANDAG or \$0

21	3362	DEFENSIVE SYSTEMS, INC.	DEFENSIVE CLASSES - JAN/FEB	\$2,400.00	420-53910/53440	N				1/3/2013	Y
22	3366	GENERAL INFORMATION SYSTEMS	HAND HELD UNITS 440 READERS	\$20,517.84	11322-0200	N				1/18/2013	Y
23	3375	HSQ TECHNOLOGY	SDSU ILON SYSTEM SUPPORT	\$16,989.00	11325-0200	N				2/4/2013	Y
24	3394	SOUTHLAND ELECTRIC INC	MONITORING FIRE PANEL INSTALL, SDSU	\$74,013.90	11325-0200	N				3/25/2013	Y
	Work Order #	Organization	Subject	Amount		DBE	WBE/MBE	DBE		Day	Complete
25	G1496.0-13.01.2	RAILPROS, INC.	BUS WASH REPLACE ENGINEERING	\$31,400.00		N		\$0.00		3/22/2013	5/30/2019
26	PWL132.0-11.18.2	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCE CCTV	\$1,727.36		N		\$0.00		3/22/2013	
27	PWL132.0-11.10.2	SOUTHLAND ELECTRIC, INC.	SDSU FIRE ALARM ZONE 5 FIREWALL	\$12,540.72		N		\$0.00		3/8/2013	3/25/2013
28	PWL135.0-12.04	ABC CONSTRUCTION, INC.	KMD GARAGE FLOOR EPOXY COATING	\$174,252.46		N		\$0.00		3/7/2013	
29	PWL132.0-11.12.3	SOUTHLAND ELECTRIC, INC.	BLDG B ROOF - REPLACING SHEATHING	\$12,219.72		N		\$0.00		3/6/2013	3/20/2013
30	PWL132.0-11.10.1	SOUTHLAND ELECTRIC, INC.	SDSU FIRE ALARM STROBE LIGHT FIXTUR	\$1,735.42		N		\$0.00		2/19/2013	
31	PWL134.0-12.02.1	HERZOG CONSTRUCTION, INC.	SAN MIGUEL CROSSING AMEND	\$11,445.24		N		\$0.00		2/7/2013	
32	PWL132.0-11.12.1	SOUTHLAND ELECTRIC, INC.	BUILDING B ROOF REPAIR/SKYLIGHTS	\$30,817.70		N		\$0.00		2/4/2013	
33	PWL132.0-11.12.2	SOUTHLAND ELECTRIC, INC.	BUILDING B ROOF REPAIR TURBINES	\$20,589.30		N		\$0.00		2/4/2013	
34	PWL132.0-11.18.1	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCEMENTS	\$19,801.60		N		\$0.00		1/22/2013	
35	PWL134.0-12.11	HERZOG CONSTRUCTION, INC.	BROADWAY WYE SWITCH REPLACEMENT	\$9,313.09		N		\$0.00		1/22/2013	
36	PWL136.0-12.04.1	HMS CONSTRUCTION, INC.	SAN MIGUEL SIGNAL WIRE REPLACEMENT	\$7,613.36		N		\$0.00		1/7/2013	
37	PWL132.0-11.19	SOUTHLAND ELECTRIC, INC.	REVENUE DEPARTMENT CCTV IMPROVEMENT	\$1,874.18		N		\$0.00		12/10/2012	
38	PWL136.0-12.05	HMS CONSTRUCTION, INC.	47TH STREET FEEDER CABLE REPLACEMENT	\$21,510.83		N		\$0.00		12/6/2012	
39	PWL132.0-11.18	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCE/CCTV	\$249,743.01		N		\$0.00		11/28/2012	
40	G1496.0-13.01	RAILPROS, INC.	ON-CALL ENGINEERING - ROE/REAL EST	\$25,000.00		N		\$0.00		11/15/2012	5/30/2019
41	PWL134.0-12.08	HERZOG CONSTRUCTION, INC.	ORANGE LINE JOINT BAR AT 3 LOCATION	\$41,956.80		N		\$0.00		11/6/2012	
42	PWL136.0-12.04	HMS CONSTRUCTION, INC.	SAN MIGUEL SIGNAL WIRE REPLACEMENT	\$10,802.82		N		\$0.00		10/31/2012	

Contracts Awarded October 1, 2012 to March 31, 2013
Contracts, IFAS POs, Work Orders w/o leases, ROE, TVMs, revenue, SANDAG or \$0

43	PWL134.0-12.07	HERZOG CONSTRUCTION, INC.	C ST PAVING 6TH TO 8TH ST	\$296,155.69		N	\$0.00	10/29/2012	
44	PWL132.0-11.10	SOUTHLAND ELECTRIC, INC.	SDSU TROLLEY STATION FIRE ALARM	\$212,279.64		N	\$0.00	10/18/2012	
45	PWL132.0-11.14	SOUTHLAND ELECTRIC, INC.	SDSU STATION CCTV UPGRADE	\$55,946.72		N	\$0.00	10/18/2012	
46	PWL134.0-12.06	HERZOG CONSTRUCTION, INC.	8TH STREET BRIDGE SURVEY	\$12,351.53		N	\$0.00	10/12/2012	
47	G1494.0-13.01	PACIFIC RAILWAY ENTERPRISES	MVE/ORANGE LINE SIGNAL PRINT VERIFI	\$500,000.00		Y	\$500,000.00	10/8/2012	5/30/2017
48	PWL132.0-11.12	SOUTHLAND ELECTRIC, INC.	MTS/SDTI BUILDING B ROOF REPAIR	\$193,298.51		N	\$0.00	10/2/2012	
FEDERAL FUNDS TOTAL				\$ 18,372,446.95					
DBE FEDERAL FUNDS				\$759,369.25					
% DBE FUNDS				4.13%					

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LOCAL FUNDS												
Doc #	Organization	Subject	Amount	Funding Source	Local	DBE	MBE/WBE/D	DBEreported	Day	Completion	FTA	
1	G1483.0-12	LIVE NATION, INC.	COLLEGE PASS PARTNERSHIP/CONCERTS	\$ 5,000.00	554-53910	N	N	N	\$0.00	10/1/2012	10/31/2012	N
2	G1421.1-12	BAKER & MILLER, PLLC	LEGAL SERVICES - RAILROAD & ENVIRONMENTAL	\$ 50,000.00	10121-53110	N	N	N	\$0.00	10/18/2012	12/31/2018	N
3	G1428.1-12	MICHAEL E. RIPLEY	LEGAL SERVICES - GENERAL TORT AND LIABIL	\$ 120,000.00	633/923/922 - 53310/53311	Y	N	N	\$0.00	10/29/2012	12/31/2018	N
4	G1503.0-13	FOUNDATION COMMUNITY SERVICES	PRIVATE-HIRE DRIVER AND RADIO SERVICE TRAINING	\$ 69,300.00	761-53450000	Y	N	N	\$0.00	11/2/2012	11/21/2017	N
5	G1501.0-13	R. L. BANKS & ASSOCIATES, INC.	ON-CALL CONSULTANT FOR MTS DESERT LINE NEGOTIATION	\$ 25,000.00	12153110	N	N	N	\$0.00	11/5/2012	10/31/2014	N
6	L1111.0-13	CUBIC TRANSPORTATION SYSTEMS	PLATFORM CARD INTERFACE DEVICES - FARE	\$ 494,216.00	11331-0200	Y	N	N	\$0.00	11/28/2012		N
7	G1425.1-12	LIEBMAN, QUIGLEY, SHEPPARD	LEGAL SERVICES - GENERAL & TORT LIABILIT	\$ 60,000.00	633/923/922- 53310/53311	Y	N	N	\$0.00	12/13/2012	12/31/2016	N
8	G1204.2-09	SMITH WATTS & COMPANY	EXERCISE FINAL OPTION YEAR	\$ 69,600.00	50902 53116	N	N	N	\$0.00	12/13/2012	12/31/2013	N
9	G1506.0-13	AON GLOBAL RISK CONSULTING	ACTUARIAL SERVICES	\$ 37,500.00	902-53910	N	N	N	\$0.00	12/20/2012	12/31/2017	N
10	G1510.0-13	HOLIDAY BOWL - QUALCOMM	HOLIDAY/POINSETTIA BOWL ADVERTISING	\$ 1,175.00	551-53114	Y	N	N	\$0.00	12/26/2012	12/27/2012	N
11	G1429.1-12	OPPER & VARCO, LLP	ADDITIONAL FUNDS - LEGAL SERVICES	\$ 50,000.00	121-53110/53111	Y	Y	34306	\$50,000.00	1/10/2013	12/31/2016	N
12	G1326.2-10	MIS SCIENCES, CORP.	EXERCISE OPTION YEAR	\$ 84,450.00	661-53910000	N	N	N	\$0.00	1/23/2013	1/31/2014	N
13	G1204.3-09	SMITH WATTS & COMPANY, LLC	REMOVE NCTD FROM STATE LOBBYING	\$ (34,800.00)	53116	N	N	N	\$0.00	1/29/2013	12/31/2013	N
14	G1193.2-08	COZEN & O'CONNOR	CONTRACT EXTENSION TAXI CAB STANDS	\$ 10,000.00	50761-53114T	Y	N	N	\$0.00	1/29/2013	1/19/2014	N
15	G1512.0-13	WARRINER CONSTRUCTION	REPAIRS, INSTALL, & IMPR	\$ 49,602.00	761-53540	N	N	N	\$0.00	1/29/2013	1/31/2016	N
16	PWG141.1-12	APR CONSTRUCTION INC.	TRANSIT STORE IMPROVEMENTS	\$ 3,048.26	11323-1000	Y	Y	38285	\$3,048.26	2/5/2013		N
17	G1519.0-13	FOCUS ON INTERVENTION	UPDATE JOB ANALYSIS BANK DOCUMENTS	\$ 20,750.00	633-53910	Y	N	N	\$0.00	3/6/2013	12/31/2013	N
18	G1418.2-12	ASPARIAN, LLC	ADDITIONAL HOURS FOR DATABASE SUPPORT	\$ 18,850.00	661-53910	N	N	N	\$0.00	3/11/2013	12/15/2013	N
19	G1518.0-13	SIGMANET, INC.	REPLACE SONICWALL 4060 WITH CISCO ASA	\$ 84,472.60	11315/11319	N	N	N	\$0.00	3/22/2013	2/28/2014	N
20	L0955.2-10	UTC FIRE AND SECURITY	AMENDMENT TO ADD 8 ON 4000 SERIES TROLLE	\$ 199,830.00	11267-0800	N	N	N	\$0.00	3/22/2013		N
	PO NUMBER	Organization	Subject	AMOUNT	Funding Source		DBE				DATE	FTA

