

SPECIAL MEETING

MINUTES

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Monday, October 4, 2017 - 9:15 a.m.
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Paula Devine, Chair of the Former Arroyo Verdugo Subregion, called the meeting to order at 9:14 a.m.

II. FLAG SALUTE

Member Walker led the Pledge of Allegiance.

III. ROLL CALL

Present: Member Devine, Member Gabel-Luddy, Member Khubesrian, Member McAustin, Member Perry and Member Walker.

IV. COMMENTS FROM THE PUBLIC

None.

V. ACTION ITEMS

- A. Selection of Chair for the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) – Term of Office: October 4, 2017 - June 30, 2018

Executive Director Wilson suggested the former chair of the former Subregion call for nominations.

Member Devine called for nominations.

Motion:

Member Gabel-Luddy moved and Member Khubesrian seconded a motion to nominate and select Member Margaret McAustin as Chair for the AVCJPA Governing Board. The motion carried unanimously.

Chair McAustin expressed gratitude for the nomination and enthusiasm for the continued efforts.

- B.** Selection of Vice-Chair for the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) - Term of Office: October 4, 2017 - June 30, 2018
Chair McAustin called for nominations for Vice Chair.

Motion: Ms. Khubesrian moved and Ms. Devine seconded a motion to nominate and select Member Walker as Vice Chair of the AVCJPA Governing Board. The motion carried unanimously.

- C.** Resolution Accepting the Transfer of Assets and Delegation of Subregion Authorities from the Arroyo Verdugo Subregion

Executive Director Wilson stated the JPA should accept the delegation and transfer of assets, if any.

La Cañada Flintridge City Manager Mark Alexander stated it would allow Authority funds held by Metro to transfer over.

Motion: Member Khubesrian moved and Member Walker seconded a motion to adopt the resolution accepting the transfer of assets and delegation of Subregion Authorities from the Arroyo Verdugo Subregion. The motion carried unanimously.

- D.** Joint Powers Authority Agreement – Information and Final Update

City Manager Alexander congratulated the Governing Board on the new JPA. He presented an overview of the JPA, including forwarding of documents to the Secretary of State, and notification to LAFCO, SCAG and Metro. He summarized noteworthy provisions of the agreement. He stated the purpose of the agreement was to provide the regional and cooperative planning in transportation. He explained that the JPA would have to be amended if the Authority wished to consider housing and other issues beyond transportation. He explained that the JPA was not a COG. He discussed the powers of the JPA including obtain grants, receive funds, issue payments. He stated the JPA operated under the Brown Act and Rosenberg's Rules of Order and the Chair and Vice Chair would serve from October 4 through June 30th, thereafter, July 1st through June 30th. He explained that La Canada Flintridge Director of Finance would be the Treasurer and the Board would be asked to appoint an auditor. He stated the City of Pasadena purchasing policies would be followed. He explained the adoption of budget and collection of dues.

Chair McAustin asked if semi-annual or quarterly budget reports would be received. City Manager Alexander stated the Board could direct staff as it saw fit. Chair McAustin suggested quarterly reports initially.

Executive Director Wilson discussed the budget as an expression of dues which will be collected at the beginning of each fiscal year, rather than at the end as has been the case.

Motion: Member Gabel-Luddy moved and Member Devine seconded a motion to receive and file. The motion carried unanimously.

E. Metro Presentation – Update on Measure M
Presenters: Therese McMillan and Wil Ridder

Executive Director Wilson introduced the representatives from Metro.

Therese McMillan introduced and provided background on Lori Lombardi. She provided an overview of Measure M funds including the three significant funds affecting major projects, local return and the multi-year sub-regional programs (MSPs). She discussed the BRT Connector project which extended between Arroyo Verdugo and San Fernando and was managed by Metro staff. She explained that Measure M established Local Return funds such as had been established under Prop. A, Prop. C, and Measure R and submitted Measure M Local Return estimates for Fiscal Year 2018 to the Governing Board.

Member Gabel-Luddy confirmed that the individual cities had to enter into individual funding agreements with Metro for Subregional funds. Ms. McMillan explained the City accounts for Local Return funds were on a City basis.

Chair McAustin clarified that the Local Return figures were for informational purposes. She asked for information on the Local Return Funding Agreements. Wil Rider stated they were standard agreements to identify the use of the funds. City Manager Alexander clarified that Local Return was a separate pot from the regional monies for the JPA. Executive Director Wilson explained that Local Return was for individual cities. She stated La Cañada Flintridge estimated \$294,000 for 2017-18 when voters approved the Measure. The new estimate was \$256,000.

