

SPECIAL MEETING

MINUTES

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Monday, November 30, 2017 - 4:00 p.m.
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair McAustin called the meeting to order at 4:00 p.m.

II. FLAG SALUTE

Chair McAustin led the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Margaret McAustin, Vice Chair Teresa “Terry” Walker, Member Paula Devine, Member Marina Khubesrian, Member David Perry (arrived at 4:27 p.m.), Alternate Member Sharon Springer (in place of Member Gabel-Luddy)

Absent: Member Emily Gabel-Luddy

IV. COMMENTS FROM THE PUBLIC

Executive Director Ann Wilson introduced Rebekka Hosken, new Director of Finance for the City of La Cañada Flintridge, who will serve as AVCJPA Treasurer pursuant to the Joint Powers Agreement.

V. ACTION ITEMS

- A. Approval of the Arroyo Verdugo Subregion Minutes for the meeting of October 4, 2017

MOTION: Member Devine moved and Member Khubesrian seconded a motion to approve the October 4, 2017 Subregion minutes. The motion carried unanimously.

B. Approval of the Arroyo Verdugo Communities Joint Powers Authority Minutes for the meeting of October 4, 2017

Executive Director Wilson noted a correction on Item F, Page 5 and indicated it should read Feb. 1st.

MOTION: Member Khubesrian moved and Member Devine seconded a motion to approve the October 4, 2017 JPA minutes as amended. The motion carried unanimously.

C. AVCJPA Transportation Advisory Committee (TAC) Report: Development of Five-Year Plan for Submission to Metro to be Used as Basis for an RFP for a Consultant

Executive Director Wilson explained that the City of Pasadena had developed an RFP for consultant services. She stated the TAC reviewed the outline and she proposed a timeline.

Fred Dock, Director of Transportation, City of Pasadena, provided a summary of the efforts on developing a five-year plan. He indicated the consultant would assist in meeting Metro's readiness component and that Metro's Policy Advisory Committee (PAC) was still finalizing the Administrative Procedures, with an anticipated completion by the end of December. He stated \$122,000 was available for the contract and that the AVCJPA would be using the City of Pasadena's purchasing procedures, since they are the "mode" agency pursuant to the Joint Powers Agreement. He discussed the specific project criteria in the five categories of sub-regional funds. He recommended staff be allowed to complete a final draft RFP.

Chair McAustin directed the Governing Board to the proposed timeline.

Executive Director Wilson summarized the proposed timeline and requested Authority approval.

In response to Member Devine, Executive Director Wilson confirmed that the TAC would work with the consultant to come up with a list of projects for review and recommendation by the Authority. She stated project readiness was an important consideration.

Member Khubesrian asked if each member city could work individually with the consultant. Executive Director Wilson pointed out Item No. 9 - Review by each of the six AVCJPA agencies. She discussed limited funds from Metro and indicated the SGVCOG was considering an augmentation to that amount of money from its members for the consultant.

Member Walker confirmed that it was being considered by the SGVCOG with controversy.

Executive Director Wilson explained that the TAC felt that \$122,000 might not be enough.

Chair McAustin stated it was unlikely to be sufficient and that the six agencies might be required to supplement.

Executive Director Wilson stated the RFP would provide an estimate. She requested the Governing Board review the time frame.

In response to Member Walker, Executive Director Wilson stated project submittal deadlines had not been set for Measure M and there was no detriment for filing late.

In response to Chair McAustin, Mr. Dock stated there had not been a commitment from Metro on turnaround time, though he did not anticipate a blockage.

Ben Jong, Senior Manager of Transportation Planning at Highway Programs Division at L.A. County Metro, stated Metro was looking for projects that had been vetted and could be completed within the proposed budget.

In response to Chair McAustin, Mr. Jong explained the difference between Measure R and Measure M funds and the need for additional project readiness.

Chair McAustin reminded the Authority that the proposed timeline was a guideline.

MOTION: Member Walker moved and Member Khubesrian seconded a motion to authorize the AVCJPA TAC to complete a final draft of the RFP for a consultant to develop the Five-Year Plan along with cost estimate, for final review by the Governing Board at a future meeting. The motion carried unanimously.

D. Revised Conflict of Interest Code

Executive Director Wilson explained the proposed Conflict of Interest Code.

In response to Chair McAustin, Executive Director Wilson stated the County removed the requirement for consultant reporting and added Treasurer.

MOTION: Member Devine moved and Member Khubesrian seconded a motion to approve the Conflict of Interest Code and forward to the County Conflict of Interest Office. The motion carried unanimously.

- E. AVCJPA Five-Year Multi-Year Subregional Program(MSP) Funds Per Capita
Executive Director Wilson acknowledged that the Governing Board had not decided on how to allocate funds and she provided per capita allocation if the Authority decided to base it on population.

Member Perry arrived at 4:27 p.m.

Member Walker asked other ways to allocate funds. Executive Director Wilson described flexibility in funding allocations. She stated most COGs did not use per capita, rather project prioritization.

In response to Chair McAustin, Executive Director Wilson stated the SGVCOG utilized project prioritization.

Terry Tornek, Mayor, City of Pasadena, stated the SGVCOG had multi-jurisdictional projects and had not used per capita allocation.