Contracts Awarded October 1, 2012 to March 31, 2013
Contracts, IFAS POs, Work Orders w/o leases, ROE, TVMs, revenue, SANDAG or \$0

LOCAL FUNDS											
21	3295	ABTECH SYSTEMS, INC.	HP DDS4 TAPE DRIVE - SUPPORT SVCS	\$2,010.13	661-53910 661-54930				N	10/2/2012	N
22	3296	CDW GOVERNMENT, INC.	APC UPS NETWORK MANAGEMENT CARD	\$1,630.86	661-54930				N	10/2/2012	N
23	3299	ENGHOUSE TRANSPORTATION LLC	ANNUAL BUS IVR MAINTENANCE	\$13,703.00	661-53910				N	10/5/2012	N
24	3301	DELL COMPUTER CORP	DELL LATITUDE LAPTOP	\$1,495.42	661-54930				N	10/8/2012	N
25	3302	IACCESS INC.	HID CARDS FOR HR DEPT	\$549.53	711-53750				N	10/11/2012	N
26	3303	EL CAJON BLVD BUSINESS IMPROVE	INSTALL GREEN LINE BANNERS/44 POLES	\$3,960.00	553-53910				N	10/12/2012	N
27	3304	COX MEDIA	35 WEEK TELEVISION 60 SEC COMMERCIA	\$99,000.00	551-53114				N	10/12/2012	N
28	3305	CDW GOVERNMENT, INC.	DISPLAY - LG LCD	\$366.33	661-54920				N	10/16/2012	N
29	3306	CDW GOVERNMENT, INC.	SYMANTEC ENTERPRISE VAULT	\$13,239.37	661-54930/53910				N	10/16/2012	N
30	3307	CDW GOVERNMENT, INC.	LAPTOP - BTO APPLE/APPLE CARE	\$2,759.87	661-54930/53910				N	10/16/2012	N
31	3308	DELL COMPUTER CORP CDW GOVERNMENT, INC.	LAPTOP - DELL LATITUDE	\$1,675.68	661-54930				N	10/16/2012	N
32	3309	CDW GOVERNMENT, INC.	MOBILE SCANNER - ETHERNET ADAPTER	\$862.61	661-54920				N	10/16/2012	N
33	3310	COMMUNICATIONS USA, INC.	MOTOROLA CD1250 VHF RADIO	\$11,361.16	11267-0200				N	10/17/2012	N
34	3311	LOCAL MEDIA OF SD LLC	ANNUAL SPOT SCHEDULE XHTZ Z90.3	\$25,000.00	551-53114				N	10/17/2012	N
35	3312	LOCAL MEDIA OF SD LLC	ANNUAL SPOT SCHEDULE XTRA 91X	\$25,000.00	551-53114				N	10/17/2012	N
36	3313	LINKEDIN CORPORATION	RECRUITER - JOB SLOTS	\$14,200.00	711-53410				N	10/18/2012	N
37	3314	ABTECH SYSTEMS, INC.	HP TECH SUPPORT AND HARDWARE SUPPOR	\$23,984.00	661-53910				N	10/18/2012	N
38	3294	KRONOS INCORPORATED	SOFTWARE SUPPORT SVCS	\$11,866.02	661-53910				N	10/22/2012	N
39	3317	KYXY-FM 96.5	60 SECOND COMMERCIALS KYXY 96.5	\$25,000.00	551-53114				N	10/23/2012	N
40	3316	QUANTUM CORPORATION	SERVICE RENEWAL TAPE LIBRARY	\$1,847.00	661-53910				N	10/24/2012	N
41	3318	iACCESS INC.	HID CARDS FOR HR DEPARTMENT	\$2,747.63	711-53750				N	10/24/2012	N
42	3319	ESRI	ESRI SOFTWARE, TRAINING, & SUPPORT	\$49,844.75	661-54930/53910				N	10/25/2012	N
43	3320	DELL COMPUTER CORP	OPTIPLEX ALL-IN-ONE LABOR AND	\$1,259.73	661-54930				N	10/25/2012	N
44	PW001085	CITY ELECTRIC WORKS, INC.	MATERIALS FOR TAXI ADMIN	\$2,200.00	761-53630				N	10/25/2012	N

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95	3388	L&L PRINTERS	SD TROLLEY POCKET GUIDES	\$3,542.48	553-53750						3/21/2013	N
96	3389	NTH GENERATION COMPUTING INC	BLADE SUPPORT	\$10,045.00	661-53910						3/21/2013	N
97	3390	CDW GOVERNMENT INCORPORATED	AXIS M1054 SURVEILLANCE KIT	\$1,693.77	661-54920						3/22/2013	N
98	3391	CDW GOVERNMENT INCORPORATED	MOBILE SCANNER, HP LJ PRO	\$876.43	661-54920						3/22/2013	N
99	3393	CDW GOVERNMENT INCORPERATED	17IN RACK, APC NET SHELTER	\$2,987.24	11339-1000						3/22/2013	N
100	3365	REID AND CLARK SCREEN ARTS CO	MULTIPLE SIGNS	\$1,615.68	761-54540						1/14/2013	
101	3384	GRAFFITI TRACKER	GPS CAMERA PACKAGE	\$2,808.00	420-53720						2/20/2013	
102	3392	CARDIAC SCIENCE CORPORATION	DEFIBRILLATION PADS, LITHIUM BATTER	\$1,582.28	902-54930						3/22/2013	
		Work Order #	Organization	Subject	Amount		DBE	WBE/MBE	DBEreported		Day	Complete
103	G1245.0-09.08	KIMLEY-HORN & ASSOC.	ENGINEERING SVCS ENVIRONMENTAL INSP	\$15,500.00			N				11/28/2012	6/30/2015
104	G1246.0-09.11	DAVID EVANS & ASSOCIATES INC	INSPEC/DESIGN HVAC SYSTEM SEC/TICK	\$22,629.14			N				10/9/2012	
LOCAL FUNDS TOTAL				\$ 2,193,051.88								
DBE LOCAL FUNDS				\$ 53,048.26								
DBE LOCAL %				2.42%								

