



SPECIAL MEETING OF THE GOVERNING BOARD

MINUTES

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Thursday, May 16, 2019 - 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair McAustin called the meeting to order at 4:05 p.m.

II. ROLL CALL

Present: Margaret McAustin, Chair
Terry Walker, Vice-Chair
Paula Devine, Member
Marina Khubesrian, Member
David Perry, Member
Sharon Springer, Member

III. FLAG SALUTE

Vice Chair Walker led the Pledge of Allegiance.

IV. COMMENTS FROM THE PUBLIC

Sarah Patterson, Los Angeles County Regional Affairs Officer for SCAG, introduced herself and welcomed comments or questions.

V. GOVERNING BOARD REORGANIZATION

A. Selection of Chair for the Arroyo Verdugo Communities Joint Powers Authority Governing Board. The Chair will take nominations for Chair and the Governing Board will vote to select a Chair for a term beginning on July 1, 2019 ending on June 30, 2020.

Motion: That (*name*) is nominated as Chair, for a term effective July 1, 2019 and ending on June 30, 2020.

Chair McAustin introduced the item.

MOTION

Member Devine moved and Member Khubesrian seconded a motion to nominate Terry Walker as Chair. The motion carried unanimously.

- B.** Selection of Vice-Chair for the Arroyo Verdugo Communities Joint Powers Authority Governing Board. The current Chair will take nominations for Vice-Chair and the Governing Board will vote to select a Vice-Chair for a term beginning on July 1, 2019 ending on June 30, 2020

Motion: That (*name*) is nominated as Vice-Chair, effective July 1, 2019 and ending on June 30, 2020.

Chair McAustin introduced the item.

MOTION

Member Devine moved and Vice Chair Walker seconded a motion to nominate Sharon Springer as Vice Chair. The motion carried unanimously.

Member Walker recognized and commended Margaret McAustin for her service as Chair.

Chair McAustin thanked the Board for the recognition and stated it had been a pleasure.

VI. PRESENTATIONS

- A.** Update from Metro Regarding the Metro North Hollywood to Pasadena Bus Rapid Transit (BRT) Project

Presenter: Scott Hartwell, Project Manager, Metro

Staff Recommendation: To Receive and File

Scott Hartwell, Metro Project Manager, provided an update on the North Hollywood to Pasadena BRT project including funding, alternatives analysis, service efficiency, and next steps.

Member Devine asked when and who would make the final route decision. Mr. Hartwell stated the Metro Board would make the final decision in Fall 2020 as part of certification of the Final Environmental Impact Report (EIR). He explained that the EIR would study different alternatives.

Executive Director Wilson stated Arroyo Verdugo was originally assigned 90% of the project cost. She asked what percentage of the route fell in the Arroyo Verdugo Subregion and what could be done about reassigning the cost charged to

the Subregion. She stated she had asked for the information several months ago. Mr. Hartwell stated he would obtain that information.

Chair McAustin requested clarification on the Pasadena portion of the route. Mr. Hartwell confirmed that they were regular mixed traffic stops, not a dedicate route. Chair McAustin asked where the route would connect to the Gold Line. Mr. Hartwell stated it could be either Memorial Park or the Del Mar Station. He stated the next study would refine the route configurations and optimize connection to the Gold Line. Chair McAustin discussed the purpose of transportation connectivity. She stated Del Mar was originally designed as a transportation hub and requested consideration.

Member Khubesrian asked about the route access to Pasadena City College (PCC). Mr. Hartwell discussed the heat map provided by PCC showing the origin of the students. He discussed potential connections for students.

Member Perry discussed concerns and the Supervisor's efforts to address concerns. He thanked Metro staff for its work.

