



**Los Angeles County Service Authority for Freeway Emergencies**  
**Kenneth Hahn Call Box System**

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One Gateway Plaza Los Angeles, California 90012-2952  
TEL (213) 922-5652 FAX (213) 922-2955

**AGENDA**

**LOS ANGELES COUNTY**  
**SERVICE AUTHORITY FOR FREEWAY EMERGENCIES**  
**(SAFE)**

**BOARD MEETING**  
**BOARD OF DIRECTORS**  
**MTA Headquarters**  
**3rd Floor - Board Room**  
**One Gateway Plaza**  
**Los Angeles**

**Thursday, August 23, 2001 – 9:30 a.m.**

**Call to order:**

**Directors:**

John Fasana, Chair  
James Hahn, 1st Vice Chair  
Zev Yaroslavsky, 2<sup>nd</sup> Vice Chair  
Michael Antonovich  
Hal Bernson  
Yvonne Brathwaite Burke  
Paul Hudson  
Don Knabe  
Gloria Molina  
Pam O'Connor  
Beatrice Proo  
Frank Roberts  
Allison Yoh  
Robert Sassaman, Ex Officio

## SERVICE AUTHORITY FOR FREEWAY EMERGENCIES BOARD RULES (ALSO APPLIES TO BOARD COMMITTEES)

### PUBLIC INPUT

The meetings of the Service Authority for Freeway Emergencies Board are open to the public. A member of the public may address the Board on the subject of one or more agenda items and/or other items of interest which are within the subject matter jurisdiction of the Service Authority for Freeway Emergencies. The total presentation for any combination of agenda items and non-agenda items addressed shall not exceed two minutes in length. **A request to address the Board must be submitted in person at the meeting to the Board Secretary prior to the start of the meeting.**

All Public Comment will be heard at the end of each meeting. Each individual will have the opportunity to speak only once at the time Public Comment is heard and should include all comments for all items. The Public Comment period will last thirty minutes maximum in length. Speakers will be called according to the order in which the speaker request forms are received until the thirty minute period has expired. The Chair may limit the public input on any item or the total amount of time allocated for public testimony based on the number of people requesting to speak and the business of the Board. If you are a party to a specific item, you will be called upon to speak at the time that issue is being considered.

In accordance with Government Code Section 54954.3(a) the Chair may from time to time dispense with public comment on items previously considered by a committee composed exclusively of Board members.

In accordance with State Law (Brown Act), all matters to be acted on by the SAFE Board must be posted at least 72 hours prior to the Board meeting. In case of emergency, or when a subject matter arises subsequent to the posting of the agenda, upon making certain findings, the Board may act on an item that is not on the posted agenda.

**CONDUCT IN THE BOARD ROOM** The following rule pertains to conduct at Service Authority for Freeway Emergencies meetings:

**REMOVAL FROM THE BOARD ROOM** The Chair shall order removed from the Board Room any person who commits the following acts with respect to any meeting of the SAFE Board:

Disorderly behavior toward the Board or any member of the staff thereof, tending to interrupt the due and orderly course of said meeting.

A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.

Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Board; and

Any other unlawful interference with the due and orderly course of said meeting.

### INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE BOARD

Agendas for the Regular SAFE Board meetings are prepared by the Board Secretary and are available prior to the meeting in the SAFE Records Management Department and on the Internet.

Every meeting of the SAFE Board of Directors is recorded on cassette tapes, and duplicate tapes are available for a nominal charge. A Spanish language translator is available at all Board Meetings. Translators for other languages must be requested 72 hours in advance.

After each Board meeting, a record is prepared which indicates the actions taken by the Board. This record is available on the second business day following the meeting.

