

LOS ANGELES METROPOLITAN TRANSIT AUTHORITY

Minutes of Special Meeting of
the Members of the Authority

March 25, 1958

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Special Meeting of Members
held March 25, 1958

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Minutes of Special Meeting of
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March 25, 1958

Upon notice duly given, the members of the Los Angeles Metropolitan Transit Authority met at a regular meeting at the office of the Authority's General Attorney, Room 1213, 621 South Hope Street, Los Angeles, California, at 3:00 o'clock p.m. (P.S.T.) on March 25, 1958, at which time the Chairman called the meeting to order.

Chairman Hayden F. Jones, Members Carl P. Miller, Russell A. Quisenberry, Arthur J. Will and Clarence A. Winder attended. Members Don Belding and Fred S. Dean were absent. Also present were the General Attorney Gerald G. Kelly, of Musick, Peeler & Garrett, and David P. Evans and Roderick M. Hills of that firm, Executive Director Ralph P. Merritt, Treasurer Martin E. Pollard, General Manager Cone T. Bass, Public Relations Director James H. Raport, Ernest Gerlach of Coverdale & Colpitts, Consulting Engineer of the Authority, and representatives of the press.

The minutes of the regular meeting held on March 6, 1958 were approved.

Report of the Executive Director

Mr. Merritt reported on the operational activities of the

Authority, stating that the Authority is operating pursuant to the organization chart previously approved by the Authority, that weekly staff meetings are being held which are attended by the Executive Director, the General Manager, Assistant General Manager, Public Relations Director, Controller, Secretary, General Attorney and Consulting Engineer, and that integration of office personnel is being developed under the organization chart as rapidly as office space is available and administrative requirements make necessary. Mr. Merritt reported that Mr. Bass is preparing recommendations for service improvements to meet present needs, and that all public requests and administrative matters are under study. Mr. Merritt reported that office space on the second floor of 1060 South Broadway building would be ready within the next 10 days or two weeks to house the entire staff of the Public Relations Director. Mr. Raport has completed his operating program which will be brought before the next Authority meeting for approval. Mr. Merritt reported that Mr. Wakelee has made very rapid progress with Price Waterhouse who are determining the adjusted takeover final figures. He pointed out that the contract authorized at the last meeting with Arthur Jenkins for review of final figures on the appraisal has been coordinated and Mr. Jenkins' report will be ready at the time the Price Waterhouse figures are complete.

Administrative Assistant in Office of Executive Director

Upon motion duly made, seconded and unanimously carried,

it was

RESOLVED, that James Lyons be and he hereby is appointed as Administrative Assistant in office of Executive Director at a salary commensurate with the salary he is presently receiving.

Engineering Services

Upon motion duly made, seconded and unanimously carried,

it was

RESOLVED, that the Executive Director be and he hereby is authorized to negotiate with Coverdale & Colpitts a contract between the Authority and Coverdale & Colpitts which would subsequently be submitted to the Authority for approval. Such contract would require Coverdale & Colpitts to prepare a recommendation for future requirements for public transit in the Los Angeles Metropolitan Area as said area is defined in the Los Angeles Metropolitan Transit Authority Act of 1957.

RESOLVED FURTHER, that other planning experts and engineers required for specific services may be requested by the Executive Director to submit proposals, said proposals to be approved by the Authority.

RESOLVED FURTHER, that all payments to Coverdale & Colpitts and to other planning experts and engineers for services rendered in the calendar year 1958 pursuant to contract approved by the Authority shall be paid from the present available fund of \$350,000 as said fund was established in the Trust Indenture.

Insurance

Upon motion duly made, seconded and unanimously carried,

it was

RESOLVED, that a Committee consisting of Arthur J. Will, Chairman, Fred S. Dean, and Martin E. Pollard, Treasurer of the Authority, be and the same is hereby appointed to report to the Authority at a later meeting on insurance consulting services.

Remodeling of Second Floor at 1060 South Broadway.

Upon motion duly made, seconded and unanimously carried,
it was

RESOLVED, that an appropriation for the purpose of alterations and furnishings sufficient to house the Public Relations staff and to establish an Authority Board Room and committee rooms be and it is hereby approved in an amount not to exceed \$15,000 such work to be performed by persons in the employ of the Authority.

Report of Public Relations Committee

Mr. Miller, Chairman of the Public Relations Committee reported on the decal for new buses and the color of repaint of buses and other equipment. Upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the form of decal presented at this meeting be and the same is hereby adopted by the Authority as its official standard decal and insignia.

RESOLVED FURTHER, that the paint scheme for buses used by the former Metropolitan Coach Lines (two tones of green and white) be and the same is hereby adopted by the Authority as its official paint scheme for its buses.

RESOLVED FURTHER, that the uniforms of bus drivers be the same as the uniforms purchased by the bus drivers for the former transit companies, except that the official insignia of the Authority as adopted above will appear on such uniforms.

Report of Consulting Engineer

Mr. Gerlach reported on the manner in which revenue was being received and disbursed. He also submitted and explained to the members of the Authority a cash flow chart.

Disposal of 95 - 1947 and 1948 gasoline buses

Upon motion duly made, seconded and unanimously carried
it was

RESOLVED, that the General Manager be and he hereby is authorized to sell ninety-five (95) 1947 and 1948 Model 798 White buses at the best possible sales price which he can obtain for the Authority.

