

DRAFT
MINUTES OF THE REGULAR MEETING OF
ECO-RAPID TRANSIT/ORANGE LINE DEVELOPMENT AUTHORITY
January 8, 2020
Glendale Central Library, City of Glendale

CALL TO ORDER

Eco-Rapid Transit -Chair Karina Macias called the meeting to order at 6:41 PM at the Central Library, City of Glendale.

PLEDGE OF ALLEGIANCE

Frank Quintero, Board Member, Burbank-Glendale-Pasadena Airport Authority, led the assembly in the salute of the flag.

ROLL CALL AND INTRODUCTION OF ATTENDEES

Authority Board Members:

Karina Macias, Chair, Mayor, City of Huntington Park
Ali Sajjad Taj, Vice Chair, Councilmember, City of Artesia
Sean Ashton, Board Secretary, Councilmember, City of Downey
José R. Gonzalez, Internal Auditor, Mayor, City of Cudahy
Alondra Olmos, Board Member, Planning Commissioner, City of Maywood
Vartan Gharpetian, Alternate Board Member, Councilmember, City of Glendale and
Board Member, Burbank-Glendale-Pasadena Airport Authority
Silvia Martinez, Board Member, Planning Commissioner, City of Bell
Pedro Aceituno, Board Member, Councilmember, City of Bell Gardens
Frank Quintero, Board Member, Burbank-Glendale-Pasadena Airport Authority

Others:

Steve Hofbauer, Mayor, City of Palmdale
Julia Brown, Metro Community Relations Manager, Metro
Joanne Kumamoto, Partner, Kumamoto Associates
Alan Kumamoto, Partner, Kumamoto Associates
Michael Lemus, Resident, City of Maywood
Robin Osborne, Civil Engineer, Kimley Horn
Jessica Reyes, Urban Planner, IBI Group
Eric Tunell, Urban Planner, IBI Group
Oliver Hartleben, Urban Planner, IBI Group
Michael Kodama, Executive Director, Eco-Rapid Transit
Karen Heit, Deputy Executive Director, Eco-Rapid Transit
Lillian Burkenheim, Community Planning and Development Director, Eco-Rapid Transit
Allyn Rifkin, Transportation Planner/Engineer, Eco-Rapid Transit
Walter Beaumont, Community Planning Staff, Eco-Rapid Transit
Cristina Quintero, Administration, Michael Kodama Planning Consultants

ITEM 4 – CONSENT CALENDAR

- a. Approval of Minutes of December 11, 2019**
- b. Approval of Warrant Register dated January 8, 2020**
- c. Approval of Treasurer’s Report for the period of December 2019**
- d. Approve Adding Kimley Horn to Eco-Rapid Transit Statement of Qualifications List**

MOTION: Ali Sajjad Taj, Councilmember, City of Artesia moved to approve the Consent Calendar, Sean Ashton, Councilmember, City of Downey, seconded the motion. The item was approved with one abstention. José R. Gonzalez, Mayor, City of Cudahy abstained from Item 4a only.

ITEM 5 – PUBLIC COMMENTS

There were no comments.

ITEM 6 –APPROVE FY 2019-2020 MID-YEAR BUDGET

Michael Kodama, Eco-Rapid Transit Executive Director presented the FY19-20 Mid-Year Budget. The Budget includes only those resources (membership dues and project funds) under contract and/or received. The Mid-Year Budget includes actual expenditures from July through October 2019 and a Project Budget that incorporates anticipated grant resources. Projects include: Artesia TOD; Third Party Administration; and the Caltrans SB1 Huntington Park Transit Oriented Communities Specific Plans Grant.

Mr. Kodama indicated that legal staff was occupied at the beginning of the year with issues related to the departure of two member cities from Eco-Rapid Transit and this requires a budget amendment to increase Legal Fees from \$7,000.00 to \$11,000.00. In addition, the budget for Travel/Mileage will increase from \$1,800.00 to \$3,800.00 to accurately reflect expenditures. Mr. Kodama indicated that to he proposes to shift \$6,000.00 in resources from the Office Expenses/Supplies line-item to cover the budget increases.

MOTION: Sean Ashton, Councilmember, City of Downey moved to approve the Item, Frank Quintero, Board Member, Burbank-Glendale Airport Authority, seconded the motion. The item was approved unanimously.

ITEM 7 – APPROVE MEMORANDUM OF UNDERSTANDING WITH SMART GROWTH AMERICA TO DEVELOP THE FLORENCE/SALT LAKE AND PACIFIC/RANDOLPH TRANSIT ORIENTED COMMUNITIES SPECIFIC PLANS

Mike Kodama discussed the Item. As of November 15, 2019, Eco-Rapid Transit has executed a Sustainable Communities Grant with the State of California Department of Transportation (Caltrans) in the amount of \$681,111 for the Pacific/Randolph and Florence/Salt Lake Transit Oriented Sustainable Communities Specific Plans in the City of Huntington Park. The Local Match amount is \$81,111. Mr. Kodama indicated that staff is in negotiations with Smart Growth America on a Memorandum of Understanding (MOU) that will define Smart Growth America’s role in the project. Smart Growth America will advise Eco-Rapid Transit and the City of Huntington Park and provide their nationwide perspective as the Specific Plans take shape.