Executive Director Wilson explained the formation of the initial mobility matrix under which priorities were set and then voted on. She reminded the Authority of the need to have ready projects.

Chair McAustin suggested the projects that were most ready get the highest weight. Executive Director Wilson explained that the consultant would assist in putting together a list of projects that met Metros criteria and that each jurisdiction approved. Chair McAustin stated the six agencies could determine to shift money. Executive Director Wilson discussed the opportunity for an agency to ask another agency for funds.

Member Khubesrian discussed the possibility of a regional project. She indicated support for a consultant assisting with the process.

Member Perry asked if partial funding of projects was possible. Mr. Jong explained that projects should be ready to expend funds. He stated spending funds could be complicated. He discussed other COGs with per capita funding, San Gabriel Valley Sub-Region projects and the mobility matrix.

Member Devine stated the difference between Measure R and Measure M funds was project readiness. Mr. Jong explained that projects could be revised under Measure R. Executive Director Wilson discussed the City of Burbank's issues with completing projects due to Caltrans delays and La Canada Flintridge's

readiness to complete sound wall projects. She stated Metro was wise to focus on readiness.

MOTION: Member Khubesrian moved and Member Devine seconded motion to receive and file. The motion carried unanimously.

F. Notice to Stakeholders of Public Participation Plan to be Considered by AVCJPA Governing Board at its next Regular Meeting on February 8, 2018

Executive Director Wilson explained the requirement for a Public Participation Plan, including inviting the public to comment on the plan.

In response to Chair McAustin, Executive Director Wilson stated she would develop the plan and anticipated a draft in January 2018.

Member Perry requested the notice sent to Clerks also be copied to the Board members.

MOTION: Member Khubesrian moved and Member Devine seconded motion that the Executive Director, prior to February 1st, shall prepare a notice to be distributed to and posted by each agency encouraging stakeholders to comment on the Public Participation Plan, and that said notice shall contain information on where and how the draft Public Participation Plan will be available to them. The motion carried unanimously.

VI. REPORTS – INFORMATION ONLY

A. Reports from Arroyo Verdugo Appointees

1. SCAG Community, Economic & Human Development Committee – Robert Joe
2. SCAG District #42 – Vartan Gharpetian
3. SCAG Energy & Environment Committee – Paula Devine
4. SCAG Transportation Committee – Emily Gabel-Luddy
5. League of California Cities – L.A. County Division
 - a. Division Representative Report – Marina Khubesrian
 - b. Legislative Committee – Diana Mahmud

Member Khubesrian, representative to League of California Cities L.A. County Division, summarized the 2017 strategic priorities including homelessness, housing, and support policies for crime prevention and to secure additional funding for regional infrastructure projects. She discussed the legislative highlights including passage of SB 1, defeat of AB 215, and defeat of SB 649. She requested input on the 2018 strategic plan and goal setting.

MOTION: Member Perry moved and Member Devine seconded a motion to receive and file the reports. The motion carried unanimously.

B. Multi-Year Subregional Program Funding Per Capita (Information Only)

MOTION: Member Khubesrian moved and Member Walker seconded a motion to receive and file. The motion carried unanimously.

C. Report from AVCJPA Representative to Metro TAC

Presenter: David Kriske

David Kriske, Metro TAC representative, discussed the purpose of the TAC. He summarized items considered by the TAC including the Metro Long-Range Transportation Plan, Measure M and R funding, call for projects, Measure M early action strategy, and Metro's Active Transportation Grant Cycle Assistance Program.

Executive Director Wilson stated she attempted to have the person in charge of acceleration of projects come out but he was unavailable. She stated she would try to have him come to the next meeting.

Chair McAustin stated the Authority was very interested in acceleration.

Member Devine, on behalf of Glendale, indicated support for that strategy.

MOTION: Member Perry moved and Member Khubesrian seconded a motion to receive and file. The motion carried unanimously.

D. Report from AVCJPA Executive Director (Oral)

Presenter: Ann Wilson, Executive Director

1. First AVCJPA TAC Meeting
2. First Meeting of Work Plan Subcommittee
3. First Meeting of Bylaws Subcommittee

Executive Director Wilson discussed the benefits of the TAC and recent meeting at which Margaret Lin from South Pasadena was elected Chair. She stated the Work Plan Subcommittee, Chair McAustin and Member Khubesrian, met to review the draft Work Plan. She stated the Bylaws Subcommittee met to review the draft bylaws.

Chair McAustin thanked those serving on the subcommittees.

MOTION: Member Walker moved and Member Devine seconded motion to receive and file the report. The motion carried unanimously.

VII. COMMENTS FROM MEMBERS

*Arroyo Verdugo Communities Joint Powers Authority
Governing Board Minutes
November 30, 2017*

Chair McAustin stated she intended to extend an invitation to Phil Washington to come to a meeting.

Mayor Terry Tornek stated he came to familiarize myself as the alternate from Pasadena. He discussed his recommendation to withdraw from the SGVCOG.

Member Khubesrian stated the JPA was primarily interested in transportation and potential formation of a COG.

VIII. ADJOURN

Chair McAustin adjourned the meeting at 5:10 pm.



Ann Wilson, Executive Director