

DRAFT
MINUTES OF A REGULAR MEETING OF
THE ORANGELINE DEVELOPMENT AUTHORITY
December 9, 2015

CALL TO ORDER

City of South Gate, Councilmember and Board Chair, Maria Davila called the meeting to order at 6:32 p.m. at the Gateway Cities Council of Governments.

PLEDGE OF ALLEGIANCE

City of Paramount, Councilmember Gene Daniels led the assembly in the salute to the flag.

ROLL CALL AND INTRODUCTION OF ATTENDEES

Authority Board Members:

Maria Davila - Board Chair, Councilmember, City of South Gate
Cristian Markovich - Board Secretary, Mayor, City of Cudahy
Michael McCormick - Board Treasurer, Mayor, City of Vernon
Ali Sajjad Taj - Board Internal Auditor, Councilmember, City of Artesia
Pedro Aceituno - Mayor Pro Tem, City of Bell Gardens
Scott Larsen - Mayor, City of Bellflower
Luis H. Marquez - Mayor, City of Downey
Karina Macias - Mayor, City of Huntington Park
Gene Daniels - Councilmember, City of Paramount

Others:

Michael R. Kodama, Executive Director, Eco-Rapid Transit
Karen Heit, Deputy Executive Director, Eco-Rapid Transit
Saeed Ali, Senior Policy Analyst, Senator Tony Mendoza
Okina Dor, Community Development Director, City of Artesia
Alvie Betancourt, Senior Planner, City of South Gate
Abel Avalos, Director, City of Bell Gardens
Krystal Markovich, Resident, City of Cudahy
Carmela Garcia, Marketing Supervisor, City of Pico Rivera, Department of Parks & Recreation, Marketing & Community Information Unit
Rudy Alvarado, Graphic Design & Media Coordinator, City of Pico Rivera
Gabriel Daigle, Graphic Designer, City of Pico Rivera
Jaurez Naranjo, Musician/Entertainer
Braulio Hoyos, Volunteer, Eco-Rapid Transit and student at USC Sol Price School
Jeff Sparks, Volunteer, Eco-Rapid Transit
Irv Taylor, President, TCDC
Lillian Burkenheim, Community Planning and Development Director, Eco-Rapid Transit
Allyn Rifkin, Transportation Planner/Engineer, Eco-Rapid Transit
Walter D. Beaumont, Community Planner, Eco-Rapid Transit
Cristina Quintero, Marketing Director, Eco-Rapid Transit
Alvaro Neira, Technical Assistant, Eco-Rapid Transit

ITEM 4 – CONSENT CALENDAR

Approval of Minutes of November 18, 2015

Approval of Warrant Register dated December 9, 2015

Approval of Treasurer Report for the period of November 2015

MOTION: City of Paramount Councilmember Gene Daniels moved to approve the consent calendar. Board Secretary and City of Cudahy Mayor Cristian Markovich seconded the motion, which was unanimously approved.

ITEM 5 – PUBLIC COMMENTS

No comments were given and the public comments portion of the meeting was closed.

ITEM 6 – BOARD RECOGNITION OF ECO-RAPID TRANSIT TRANSPORTATION SUMMIT SPECIAL VOLUNTEERS

Now that the Transportation Summit has ended, the Board wished to acknowledge and thank those individuals, organizations, corporations and municipalities that generously gave their time and resources in order that Eco-Rapid Transit could host the summit.

Certificates were presented to the numerous volunteers. Special Awards were presented to the City of Pico Rivera Department of Parks and Recreation, Marketing and Community Information Unit and to Mr. Jaurez Naranjo for their exceptional contributions to the Summit.

All the recipients present were applauded and a group photograph with the Board was taken.

ITEM 7 – UPDATE AND/OR ACTION REGARDING ECO-RAPID TRANSIT PLANNING, PROGRAMMING AND FUNDING SUB-COMMITTEE

Executive Director Kodama spoke briefly on the efforts of the two Planning, Programming and Funding Sub-Committee Chairs, Scott Larsen and Frank Quintero to build support for having Metro underwrite a portion of Eco-Rapid Transit's activities as they relate to the development of the West Santa Ana Branch line. Mr. Larsen indicated that the funding should be dedicated to planning efforts, and include funds for city staff as well. In Mr. Larsen's opinion since the City of Los Angeles receives a \$23 million planning allocation annually from the MTA; and given the scope and complexity of the Eco-Rapid Transit effort this organization should receive at least a \$5 million annual allocation. Mr. Kodama indicated that the timing for making a request to Metro is favorable as the next steps for the West Santa Ana Branch line requires lots of coordination with affected communities for utilities relocation and other issues that could impair the construction or operation of the line and funding for planning transit oriented communities. This environmental review phase is at least a two-year effort and could include proposed transit oriented developments, something beyond the normal EIR. Therefore, a three year funding commitment for Eco-Rapid Transit would be appropriate.