Lillian Burkenheim, Eco-Rapid Community and Economic Development Director noted that negotiations on the MOU are ongoing and that the document is not ready for public distribution. Ms. Burkenheim said she would bring this item back to the Board when there is a mutually agreed upon MOU.

MOTION: Ali Sajjad Taj, Councilmember, City of Artesia, moved to receive and file the Item, Sean Ashton, Councilmember, City of Downey, seconded the motion. The item was approved unanimously.

ITEM 8 – UPDATE AND OR ACTION REGARDING CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) SUSTAINABLE COMMUNITIES GRANT TO DEVELOP THE FLORENCE/SALT LAKE AND PACIFIC/RANDOLPH TRANSIT ORIENTED COMMUNITIES SPECIFIC PLANS

Michael Kodama discussed the Item. The Grant has been executed and the initial kick-off meeting with Caltrans was held last month. A meeting with Huntington Park staff has been held and additional meetings with staff from Cudahy, Maywood, Bell and Los Angeles County are being scheduled. The initial invoice to Caltrans is being prepared. Mr. Kodama noted that the local match is \$81,111.00 and details have not yet been finalized. Eco-Rapid Transit staff is negotiating with Metro and others regarding these funds.

Lillian Burkenheim provided the Board with additional detail on the status of the Grant. José R. Gonzalez, Mayor, City of Cudahy noted that this effort was important to Cudahy and asked how involved will Cudahy staff be in this planning effort. Mr. Kodama stated that he will be meeting with the Cudahy City Manager to discuss their interest and level of participation in the effort.

MOTION: Ali Sajjad Taj, Councilmember, City of Artesia, moved to receive and file the Item, Frank Quintero, Board Member, Burbank-Glendale Airport Authority, seconded the motion. The item was approved unanimously.

ITEM 9 – UPDATE AND/OR ACTION REGARDING METRO AND TRANSIT ORIENTED COMMUNITES

Ms. Karen Heit, Deputy Executive Director presented the Item. Ms. Heit stated that Metro staff has initiated a Transit Oriented Communities Implementation Plan that will be presented to the MTA Board in February or March of this year. Ms. Heit narrated a condensed version of a larger Metro staff presentation to highlight for the Board some of the important goals and topics under review. Among these are: Gentrification; Station Area Development to leverage Transit Investment; Grant Writing assistance; First/Last Mile and related Public Improvements; Complete Streets; Affordable Housing; Land Use Planning to advance TOC Goals; Small Business Development and Preservation; and Workforce Development.

Lillian Burkenheim asked if local expenditures to meet these TOC goals might be considered part of their required 3% local matching funds requirement? Ms. Heit replied that there has been some discussion along those lines in addition, Metro is reviewing the application of Enhanced Infrastructure Financing Districts (EIFD) to fund station area public improvements.

MOTION: Ali Sajjad Taj, Councilmember, City of Artesia, moved to receive and file the Item, Sean Ashton, Councilmember, City of Downey, seconded the motion. The item was approved unanimously.

ITEM 10 – COMMUNICATION ITEMS TO THE BOARD

Mike Kodama reminded the Board that the FPPC Form 700 annual conflict of interest statements are due. Ms. Heit related the desire of the Gateway City Council of Government (GCCOG) City Managers to form a Technical Advisory Committee (TAC). The GCCOG Board approved the item last month. All cities that would be impacted by the West Santa Ana Branch (WSAB) Line were invited to participate. Ms. Heit encouraged the members to contact their City Managers and have staff attend the initial meeting of the TAC that is scheduled for January 21st at 2:00 p.m. at the GCCOG offices.

ITEM 11 – COMMUNICATION ITEMS FROM THE BOARD

Board Chair Karina Macias recognized the presence of Mr. Steve Hofbauer, Mayor, City of Palmdale and invited the Mayor to address the Board. Mr. Hofbauer congratulated the Board on their good work and noted that his City was a founding member of Eco-Rapid Transit.

Mr. Frank Quintero, welcomed the Board to Glendale and provided the Board with an update on planned developments in downtown Glendale. Mr. Vartan Gharpetian, also welcomed the Board and discussed Glendale’s efforts to create a vibrant downtown that will provide a safe and exciting place for the city’s youth to congregate. Mr. Gharpetian mentioned that the City is studying a streetcar project that will provide a direct link from the downtown to the Glendale Transit Center.

Mr. Sean Ashton suggested that we spend some time in the next few meetings to discuss the status of the northern corridor (Union Station to the Hollywood Burbank Airport).