### DISCLOSURE OF CONTRIBUTIONS

The State Political Reform Act (Government Code Section 84308) requires that a party to a proceeding before an agency involving a license, permit, or other entitlement for use, including all contracts (other than competitively bid, labor, or personal employment contracts), shall disclose on the record of the proceeding any contributions in an amount of more than \$250 made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. Persons required to make this disclosure shall do so by filling out a "Disclosure of Contribution" form which is available at the LACSAFE Board and Committee Meetings. Failure to comply with this requirement may result in the assessment of civil or criminal penalties.

### ADA REQUIREMENTS

A cordless microphone is available for those persons with mobility impairments who cannot access the public speaking area. Sign language interpreter services are available by giving notice at least three business days in advance of the meeting. Please telephone (213) 922-4600 between 8 a.m. and 5 p.m., Monday through Friday. Our TDD line is (800)252-9040.

### HELPFUL PHONE NUMBERS

Copies of Agendas/Record of Board Action/Cassette Tapes of Meetings - (213) 922-4880 (Records Management Department)

General Information/Rules of the Board - (213) 922-4600

Internet Access to Agendas - [www.SAFE.net](http://www.SAFE.net)

TDD line (800) 252-9040

**NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.**

1. APPROVE **minutes** of Regular Board meetings held May 25, 2000, October 26, 2000 and June 28, 2001.
  
2. APPROVE AND ADOPT 5% as the **DBE Annual Goal** for Federal Fiscal Year 2002 (FFY02).

Consideration of items not on the posted agenda, including: items to be presented and (if requested) referred to staff; items to be placed on the agenda for action at a future meeting of the Board; and/or items requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Board subsequent to the posting of the agenda.

COMMENTS FROM THE PUBLIC ON ITEMS OF PUBLIC INTEREST WITHIN  
COMMITTEE'S SUBJECT MATTER JURISDICTION

ADJOURNMENT



Los Angeles County

Service Authority for Freeway Emergencies

**MINUTES/PROCEEDINGS**

**LOS ANGELES COUNTY  
 SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
 (SAFE)**

**SPECIAL BOARD MEETING  
 BOARD OF DIRECTORS  
 MTA Headquarters  
 3rd Floor - Board Room  
 One Gateway Plaza  
 Los Angeles**

**May 25, 2000**

**Called to order by Chair Burke**

**Directors Present:**

- Yvonne Brathwaite Burke, Chair
- Michael Antonovich
- Jaime de la Vega
- John Fasana
- Don Knabe
- Jose Legaspi
- Frank Roberts
- Zev Yaroslavsky

1. AUTHORIZED the SAFE Chief Executive Officer to execute the following **interagency agreements for the Regional Surface Transportation Program (RSTP) funds**:
  - A. Letter of Agreement (LOA) with the Los Angeles County Metropolitan Transportation Authority (MTA); and
  - B. Administering Agency-State Master Agreement with the California Department of Transportation (Caltrans).
  
2. AUTHORIZED the SAFE Chief Executive Officer to execute a **Memorandum of Understanding (MOU)** between SAFE and PTSC to allow SAFE to obtain administrative support services from PTSC.
  
3. APPROVED the **FY 2000-2001 budget** in the amount of \$10.6 million for the operation, maintenance, administration and improvement of the Los Angeles County Service Authority for Freeway Emergencies (**SAFE**).

