

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

September 8, 2016

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

Ms. Bragg moved for approval of the minutes of the July 21, 2016, MTS Executive Committee meeting. Mr. McWhirter seconded the motion, and the vote was 4 to 0 in favor with Mr. Roberts absent.

D. REVIEW OF DRAFT September 15, 2016 BOARD AGENDA (TAKEN OUT OF ORDER)

Recommended Consent Items

6. Adoption of Amended 2016 Conflict of Interest Code
Action would: (1) adopt Resolution No. 16-19 amending the MTS Conflict of Interest Code pursuant to the Political Reform Act (PRA) of 1974; (2) adopt the amended 2016 MTS Conflict of Interest Code; and (3) forward the amended 2016 MTS Conflict of Interest Code to the County of San Diego (the designated code-reviewing body).
7. New Board Policy: Inventory Controls and Signature Authority Policy
Action would adopt new Board Policy No. 64 "Inventory Controls and Signature Authority Policy".
8. Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payments
9. Federal Transit Administration Section 5310 Grant Application
Action would: (1) Adopt Resolution No. 16-20 agreeing to comply with all terms and conditions of the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program as set forth by the FTA and the San Diego Association of Governments (SANDAG); (2) Authorize the Chief Executive Officer (CEO) to submit the following applications and execute any grant agreements awarded by SANDAG: a. \$432,000 in federal fiscal year 2015 FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funding for paratransit vehicle replacement; b. \$432,000 in federal fiscal year 2016 FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funding for paratransit vehicle replacement; and (3) Authorize the commitment of up to \$466,476 in local matching funds to full fund the purchase of 12 paratransit vehicles.

10. Investment Report - June 2016
11. Investment Report - July 2016
12. San Diego Metropolitan Transit System Orange Line Track Improvements - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL211.0-16, with Herzog Contracting Corporation for the provision of services and materials for Orange Line Track Improvements.
13. Proposed Revisions to MTS Policy No. 42, "Transit Service Evaluation and Adjustment"
Action would approve the proposed revisions to MTS Policy No. 42, "Transit Service Evaluation and Adjustment".
14. Helix Water District Utility Relocation Reimbursement Agreement for Hill Street Slope Repair
Action would authorize the Chief Executive Officer (CEO) to execute an Memorandum of Understanding (MOU) with the Helix Water District for cost reimbursement to relocate water mains and fire hydrants required for slope reconstruction by MTS in the vicinity of Hill Street in El Cajon.
15. Janitorial Services - Sole Source Contract Extension
Action would: (1) Ratify Amendment 4 and Amendment 5 to MTS's contract with NMS Management, Inc. (NMS) (MTS Doc. No. G1387.0-11) for \$95,134.38, which were previously issued under the Chief Executive Officer's (CEO) authority, for janitorial services at MTS Buildings and on Light Rail Vehicles; and (2) Authorize the CEO to execute Amendment 6, with NMS, for a three (3) month sole source extension of janitorial services at MTS Buildings and on Light Rail Vehicles.
16. Diesel Vehicle Wet-Hose Fueling Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0658.0-17 with Dion & Sons, Inc. for the provision of Diesel Vehicle Wet-Hose Fueling Services for MTS's Rapid Express Commuter and Rural buses located at the East County Division, for a nine month term.
17. San Diego Metropolitan Transit System (MTS) Sole Source Award for Regional Transit Management System (RTMS) Hardware Maintenance Services to Xerox Transportation Solutions
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1941.0-16 with Xerox Transportation Solutions, Inc. (Xerox) for the provision of RTMS software and vehicle hardware maintenance services for a five year period with two (2) one year options, exercisable at the CEO's discretion.
18. Regional Transit Management System (RTMS) Radio Maintenance Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1887.0-16 with Motorola Solutions, Inc. (Motorola) for the provision of RTMS radio system maintenance services for a three year period.

DRAFT BOARD AGENDA COMMENTS

Karen Landers, General Counsel, noted that there are a few consent items that will be mailed out with the Board packet as well as two additional Closed Session Items.

C. COMMITTEE DISCUSSION ITEMS

1. Transit Optimization Plan (TOP) Agreement – Contract Award (Denis Desmond)

Denis Desmond, Manager of Planning, provided a presentation on the Transit Optimization Plan (TOP). He provided a background on the previous Comprehensive Operational Analysis (COA) that took place from 2004 to 2007. He noted that there have been changes since the COA took place and the TOP will consist of updating the COA. The TOP will consist of public outreach, data collection/review, a service implementation plan, and minor and major changes. Mr. Desmond reviewed the procurement process that took place to select the TOP consultant. He noted that the recommended consultant is Transportation Management & Design (TMD), and they had previously worked on MTS's COA. Mr. Desmond introduced Russ Chisolm and Melissa Davidson from TMD. Mr. Chisolm stated that he is looking forward to working with MTS staff again and working on updating the previous COA. Sharon Cooney, Chief of Staff, noted that the TOP is not a full COA, but it will re-evaluate the system to see if any updates or changes are needed. Mr. Jablonski reviewed a few of the areas that the TOP will focus on, including the MidCoast area, cut services from 2008, and decreased ridership.