VII. CONSENT AGENDA

- A. Approval of the Arroyo Verdugo Subregion Minutes for the Meeting of February 7, 2019
Staff Recommendation: To Approve Minutes of February 7, 2019
- B. Treasurer's Report for May 2019
Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: To Receive and File
- C. Warrant Resolution
Staff Recommendation: Approve Resolution
- D. Verdugo Workforce Appointments
Staff Recommendation: That the Governing Board Members of Burbank, Glendale and La Cañada Flintridge Approve the Appointment of Teresa Sánchez and the Reappointment of Debbie Kukta, Nick Hacopian, James Darcy, Greg Astorian, Marisol Espinosa, Terry Walker, Lucy Burghdorf, Ara Aslanian, John Acosta, Michael Ritterbrown, Chris Lenz, Darlene Sanchez, Mary Hamzoian, and Nancy Ospio to the Verdugo Workforce Development Board; and that the Governing Board Members of Pasadena, South Pasadena and the County (5th District, La Crescenta/Montrose) abstain, since they are not part of the Verdugo Workforce Joint Powers Agreement.

MOTION

Member Khubesrian moved and Member Walker seconded a motion to approve Consent Calendar. The motion carried unanimously, Member Springer abstaining from Item A.

VIII. PUBLIC HEARINGS: None

IX. OTHER BUSINESS

A. Audit Report

Presenter: Rebekka Hosken, Treasurer

Staff Recommendation: To Receive and File

Treasurer Hosken presented the Audit Report, including positive statement of activity, and mitigated General Fund deficit.

Chair McAustin confirmed that the budget year ended positively.

MOTION

Member Khubesrian moved and Member Springer seconded a motion to receive and file the Audit Report. The motion carried unanimously.

B. Financial Policies Regarding Reserve and Spending from Reserve

Presenter: Rebekka Hosken, Treasurer

Staff Recommendation: To Approve Financial Policy No. 1: "Reserve Target" and No. 2 "Executive Director Spending Authority" as herein described.

Treasurer Hosken provided the proposed financial policies including establishing a reserve target of \$5,000 and providing minimal expenditure authority of up to \$2,000.

Executive Director Wilson explained the proposal to gradually build the reserve.

Member Khubesrian asked about the rate of moving money to the reserve. Treasurer Hosken explained it was not a set reserve fund, just the surplus or deficit for the year. She stated the membership cost would be increased to build the reserve.

Chair McAustin requested a separate line item. Treasurer Hosken stated that could be done with an annual transfer.

Member Walker asked about the bottom line. Treasurer Hosken anticipated being close to \$2500 with recent reimbursements from Metro.

Member Devine asked if each member would be paying \$2,500. Executive Director Wilson stated it was based on member share.

Member Khubesrian clarified that a deficit or surplus would be shown separately. Treasurer Hosken indicated that to be correct.

MOTION

Member Walker moved and Member Khubesrian seconded a motion to approve Financial Policies 1 and 2. The motion carried unanimously.

- C. Measure M MSP Funds – Final Cambridge Reports and Metro Final Submittals
Presenter: Ann Wilson, Executive Director
Staff Recommendation: Approve the new programming allocations on page 2 of the attached Cambridge Report, and the new project and funding changes on page 3 and 4 of that report.

Executive Director Wilson presented the staff report indicating \$23 million of the \$24 million in projects were programmed.

Chair McAustin stated she would attend the Metro meeting to speak in favor of the submittals.

Member Khubesrian commended Cambridge on the report.

MOTION

Member Khubesrian moved and Member Walker seconded a motion to approve the new programming allocations and funding changes included in the Cambridge Report. The motion carried unanimously.

- D. Measure M Funds MSP Consultant Services – Year 2
Presenter: Ann Wilson, Executive Director
Staff Recommendation: Exercise the Year 2 Option, as proposed by Cambridge Associates for Measure M MSP consulting services, in the amount of \$25,042, with \$6,129 to be funded by the member agencies.

Executive Director Wilson presented the staff report suggesting exercising the Year 2 Option.

Chair McAustin asked if Cambridge would be picking the projects. Executive Director Wilson explained the services including updating the project list, coordination with staff, submitting the draft MSP plan and delivering the final MSP Plan to Metro for approval. She stated the Year 2 option would not include public participation.