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FEDERAL FUNDS													
Doc #	Organization	Subject	Amount	Funding Source	Local	DBE	MBE/WBE	% Goal	DBEreported	Day	Completion	FTA	
1	G1262.1-09	THE SUPERLATIVE GROUP	NAMING RIGHTS OPT YR IT SYSTEM VIRTUALIZATION PROJECT	\$67,598.56	50902-53910	N	N	N	0.00%	\$0.00	7/5/2012	3/31/2013	Y
2	G1311.0-10	GTC SYSTEMS INC CANON BUSINESS SOLUTIONS	REPLACEMENT COPIER RTMS SYSTEMS; HARDWARE, SOFTWARE, INSTAL	\$86,766.87		Y	N		0.00%	\$0.00	3/29/2010	3/29/2013	Y
3	G1176.0-08	ACS TRANSPORT SOLUTIONS	REPLACEMENT COPIER RTMS SYSTEMS; HARDWARE, SOFTWARE, INSTAL	\$24,975.02		N	N	N		\$0.00	3/5/2008	2/28/2013	Y
4	G1481.0-12	EF ENTERPRISES	HAZARDOUS MATERIAL DISPOSAL SERVICES, PRE- DELIVERY INSPE	\$382,154.10	11290	N	N	N	0.00%	\$0.00	9/25/2012	2/1/2013	Y
5	B0591.0-13	EF ENTERPRISES	HAZARDOUS MATERIAL DISPOSAL SERVICES	\$4,920.00	11306-0800	N	Y	4940	0.00%	\$4,920.00	9/18/2012	12/31/2012	Y
6	L0936.0-10	SPERRY RAIL SERVICES J.L. PATTERSON & ASSOCIATES	RAIL TESTING BLUE/ORANGE/GREEN LINES BRIDGE INSPECTION SERVICES	\$129,895.92		N	N		0.00%	\$0.00	12/17/2009	12/31/2012	Y
7	L1059.0-12	UNITED PUMPING SERVICES	HAZARDOUS MATERIAL DISPOSAL SERVICES	\$78,510.07	360-53910	N	Y	7770	0.00%	\$79,768.00	12/22/2011	12/31/2012	Y
8	G1098.0-08	UNITED PUMPING SERVICES	HAZARDOUS MATERIAL DISPOSAL SERVICES	\$52,838.14		N	N	N		\$0.00	10/31/2007	10/31/2012	Y
PO NUMBER	Organization	Subject	AMOUNT	Funding Source		DBE		DBE Reported		DATE	Completed	FTA	
9	3394	SOUTHLAND ELECTRIC INC	MONITORING FIRE PANEL INSTALL, SDSU	\$74,013.90	11325-0200		N			3/25/2013	3/25/2013	Y	
10	3375	HSQ TECHNOLOGY	SDSU ILON SYSTEM SUPPORT	\$16,989.00	11325-0200		N			2/4/2013	2/4/2013	Y	
11	3366	GENERAL INFORMATION SYSTEMS	HAND HELD UNITS 440 READERS	\$20,517.84	11322-0200		N			1/18/2013	1/18/2013	Y	
12	3362	DEFENSIVE SYSTEMS, INC.	DEFENSIVE CLASSES - JAN/FEB	\$2,400.00	420- 53910/53440		N			1/3/2013	1/3/2013	Y	
-14	3360	CARLOS GUZMAN, INC. CRUZ ESTRELLA'S CADD AND DRAFT	DECAL INSTALLATION - 8 LRVS BONDING COPIES FOR WRIGHT STREET	\$2,800.00	11267-0200		N			12/28/2012	12/28/2012	Y	
14	3348	FISHER WIRELESS SERVICES	TRANSIT ANTENNA/CABLE/CONNECTO RS	\$1,315.17	11321-0800		Y			\$1,315.17	12/11/2012	12/11/2012	Y
15	3341	AZTEC FENCE CO.	SPRING STREET FENCING	\$8,893.13	11306-1300		N			11/21/2012	11/21/2012	Y	
16	PW001086	EMERGENCY REPAIR STORM DRAIN/SEWER	EMERGENCY REPAIR STORM DRAIN/SEWER	\$6,135.00	11321-0200		N			11/21/2012	11/21/2012	Y	
17	3335	ROTO ROOTER SERVICE NETWORK TOOL WAREHOUSE	HEAVY DUTY INDUSTRIAL FILTER CRUSHE	\$42,164.53	11200-0800		N			11/9/2012	11/9/2012	Y	
18	3300			\$6,532.35	11200-0200		N			10/5/2012	10/5/2012	Y	
Work Order #	Organization	Subject	Amount			DBE				Day	Complete	FTA	
22	PWL132.0- 11.18.2	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCE CCTV	\$1,727.36			N		\$0.00	3/22/2013		Y	
23	PWL132.0- 11.10.2	SOUTHLAND ELECTRIC, INC.	SDSU FIRE ALARM ZONE 5 FIREWALL	\$12,540.72			N		\$0.00	3/8/2013	3/25/2013	Y	
24	PWL135.0- 12.04	ABC CONSTRUCTION, INC.	KMD GARAGE FLOOR EPOXY COATING	\$174,252.46			N		\$0.00	3/7/2013		Y	
25	PWL132.0- 11.12.3	SOUTHLAND ELECTRIC, INC.	BLDG B ROOF - REPLACING SHEATHING	\$12,219.72			N		\$0.00	3/6/2013	3/20/2013	Y	
26	PWL132.0- 11.10.1	SOUTHLAND ELECTRIC, INC.	SDSU FIRE ALARM STROBE LIGHT FIXTUR	\$1,735.42			N		\$0.00	2/19/2013		Y	
27	PWL134.0- 12.02.1	HERZOG CONSTRUCTION, INC.	SAN MIGUEL CROSSING AMEND	\$11,445.24			N		\$0.00	2/7/2013		Y	
28	PWL132.0- 11.12.1	SOUTHLAND ELECTRIC, INC.	BUILDING B ROOF REPAIR/SKYLIGHTS	\$30,817.70			N		\$0.00	2/4/2013		Y	
29	PWL132.0- 11.12.2	SOUTHLAND ELECTRIC, INC.	BUILDING B ROOF REPAIR TURBINES	\$20,589.30			N		\$0.00	2/4/2013		Y	

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30	PWL132.0-11.18.1	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCEMENTS	\$19,801.60		N	\$0.00	1/22/2013	Y
31	PWL134.0-12.11	HERZOG CONSTRUCTION, INC.	BROADWAY WYE SWITCH REPLACEMENT	\$9,313.09		N	\$0.00	1/22/2013	Y
32	PWL136.0-12.04.1	HMS CONSTRUCTION, INC.	SAN MIGUEL SIGNAL WIRE REPLACEMENT	\$7,613.36		N	\$0.00	1/7/2013	Y
33	PWL132.0-11.19	SOUTHLAND ELECTRIC, INC.	REVENUE DEPARTMENT CCTV IMPROVEMENT	\$1,874.18		N	\$0.00	12/10/2012	Y
34	PWL136.0-12.05	HMS CONSTRUCTION, INC.	47TH STREET FEEDER CABLE REPLACEMENT	\$21,510.83		N	\$0.00	12/6/2012	Y
35	PWL132.0-11.18	SOUTHLAND ELECTRIC, INC.	WRIGHT STREET YARD ENHANCE/CCTV	\$249,743.01		N	\$0.00	11/28/2012	Y
36	PWL134.0-12.08	HERZOG CONSTRUCTION, INC.	ORANGE LINE JOINT BAR AT 3 LOCATION	\$41,956.80		N	\$0.00	11/6/2012	Y
37	PWL136.0-12.04	HMS CONSTRUCTION, INC.	SAN MIGUEL SIGNAL WIRE REPLACEMENT	\$10,802.82		N	\$0.00	10/31/2012	Y
38	PWL134.0-12.07	HERZOG CONSTRUCTION, INC.	C ST PAVING 6TH TO 8TH ST	\$296,155.69		N	\$0.00	10/29/2012	Y
39	PWL132.0-11.10	SOUTHLAND ELECTRIC, INC.	SDSU TROLLEY STATION FIRE ALARM	\$212,279.64		N	\$0.00	10/18/2012	Y
40	PWL132.0-11.14	SOUTHLAND ELECTRIC, INC.	SDSU STATION CCTV UPGRADE	\$55,946.72		N	\$0.00	10/18/2012	Y
41	PWL134.0-12.06	HERZOG CONSTRUCTION, INC.	8TH STREET BRIDGE SURVEY	\$12,351.53		N	\$0.00	10/12/2012	Y
42	PWL132.0-11.12	SOUTHLAND ELECTRIC, INC.	MTS/SDTI BUILDING B ROOF REPAIR	\$193,298.51		N	\$0.00	10/2/2012	Y
FEDERAL FUNDS TOTAL				\$2,407,395.30					
DBE FEDERAL FUNDS				\$84,745.24					
% DBE FUNDS				3.52%					