Mr. Gloria asked how much the COA cost ten years ago. Mr. Desmond replied that the COA cost approximately \$700,000, and the TOP will cost approximately \$430,000. Mr. Gloria stated that although the TOP is not a full COA, it is still a substantial study. He asked how public input will be implemented into this update. Mr. Desmond stated that staff has already begun public outreach and will continue to do public outreach once we receive proposals for possible changes. He also said that any major proposals will go through the public hearing process at the Board meetings. Mr. Gloria asked what the best practice is for conducting this type of study. Mr. Chisolm replied that it is standard to conduct these studies about every ten years.

Action Taken

Mr. Gloria moved to forward a recommendation to the Board of Directors to authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G1922.0-16 with Transportation Management & Design, Inc. (TMD), for the provision of TOP Services from October 2016 to June 30, 2017, and authorize the optional tasks, in the CEO's discretion. Ms. Bragg seconded the motion, and the vote was 5 to 0 in favor.

2. MTS Bus Division Study (Denis Desmond)

Mr. Desmond provided a presentation on the recent MTS Bus Division Study. He stated that TMD was hired to assist with identifying ideal locations for a replacement division and/or an expansion division. Mr. Desmond reviewed new services and stated that existing services will need some expansion capacity for organic system growth. He also noted that SANDAG's regional transportation plan as well as the proposed Measure A

will require new and expanded services. Mr. Desmond reviewed the current five bus divisions and their respective sizes and capacity limits. He discussed details regarding the Imperial Avenue Division (IAD) and why this division may need to be relocated. Mr. Desmond presented a map of the existing IAD service area and displayed the best area options for a relocation site. He also displayed a map which showed the future expanded service as well as an additional expansion division. Mr. Desmond stated that TMD analyzed results for two different hypothetical sites, including a Rosecrans/Pacific Highway location and a SR-15/SR-94 junction location. He reviewed the weekday cost analysis results for the two different test sites. Mr. Desmond also reviewed the conclusions for the IAD replacement facility as well as the expansion facility. Ms. Cooney noted that this was strictly a feasibility study.

Mr. Gloria stated that he appreciates the effort that has been put into this study. He inquired about the cost differences for the two test sites. Mr. Desmond responded that the closer the site is to the central service location, the less expensive the costs will be. He noted that the biggest factor for the cost is the deadhead costs, as well as supervision and maintenance. Mr. Gloria also commented on looking into developing a stopover location as a possible option.

Ms. Bragg commented on the future growth of ADA ridership. She asked if we could deploy those buses from other areas. Mr. Jablonski replied that a separate analysis would need to be conducted to determine a possible impact.

Action Taken

No action taken.

E. REVIEW OF SANDAG TRANSPORTATION COMMITTEE AGENDA

There was no SANDAG Transportation Committee agenda discussion.

F. COMMITTEE MEMBER COMMUNICATIONS AND OTHER BUSINESS

Mr. Jablonski noted that next Wednesday, September 14, 2016, will be the FTA Full Funding Grant Agreement signing for MidCoast, which will take place at Lyman Lane adjacent to Pepper Canyon at UCSD.

G. PUBLIC COMMENTS

Margot Tanguay – Ms. Tanguay commented that she thinks the IAD facility should stay in downtown at its current location. She also commented that transportation network companies (TNCs) are not releasing their ADA results to the state.

H. NEXT MEETING DATE

The next Executive Committee meeting is scheduled for October 6, 2016, at 9:00 a.m. in the Executive Committee Conference Room.

I. ADJOURNMENT

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

A handwritten signature in black ink, appearing to read "John Mathis", written over a horizontal line.

Chairman

Attachment: A. Roll Call Sheet

EXECUTIVE COMMITTEE
SAN DIEGO METROPOLITAN TRANSIT SYSTEM

ROLL CALL

MEETING OF (DATE) September 8, 2016

CALL TO ORDER (TIME) 9:03am

RECESS _____

RECONVENE _____

CLOSED SESSION _____

RECONVENE _____

ADJOURN 10:10am

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
BRAGG	<input checked="" type="checkbox"/> (Rios) <input type="checkbox"/>	9:03am	10:10am
MCCLELLAN	<input type="checkbox"/> (McWhirter) <input checked="" type="checkbox"/>	9:03am	10:10am
GLORIA	<input checked="" type="checkbox"/> (Cole) <input type="checkbox"/>	9:03am	10:10am
MATHIS	<input checked="" type="checkbox"/>	9:03am	10:10am
ROBERTS	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:10am	10:10am
Transportation Committee Rep Slot (Mathis)			

SIGNED BY THE CLERK OF THE BOARD:

Julia Tiers

CONFIRMED BY THE GENERAL COUNSEL:

Paul Cade