In response to Chair McAustin, Ms. McMillan stated Local Return was less than expected available Measure M money because it was a percentage of the collection. She stated there would be adjustments in arrears. She noted the opportunity to leverage and package different fund sources to deliver a major project.

Ms. McMillan explained the Multi-Year Sub Regional Programs with specific funds and functions. She discussed the specific fund availability time frames and explained the need to determine and plan projects. She described the Moto-Connectivity Program and Complete Streets Project.

Member Khubesrian reiterated that the total budget through 2057 was provided for planning purposes. Ms. McMillan provided an example of a \$200 million program, project planning and funding availability. She stated programming was important to forecast and allow Metro to manage funds.

Member Perry discussed the .5% planning and dollar amounts over a 5-year period. He asked about hiring a transportation planner. Ms. McMillan stated the JPA could enter into contractual agreements up to the half percent cumulative for the 5 years.

Chair McAustin clarified that the JPA had to prioritize use of the funds.

City Manager Alexander asked if the estimate including the allocation for the County unincorporated area. Ms. McMillan stated the amount was available for the Arroyo Verdugo Subregion. City Manager Alexander asked if the unincorporated area was included in the amount for the Arroyo Verdugo Subregion. She discussed the Moto-connectivity and Streets Projects and Measure M funding of \$202 million.

Chair McAustin stated the most important job for the JPA was to develop a process to prioritize.

Member Gabel-Luddy asked about the Arroyo Verdugo Sub-region \$121,000 for funding for planning and programming.

Executive Director Wilson asked about flexibility in other categories. Ms. McMillan explained the opportunity to swap funding capacity.

Member Khubesrian discussed restrictions on the SR-710 Freeway.

Executive Director Wilson asked when the \$121,000 would be available. Ms. McMillan stated contracts could be entered up to the 5-year total. She stated a funding agreement was necessary. She stated they were working on a template for a funding agreement and the documentation for invoicing.

Member Devine asked about use of the \$202 million. Ms. McMillan stated the band was the allowable time span to identify projects.

Member Perry asked if there was an ideal window of time for the JPA's five-year programming. Ms. McMillan suggested taking the necessary time to establish the program. She stated Metro had to manage the demand for program financing.

In response to Member Walker, Ms. McMillan anticipated the administrative procedures would be finalized in December.

Motion: Member Gabel-Luddy moved and Member Walker seconded a motion to receive and file. The motion carried unanimously.

F. Establishment of the Time, Date and Place of the Regular Meetings of the Arroyo Verdugo Communities Joint Powers Authority Governing Board

Executive Director Wilson indicated the Brown Act required an established time, day and place for regular meetings. She presented the available options.

The Members discussed their availability and preferences and determined the first Thursday at 4:00 p.m. was preferred.

Motion: Member Perry moved and Member Khubesrian seconded a motion to direct staff to return with a resolution reflecting the meetings will be held quarterly on the first Thursday of the month at 4:00 p.m., starting February 1, 2018. The motion carried unanimously.

G. Appointments

Motion: Member Khubesrian moved and Member Gabel-Luddy seconded a motion to appoint the following:

1. SCAG Community, Economic & Human Development Committee – Robert Joe
2. SCAG Energy & Environment Committee – Paula Devine
3. League of California Cities – L.A. County Division
 - a. Division Representative – Marina Khubesrian
 - b. Legislative Committee – Diana Mahmud
4. Metro Transportation Advisory Committee Representative (TAC) – David Kriske
5. Metro Transportation Advisory Committee Alternate – Roubik Golanian
6. Executive Director – Ann Wilson

The motion carried unanimously.

In response to Member Khubesrian, Executive Director Wilson stated Dave Spence was the prior Transportation Committee Representative and Jon Curtis was the Regional Council Representative. She described the role of the

Transportation Committee. She stated the first preference would be a member of the JPA.

Member Gabel-Luddy suggested one of the JPA members serve as the representative and she offered to serve as representative on an interim basis.

Member Walker offered to serve as an alternate.

Motion: Member McAustin moved and Member Gabel-Luddy seconded a motion to appoint the following:

1. SCAG Transportation Committee Representative – Member Gabel-Luddy and Member Walker as alternate.

The motion carried unanimously.

H. Appointment and/or Reappointment of Members to the Verdugo Workforce Development Board

Presenter: Judith Velasco, Director, Verdugo Workforce Development Board

Judith Velasco requested reappointment of the three Board members.