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LOCAL FUNDS													
Doc #	Organization	Subject	Amount	Funding Source	Local	DBE	MBE/WBE	BEreported	Day	Completion	FTA		
21	G1064.3-07	WILLIAM F NORRIS ASSOCIATES	CONSULTING SERVICES	\$24,770.00	11271-0800	Y	N	N	0.00%	\$0.00	3/21/2011	3/15/2013	N
22	G1326.1-10	MIS SCIENCES, INC.	HOSTED TEXT MESSAGING OPTION YEAR	\$59,000.00	661-53910000	N	N	N	0.00%	\$0.00	2/10/2012	1/31/2013	N
23	G1479.0-12	MJE MARKETING SERVICES	ON-CALL MARKETING AND COMM SVCS	\$32,000.00	551-53114	Y	Y	31193	0.00%	#####	7/3/2012	1/31/2013	N
24	PWG141.0-12	APR CONSTRUCTION INC.	TRANSIT STORE SECURITY IMPROVEMENTS	\$89,500.00	11323-1000	Y	Y	38285 - SD0465	0.00%	\$89,500.00	9/19/2012	1/31/2013	N
25	G1133.0-08	SECTRAN SECURITY, INC.	ARMORED TRANSPORT SERVICES	\$546,462.26		Y	N	N	0.00%	\$0.00	1/23/2008	1/18/2013	N
26	G1204.1-09	SMITH WATTS & COMPANY	STATE LOBBYING SERVICES	\$69,600.00	50902 53116	N	N	N	0.00%	\$0.00	12/22/2011	12/31/2012	N
27	G1406.1-12	GENERAL INFORMATION SYSTEMS	SOFTWARE PROGRAMMING AND ENGINEERING	\$24,436.00	11322-0200	N	N	N		\$0.00	6/14/2012	12/31/2012	N
28	G1510.0-13	HOLIDAY BOWL - QUALCOMM	HOLIDAY/POINSETTIA BOWL ADVERTISING	\$1,175.00	551-53114	Y	N	N	0.00%	\$0.00	12/26/2012	12/27/2012	N
29	G1418.0-12	ASPARIAN, LLC	SQL ASSESSMENT AND DATABASE ADMIN	\$61,898.75	661-53910	N	N	N	0.00%	\$0.00	12/23/2011	12/14/2012	N
30	G1483.0-12	LIVE NATION, INC.	COLLEGE PASS PARTNERSHIP/CONCERTS	\$5,000.00	554-53910	N	N	N	0.00%	\$0.00	10/1/2012	10/31/2012	N
31	B0575.0-12	AMERITRAN SERVICES CORP.	IN-PLANT INSPECT, PRE-DELIVERY INSPECT	\$23,797.00	11310	N	N	N	0.00%	\$0.00	3/28/2012	10/1/2012	N
PO NUMBER	Organization	Subject	AMOUNT	Funding Source		DBE		DBE Reported		DATE	DATE	FTA	
32	3390	CDW GOVERNMENT INCORPORATED	AXIS M1054 SURVEILLANCE KIT	\$1,693.77	661-54920		N			3/22/2013	3/22/2013	N	
33	3391	CDW GOVERNMENT INCORPORATED	MOBILE SCANNER, HP LJ PRO	\$876.43	661-54920		N			3/22/2013	3/22/2013	N	
34	3392	CARDIAC SCIENCE CORPORATION	DEFIBRILLATION PADS, LITHIUM BATTER	\$1,582.28	902-54930		N			3/22/2013	3/22/2013	N	
35	3393	CDW GOVERNMENT INCORPERATED	17IN RACK, APC NET SHELTER	\$2,987.24	11339-1000		N			3/22/2013	3/22/2013	N	
36	3388	L&L PRINTERS	SD TROLLEY POCKET GUIDES	\$3,542.48	553-53750		N			3/21/2013	3/21/2013	N	
37	3389	NTH GENERATION COMPUTING INC	BLADE SUPPORT	\$10,045.00	661-53910		N			3/21/2013	3/21/2013	N	
38	3385	CDW GOVERNMENT, INC.	VMWARE ENT PLUS ACC BSNS 8P	\$16,123.00	661-53910		N			2/28/2013	2/28/2013	N	
39	3380	CARDIAC SCIENCE CORP	POWERHEART AED	\$5,616.00	902-54930		N			2/20/2013	2/20/2013	N	
40	3384	GRAFFITI TRACKER	GPS CAMERA PACKAGE	\$2,808.00	420-53720		N			2/20/2013	2/20/2013	N	
41	3383	SOLARWINDS, INC.	IP ADDRESS MANAGER	\$2,999.00	661-54930		N			2/19/2013	2/19/2013	N	
42	3381	US POSTAL SERVICE	POSTAGE METER - 1 YEAR	\$40,000.00	902-59510		N			2/15/2013	2/15/2013	N	
43	3382	CDW GOVERNMENT, INC.	AXIS SURVEILLANCE KIT	\$1,445.04	661-54930		N			2/15/2013	2/15/2013	N	
44	3379	CDW GOVERNMENT, INC.	DROBO 3 YEAR TECH SUPPORT	\$2,195.00	661-53910		N			2/12/2013	2/12/2013	N	
72	3378	IACCESS INC.	HID CARDS FOR HUMAN RESOURCES	\$2,754.00	711-53750		N			2/12/2013	2/12/2013	N	
46	3377	AT&T	FIBER CABLES	\$1,021.85	11315-0200		N			2/6/2013	2/6/2013	N	
47	3376	CDW GOVERNMENT, INC.	APPLE IPAD, CASE, CS50 BUNDLE	\$2,309.74	721-53430		N			2/5/2013	2/5/2013	N	
48	3374	KELLY PAPER CO.	96 BRIGHT PAPER - 180 CASES	\$7,010.48	902-54910		N			2/4/2013	2/4/2013	N	

Contracts Completed October 1, 2012 to March 31, 2012
Contracts, IFAS POs, Work Orders w/o leases, ROE, TVMs, revenue, SANDAG or SO

112	3365	REID AND CLARK SCREEN ARTS CO	MULTIPLE SIGNS	\$1,615.68	761-54540		N				1/14/2013	1/14/2013	
	Work Order #	Organization	Subject	Amount			DBE	WBE/MBE	DBE		Day	Complete	FTA
	G1246.0- 09.11	DAVID EVANS & ASSOCIATES INC	INSPEC/DESIGN HVAC SYSTEM SEC/TICK	\$22,629.14			N		\$0.00		10/9/2012		N
	LOCAL FUNDS TOTAL			\$1,694,397.03									
	DBE LOCAL FUNDS			\$121,500.00									
	DBE LOCAL %			7.17%									

MTS History of DBE Semi Annual Reports								
GOAL	REPORTING PERIOD	Contract Awards/Commitments			Contracts Completed (Actual Payments)			
		Total Federal \$\$	DBE \$\$	DBE %	Total Federal \$\$	DBE \$\$	DBE %	
FY 04	Oct 1 03 to Mar 31 04	\$ 68,933,772.00	\$ 3,789,506.00	5.50%	\$ 253,216.00	\$ 67,220.00	26.55%	
	Apr 1 04 to Sept 30 04	\$ 1,019,427.00	\$ 22,298.00	2.19%	\$ -	\$ -	n/a	
FY 05	13.80% Oct 1 04 to Mar 31 05	\$ 15,427,536.00	\$ 258,655.00	1.68%	\$ 88,441,868.00	\$ 10,158,403.00	11.49%	
	Apr 1 05 to Sept 30 05	\$ 7,309,808.00	\$ 626,128.00	8.57%	\$ 53,609,229.00	\$ 821,053.00	1.53%	
FY06	2.30% Oct 1 05 to Mar 31 06	\$ 16,025,156.00	\$ 1,231,189.00	7.68%	\$ 7,041,539.00	\$ 898,523.00	12.76%	
	Apr 1 06 to Sept 30 06	no report	no report	n/a	no report	no report	n/a	
FY07	1.60% Oct 1 06 to Mar 31 07	\$ 249,875,613.13	\$ 40,700.00	0.02%	\$ 35,600.00	\$ 35,600.00	100.00%	
	Apr 1 07 to Sept 30 07	\$ 14,531,851.03	\$ 144,000.00	0.99%	\$ 1,182,111.63	\$ -	0.00%	
FY08	3.60% Oct 1 07 to Mar 31 08	\$ 41,995,633.95	\$ -	0.00%	\$ 5,057,656.55	\$ -	0.00%	
	Apr 1 08 to Sept 30 08	\$ 29,945,298.82	\$ 30,000.00	0.10%	\$ 6,158,102.32	\$ -	0.00%	
FY09	1.60% Oct 1 08 to Mar 31 09	\$ 55,246,022.46	\$ -	0.00%	\$ 60,644,404.46	\$ -	0.00%	
	Apr 1 09 to Sept 30 09	\$ 23,987,652.82	\$ 135,836.00	0.57%	\$ 7,013,082.98	\$ 135,836.00	1.94%	
FY 10	1.72% Oct 1 09 to Mar 31 10	\$ 3,008,808.00	\$ -	0.00%	\$ 4,011,752.00	\$ -	0.00%	
	Apr 1 10 to Sept 30 10	\$ 170,230,393.00	\$ 12,000.00	0.01%	\$ 19,397,031.00	\$ 12,000.00	0.06%	
FY 11	12.6% Oct 1 10 to Mar 31 11	\$ 11,545,746.55	\$ -	0.00%	\$ 16,092,041.86	\$ -	0.00%	
	Apr 1 11 to Sept 30 11	\$ 22,286,323.98	\$ 3,550,437.92	15.93%	\$ 7,766,822.30	\$ 3,690,492.22	47.52%	
FY 12	Oct 1 11 to Mar 31 12*	\$ 154,463,950.06	\$ 1,460,173.40	0.95%	\$ 11,459,415.06	\$ 4,800.00	0.04%	
	Oct 11 to Mar 12 w/o Veolia contract	\$ 17,415,594.11	\$ 1,460,173.40	8.38%	n/a	n/a	n/a	
	Apr 1 12 to Sept 30 12	\$ 10,678,545.64	\$ 30,254.07	0.28%	\$ 12,002,553.56	\$ 25,334.07	0.21%	
FY 13	4.1% Oct 1 12 to Mar 31 13	\$ 18,372,446.95	\$ 759,369.25	4.13%	\$ 2,407,395.30	\$ 84,745.24	3.52%	
	Apr 1 13 to Sept 30 13							