There followed general discussion on the efforts required to secure such funding and what tasks would be funded. There was general consensus that the following should be undertaken: planning efforts to incorporate areas beyond the normal 500 foot radius; project EIR for economic development; assessment of infrastructure needs; and a public information campaign to include social media.

MOTION: City of Bellflower, Mayor Scott Larsen, moved to direct Eco-Rapid Transit staff to seek planning funding from Metro. Paramount, Councilmember Gene Daniels seconded the motion, which was unanimously approved.

MOTION: City of Bellflower, Mayor Scott Larsen, moved to appoint Eco-Rapid Transit Secretary, Cristian Markovich to oversee the social media effort. Paramount, Councilmember Gene Daniels seconded the motion, which was unanimously approved.

ITEM 8 - UPDATE AND/OR ACTION REGARDING ECO-RAPID TRANSIT LEGISLATIVE SUB-COMMITTEE

Executive Director Kodama spoke on the idea raised by Mr. Saeed Ali regarding a Legislative Conference. It was discussed by the Legislative Sub-Committee and agreed that an early morning Breakfast Meeting in February is the preferred option. Mr. Ali addressed the Board regarding the goals and logistics for the Legislative Summit to be successful. Mr. Ali suggested the following:

- Host an early morning breakfast meeting in February – it was suggested that Friday February 19, 2016 is viable - and invite approximately 100 Federal, State and County elected officials for a status briefing on the project;
- The leaders in attendance should be made aware of the importance of the project to the region and the importance of the region to approve any future transit tax ballot measures;
- The municipal leaders will take action to support the project by approving draft resolutions requesting the MTA to fund the project in both current and future transit ballot measures; and
- The leaders will convene at an MTA Board of Directors meeting to present their final resolution and ask the MTA Board for support.

At this point in the meeting, Eco-Rapid Transit Internal Auditor Ali Sajjad Taj left.

Time is of the essence as there is two months before the proposed Summit date. There ensued some general discussion regarding logistics and there being consensus the Board took the following action.

MOTION: City of Bellflower, Mayor Scott Larsen moved to direct staff to coordinate, prepare and plan for the upcoming Legislative Summit. City of Vernon, Mayor and Board Treasurer Michael McCormick seconded the motion, which was unanimously approved

MOTION: City of Bellflower, Mayor Scott Larson moved to direct staff to draft a resolution for member cities to adopt in support of this project and coordinate a presentation to the MTA Board of Directors and the Gateway Cities Council of Governments. City of Vernon, Mayor and Board Treasurer Michael McCormick seconded the motion, which was unanimously approved

ITEM 9 – UPDATE AND/OR ACTION REGARDING NOVEMBER 18TH ECO-RAPID TRANSIT TRANSPORTATION SUMMIT

This item was discussed out of order.

Executive Director Kodama discussed the financial impacts of the recently held Transportation Summit. While the results are positive, and the funds generated will be of benefit during the second part of the Fiscal Year, the estimated \$40,000 net from the Summit is not enough to support staff activities beyond current levels.

There is no motion for this item, as there was no quorum present for action.

ITEM 10 – UPDATE AND/OR ACTION REGARDING ECO-RAPID TRANSIT BUDGET FOR FY2015-2016

This item was discussed out of order.

Executive Director Kodama discussed the status of the current Fiscal Year Budget and the need to husband resources in order to complete several project end audits which, when complete, will release final payments for services provided.

City of Bellflower, Mayor Scott Larson expressed his gratitude for those Eco-Rapid Transit staff who contributed many hours without pay in order that the Transportation Summit could take place. He expressed his concern that in his estimation, we are about \$60,000 in the red. Mr. Kodama replied that with those final payments the deficit should be erased. However, the current forecast for next Fiscal Year is status quo unless new members join. The priority is to have the City of Los Angeles, Burbank, Pico Rivera and Whittier join Eco-Rapid Transit Organization. Further discussion will take place at an upcoming Planning, Programming and Funding Sub-Committee meeting.

ITEM 11 - APPROVE AMENDMENT EXTENDING CONTRACT OF KAREN HEIT FOR AN ADDITIONAL YEAR

Board Chair Maria Davila requested that this item along with Items 12 and 13 be taken out of order while there is a quorum present and asked if members have any questions to discuss as part of item 11, 12 and 13 or if they can be taken together without discussion.

