

LOS ANGELES METROPOLITAN TRANSIT AUTHORITY

Minutes of Regular Meeting of
the Members of the Authority

July 3, 1962

Upon notice duly given, the Members of the Los Angeles Metropolitan Transit Authority met at a regular meeting in the Authority Board Room, 1060 South Broadway, Los Angeles 15, California, at 10:30 a.m. on July 3, 1962, at which time the Chairman called the meeting to order.

Chairman A. J. Eyraud, Members Fred S. Dean, N. R. Dumont, M. W. Hall, and Martin Pollard were present. Members Walter M. Briggs and Carl P. Miller were absent. Also present were Executive Director C. M. Gilliss; General Attorney Gerald G. Kelly; General Manager Cone T. Bass; Treasurer Walter J. Braunschweiger; Controller H. L. Black; Director of Public Relations R. O. Christiansen; Chief Engineer Ernest R. Gerlach; Secretary Virginia L. Rees; Austin Conover of the Hollywood Citizen News; Ray Hebert of the Times; and the public.

The Minutes of Regular Meeting held June 19, 1962 were approved.

Report of Director of Public Relations

Mr. Christiansen presented the report of the Public Relations Department, a copy of which is on file with the Secretary.

Memberships in Organizations - Riverside and San Bernardino
Chambers of Commerce

After discussion, upon motion duly made, seconded and
unanimously carried, it was

RESOLVED, that annual memberships in River-
side Chamber of Commerce and in San Bernardino
Chamber of Commerce be and the same are hereby
approved;

RESOLVED FURTHER, that the Treasurer and/or
Controller be and he is hereby authorized to
make the payments covering cost of annual member-
ship in said organizations.

RESOLVED FURTHER, that documents supporting
such memberships be inserted in the Minute Book
as Exhibit 1.

100 New Buses - Advertising for Bids

After discussion, upon motion duly made, seconded and
carried, the following resolution was adopted:

RESOLVED, that the Purchasing Agent be and
he is hereby authorized to advertise for bids
for 100 new buses in accordance with the provi-
sions of Section 8.6 D of the Rules and Regula-
tions of the Authority, said buses to be
delivered after January 1, 1963.

Mr. Pollard abstained from voting.

Approval of Work Order No. 1510

After discussion, upon motion duly made, seconded and
unanimously carried, it was

RESOLVED, that Work Order No. 1510, covering
alterations and improvements at Division No. 5,
including necessary parapet corrections to Substa-
tion, Operators' Building and Mechanical Building,
as required by City of Los Angeles Building and
Safety Code; repair of wash rack and steam cleaner

slab; provision for new lighting fixtures in Operating Building, and improvement of air conditioning in Clerks' office, at an estimated cost of \$22,800, be and the same is hereby approved.

Amendment to Agreement with Standard Oil Company

After discussion, upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

WHEREAS, on March 16, 1962, the Authority entered into a contract with Texaco Co. for the supplying of the Authority's diesel fuel requirements; and

WHEREAS, on June 25, 1962, the Authority terminated its agreement with Texaco Co. as to diesel fuel requirements only because of harmful effects caused by the diesel fuel being supplied by said company; and

WHEREAS, Standard Oil Company of California, Western Operations, Inc. has been certified by the Purchasing Agent as the second lowest responsible bidder on diesel fuel requirements; and

WHEREAS, the Authority has an existing contract with Standard Oil Company of California, Western Operations, Inc. for the providing of various petroleum products; and

WHEREAS, it is the desire of the Authority to amend said agreement to include diesel fuel requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director be and he is hereby authorized to execute on behalf of the Authority an Amendment Agreement with Standard Oil Company of California, Western Operations, Inc., a division of Standard Oil Company of California, to provide for the Authority's diesel fuel requirements, said Amendment Agreement to be subject to approval as to form by the General Attorney.

Changes of Bus Stop Zones

The General Manager reported that for the purpose of more efficient operation and more convenience to the public, certain changes had been made in bus stops. After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the report dated June 18, 1962 relating to bus stop changes, as filed with the Secretary, be and the same is hereby ratified and approved.

Temporary Route Diversions

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the temporary route diversions resulting from construction work affecting Lines 3, 7, 15, 31, 39, 58, 86, 124 and 127, as described in report dated June 11, 1962 filed with the Secretary, be and the same are hereby ratified and approved.

Report of Purchasing Agent of Statement of Material and Supplies Account

The General Manager reported that pursuant to Section 8.6 E of the Rules and Regulations, the Purchasing Agent had submitted a Statement of Material and Supplies Account for the month of May, 1962, a copy of which report is on file with the Secretary.

Report of Purchasing Committee

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the Report of the Purchasing Committee of Authorizations for the period June 19, 1962 through July 2, 1962, as discussed at this meeting and filed with the Secretary, be and the same is hereby ratified and approved, and the appropriate payments are hereby authorized.