Cumulative Averages (Previous Triennial Period)								
October 1, 2010 to September 30, 2012								
FedFY 11&12	12.6%	excluding Veolia contract	\$ 61,926,210.28	\$ 5,040,865.39	8.14%	\$ 47,320,832.78	\$ 3,720,626.29	7.86%
		including Veolia contract*	\$ 198,974,566.23	\$ 5,040,865.39	2.53%	\$ 47,320,832.78	\$ 3,720,626.29	7.86%

* DBE % reported to FTA is the number including the Veolia Contract

Cumulative Averages (Current Triennial Period)								
October 1, 2012 to September 30, 2015								
Fed FY13-15	4.1%	thru March 31, 2013 (1 semi-annual report)	\$ 18,372,446.95	\$ 759,369.25	4.13%	\$ 2,407,395.30	\$ 84,745.24	3.52%



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Agenda Item No. 18

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

OPERATIONS AND MAINTENANCE SERVICES FOR COMPRESSED NATURAL GAS
FUELING FACILITIES

RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0522.1-09 with Trillium USA LLC for projected usage increases in compressed natural gas (CNG) operations and maintenance services.

Budget Impact

The contract amount would increase by \$6,996,689.00 over the remaining seven years of the contract (FY 14 – FY 21) funded through the CNG Fuel Account 54120 with annual increases estimated (see page A-2 of Attachment A). As a result of this request, Board approval would increase the total contract amount from \$8,998,084.00 to \$15,994,773.00.

DISCUSSION:

In June 2010, following a Request for Proposals and negotiated procurement process, the Board authorized the CEO to award a ten-year contract for operations and maintenance services to Trillium USA for \$8,998,084.00. These services are performed at the Imperial Avenue, Kearny Mesa, and South Bay Maintenance Facilities (IAD, KMD, and SBMF, respectively).

The original award expenditure was based on estimated annual average CNG consumption, measured in therms, and multiplied against a weighted-average cost based on that volume of consumption. The contract includes price tiers of consumption ranges where the cost per therm decreases as monthly consumption increases. Consumption rates are calculated on a monthly basis based on that month's actual consumption as opposed to an estimated annual average consumption. MTS's monthly

consumption of CNG does not fluctuate dramatically and remains fairly consistent month-to-month.

The original Board award amount did not take into consideration:

- any increases to the level of bus service provided by MTS;
- per-term rate adjustments based on annual Consumer Price Index (CPI) (capped at +/-3%);
- inflation;
- replacement of older diesel buses with CNG-powered buses; and
- expanded services, such as the Mid-City Rapid and I-15 Bus Rapid Transit services, which will utilize CNG-powered buses.

Upon review of the contract, MTS staff determined that these increases needed to be calculated and additional funding added to the contractual not-to-exceed value.

MTS Departments, including Contract Services, Planning, and Finance, worked together to update operational mileage projections over the remainder of the contract period (ending in July 2020) taking into account updated service levels as well as anticipated future service increases. These mileage projections were then converted into an annual average terms consumption rate (taking inflation and CPI into account) in order to calculate the revised annual expenditure through the remaining contract periods (see page A-2 of Attachment A).

Therefore, based on this analysis of projected growth, staff recommends that the Board authorize the CEO to execute MTS Doc. No. B0522.1-09.



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. MTS Doc. No. B0522.1-09

DRAFT

September 12, 2013

MTS Doc. No. B0522.1-09

Mr. Mark Barton
President
Trillium USA LLC
2150 South 1300 East Street
Salt Lake City, UT 84106

Dear Mr. Barton:

Subject: OPERATIONS AND MAINTENANCE FOR IAD, KMD, AND SBMF CNG FUELING STATIONS – AMENDMENT NO. 1 TO MTS DOC. NO. B0522.0-09

Pursuant to the specifications of MTS Doc. No. B0522.0-09, Pricing Line 4-A, the following Amendment No. 1 is hereby issued.

As a result of internal contract reviews, MTS staff has recalculated the annual and total estimated not-to-exceed contract values based on the additional analysis of the effect of the following factors: estimated annual inflation; estimated annual Consumer Price Index changes; additional consumption due to possible service increases, service expansion, and/or the exchange of older diesel-powered buses for new CNG powered buses; and the estimated per-therm price difference of a different price tier.

The attached spreadsheet documents the original figures used to establish the original contract price and the figures used to calculate revised annual estimate expenditures through the remaining life of the contract.

As a result of this amendment, the total not-to-exceed contract value has increased by \$6,996,689.00 from \$8,998,084.00 to \$15,994,773.

All other terms and conditions remain unchanged. If you agree with the above, please sign and return the copy marked "Original" to the Contracts Specialist at MTS. The remaining copy is for your records.

Sincerely,

Agreed:

Paul C. Jablonski
Chief Executive Officer

Mark Barton
President

Date

Attachment: Revised Estimated Contract Value

Contract Data										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Avg. Monthly Therms	581,000	581,000	581,000	581,000	581,000	581,000	581,000	581,000	581,000	581,000
Weighted Average Cost	0.1592	0.1592	0.1592	0.1592	0.1592	0.1592	0.1592	0.1592	0.1592	0.1592
Avg. Annual Cost	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803	1,109,803
Total Therm Usage	69,720,000									
Total Avg. Annual Cost	11,098,030									
NPV (10 Years)	8,998,084	<--The cost that was included in the contract and board agenda item								
NPV Discount Rate	5.0%									
Inflation Cap		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
WA Cost w/Inflation	0.1592	0.1640	0.1689	0.1739	0.1792	0.1845	0.1901	0.1958	0.2016	0.2077
Avg. Annual Cost	1,109,803	1,143,097	1,177,390	1,212,712	1,249,093	1,286,566	1,325,163	1,364,918	1,405,865	1,448,041
Total Annual Cost	12,722,647	<--The cost in real dollars including inflation at the cap								
Forecast										
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>						
	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Therms	7,351,379	7,773,151	8,127,560	8,481,718	9,543,710	10,390,159	10,535,340	10,640,693	10,747,100	10,854,571
Avg. Monthly Therms	612,615	647,763	677,297	706,810	795,309	865,847	877,945	886,724	895,592	904,548
Annual growth		5.7%	4.6%	4.4%	12.5%	8.9%	1.4%	1.0%	1.0%	1.0%
Variance w/contract	31,615	66,763	96,297	125,810	214,309	284,847	296,945	305,724	314,592	323,548
Annual Cost	1,081,282	1,238,720	1,298,054	1,374,936	1,570,297	1,752,309	1,821,214	1,885,412	1,951,873	2,020,676
Effective Rate		0.159	0.160	0.162	0.165	0.169	0.173	0.177	0.182	0.186
Inflation assumption			0.2%	1.5%	1.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Total Therm Usage	94,445,380									
Total Cost Projection	15,994,773									



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Agenda Item No. 19

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

AUDIT REPORT – LIABILITY CLAIMS MANAGEMENT

RECOMMENDATION:

That the Board of Directors receive an internal audit report on liability claims management governed by Risk and Claims Management.