ITEM 12 – APPROVE AMENDMENT EXTENDING CONTRACT OF NORM EMERSON FOR AN ADDITIONAL YEAR

No discussion of this item and taken together with item 11 and 13.

ITEM 13 – APPROVAL OF STAFF RECOMMENDATIONS TO ADD TWO SUBMITTED STATEMENTS OF QUALIFICATIONS TO PRE-QUALIFIED LIST OF CONSULTANTS

No discussion of this item and taken together with item 11 and 12.

MOTION: City of Downey, Mayor Luis Marquez moved to approve items 11, 12, and 13. City of Bell Gardens, Mayor Pro Tem Pedro Aceituno seconded the motion, which was unanimously approved

At this point of the meeting, Board Chair Maria Davila left, a quorum was lost and Board Secretary Cristian Markovich became Acting Chair.

ITEM 14 - UPDATE AND OR ACTION REGARDING FIFTH AMENDMENT TO THE JOINT EXERCISE POWERS AGREEMENT AND ADOPTION OF RESOLUTION

This item was tabled at the suggestion of Executive Director Kodama in order for Burbank City staff to review the current Agreement with the intent of becoming a member.

ITEM 15 - COMMUNICATION ITEMS TO THE BOARD

Executive Director Kodama reminded the Board that next month’s meeting will be held in Glendale. A draft schedule of 2016 Board Meetings was distributed. There was discussion regarding bringing back two proposed draft schedules (two and three month schedules) for board consideration next month.

ITEM 16 – COMMUNICATION ITEMS FROM THE BOARD

City of Bellflower, Mayor Scott Larsen expressed his thanks for all the prayers and best wishes he received due to a surgery he underwent last month.

ITEM 17 - ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 7:39 p.m.

Secretary

Attest:

Chair

Approved:

**ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT**

**TREASURER'S REPORT
FOR THE MONTH OF DECEMBER 2015
(PREPARED ON JANUARY 12, 2016)**

	<u>Bank of the West</u>
Cash, beginning balance (deficit)	\$ (46,504.30)
<u>Receipts:</u>	
2015 Transportation Summit Sponsorship	20,296.59
Total cash receipts	<u>20,296.59</u>
<u>Expenditures:</u>	
Bank fee/positive pay service	(33.10)
Warrants (#10462-10487), approved on 12/9/15	(42,202.51)
Total expenditures	<u>(42,235.61)</u>
Cash, ending balance (deficit)	<u><u>\$ (68,443.32) (A)</u></u>
Less: Cash reserved for D.L. Piper U.S. LLP	<u>(14,710.00)</u>
Available (deficit) cash balance	<u><u>\$ (83,153.32)</u></u>

(A) The deficit balance represents the total amount of the checks approved in excess of the bank balance.

W. Michael McCormick
Treasurer

**ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT**

**WARRANT REGISTER
(JANUARY 13, 2016)**

WARRANT NO.	VENDOR NO.	NAME	AMOUNT
10488	ACE01	PEDRO ACEITUNO	\$ 100.00
10489	ALL01	ALL AMERICAN TROPHY AND E	156.96
10490	ASH01	SEAN ASHTON	100.00
10491	BUL01	BULLDOG PREMIUM FINANCE	529.49
10492	CIT01	CITY OF BELLFLOWER	300.00
10493	COL01	COLANTUONO, HIGHSMITH & W	768.76
10494	DAN01	GENE DANIELS	100.00
10495	DAV01	MARIA DAVILA	100.00
10496	KOD01	MICHAEL R. KODAMA	7,740.45
10497	KON01	KONICA MINOLTA	349.24
10498	LAF01	LA FORET ADVERTISING	200.00
10499	LAR01	SCOTT LARSEN	100.00
10500	MAC01	KARINA MACIAS	100.00
10501	MAR01	CRISTIAN MANUEL MARKOVICH	100.00
10502	MAR03	LUIS H. MARQUEZ	100.00
10503	MCC01	MIKE MCCORMICK	100.00
10504	TAJ01	MOHAMMED ALI SAJJAD TAJ	100.00
		TOTAL	<u>\$ 11,044.90</u>

REPORT.: 01/12/16
RUN....: 01/12/16
Run By.: Veronica Yates

ECO-RAPID TRANSIT
Cash Disbursement Report by Vendor

PAGE: 001
ID #: PYVP
CTL.: ECO

VENDOR.: ACE01 (PEDRO ACEITUNO)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L Account No	DISTRIBUTION Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: ALL01 (ALL AMERICAN TROPHY AND ENGRAVING CO.)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L Account No	DISTRIBUTION Description
95344	XXXXXX	01/12/16	156.96		010 46021 1000	2015 APPRECIATION PLAQUE/QTY 2
Vendor's Total =			156.96			