Member Walker asked the cost per agency. Executive Director Wilson stated the cost would be divided formulaically.

Member Springer asked if the \$6,000 would be returned. Executive Director Wilson stated while the previous funding for the consultant had come from Metro Measure M, and the majority of the funds for this project would still come from Measure M funds, the remaining approximately \$6,000 needed to come from all of the agencies (divided by formula) and would not be able to be refunded.

Member Springer stated it sounded like a good deal but her Council would like to vote on it.

Chair McAustin recalled the initial approval of the Cambridge contract, and the fact that the AVCJPA was under budget for Year 1 of the consultant services. She suggested the members could take the budget back to their respective cities. Executive Director Wilson stated the JPA was a fiduciary body that could vote.

Member Springer stated she thought the \$6,000 was okay.

Member Devine stated the interaction between Cambridge and Transportation Advisory Committee (TAC) staff was beneficial.

Chair McAustin asked if there was any opposition to approving the expenditure. None was heard.

MOTION

Member Khubesrian moved and Member Walker seconded a motion to exercise the Year 2 Option, as proposed by Cambridge Associates for Measure M MSP consulting services, in the amount of \$25,042, with \$6,129 to be funded by the member agencies. The motion carried unanimously.

E. Strategic Planning Consulting Services

Presenter: Ann Wilson, Executive Director

Staff Recommendation: That the Governing Board choose one of the four options listed:

1. Fund the estimated strategic plan consultant cost at \$20,000 and include in the budget for FY 2019-20.
2. Do not fund the strategic plan consultant cost for 2019-20, but direct that it be included for consideration by the Governing Board in the FY 2020-21 budget.
3. Do not fund the strategic plan consultant.
4. Provide staff with alternate direction.

Chair McAustin indicated she requested the Board consider budgeting \$15,000 for a strategic plan consultant. Chair McAustin stated there was a need to improve the AVCJPA standing with Metro, to think about the possibility of becoming a Council of Governments (COG), and to consider how to go forward in transportation issues.

In response to Member Walker, Chair McAustin stated the JPA was new and should consider its future structure.

Member Devine stated it was not a bad idea but suggested a project scope prior to deciding.

Member Khubesrian stated she agreed, in general, with the concept.

Executive Director Wilson discussed the proposed scope.

Member Walker asked if the consultant was included in the proposed budget. Executive Director Wilson stated it was not included. She pointed out the cost per agency and indicated she would come back for final approval.

Chair McAustin stated she was proposing the concept and putting funds in the budget as a placeholder.

Member Devine asked if Chair McAustin was suggesting an amount not to exceed \$15,000. Chair McAustin stated the action of soliciting bids would come back to the Board.

Executive Director Wilson asked if the Board wanted her to come back with a scope.

Member Devine stated she would prefer a specific proposal.

Executive Director Wilson stated she would come back to award a contract and she explained billing of the agencies.

Member Devine suggested determining the scope prior to asking for funding.

Chair McAustin confirmed that the Board was open to the concept and Executive Director would return with a scope at the August 2019 meeting.

Member Khubesrian suggested the Board email thoughts about scope.

F. Annual Budget - FY 2019-20

Presenter: Ann Wilson, Executive Director

Staff Recommendation: Approve the Annual Budget for FY 2019-20, effective July 1, 2019 or (alternatively) provide staff with further direction

Executive Director Wilson presented the proposed budget.

Member Khubesrian asked about public outreach. Executive Director Wilson explained that public outreach was only required for new projects. She discussed the outreach program submitted to Metro, which was still in place. Member Khubesrian stated there was feedback that some were not happy with the prior consultant.

Member Devine asked if the population was based on the census. Executive Director Wilson stated it was the latest from the State Department of Finance. Member Devine questioned Glendale's population. Treasurer Hosken verified the population was 206,000.

Executive Director Wilson stated most cities were building dues into their budget.