Budget Impact

None.

DISCUSSION:

The MTS Internal Auditor completed a review on Liability Claims Management. The audit identified 4 findings total: 1 medium and 3 low priorities. The Internal Auditor provided recommendations to Management, and Management reviewed and is implementing action plans were applicable to address the issues identified.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Audit Report – Liability Claims Management



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Memorandum

DATE: 7/30/2013
TO: Susan Lockwood and Mark Held
FROM: Daniel Madzellan
SUBJECT: Audit Report: Liability Claims Management

EXECUTIVE SUMMARY:

Background:

The Risk and Claims business unit reorganized during fiscal year 2012. Prior to the reorganization, the business unit had six full time employees, two of which were managers. The business unit currently has four full time employees, including one manager. Additionally, the unit became part of the Legal Department; previously Finance governed the business unit. As part of the reorganization, roles and responsibilities were modified, resulting in changes to the internal control environment. The Manager of Risk and Claims requested Audit include a review liability claims management operations as part of the FY14 audit plan.

Audit Objectives and Scope:

The objective of the audit was to provide an independent and objective evaluation of the internal control environment with respect to liability claims management. The audit focused on the following:

1. Understanding primary goals and objectives of operations;
2. Assessing the efficiency and effectiveness of existing operating procedures in achieving the goals and objectives;
3. Verify compliance with existing operating procedures, as well as applicable laws; and
4. Evaluating if residual risks (if any) were at acceptable levels.

The populations subject to review were all liability claims closed during MTS's fiscal year 2013. For reporting purposes, claims are classified by three operating divisions (SDTC, SDTI, and MTS). Total population of claims meeting the aforementioned criteria, based on reporting provided is summarized in Table #1 below. Audit haphazardly selected thirty-five (35) individual claims for review; breakout by division is included in Table #1 as well.



Table #1 – Population and Claims Reviewed by Operating Division

Operating Division	Total Claims Closed – FY13	Claims Reviewed	Percentage Reviewed
SDTC	332.0	15.0	4.5 %
SDTI	194.0	15.0	7.7 %
MTS	41.0	5.0	12.2 %
TOTALS	567.0	35.0	6.2 %

For each selection, Audit requested the manual hard copy file associated with the claim. Audit also received access to the Claims Administration Database where management enters and stores electronic notes about the claim. Audit evaluated each claim file for the following attributes:

1. Existence – Verified the existence of hard copy claim file for retaining information about the individual claim.
2. Completeness, Relevance, Reliability and Sufficiency of Documentation – Verified the claim file contained all required documentation in accordance with operating procedures, which would include the following:

A) MTS standard claim form, B) Rejection letter (where applicable), C) Response of claimant to rejection letter (where applicable), D) Copy of release form and settlement terms, E) Evidence of proper signatory authorization for settling claims, F) Copy of payment voucher (where applicable), and G) Copy of check in settlement or fare media offered for settlement.

Additionally, Audit assessed whether additional documentation retained was relevant, reliable, and sufficient to support costs associated with the claim, as well as formally closing the claim.

3. Reasonableness of Settlement Offers – Compared the initial demands/settlement offers from claimants versus the total costs (both in terms of settlement and legal costs) to verify operations were effective in minimizing overall costs incurred by MTS with regards to claims.
4. Presentation/Classification of Information – Reviewed the claims database report to ensure the data was consistent with information within the manual claim files, as well as evaluating the overall accuracy of the report.
5. Communication and Monitoring of Operating Results – Reviewed internal reporting, as well as assessed the frequency of reporting, evaluating whether current communication procedures provided meaningful information to all relevant parties, as well as verifying management continuously monitors and assesses operations.

Audit Results:

The evidence reviewed indicated current operating procedures are working as designed and producing the intended outcomes. The evidence taken as a whole did not indicate any material control deficiencies or weaknesses. There are some action items and complementary controls management should consider implementing which may improve the overall control environment. Audit findings and classifications are as follows:

High Priority Findings:

No Findings/Observations considered a high priority.

Medium Priority Findings:

1. **Lack of a formal standard operating procedural (SOP) narrative documenting the processes for administering liability claims.** Although operating procedures are in place and followed by those responsible for managing claims, there are risks both from an operational effectiveness, as well as a business continuity perspective that could result by not having such a formal narrative in place.

Low Priority Findings:

1. **Accuracy and Timeliness of Updating Information in Administration Database Report:** Audit identified minor inconsistencies with information contained in the administration database reporting based on evidence retained in the hard copy file. Audit also identified untimely updating of information in the database report. Findings were minor and did not have any material impact.
2. **Inconsistency of Information Retained in Manual Claim Files:** Audit identified minor inconsistencies with respect to information retained in the hard copy claim files, primarily copies of payment vouchers, which authorizes payment issuance.
3. **Potential Improvement of Existing Management Reporting:** Based on discussion and evidence reviewed, information regarding ongoing operations is communicated to Senior/Executive Management at consistent intervals throughout the year. Overall, information presented is relevant, reliable, and sufficient. However, management might want to establish performance benchmarks or enhance current reporting to further highlight the overall efficiencies and effectiveness of operations.

Subsequent pages of this report contain details regarding audit findings documented above, additional audit observations, as well as definitions of Audit Priority Findings.

Report Distribution:

Paul Jablonski, Karen Landers, Cliff Telfer - MTS

AUDIT FINDINGS AND MANAGEMENT ACTION PLANS:

Finding/Observation:

Lack of a formal standard operating procedural (SOP) narrative documenting the processes for administering liability claims:

Although operating procedures are in place and adhered to by those responsible for managing claims, there are risks both from operational effectiveness, as well as a business continuity perspective, that could result by not having a formal SOP narrative in place.

For example, there were three (3) claims where based on the nature of the claim, evidence in the claim file, and operating procedures communicated, Audit concluded the files should have included a claim rejection letter. However, rejection letters were not included in the files. After discussion with management, there were valid business reasons why these files did not contain a rejection letter. Accordingly, Audit changed their assessment from potentially non-compliant to compliant.

Also, through discussion with management, there are some processes needing definition. For example, if there is an incident resulting in multiple claims and settlements, should the total liability be measured by individual claim or in the aggregate? This determination would impact the level of authorization required in order to settle claim(s) in accordance with existing policies.

Finally, given the structure of the business unit, one individual is primarily responsible for managing all liability claims. In the event this individual was no longer with the organization there are residual risks, namely business continuity, potentially outside acceptable levels.

Finding Priority Rating:

Medium Priority

Audit Recommendation:

Management should formalize their operating procedures in a document to mitigate potential continuity and effectiveness risks. Once finalized, SOP should be reviewed on an annual basis to ensure ongoing operations are reflected in the narrative. This would promote/encourage continuous process improvement.

Management Response/Action Plan:

The previous Risk/Loss Control Manager had developed a generic flow chart outlining the claims filing process. However, it is recognized that this one page document is not detailed enough to ensure business continuity in terms of transferring specific MTS claims adjusting knowledge to potential new staff. Therefore, staff will develop a claims administration procedural manual prior to the end of the current fiscal year.

Management Estimated Action Plan Completion Date:

Between January 2014 and June 2014.

Finding/Observation:

Accuracy and Timeliness of Updating Information in Administration Database Report:

Audit identified one (1) minor inconsistency with information contained in the administration database reporting based on evidence retained in the hard copy claim file. The claim was listed as non-litigated, however, included in the claim file were legal invoices totaling \$8K.

Audit also identified information not timely reflected in the administration database report. There were four (4) claims where the settlement and release agreements were signed, but the cases were not actually closed in the database until six months after the fact; and in one instance the claim remained classified as open for nearly three years after the settlement and notes in the database indicated the case should be closed. Through discussion with management, these are likely the result of not hitting the save button to formally change the claim from open to closed.

While findings are not materially impacting, accurate information and reporting is an essential component of operations.

Finding Priority Rating:

Low Priority

Audit Recommendation:

Management should consider implementing an additional review procedure coinciding with their bi-annual reporting to Senior/Executive Management, filtering the database to search for potential data anomalies (claims classified as non-litigated but having legal costs).

Additionally, Management could establish a dollar threshold for what constitutes classifying a claim as litigated vs. non-litigated. Management should also define the point in time when a case is considered formally closed. This information should be documented in the SOP narrative recommended above.

Management Response/Action Plan:

Management agrees to implement these recommendations. However, staff discovered that the closed claim discrepancy item was due, in part, to an information technology (IT) technical issue. The Risk & Claims Department staff will work with the Information Technology Department staff to resolve this if possible.