City Manager Alexander asked if all JPA members should vote or only the three represented cities. Ms. Velasco stated the whole membership usually voted. Executive Director Wilson suggested the non-represented member abstain. Ms. Velasco concurred.

Motion: Member Devine moved and Member Walker seconded a motion to reappoint the following candidates for membership on the Verdugo Workforce Investment Board:

- a. Gavin Koon
- b. George Palazzo
- c. Marko Swan

The motion carried 3-0, with Member Khubesrian, Member Perry and Chair McAustin abstaining.

I. Conflict of Interest Code of the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA)

Executive Director Wilson explained the proposed Code and required approval by the County.

Motion: Member Perry moved and Member Devine seconded a motion to approve and adopt the AVCJPA Conflict of Interest Code. The motion carried unanimously.

J. Lease Agreement between the AVCJPA and the City of La Cañada Flintridge for Use of Meeting Room/Office Space

Member Walker recused herself.

Motion: Member Khubesrian moved and Member Perry seconded a motion to approve the Lease Agreement between the AVCJPA and the City of La Cañada Flintridge for Meeting Room/Office Space in the amount of \$1.00 annually. The motion carried 5-0, Member Walker recused.

K. Authorization to bind coverage for Public Officials' Liability/General Liability/Auto Insurance; and authorize the Executive Director to execute any necessary coverage documents

Executive Director Wilson discussed the new quote for insurance, totaling \$7,092.62. She stated the amount did not include \$150 "TRIA" (terrorist insurance) as referenced in the document.

Motion: Member Gabel-Luddy moved and Member Walker seconded a motion to authorize the binding of insurance coverages to insure against any potential loss in an amount up to, but not exceeding \$12,907.02; and authorize the Executive Director to execute any necessary coverage documents. The motion carried unanimously.

L. Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Budget for FY 2017-18

Executive Director Wilson reviewed the proposed budget.

Member Walker confirmed that there were no assets or liabilities.

In response to Member Gabel-Luddy, City Manager Alexander stated the City Managers were aware of the estimated budget.

Motion: Member Gabel-Luddy moved and Member Devine seconded a motion to adopt the FY 2017-18 AVCJPA Budget (less \$2156 for insurance general liability). The motion carried unanimously.

M. Appointment of Representatives for Bylaws Subcommittee and Work Plan Subcommittee

Executive Director Wilson recommended the Chair appoint two members to a Bylaws Subcommittee and two members to an annual work plan subcommittee.

City Manager Alexander explained that, if the Governing Board made appointments to the subcommittee, the subcommittees would be subject to the Brown Act.

Chair McAustin asked for volunteers for the Work Plan Committee. She appointed herself and Member Khubesrian.

Member Walker and Member Perry volunteered for the Bylaws Committee. Chair McAustin appointed Member Walker and Member Perry to the Bylaws Committee.

N. Authorization of AVCJPA Staff Transportation Advisory Committee (TAC)

Executive Director Wilson discussed the previous staff-level Transportation Advisory Committee (TAC) and interest from staff to reinstate the meetings.

Motion: Member Perry moved and Member Gabel-Luddy seconded a motion to authorize the establishment of a staff-level Transportation Advisory Committee (TAC) to meet periodically to make recommendations to the AVCJPA Governing Board (staff appointments to TAC to be made by each City). The motion carried unanimously.

O. Authorization for the City of La Cañada Flintridge to Receive and Expend Funds on Behalf of the AVCJPA and Obtain Reimbursement for its Advances

City Manager Alexander explained that the City would be authorized to receive and expend funds.

Motion: Member Devine moved and Member Gabel-Luddy seconded a motion to authorize the City of La Cañada Flintridge to receive and expend funds on behalf of the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) and for the City of La Cañada Flintridge to be reimbursed for any advancements made by the City on the AVCJPA's behalf, until the JPA establishes its own account. The motion carried 5-0, Member Walker abstaining.

VI. REPORTS – INFORMATION ONLY

A. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director

Executive Director Wilson indicated she had no reports.

VII. COMMENTS FROM MEMBERS

Member Gabel-Luddy welcomed Member Perry. She expressed appreciation to the City Manager and Executive Director for saving the cities money, compared to what had been proposed to the cities prior to the formation of the JPA.

Member Khubesrian provided an update on reallocation of Measure R monies from the SR-710 Corridor. She stated South Pasadena had been with Pasadena and a consultant.

Member Perry congratulated the JPA on behalf of the Supervisor.

Member Devine expressed excitement for the upcoming year.

VIII. ADJOURN

Chair McAustin adjourned the meeting at 11:12 a.m.



Ann Wilson, Executive Director