

REGULAR MEETING

MINUTES

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Thursday, February 1, 2018 - 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

Member Perry 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, Alternate Member Sharon Springer (in place of Member Gabel-Luddy)

Absent: Member Emily Gabel-Luddy

IV. COMMENTS FROM THE PUBLIC

None.

V. ACTION ITEMS

A. Approval of the Arroyo Verdugo Subregion Minutes for the meeting of November 30, 2017

MOTION

Member Perry moved and Member Devine seconded a motion to approve the November 30, 2017 Subregion minutes. The motion carried unanimously.

B. Metro Presentation – New Metro Measure M Administrative Procedures
Presenters: Kalieh Honish and Laurie Lombardi

Kalieh Honish, Long Range Planning at Metro, provided an update on the Draft Administrative Procedures. She explained provisions in Measure M requiring guidelines and administrative procedures. She summarized the guidelines, including multi-year sub-regional programs; cash flow; competitive, visionary and seed funding; public participation; five-year planning; and interaction with Metro for funding and project execution. She explained circulation of the draft funding agreement.

Chair McAustin asked about the possibility of advancing future funds. Ms. Honish explained the five-year funding envelope and difficulty with advanced funding. She discussed cash flow readiness and ability to swap amongst fund types.

Chair McAustin asked about the visionary fund and 2% system connectivity fund. Ms. Honish explained that the transit 2% system connectivity and the ATP 2% would be competitive funds, anticipated to be used for projects with regional benefits.

In response to Member Khubesrian's inquiry regarding whether a lot of this information was being discussed at the "TAC" meetings, Ms. Honish stated the information was discussed at PAC meetings and the PACs were updated.

Executive Director Wilson explained that if Member Khubesrian was actually referring to the "PAC" meetings as Ms. Honish had been discussing (rather than the "TAC" meetings), that the JPA was not represented on the PAC (Policy Advisory Committee). She stated the JPA's representative on the TAC (Technical Advisory Committee), on which the JPA is represented, was David Kriske.

Alternate Springer asked if funds could be borrowed from another fund and balance retained. Ms. Honish explained there was an ability to swap funds.

Ms. Honish announced the informational link on Metro's website and introduced Fanny Pan, who would be coordinating the MSP funding agreements.

MOTION

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

VI. COMMENTS FROM THE PUBLIC (Reopened)

Juanita Martinez, NCE Civil Engineering Firm, stated they were the consultant for the California Statewide Local Streets and Roads Needs Assessment, the study utilized for getting SB 1 passed. She requested each City and County respond to the survey in the letters sent out in January.

V. ACTION ITEMS (Continued)

C. Metro Presentation – Measure M Project Acceleration/Deceleration
Presenter: Manjeet Ranu

Manjeet Ranu, Senior Executive of Planning at Metro, presented the Early Project Delivery Strategy including background on project acceleration allowed under Measure M, Board's desire to provide guidelines on acceleration, goals of establishing uniform criteria, promoting cooperation and discipline, protecting those performing well, with the Board of Directors making the final decision based on the Measure M ordinance. He reviewed the four categories of strategic inputs for early project delivery: funding, partnerships, process, and innovations. He stated Metro needed the work and collaboration of its partners. He discussed the disclosure and recovery plan for delayed projects and evaluation process. He stated the Board unanimously approved the strategy in November.

MOTION

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

D. Request for Proposals - AVCJPA Measure M 5-Year Subregional Plan
Presenter: Fred Dock, Director of Transportation, City of Pasadena

Executive Director Wilson explained that City of Pasadena, Julie Gutierrez, Assistant City Manager, and Fred Dock, Transportation Director offered to write the RFP.

Fred Dock, City of Pasadena Transportation Director, explained the Metro requirement for a five-year program for the expenditure of sub-regional programs. He summarized the proposed RFP, which had been reviewed by the AVCJPA TAC. He requested the Board approve the basic structure of the RFP and authorize the Executive Director to make certain changes.

Chair McAustin asked when the RFP would be issued. Mr. Dock anticipated issuing the RFP in February, with responses due the beginning in March, and consultant on board in late spring.

Executive Director Wilson requested calling a special meeting to award the project and authorizing the Executive Director to put the project out to bid.

Ms. Honish stated the Public Participation Plans were not going to change.

Member Perry asked if it was necessary for the consultant to work on the Public Participation Plan. Executive Director Wilson explained that Metro wanted the Public Participation Plan in place prior to receiving the .5% and the consultant would be implementing the Public Participation Plan.

Chair McAustin asked the members of the Technical Advisory Committee. Executive Director Wilson stated it was staff from all six agencies, with Margaret Lin from South Pasadena as the Chair.

MOTION

Member Khubesrian moved and Alternate Member Springer seconded a motion to review and approve: (1) The attached Request for Proposal (RFP) for the Measure M 5-year Multi-Year Subregional Program (MSP) and the Consultant Contract; (2) authorize the Executive Director to make necessary changes; (3) following review by the TAC, authorize the Executive Director to go out to bid; and (4) To call a special meeting, if necessary, for the award of the contract. The motion carried unanimously.

E. Public Participation Plan for 5-Year Measure M Subregional Funds Presenter: Executive Director Wilson

Executive Director Wilson discussed Metro's Public Participation Guidelines and indicated each jurisdiction determined the appropriate body to receive public input. She stated notice of the JPA was posted and there were no public comments on the Public Participation Plan. She summarized the content of the proposed Public Participation Plan and recommended the Authority approve the proposed Public Outreach Plan for the initial 5-year Measure M sub-regional programming plan and authorize the Executive Director to submit it to Metro.

