

MST AGENDA & MEETING NOTICE

Group: Board Administrative Performance Committee (BAPC)

Directors: Alejo, Barrera (Chair), Clark (Vice Chair), Martinez, O'Connell, Pacheco

Staff: Carl Sedoryk, General Manager/CEO, Hunter Harvath, AGM, Kelly Halcon, Director of HR and Risk Management, Robert Weber, Chief Operating Officer, Norman Tuitavuki, Deputy Chief Operating Officer, Mark Eccles, Director of Information Technology, Lisa Rheinheimer, Director of Planning and Marketing

Date: February 4, 2019

Time: 9:00 am

Place: 19 Upper Ragsdale Dr., Suite 100, Monterey 93940

The BAPC Committee provides policy direction to the Board and monitor performance in areas of Finance and Budget, Procurement, Legislative, Intergovernmental Relations, Business Development, Planning, Marketing, and Customer Service, Regulatory Compliance, Risk Management, Employee Compensation/Benefit Programs, and Information Technology.

1. Call to order.
2. Public comment on matters not on the agenda.

Members of the public may address the Committee on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

3. Review and recommend changes to Lost and Found Policy. (Lisa Rheinheimer)
4. Review and recommend changes to Public Hearing Policy. (Lisa Rheinheimer)
5. Review and recommend changes to General Manager/CEO Purchasing Authority. (Carl Sedoryk)
6. Review audited financial results from the MST FY 2018 Comprehensive Annual Financial Report. (Hunter Harvath)
7. Closed session.

As permitted by Government Code §54957 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

8. Staff and Committee member comments, questions, or referrals.
9. Adjourn.

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



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Agenda # **5**
February 4, 2019 Meeting

To: Administrative Performance Committee
From: C. Sedoryk, General Manager/CEO
Subject: Purchase Authority

RECOMMENDATION:

Recommend to full board changes to purchasing threshold levels.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Monterey-Salinas Transit (MST) Board sets purchasing threshold levels.

DISCUSSION:

Your Board sets purchase authority thresholds for staff to follow to determine the parameters around the solicitation of competitive costs proposals for goods and services consumed by MST to ensure the best value if received while reducing overall administrative burden of the procurement. The current attached Purchasing Thresholds adopted by your board were last updated December 2010 and conform with Federal Transit Administration guidelines and requirements established in the MST District enabling legislation AB644.

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Part of the Purchasing Threshold includes the level at which the General Manager/CEO must receive Board approval. The current amount of \$25,000 has not been updated since it was established in August 2002. A survey of several transit operators of either comparable size or operating within the central coast region was conducted to determine the current purchasing authority of the respective General Manager/CEO was in the past month. The results are displayed in the table below:

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| Transit Operator | FY 17 Budget | GM/CEO Purchase Authority |
|--------------------------|--------------|---------------------------|
| Monterey Salinas Transit | \$45.9M | \$ 25,000 |
| Santa Cruz METRO | \$46.4M | \$ 50,000 |
| County Connection | \$39.0M | \$100,000 |
| San Joaquin RTD | \$32.0M | \$150,000 |
| Golden Empire Transit | \$27.7M | \$100,000 |
| Santa Barbara MTD | \$24.9M | \$250,000 |

Based on the survey, staff recommends this committee recommend to the full board at their meeting of March 11, 2019 an update to the MST Purchasing Thresholds requiring Board Of Directors Approval for procurements and change orders for items of \$100,000 and above.

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Attachment: Proposed Procurement Thresholds

PREPARED BY: Carl G. Sedoryk
Carl G. Sedoryk

PROPOSED PROCUREMENT THRESHOLDS

- Small purchases
One quote \$1 to \$2,999
Three quotes \$3,000 to \$99,999
- Formal Bids/Proposals \$100,000 and over
- Board of Directors Approval ~~\$25,000~~ \$100,000 and over
- Board of Directors change orders ~~\$25,000~~ \$100,000 and over

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