Letter agreement with General Services Administration

Upon motion duly made, seconded and unanimously carried
it was

RESOLVED that the Executive Director be and he hereby is authorized to execute statement to the General Services Administration, accepting assignment of letter agreement dated September 13, 1951 between General Services Administration and Los Angeles Transit Lines, granting permission to install four trolley pole anchors adjacent to and on lawn side of concrete coping of U. S. Terminal Annex Site, Los Angeles, California.

Partition removal at 1060 South Broadway

Upon motion duly made, seconded and unanimously carried
it was

RESOLVED, that the Executive Director be and he hereby is authorized to sign a work order for partition removal for tenant at 1060 South Broadway.

Selective Service Matters

Upon motion duly made, seconded and unanimously carried
it was

RESOLVED, that Contract S 20 R-334 with Selective Service System, with respect to change of address and billing, be and the same is hereby approved.

Rules and Regulations

Upon motion duly made, seconded and unanimously carried,
the following Resolutions were adopted:

RESOLVED, that the Rules and Regulations of the Authority be and they hereby are amended by deleting Section 2.6B and substituting therefor the following:

"B. The Treasurer shall deposit all funds in the name and to the credit of the Authority with such depositaries as may be designated by the Authority, and shall disburse the funds of the Authority as may be directed by the Authority. No funds of the Authority shall be disbursed other than to pay wages unless the Authority shall have received a statement in writing setting forth the amount claimed, the date due, and the nature of the claim. Such statement shall be in the form customarily used in the business of the claimant except that the Authority may require that the claim be filed on forms prescribed by the Authority. Claims other than those arising under the procedure in Article VIII shall, before payment, be approved as to legality by the General Attorney."

RESOLVED FURTHER, that the Rules and Regulations of the Authority be and they hereby are amended by deleting Section 5.3 and substituting therefor the following:

"5.3 Employment of Office Personnel. Subject to the prior approval of the Authority, the Executive Director may employ office personnel at compensation previously determined by the Authority."

RESOLVED FURTHER, that the Rules and Regulations of the Authority be and they hereby are amended by deleting Section 6.1 and substituting therefor the following:

"6.1 Opinions. Requests for opinions of the General Attorney of the Authority shall be made in the following manner:

- A. By the Authority, on motion, in a regular or special meeting;
- B. By an individual Member at any time on matters related to his official duties or possible liability arising out of such duties.

- C. By the Executive Director, or any person authorized in his behalf.
- D. By the General Manager, or any person authorized in his behalf.
- E. By the Trustee under the Trust Indenture dated as of January 1, 1958, in matters pertaining to the interpretation of that instrument.
- F. By the Consulting Engineer in matters pertaining to the discharge of its duties under the Trust Indenture dated as of January 1, 1958.

Any request for an opinion may be withdrawn at any time by the person making the request. Copies of written opinions of the General Attorney shall be distributed to the members of the Authority and to the Executive Director and shall be filed with the Secretary."

RESOLVED FURTHER, that the Rules and Regulations of the Authority be and they hereby are amended by adding thereto a new Article VIII to be entitled "Purchasing":

- "8.1 There is hereby created a Purchasing Committee consisting of the Executive Director, General Manager, Assistant General Manager, Controller, and Consulting Engineer. A majority of the membership of the Committee is empowered to act for the Committee. All Committee actions are to be made known to the Authority by the filing of a report with said Authority at its next regular meeting.
- 8.2 All purchases of supplies, equipment and services for the operation of the offices and business of the Authority shall be made pursuant to the following procedure:
 - (1) Purchase orders shall be signed by the Purchasing Agent, or a Deputy Purchasing Agent; or Personnel Director, or Administrative Assistant to Personnel Director; and Controller or Assistant Controller. The Purchase orders must be approved under the following procedure:
 - (a) A purchase order calling for an

expenditure of \$50 or less may be approved only by the Executive Director or General Manager.

- (b) A purchase order calling for an expenditure, without dollar limitation, for purchase of material or supplies for stock, may be approved only by the Executive Director, General Manager, Purchasing Agent, or Deputy Purchasing Agent.
 - (c) A purchase order calling for an expenditure of \$1000.00 or less, except as provided in (a) and (b) above may be approved only by the Executive Director or General Manager after prior approval of the Purchasing Committee.
 - (d) A purchase order calling for an expenditure in any amount in excess of \$1000.00 except as provided in (b) above or (e) below, must be approved by the Authority.
 - (e) A purchase order calling for an expenditure, without dollar limitation, made necessary by an operational emergency may be approved by the Executive Director or General Manager and such expenditure shall be reported to the Authority at its next meeting.
- (2) All of the above procedure is subject to the limitation that the aggregate of expenditures may not exceed any budget adopted by the Authority without prior approval of the Authority."

RESOLVED FURTHER, that the Rules and Regulations of the Authority be and they hereby are amended by deleting Article VIII "Office" and substituting therefor Article IX "Office" to read as follows:

"Article IX. Office

"9.1 The Authority shall maintain an office in the City of Los Angeles. The office of the Authority shall be located at 1060 South Broadway, Los Angeles 15, until the Authority orders otherwise."

RESOLVED FURTHER, that the Rules and Regulations of