Member Khubesrian stated her staff brought the matter to the South Pasadena Freeway and Transportation Commission, who agreed to be the facilitator of the public process and make a recommendation to the City Council.

Chair McAustin stated it went to Pasadena's Transportation Advisory Commission yesterday.

Alternate Member Springer questioned the timing. Executive Director Wilson explained the desire to swap out funds and explained that the consultant would review sub funds for the possibility of swapping, with Metro making the final decision.

There were no public speakers.

MOTION

Member Perry moved and Alternate Member Springer seconded a motion to approve the Public Participation Plan. The motion carried unanimously

- F. Letter of No Prejudice**
Presenter: Executive Director Wilson

Executive Director Wilson requested Board authority to apply to Metro for a Letter of No Prejudice in the JPA was not approved for the .5% funding, although she did not anticipate the need.

MOTION

Member Walker moved and Member Devine seconded a motion to approve the Executive Director's submission of the Letter of No Prejudice to Metro, to be submitted only in the event the AVCJPA is unable to proceed with the bidding and award of contract to the consultant firm. The motion carried unanimously.

- G. Appointment of New League of California Cities Division Representative**
Executive Director Wilson

Executive Director Wilson reported that Member Khubesrian had a scheduling conflict for the League of California Cities and requested a new representative.

Member Khubesrian stated the commitment was one hour per month on a phone conference to discuss legislation, with social events, fundraising events and an annual retreat to set goals.

Alternate Member Springer volunteered to serve.

Chair McAustin called for nominations.

MOTION

Member Khubesrian moved and Member Devine seconded a motion to nominate Alternate Sharon Springer to fill the position of League of California Cities Board of Directors vacated by Member Khubesrian, with an indefinite term of office. The question was called and the motion carried unanimously.

H. Treasurer's Report – Signatories

Presenter: Treasurer Hosken

Ms. Hosken explained the need to set up the bank account for the Authority and recommended a Governing Board member of the Treasurer's City as the primary signer and the Executive Director as the alternate.

In response to Member McAustin, Ms. Hosken stated there were a very low volume of checks each month.

Chair McAustin suggested two signatories as a safeguard and checks and balance system and volunteered to be the second signer.

The Board agreed with the need for two signatures.

MOTION

Member Khubesrian moved and Member Devine seconded a motion to have Member Walker as primary signatory with Executive Director Wilson, and Chair McAustin as alternate.

Member Perry asked the authority provided in the bylaws. Executive Director Wilson explained the types of checks and warrant list.

Member Walker requested seeing the warrants.

Ms. Hosken stated the warrants would be provided with the quarterly reports.

The motion carried unanimously

I. Treasurer's Report – Quarterly Financial Statement

Presenter: Treasurer Hosken

Motion: To Receive and file

Ms. Hosken presented the quarterly report and explained the required surety bonds.

Member Walker requested the warrants be provided with the quarterly financials.

MOTION

Member Khubesrian moved and Member Devine seconded a motion to receive and file and to bring quarterly warrants along with quarterly financials. The motion carried unanimously.

- J. Resolution Establishing Time, Place and Dates of Regular AVCJPA Meetings**
Presenter: Executive Director Wilson

Executive Director Wilson pointed out the need to amend the resolution to read quarterly on the first Thursday.

MOTION

Member Perry moved and Member Khubesrian seconded a motion to approve the resolution as amended. The motion carried unanimously

VII. REPORTS – INFORMATION ONLY

- A. Reports from Arroyo Verdugo Appointees**
1. SCAG Community, Economic & Human Development Committee – Alternate Robert Joe – Report Attached
 2. SCAG District #42 – Vartan Gharpetian – Report Attached
 3. SCAG Energy & Environment Committee – Member Paula Devine – Report Attached
 4. League of California Cities – L.A. County Division
 - a. Legislative Committee – Diana Mahmud (written report)

Member Khubesrian recommended inviting Jennifer Quan, League Executive Director, to annually attend the JPA meeting.

MOTION

Member Khubesrian moved and Alternate Member Springer seconded a motion to receive and file written and oral reports and to ask the Los Angeles League of California Cities Division Director to annually attend an AVCJPA Governing Board meeting. The motion carried unanimously.

- B. Report from AVCJPA Representative to Metro TAC**
Presenter: David Kriske

Mr. Kriske provided an update on the Metro TAC meeting at which it received information on SB 1 funding, Active Transportation Program funds, and update on TOD funding program for Round 5 plan for land use changes around metro rail and link stations.

MOTION

Member Walker moved and Alternate Member Springer seconded a motion to receive and file. The motion carried unanimously

- C. Report from AVCJPA Executive Director
Presenter: Ann Wilson, Executive Director

Chair McAustin discussed the \$121,000 to be received from the half of one percent in administrative fees. She suggested an item to request additional funding from each of the member cities. Executive Director Wilson discussed possible options for additional funds to pay for the consultant.

Member Khubesrian suggested discussing the matter until the special meeting.

VIII. COMMENTS FROM MEMBERS

Member Khubesrian stated the City of South Pasadena submitted an early action plan list for Measure R projects and the City of Pasadena had submitted a list of projects for the 710 Corridor.

IX. ADJOURN

Chair McAustin adjourned the meeting at 5:15 pm.



Ann Wilson, Executive Director