Coverdale & Colpitts - Extension of Time

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the Executive Director be and he is hereby authorized to accept in writing on behalf of the Authority a letter agreement, dated June 20, 1962, between the Authority and Coverdale & Colpitts, which letter agreement modifies the letter agreement between the parties, dated November 7, 1961, in the manner as discussed at this meeting and which extends the time for the filing of Coverdale & Colpitts' report from June 30, 1962 to a date not later than July 31, 1962; said letter agreement to be subject to approval as to form by the General Attorney.

Presentation by Mr. Flam

Mr. Edward Flam, Chairman of Committee on Transportation, Traffic, Parking and Street Improvement of the Wilshire Chamber of Commerce, made a presentation with colored slides of his recent trip to Toronto, Canada, and pointed out the many benefits which had accrued to Toronto as a result of the inauguration of subway service.

Designation of Broker for Group Life Insurance and Pension Group Life Insurance

After discussion, upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

WHEREAS, the Pension Committees of the "Operators'-Clerks' Retirement Income Plan," the "Maintenance Employees Retirement Income Plan," and the "Non-Contract Employees Retirement Income Plan" have appointed National Associates, Inc. as actuary to service each of the said Plans; and

WHEREAS, National Associates, Inc. has agreed to offset against the total costs of the services of such organization in connection with such pension plans any commissions which may be received by it as Broker for the Authority's group life insurance and pension group life insurance;

NOW, THEREFORE, BE IT RESOLVED, that until changed by a subsequent resolution of the Authority, National Associates, Inc. be, and it hereby is selected and designated by this Authority as its Broker under the group life insurance and pension group life insurance policies issued by Provident Life & Accident Insurance Co. pursuant to Bid No. 5-6201, and that the Executive Director be, and he hereby is, authorized and directed to notify the Provident Life & Accident Insurance Co. of the said designation.

Delegation of Duties in Executive Director's Absence

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that all documents normally required to be approved and/or signed by the Executive Director may be approved and/or signed in his absence by the Administrative Analyst. All matters of policy normally determined by the Executive Director shall be determined in his absence by the Chairman of the Authority.

Amendment to Rules and Regulations - Collection Procedures

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that Section 12.4 of the Rules and Regulations be renumbered Section 12.5.

RESOLVED FURTHER, that a new Section 12.4 be added to the Rules and Regulations to read as follows:

"12.4 Collection Procedures. The Controller shall be responsible for the collection of money due, or believed to be due, to the Authority. If the Controller finds that any money is due, or believed to be due, to the Authority, and is uncollectible, or that efforts to collect any such sum would be disproportionately costly in relation to the probable outcome of the collecting efforts, the Controller may prepare a report setting forth his findings and the reasons therefor and submit said findings and reasons to the Executive Director. The Executive Director shall either approve or disapprove of the findings. If the Executive Director disapproves of the findings, the matter shall be returned to the Controller for further collection efforts. If the Executive Director approves of the findings, and the amount involved is less than the sum of \$100.00, the Controller may write off the obligation on the books of the Authority and may discontinue further collection efforts with respect thereto. If the Executive Director approves of the findings, and the amount involved is \$100.00 or more, the Executive Director shall submit the findings to the Members of the Authority. Upon the approval of the findings by the Members of the Authority, the Controller may write off the obligation on the books of the Authority and may discontinue further collection efforts with respect thereto. The write off of any unpaid obligation on the books of the Authority as hereinabove provided shall not preclude the Authority from collecting or attempting to collect any sum that later proves to be collectible.

If any amount due, or believed to be due, to the Authority, has neither

"been collected nor written off the books of the Authority as hereinabove provided, the Controller shall, at least three months prior to the expiration of the applicable statute of limitations, refer the matter to a Small Claims Representative, if the amount is within the jurisdiction of the Small Claims Court, or to the General Attorney, if the amount is in excess of the jurisdiction of the Small Claims Court, for the purpose of bringing an action to recover such amount. If the amount is in excess of the jurisdiction of the Small Claims Court and the General Attorney determines that it does not appear economical to bring an action for such amount in the court having jurisdiction of actions for such amount, the General Attorney shall return the matter to the Controller, and the Controller shall refer such matter to a Small Claims Representative for the purpose of bringing an action in the Small Claims Court for so much of the amount as is within the jurisdiction of the Small Claims Court. It shall be the duty of the Controller to prescribe procedures for the periodic review of all unsatisfied judgments obtained in favor of the Authority and for appropriate efforts to obtain the satisfaction thereof."

RESOLVED FURTHER, that the resolution adopted on February 2, 1960 under the heading "Uncollectible Accounts Receivable; Small Claims Court Procedure" be and the same is hereby rescinded in its entirety.

RESOLVED FURTHER, that Section 8.2 of the Rules and Regulations be, and the same hereby is, amended to read as follows:

"8.2 It is the policy of the Authority that in all purchases of supplies, equipment and equipment servicing, and in all contracting for such purchases or for jobbing, construction or like purposes, competitive public bidding shall be used except when otherwise provided by these Rules and Regulations