PREPARED BY: Rhodona Enright  
Recording Secretary

  
Michele Jackson  
MTA Board Secretary



# RECAP OF PROCEEDINGS

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

SPECIAL BOARD MEETING

May 25, 2000

ATTENDANCE		A	P	A	P	P	P	P	P	A	A	A	P	P	P	A
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## DIRECTORS VOTING

ITEM NO.	SUBJECT ITEM	ACTION TAKEN	OROPEZA	FASANA	MOLINA	ANTONOVICH	LEGASPI	KNABE	BURKE	CRAGIN	RIORDAN	BERNSON	YAROSLAVSKY	ROBERTS	DE LA VEGA	SASSAMAN
1	AUTHORIZE the SAFE Chief Executive Officer to execute the following interagency agreements for the Regional Surface Transportation Program (RSTP) funds	APPROVED	A	Y	A	Y	Y	Y	Y	A	A	A	Y	Y	Y	
	A. Letter of Agreement (LOA) with the LACMTA															
	B. Administering Agency-State Master Agreement with the California Department of Transportation (Caltrans)															
2	AUTHORIZE the SAFE Chief Executive Officer to execute a Memorandum of Understanding (MOU) between SAFE and PTSC to allow SAFE to obtain administrative support services from PTSC	APPROVED	A	Y	A	Y	Y	Y	Y	A	A	A	Y	Y	Y	

LEGEND: Y - YES, N - NO, C - CONFLICT, AB - ABSTAIN, A - ABSENT, P - PRESENT

\* - Selected in accordance with Rule of Necessity provision that allows for establishment of a quorum by drawing names of conflicted Directors



# RECAP OF PROCEEDINGS

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
SPECIAL BOARD MEETING  
May 25, 2000

<b>ATTENDANCE</b>	A	P	A	P	P	P	P	A	A	A	P	P	P	A
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## DIRECTORS VOTING

ITEM NO.	<u>SUBJECT ITEM</u>	<u>ACTION TAKEN</u>	OROPEZA	FASANA	MOLINA	ANTONOVICH	LEGASPI	KNABE	BURKE	CRAGIN	RIORDAN	BERNSON	YAROSLAVSKY	ROBERTS	DE LA VEGA	SASSAMAN
3	APPROVE FY 2000-2001 budget in the amount of \$10.6 million for the operation, maintenance, administration and improvement of the Los Angeles County Service Authority for Freeway Emergencies (SAFE).	APPROVED	A	Y	A	Y	Y	Y	Y	A	A	A	Y	Y	Y	

LEGEND: Y - YES, N - NO, C - CONFLICT, AB - ABSTAIN, A - ABSENT, P - PRESENT

\* - Selected in accordance with Rule of Necessity provision that allows for establishment of a quorum by drawing names of conflicted Directors



Los Angeles County

Service Authority for Freeway Emergencies

**MINUTES/PROCEEDINGS**

**LOS ANGELES COUNTY  
 SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
 (SAFE)**

**BOARD MEETING  
 BOARD OF DIRECTORS  
 MTA Headquarters  
 3rd Floor - Board Room  
 One Gateway Plaza  
 Los Angeles**

**June 28, 2001**

**Called to order:**

**Directors Present:**

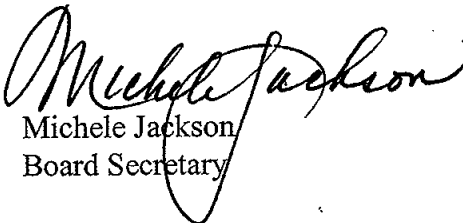
- Yvonne Brathwaite Burke, Chair
- John Fasana, First Vice Chair
- Michael Antonovich
- Hal Bernson
- Don Knabe
- Jose Legaspi
- Pam O'Connor
- Frank Roberts
- Jeff Walden
- Zev Yaroslavsky

1. **ADOPTED the FY 2001-2002 budget** in the amount of \$12.8 million for the operation, maintenance, administration and improvement of the Los Angeles County Service Authority for Freeway Emergencies (SAFE); and authorized the execution of the annual funding amendment to the Memorandum of Understanding (MOU) with the Public Services Transportation Corporation (PTSC) for administrative support services in the amount of \$1.3 million as proposed in the FY 2001-2002 budget.



2. AUTHORIZED the Chief Executive Officer to amend Agreement No. MOU.P00SAFE1 with the State of California Department of California Highway Patrol (CHP) to continue providing **call answering services** for the call box system for three additional years for an amount not to exceed \$7,000,000, inclusive of two (2) one-year options, for a new total agreement value not to exceed \$11,920,000.