Management Estimated Action Plan Completion Date:

Between October 2013 and December 2013.

Finding/Observation:

Inconsistency of Information Retained in Manual Claim Files:

Audit identified minor inconsistencies with respect to information retained in the hard copy claim files, primarily copies of payment vouchers. In certain claim files, payment vouchers, which provide evidence of proper signatory authorization, were included. For other claims, these documents were not included. Best operating practices would ensure consistency with regards to information retained in hard copy claims files.

Finding Priority Rating:

Low Priority

Audit Recommendation:

Management might consider developing a standardized checklist, formally listing all documents that should be retained within manual claims files. Personnel can check the boxes to indicate the various forms were prepared and included in the file. Personnel could also include notes explaining why a form normally required was not included or prepared (such as rejection letter discussed in the first finding). Form would also allow management to monitor overall compliance and completeness of these files if they elected to review independently.

Management Response/Action Plan:

Management will create and implement this form on an interim basis. If it is determined to be overly burdensome or is not adding value, staff may reconsider using the form.

Management Estimated Action Plan Completion Date:

November 2013

Finding/Observation:

Potential Improvement of Existing Management Reporting:

Audit discussed and examined reporting prepared for Senior/Executive Management communicating results of ongoing operations. Based on evidence reviewed, the information communicated is relevant, reliable, and overall sufficient. Additionally, Audit verified communication of ongoing operations occurs at regular intervals throughout the fiscal year.

Audit does believe there are opportunities for improving in the current presentations format. For example, one of the primary objectives of operations is to keep claims from formal litigation. While data regarding total claims filed and total claims litigated are included in the presentations, they are not on the same slide of the PowerPoint. Additionally, setting an internal percentage benchmark target for this performance measure would aid in communicating overall effectiveness and achievement of this objective.

Additionally, current reporting only shows initial claim demands/settlements remediated in small claims court. Audit believes including this information (initial claim demands/settlements) for all claims would help put in context annual legal costs incurred defending MTS. Information would also help highlight the overall effectiveness of operations by showing initial demands and actual settlements for claims not litigated.

Finding Priority Rating:

Low Priority

Audit Recommendation:

Management should consider developing internal performance benchmark targets in relation to primary goals/objectives and include these in their reporting presentations.

Management might also consider modifying the claim administration database, requiring the assistance of IT, by adding a field documenting the initial demand/settlement values for each claim. This would allow management to communicate total settlements versus total claimant demands for all claims, not just those remediated in small claims court. This also could help enhance communications regarding the overall effectiveness of operations.

Management Response/Action Plan:

Management will strive to implement these recommendations.

Management Estimated Action Plan Completion Date:

Between October 2013 and December 2013

OTHER AUDIT OBSERVATIONS:

The following discussion involves events occurring prior to the reorganization. Information is included for informational purposes and does not require corrective action by current management.

There was a claim, which was part of the population not timely changed to “closed” in the database report discussed above, litigated and settled for \$8K and a three (3) month S/D/M Bus Pass. Based on evidence in the claim file, the appropriate signature level was not obtained on the payment voucher form. Additionally, the prior Manager of Risk and Claim signed the settlement agreement, which potentially should have been signed by a Director with authorization up to the settlement amount.

AUDIT FINDINGS RATINGS DEFINITIONS:

High Priority Finding	Immediate management attention is required. This is a serious internal control that if not mitigated could lead to: <ul style="list-style-type: none">• Significant financial losses;• Serious violation of corporate strategies, policies, or values,• Reputational damage• Significant adverse regulatory impact (loss of operating licenses, material fines).
Medium Priority Finding	Timely management attention is required. This is an internal control that if not mitigated could lead to: <ul style="list-style-type: none">• Financial losses,• Loss of control, non-compliance with departmental policies or procedures,• Adverse regulatory impact.
Low Priority Finding	Routine management attention is warranted. This is an internal control or risk issue which may lead to improvement in the quality or efficiencies of the organization or process.



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Agenda Item No. 20

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

AUDIT REPORT – SPECIAL EVENTS REVENUE OPERATIONS

RECOMMENDATION:

That the Board of Directors receive an internal audit report on special events revenue operations governed by San Diego Trolley, Inc. (SDTI) Revenue Management.

Budget Impact

None.

DISCUSSION:

The MTS Internal Auditor completed a review on special events revenue operations governed by SDTI Revenue Management. Evidence reviewed determined that corrective actions taken subsequent to two loss events during FY 2012 were implemented, and overall controls were operating as designed and intended. There were no significant reportable findings requiring management's attention as a result of this review.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Audit Report – Special Events Revenue Operations

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.



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Memorandum

DATE: 5/9/2013
TO: Scott Donnell
FROM: Daniel Madzellan
SUBJECT: Audit Report - SDTI Revenue Special Event Operations

EXECUTIVE SUMMARY:

Audit Background:

Internal Audit completed a review of SDTI Revenue Department during FY2012, which included reviewing procedures governing special event operations. Prior to issuing a formal report, there were two loss events within special event operations. The first loss event occurred on December 28, 2011 during the setup process for the Holiday Bowl at the Mission Valley Transit Center. The second loss event was discovered on January 21, 2012 during the setup process for the Monster Jam Trucks event at Qualcomm Stadium.

SDTI Revenue Management conducted an internal investigation. MTS Security, along with Audit, conducted a separate investigation into the events. These investigations resulted in the implementation of several corrective actions designed to prevent future loss events during special events.

Audit Objectives and Scope

The objectives of the review were to:

1. Verify the corrective action plans were implemented,
2. Corrective action plans were working as designed and intended (effectiveness and efficiency),
3. Evaluate if residual risks remaining are at acceptable levels.

The scope of the audit included the following:

1. Reviewing revenue vehicles used during special events for security upgrades.
2. Evaluating compliance with SOP 101.041: Special Event Ticket Booths and Trailers. New SOP implemented on March 13, 2012, address the contents allowed within ticket booths and trailers, as well as monitoring of compliance with operating procedures.
3. Assessing prior year costs to current year costs to evaluate impact of procedural changes on overall expenses related to ongoing operations.
4. Evaluating special events from FY12 and FY13 for compliance with SOP 101.061: Special Event Set-Up & Close Down Procedures and SOP 101.063: Post Event Revenue Receipts Log-In. SOPs were implementation on March 1, 2012.



Audit Results:

Overall, there were no reportable findings. The following is a brief summary of the four areas reviewed:

- Audit inspected revenue vehicle, verifying management implemented the security upgrades to these vehicles as stated in their corrective action plans. Accordingly, Audit concluded action plans implemented were working as designed and intended and any residual risks were at acceptable levels.
- Audit physically observed ticket kiosks along the Green Line under the supervision of Revenue Supervisor. Observations of kiosks revealed full compliance with SOP 101.041: Special Event Ticket Booths and Trailers. Audit concluded action plans implemented were working as designed and intended and any residual risks were at acceptable levels.
- Using MTS budget reporting, Audit reviewed costs corresponding to special event security, as changes in operating procedures would primarily impact these costs. Budgeted costs for special event security for FY13 projected a 3% increase from FY12 actual costs. As of the date of this report, actual costs for FY13 were tracking below projected costs. Based on available evidence, Audit concluded changes in operating procedures were having minimal impact to overall operating costs of special event activities.
- Audit reviewed eight (8) special event files for evidence of completeness and compliance with SOP 101.061: Special Event Set-Up & Close Down Procedures and SOP 101.063: Post Event Revenue Receipts Log-In. Seven of the eight reviewed were fully compliant with operating procedures, or an 88% compliance rate.

There was one file where one of the new required documents (activity log) was missing a signature of the Lead Sales Agent (LSA), as well as the time field indicating when the ticket revenue packets were returned to the revenue facilities. Audit communicated this observation to management, but based on all the other evidence considered this is minor omission.

Report Distribution:

Paul Jablonski, Cliff Telfer, and Karen Landers – MTS
Wayne Terry – SDTI



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Agenda Item No. 21

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
Executive Committee
Review Date: 9/5/13**

SUBJECT:

AUDIT REPORT – BUSINESS PROCESS REVIEW OF TOKEN MANAGEMENT OPERATIONS

RECOMMENDATION:

That the Board of Directors receive an internal audit reports on token management operations governed by San Diego Trolley, Inc. (SDTI) Revenue Management.

Budget Impact

None.