VENDOR.: ASH01 (SEAN ASHTON)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L Account No	DISTRIBUTION Description
B50812	XXXXXX	01/12/16	100.00		010 46000 1000	08/12/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: BUL01 (BULLDOG PREMIUM FINANCE)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L Account No	DISTRIBUTION Description
B60111	XXXXXX	01/12/16	450.48		010 46040 1000	INSURANCE FEES/ACCOUNT 2719459
B60111A	XXXXXX	01/12/16	79.01		010 46040 1000	INSURANCE FEES/ACCOUNT 2741411
Vendor's Total =			529.49			

VENDOR.: CIT01 (CITY OF BELLFLOWER)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L Account No	DISTRIBUTION Description
201512	XXXXXX	01/12/16	300.00		010 46021 1000	12/15 PROFESSIONAL SERVICES/ECO RAPID
Vendor's Total =			300.00			

VENDOR.: COL01 (COLANTUONO, HIGHSMITH & WHATLEY, PC)

Invoice No	---- WARRANT ----		-----			DISTRIBUTION
	Number	Date	Amount	Paid	G/L Account No	Description
29954	XXXXXX	01/12/16	768.76		010 46030 1000	11/15 LEGAL SERVICES/OLDA GENERAL FUNDS
Vendor's Total =			768.76			

VENDOR.: DAN01 (GENE DANIELS)

Invoice No	---- WARRANT ----		-----			DISTRIBUTION
	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: DAV01 (MARIA DAVILA)

Invoice No	---- WARRANT ----		-----			DISTRIBUTION
	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: KOD01 (MICHAEL R. KODAMA)

Invoice No	---- WARRANT ----		-----			DISTRIBUTION
	Number	Date	Amount	Paid	G/L Account No	Description
201512	XXXXXX	01/12/16	2790.00		010 46022 1000	11/25/15-12/24/15 PROFESSIONAL SERVICE/ECO RAPID
			367.50		010 45020 2020	11/25/15-12/24/15 PROFESSIONAL SERVICE/BHA
			90.00		010 45020 3030	11/25/15-12/24/15 PROFESSIONAL SERVICE/HP PRKG
			7.48		010 45020 2020	11/25/15-12/24/15 REIMBURSE MILEAGE/BHA
			3633.75		010 46022 1000	11/25/15-12/24/15 PROFESSIONAL SERVICES/ECO RAPID
			146.25		010 45020 2010	11/25/15-12/24/15 PROFESSIONAL SERVICES/TLU
			171.35		010 46022 1000	11/25/15-12/24/15 REIMBURSE MILEAGE/ECO RAPID

VENDOR.: KOD01 (MICHAEL R. KODAMA) ..Continue..

Invoice No	WARRANT Number	Date	Amount	Paid	G/L	Account No	DISTRIBUTION Description
B51231	XXXXXX	01/12/16	534.12		010	46022 1000	12/15 BOARD MEETING & OTHER EXPENSES
Vendor's Total =			7740.45				

VENDOR.: KON01 (KONICA MINOLTA)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L	Account No	DISTRIBUTION Description
27921879	XXXXXX	01/12/16	299.32		010	45020 1000	11/10/15-12/10/15 COPIER LEASE,COPIES/ECO RAPID
			7.74		010	45040 2010	11/10/15-12/10/15 COPIER LEASE,COPIES/TLU
			23.98		010	45040 2020	11/10/15-12/10/15 COPIER LEASE,COPIES/BHA-GAS
			14.06		010	45040 3030	11/10/15-12/10/15 COPIER LEASE,COPIES/HP PARKING
			4.14		010	45040 3040	11/10/15-12/10/15 COPIER LEASE,COPIES/HP TOD
Vendor's Total =			349.24				

VENDOR.: LAF01 (LA FORET ADVERTISING)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L	Account No	DISTRIBUTION Description
000150	XXXXXX	01/12/16	200.00		010	46022 1000	12/15 WEBSITE MAINTENANCE
Vendor's Total =			200.00				

VENDOR.: LAR01 (SCOTT LARSEN)

Invoice No	WARRANT Number	Date	Amount	Paid	G/L	Account No	DISTRIBUTION Description
B51209	XXXXXX	01/12/16	100.00		010	46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00				

VENDOR.: MAC01 (KARINA MACIAS)

---- WARRANT ----			----- DISTRIBUTION -----			
Invoice No	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: MAR01 (CRISTIAN MANUEL MARKOVICH)

---- WARRANT ----			----- DISTRIBUTION -----			
Invoice No	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: MAR03 (LUIS H. MARQUEZ)