MOTION

Member Perry moved and Member Khubesrian seconded a motion to approve the Annual Budget for FY 2019-20, effective July 1, 2019. The motion carried unanimously.

G. Website

Presenter: Ann Wilson, Executive Director

Staff Recommendation: Authorize the Executive Director to work with the City of Pasadena to build and maintain the new AVCJPA website

Executive Director Wilson presented the staff report. She discussed agenda posting requirements.

MOTION

Member Springer moved and Member Walker seconded a motion to authorize the Executive Director to work with the City of Pasadena to build and maintain the new AVCJPA website. The motion carried unanimously.

H. SCAG Bylaws Amendment

Presenter: Ann Wilson, Executive Director

Staff Recommendation: That the Governing Board take a formal position of opposition on this matter, should it arise again, and authorize the Chair to write a letter of opposition if needed.

Executive Director Wilson presented the staff report.

Member Perry added that Mayor Hofbauer, of the City of Palmdale, who had originally proposed the matter, chose to table the matter but wanted continued discussion through the year.

Member Devine discussed efforts to change the mind of Mayor Hofbauer.

Member Khubesrian encouraged opposing the matter should it arise again.-

Executive Director Wilson stated she would not send the letter unless the issue arose again.

MOTION

Member Khubesrian moved and Member Springer seconded a motion to formally oppose this issue. The motion carried unanimously.

X. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees

1. SCAG Community, Economic & Human Development Committee – Alternate Robert Joe – Report Attached
2. SCAG Transportation Committee – Emily Gabel-Luddy – Report Attached
3. SCAG Energy and Environment Committee – Paula Member Devine – Report Attached
4. League of California Cities – L.A. County Division - Diana Mahmud – Report Attached

Staff Recommendation:

To Receive and File Reports

MOTION

Member Khubesrian moved and Member Springer seconded a motion to receive and file the reports. The motion carried unanimously.

B. Report from AVCJPA TAC Representative

Presenter: David Kriske

Staff Recommendation:

To Receive and File

David Kriske, METRO TAC Representative, reported that congestion pricing and fees on TNCs were being considered to fund 28 by 28. He discussed grant funds for transit projects for seniors. He stated METRO staff was discussing Next Gen.

Member Khubesrian asked what type of data was used. Mr. Kriske explained that METRO purchased cellphone data to determine which trips could be moved onto transit.

In response to Member Khubesrian, Mr. Kriske stated La Cañada was getting the information. Member Khubesrian stated Steve White would be the new staff contact.

In response to Member Springer, Mr. Kriske explained that cell tower pings were used to determine travel locations.

Chair McAustin asked if METRO was sharing the data with the cities. Mr. Kriske explained that data for the Subregion was being compiled. Chair McAustin asked if the data was available when the city was updating its short-range transit plan. Mr. Kriske discussed efforts to utilize the data.

Member Springer asked if the data could impact or enhance the Orange Line. Mr. Kriske stated the 134 BRT team and NextGen were working together.

Member Devine stated the data would be beneficial to Glendale's argument to lack of connectivity. Mr. Kriske stated METRO's use of the data was new.

Member Perry discussed conversations on regional mobility through transit.

Member Khubesrian asked if the data would come back. Mr. Kriske stated the data could be provided to the Board. He suggested asking the NextGen Team to come back.

MOTION

Member Khubesrian moved and Member Devine seconded a motion to receive and file the report. The motion carried unanimously.

- C. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
To Receive and File

Executive Director Wilson indicated she had no report.

XI. COMMENTS FROM MEMBERS

Member Devine introduced Glendale's new Director of Public Works Yaz Emrani.

MOTION

Member Devine moved and Member Springer seconded a motion to bring back an item in August to consider an annual holiday party. The motion carried unanimously.

Member Springer stated SB50 was dead.

Chair McAustin thanked the Board for allowing her to serve as Chair.

XII. ADJOURN

Chair McAustin adjourned the meeting at 5:38 p.m.



Ann Wilson, Executive Director