PREPARED BY: Rhodona Enright  
Recording Secretary

  
Michele Jackson  
Board Secretary



**RECAP OF PROCEEDINGS**  
**LOS ANGELES COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES**  
**BOARD MEETING**  
**THURSDAY, JUNE 28, 2001**

ATTENDANCE			A	P	A	P	P	P	P	P	A	P	P	P	P	A
			DIRECTORS VOTING													
ITEM NO.	SUBJECT ITEM	ACTION TAKEN	PROO	O'CONNOR	MOLINA	ANTONOVICH	LEGASPI	KNABE	BURKE	FASANA	RIORDAN	BERNSON	YAROSLAVSKY	ROBERTS	WALDEN	SASSAMAN
1	ADOPTED the FY 2001-2002 budget in the amount of \$12.8 million for the operation, maintenance, administration and improvement of the Los Angeles County Service Authority for Freeway Emergencies (SAFE); and authorized the execution of the annual funding amendment to the Memorandum of Understanding (MOU) with the Public Services Transportation Corporation (PTSC) for administrative support services in the amount of \$1.3 million as proposed in the FY 2001-2002 budget.	APPROVED	A	Y	A	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	
2	2. AUTHORIZED the Chief Executive Officer to amend Agreement No. MOU.P00SAFE1 with the State of California Department of California Highway Patrol (CHP) to continue providing call answering services for the call box system for three additional years for an amount not to exceed \$7,000,000, inclusive of two (2) one-year options, for a new total agreement value not to exceed \$11,920,000.	APPROVED	A	Y	A	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	

LEGEND: Y - YES, N - NO, C - CONFLICT, AB - ABSTAIN, A - ABSENT, P - PRESENT

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Los Angeles County

Service Authority for Freeway Emergencies

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**MINUTES/PROCEEDINGS  
LOS ANGELES COUNTY  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
(SAFE)**

**BOARD MEETING  
BOARD OF DIRECTORS  
MTA Headquarters  
3rd Floor - Board Room  
One Gateway Plaza  
Los Angeles**

**Thursday, October 26, 2000**

**Called to order at 11:45 a.m.**

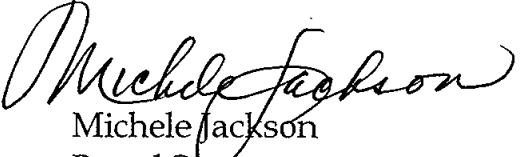
**Directors present:**

Yvonne Brathwaite Burke, Chair  
James Cragin, First Vice Chair  
Richard Riordan, Second Vice Chair  
Michael Antonovich  
Hal Bernson  
Jaime de la Vega  
John Fasana  
Don Knabe  
Jose Legaspi  
Jenny Oropeza  
Frank Roberts  
Zev Yaroslavsky  
Robert Sassaman, Ex Officio

1. AUTHORIZED the Chief Executive Officer to enter into an agreement between the MTA and SAFE to allow the MTA to act as the **designated grant recipient** for Federal Highway Administration (FHWA) funds on behalf of SAFE.

Public comment - None

Prepared by: Christina Lumba-Gamboa  
Recording Secretary

  
Michele Jackson  
Board Secretary



**RECAP OF PROCEEDINGS**  
**LOS ANGELES COUNTY, METROPOLITAN TRANSPORTATION AUTHORITY**  
**SAFE BOARD MEETING**  
**THURSDAY, OCTOBER 26, 2000**

ATTENDANCE	Y	Y	Y	A	Y	Y	Y	Y	A	Y	Y	Y	Y
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DIRECTORS VOTING

ITEM NO.	SUBJECT ITEM	ACTION TAKEN	OROPEZA	FASANA	MOLINA	ANTONOVICH	LEGASPI	KNABE	BURKE	CRAGIN	RIORDAN	BERNSON	YAROSLAVSKY	ROBERTS	DE LA VEGA	SASSAMAN
1	AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN AGREEMENT BETWEEN THE MTA AND SAFE TO ALLOW THE MTA TO ACT AS THE DESIGNATED GRANT RECIPIENT FOR FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDS ON BEHALF OF SAFE.	APPROVED	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