DISCUSSION:

The MTS Internal Auditor completed a review on token management operations governed by SDTI Revenue Management. Based on evidence analyzed, there were no significant risks or reportable findings identified requiring management's attention as a result of the review.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Audit Report – Business Process Review of Token Management Operations

1255 Imperial Avenue, Suite 1000
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Memorandum

DATE: 5/20/2013
TO: Scott Donnell
FROM: Daniel Madzellan
SUBJECT: Business Process Review – Token Management Operations

EXECUTIVE SUMMARY:

Background:

On January 17, 2013 MTS took control over all administrative, warehousing and distribution responsibilities for the universal token fare media product from SANDAG. Universal tokens are sold to passengers at the Transit Store. Tokens are accepted as one bus fare and cannot be used to purchase a Day Pass. Tokens are also accepted at Trolley ticket vending machines. Each token has a \$2.50 value and can be used towards the purchase of all tickets and passes. If cash is used to cover the difference for a one-way ticket or Day Pass, change will be given; if tokens are only used, change will not be given. Finally, tokens are accepted for one fare on NCTD BREEZE buses.

Audit Objectives and Scope:

The objectives of the process review were to provide an independent evaluation of the internal control environment governing token operations, focusing on:

1. Assessing the key business risks associated with token operations;
2. Evaluating the adequacy of the new internal controls in achieving goals and objectives of token operations;
3. Evaluating the efficiency and effectiveness of new standard operating procedures;
4. Verify compliance with new internal controls/standard operating procedures; and
5. Assessing if any residual risks remaining were at acceptable levels.

The scope of the audit focused on the following:

1. Security of token inventory while stored in SDTI Revenue Facilities.
2. Recording and processing tokens returned to SDTI revenue facilities from all MTS operating divisions (SDTI, SDTC, Contracted Services, and NCTD).
3. Recording and distributing tokens to the Transit Store for sale to customers.
4. Month end reconciliation procedures.
5. Reporting, monitoring and analysis of token utilization by SDTI Revenue Management.

The time period reviewed included all transactional activities since MTS took control of the operations through the April month end reconciliation, or roughly four months of activity.



Audit Results:

There were no reportable findings based on evidence reviewed testing performed. The following is a brief summary of the process and procedures reviewed:

- Audit reviewed the standard operating procedures (SOP 101.081 – Regional Token Reconciliation) and did not identify any significant gaps or weaknesses in the design of the internal controls. Audit also reviewed the documentation used to record receiving and disbursement activities, as well as the inventory tracking log. Likewise Audit did not identify any significant gaps or weakness in the design of the primary forms for recording transactions.
- Audit physically observed the process of collection and storage of tokens within the SDTI Revenue Facilities. All movement of tokens, both into and out of, the facility is monitored by security cameras, which are routinely reviewed. Tokens are stored in a secured location within the SDTI count room, which is restricted to authorize personnel and requires badge access for entry. As such, Audit concluded the risk of unauthorized movement or potential theft of the tokens as low.
- Audit, under the supervision of Scott Donnell, SDTI Revenue Manager, performed an unannounced physical count of the token inventory on April 4, 2013. Audit obtained a copy of the token inventory log sheet noting the reported balance on hand. Audit and Revenue Manager had the Revenue Supervisor go into the secured area of the count room and retrieve tokens physically on site. The reported balance of tokens on hand documented within the inventory log agreed with the actual balance on hand without exception.
- Audit reviewed all receiving transactions processed by SDTI Revenue by other MTS operating divisions, total of forty-one (41) transactions for compliance with SOP 101.081 – Regional Token Reconciliation. Based on documentary evidence provided, Audit found no evidence of non-compliance with the SOP. Accordingly, Audit concluded all receiving transactions were properly initiated, processed, recorded, and reported in accordance with stated procedures.
- Audit reviewed all disbursement transactions processed by SDTI Revenue and delivered to the Transit Store for sale, total of eleven (11) transactions, for compliance with SOP 101.081 – Regional Token Reconciliation. Based on documentary evidence provided, Audit found no evidence of non-compliance with the SOP. Accordingly, Audit concluded all receiving transactions were properly initiated, processed, recorded, and reported in accordance with stated procedures.
- Audit reviewed all month end reconciliation packages, as well as Management's token utilization monitoring report. All month end reconciliation total values agreed to transactional supporting details without exception. Audit determined Management's utilization monitoring report is effective and efficient, as report provides Management sufficient and relevant information for properly managing token operations.

Report Distribution:

Paul Jablonski, Cliff Telfer, and Karen Landers – MTS
Wayne Terry – SDTI



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Agenda Item No. 22

MEETING OF THE METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 12, 2013

**Draft for
 Executive Committee
 Review Date: 9/5/13**

SUBJECT:

ENTERPRISE SERVER INFRASTRUCTURE PROJECT

RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1656.0-14 (in substantially the same format as Attachment A) with Nth Generation for the purchase of an HP c7000 BladeSystem, associated network and storage interconnect modules, software, 5-year 24/7 support agreement, and professional services.

Budget Impact

The total contract award amount is \$279,494.00 and is broken down as follows:

Equipment	\$164,155.00
Software	\$3,958.00
Installation Diagnostic	\$4,795
Shipping & Handling	\$1,383.78
Taxes	\$13,132.40
5-year 24/7 Technical Support, Maintenance, & Warranty	\$92,069
TOTAL:	\$279,494.00

This purchase would be funded by FY 14 CIP 11311 (Regional Scheduling System Upgrade) in the amount of \$187,425.00 and FY 14 IT Operations (Account #661-53910) in the amount of \$92,069.00.

CIP 11311 (approved in FY 14 Budget Regional Scheduling System)	\$187,425.00
5-Year Service & Support (FY 14 Operations Account 661-53910)	\$92,069.00
TOTAL:	\$279,494.00



DISCUSSION:

On May 16, 2013, the Board of Directors authorized the Hastus Regional Scheduling System Upgrade (Agenda Item No. 15). This upgrade constitutes a complete refresh of all associated servers, software, and the migration of data and retirement of the existing systems.

The purchase of this HP c7000 BladeSystem hardware and software is in support of this initiative and would provide the server platform for the new system supporting associated applications, databases, and data.

The stated equipment is being acquired through the use of the Federal Government's General Services Administration's (GSA's) Cooperative Purchasing Program, Federal Supply Schedule 70, Information Technology Contracts. This schedule is commonly referred to as "GSA Schedule 70" or "IT Schedule 70."

The authority that allows MTS to procure through this method is referenced as follows: The Federal Transit Administration (FTA) Circular 4220.1F, Third Party Contracting Guidance (for recipients of Federal assistance), Chapter V, Section 6 (b) Limited Use of Federal Supply Schedules, describes the recipient's ability to utilize this method to procure goods. Subsection (1) specifies Information Technology and references the recipient to GSA Schedule 70 and the GSA Web site for further information. Within the Web site is additional information that verifies that the contracts within Schedule 70 have been completed and prices determined are fair and reasonable.

The FTA's Best Practices Procurement Manual (BPPM) also references the authority to purchase information technology equipment in the discussion section of Chapter 1.3.3.5, Inter-Governmental Agreements, Joint Procurements, Piggybacking.

In addition to following this procedure, MTS staff also obtained competitive quotations from two other companies to ensure that prices were fair and reasonable. Both prices exceeded the prices quoted by Nth Generation. As an added benefit, Nth Generation is a Women's Business Enterprise (WBE).



Paul C. Jablonski
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, Sharon.Cooney@sdmts.com

Attachment: A. Draft MTS Doc. No. G1656.0-14

STANDARD PROCUREMENT AGREEMENT

G1656.0-14
CONTRACT NUMBER
CIP 11311, OPS 661-53910
FILE NUMBER(S)

THIS AGREEMENT is entered into this _____ day of _____ 2013, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Nth GENERATION Address: 17055 Camino San Bernardo
 Form of Business: Corporation San Diego, CA 92127
 (Corporation, partnership, sole proprietor, etc.)
 Telephone: 858-451-2383

Authorized person to sign contracts: Joyce Russell Chief Financial Officer
 Name Title

The attached Standard Conditions are part of this agreement. The Contractor agrees to furnish to MTS the following:

HP Blade c7000 hardware, software, installation diagnostics, shipping, and 5-year HP Proactive 24 Services, as described in Nth Generation Quotation 79610, dated July 26, 2013, under GSA Schedule Gs-35F-0296R, the MTS Standard Procurement Agreement, Standard Conditions, Federal Requirements, and MTS Safety SOP (SAF-016-03). This is a firm-fixed-price contract. The total cost shall not exceed \$279,494.00.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer Approved as to form: By: _____ Office of General Counsel	Firm: _____ By: _____ Signature Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$187,425.00	11311	FY 14
\$ 92,069.00	661-53910	FY 14
\$279,494.00		

By: _____
 Chief Financial Officer (___ total pages, each bearing contract number)