---- WARRANT ----			----- DISTRIBUTION -----			
Invoice No	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: MCC01 (MIKE MCCORMICK)

---- WARRANT ----			----- DISTRIBUTION -----			
Invoice No	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

VENDOR.: TAJ01 (MOHAMMED ALI SAJJAD TAJ)

---- WARRANT ----			----- DISTRIBUTION -----			
Invoice No	Number	Date	Amount	Paid	G/L Account No	Description
B51209	XXXXXX	01/12/16	100.00		010 46000 1000	12/09/15 OLDA MEETING STIPEND
Vendor's Total =			100.00			

Report's Grand Total = 11044.90
 =====

REPORT.: Oct 14 15 Wednesday
 RUN...: Oct 14 15 Time: 15:08
 Run By.: Anna Francisco

ECO-RAPID TRANSIT
 Chart of Accounts Master

PAGE: 001
 ID #: AU-CA
 CTL.: ECO

FUND ACCT PROJ	Description	Extended Description	STOP
-----	-----	-----	-----
1000	General	General	
2010	Cerritos Trans	Cerritos Transportation Land-Use Grant	
2020	Airport Grd Acc	Airport Ground Access Study	
2030	Airport FTA Grt	Airport FTA Grant	
3010	Airport TOD	Airport TOD	
3020	Metro Trans OD	Metro Transit Oriented Development	
3030	HP Station Pk	Huntington Park Station Parking Project	
3040	HP TOD Station	Huntington Park TOD Station Plan	
3050	GC-WSA	GC-W Santa Ana Branch 3rd Party Admin	
8000	Unallo Grt Chrg	Unallocated Grant Charges	
1---	===== ASSETS =====	===== ASSETS =====	
10100	Bank of the West	BOW-General Checking	
10200	Bank of America	BOA-General Checking	
10999	Cash Clearing	Cash Clearing	
11000	Accounts Receivable	Accounts Receivable	
12000	Prepaid Expenditures	Prepaid Expenditures	
2---	===== LIABILITIES =====	===== LIABILITIES =====	
20000	Accounts Payable	Accounts Payable	
20010	Accounts Payable - Manual	Accounts Payable - Manual	
21000	Deferred Inflows of Resources	Deferred Inflows of Resources	
22000	Advances Payable to Bellflower	Advances Payable to City of Bellflower	
29---	===== FUND BALANCES =====	===== FUND BALANCES =====	
29500	Fund Balance	Fund Balance	
3---	===== FUND BALANCES =====	===== FUND BALANCES =====	
3----	== REVENUES ==	===== REVENUES =====	
31---	- Operating -	----- Operating Revenues -----	
31000	Membership Dues	Membership Dues	
31010	Trans Summit	Transportation Summit	
32---	- Fed Grants -	----- Federal Grant Revenues -----	
32010	Cerritos Trans	Cerritos Transportation Land-Use Grant	
32020	Airport Grd Acc	Airport Ground Access Study	
32030	Airport FTA Grt	Airport FTA Grant	
33---	-Other Grants-	----- State/Local Grant Revenues -----	
33010	Airport TOD	Airport TOD	
33020	Metro Trans OD	Metro Transit Oriented Development	
33030	HP Station Pk	Huntington Park Station Parking Project	
33040	HP TOD Station	Huntington Park TOD Station Plan	
33050	GC-WSA	GC-W Santa Ana Branch 3rd Party Admin	
4----	== EXPENSES ==	===== EXPENSES =====	
45---	- Grant Exp -	----- Grant Expenses -----	
45010	Exec Dir Grnts	Executive Director Grants	
45020	Office Admin/Ex	Office Administration/Expenses (Grants)	
45030	Legal (Grants)	Legal (Grants)	
45040	Staff/Consultan	Staff/Consultants	
46---	- General Exp -	----- General Expenses -----	

REPORT.: Oct 14 15 Wednesday
RUN...: Oct 14 15 Time: 15:08
Run By.: Anna Francisco

ECO-RAPID TRANSIT
Chart of Accounts Master

PAGE: 002
ID #: AU-CA
CTL.: ECO

FUND ACCT PROJ	Description	Extended Description	STOP
46000	Auth Board Act	Authority Board Activities	-----
46010	Executive Dir	Executive Director-General	
46021	Other Admin	Other Administrative (Gen Prof. Labor)	
46022	Office Admin	Office Administration (Staff/Expenses)	
46030	Legal (General)	Legal (General)	
46040	Insurance	Insurance	
46050	MTA Fee	MTA Fee	
010	General Fund	General Fund	
999	Cash Clearing	Cash Clearing	