LEGEND: Y - YES, N - NO, C - CONFLICT, AB - ABSTAIN, A - ABSENT, P - PRESENT



Los Angeles County Service Authority for Freeway Emergencies  
Kenneth Hahn Call Box System

One Gateway Plaza Los Angeles, California 90012-2952  
TEL (213) 922-5652 FAX (213) 922-2955

**SAFE BOARD  
AUGUST 23, 2001**

**REVISED**

**SUBJECT: DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
ANNUAL GOAL**

**ACTION: APPROVAL OF DBE ANNUAL GOAL**

**RECOMMENDATION**

Approve and adopt 5% 17% as the DBE Annual Goal for Federal Fiscal Year 2002 (FFY02).

**ISSUE**

In accordance with the Department of Transportation (DOT) requirements found in 49 Code of Federal Regulations (CFR) Part 26 federal grantees are required to establish an overall annual goal, on a fiscal year basis, for the participation of Disadvantaged Business Enterprises (DBEs) in all contracts utilizing federal assistance. The Federal Highway Administration (FHWA) requires grantees to submit their proposed DBE goal for annual review on or before August 1, 60 days prior to the expiration of the current goal period September 30, 2001. This is SAFE's first annual goal recommendation. SAFE utilizes the MTA DBE Program to administer, establish and monitor the goal. The recommended goal is subject to Board approval prior to submittal to FHWA.

**POLICY IMPLICATIONS**

The DBE annual goal is expressed as a percentage of the total amount of federal funds SAFE anticipates expending in the fiscal year. In Fiscal Year 2002 (FY02), the federally assisted portions of the SAFE budget, totals approximately \$1.7 million.

Recipients of DOT capital or operating assistance in excess of \$500,000, or planning assistance in excess of \$200,000, are required to adopt and implement a DBE Program and establish a DBE annual goal. SAFE, via the PTSC MOU, utilizes the MTA DBE Program. The annual DBE goal is established per the elements set forth in 49 CFR Part 26. SAFE applications and grant agreements are approved contingent upon DBE goal approval. These agreements are incorporated into and become part of the Federal Grant Agreement (FGA) and any subsequent

financial assistance agreements. A recipient's failure to adhere to the terms of the Agreement may jeopardize federal funding.

### **GOAL METHODOLOGY APPLIED**

Under FHWA guidelines, a two step methodology is prescribed for annual goal setting. Recipients are to establish a baseline figure from the relative availability of ready, willing and able DBEs in each relevant contracting market. The second step involves adjustments from the baseline figure, relying on an examination of additional evidence, past experience and anticipated changes in DOT assisted contracting over the coming year.

An analysis of SAFE's relevant contracting market revealed that SAFE solicits participation from contractors and subcontractors from Los Angeles County. The relevant contracting market is used for both the numerator (DBEs) and denominator (all businesses) within the area from which SAFE draws the substantial majority of its contract competition.

The data source used for establishing availability of ready, willing and able firms was derived from the Caltrans database of certified DBE vendors. The DBEs identified within the relevant contracting market represent the numerator in the goal setting formula used to arrive at the base figure (Attachment #1). The denominator used in the formula was derived from the U.S. Census Bureau's County Business Pattern (CBP) database. The CBP was used to determine availability of all businesses within the North American Industry Classification System (NAICS) in which SAFE contracts.

To calculate the 5.00% 17% base figure shown in Attachment #1, the number of available DBEs was divided by the number of available businesses in the relevant contracting markets and weighted against the percentage of FY02 projected federal funds. SAFE anticipates expending funds in the designated contracting category: Construction.

