SAN DIEGO REGIONAL BUILDING AUTHORITY (SDRBA)
JOINT POWERS AGENCY
OF THE COUNTY OF SAN DIEGO AND
THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)

MINUTES

July 13, 2017

1. Roll Call

    Chairman Roberts called the meeting to order at 8:30 a.m. Authority members present included Mr. Cox, Mr. Mathis and Chairman Roberts.

2. Approval of Minutes

    Mr. Mathis moved for approval of the minutes of the May 4, 2017, San Diego Regional Building Authority (SDRBA) meeting. Mr. Cox seconded the motion, and the vote was 3 to 0 in favor.

3. James R. Mills Building - Amendment of Capital Improvement Budget for Fiscal Year 2017/2018

    Marko Medved, Director of the County of San Diego Department of General Services and Executive Officer for SDRBA, stated that the two proposed amendments to the Capital Improvement Budget (CIP) would be for $300,000 for parking system equipment replacement and parking garage camera upgrades and expanded capacity. He stated that the $300,000 would be transferred from the operating budget to the capital budget.

    Action Taken

    Mr. Cox moved to (a) Approve the Proposed Amended FY 18 Capital Improvement Budget (Attachment A); (b) Authorize the Executive Officer to make a onetime transfer of $300,000 from the operating account to the capital reserve account; and (c) Authorize the Executive Officer to approve the additional expenditure of $300,000 from the capital reserve account in accordance therewith. Mr. Mathis seconded the motion, and the vote was 3 to 0 in favor.

4. Expenditure Authority Policy

    Mr. Medved stated that staff drafted an expenditure authority policy to establish expenditure authority limits on budgeted and unbudgeted expenditures; and to formalize the process of the execution of contracts. The policy would authorize the Executive Director to approve change orders or miscellaneous projects under $100,000, as long as there are sufficient funds in the budget, without having to come back to the SDRBA for approval. Karen Landers, MTS General Counsel, noted that this policy is in line with MTS's signature authority policy. Mr. Roberts asked if there is a provision in the policy that would prevent the Executive Director from approving change orders or projects which cumulatively exceed the $100,000 limit. Ms. Landers replied that there is language in the policy that states that SDRBA Board approval would be required to authorize the expenditure of funds for an expense in an amount over $100,000. She stated that she could amend the language in the policy to more explicitly state that the Executive Director could not approve any one change order or project that cumulatively exceeds the $100,000 limit.

The SDRBA Board agreed to approve the policy with those amendments included in the policy.

Action Taken

Mr. Cox moved to approve the proposed SDRBA Board Policy No. 1, including the discussed amendments. Mr. Mathis seconded the motion, and the vote was 3 to 0 in favor.

5.   Public Comments

There were no public comments.

6.   Next Meeting Date

The next SDRBA meeting is scheduled for August 10, 2017 (if needed) in the Executive Committee Room at MTS.

7.   Adjournment

The meeting adjourned at 8:47 a.m.

/s/ Ron Roberts
Chairman

Attachment: Roll Call Sheet

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JOINT POWERS AGENCY OF THE COUNTY OF SAN DIEGO &
THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)

ROLL CALL

MEETING OF (DATE) ___July 13, 2017___   CALL TO ORDER (TIME) ___8:30 a.m.___

RECESS _____   RECONVENE _____

                                            ADJOURN _____8:47 a.m._____

BOARD MEMBER (Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
COX ☒	8:30 a.m.	8:47 a.m.
MATHIS ☒	8:30 a.m.	8:47 a.m.
ROBERTS ☒	8:30 a.m.	8:47 a.m.

OTHER ATTENDEES:

NAME	REPRESENTING
Rachel Witt	County Counsel / SDRBA GC
Hugh Rowles	County General Services
Marko Medved	County General Services
Adrian Granda	County of San Diego
Karen Landers	MTS
Paul Jablonski	MTS
Samantha Leslie	MTS
Julia Tuer	MTS
Antonio Castaneda	Colliers International

SIGNED BY THE CLERK OF THE BOARD: _____*Julia Tuer*_____

CONFIRMED BY OFFICE OF THE MTS GENERAL COUNSEL: *Karen Landers*