ITEM 12 - ADJOURNMENT

Meeting was adjourned at 7: 28 PM

Secretary

Attest:

Chair

Approved:

**ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT
WARRANT REGISTER
(FEBRUARY 12, 2020)**

NAME	AMOUNT
ALI SAJJAD TAJ	\$100.00
SILVIA MARTINEZ	\$100.00
PEDRO ACEITUNO	\$100.00
JOSE R. GONZALEZ	\$100.00
SEAN ASHTON	\$100.00
VARTAN GHARPETIAN	\$100.00
KARINA MACIAS	\$100.00
ALONDRA OLMOS	\$100.00
FRANK QUINTERO	\$100.00
MICHAEL R. KODAMA(Admin Services)	\$3,130.08
MICHAEL R. KODAMA(Admin Services)	\$200.00
MICHAEL R. KODAMA(Reimbursement)	\$114.00
MICHAEL R. KODAMA(General Fund)	\$5,000.00
MICHAEL R. KODAMA(Grant funds)	\$156.25
LILLIAN BURKENHEIM	\$1,009.28
WALTER BEAUMONT	\$577.54
KONICA MINOLTA	\$367.18
LA FORET ADVERTISING	\$250.00
SABOR COLOMBIANO	\$400.00
<u>REPLACED CHECKS</u>	
BALANCE PAYMENT TO REPLACE LOST CHECK #11610 (PARTIAL PAYMENT CHECK #11675)	\$150.00
	<hr/>
TOTAL DISBURSEMENTS	\$12,254.33



Check #	Invoice #	Dated	Name	Distribution	Net Amount
011864	2020-01	01/08/20	ALI SAJJAD TAJ	1/8/20 Board Meeting Stipend	\$100.00
011865	2020-01	01/08/20	SILVIA MARTINEZ	1/8/20 Board Meeting Stipend	\$100.00
011866	2020-01	01/08/20	PEDRO ACEITUNO	1/8/20 Board Meeting Stipend	\$100.00
011867	2020-01	01/08/20	JOSE R. GONZALEZ	1/8/20 Board Meeting Stipend	\$100.00
011868	2020-01	01/08/20	SEAN ASHTON	1/8/20 Board Meeting Stipend	\$100.00
011869	2020-01	01/08/20	VARTAN GHARPETIAN	1/8/20 Board Meeting Stipend	\$100.00
011870	2020-01	01/08/20	KARINA MACIAS	1/8/20 Board Meeting Stipend	\$100.00
011871	2020-01	01/08/20	ALONDRA OLMOS	1/8/20 Board Meeting Stipend	\$100.00
011872	2020-01	01/08/20	FRANK QUINTERO	1/8/20 Board Meeting Stipend	\$100.00
011873	2020-01	01/31/20	MICHAEL R. KODAMA(Admin Services)	Professional Services/General Fund	\$3,130.08
011874	2020-01	01/31/20	MICHAEL R. KODAMA(Admin Services)	Professional Services/Caltrans TOC	\$200.00
011875	2020-01	01/31/20	MICHAEL R. KODAMA(Reimbursement)	Reimbursement Insurance/office supplies	\$114.00
011876	2019-12	12/31/019	MICHAEL R. KODAMA(General Fund)	Professional Services/General Fund	\$5,000.00
011877	2019-12	12/31/019	MICHAEL R. KODAMA(Grants Fund)	Professional Services/Caltrans TOC	\$156.25
011878	2019-12	12/31/019	LILLIAN BURKENHEIM	Professional Services/Caltrans TOC	\$1,009.28
011879	2019-12	12/31/019	WALTER BEAUMONT	Professional Services/General Fund	\$450.00
011880	2019-12	12/31/019	WALTER BEAUMONT	Professional Services/Caltrans TOC	\$127.54
011881	34811707	01/31/20	KONICA MINOLTA	Copy Charges/General Fund	\$334.81
			KONICA MINOLTA	Copy Charges/Grants Fund	\$32.37
011882	631	01/31/20	LA FORET ADVERTISING	Web Maintenance/Eco-Rapid Transit	\$250.00
011883	2020-02	02/12/20	RAFFI'S CATERING	Board dinner (February 2020)	\$400.00

Total Disbursements **\$12,104.33**

Replacement Check

BALANCE PAYMENT TO REPLACE CHECK #11610

011884 (PARTIAL PAYMENT OF \$350 MADE WITH CHECK #11675) \$150.00

Total Replacement Check **\$150.00**

Total Void Payment **\$0.00**

Approved for payment by Eco-Rapid Transit Board of Directors: **\$12,254.33**

ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT

TREASURER'S REPORT
FOR THE MONTH OF JANUARY 2020
(PREPARED ON FEBRUARY 12, 2020)

	<u>Bank of the West</u>
Cash, beginning balance (deficit)	\$49,812.82
<u>Receipts:</u>	
Total cash receipts	<u><u>\$0.00</u></u>
<u>Expenditures:</u>	
Bank fee/Positive Pay Service/Other Charges	-\$57.50
Warrants, approved on 1/8/2020	-\$16,990.04
Total expenditures	<u><u>-\$17,047.54</u></u>
Cash, ending balance	<u><u>\$32,765.28</u></u>

Vrej Agajanian, Treasurer