SAFE expanded its review of the formula used in the measurement of current availability to ensure that the overall goal truly and accurately reflects the level of DBE participation expected. After review of the limited past participation of DBE goal achievement on SAFE construction contracts and careful analysis of the project specific contracting opportunities, it was determined that an adjustment to the base figure was not required. Based on the data and analysis conducted by SAFE, staff proposes a 5% 17% overall annual goal.

### **ACHIEVING THE ANNUAL GOAL**

The DBE Program guidelines require recipients to meet their annual goal to the maximum extent feasible by implementing race neutral measures. Race conscious measures are applied as a safety net to be used when race neutral means are not effective in achieving a level playing field for DBE participation. The project specific 15% DBE goal and implementation of race neutral measures will ensure DBE participation to the level proposed. The participation of DBE firms achieved by targeted outreach and other race neutral measures will also be counted toward the DBE annual goal.

## OPTIONS

Under the Federal Grant Agreement (FGA), submittal of the annual DBE goal to FHWA is a condition of continued funding.

## BACKGROUND

In September 2000, the MTA submitted a grant application to the Federal Highway Administration (FHWA) on SAFE's behalf to enter into a Grant Agreement with FHWA for receipt of federal Regional Surface Transportation Program (RSTP) funds. The SAFE Board authorized the execution of this Agreement with the MTA to carry out the Call Box Site Improvement project. Notwithstanding MTA's role as the federal RSTP grant fund recipient, SAFE is required to comply with all grant, DOT and FHWA requirements, which includes civil rights.

## NEXT STEPS

The proposed FFY02 DBE annual goal, if approved, will be published externally to elicit public comment prior to submittal to FHWA.

## ATTACHMENT

Attachment 1 – Methodology for Calculating the DBE Annual Goal

Prepared by: Tashai R. Smith, Manager  
Office of Small Business Diversity & Labor Compliance

  
**KAREN HEIT**  
Deputy Executive Officer

  
**JAMES L. de la LOZA**  
Executive Officer

  
**ALLAN G. LIPSKY**  
Office of the Chief Executive Officer



**Service Authority For Freeway Emergencies (SAFE)**  
**Attachment 1 - Methodology For Calculating the DBE Annual Goal**

**REVISED**

**FHWA PROJECT:**

Project Name & Location
Kenneth Hahn Call Box System Mobility Impaired Accessibility Improvement Project/Los Angeles County

**METHODOLOGY:**

$$\text{Base Figure} = \left[ \frac{\text{Percentage of Total Federal Dollars In Construction for FY02}}{\{100\% \}} \times \frac{\text{DBEs in WCC C99_V11 (N)}}{\text{CBPs in NAICS 23 (D)}} \right] \times 100 = \text{Base Figure}$$

**CALCULATION:**

$$\text{Base Figure} = \left[ \frac{\text{Percentage of Total Federal Dollars In Construction for FY02}}{\{100\% \}} \times \frac{1,154}{6,612} \right] \times 100 = 17.45\% \quad \text{Base Figure } 17.00\%$$

**ADJUSTED FIGURE**

**Annual Goal = Base Figure + Adjusted Figure** (SAFE does not have evidence of past DBE participation for this type of project, therefore an adjustment will not be applied to the base figure)

**Annual Goal = 17.00% + 0% = 17.00%**

**Annual Goal includes = Race 15% Conscious (RC) + Race 2% Neutral (RN)**

(RC) DBE participation achieved through project specific goal  
 (RN) DBE participation achieved through small business outreach and technical assistance

LEGEND	
<b>N</b>	Numerator (Ready, willing and able DBE firms)
<b>D</b>	Denominator (All businesses)
<b>CBP</b>	County Business Pattern (Census)
<b>DBE</b>	Disadvantaged Business Enterprise
<b>NAICS</b>	North American Industry Classification System
<b>WCC</b>	Caltrans Work Category Codes